

# CROSSROADS CHRISTIAN SCHOOL



## STUDENT HANDBOOK 2010-2011

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# TABLE OF CONTENTS

<b>SECTION 1: INTRODUCTION</b> .....	<b>1</b>
1.1: A LETTER FROM THE HEADMASTER:.....	1
1.2: SCHOOL VERSE.....	1
1.3: MISSION STATEMENT.....	1
1.4: VISION STATEMENT.....	1
1.5: PHILOSOPHY OF EDUCATION.....	2
1.6: CORE VALUES.....	2
1.7: LEARNING OUTCOMES.....	2
1.8: WORKING WITH THE HOME.....	3
1.9: EXPECTED STUDENT OUTCOMES.....	3
1.10: DOCTRINAL STATEMENTS.....	3
1.11: LEADERSHIP.....	3
1.12: GOVERNANCE.....	3
1.13: ACCREDITATION.....	3
1.14: SCHOOL COLORS.....	3
1.15: SCHOOL MASCOT.....	3
1.16: SCHOOL LOGO.....	4
<b>SECTION 2: ADMISSIONS</b> .....	<b>5</b>
2.1: ADMISSIONS PHILOSOPHY.....	5
2.2: NON-DISCRIMINATION POLICY.....	5
2.3: ADMISSIONS PROCEDURES.....	5
2.3.a: <i>Multiple Children Discount</i> .....	5
2.3.b: <i>Financial Matters</i> .....	6
2.4: WITHDRAWAL PROCEDURES.....	7
2.5: STUDENTS WITH SPECIAL NEEDS.....	7
<b>SECTION 3: ACADEMICS</b> .....	<b>8</b>
3.1: KINDERGARTEN THROUGH 12TH.....	8
3.2: ACADEMIC PROBATION AND DISMISSAL.....	8
3.3: PROGRESS REPORTS & REPORT CARDS.....	8
3.3.a: <i>Conferences</i> .....	9
3.3.b: <i>Withholding Report Cards – End of Year Cleanup</i> .....	9
3.4: CONDUCT SCALE.....	9
3.5: ACADEMIC SCALE.....	9
3.6: GRADUATION REQUIREMENTS.....	9
3.7: LEAVING SCHOOL EARLY: DUAL ENROLLMENT ONLY.....	12
3.8: COURSE ASSIGNMENTS.....	12
3.9: SCHEDULE CHANGES (“DROP/ADD”).....	12
3.10: TEST LIMITS.....	12
3.11: INCOMPLETE/LATE WORK.....	12
3.12: MAKE-UP WORK.....	13
3.13: EXAMS.....	13
<b>SECTION 4: AWARDS AND RECOGNITION</b> .....	<b>14</b>
4.1: ACADEMIC AWARDS.....	14
<b>SECTION 5: STUDENT ACTIVITIES</b> .....	<b>14</b>
5.1: COMMUNITY SERVICE.....	14
5.2: STUDENT COUNCIL.....	14
5.3: NATIONAL BETA CLUB (JUNIOR & SENIOR DIVISIONS).....	14
5.4: MUSIC.....	14
5.5: DRAMA.....	14
<b>SECTION 6: ATTENDANCE ISSUES</b> .....	<b>15</b>
6.1: ATTENDANCE.....	15
6.1.a: <i>Tardies</i> .....	15
6.1.b: <i>Excused Tardies</i> .....	15
6.1.c: <i>Protocol for Late Arrival</i> .....	16
6.2: ABSENCES.....	16
6.2.a: <i>Excused Absences (to be approved by Attendance Office)</i> .....	16

# TABLE OF CONTENTS

6.2.b: <i>Unexcused Absences</i> .....	16
6.3: STUDENT OFFICE VISITS .....	17
<b>SECTION 7: BEHAVIOR &amp; CONDUCT.....</b>	<b>18</b>
7.1: STUDENT CONDUCT.....	18
7.2: HONOR CODE.....	19
7.3: PURPOSE OF OUR HONOR CODE.....	19
7.4: EXPECTATIONS FOR CONDUCT.....	19
7.4.a: <i>Alcohol Use or Possession</i> .....	19
7.4.b: <i>Drug Use or Possession</i> .....	20
7.4.c: <i>Possession of a Weapon</i> .....	20
7.4.d: <i>Immorality</i> .....	21
7.4.e: <i>Cheating or Plagiarizing</i> .....	21
7.4.f: <i>Cell Phones &amp; Electronic Devices</i> .....	21
7.4.g: <i>Other Criminal Behavior</i> .....	21
7.5: STUDENT RELATIONSHIPS.....	21
7.5.a: <i>Respect and Courtesy</i> .....	21
7.5.b: <i>Harassment</i> .....	21
7.5.c: <i>Disciplinary Goals</i> .....	21
7.6: DISCIPLINARY SYSTEM.....	22
7.7: METHODS OF DISCIPLINE – LOWER SCHOOL: K-3 THROUGH 5 <sup>TH</sup> GRADE.....	22
7.8: METHODS OF DISCIPLINE – UPPER SCHOOL: 6 <sup>TH</sup> THROUGH 12 <sup>TH</sup> GRADE.....	22
7.8.a: <i>Disciplinary Process</i> .....	22
7.8.b: <i>Classification of Misconduct</i> .....	23
7.8.c: <i>Demerit System</i> .....	24
7.9: DUE PROCESS.....	24
7.10: RE-ENROLLMENT OF DISMISSED STUDENT.....	24
7.11: VACATION & SUMMER CODES.....	24
7.12: RESTITUTION.....	24
7.13: RECONCILIATION.....	24
<b>SECTION 8: DRESS CODE.....</b>	<b>25</b>
8.1: POLICY STATEMENT.....	25
8.2: GENERAL DRESS POLICIES FOR BOYS AND GIRLS (KINDERGARTEN – 12 <sup>TH</sup> ).....	25
8.3: DRESS FOR PRESCHOOL STUDENTS (K-3 & K-4).....	26
8.4: DRESS FOR SPECIAL DAYS & CHAPEL DAYS.....	26
<b>SECTION 9: ATHLETICS.....</b>	<b>27</b>
9.1: SPORTS OFFERED.....	27
9.2: PHILOSOPHY.....	27
9.3: CCS ATHLETIC IDEALS.....	27
9.4: EXPECTATIONS.....	27
9.5: AFFILIATION.....	28
9.6: ACADEMICS.....	28
9.7: ELIGIBILITY.....	28
9.8: HOW ATTENDANCE AFFECTS PARTICIPATION.....	29
9.9: TRYOUTS FOR SPORTS.....	29
9.10: ATHLETIC PHYSICALS.....	29
9.11: ATHLETIC FEES.....	30
9.12: DISCIPLINE.....	30
9.13: PRACTICE.....	30
9.14: SPORTSMANSHIP.....	30
9.15: DRESS CODE ON GAME DAYS.....	31
9.16: ATHLETIC UNIFORMS.....	31
9.17: ATHLETIC EQUIPMENT.....	31
9.18: ATHLETIC FACILITIES.....	31
9.19: TRANSPORTATION.....	31
9.20: BOOSTER CLUB.....	32

# TABLE OF CONTENTS

<b>SECTION 10: FAQs .....</b>	<b>33</b>
10.1: CAMPUS HOURS.....	33
10.2: CAMPUS VISITORS .....	33
10.3: OPPORTUNITIES FOR PARENT INVOLVEMENT.....	33
10.4: HEALTH AND SAFETY ISSUES.....	33
10.5: MEDICATION ADMINISTRATION POLICY.....	33
10.5.a: Prescribed Medications.....	33
10.5.b: Over-the-Counter Medications .....	34
10.5.c: Self-Administered Medications .....	34
10.6: AFTER-SCHOOL CARE .....	34
10.7: CHANGE OF ADDRESS/EMAIL .....	34
10.8: CONFERENCE SCHEDULING.....	34
10.9: DELIVERY AND PICKUP OF STUDENTS .....	35
10.10: SUPERVISION FOR AFTER-SCHOOL ACTIVITIES.....	35
10.11: FIELD TRIP INFORMATION.....	35
10.12: LOST AND FOUND ITEMS.....	35
10.13: LUNCH PROGRAM .....	35
10.13.a: General Information .....	35
10.13.b: Junior/Senior Lunch Policy .....	35
10.13.c: Parent/Visitor Lunch Policy.....	36
10.14: MESSAGES .....	36
10.15: STUDENT CELL PHONE POLICY .....	36
10.16: INTERNET ACCEPTABLE USE POLICY .....	36
10.16.a Acceptable Uses .....	36
10.16.b Monitoring Computer Usage .....	37
10.16.c Disclaimer of All Warranties.....	37
10.16.d Personal Internet Use .....	37
10.16.e Penalties for Improper Use of Internet.....	38
10.17: SCHOOL CLOSURE INFORMATION .....	38
10.18: STUDENT PARKING PROCEDURE .....	38
10.19: SOLICITATIONS .....	38
10.20: CONTACT INFORMATION.....	38
<b>SECTION 11: APPENDIX .....</b>	<b>39</b>

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## Section 1: Introduction

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### *1.1: A Letter from the Headmaster:*

We are thrilled to have you as a student at Crossroads Christian School. Our prayer is to see our students grow in the Lord and to see them serve Him. Christian education is a wonderful privilege that carries an awesome responsibility. Through the partnership of the Christian school and a Godly home, children are best equipped to develop their gifts to meet life's challenges. With CCS's excellent Christian educators, we believe our students will be well-equipped both spiritually and academically. To successfully reach our goal in raising Godly men and women, we as parents and professionals must daily ask God for wisdom, seek knowledge, search for understanding, and model Jesus Christ.

We are excited about what God is going to do in our school this year. We are glad that He has chosen you and your child to be part of our school body. We would like to welcome you to a new school year and thank you for your commitment to Christian education. We are particularly excited about working with you in developing Christian leaders. We are committed to providing the resources and organizations that will contribute to the growth of students to become respectful and responsible citizens.

As you read the pages of this handbook, I trust your heart will join ours in philosophy, doctrine, discipline, and commitment. By signing the agreement at the back of this handbook, you are pledging your support to Crossroads policies and procedures. As you sign this agreement, we form a partnership – joining our family and striving for excellence. May we work together in harmony to honor and glorify our Lord. We covet your prayers and energetic support as we strive to develop each and every student. If you have any questions or concerns, do not hesitate to contact us.

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

For His Glory,

*Jonathan E. Capps*  
Headmaster

### *1.2: School Verse*

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.”*

### *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*

Crossroads Christian School seeks to lead students to faith in Jesus Christ and to develop young men and women who adhere to a Christian world view and prepare them to participate as Godly members of home, church, and society.

### *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 by 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: 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.

### *1.10: 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).

### *1.11: Leadership*

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

### *1.12: 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.

### *1.13: Accreditation*

Crossroads Christian School is accredited by the Association of Christian Schools International (ACSI) and is currently seeking additional accreditation from the Southern Association of Colleges and Schools (SACS).

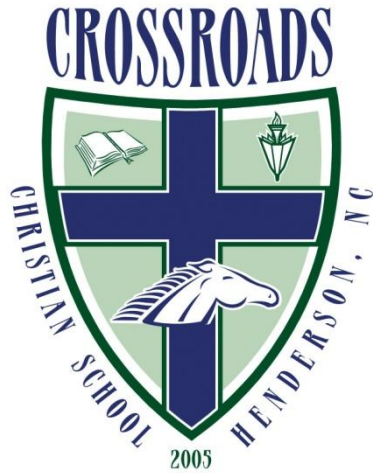
### *1.14: School Colors*

Navy Blue, Hunter Green, and White

### *1.15: School Mascot*

Crossroads Christian Colts

1.16: School Logo



## Section 2: ADMISSIONS

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### 2.1: Admissions Philosophy

Crossroads Christian School is open to anyone interested in receiving a Christian education, from Preschool 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. Submit the following items to the Enrollment Coordinator:
  - A completed New Student Application for the current year (available on school website)
  - Pay the \$250 application fee (per child). This fee is non-refundable.
  - 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 (if applicable)
    - Student Medical Form
    - Teacher Recommendation Form
    - Records Transfer Request Form
  - *\*Required for 6th - 12th grade students only:* A short paragraph stating why the student would like to attend Crossroads Christian School.
2. Receive a phone call from the Enrollment Coordinator to schedule an interview to review application materials.
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.
4. Receive a letter of acceptance status from the administrative offices.

Applications and admissions forms are available online at [www.ccscolts.org](http://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. **This discount does not apply to the K-3 program.**

## 2.3.b: Financial Matters

### *Tuition & Fees*

- K-3 fees are \$6,890.00 (\$6,240.00 tuition, \$250 enrollment, \$100 book/curriculum fee, \$300 resource fee). NOTE: This program is year-round, 7:30 a.m. – 6:00 p.m., Monday – Friday. **The multiple child discount does not apply to the K-3 program.**
- K-4 fees are \$3,800.00 (\$3,000 tuition, \$250 enrollment, \$250 book/curriculum fee, \$300 resource fee)
- Kindergarten fees are \$4,800.00 (\$4,000 tuition, \$250 enrollment, \$250 book/curriculum fee, \$300 resource fee)
- 1st-12th grade fees are \$5,800.00 (\$5,000 tuition, \$250 enrollment, \$250 book/curriculum fee, \$300 resource fee)

### *Tuition Payment Options:*

- **Option A: Full Payment Plan.** This plan offers a 3% discount if tuition is paid in full by July 1. If not paid by July 1, the discount is forfeited.
- **Option B: Monthly Payments.** This plan is payable by bank draft through FACTS. FACTS drafts are made on the 5th and 20th of each month. No monthly payments will extend beyond June 1. Any accounts 30 days past due will result in a student's temporary suspension until the accounts are current. Records are not transferable to other schools for accounts that have past-due balances.

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. Students will not be allowed to attend class if fees have not been paid.

### *Bus Service*

Bus service is available to students in Franklinton, Youngsville, and Wake. This service will provide morning pick up and afternoon drop-off every day of the school year, including half days. The annual cost will be \$763 (\$4.23 per day). This fee can be paid in full, up front, or added to your monthly FACTS draft.

Bus stops will be at the following locations:

- Franklinton - Food Lion
- Youngsville - Holden's BBQ
- Wake Forest - Crossroads Nissan dealership

### *Notary Fees*

Some forms may need to be notarized. For example, overnight field trips required a notarized permission form. As an option for parents, Mrs. Lisa Williams, the CCS bookkeeper, and Mrs. Chantal Garriss, our Kindergarten teacher, are both notary publics and can notarize forms for a fee of \$2.

### *Stewardship*

Financial stewardship regarding expenses related to Crossroads is expected. Enrollment at CCS is a year-long contract between parents and the school. Budgets and teacher contracts are set according to the assumption that students are enrolled for the entire school year.

All unpaid balances should be settled in a timely manner. Any accounts 30 days past due will result in a student's temporary suspension until the accounts are current.

Any payments (tuition, lunch accounts, fundraisers, CCS wear, etc.) made to the school or through FACTS that are returned as NSF (Non-Sufficient Funds) will result in a \$35 fee. FACTS also charges a \$25 NSF fee in addition to our fee.

### 2.4: *Withdrawal Procedures*

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. Parents must schedule a meeting with the Headmaster to receive a Student Withdrawal Form. *Records are not transferable to other schools without this meeting.*

- Any tuition paid prior to school starting will be refunded in its entirety.
- After the first day of school, families withdrawing students will be responsible for the current month plus two additional months' tuition for each student in attendance. Any fees and fines must be paid in full prior to report cards, permanent records, transcripts, etc. being distributed or transferred.
- Students withdrawing from CCS at the end of a school year 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.*

### 2.5: *Students with Special Needs*

The term "special needs" commonly defines children with an array of diagnoses that make learning difficult for them. These diagnoses may include medical, behavioral, developmental, learning and /or mental health issues. A special needs student is one whose disability greatly impacts his or her ability to be successful in a structured social and academic environment. "Special needs" would also include any other inability to work on task that hinders or distracts others within the learning environment.

Crossroads Christian School may admit a limited number of students with minor medical, behavioral, developmental, learning, and/or mental health issues into mainstreamed classroom environments. CCS does not provide resources for students with more extensive needs.

The student must have a current IEP or documentation of special needs from a professional before accommodations or modifications are implemented in the regular classroom. A student with special needs should be able to work independently and will be evaluated twice a school year. Parents must be willing to review/practice skills at home with the child or hire a tutor, if needed.

NOTE: If teachers feel there is a special need, the school will recommend that a student be tested to continue to be successful at CCS. The student can be tested through the public school system (Local Education Agency) or through private testing.

## Section 3: ACADEMICS

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### 3.1: Kindergarten through 12th

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.

### 3.2: Academic 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 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. Once coursework 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.

Students will be placed on academic probation if any of the following occur:

- Below an overall "C" average of all core classes
- An "F" in any class, including electives

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

NOTE: For 9<sup>th</sup>-12<sup>th</sup> grades: Core classes also include Foreign Language and any class that meets five days a week.

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

***Students who fail English and Math for the current scholastic year will be retained.***

### 3.3: Progress Reports & Report Cards

Progress reports are issued midway through each quarter. 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).

NOTE: Exams for 8<sup>th</sup> grade students count as two test grades for the 2<sup>nd</sup> and 4<sup>th</sup> quarters. For 9<sup>th</sup>-12<sup>th</sup> grade report cards, mid-term and final exams count as 10% of the semester grade; exam grades have no effect on a quarter grade.

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

### 3.3a: Conferences

#### Conferences (K-4 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.

### 3.3b: 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, tardies, etc.).

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

### 3.4: 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

### 3.5: Academic Scale

#### K-4

Students in K-4 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

### 3.6: 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 <sup>th</sup> and 10 <sup>th</sup> 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"> <li>▪ Algebra I</li> <li>▪ Algebra II</li> <li>▪ Geometry</li> <li>▪ One unit beyond Algebra II</li> </ul>	<input type="checkbox"/> Algebra I	9	May be taken 8 <sup>th</sup> 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><b>Advanced Functions and Modeling</b> provides a wide breadth of math for business, educational, mathematical, &amp; science degrees.</p> <p><b>Pre-Calculus &amp; Calculus</b> are useful for most</p> <ul style="list-style-type: none"> <li>- Engineering programs</li> <li>- Higher level business programs</li> <li>- Medical programs</li> </ul> <p><b>Consumer Math</b> is practical, life skills math. It is not a required course for college admission &amp; 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"/> 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"> <li>▪ A physical science</li> <li>▪ Biology</li> <li>▪ Earth Science</li> </ul>	<input type="checkbox"/> Physical Science	8 or 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	9 or 10	
	<input type="checkbox"/> Biology I	9	
	<input type="checkbox"/> Biology II	10	
	<input type="checkbox"/> Chemistry	11	

Notes...

State of NC Requirements, continued

Subject Area	CCS Class	Grade	Course Notes
Social Studies 3 units <ul style="list-style-type: none"> <li>▪ Government &amp; Economics</li> <li>▪ U.S. History</li> <li>▪ World Studies</li> </ul>	<input type="checkbox"/> American Government	9/12	See below for additional CCS requirement. 2010-2011: We will begin changing the order of our history classes to better align with university requirements; the new changes affect the rising freshman class as of fall 2010. The rising freshman class will take Am. Gov't. in 12 <sup>th</sup> grade.
	<input type="checkbox"/> Honors Am. Government		
	<input type="checkbox"/> World History I	9	
	<input type="checkbox"/> World History	10	
	<input type="checkbox"/> U.S. History	11	
Health & PE 1 unit	<input type="checkbox"/> PE <input type="checkbox"/> 2 sports	9	Usually taken in 9 <sup>th</sup> 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"/> Art I <input type="checkbox"/> Journalism <input type="checkbox"/> Honors Journalism <input type="checkbox"/> Honors Science Lab <input type="checkbox"/> Library Science <input type="checkbox"/> _____	<input type="checkbox"/> Music Appreciation <input type="checkbox"/> Yearbook <input type="checkbox"/> Boys' Strengthening & Conditioning <input type="checkbox"/> SAT Prep/College Planning <input type="checkbox"/> _____ <input type="checkbox"/> _____	

Crossroads Christian School – Additional Requirements for Graduation

Subject Area	CCS Class	Grade	Course Notes
Bible 4 units	<input type="checkbox"/> Old Testament	9	Students who transfer in from other schools with no Bible requirements will not be penalized for courses omitted.
	<input type="checkbox"/> New Testament	10	
	<input type="checkbox"/> Bible Doctrines	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 <sup>th</sup> grade communications requirement.
Science 1 unit in addition to state requirements	<input type="checkbox"/> Physics <input type="checkbox"/> Environmental Science	12	At least one science must include lab work. <b>Note:</b> Honors Physics and Environmental Science 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.
<b>Total Units Required to Graduate from CCS: 29</b>			

Notes...

### 3.7: *Leaving School Early: Dual Enrollment Only*

Schedule permitting, **seniors** who have met graduation requirements may leave school early if they are dual enrolled at a higher institution. The College Admissions Counselor and Headmaster must approve the request to dual enroll on a case-by-case basis. For more information about dual enrollment policies and fees, check the information on the CCS school website (under College Planning) or meet with the College Admissions Counselor. Any school that offers dual enrollment for high school students will have its own placement tests and registration procedures and guidelines.

Students must submit a transcript to CCS for both fall and spring semesters as proof of their course completions to meet our graduation requirements. Students cannot withdraw from a college course midway – they must complete the entire course.

If a student is dual enrolled for the fall semester, he/she is expected to be dual enrolled in the spring semester. If, for any reason, students cannot get into a dual-enrollment spring course at a local college, they are still required to enroll in a college-level, online course for spring (costs may be associated with this and are the student's responsibility). Remember, any grades earned at the community college level become part of your permanent college record and will follow you. Dual enrollment is a serious consideration and a privilege – decide wisely. Do not look at it solely as a way to “get out of school.”

NOTE: Students will not be allowed to “roam” the school on days they are not in dual enrollment classes; if dual enrolled students are on the CCS campus, they will be assigned to a class or a teacher.

### 3.8: *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 College Admissions Counselor to discuss college and career plans.

### 3.9: *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 College Admissions 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.

### 3.10: *Test Limits*

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

### 3.11: *Incomplete/Late Work*

- **Grades K-4 – 5:** Students should follow classroom policy on late/incomplete work.
- **Grades 6 – 12:** We are preparing our students in grades 6th-12th to establish good habits now to prepare them to handle college and careers. Late or incomplete work is unacceptable. If a student fails to turn an assignment in when it is due, a zero will be recorded for that assignment in RenWeb, and a note will be placed on the assignment stating that it is “missing.” Students who fail to turn in assignments when due will have one week or until the end of the current grading period (quarter), whichever is less, to turn in a late assignment for up to 50% of the original point value.

### 3.12: 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).**

### 3.13: Exams

Students in grades 8-12 will be required to take comprehensive exams at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters. Exams calculate as 10% of the semester grade; exam grades have no effect on a quarter grade. NOTE: Exams for 8<sup>th</sup> grade classes calculate as two test grades for the 2<sup>nd</sup> and 4<sup>th</sup> quarters, not the semester.

Exemption from exams apply to 9<sup>th</sup>-12<sup>th</sup> grades only and is possible with the following:

- *Each semester:* The student has an "A" when averaging both quarters of the semester, and has no more than a total of eight\* (8) absences combined for both quarters. Example: At the end of the first semester, Jane earned a 92 for Quarter 1 and a 94 in Quarter 2; she will not have to take the exam, as her average for the semester is a 93, "A".
- *4<sup>th</sup> 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

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CCS offers the following awards for qualified students.

### 4.1: *Academic Awards*

- **A Honor Roll:** Awarded to the students that have maintained A's in all classes.
- **A/B Honor Roll:** Awarded to students who have all B's and at least one A in all classes.  
Note: Conduct is not included in calculating honor rolls; however, the National Beta Club standards do include behavior as well as academics. To be invited to join the National Beta Club, a student must have no less than a "Satisfactory" in citizenship.
- **Departmental Awards (Upper School):** Based on the academic achievement and class participation for each grade-level subject.
- **Character Awards:** Awarded to students in all grades who display Christ-like character traits throughout the year.
- **Perfect Attendance**

## Section 5: STUDENT ACTIVITIES

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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](http://www.quintcareers.com)). Students involved in community service should get approval from the College Admissions Counselor so that the service can be documented in the student's record.

Students will be involved through school-related activities in the Henderson community as part of their community service options.

### 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.

### 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 fall semester, based on academic status after the first quarter.

### 5.4: *Music*

Praise Band is available as an after-school activity for students in high school. These students lead in chapel worship service.

### 5.5: *Drama*

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

## 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 crucial 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 K-4 through 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. Student-athletes are required to be at school the entire day to participate in practices or games on that day.

**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.

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 and will also result in the assignment of an administrative detention.**

Note: 6<sup>th</sup> – 12<sup>th</sup> grade students who accumulate 5 unexcused tardies will also be assigned an administrative detention.

##### **Late Morning Arrival Consequences**

###### After the 5<sup>th</sup> 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. Failure to pay the fee will result in loss of RenWeb access and withholding report cards.

Drivers for non-driving students will need to sign the student in at the Attendance 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.

## 2010-11 CCS Student Handbook

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/Sleeping in
- Late night activities
- 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

Students must report to the Attendance Office to sign in and obtain a tardy slip for the students if they arrive after 8:00 a.m. for first period. Students will not be admitted to class without a tardy slip.

After the 5<sup>th</sup> 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 Attendance Office. Failure to pay the fee will result in loss of RenWeb access and withholding report cards.

## 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.)	Truancy (skipping school)
Oversleeping	Tardiness
Shopping excursions	Parents' notes without explanation
Auto repairs/maintenance	Suspension
Work on class assignments	Failure to bring a note within <u>one week</u> of
Unapproved personal trips	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, including the nurse's station, they should go to the Attendance Office.

## Section 7: BEHAVIOR & CONDUCT

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### 7.1: Student Conduct

Education at CCS involves more than just quality academics. Character building is an integral part of our program. As Christians we operate from the premise that living lives based on Biblical standards enables us to glorify and please God. Within the school setting there are certain character traits that not only please God but also make for positive relationships within the school community.

**Courtesy** - "Finally, all of you live in harmony with one another; be sympathetic, live as brothers, be compassionate and humble." I Peter 3:8 (NIV)

Our actions and our speech quickly convey to others the factors which motivate us in our relationships. We must daily practice being courteous to those with whom we associate; go out of our way to live in harmony with them. Simple actions and words can go a long way to express our love and concern for others. Coupled with our desire to be courteous should also be a desire to show respect for those in authority over us. We should respond to them in a manner that shows our appreciation to them for accepting the responsibility placed on them by God to assume a position of leadership.

**Self-Control** - "Let your moderation be known unto all men. The Lord is at hand." Philippians 4:5 (KJV)

The quality of our school community is largely affected by our desire to practice moderation in our behavior. We function best in a calm, quiet, controlled environment. We must constantly recognize that our failure to practice moderation in our words, actions and lifestyle, does impact the ability of those about us to realize their full potential. Practicing self-control as a student body will create an environment that is conducive to learning.

**Integrity** - "The man of integrity walks securely, but he who takes crooked paths will be found out." Proverbs 10:9 (NIV)

A school environment that is based on integrity provides a setting of peace and trust. We must work to develop a school that is based on honesty of word and action. There should be no hidden meaning in what we say and our actions must always be open to public scrutiny. There is great comfort and a sense of security and peace in an environment where practicing integrity is the norm.

**Love** - "Dear friends, let us practice loving each other, for love comes from God and those who are loving and kind show that they are the children of God, and that they are getting to know (Him) better." I John 4:7 (LB)

Without question, one of the greatest strengths of CCS is the loving, caring atmosphere which has been developed over the years. Loving others first is not a character trait that comes easily for us. Our first desire is to put ourselves first. We must constantly strive to "practice" loving one another, and to put the needs and well-being of others first. To maintain the uniqueness of CCS we need to make this recognized strength a constant reality in our actions and words.

**Responsibility** - "Moreover, it is required in stewards that a man be found faithful." I Cor. 4:2, " ...and what doth the Lord require of thee but to do justly, and to love mercy, and to walk humbly with thy God." Micah 6:8

The only way the CCS community can reflect the character of Christ inherent in the qualities stated above is for each individual to accept the responsibilities of faithful stewardship freely and fully. These include responsibility for one's own attitudes, behavior and actions, learning, spiritual growth-relationship with God, and our relationships with others, and to follow God's principles in carrying out these responsibilities.

As we work together to develop consistent Godly character, it is important that we remember that God expects us to be consistent in all we do. We cannot display positive character traits and exemplary conduct for the 6 and ½ to 7 hours we are in school and then live something entirely different when we are away from school. As we commit ourselves to a code of conduct that glorifies the Lord no matter where we are, it will benefit others as well as ourselves.

### 7.2: *Honor Code*

"We, the students, faculty and staff of Crossroads Christian School, have a responsibility to uphold the moral and ethical standards of this institution and personally confront those who do not."

Crossroads Christian School is an educational institution espousing Christian values and ethics. Each student is required to maintain an exemplary testimony and fulfill his/her responsibilities to the Honor Code.

### 7.3: *Purpose of Our Honor Code*

Crossroads Christian School seeks to promote a positive Christian community. In maintaining the standards of Crossroads, we each have a responsibility to one another. Therefore, the Honor Code above has been established. Students, faculty or staff witnessing or having knowledge of a major infraction of school policy have the responsibility to confront the student and request that he/she report himself/herself to the appropriate Administration within 48 hours. If the student refuses to do so, the infraction must be reported to administration.

Any student who fails to uphold the Honor Code by ignoring major infractions of school policy and not giving full disclosure may be deemed as responsible as the person who violates the school policy and will receive appropriate discipline. Students are considered responsible members of the Christian community, each one with problems and needs reflective of individual maturity and self-understanding. Students may struggle with personal values and lifestyle as a natural part of being in school. We wish to be sensitive to this in the disciplinary process and provide the counsel and support necessary to promote this growth.

### 7.4: *Expectations for Conduct*

Expectations for conduct in particular areas are as stated in each category below.

#### 7.4.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.

## 2010-11 CCS Student Handbook

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- **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.) suspension with a 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.

### 7.4.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.) suspension with a 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 possess. 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 students in grades 8 – 12. 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.

### 7.4.c: Possession of a Weapon

The possession of a weapon (gun, knife, air rifle, B.B. gun, etc.) while on campus or while attending an extra-curricular activity will result in immediate suspension and a recommendation for expulsion from Crossroads Christian School.

### 7.4.d: Immorality

As Christians we are commanded to “flee from all sexual immorality” (I Cor. 6:18-20). Because of the destructive nature of all sexual immorality and its consequences, students who are found to be involved in such practices will be suspended and/or expelled from Crossroads Christian School.

### 7.4.e: Cheating or Plagiarizing

If a student is caught cheating or plagiarizing, he/she will be suspended from school. Cheating is defined as the unauthorized receiving or giving of information to complete an assignment (regardless of the amount of information involved and regardless of the weight of the assignment on the academic class). Plagiarism is defined as the act of using or passing off as one’s own, the ideas or writings of another. Cheating or plagiarizing a second time constitutes a second suspension and recommendation that the student be dismissed or asked to withdraw from school.

### 7.4.f: Cell Phones & Electronic Devices

Students may not have cell phones, radios, video games, laptops DVD players, MP3 players, iPods, and/or CD players at school. Those violating this policy will have disciplinary actions taken and their equipment may be confiscated and turned in to administration until a parent conference can be held.

### 7.4.g: 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.

## 7.5: *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.

### 7.5.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.).

### 7.5.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.

### 7.5.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.
- **Encourage 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.

Students will be treated fairly and reasonably. Behavior that is deemed contrary to our disciplinary goals will result in appropriate disciplinary action and accountability to the administration and/or teacher.

### 7.6: *Disciplinary System*

CCS teachers handle general classroom problems according to school guidelines. Parents will be contacted if problematic behavior exists. Teachers refer more serious problems to administration. Silent lunch, administrative detention, suspension, suspension and probation, or expulsion may result.

### 7.7: *Methods of Discipline – Lower School: K-3 through 5<sup>th</sup> Grade*

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.

### 7.8: *Methods of Discipline – Upper School: 6<sup>th</sup> through 12<sup>th</sup> Grade*

The Upper School will follow a system of demerits for behavior issues.

**Attendance at Crossroads Christian School is a privilege and not a right. Privileges may be forfeited by any student who does not conform to the standards of the school. The school may withdraw a student at any time, who, in the opinion of the school, demonstrates an attitude that is detrimental to the spirit of the institution, regardless of whether or not he/she conforms to the specific rules and regulations.**

#### 7.8.a: **Disciplinary Process**

- **Instruction:** Students are instructed by their teachers concerning the rules and regulations they are expected to obey in the classroom. A student handbook will be given to students to read with their parents.
- **Warning:** Students are given warnings when they do not obey the rules. They are spoken to privately when they have violated the rules. Some behavior does not warrant a warning.
- **Correction:**
  1. Verbal Correction: Instructing the students as to what is expected. (Demerits given out)
  2. Silent Lunch/Writing Detention: Given to students when they have accrued 4 demerits.
  3. Detention: Assigned by the administration for matters regarding classroom discipline and for demerits. Detentions are served on Wednesday’s beginning at 3:05 p.m. and ending at 4:00 p.m. A one-day notice will be required in assigning detentions. There is a \$10 fee for administrative detentions. Detentions are not designed for the convenience of the student or parent schedules. They are to help deter improper behavior. Any missed detention will result in an additional administrative detention being assigned. A second skipped detention will result in a suspension. The only acceptable reasons to reschedule are medical appointments, sickness, or a death in the family. These excuses must be verified with a note from a parent.
  4. Suspension: Suspensions are earned for very serious offenses or for accumulation of demerits. On serious offense violations, the student will be notified of the offense and given an opportunity to explain his/her actions. When a suspension becomes necessary, the parent will be contacted by phone or in person followed by notice in writing. All work and tests missed during the

## 2010-11 CCS Student Handbook

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suspension must be made up and will be granted full credit. A suspension carries an academic penalty at the end of the marking period of one (1) point deduction from the student's quarter grade in each subject for each day suspended.

5. **Probation:** The purpose of probation is to provide an opportunity for a student to correct special problems. Problem areas will be clearly communicated to both the student and his parents. Specific guidelines for improvement will be presented in writing. To assist in this process, there will be a weekly conference with the student, and his parents will be informed in writing of his/her progress. Probation will last for one nine week period. Student activities will be limited and all positions of trust and responsibility could be relinquished for the rest of the year.

At the end of the probationary period, the faculty and administration will evaluate the student's progress. If the student has not met the required probation stipulations, he/she will be dismissed or asked to withdraw from school.

A student may not be placed on probation for a second time in one school year. Such behavior would constitute a recommendation that the student be dismissed or withdrawn from school.

### 7.8.b: Classification of Misconduct

- **Level 1 – 1 demerit per infraction.** These infractions include but are not limited to: Talking in class, chewing gum, passing notes, eating/drinking in class or the hallway, being out of class without a pass, failure to return forms (demerit slips) with parent signatures the next day, dress code violations, coming to class unprepared, off task in class, wrong place/wrong time.
- **Level 2 – 2 demerits per infraction.** These infractions include but are not limited to: Disrupting class, electronic devices (iPods, mp3 players, etc.), horseplay, disobedience, disrespect to others or their property, leaving campus without signing out, careless driving on campus or to a school activity, failure to behave in silent lunch or detention.
- **Level 3 – 4 or more demerits per infraction.** These infractions include but are not limited to: Cell phones, direct disobedience, skipping a detention, taking of medication without office's distribution, inappropriate physical contact.
- **Level 4 – Suspension from school.** These infractions include but are not limited to: Disrespect to faculty and staff, defacing, destroying or vandalizing school or other's personal property, skipping class or school, leaving campus without permission, profane language or gestures, tobacco usage, fighting, lying, cheating, plagiarism, stealing, forgery, gambling, harassment (racial slurs, bullying, cyberbullying, etc.), alcohol usage, pornography, indecent exposure, possession of obscene or anti-Christian literature, distribution of prescription or non-prescription drugs, misdemeanor crime, sexual misconduct, sexual harassment.  
\*Administrative review will determine the longevity of the suspension.
- **Level 5 – Expulsion from school.** These infractions include but are not limited to: Bringing a weapon or explosive device on campus or to a school activity, threatening bodily harm to a faculty or staff member, possession of illegal drugs, tobacco, or alcohol on campus, use of illegal drugs.

**\*The Administration reserves the right to add to or delete from the above list.**

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

**7.8.c: Demerit System**

Demerits Earned	Consequence
1 to 2	Student warned
3	Parent contacted via personal contact, phone call, or e-mail
4	Silent Lunch/Writing Detention
6	Administrative Detention
7	Parent conference with student
8	Administrative Detention
10	Parent contacted via personal contact, phone call, or e-mail
12	Suspension from school (1 day – loss of leadership role)
14	Parent contacted via personal contact, phone call, or e-mail
15	Parent conference with student
16	Suspension from school (2 days – student placed on probation)
<b>At this point, students are not automatically accepted for the following school year.</b>	
18	Parent contacted via personal contact, phone call, or e-mail
20+	Suspension from school and/or dismissal from school

**\*The Administration reserves the right to add to or delete from the above list.**

*7.9: Due Process*

Serious violations of CCS’s Student Handbook and Code of Conduct will be met with proper due process. A thorough investigation will be conducted by the Headmaster or designee. Decisions will be made in accordance to the sanctions set forth in the Student Handbook/Code of Conduct. Appeals to the Headmaster may or may not be granted, contingent upon the case. Generally, appeals will be heard if (1) there is new evidence, (2) there was failure of due process, or (3) the sanction was outside of that delineated by CCS’s Student Handbook or Code of Conduct.

*7.10: Re-Enrollment of Dismissed Student*

If a formerly dismissed student wants to re-enroll, he/she must petition for re-enrollment. To petition means that he/she must submit a minimum of three letters: One from the student, one from the parent(s) or guardian(s), and one from a pastor or counselor. The main areas that need to be addressed in these letters are these: what they have done spiritually since the dismissal, what they have learned, and how they intend to avoid such a situation in the future. These letters will be reviewed by the Headmaster and school board. No dismissed student can petition for re-enrollment until he/she has been out of CCS for a minimum of 1 school year.

*7.11: Vacation & Summer Codes*

All students are expected to live above reproach and to maintain a strong Christian testimony while out of school for vacations and summer break. Any behavior occurring during these times that normally is considered a major infraction of Crossroads Christian School policy will jeopardize a person’s status as a student.

*7.12: 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.

*7.13: 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. When conflicts or confrontations arise, 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.

## Section 8: DRESS CODE

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### 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 (Kindergarten – 12<sup>th</sup>)

- 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. Male students must be clean shaven at all times – no mustaches, goatees, or beards. 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 Preschool Students (K-3 & K-4)*

CCS wear is optional for students in K-3 and K-4. However, follow the guidelines for grades Kindergarten through 12<sup>th</sup> grade listed above for fit, modesty, and design. Refer to the Preschool Handbook for specific details.

*8.4: 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: ATHLETICS

Along with academic excellence, Crossroads Christian strives to provide additional activities for student growth and enrichment. **Any student involved in the school's extra-curricular activities is expected to be an example of this school, and more importantly, Jesus Christ.**

### 9.1: Sports Offered

FALL	WINTER	SPRING
Middle School Boys' Soccer Middle School Girls' Volleyball Middle School Cross-Country	Middle School Boys' Basketball Middle School Girls' Basketball Middle School Cheerleading	Middle School Boys' Baseball Middle School Girls' Soccer Middle School Girls' Softball
Junior Varsity Girls' Volleyball Varsity Girls' Volleyball Varsity Boys' Soccer Varsity Girls' Tennis	Junior Varsity Boys' Basketball Junior Varsity Girls' Basketball Varsity Boys' Basketball Varsity Girls' Basketball Varsity Cheerleading	Varsity Boys' Baseball Varsity Girls' Soccer Varsity Girls' Softball Varsity Boys' Tennis

### 9.2: Philosophy

The philosophy of 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.

### 9.3: CCS Athletic Ideals

- The CCS athletic program is committed to the total development of our students, physically, mentally, emotionally, and spiritually.
- CCS promotes a quality athletic program built on high ethical standards, resistant to the prevailing push to win at any cost.
- CCS recognizes that our athletes are first and foremost students, and therefore are required to obtain high academic standards.
- CCS Athletics is committed to modeling Christian character as well as being a witness and ambassador for Jesus Christ.
- CCS Athletics intentionally provides opportunity for leadership development.

### 9.4: Expectations

'We are therefore Christ's ambassadors, as though God were making His appeal through us.' (II Corinthians 5:20) We all have a huge responsibility (coaches, student-athletes and parents) to represent Christ, and our testimony must reflect the teaching of our Savior and Lord. Here are some, but not all, of the expectations to which we have been called.

#### COACHES:

- Recognize that you are representing Christ, and that the example you provide will have a tremendous bearing on everyone involved in and out of our athletic program. Recognize that the purpose of athletics is to educate and promote growth in each area of the participant's life.
- Work to develop the character in each student. This means you are to teach them to work hard, work together, and inspire them to be confident in all they do on and off the playing field. You as a coach are expected to treat all players fairly and seek to invest your life in each of your players regardless their skill level.
- Achieve a thorough understanding and acceptance of the rules of the game and seek to wholeheartedly adhere to these values of fair play. Do not manipulate the rules to gain an unfair advantage over the other team.
- Treat your players with respect. Help to develop in them a healthy attitude towards sports competition, a positive self-image, a loving relationship with Christ and each other, a sense of dignity in all circumstances, and a strong stand against incidents of profanity or intimidation or other un-sportsmanlike behaviors.

- Treat the other team's coaches, players, and fans with respect. Encourage hard play while competing, but in no way intimidate or embarrass the opposition. Develop a positive relationship with and a mutual respect for the ability of the other team.

### **STUDENT-ATHLETES:**

- Model Jesus Christ in all situations.
- Maintain good grades. Your academic work is more important than your athletic participation.
- Learn, understand, and adhere to the written rules of the sport.
- Do not manipulate the rules to gain an unfair advantage over the other team.
- Recognize your gifts and abilities as God-given and diligently develop those gifts.
- Practice good health habits by refraining from tobacco, alcohol, drugs, or use of other harmful substances.
- Treat visiting teams, spectators, and officials as honored guests. Conduct yourself with honor and dignity.
- Have fun and enjoy the sport you are playing!

### **PARENTS/GUARDIANS/FANS:**

- Be a good witness in the stands. Your character matters when you cheer on our teams. Many people will not remember the score but they will remember how you act.
- Create and recognize opportunities to teach sportsmanship.
- Remember that your child is a student; therefore, be reasonable in organizing the time demands for academics and athletics.
- Build relationships with your child's coaches through open communication.

### *9.5: Affiliation*

CCS is a member of the North Carolina Independent Schools Athletic Association (NC ISAA).

Crossroads Christian School participates as a member of the Carolina Christian Conference for all varsity sports. Conference and tournament information is available by contacting the Athletic Office during regular business hours. This information will also be posted on the school website as soon as it is available.

At the Middle School level, CCS is a member of the Triangle Middle School Conference. Conference and tournament information is available by contacting the Athletic Office during regular business hours. This information will also be posted on the school website as soon as it is available.

### *9.6: Academics*

The athletes at Crossroads Christian School are students first and foremost. Coaches will work to accommodate student-athletes who need additional after-school academic support.

Students participating in athletics should anticipate the demands on their time and plan accordingly. Athletic participation should never be used to excuse incomplete assignments, missed tests, or tardiness. Additionally, if a student misses a class for an away game, it is his/her responsibility to make up any missed work or tests in a timely manner.

### *9.7: Eligibility*

#### *Grade-level eligibility:*

- 6<sup>th</sup>-8<sup>th</sup> – Middle School
- 9<sup>th</sup>-12<sup>th</sup> – High School

### *Academic eligibility:*

Playing sports is a privilege. Students are eligible to participate in athletics as long as they maintain an overall “C” average of all core classes and do not have an “F” in any class.

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

NOTE: For 9th-12th grades: Core classes also include Foreign Language and any class that meets five days a week.

Student grades are checked mid quarter (progress reports) and at the end of each quarter (report cards) to determine academic eligibility. Students and parents should check RenWeb and stay in contact with teachers regularly to be aware of their grades. Students who do not meet the eligibility requirements will be notified (along with their parents) that the student is on “academic probation.” Students on academic probation can still participate in all games and practices. Such students will have two weeks to raise their grades. At the end of the two weeks, written verification, signed by the student’s teachers must be presented to the athletic director indicating that the student has met eligibility requirements. If all requirements have been met, the probation will be removed.

Students failing to correct their academic status within the two-week time will be declared “ineligible” until the next progress report/report card. Ineligible students may not travel with the team nor participate in games, but they may participate in practice.

If the student’s subsequent progress report/report card indicates the requirements for eligibility have been satisfied, the student will be removed from ineligibility. Students remaining “ineligible” after consecutively serving an “academic probation” and a period of “ineligibility” will be removed from the team.

*Note:* During the fall sport season, the previous year’s last quarter grades will be the determining criteria for eligibility.

### *Behavior:*

All participants are expected to exhibit attitude and behavior which supports the stated goals and expectations of CCS students. If the administration or the coach determines that a participant is not exhibiting a positive attitude and/or behavior, that participant may either be removed from the activity or placed on probation, with subsequent dismissal if improvement does not occur.

### *9.8: How Attendance Affects Participation*

To participate in after-school activities (sports practices or games, fine arts activities, etc.), a student must be at school the entire day. The only exceptions to this rule are a documented, well-care physician’s visit and dual enrollment for seniors. Coaches will obtain an attendance report at the end of each day.

### *9.9: Tryouts for Sports*

The Athletic Director and coaches will determine tryout dates and times for each individual sport season. Announcements and parent notifications will be sent out indicating the start dates for each sport. It is the coach’s responsibility to provide a fair evaluation for all participants during the tryout process. Communicating with each individual the specific reasons why he/she did not make the team will enable the student to target areas for improvement. The Head Coach and the Athletic Director will determine the roster size for each sport.

### *9.10: Athletic Physicals*

All students participating in athletics must have record of a current physical on file in the CCS Athletic Office. Physicals are good for one year from the time of the exam. Forms can be obtained at the school office or by visiting the school’s website, [www.ccscolts.org](http://www.ccscolts.org). Copies of physicals will be given to each coach to be accessible at all times, in case of an injury or medical emergency.

### 9.11: Athletic Fees

Athletic fees are due for each student playing a sport at CCS as follows:

- \$50 1<sup>st</sup> sport
- \$25 Per each additional sport

**Middle School (grades 6-8)** - The athlete is provided a learning experience where basic individual, fundamental skill development is stressed. Team concepts of play and assignment of roles are introduced. In Middle School athletics game participation is emphasized more than at any other level, therefore coaches are encouraged to provide game opportunities for all team members.

**Junior Varsity (grades 7-10)** - The athlete improves skills while learning team concepts that are more complex. The Junior Varsity level is for athletes who desire to play on the Varsity level and are working to develop their skills for future athletic opportunities. Assignment of roles becomes more defined at this level; therefore, an athlete's playing time is determined by how it will best serve the team. For a middle school player to play Junior Varsity consent must be obtained from the student, parent, coach and Athletic Director before the player can play.

**Varsity (grades 7-12)** - The athlete is advanced in skill and physical development. Varsity athletes need to have the physical ability, skill and sport knowledge to handle a demanding practice and game schedule. Emphasis is placed upon individual and team potential. Overnight stay is possible at this level for game and tournament play. For a middle school player to play varsity, consent must be obtained from the student, parent, coach, and Athletic Director before the player can play.

There are no guarantees regarding playing time. The coach is the sole judge on who should start and how much playing time each player should receive. If there are any questions please contact your coach first.

### 9.12: Discipline

Coaches are employees of the school. Therefore, the coaches have the authority to enforce their team guidelines and expectations, as well as, all school policies and standards of behavior for students set forth by the administration. Disciplinary actions for misconduct will be appropriately applied as necessary. Serious offenses will be brought to the attention of the Athletic Director and CCS administration.

### 9.13: Practice

The Athletic Director and coach will determine practice venues and times. Because of the facility that must be shared, flexibility is required. Wednesday practices will not exceed 4:30 p.m. This is done to allow families to attend church together on Wednesday nights. Any team meetings or team related events must be approved by the Athletic Director.

Student-athletes are required to be at all practices and games. At the beginning of the season, coaches will communicate to team members his/her expectations for performance and attendance. There should be no allowances for missed practice (other than academic, medical, or church-related reasons). If an athlete anticipates missing a practice or a game, prior notice should be given to the coach.

Students must be present the entire day at school to participate in that day's practice or game. The only exceptions to this rule are a documented, well-care physician's visit or dual enrollment for seniors.

### 9.14: Sportsmanship

Athletes and coaches at CCS are to be exemplary in their display of sportsmanship during games and practices. Team members should congratulate opponents after a game with a sincere spirit of kindness. Physical and/or verbal abuse, including taunting and inappropriate language aimed at an

opponent, official, coach, or teammate will result in immediate dismissal from the team and disciplinary action by the school administration.

An athlete dismissed from a contest for un-sportsmanlike behavior will be automatically suspended for the next two games but may sit on the bench. All subsequent incidents will be dealt with by the Athletic Director and could result in a team suspension or complete loss of playing privileges for the remainder of the season.

### *9.15: Dress Code on Game Days*

Coaches may require their teams to dress on game day in such a way as to present a good image of Crossroads Christian School. Shirt and tie with slacks for boy's teams, and dresses or skirts (gauchos) with blouse for girl's teams are considered acceptable. Matching team outfits, with coach approval, are also acceptable. The Athletic Director reserves the right to make final determinations on the appropriateness of game day dress.

### *9.16: Athletic Uniforms*

Athletic uniforms are the property of Crossroads Christian School. The coach has the responsibility for distributing and collecting uniforms. Student-athletes are responsible for the care of the uniform and should follow the manufacturer's instructions for cleaning after each use. An athlete who loses a uniform is responsible for the replacement cost for that uniform. Uniforms are not to be altered or tailored by the student-athlete. Uniforms should be worn for games only, with the exception of situations that are deemed appropriate by the Coach and with the approval of the Athletic Director.

### *9.17: Athletic Equipment*

All equipment used by athletic teams at Crossroads Christian School is the property of the school. At the beginning of each season, the coach will be given an inventory of the equipment checked out to him/her. The care of the equipment is the responsibility of the coach. After each practice and game, a careful check should be made to make sure that all equipment is accounted for. At the conclusion of the season, the coach and Athletic Director review the inventory and assess equipment needs for the upcoming year.

### *9.18: Athletic Facilities*

Extreme care and caution should be taken in the use of facilities. Coaches should enlist the help of athletes to ensure that every field and court is left in better condition than that which it was found. Any student defacing or destroying property will be disciplined according to school policy. Activities by teams should be limited to the area specifically designated for the team's use, or in an area approved for use by the Athletic Director.

### *9.19: Transportation*

Crossroads Christian School is currently able to transport student-athletes to and from athletic contests and events in our activity bus. However, in the event that the bus is unavailable, it is still imperative that parents assist in this vital role so as to insure participant safety. It is also important to note that CCS does not sanction or authorize student-athletes to drive themselves or to travel to and from athletic contests with other student drivers. CCS requires each parent/guardian to sign the Athletic Department's Transportation Form absolving CCS, its insurers, agents, employees, representatives, and assigns from any and all causes of actions, claims, demands or expenses in any way connected with private transportation to and from all athletic contests and events.

Coaches should enlist the help of athletes to ensure that the activity bus is left in better condition than that which it was found.

### 9.20: *Booster Club*

The CCS Booster Club is an organization of coaches, parents, supporters, and alumni who believe that athletics can radically change the hearts and lives of young people, as well as provide a platform from which to share their faith. The Booster Club elects its own officers and operates under the guidance of the Athletic Director and the administration.

The Booster Club actively serves to support all athletic teams and helps raise needed financial support for the Athletic Department through membership donations, concessions, and fundraising events throughout the year.

The Booster Club works diligently to raise the funds needed to

- pay for officials' fees,
- buy team uniforms,
- purchase necessary athletic equipment, and
- assist in the upkeep, improvement, and development of CCS's athletic facilities and fields.

Parent participation is vital to the success of this organization and to the entire CCS Athletic Department.

#### **Concessions:**

Concessions stands at NC State University football games and at Crossroads' home games generate most of the budget for our athletic program.

Involving all parents to build our school's athletics program will ultimately promote our school in the community and will encourage participation from the lower school as well as the upper school. As the program grows, additional sports can be offered and again, results in overall growth for our school.

To this end, school concessions will be managed in a rotation, with each class in the school in charge of specific home game dates. A percentage of the profit for the games on that date will be rewarded to the class. Each homeroom teacher will select a parent representative to act as a contact point with the Booster Club.

The responsibilities of this person would be the following:

- Communicate the date of the game the class is in charge of to the parents of that class.
- Arrange parent and student volunteers to work for specific time shifts.
- Arrange parent and student volunteers for clean-up.
- Coordinate with the homeroom teacher and Athletic Director to make the most of your concessions stand night!

Volunteers for concessions at the NC State home football games are needed September – November of each year. Booster Club members will manage sign-ups for these games. Information will be posted on the school website.

## Section 10: FAQs

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### *10.1: 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.

### *10.2: 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.

### *10.3: 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.

### *10.4: 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.)

### *10.5: Medication Administration Policy*

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

#### **10.5.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.

### 10.5.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.

### 10.5.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 medications left at the school office must be securely locked in the school clinic, accessible only by administrative personnel/faculty.

## 10.6: *After-School Care*

After-school care will be provided for K-4 through 5<sup>th</sup> grade students. During after-school care, students will be supervised in the completion of their homework assignments and will participate in planned 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](http://www.ccscolts.org). See after-school pickup times. Middle school and high school students not picked up on time in carpool will be sent to after-school care and a fee will be charged.

## 10.7: *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.

## 10.8: *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. – 3:15 p.m. Parent meetings with the administration should be made through the office. Parents cannot “drop in” and expect teachers or administrative staff to meet with them.

ALL meetings with school personnel, including the Headmaster, must be scheduled.
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### *10.9: Delivery and Pickup of Students*

- **Use the carpool line when picking up your child; please be respectful of the traffic flow patterns. Do not use the center lane unless you are parking and walking your child into the school.**
- All students are to be dropped off at the front entrance of the school using the carpool lane.
  - 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.
- Lower school students who arrive before 7:50 a.m. must report to the library.
- Middle and high school students who arrive before 7:50 a.m. must report to the cafetorium.
- Students who are tardy must check in at the Attendance Office.
- Parents are encouraged to use the carpool lane instead of entering the building for drop-off or pick-up for security purposes and safety of our students.

### *10.10: 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 3:00 p.m. (lower school) or 3:15 p.m. (upper school) for a ride

Lower school students found unsupervised after 3:00 p.m. will be sent to After-School Care and will be charged a drop-in rate. Upper school students found unsupervised after 3:15 p.m. will be sent to After-School Care and will be charged a drop-in rate. Any student found in the building unsupervised will be subject to disciplinary action.

### *10.11: 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. Non-staff chaperones cannot ride the activity bus (insurance rules).

### *10.12: 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 a comparable charity.

### *10.13: Lunch Program*

#### **10.13.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.

#### **10.13.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.

### 10.13.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.

### 10.14: Messages

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

### 10.15: Student Cell Phone Policy

Cell phone usage is prohibited during the school day. 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 may not leave cell phones with teachers or other staff members.

Students having a phone out or using it 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. Four 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.

### 10.16: Internet Acceptable Use Policy

Crossroads Christian School provides a computer lab with Internet access for students, faculty, and staff. The Internet allows students the opportunity to enhance educational activities, to expand research capabilities, to learn new concepts, and to promote life-long learning. The following Acceptable Use Policy sets guidelines for student, faculty, and staff usage of the Internet. Each year, students who will be accessing the Internet must acquaint themselves with this policy and sign the Acceptable Use Agreement. In addition, parents will be asked sign this agreement. CCS may revise this policy as deemed necessary. Students, faculty, staff, and parents will be made aware of changes which have been implemented. Usage of the Internet is a privilege, not a right, and violation of this policy may result in the loss of privileges to use the computer lab and access the Internet.

#### 10.16.a Acceptable Uses

Usage of the Internet should be guided by the CCS General Code of Conduct, which states that students will at all times exhibit Christ-like behavior. Students will be instructed in the proper usage of Internet resources. However, the ultimate responsibility for student actions while using the Internet rests with the student and their parent/guardian. The following guidelines detail acceptable usages of the CCS computer lab and the Internet.

1. Users must respect the privacy of others. Users shall not intentionally obtain copies of or modify files, passwords, or data that belongs to anyone else. Users should not represent themselves as

- someone else by using another's account. No one should forward material from the school without prior consent of administration or technology coordinator.
2. Users must respect the integrity of computing systems. For example, no one should develop programs that harass other users or attempt to infiltrate a computer or computing system.
  3. No advertising for profit or campaigns for political office are allowed.
  4. Users must respect the rights of others and not use language that is abusive, profane, or sexually offensive.
  5. E-mail is not guaranteed to be private. Messages dealing with illegal activities may be reported to the appropriate authority.
  6. Users must exercise care in protecting their passwords. Any abuse of a staff member's account by someone else is the staff member's responsibility. Staff members who believe that someone else may have their password should immediately change it and report the problem to the system administrator.
  7. Users must abide by all existing federal and state laws regarding electronic communication. This includes, but is not limited to, accessing information without authorization, giving passwords out, or causing a system to malfunction.
  8. Access to the Internet is a privilege. Anyone found using access in a way deemed inappropriate will be denied privileges and may be subjected to disciplinary action, including termination of privileges.
  9. Students should not reveal their name, address, personal information, and school name when using the Internet.
  10. Students are to use the Internet for educational purposes only.
  11. Students should not store any inappropriate, illegal, or obscene material on school-owned equipment.
  12. Students should not access their e-mail accounts from school-owned computers. In addition, students should not access personal web pages or web logs (blogs).
  13. Without prior staff approval, downloading of music to a school-owned computer or personal music device is unacceptable.
  14. Students are not allowed to visit Internet game sites without the permission of a staff member. If students are given permission to access Internet game sites, there will be an acceptable list of sites provided to them.
  15. Students must appropriately cite all information taken from an Internet site.

### 10.16.b Monitoring Computer Usage

CCS staff will strive to consistently monitor computer and Internet usage. The CCS lab is equipped with a Web-blocker program. As efficient as this may be, there is no guarantee that it is 100% effective. At no time should this program be disabled.

### 10.16.c Disclaimer of All Warranties

CCS can in no way guarantee the services provided by school access to the Internet or school computers. CCS is not responsible for any damages an Internet user might suffer. CCS accepts no liability in connection with data loss resulting from viruses, backup device failure, interruptions in service, delays, non-deliveries, failure to deliver, or mistaken deliveries. Information obtained from the Internet is used at the user's risk. CCS is not responsible for the accuracy of information obtained through school provided Internet service.

### 10.16.d Personal Internet Use

Families must recognize that home and personal usage of the Internet may have an impact on the school, staff, and other students. Students who send threatening messages to or about another student may face school discipline if this action causes a disruption to the operation of the school. Likewise, staff members should also conduct themselves in a manner above reproach on social networking sites such as FaceBook, MySpace, etc.

10.16.e Penalties for Improper Use of Internet

Any user violating the CCS Internet Policy may be restricted from usage of CCS computers or CCS Internet access.

10.17: 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

10.18: 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 the CCS parking lot. In addition, RenWeb access will be disabled until the permit fee is paid.

10.19: 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.

10.20: 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](http://www.ccscolts.org)

**FAX Number:** (252) 431-0333

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# Section 11: Appendix

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# 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 every day. 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. 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. Vending machines are 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 so that the cafeteria staff can prepare enough food for lunch.

K-4 thru 5<sup>th</sup> 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 cannot 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.
6. Accounts will be charged if a student orders lunch and does not eat.



# CROSSROADS CHRISTIAN SCHOOL

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

## TRANSPORTATION POLICY

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*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

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#### 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

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#### 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**. (Note: Mrs. Lisa Williams and Mrs. Chantal Garriss can notarize this form; there is a \$2 fee for this service.)

#### 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.



# CROSSROADS CHRISTIAN SCHOOL

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

## VOLUNTEER POLICY

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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**

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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**

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The school receptionist organizes office parent volunteers.

### **Library Parent Volunteers**

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The school librarian organizes library parent volunteers.

### **Athletic Parent Volunteers**

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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.



# CROSSROADS CHRISTIAN SCHOOL

## PICK-UP/VISITOR AUTHORIZATION

All Students

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**2010-11:**

The following people have permission to pick up my child from school or visit at school:

\_\_\_\_\_  
Child's Name (please print)

\_\_\_\_\_  
Parent's Name (please print)

### Authorized to Pick Up or Visit

---

	Name (please print)	Relationship	Contact Number
Your Name	_____	_____	_____
Spouse's Name	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____

\_\_\_\_\_  
Parent's Signature

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

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Type (i.e. home, cell or work)



# CROSSROADS CHRISTIAN SCHOOL

## 2010-2011 COMPUTER USER AGREEMENT

Every 6<sup>th</sup> – 12<sup>th</sup> grade student and parent must sign the Computer User Agreement before the first day of school and submit to the Administration Office.

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### For Grades 6-12:

**REASONS FOR THIS POLICY:** Crossroads Christian School (“CCS”) is providing computer network and Internet access for its students and employees. This service allows employees and students to share information, learn new concepts, and research diverse subjects.

CCS has adopted this Acceptable Use Policy (“Policy”) to set guidelines for accessing the computer network or the Internet service provided by CCS. Every year, students who want computer network and Internet access for that upcoming school year need to sign and submit a copy of the Policy to CCS. Students also must have their parents or guardians sign this Policy. By signing this agreement, the student and parent or guardian agree to follow the rules set forth in this Policy and to report any misuse of the computer network or the Internet to a teacher or supervisor. Parties agreeing to this policy also understand that CCS may revise the Acceptable Use Policy, as it deems necessary. CCS will provide notice of any changes either by posting such a revised version of the Policy on its website or by providing written notice to the students and parents or guardians.

**INTERNET USES:** Use of the electronic information resources in the school shall be to improve and support the educational process by providing access to global information and improving communication between students, employees of Crossroads Christian School, parents, and community members.

**ACCEPTABLE USES:** All Internet or computer equipment use shall be consistent with the purposes and goals of CCS. It is imperative that users of the Internet or computer equipment conduct themselves in a responsible, ethical, moral, and polite manner. All users must abide by all local, state, and federal laws. The Internet user accepts the responsibility of adhering to high standards of conduct and the terms and condition set forth in all parts of this policy.

**IMPERMISSIBLE INTERNET & COMPUTER EQUIPMENT USES:** The following uses of the Internet & computer equipment are prohibited:

1. Any violation of applicable school policy or public law by such use;
2. Any activity that is immoral or contrary to the high moral standards which must be maintained in an educational setting;
3. Any attempt to bypass school security is forbidden;
4. Accessing or transmitting of immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, threatening, disrespectful, or otherwise inappropriate images or information, or receiving such information from others;
5. Any commercial use, product advertisement, display of personal information, or promotion of political candidates;
6. Any violation of copyright, trade secret, or trademark laws;
7. Any attempt to damage, disrupt, or interfere with the use of any computer or electronic information resource;
8. Any attempt to access information beyond the users authorized access to any electronic information resource;
9. Any destruction, defacement, theft, or altering of school equipment;
10. Any storing of illegal, inappropriate, or obscene material on school owned electronic equipment.

**PRIVILEGE:** The use of the Internet and computer equipment within CCS is a privilege. It is confidential information to the user unless it is transmitted to others with the user’s permission. Violation of this policy can result in the loss of computer access privileges or further disciplinary action.

**MONITORING:** CCS reserves the right to monitor and review any material on any machine at any time in order for the school to determine any inappropriate use of computer resources.

# CROSSROADS CHRISTIAN SCHOOL

## 2010-2011 COMPUTER USER AGREEMENT

**DISCLAIMER OF ALL WARRANTIES:** CCS makes no warranties of any kind, whether expressed or implied, for the services provided in connection with use of the Internet or computer equipment. Neither CCS nor any supporting Internet services will be responsible for any damages that an Internet user suffers. CCS expressly disclaims any liability in connection with the loss of data resulting from delays, non-deliveries, failure to deliver, mistaken deliveries, viruses, backup device failure, service interruptions, or other unforeseen reasons caused by CCS or the Internet server or by the users error or omissions. Use of any information obtained via the Internet is at the user's own risk. CCS expressly denies any responsibility for the accuracy or quality of information obtained through any Internet service. All users must consider the source of any information they obtain and evaluate the validity of that information.

**SECURITY:** CCS will implement security procedures on Internet access to protect against unacceptable use. Computer users are responsible for the security of their files and passwords. Sharing of any usernames or passwords to anyone is not permissible and may result in the loss of account privileges. Computer users will be held accountable for any activity under their account. Any security problems should be reported immediately to the school/site administrator.

**ENCOUNTER OF CONTROVERSIAL MATERIAL:** Internet users may encounter material that is controversial which the user or administrator may consider inappropriate or offensive. The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet to control access to all data that a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate administrator. CCS expressly disclaims any obligation to discover all violations of inappropriate Internet access.

### TERMS OF USE:

1. Only registered students of CCS qualify for computer use under this policy.
2. Only the authorized users who have signed the user agreement shall have computer access. Users are ultimately responsible for all activity while using the Internet.
3. The Headmaster may suspend or terminate any computer user's access for any reason.
4. All Internet or computer equipment access of a student is automatically terminated at the moment of withdrawal, graduation, or expulsion of the student from CCS.

**PENALTIES FOR IMPROPER USE:** Any user violating this policy or applicable state and federal laws may be restricted from Internet use or use of any or all computers (in addition to other disciplinary options). Such additional options may include suspension, expulsion, and/or referral to legal authorities.

**STUDENT:** I understand and will abide by the Crossroads Christian School Student Computer Acceptable Use Policy. I agree that I will keep my unique login and password information private and not allow others to have access using my account. **Should I commit any violation, I realize that my access privileges may be revoked and other disciplinary action may be taken** (which could include appropriate legal action).

---

Student Signature

Date

**PARENT/GUARDIAN:** As the parent or guardian of the above-signed student, I have read the Computer User Acceptable Use Policy. I understand that this access is designed for education purposes. I understand that every attempt will be made to filter objectionable material; however, no filter system is perfect.

I hereby give permission for my child to have access to the Internet at CCS.

I **DO NOT** give permission for my child to have access to the Internet.

---

Parent/Guardian Signature

Date



# CROSSROADS CHRISTIAN SCHOOL

## PUBLICATION AUTHORIZATION

All Students

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### 2010-11:

\_\_\_\_ I hereby authorize Crossroads Christian School to display my child's likeness, name, or work on school bulletin boards, the Internet, community newspaper, school newspaper, television, or in the yearbook (or other photographic media) as related to school functions.

\_\_\_\_ I hereby **do not** authorize Crossroads Christian School to display my child's likeness, name, or work on school bulletin boards, the Internet, community newspaper, school newspaper, television, or in the yearbook (or other photographic media) as related to school functions.

\_\_\_\_\_  
Child Name

\_\_\_\_\_  
Parent Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature



# CROSSROADS CHRISTIAN SCHOOL

## ACTIVITY BUS TRANSPORTATION

### All Students

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#### 2010-11:

Crossroads Christian School is currently able to transport students to and from events. However, at times it may still be imperative that parents assist in this vital role as the activity bus may not always be available for use. It is also important to note that CCS does not sanction or authorize students to drive themselves to and from events with other student drivers.

By signing this form, I, \_\_\_\_\_, as parent or legal guardian, give permission for \_\_\_\_\_ to travel on the school's activity bus to and from scheduled events throughout the current school year.

In doing so, I absolve Crossroads Christian School, its insurers, agents, employees, board, representatives, 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.

Further, I understand that I must notify the teacher or representative in charge if I leave an event site with my student after all required activities are completed. I also agree not to transport any student, to whom I am not parent or guardian, from a site after all required activities are completed, except by written permission by the authorized parent or guardian of the student.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

NOTE: Your signature gives permission for your student to travel on the activity bus throughout the entire school year.



# CROSSROADS CHRISTIAN SCHOOL

## Consent to Administer Non-Prescription Medication

### During School Hours

All Students

Crossroads Christian School will not be able to offer non-prescription medications to students without parental permission. Listed below are the non-prescription medications available in the school nurse's station. Please indicate the items you will allow your child to receive during school hours with X. Your signature below gives CCS permission to administer the following medications.

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

YES	MEDICATIONS	DOSAGE
If dosage is not indicated, we will administer per labeled instructions.		
	Tylenol Children's Liquid	
	Tylenol Regular Strength 325 mg	
	Tylenol Extra Strength 500 mg	
	Ibuprofen 200 mg, Children's Ibuprofen Liquid	
	Benadryl Tablets 25 mg, Children's Benadryl Liquid	
	Antibiotic Ointment	
	1% Cortisone Cream	
	Benadryl Cream	
	Calamine Lotion	
	Anbesol Oral Gel	
	Mylanta Liquid	
	Ipecac Syrup	
	Cough Drops	
	Tums – antacid tablets	
	Pepto-Bismol tablets	

**List any allergies:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Parent/Guardian Contact Phone Numbers: (Circle the primary number.)**

Home Phone: \_\_\_\_\_ Primary?

Cell Phone: \_\_\_\_\_ Primary?

Work Phone: \_\_\_\_\_ Primary?

NOTE: Prescription Medication requires a *Consent to Administer Prescription Medication Form*.



# CROSSROADS CHRISTIAN SCHOOL

## Consent to Drug Testing

8<sup>th</sup> – 12<sup>th</sup> Grades

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### 2010-11:

I, \_\_\_\_\_, give permission for Crossroads Christian School to conduct a drug test on my child, \_\_\_\_\_. I understand that my child will be expected to furnish his/her saliva for analysis. I understand that if my child tests positive for drugs, he/she will be subject to immediate expulsion. I understand and agree that if, at any time, my child refuses to submit to a drug test, or if my child otherwise fails to cooperate with the testing procedures, my child will be dismissed from Crossroads Christian School.

I understand that Crossroads Christian School will conduct drug tests randomly throughout the school year.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



# CROSSROADS CHRISTIAN SCHOOL

## Student Cell Phone Policy

### 6<sup>th</sup> – 12<sup>th</sup> Grades

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#### 6<sup>th</sup> – 12<sup>th</sup> Grades:

Cell phone usage is prohibited during the school day. 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 may not leave cell phones with teachers or other staff members.

Students having a phone out or using it 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. Four 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.

*(Student Handbook, Section 10)*

A student may not bring a cell phone to school. Our student drivers may leave their phones locked in their cars during the school day. If a student must bring a phone for after school they need to check it into the office at the beginning of each day and pick it up at the end of the day. If we see or hear a cell phone, we will place it in the office, issue two points on the demerit system, and hold the phone until a parent picks it up. Please know that you may call the office at any time if you need to get in touch with your child. We do have telephones in each classroom for emergencies. Students may continue to call parents in the case of an emergency from our office telephones.

We are asking that you partner with us as we try to develop the whole child by providing a challenging academic environment while preparing them to serve Christ.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# CROSSROADS CHRISTIAN SCHOOL

## Student Emergency Information & Annual Release

### All Students

This form will be on file with the school office for the current school year. It provides CCS with permission for school-sponsored trips and provides information about the student in case of emergencies.

Name of Student \_\_\_\_\_ Date: \_\_\_\_\_  
(Last) (First) (Middle) Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Home Room Teacher: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Work Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Work Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

List two neighbors or relatives who can assume temporary care of your child if you cannot be reached.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Serious Health Condition(s): \_\_\_\_\_

List any medications taken daily or medications needed in a medical emergency

\_\_\_\_\_  
\_\_\_\_\_

### Important Medical Conditions

(check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Asthma              | <input type="checkbox"/> Hearing Problems       |
| <input type="checkbox"/> Diabetes            | <input type="checkbox"/> Bleeding Disorders     |
| <input type="checkbox"/> Seizures            | <input type="checkbox"/> Orthopedic Problems    |
| <input type="checkbox"/> Sickle Cell Disease | <input type="checkbox"/> Other                  |
| <input type="checkbox"/> Vision Problems     | <input type="checkbox"/> Allergies (list) _____ |

In case of a medical emergency, CCS has permission to call 911 or take appropriate action.

\_\_\_\_\_  
**Parent's/Guardian's Signature**

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



# CROSSROADS CHRISTIAN SCHOOL

## Student Emergency Information & Annual Release

### All Students

Name of Insurance: \_\_\_\_\_  
Policy #: \_\_\_\_\_  
Group #: \_\_\_\_\_

*Please attach a copy (front and back) of the insurance card to this form in the space below:*

### Annual Release: Sports & School-Sponsored Trips

*Note:* An additional Permission to Participate form will be sent home prior to each off-site trip.

I give permission for my child, \_\_\_\_\_, to participate in all sports and school-sponsored trips away from the premises throughout the current school year. Students will be accompanied by a teacher and will be under adequate supervision. I understand that I will be given at least 48 hours' notice of all trips away from the premises. I further understand that I may revoke permission for a specific field trip by written notice hand-delivered to the teacher more than a day prior to the trip.

Although the school desires to provide a safe and enjoyable time for all students, accidents can still happen. I/we understand that there are risks/dangers involved with participation in off-site trips and their associated activities. In consideration of my child being allowed to participate in this event, I/we assume responsibility for those ordinary and reasonable risks associated with the travel and activities. I/we agree to hold harmless Crossroads Christian School, its affiliated organizations, employees, agents, and representatives, including volunteers and other drivers, from any and all claims arising from my child's participation. This release agreement does not apply to claims of intentional (criminal) misconduct or gross negligence by the school, its employees, or volunteers. If such circumstances are proved in a court of law, I/we acknowledge and agree that the school can assume no financial liability beyond its actual liability insurance policy in force.

In case of accident, illness, or other emergency, I/we request that the school contact me. If the school cannot reach a parent/ guardian after conscientious effort, I/we give permission for school staff to call paramedics or any licensed physician or dentist. If a life-threatening emergency exists, I/we give permission for school staff to call paramedics immediately and then contact me/us as soon as possible.

I/we authorize and consent to any X-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment, and hospital care which, in the best judgment of a licensed physician or dentist is deemed advisable. I/we agree to assume the financial responsibility for expenses incurred as a result of those services being provided. I/we also agree to be financially responsible for emergency medical transportation.

\_\_\_\_\_  
Father/Guardian's signature and date  
Name printed \_\_\_\_\_

\_\_\_\_\_  
Mother/Guardian's signature and date  
Name printed \_\_\_\_\_

*Must be signed by all legal guardians.*



# CROSSROADS CHRISTIAN SCHOOL

## Handbook Compliance Form

All Students

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This form must be submitted every year, as there may be revisions to the handbook.

I agree with the standards set forth in the Crossroads Christian School Student Handbook as issued for the 2010-2011 school year. I commit to honor the Lord in my actions while in association with Crossroads Christian School.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Index

## A

**A Honor Roll**, 15  
**A/B Honor Roll**, 15  
absences, 14, 16, 17  
Absences, 14, 16, 17  
absent, 14, 16  
Academic Awards, 15  
**academic probation**, 8, 31  
Academic Scale, 9  
Academics, 8  
Accreditation, 3  
**activity bus**, 34  
**Activity Bus**, 44  
ADMISSIONS, 5  
Admissions Philosophy, 5  
Admissions Procedures, 5  
    Siblings Discount, 5  
advertisement, 41  
**after-school activities**, 31  
After-School Care, 37  
Alcohol Use or Possession, 21  
alcoholic beverages, 21, 22  
**Athletic Director**, 31, 32, 33, 34, 35, 46  
Athletic Equipment, 34  
Athletic Facilities, 34  
**Athletic fees**, 32  
Athletic Physicals, 32  
**Athletic uniforms**, 33  
Attendance, 14, 16, 17, 19, 31, 38, 39, 41  
ATTENDANCE ISSUES, 16  
AWARDS AND RECOGNITION, 15

## B

BEHAVIOR & CONDUCT, 20  
Bible, 3, 8, 31  
Body piercings, 27  
Booster Club, 34, 35, 36, 46  
Bus Service, 6

## C

cafeteria, 39  
Campus Hours, 36  
Campus Visitors, 36  
Carolina Christian Conference, 30  
**carpool line**, 38  
CCS dress code, 27, *See* General Dress Policies  
Cell Phone Policy, 39  
Change Of Address, 37  
changes in email address, 37  
chapel day, 28  
chaperones, 38, 44  
Chaperones, 38  
**Character Awards**, 15  
citizenship, 9  
**coaches**, 29, 30, 31, 32, 33, 34  
Community Service, 15

**Concessions**, 35  
Conduct Scale, 9  
Conference Scheduling, 37  
conferences, 37  
**Conferences**, 9  
Contact Information, 41  
**Core classes**, 31  
Core Values, 2  
counselor, 13  
Course Assignments, 13  
criminal behavior, 23

## D

Delivery and Pickup of Students, 38  
**Departmental Awards**, 15  
Disciplinary Goals, 23  
Discipline, 24  
Doctrinal Statements, 3  
Drama, 16  
dress code, 28  
DRESS CODE, 27  
Dress Code on Game Days, 33  
Dress for Casual Days, 28  
Drop/Add, 13  
Drug Use or Possession, 22  
dual enrollment, 10, 31, 33  
Dual enrollment, 13

## E

Early withdrawals, 7  
End of Year Cleanup, 9  
**endorsements**, 41  
Exams, 14  
Excessive tardies, 16  
Excused Absences, 17  
Exemption from exams, 14  
Expectations of Students, 8  
Expected Student Outcomes, 3  
expulsion, 23

## F

FaceBook, 41  
FACTS, 6  
FAQs, 36  
fevers, 36  
Field Trip Information, 38  
Financial Matters, 6  
Financial stewardship, 6

## G

**game day dress**, 33  
General Dress Policies, 27  
Governance, 3  
graduation, 9, 13  
Graduation Requirements, 9

**H**

Harassment, 23  
Health and Safety Issues, 36  
Honors courses, 13  
hot lunch, 38

**I**

illegal drugs, 22  
**incomplete assignments**, 30  
Incomplete/Late Work, 13  
independent study, 10  
interview, 5

**J**

Junior/Senior Lunch Policy, 39

**L**

Leadership, 3  
Learning Outcomes, 2  
Letter from the Headmaster, 1  
Logo, 4  
Lost And Found Items, 38  
lunch accounts, 7  
Lunch Program, 38

**M**

Make-up Work, 14  
Mascot, 3  
medication, 36, 37  
Medication Administration Policy, 36  
Medications, 36  
medicine log, 36  
Messages, 39  
minimum college entrance, 9  
Mission Objectives, 1  
Mission Statement, 1  
Music, 15  
MySpace, 41

**N**

National Beta Club, 15  
**NC State home football**, 35  
Non-discrimination Policy, 5  
Non-Discrimination Policy, 5  
Non-Sufficient Funds, 7  
notarize, 44  
Notary Fees, 6

**O**

Off-campus lunch, 39  
**Off-Campus Lunch**, 45  
Over-the-Counter Medications, 37

**P**

Parent involvement, 36  
Parent/Visitor Lunch Policy, 39  
parking permit, 41  
*past-due balances*, 7  
**Perfect Attendance**, 15  
Personal Internet Use, 40  
philosophy of education, 2  
Philosophy of Education, 2  
Praise Band, 15  
prescribed medication, 36  
Prescribed Medications, 36  
prescriptions, 36  
**private transportation**, 34  
probationary status, 8  
**progress report**, 31

**R**

Reconciliation, 26  
RenWeb, 8, 9, 16, 31  
report cards, 9  
Report cards, 8  
Report Cards and Progress Reports, 8  
Respect and Courtesy, 23  
Restitution, 25, 26

**S**

Schedule Changes, 13  
School Closure Information, 41  
School Colors, 3  
school website, 41  
Self-Administered Medications, 37  
Solicitations, 41  
Special Needs, 7  
sports, 9, 12, 31  
**sportsmanship**, 30, 33  
**State of North Carolina Graduation Requirements**, 11  
Stewardship, 6  
STUDENT ACTIVITIES, 15  
Student Behavior, 22  
Student Conduct, 20  
Student Council, 15  
**Student Day Field Trip**, 44  
Student Expectations  
    Academic Probation and Dismissal, 8  
Student Office Visits, 19  
**Student Overnight Field Trip**, 44  
Student Parking Procedure, 41  
Student Relationships, 23  
**Student-Athlete Transportation**, 44  
**student-athletes**, 29, 30, 34  
Students with Special Needs, 7  
Supervision for After-School Activities, 38  
suspension, 6, 23

**T**

Tardies, 16  
tardy, 16, 17, 38  
tattoos, 27  
Test Limits, 13  
**traffic flow**, 38  
transferring, 9  
*Transportation Policy*:, 44  
Triangle Middle School Conference, 30  
Tryouts for Sports, 31  
Tuition & Fees, 6  
**TV Stations**, 41

**U**

Unexcused Absences, 17  
**unexcused tardies**, 16

**V**

Varsity athletes, 32  
Vision Statement, 1  
visitor's badge, 36  
visitors, 36  
**Volunteers**, 46

**W**

**Wednesday practices**, 33  
Withdrawal Procedures, 7  
Withholding Report Cards, 9  
Working with the Home, 3