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OUR BEGINNING

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."

Luke 2:52

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

Dear Students and Parents,

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

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

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

Crossroads Christian School
583 Old County Home Road
Henderson, NC 27537
(252) 431-1333

OUR MISSION OBJECTIVES

Vision Statement

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

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 who serve Christ and their community from a biblical world view.

Philosophy Of Education

The philosophy of education at Crossroads Christian School is to educate children in the essentials of culture and its arts and sciences, giving special emphasis to the Christian faith and the ethics revealed in the Holy Scriptures.

Goals

To prepare young people to impact society through the proper teaching of all disciplines, academic and spiritual.

To affirm and teach the divine inspiration of the entire Bible.

To teach of the creation of man and his environment by direct act of God

To teach of the vicarious atonement for the sins of all peoples by the shedding of His blood on the cross and the resurrection of His body from the tomb

To teach of God's power to save mankind from sin through the new birth of regeneration of the Holy Spirit and the gift of eternal life by the grace of God.

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 advances the ideal that parents realize their responsibility for the spiritual, moral, and social education of their children.

Students With Special Needs

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

Expected Student Outcomes

As students complete their experience at Crossroads Christian School, it is expected that they will 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.

OUR BANNER

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).

OUR FACE

Leadership

Crossroads Christian School is an independent community school.

Governance

Crossroads Christian School is governed by a Board of Directors consisting of local professionals and clergy. Day to day operations of the school are governed by the headmaster.

Accreditation

Crossroads Christian School has been accepted as an active candidate for accreditation from the Association of Christian Schools International (ACSI).

Colors

Navy Blue, Hunter Green, and White

Mascot

Crossroads Christian Colts

OUR INVITATION

Admission Philosophy, Policies, And Procedures

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

All students must be convinced they want to attend CCS and agree to honestly and wholeheartedly apply themselves 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 other daily associates.

Nondiscrimination 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). We are bound to extend our ministry to all we can reach if we carry out our Lord's Great Commission (Matthew 28:18)

OUR PROCEDURES

Admissions

The requirements and procedures for admission to Crossroads Christian School are as follows. All students will need to submit the following items to the office of CCS: Compare this to the enrollment policy to ensure it is accurate.

- A completed student application (questionnaire for Middle/High school only)
- Copy of most recent report card
- Copy of most recent End-of-Grade (EOG) or Standardized test
- Letter of reference from pastor and from a teacher
- A short paragraph stating why the student wishes to attend (Middle/High School only)
- \$250.00 registration fee per child (required at time of interview)

Interview

An interview lasting approximately thirty minutes is required for each child. The interview is set up so that the parents and children might ask questions about CCS and to determine if the school is the BEST FIT for all involved.

All paperwork should be turned in and the parents and child must be present for the interview. In the case of multiple children and/or multiple grades, all children must be present for a single interview. The registration fee is required at the time of the interview and is non-refundable. In the case of multiple children, a registration fee is due for each child and must be paid at the time of the interview.

Siblings

There is currently no tuition break for additional children, however financial assistance is available for qualified individuals.

Finances

- **Tuition**

Tuition costs are \$4500 per year per child. In addition, there is a registration fee (\$250/child), book fee (\$250/child) and resource fee (\$300/child).

Financial stewardship regarding expenses related to Crossroads is expected.

F.A.C.T.S. Tuition Management payment plans are an option for those who wish to pay balances over the course of the scholastic year. Information regarding their services is available in the administrative offices.

All unpaid balances should be settled in a timely manner. In cases where hardship is a factor, parents should contact the administrative offices. In cases where balances are prolonged without attempt of resolution, administrative review of student status will occur.

- **Financial Assistance**

The desire of Crossroads Christian School is to serve all in the community and we do not wish for any deserving family to miss out on an opportunity because of finances. As a result, there is a financial committee in place that determines assistance awards based on needs. Parents wishing to apply for assistance should contact the administrative offices.

Exit Interview

All students who withdraw from Crossroads must have an exit interview. This process will consist of the completion of a survey by the parents and the student plus the return of all school property. Property must be returned prior to the release of records.

OUR EXPECTATIONS

Community Service

It is the expectation of Crossroads that Senior High Students perform acts of community service each school year of their attendance at Crossroads Christian School. Community service opportunities will be provided through the homeroom advisors and projects will be planned quarterly as they are presented to the administration for approval.

Academics

K-12

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

Academic Probation And Dismissal

A nine-week probationary status for all new students will permit the student, parent and school to assess the success of the student's placement at Crossroads Christian School. This initial probation does not prohibit participation in extra-curricular activities.

Academic probation is subject to teacher and/or administrative review. Students who are subject to academic 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 extra-curricular activities, including athletics. Once coursework returns to an acceptable level (C level work), the student may request that administration review re-admittance to extra-curricular activities.

Students who remain on academic probation for one full semester (two nine weeks grading periods) will be reviewed by administration, and may be subject to dismissal. Students who return in the fall who are on academic probation from the previous scholastic year must pass all subjects at the end of the current semester in order to return for the spring semester.

The following are guidelines for the consideration of academic probation:

- D average (76 or lower) in two core classes
- D average in English
- One D, one F with one of the grades being a core class
- Core classes are as follows: Bible, History, Language Arts, Math and Science
- Non-core classes are as follows: Computers, PE, Latin, Spanish, Art or Music

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

Report Cards And Progress Reports

Report cards are issued at the end of each quarter. Upon the failure to pay outstanding tuition and fees, report cards will be held. Middle and high school students leaving school must have all tuition, fees, and fines paid through the month they withdraw, prior

to report cards being distributed or permanent records transferred. School related materials (textbooks, workbooks, etc.) must be returned to the homeroom teacher. Mid-quarter progress reports will be distributed. Parents should note their student's progress and may request a conference with a teacher by contacting them through appropriate means.

Conferences (Pre-K thru 12th)

Teachers and administration are available for scheduled conferences.

Conduct Scale

CCS believes that citizenship is of primary importance. It reflects upon the tenets of the Christian faith and leads to effective stewardship of instructional time for all involved.

- Excellent
- Good
- Average
- Fair
- Poor

Kindergarten

Students in Kindergarten receive report cards every nine weeks. Progress is assessed using the following scale:

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

First through Twelfth

The academic performance of students in grades 1-12 in core subjects (Language Arts, Math, Science, Bible, Social Studies, etc.,) are assessed using the following scale:

- A: 93-100
- B: 85-92
- C: 77-84
- D: 70-76
- F: 69 and below

Electives (or specials) are subject to teacher discretion and may receive a grade of either Pass (P) or Fail (F).

Graduation Requirements

Graduation requirements are designed to make sure that a student will meet the minimum college entrance requirements at most universities. Students are encouraged to check college catalogues of the schools that they are interested in attending to determine additional requirements.

<u>Subject Area</u>	<u>Units Required</u>			
	College Prep		Honors	
Bible	4			4
English	4			4
Math	4			4
Lab Science	4			4
Social Studies/History	3			4
Foreign Language	2		2 & 2 or	3
P.E./Health	1			1
Computer	1			1
Electives	2			2
Total Requirements	25			27 or 28

Students who are transferring from other learning environments will not be penalized for courses that were not offered. For example, a school that did not offer Bible will not be considered a deficit for a student wishing to enter CCS.

Course Selections

Course selections are distributed by grade to students and their parents for review and selection. Those pursuing a college preparatory track need to consider the college they prefer in making course decisions.

Minimum Course Requirements

High school requirements are designed to prepare the student for college. The track is equivalent to an academic or honors track in other schools. For graduation, each student will be required to complete the following:

- Four units each of the five core subjects: Bible, Science, History/Social Studies, Language Arts and Math.
- Foreign Language: Three units in one language or two units of one followed by two units of another.
- Physical Education and Health (JV or Varsity sports may substitute)
- Computer and one elective: One unit each
- Independent study will be considered on an individual basis and may be approved according to administrative discretion.

Schedule Changes

A course may be dropped without penalty until the end of the second week of the first quarter of the course with administrative approval. In mitigating circumstances, a course may be dropped with the administration's approval, through the first quarter.

Miscellaneous Considerations

Students who are scheduled to take a course that has been completed at another school may appeal to administration for an alternate choice.

Homework And Tests

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

Homework is to be completed in a timely fashion. Wednesday is understood to be a church night and students will not, in general, have homework. However, if homework is assigned, it is to be completed in a timely fashion.

Incomplete/Late Work

Students are expected to turn work into the teacher in a timely fashion. If students have an unavoidable absence, classroom policy is to be followed. Late work is unacceptable unless there are extenuating circumstances.

Make-up

Students who are absent the day an assignment is due must turn the assignment in upon their return.

Students who miss the day an assignment is given have three nights to have the assignment completed: This includes the weekend.

Students who miss school the day an announced assessment (test, quiz, project, presentation, etc.) is given are required to make up the assignment upon their return.

Exams

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

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

End of Year Clean up

Students are expected to take all personal property home for the summer. Lockers are to be cleaned out and checked by the homeroom teacher. Failure to complete proper cleanup and checkout will lead to holding of report cards and permanent records.

Students will also be subject to fines in the forms of community service for the following school year and summer.

OUR RECOGNITION

Awards

The basis of awards at *Crossroads Christian School* is two-fold. First, competition is not with others, but with ourselves as we strive to gain that which has not yet been perfected in us (Philippians 3:12ff). Secondly, we recognize that God himself does not look at the outward but at the inward (I Samuel 16:7). As a result, we do recognize performance as a reflection of the student's God-given ability and their stewardship of it with Christ-likeness. CCS offers the following awards for students who are duly qualified.

Academic

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

A/B Honor Roll (Each Grade): Awarded to students who have all B's and at least one A in a core subject (Bible, History, Math, L.A., Science)

Departmental (Subject-based): Based on the highest average for each grade-level subject.

Valedictorian (Senior only): Highest overall GPA (in the case of a tie, numerical average will be used to determine the Valedictorian and Salutatorian)

Salutatorian (Senior only): 2nd highest overall GPA

Elementary

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

Middle School

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

High School

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

Athletic

Letter: Awarded to members of sports teams who exemplify dependability, enthusiasm, humility, endurance and boldness.

Beacon (Matthew 5:13-16): Awarded to the student who represents a Christ-like attitude and leadership in athletic competition.

Coach's Award: An award that is determined by all coaches and presented to one male and one female student (one for Middle and one for High school) who exemplify spiritual leadership, intensity, performance, attitude, athletic ability and academic performance.

Opportunities For Student Involvement

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, the following opportunities will be provided:

Service

Opportunities for service will be both needs based and consistent throughout the course of the year. Students wishing to be involved in something other than community service that is service related should speak with the administration or individuals who are designated for this purpose.

Colts' Congress (Leadership)

A student-led organization that provides input into school-wide decisions. It will operate like a student council and will be made up of students selected from the middle and high school classes (minimum age of 12).

Music

- Music and/or Chorus will be offered on all levels.
- Vocal music will be offered on the Middle and High School levels as an elective.
- Band and instrumental music will be offered after school

Drama

Drama will be offered on the Middle and High School levels as an elective.

Athletics

The philosophy of interscholastic athletics at Crossroads Christian School is to train student-athletes in the essentials of Christ-likeness as related to athletic competition with special emphasis on developing a humble spirit, a positive attitude, and a fit body, all of which reveal and glorify Christ within us.

It is the desire of CCS to offer the following sports on a middle/high school level. The availability of a sport is contingent upon student interest and qualified coaching availability.

Ladies: Volleyball, basketball, softball, soccer, cheerleading

Men: Soccer, basketball, baseball

Future possibilities include tennis track.

Eligibility And Tryouts

In order for students to participate in extra activities they must be academically eligible and in some cases go through a tryout process. Details of each area are outlined below.

Eligibility

Academic:

To be eligible to participate in athletics, student-athletes must not have more than 2 D's in any classes and no F's in any class and exhibit an acceptable behavioral record. If these requirements are not met, the student will be placed on probation.

Grade-level:

6th-8th – Middle School**

9th-12th – High School

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

Tryouts

The coach of the specific activity being considered determines tryouts. Expectations for student conduct are maintained. *Please see the athletic handbook.*

OUR PRESENCE

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 may result in appropriate administrative action, including the decision to pass or fail.

Guidelines For Attendance:

A student must be in school four and-one-half hours to be counted present

To participate in after school activities (sports practices or games, fine arts activities, etc.), a student must be counted present for the day.

Late Arrival/Early Dismissal

Students are expected to be on time for their classes. Tardies are counted as such if the student is late for the beginning of the academic school day. Three or more unexcused tardies disqualify the student from perfect attendance. Excessive tardies affect eligibility for activities. Five unexcused tardies are considered one unexcused absence.

Protocol for Late Arrival

- Students should report to their homeroom teachers if they arrive during homeroom (before 8:05 am)
- Students should report to the attendance office and obtain a tardy slip if they arrive after homeroom (after the 8:05 am)

Absences

Excused Absences

- Illness or Injury
- Death in the family
- Medical or Dental Appt
- Pre-approved family reasons
- Marriage in Immediate family
- One morning for driver's license
- Education trips**
- Business trip (if both parents involved)
- Help at home (emergency nature)
- Special situations (church trip, civic organization, Scouts)**

****Students will be required to provide record of their trip's educational merit through one of the following: thematic photo journal, diary or written report.**

Unexcused Absences**

- Hair appointments
- Oversleeping
- Shopping excursions
- Auto repairs
- Work on class assignments
- Unapproved personal trips
- Truancy
- Tardiness
- Parents notes without explanation
- Suspension
- Failure to bring a note

****Students who are absent without a proper excuse forfeit the right to make up any work missed during the unexcused absence.**

Activity-Related Absences

Students involved in athletics or extracurricular activities may not participate in that activity if they are absent the same day. In order to be eligible to participate, he or she must check in by 10:00 a.m. and complete the rest of the day

Excessive Absences

Twenty or more absences in the course of the school year warrant an administrative decision to pass or fail the student.

Tardies

Students are expected to be prompt in their arrival to school and to classes. The CCS tardy policy is as follows:

Arrival

Students who have been absent are required to have a note the following day. Reporting to school without a note after an absence denotes an unexcused absence. All absences are marked as unexcused until a note is provided. Please see handbook for unexcused absences.

In-School

Tardies are excused only by a note from a teacher. Students who arrive in the class without a note from a teacher are given an unexcused tardy. Unexcused tardies are subject to disciplinary action.

Student Office Visits

Students will report to the attendance office if they are experiencing difficulty as the result of illness. Students will need a note from the teacher explaining the reason for the visit. The attendance office will escort the student to the nurse's station. In the case of illness, students are not to use the main entrance to the office.

OUR BEHAVIOR

Student Conduct

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

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 body contact are not deemed appropriate during school or at any school activity or event.

Miscellaneous Lifestyle Information

Respect And Courtesy

CCS students are expected to be courteous and respectful in all situations before, during, or after school. Unkind and derogatory remarks, sassing authority figures or other students, willful disobedience, willful damage to property or horseplay are considered forms of disrespect.

Students should expect to be treated with respect and courtesy and this is to be extended towards teachers and staff members. Adults need to be addressed using proper title (Mr., Mrs., Miss, and Dr.).

Prohibited Statements

There will be a “no tolerance” stance taken towards any type of threat. This includes verbal or nonverbal threats or actions of a harmful, derogatory or sexual nature against teachers, students, the school or school events.

Student Discipline

A Note To Parents

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

We at Crossroads Christian School take the education of your child to heart. It is our desire that each child be nurtured and admonished in the Lord. We understand that the Lord has established the family to instruct and that we are your representation of authority during the hours your child is at school. We do not wish to assume, nor do we wish to have you give up your authority. We do see ourselves as someone the Lord has established to build into your child what the Lord desires. In so saying, we are committed to doing our best including instruction in right behavior.

Student Behavior

Behavior that is deemed contrary to these goals and not tolerated will result in appropriate disciplinary action and accountability to the administration and/or teacher. In the case of green offenses, the teacher has guidelines and any action that is contrary to these guidelines may result in disciplinary action.

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

Classroom Guidelines (Green Response)

- Respect others: Hands, feet, and other possessions need to remain in the hands of their owners. Sharing them inappropriately is deemed disrespectful.
- Encouraging others: A kind word to others and to your teacher is always welcome.
- Respect for authority: Acceptance and obedience to reasonable instruction or discipline from a teacher is not a matter of discussion. Patterns of repeated behavior, such as chewing gum, are subject to discipline
- Respect for order: Students should wait to be recognized. Speaking out and disrupting class is not acceptable

Classroom standards are to be upheld by all students. Students who are dismissed from class are to report to the school office.

Disrespectful Offenses (Yellow Offenses)

- Use of physical force
- Leaving school property without permission
- Defacing any property of the school or another student
- Electronics (cell phones, pagers, MP3, hand-held games, etc.)
- Profanity or vulgarity
- Lying, cheating, or stealing
- Involvement or impression of involvement in immoral activities
- Obscene body language

Immoral Offenses (Pink Offenses)

Plagiarism

Plagiarism is defined as the copying of another person's work, student or resource originated. It is theft and a punishable offense that includes, but is not limited to, cut and paste from the Internet or copying from an indexed resource or another student's work.

Harassment

Sexual, racial, or personal harassment or intimidation (also known as bullying) by students will not be tolerated. Repeated antagonism of a student can be construed as harassment and will be dealt with accordingly.

Offenders will be subject to disciplinary actions up to and including dismissal from school. Students who feel that they are victims of such actions are encouraged to file a complaint with a teacher, principal or other faculty/staff member. Complaints will be investigated promptly. Students will not suffer any retaliation for filing a complaint.

Appearance of Evil

- Some offenses may be intended in innocence, yet they will be considered for discipline because of their appearances. Offenses that fall under the appearance of evil include, but are not limited to the following:
- Horseplay
- Practical joking
- Derogatory or inflammatory gestures

Serious Offenses (PINK OFFENSES)

In accordance with state policy, any student possessing or suspected of the following offenses on school property or at school functions shall be reported to the appropriate police authority. The student will be disciplined in accordance with school policy and subject to a police investigation.

- Tobacco/alcohol possession
- Weapons
- Possession, distribution or taking illegal drugs (random drug testing will be conducted by the school)
- Major immoral offense

For the purposes of these provisions, the term “conviction” shall also include any “nolo contendere”, or plea under the First Offender Act or its equivalent. “Conviction” shall also include a finding by the Juvenile Court that the student has committed a delinquent act or any informal adjustment by the Juvenile Court involving any of the above offenses.

Any student arrested for and convicted of any of the foregoing offenses has an obligation to immediately report the arrest and/or conviction to Crossroads Christian School. Failure to report an arrest and/or conviction shall subject the student to punishment up to and including expulsion.

OUR ACCOUNTABILITY

Methods Of Discipline

K-4th Grade

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

5th -12th Grade

Offenses are color-coded based on the seriousness of offense. Discipline is applied based on one of the following considerations:

The nature of the offense: While offenses are categorized based on their severity, it is not necessary for a student to receive discipline based on whether an offense is first-time or not. A pink offense can be suspended or expelled from school the first time it occurs. It is not deemed necessary to overlook a first offense because it is a “first offense”. Severity does dictate the discipline.

Recognized patterns. Students who are repeat offenders will see an incremental increase in disciplinary action based on past behavior. Patterns of behavior that are repeated, even though they may be considered minor, may be dealt with more severely for repeat offenders, whereas a first-time offender receives a lighter punishment.

The list below is a guideline for disciplinary actions: It is not a mandated approach to discipline and write-ups. In many cases, a green offense is often handled by the teacher when it occurs and no further punishment is meted out.

Green offenses

- 1st: Phone call/note home
- 2nd: Phone call/note home
- 3rd :Phone call/note home
- 4th: After school detention

Yellow offenses

- 1st: After school detention
- 2nd: In-school suspension/Saturday morning detention or suspension

Pink offenses

Review by administration and subject to suspension or dismissal from school

Green Offenses	Yellow Offenses	Pink Offenses
Classroom guidelines	Profanity/vulgarity	Leaving school property
Chewing gum	Lying	Defacing school property
Electronics	Obscene body language	Cheating
		Stealing
		Immoral offense
4 Green = 1 Yellow	Two Yellow = 1 Pink	

After School Detention (ASD)

Students placed in an after school detention are prohibited from participation in all school activities for that day, including extracurricular activities. Further discipline may be instated by activities leaders (teachers, coaches, media staff, etc). Students are required to complete all assigned work due upon the day of the detention.

In School Suspension (ISS)

Students placed in In-School Suspension (ISS) will report to Crossroads Christian School's administrative offices at the beginning of the school day. After reporting for attendance, the students are to collect work assignments, quizzes and tests for the day in accordance with teacher instruction. ISS is a full day. Students will be held accountable for turning in all work, including quizzes and tests. Failure to honor this will be considered a breach of student responsibility subject to further administrative review. Students placed in ISS are prohibited from participation in all school activities for that day, including extracurricular activities.

Out-Of-School Suspension (OSS)

Students placed on OSS are prohibited from participation in all school activities for that day, including extracurricular activities including athletic events. Further discipline may be instated by activities leaders. Students are required to complete all assigned work due upon the day of suspension.

Saturday Morning Detention (SMD)

Students placed in SMD are prohibited from participation in all school activities for that day, including extracurricular activities and athletic events based upon administrative discretion. Students placed in Saturday morning detention will report to the school by 8:00 am on the Saturday designated. The students are required to pay \$25 for the detention and will be responsible for doing work around the campus. They will be released at 12:00. Failure to report constitutes an additional offense.

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.

Reconciliation

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

OUR APPEARANCES

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.”

Application

The dress code will apply to the school day and all events on or off campus in which CCS participates unless otherwise stipulated. Students must always be neatly and modestly dressed. Parents are strongly urged to supervise their child’s dress on a daily basis. Final determination rests in the hands of the administration.

Rationale For The Dress Code

Crossroads Christian School desires to ensure modesty in light of Scriptural precedent (I Timothy 2:9) and we want to encourage students to honor God with a dignity that is appropriate during their time at CCS.

A dress code ensures an atmosphere that is conducive to learning. The appearance of students communicates a Christ-centered focus and serves as a valuable testimony in establishing Christ as Lord in our school and the community.

Our goal is to instruct men and women to make appropriate choices in their clothing and to stress the importance of modesty while reflecting Christ in our appearances.

A well-groomed, attractive student encourages a team identity—one in which all students are a part.

Peer pressure is a major cause of stress and removing worry of what to wear at CCS reduces stress and prepares students to meet the demands of a rigorous academic environment. Attire conveys respect for self, fellow students and teachers.

Policy Statement

CCS expects all students to abide by the stated dress code, which is in the spirit of a Christian school environment. Repeated disregard for the school policy indicates direct disobedience towards authority and will result in disciplinary action. We will undergo the following steps when there is a dress code violation.

1st & 2nd Offense

When a student is observed by a teacher or the Headmaster to be in violation of the dress code, they will be sent home for the day. Students will receive zeros on all classwork, quizzes and tests for any classes missed.

3rd Offense

Student is suspended for one week.

4th Offense

Student is expelled from the school.

Selective Dress

CCS will follow a “selective dress” policy. Selective dress is designed to provide multiple options that are appropriate for a Christian school setting. You may search options available through the companies listed below or any other school uniform

company to get an idea of the standards. Parents may also purchase CCS logo items from the attendance office; these items can be worn any day (collared shirts only on chapel day). All other clothing selections should be representative of what is found in a “school uniform” division of a company. Jeans and bib overalls cannot be selected.

Land’s End	www.Landsend.com/school
JC Penney	http://www.JCPenney.com
Sears	http://www.Sears.com
Target Stores	http://www.Target.com
Campus Kids Clothes	http://www.Campuskidsclothes.com
French Toast	www.Frenchtoast.com
Dickies	www.Dickies.com
Belk Store	local store/school division rack

To see the available selections, access the “School Uniform Catalog” for each store. Parents are asked to use these catalogs as a guideline for their clothing purchases in the spirit of a Christian school environment. Clothing purchased from alternate vendors is welcome as long as it adheres to the dress code.

General Dress Policies For Boys And Girls

- Belts are required (middle and high school)
- Hairstyle must have no extremes. Hair should be neatly groomed for boys and may not touch the ears, eyebrows or collar.
- Boys need to be clean-shaven. Sideburns may be no longer than the bottom of the ear.
- Hats, caps, headbands, or kerchiefs are to be worn outside the building only.
- Boys may wear one necklace under their shirts.
- Distracting, offensive or extreme jewelry is prohibited (spikes, leather collars, etc.)
- Undergarments must not be visible.
- No permanent or temporary tattoos are allowed.
- Girls may wear earrings. Other piercings are not allowed.
- Earrings on boys are prohibited.
- Flip-flops, thonged-type shoes must be decent in appearance.
- Baggy pants, spandex pants, sweat pants and leggings are not allowed.
- Tight sweaters or blouses, tank tops and spaghetti straps are not allowed.
- Camouflage pants or shirts are not allowed.
- Students will wear collared shirts only (with the exception of casual day and items purchased in the attendance office).
- Shirts should be tucked in at all times.
- Heels higher than 2 inches are not allowed.
- Crossroads Christian school “logo” wear is acceptable (collared shirts only on chapel day).
- Explicit logos are discouraged: CCS discourages the endorsement of any particular brand of shirt.
- Shirts or blouses should have sleeves; the hem must be 2 or more inches below the top of the pants.

- Dresses, skirts, shorts and skorts, should not be shorter than 2 inches above knees.
- Shorts or Long Pants – no shorter than two inches above knees, solids, plaids, stripes, prints are acceptable.
- Zippered sweatshirts with hoods may be worn.
- Solid cardigan or pullover sweaters may be worn
 - Please note: Athletic uniforms may not be worn during the school day.
- Guidelines for Chapel day dress are the same as other days with the exception that shirts must have a collar.

Dress For Casual Day (Fridays)

On casual day, students may wear jeans. 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. Students may wear “witness wear”, school, or college T-shirts. T-shirts must be the appropriate size or tucked in. Any writings or logo should be in harmony with the philosophy of CCS.

PLEASE NOTE: VIOLATION OF THIS STATED POLICY RESULTS IN A LOSS OF PRIVILEGE.

OUR FAQ'S

Campus Hours

The school office is open from 8:00 A.M.-4:00 P.M. Monday through Friday

Opportunities For Parent Involvement

Parent involvement is critical to Crossroads Christian School's overall effectiveness. Parents can get involved by contacting the school offices. Parents are encouraged to volunteer through fund raising, parent association, volunteering, chaperoning, classroom activities, office help and other opportunities.

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 stating the reason for missing school. It is a policy that a student must stay home with:

- Fever (24 hours free)
- Vomiting (24 hours free)
- Flu symptoms
- Diarrhea
- Colored nasal discharge
- Persistent cough
- Strep Throat (24 hours on medication)

- Pinkeye (24 hours on medication)
- Distribution and consumption of medication
 - If students need to take medication while at school or at a school-related activity, please read the medication form present in the office.

Medication Administration Policy

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

Prescribed Medications

Prescribed meds 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/guardians responsibility to bring the medication to the school and to retrieve any unused medication. Students will not be allowed to transport medications.

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 authorized administrative personnel 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. Only authorized personnel will have access to the medications. The Headmaster designates authorized personnel.

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 an activity log will be maintained.

All self-administered meds left at the school office must be securely locked in the school clinic. Only authorized personnel will have access to the medications. The Headmaster will designate authorized personnel.

After-School Care (Homework Club)

Is provided for Kindergarten through Middle School students. Students will be supervised in the completion of their homework assignments and will participate in

some planned physical activities and a snack time. As enrollment permits, students will be grouped according to age and/or grade.

Enrollment

Parents will enroll their children in aftercare for the year. They may enroll at anytime and drop out at any time but intermittent attendance (drop-ins) will not be permitted. A drop-in is defined as using aftercare on a short-term basis (i.e. week, month, etc)

Hours Of Operation

The hours of operation will be 7:30 am through 6:00 pm Monday – Friday excluding holidays and all other school closings.

Closing

The After Care service ends at 6pm each day. Any child remaining after 6pm will be charged \$1 per minute.

Billings

- Billing will be monthly on the first of the month via bank draft.
- Other policy and procedural issues:
 - Students not picked up at dismissal will be assigned to after school care.
 - Unpaid balances will result in the suspension of services until resolved
 - Before and after school care will be suspended for any student who cannot or will not conform to the requirements of group care.
 - Students will always be supervised while on school property
 - Aftercare will not be provided on days designated as “half-days”.

Monthly Rates

MONTHLY RATE	First Child	Second Child	Third Child
	\$150	\$125	\$100
SNACK FEE	<u>\$5</u>	<u>\$5</u>	<u>\$5</u>
	\$155	\$130	\$105

Campus Visitors

All visitors to the school grounds must follow proper check-in procedures. To make arrangements for a visitor to come on campus, students must receive approval from the administration. Guests are required to check in at the front office and wear a badge or signification that states they are a guest.

Change Of Address

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.

Conference Scheduling

Appointments or conferences should be set with individual teachers. Parent meetings with the administration should be made through the office.

Delivery And Pickup Of Students

- Elementary students are to be dropped off at the front of the school and will report to their grade-level or homeroom teacher upon drop-off.
- Middle and high school students are to be dropped off at the rear of the school and will report to their homeroom teacher upon drop-off.
- Students who are tardy must be checked in at the office.
- High school students who drive are required to park in spaces allotted in the parking lot in front of the building.
- Students who are driving should report promptly to the appropriate class.
- Before school drop-off will be made at the administrative offices. Middle and high school students will report to the cafeteria; lower school students to the library.
- No drop off should be earlier than 7:30am.
- Parents are discouraged from coming in the building for drop-off or pick-up.
- Please use the carpool line when picking up your child.

Field Trip Information

Teachers are encouraged to take students on field trips that provide an appropriate learning opportunity. In planning, teachers must turn in a trip request form and an itinerary for the trip. Students must turn in a permission form from a parent or legal guardian that has been notarized and have an acceptable behavioral record.

Notarized Permission Slips

Students can have their permission slips notarized at a local bank.

Lost And Found Items

Items that are lost or found can be turned in or looked for in the attendance office. Items not claimed by the end of the school year will be donated to the Salvation Army or comparable charity.

Lunch Program

General Information

Crossroads Christian School provides hot lunch on a daily basis. This hot lunch is not included in tuition costs.

Junior/Senior Lunch Policy

- Juniors and seniors are allowed to eat lunch in either the cafeteria or courtyard.
- Seniors are allowed to eat lunch off campus once proper paperwork is completed.
- Juniors are allowed to eat lunch off campus on Tuesdays and Thursdays once paperwork is completed.

Parent Lunch Policy

- Parents are asked to sign in at the front desk and receive a nametag.
- Parents are welcome to bring lunch and eat with their children.
- We ask that parents not drop-off lunch at the front desk or attendance office.

Student Guests

- Students must sign in at the office and receive a nametag.
- Guests may meet friends in the cafeteria for lunch. In the case of juniors or seniors, students may eat in the courtyard or the cafeteria.
- Guests are expected to adhere to dress code when they visit; Guests are expected to wear appropriate pants and shirts.
- Student guests are asked to purchase lunch from the cafeteria: Their host should include the guest in the lunch count.
- Student guests are asked not to bring lunch in from off campus vendors.

Messages

It is the desire of the staff and faculty of CCS to serve all involved with the school. Because of this we do urge discretion regarding the contact of children during the school day. Parents wishing to contact their children need to call the school office.

Off Campus Guest Policy

All non-faculty or staff are asked to sign in at the front office and receive a name tag. Teachers are authorized to ask any person without a nametag to leave campus.

School Closure Information

If it becomes necessary for school to be closed on short notice or while school is in session, Crossroads Christian School will follow Vance County Public Schools in school delays and closings. Announcements can be heard on:

TV Stations		Radio Stations		
WRAL	Channel 5		WICE	98.3
WTVD	Channel 11		WZRU	90.5
Carolina	News 14		WIZS	1450
WLFL (WB)	Channel 22			
NBC	Channel 17			

Student Parking Procedure

Students wishing to drive to school are to apply for a parking permit at the attendance office. The application is to be signed by both parent and student and upon receipt of a signed application the student will pay \$25.00 for a parking placard. Applications may be picked up in the administrative offices.

Solicitations

CCS Policy regarding solicitation/advertisement is as follows:

- Teachers are not to provide or endorse the vending of any products that are not associated with school functions (fund-raising, concessions, event tickets).
- Parents who are interested in promoting a personal business product must have administrative permission to do so.

- Businesses who wish to advertise or distribute pamphlets or any other form of advertisement must have administrative permission.

Who To Call

The following is a list of who to call for assistance in the areas indicated. If you need assistance in an area that is not listed, call the main school office and ask to be directed to the appropriate person.

Question:

Attendance Issues
Enrollment/Tuition
Homework Concern
Calendar Question
Graduation Requirements

Call:

Attendance office
Financial office
Student's teacher
School office
Guidance counselor

2007-2008 School Calendar

August 10 th	New Teacher Orientation
August 13 th – 17 th	In-Service Orientation
August 16 th	Orientation for K5 – 12 th (Elem. School @ 6:00 PM, MS/HS School @ 7:00 PM)
August 17 th	Orientation for Pre-K (3:00 PM)
August 20 th	First Day of School (all grades)
August 20 th	1 st Quarter Begins
September 3 rd	Labor Day (no school)
September 7 th	School Pictures
September 19 th	PROGRESS REPORTS
September 24 th - 28 th	Spiritual Emphasis Week
September 26 th	See You at the Pole™
September 28 th	½ Day ACSI
October 10 th	Picture Retakes and Make-ups
October 19 th	Teacher Workday ACSI
October 23 rd	1 st Quarter Ends
October 24 th	2 nd Quarter Begins
October 25 th	REPORT CARDS
November 1 st - 2 nd	ACSI Convention (school closed)
November 4 th	End of Daylight Savings Time
November 20 th	Grandparents Day (½ day early dismissal)
November 21 st - 23 rd	Thanksgiving Break (give thanks to God)
November 29 th	PROGRESS REPORTS
December 17 th	Exam Review
December 18 th – 20 th	Exams (grades 9-12) ½ day early dismissal
December 21 st	Christmas Chapel ½ day early dismissal
December 24 th - January 4 th	Christmas Break (celebrate Jesus' birth)
January 4 th	Teacher Workday ACSI
January 15 th	2 nd Quarter Ends
January 16 th	3 rd Quarter Begins
January 17 th	REPORT CARDS
January 21 st	MLK Jr. Holiday (school closed)
January 24 th	Fall and Winter Sports Team Pictures
February 14 th	½ day – Start Winter Break
February 15 th	Winter Break (snow make-up day)
February 18 th	Presidents Day (school closed)
February 19 th	PROGRESS REPORTS
February 25 th -29 th	Tuition Assistance Requests Due
March 21 st	Good Friday (school closed)
March 24 th - 28 th	Easter Break (celebrate the Resurrection)
March 31 st	3 rd Quarter Ends
April 1 st	4 th Quarter Begins
April 2 nd	REPORT CARDS
April 18 th	Spring Sports Team Pictures
April 21 st - 24 th	Stanford 10 Testing Week
April 25 th	Optional Teacher Workday (snow make-up day)
May 1 st	PROGRESS REPORTS
May 26 th	Memorial Day (no school)
May 27 th	Exams Review
May 28 th – 30 th	Exams (grades 9-12) (½ day early dismissal)
May 30 th	End of 4th Quarter (last day of school)
May 30 th	Graduation
June 2 nd – 3 rd	Teacher Workdays
June 4 th – 5 th	Optional Teacher Workdays
June 4 th	REPORT CARDS