

# **CROSS LANES CHRISTIAN SCHOOL**

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[www.crosslanes.org](http://www.crosslanes.org)

## **STUDENT-PARENT HANDBOOK**



“Building Lives On a Firm Foundation”

*Revised February 2022*

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**SCHOOL INFORMATION**

Dr. Dave Buckley..... Pastor  
Mr. Eddie Riley ..... Administrator  
School Mascots..... Warriors  
School Colors ..... Gold and Blue  
School Yearbook..... Centurion  
School Address ..... 5330 Floradale Dr. Cross Lanes, WV 25313  
Sponsoring Church Address ..... CLBC- 5442 Big Tyler Road-Cross Lanes, WV 25313  
School Telephone ..... (304) 776-5020  
School FAX Number ..... (304) 776-5074  
Church Telephone ..... (304) 776-1619  
School Website..... [www.crosslanes.org](http://www.crosslanes.org)

**LETTER FROM THE PASTOR**

Dear Parents and Students,

Welcome to Cross Lanes Christian School! What a joy and privilege it is to attend a Christian School. The testimony of our school is well known across America, and our graduates are well accepted in institutions of higher learning.

We are deeply indebted to the members of Cross Lanes Baptist Church who have sacrificed time and finances to provide such a wonderful facility to house this ministry. Also, it is an honor to have such a godly and dedicated teaching staff. Some of the best educators in West Virginia teach at our school. We are very grateful to the Lord for the opportunity to train the youth of tomorrow in a Christ-centered atmosphere.

Thank you for considering our school. We are committed to serving you in Christian education with a mark of excellence. We have done more than keep our cost competitive; our tuition is one of the lowest in our area for a full-service school. That is our commitment to you and your family.

This handbook details our commitment to integrity. The principles contained in this book have been proved to be successful. Please read it thoroughly and discuss it with your student. Your cooperation will only enhance the education process.

Honestly, our only goal is to aid you in rearing your child in the “nurture and admonition of the Lord.” Please let us know if there is any way that we can assist you. May the Lord bless you as you serve Him in the days ahead.

Dr. Dave Buckley  
Pastor

**Letter from the Administrator**

Dear Parents and Students

The Cross Lanes Christian School is first a CHRISTIAN school. The spiritual emphasis of the school is of far greater importance than its academic standing in any community.

The school should ever keep the spiritual life “red hot.” It is a given that academic excellence should characterize the school; however the “*heart*” of the student is more important than the “*head*.” If the **heart** is right, the **head** will be right. Teaching the child to “*be*” is far more important than teaching the child to “*do*.”

Therefore, our priority is in our name. We are Cross Lanes **CHRISTIAN** School, *Christian before school, Christian before athletics, Christian before extracurricular, etc.*

Developing a proper Christian worldview is the ultimate purpose of a Christian school education. Students equipped with a proper Christian Worldview are better able to function in society, better able to cope with trials and circumstances that cause some to fall into sin and become cynical toward God, country, and life in general.

It is a great privilege to have the opportunity to learn in a Christian atmosphere. From the educator’s perspective that privilege reminds us also of the enormous responsibility the school bears in assisting the parents in training, nurturing, and admonishing their children. The educators of CLCS do not take that privilege nor responsibility lightly.

The philosophy of the school is summarized succinctly by declaring that we, the school, are not a substitute for the (home) parents, but a supplement to the (home) parents. This Student/Parent handbook is designed to assist parents and students in the directions of the daily operations of the school.

Thank you again for considering Cross Lanes Christian School

For Christian Education,  
Mr. Eddie Riley  
Administrator

## 1.0 INTRODUCTION



## 1.1 **Historical Sketch of the School**

Cross Lanes Christian School operates as a non-profit ministry of Cross Lanes Bible Church. The school opened its doors on September 4, 1973, with students from kindergarten through grade five in attendance. Approximately seventy (70) students were enrolled. The opening of the school followed an extended period of planning. In fact, an open meeting of the congregation of the church was conducted in February of 1973. The outcome of that meeting was to open a Christian school and the first principal, Mr. James R. Davis, was hired in May of 1973.

The impetus for opening the school and designing the school program was provided by Pastor James Efaw. Pastor Efaw served as pastor of Cross Lanes Bible Church until 1991, at which time he accepted a call to another church in Denver, Colorado.

Dedication of the school took place on February 17, 1974, with Dr. James Biddle of Cedarville College serving as the dedication speaker.

Beginning in September of 1974, the sixth grade was added and the population of the school began a steady growth period. A grade was added each year until 1980 when Cross Lanes Christian School graduated its first class of seniors.

Currently, Cross Lanes Christian School is located on a forty-two acre campus about one mile from Cross Lanes Bible Church. The first building was completed on the present campus in September of 1975. At the present time, there are five operating buildings -- four with classrooms and one gymnasium. The newest classroom building was completed in 1998 and houses an expanded library, a large multi-purpose room, a computer lab, and one classroom.

Currently there are approximately 205 (2021-22) students in K-5 through grade 12. Single sections of each grade are included in the elementary school.

## 1.2 **Philosophy of Christian Education**

Believing that all educational experience is religious in nature simply because that experience must deal with the ultimate values and beliefs of the culture in which it exists and the controlling body under which it operates, the following values and beliefs are set forth as the basis for building the educational program of Cross Lanes Christian School:

### **The Person of God**

God is the only sovereign Creator of all things and all things have been created for His pleasure (Rev. 4:11). Thus, He is the great Designer. He is presented in the Bible as Master and Sovereign God (Phil. 2:10-11). Because He is the only Sovereign God, the highest purpose of humankind is to glorify Him and enjoy Him forever. Though He permits Satan to control the kingdoms of this world in the present age, He will ultimately restore absolute control over the earth with Jesus, His Son, reigning. Those who receive the Lord Jesus Christ will reign with Him.

God ultimately owns everything, including all children (Romans 14:7-8; Ezekiel 18:4, 20). Since God owns all children, He has first claim upon each life. That claim of God upon children should be reflected in the nature of the education program provided. This means that God's prescription for education, as given in His Word, should prevail as educational programs are shaped and formed. This makes paramount the issues of authority and discipline as children are moved toward adulthood.

God is also holy (Lev. 11:44). He desires that those created ones should also be holy. To enable that to occur, He has provided an eternal sacrifice by the giving of His Son, the Lord Jesus Christ, in death. That death, when received by the unsaved, enables the removal of sin. The resurrection of Jesus Christ out of that state of death enables the acquisition of a "new nature" according to II Peter 1:4. That new nature reflects the holiness of God and enables the believer to live a "holy" life even in this present world. Holiness should be a goal for all believers and it should be a goal for Christian education programs.

This sovereign and holy God has primarily given the task of educating children to the parent (Psalm 127). However, that task may be delegated to others, though the responsibility for that task may not be delegated. Christian schools should operate in this way: working with and through parents to carry out the task of education for which

the parent will be held responsible. A teaching function has also been given to the local church which may assist in education as parents desire and accept that assistance.

God has not given the task of educating children to human government. Children belong to God and not to parents or the state. Neither do children own themselves (Ezekiel 18:4,20; Romans 14:7-8).

### **The Priority of God's Word**

The Bible, being the Word of God, is the final authority in all matters of life and living. Psalm 19:7 says *"The law of the Lord is perfect, converting the soul; the testimony of the Lord is sure, making wise the simple."* The psalmist is saying that the "law" of God, His revealed Word, is a condition for life, as desired by God, to exist. Thus, the Word of God is a condition of life and must become a critical aspect of education for children.

Christian education must have at its very heart the edification of children of God. The primary purpose is not evangelism, though evangelism may occur, particularly on a one-to-one basis between teachers and students or between one student and another student.

Because of the primacy of the Bible, instruction in the Bible must be the key to a Christian school. Biblical truth must be interwoven into all phases of the curriculum, even the purely academic subjects. For example, history must be viewed as a sovereign God working in the lives of men as opposed to social studies, the emphasis of which has traditionally been on a study of man's own accomplishments. God, as Creator, must be the foundational truth for all science. Language must be viewed as a tool for knowing God first of all. All curriculum materials, including textbooks, must then be selected with this priority of God's Word in the forefront.

### **The Properties of the Child**

The Word of God teaches that humankind has been created spirit (small "s"), soul and body (I Thess. 5:23). Any set of goals for Christian education must take into account these truths: spirit (small "s") is a sense of God consciousness; soul is a sense of consciousness of the world around us; body is that sense of self-awareness. Spirit (small "s") is quickened at the time a new birth occurs when the Holy Spirit comes to abide within the believer; soul is impacted greatly by the gospel but must also be acted upon in an educational process; body should be properly developed and sustained within the prescription as given in the Bible.

Leading a child to salvation is a function shared by parents, the church, and to some extent those involved in Christian education. Converting or restoring the soul (mind, will, and emotion) is primarily an educational task that is first the responsibility of parents and the church, but may be delegated to a Christian school staff. The task of

Christian education is one of building a mind, breaking a will to accept authority and balancing one's emotions. Spiritual, academic, physical and social goals are all appropriate since they deal with the restoring of the soul. Restoring the soul is a vital task of Christian education.

Thus, much of Christian education must be directed toward the soul of each child: mind, will, and emotion. Commitment to quality, both to God in heaven and to those without the body of Christ, must characterize the Christian school instructional and curricular systems since they become the vehicle for transforming or restoring the soul of the child.

The natural bent of the will of the child is in a direction away from God, away from any authority or responsibility. Shaping or breaking that natural bent is essentially an educational task and must be accepted by the Christian school. Discipline is critical to mature living for the Lord Jesus Christ (I Tim. 1:7). Therefore, children must be expected to accept and conform to the authority of God, the authority of the church, the authority of the home, the authority of the school and the authority of human government.

### 1.3 **Mission Statement of Cross Lanes Christian School**

#### 1.3.1 **Abridged**

Cross Lanes Christian School is dedicated to assisting parents in their God-given responsibility of educating their children by providing a high-quality spiritual and academic program while encouraging children to live obedient, Christ-centered lives.

#### 1.3.2 **Expanded**

The mission of Cross Lanes Christian School is one of preparing children to live a productive life for the Lord Jesus Christ. While most graduates of Cross Lanes Christian School will choose to continue their education beyond high school, the focus of the curricular and instructional systems will be one of helping each child to grow, both spiritually and academically, at whatever level of spiritual and academic achievement he has reached. Admissions policies will reflect what the school is able to do for those children admitted. Attention will be given the following three areas:

##### 1. **EDIFICATION:**

Cross Lanes Christian School is dedicated to the Edification of children in accordance with Ephesians 4:12 *"For the perfecting (equipping) of the saints for the work of the ministry. . ."* Therefore, attention will be given to spiritual growth and development, equipping children to live a life of obedience to the Lord Jesus Christ. Every effort will be made to develop within children a spiritual knowledge base for making wise decisions about life and to develop both the spiritual and natural gifts of each child to a level appropriate for high school graduates.

## **2. EDUCATION:**

Cross Lanes Christian School is dedicated to the education of children in accordance with the broad areas of development stated in Luke 2:52 *“And Jesus increased in wisdom and stature, and in favour with God and man.”* Therefore, attention will also be given to the mental, physical, and social growth of children. The primary purpose of the academic program is to prepare students for some form of education beyond high school, perhaps Christian education, liberal arts education, or vocational education. Those choosing not to continue education beyond high school will be advanced academically for functioning as an adjusted and productive citizen of this nation.

## **3. EVANGELIZATION:**

Cross Lanes Christian School is dedicated to the Evangelization of those children who may not be saved. This is especially true within the elementary school which will include a number of children who have not yet received the Lord Jesus Christ as personal Savior. However, evangelization will be carried out by teachers and mature students on a one-to-one basis. Evangelization, while very important and not to be minimized, will be secondary to the mission to edify and educate children as stated above.

### **1.4 General Goals of Cross Lanes Christian School**

1.4.1 To teach every student enrolled an understanding of God, the priority that should be accorded His Word, and the responsibility that every person has to Him as Creator and Redeemer.

1.4.2 To enable each student enrolled to develop both natural and spiritual gifts and talents with the understanding that the highest goal of mankind is to use these gifts and talents to worship and to glorify God.

1.4.3 To develop within each child a level of basic skills achievement that will support successful functioning as a citizen of the Kingdom of God and successful functioning as a citizen of this nation.

1.4.4 To provide both curricular and instructional systems that will enable any student to achieve at levels that will prepare him/her to enter the next level of education chosen, whatever the academic rigor demanded.

- To utilize oral and written English effectively in various Communication situations.
- To understand fundamental math concepts and processes, as well as practical applications.
- To understand and accept their responsibilities as citizens and participate in responsible government.

- To explore the major social and technological issues and advancements that face this nation.
- To investigate career, educational and ministry opportunities appropriate to individual abilities and interests.
- To understand the importance of maintaining physical and emotional well-being.
- To develop decision-making, planning and resource management skills needed for sound judgments and personal problem-solving.

1.4.5 To leave each student enrolled with a strong sense of “right and wrong”, to make the student aware of the spiritual blessing that comes from doing right, and to warn each student of the many wrongs that now characterize our culture and the negative consequences to be borne by those who choose those wrongs.

## **1.5 Statement of Faith of Cross Lanes Bible Church**

We believe the Bible, both the Old and the New Testaments, is verbally inspired by God and inerrant in the original writing and is God’s final word to humanity for faith and practice.

We believe in one eternal and holy God who exists as three persons -- God the Father, Jesus Christ the Son, and the Holy Spirit.

We believe in the creation of the world by God in six literal days by the word of His mouth.

We believe that man was created in the image of God. However, because man disobeyed God, all men are born with a sinful nature which alienates them from God and condemns them to eternal death.

We believe God sent His Son, Jesus Christ, to be born of a virgin, to live a sinless life, to die a cruel death as a sacrifice for the sins of all mankind, and to have victory over death, and that He now lives in Heaven interceding for believers.

We believe that all who place their trust in Christ are justified in the eyes of God by the blood of Jesus as the only payment for their sins. Acceptance of His gift of salvation is the only basis for a personal relationship with God and salvation from eternal death.

We believe God sends His Holy Spirit at salvation to live within each who accepts Christ as his Savior, to convict of sin and to guide him in accordance with His Word.

We believe in the imminent return of our Lord and Savior, Jesus Christ.

We believe in the bodily resurrection of the just and the unjust -- the just to eternal blessing with the Lord and the unjust to everlasting punishment.

## **2.0 ADMISSIONS POLICY**

## 2.1 Admission to Cross Lanes Christian School

### 2.1.1 Requirements for Admission

Many Biblical passages speak of the necessity of Christian education. Psalm 127:3 says, *“Lo, children are an heritage of the LORD: and the fruit of the womb is His reward.”* All children belong to God. That means God should have first claim on them. It means the education provided for children is of concern to God. Perhaps the greatest task of parents is to properly educate their child(ren) in a way that agrees with the Biblical prescription.

The staff at Cross Lanes Christian School views education primarily as a task of edification. In other words, the school exists to aid students, who are committed to the Lord, as they move forward in their spiritual and academic development. Because the thrust is one of edifying or building up believers, unsaved students tend to see themselves as being out-of-step or even out-of-place if they are enrolled. In admitting students, these general guidelines are followed:

1. At least one of the parents or guardians must be saved and must live a life that shows a commitment to Jesus Christ and must express a commitment of support to the school.
2. Students entering middle or senior high school must have at some time received Jesus Christ as personal Savior and must be living a life showing a strong commitment. The final decision on admission is the discretion of the School Administrator.
3. Students entering middle or senior high school must express a desire to be at Cross Lanes Christian School and express a willingness to live in accordance with the spiritual, academic, and behavioral standards of the school.

But in saying all that, know that Cross Lanes Christian School is a happy place for children. Learning should be and must be fun. There must be both a spiritual and academic challenge to the program, but students must also enjoy their time on the campus. They must realize that this kind of preparation is vital to their service to God and their personal happiness in this life.

The administration and staff are dedicated to provide a very high quality of both spiritual and academic education. This is our service.

### 2.1.2 Procedures for Admission

- Each of the application forms must be completed and returned to the school with the application fee.
- Applications may be subject to other scrutiny such as an Admissions committee, background inquiry, and investigation of social media postings.
- The parents and student applicant must attend an interview with the school Administrator.
- The administration will review the application and inform the family at the interview or by phone, email, or letter whether the applicant has been granted acceptance or denied acceptance. The final decision on admission is the discretion of the School Administrator. Some circumstances may warrant approval from the Official Board of CLCS.
- Once an applicant has been granted acceptance, the reservation fee will be received from the applicant to reserve a seat for the newly accepted student in that particular grade.
- If a class has reached its capacity or if the re-enrollment period has not yet ended, the applicant's name will be placed in the accepted applicant pool. Students are not necessarily enrolled on a "first come, first served" basis.
- A parent of a student who is enrolled in the Bright Beginnings Program must submit a new application for the Kindergarten Program. The family will be notified if a spot becomes available for the applicant.

## 2.2 Other Requirements

- 2.2.1 Birth Certificate – embossed with an official seal
- 2.2.2 Immunizations Records – signed by the physician
- 2.2.3 Pastor's Recommendation – signed by the pastor
- 2.2.4 Transfer of Records – include request form
- 2.2.5 Statement of Cooperation – signed by student (4<sup>th</sup> grade and above) and parent / guardian
- 2.2.6 Notarized Medical Release plus emergency health and contact information
- 2.2.7 Grade appropriate Entrance Exam given to student applicant - discretion of Administrator.
- 2.2.8 No student will be allowed to graduate from CLCS who is 21 years of age or older
- 2.2.9 Signed Student-Parent Handbook Acknowledgement form (located in the back of this manual)

## 2.3 Re-enrollment Policy



- Re-enrollment for students expecting to return to Cross Lanes Christian School will occur in the month of February.
- Current students will have first access to space available.
- At the end of the re-enrollment period, classroom space will be open to new students.

#### **2.4 Notice of Non-Discrimination**

- Admission to Cross Lanes Christian School is open to any young person who meets the entrance requirements. Cross Lanes Christian School does not discriminate on the basis of race, color, national and ethnic origin in its employment procedures, the administration of its educational and admission policies, the participation and eligibility of athletic or other school administered programs. (revised 3/2021)

#### **2.5 Statement of Cooperation**

Parents are required to sign and submit a Statement of Cooperation at the beginning of each school year or at re-enrollment time.

#### **2.6 Lifestyle Statement**

Cross Lanes Christian School is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of Cross Lanes Christian School is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. Cross Lanes Christian School believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Cross Lanes Christian School expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, Cross Lanes Christian School believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook. 1 Thessalonians 4:1-8; Colossians 3:1-8; Genesis 2:18-25; Galatians 5:16-21; Acts 15:29; Ephesians 5:1-21 ; Revelation 21:8; Judges 19:22; Genesis 19:1-38; Hebrews 13:1-25; Jude 1:7; Mark 10:6-9; 1 Timothy 1:10-

11; 1 Corinthians 7:2; Leviticus 20:13-15; Romans 1:32; Romans 1:26-28; 1 Corinthians 6:9-11; Leviticus 18:22.

In addition to these points, the Constitution and By Laws of Cross Lanes Bible Church shall compliment this statement.

Approved by CLCS Board (7/16/14)

### **3.0 FINANCIAL POLICY**

#### **3.1 Tuition Rates**

Tuition and fees are evaluated annually by the Cross Lanes Christian School Board.

A registration fee is charged once annually to cover the cost of such things as records processing, mailing, and American Association of Christian Schools membership. It is not refundable. A fixed cumulative fee will be charged to cover books, fees, student accident insurance, and admission to home sporting events, library privileges, Sycamore operating system subscription, clinic and first aid supplies.

In order to provide service and equipment, CLCS charges a standardized Technology Fee.

In addition, an Infrastructure fee is charged to assist the school in the maintenance and repairs of the facilities. (2022)

##### **3.1.1 General Financial Information**

- Tuition payments for most students are made on a monthly basis; the first payment is due August 1 (the twelve payments run August through July.)
- Only Kindergarten students and Seniors without a sibling enrolled at CLCS will be invoiced on a ten payment plan (ten payments run August through May)
- Tuition payments are set up by each family for an automatic debit from their designated account through SMART tuition management services.
- Tuition payments can be scheduled through SMART tuition management services to occur at various times each month.
- The entire tuition may be paid prior to the beginning of classes in August, however, no discount is offered.
- Students not attending the entire year will be invoiced for the number of days enrolled.
- Tuition for students who enroll after the first month of school will be prorated. However cumulative fees cannot be prorated

- Multiple student rates will be figured with the oldest student figured as the first student.

### 3.1.2 CLCS After Care:

- Use of After Care incurs an automatic, one-hour minimum charge; after the first hour, use is calculated in ½ hour increment
- When using After Care, billing will be mailed on the first of each month for hours used in the previous month.
- After Care costs are due upon receipt.
- After Care services for students (K-5 - 12th) will be conducted at the CLCS campus.
- If payments for After Care services are not received by the 15th of the billing month, the student will not be permitted to use the extended care facilities until account is brought to current status.

### 3.1.3 Release of Transcripts and Diplomas

- In order for transcripts, report cards, or diplomas to be released all accounts must be current, this includes lunch accounts, fees, book and library fines

## 3.2 Delinquent Accounts Policy

The following policy and procedures shall apply when tuition accounts (accounts receivable) are not paid in a timely manner by the persons accepting responsibility for payment of tuition:

- Insufficient fund and/or late payments will incur a penalty fee.
- Persons failing to make tuition payments by the 25<sup>th</sup> day of the month in which that payment is due shall receive a notice.
- Persons responsible for the payment of delinquent accounts and who fail to respond to the reminder notice to make arrangements for the payment of the delinquent account shall be referred to the finance committee of the school board. The finance committee of the school board shall exercise any or all of the following options:
  - Make and approve arrangements for the payment of the delinquent account.
  - Report card(s) will not be released during the school year to any account that is delinquent. Report card(s) will not be released at the end of a school year until account is paid in full.
  - All accounts owed to CLCS must be paid before transcripts or diplomas will be released.

- Inform the persons responsible for the payment of the tuition that the student will no longer be permitted to attend Cross Lanes Christian School once the account is 60 days past due. This account must be brought to current status before the student is allowed to return to school.
- Inform the persons responsible for the payment of the tuition that no student records for the student for whom tuition is not paid will be released by CLCS until the delinquent account is paid in full. This includes report cards.
- Take other actions which are consistent with biblical principles which will insure that the matter of a particular delinquent tuition account is properly treated, giving consideration to the specific needs of the persons responsible.
- The student(s) will not be allowed to return to CLCS until the delinquent account is paid in full or arrangements have been made with the school board finance committee.

### **3.3 Re-enrollment Fee**

The reenrollment fee is charged once annually to currently enrolled students committing to return to school for the next school year to cover the cost of records processing, mailing and American Association of Christian School's membership. It is non-refundable.

### **3.4 CMAA Fee (Cumulative Materials and Activity Fee)**

In an effort to consolidate all fees (book, student accident insurance, etc.) the school will charge a combined flat rate fee. This fee does not include individual class choice fees such as Art, Computer, Lab, Music, Private lessons, transportation, etc. (New for 2016-17) Without exception, all students enrolled at CLCS must pay this fee

### **3.5 Recruitment and Retention Fee:**

CLCS established a Recruitment and Retention Fee in 2018 to assist the school in an effort to offer a competitive wage to attract and retain quality educators. The established fee will be \$1 per day per child equaling \$180 per year per child.

### **3.6 Re: Activity Fund Policy**

The Activity Fund Policy to govern monies received from fundraising and other outside sources to be used as Class Funds or other Auxiliary activities. These monies are accounted for on the books of CLCS as an Auxiliary fund and deposited into the school bank account for Auxiliary Fund monies.

1. The Activity Fund is accountable to Cross Lanes Christian School Board in the same manner as all other Budgetary, Fundraising, outside contributions, etc. These monies are included in the accounting on the books of CLCS as an Auxiliary Fund and as such reported on the Financial Statements of the Auxiliary Fund and deposited into the schools bank account for Auxiliary Fund monies.
2. All Activity Fund monies raised or received must be spent on the activity or activities authorized by CLCS Administration, Class Funds, trips, etc. or revert back to the Auxiliary Fund of CLCS.
3. Surplus or excess net Activity Fund monies not spent on intended activities or remaining after such activities are complete shall not be reimbursed, or disbursed, or refunded to students personally or individually, but remain the property of the Auxiliary Fund under the governance of the School Board.

#### **4.0 ATTENDANCE POLICY**

##### **4.1 Attendance**

In order to gain the most from school, each student must be regular in attendance. **Parents of students not in attendance will receive a notification via the SchoolCast messaging system on the morning of the absence.**

###### **4.1.1 Excessive Absences**

If a student exceeds the number of absences allowed by the West Virginia State Board of Education, the county board in which the student resides will be notified of the excessive absences. Any number of absences beyond 10 days is defined as excessive. Students may not be promoted or receive credit for courses absent more than 12% of the total scheduled classes (i.e. if 180 days are scheduled then a student cannot be promoted for more than 22 days absent). Only by Administrative exception for extenuating circumstances will a student be promoted who exceeds this standard.

###### **4.1.2 Attendance and Driving**

NOTE: The State of West Virginia by law has made regular school attendance a condition of licensing for the privilege of operating a motor vehicle. If, during a single semester, a student accumulates more than ten consecutive unexcused absences or fifteen total unexcused absences, he will be prohibited from obtaining

a learners or drivers permit. If the student already possesses a driver's license, the license and all driving privileges will be relinquished.

## **4.2 Student Responsibilities**

If the student misses class for an excused absence, he/she is to secure missed class work from the teacher or a fellow student and complete it within a reasonable period of time, as designated by the teacher (**usually this would mean one day of makeup time for each day missed**). Students will suffer a penalty for unexcused absences.

If the student is granted special permission to be absent, he/she is to secure projected class work to be covered during his/her absence from the teacher prior to his/her absence. All work is to be completed and turned in upon return to class. Any tests missed are to be made up immediately upon return to class.

## **4.3 Types of Absences-Tardy-Early Dismissal-Arriving Late to School**

### **4.3.1 Excused Absences**

4.3.1.1 Absences are excused if:

- Absences may be excused for the following reasons:
  - Illness,
  - Bereavement (immediate family member: parent, sibling, grandparents, aunt/uncle, cousin),
  - medical or dental appointments,
  - tardiness due to van or bus breakdowns, and
  - Pre-planned arrangements between the school and parents. (family trip, college visit, conference)

4.3.2.2 Missed work may be made up for full credit. No academic penalty nor disciplinary action.

### **4.3.2 Unexcused Absences**

Absence from school without permission or for reasons that are not legitimate will be considered an unexcused absence. Students will be penalized for work missed. Daily work will receive no credit, quizzes and tests may be made up on the date of return to school. No exceptions or extension of make-up time will be granted for an unexcused absence. Unexcused absences more than 10 may be required the student to make up the class time in the summer to reach to minimum of 168 instructional class hours to receive High School credit.

### **4.3.3 Pre-Planned Absences**

Parents may request special permission for students to be absent when such absences are required by the family. Permission should be requested in writing to the Administrator at least one week prior to the absence. A Pre-planned absence form is available in the office. Missing tests or special programs should be avoided if possible. Students having academic difficulty should not be absent if possible.

#### **4.4 Tardiness to School**

Students arriving after 8:15 a.m. and before 9:30 a.m. are considered tardy. (Exceptions will be made in cases of inclement weather, traffic delays, scheduled doctor appointments, late bus arrival, etc.) If a student (grades 6th through 12th) arrives on the campus after the 8:15 a.m. school bell, he/she must come to the school office to sign in. (This includes students who have arrived on campus late due to inclement weather, late bus arrival, etc.) All students who arrive late at any time during the school day must come to the school office to sign in. If the student is tardy without a legitimate excuse, then he/she may receive disciplinary action.

#### **4.5 Early Dismissals**

Early dismissals are defined as those times when a student must leave the school campus between the hours of 8:15 a.m. and 3:15 p.m. Students will receive no absence penalty on their attendance record if they are only away from the classroom for 60 minutes or less. If the student is away from the classroom for more than 60 minutes, but in attendance at least 3.5 hours, that student will receive an Early Dismissal on his attendance record. If he/she has not been in the classroom at least 3 hours for the school day, the student will receive a full day absence on his attendance record.

Notification of early dismissal needs to be presented to the school office at least one day (or as soon as the necessity to miss school is realized/planned) in advance of a planned early dismissal (i.e. doctor's appointment, family trip, etc.) However, in the event of emergency or last minute changes in appointments, the office may be notified by phone, text, or email.

Students are not permitted to leave the school grounds during school hours without signed written permission from their parents. Students are expected to be on the school grounds from arrival in the morning until school dismissal in the afternoon.

#### **4.6 Late Arrivals**

Students arriving at school after 9:30 a.m. but before 11:45am will be given a Late to School on their attendance record. Students arriving to school after 11:45am noon will receive a full day's absence on their attendance record. Students must be in attendance at least 3.5 hours during the school day to receive credit for a half day attendance.

#### **4.7 Informing the School**

Absences for any reasons other than illness, professional appointments, or death in the immediate family must be pre-arranged with the administration at least one day in advance.

An *Attendance/Absence Record* (yellow form) must be completed and submitted to the administration for all absences, tardiness, early dismissals and late arrivals.

SchoolCast, or similar automated phone system, will be used to notify parents if their student is tardy or absent for school. We want to attempt to keep parents informed of absences to assist in students attending school regularly and being on time

#### **4.8 Senior Privilege Policy:**

CLCS seniors can be granted special privileges in accordance with the School's academic standards and the approval of their Parents. Please note this is a privilege and not a right. At any time at the discretion of the Administration this privilege may be revoked for violation of the Eligibility Requirements or of the spirit of the opportunity.

##### **4.8.1 Senior Privileges**

- Seniors who have completed all scheduled activities may be dismissed after their last class provided written parental permission has been granted.
- Seniors must sign out of school in the school office and leave campus (not go sit in their cars or loiter).
- Seniors must present to the receptionist their Senior Privilege Card before signing out. The Privilege Card will be revoked and the Senior will not be allowed to check out early for any violation of the listed Eligibility Requirements.
- Seniors are expected to be on time for all scheduled activities.
- Seniors are not allowed to run errands for other students or become a delivery service.

##### **4.8.2 Eligibility Requirements:**



- Seniors with failing grades, failed subjects, or incomplete work in a subject will have their Senior privileges suspended until either the grades are improved to a “C” average and/or the work is complete.
- Seniors must not be on disciplinary probation or accumulate more than 30 demerits in a given semester. At that point these privileges will be revoked without prior notice.
- Seniors must have written approval from their parent(s). (both if applicable)
- Seniors may not be on Academic Probation (all new seniors are on Academic probation for the first marking period)
- Seniors must be on schedule and not behind their academic prospectus (all subjects must be up to date with no previous failures in an academic class)
- Parents may designate that Seniors may leave only at designated times (i.e. only after the last academic class or only on a certain day)
- By signing the form parents are releasing CLCS of all liability for their senior when allowed to check out and leave campus.
- Seniors must realize that returning to school requires them to remain in school approved attire until dismissed for the day.
- Failure to check out or check in will be automatic revocation of the senior privileges.
- Seniors may not check out and ride with another senior without both parents prior written permission. (email or texted permission will be accepted)
- Seniors who do not abide by the driving policy of the school or are reported to be driving in excess through the neighborhood will lose the Senior Privilege

#### 4.9 Make-Up Work

**4.9.1** If a student misses class for an excused absence, he/she is to secure missed class work from the teacher or a fellow student and complete it within a reasonable period of time, as designated by the teacher. Generally students must complete all make-up work prior to the next scheduled test. Work not completed before the next scheduled test will be recorded as a zero grade. In the event of extended illness, an alternative makeup schedule will be organized by the teacher and student. Students will suffer a penalty for unexcused absences. **Generally speaking a student should plan only one day for each day absent to make up missed assignments.**

**4.9.2** It is the responsibility of the student to secure missed homework, quizzes, tests, or projects when absent from school.

**4.9.3** Parents may call the school office and request homework information on the day of the absence. Classroom management, including lessons, and homework are available on the school's operating system, Sycamore. However, this request must be made before 12:00 noon. Information as to how the homework will be picked up should be supplied at that time.

#### **4.10 Skipping School/Senior Skip Day/Senior Prank/Trespassing/Unauthorized area**

Cross Lanes Christian School does not endorse nor approve of students skipping school. Skipping school will be considered an unexcused absence. Students who skip school will be given up to 25 demerits for each day skipped and zeros on all assignments for that day. Anyone who is either on the property or in the buildings without authorization will be dealt with as deemed appropriate. This may, but is not limited to, senior pranks, acts of vandalism, mischief, etc. The severity of the consequence will be determined at the time.

### **5.0 STUDENT BEHAVIOR**

#### **5.1 Philosophy of Discipline**

Leadership and faculty of Cross Lanes Christian School strongly believe that each student is created in the image of God; is possessed of worth, dignity and reason; and is capable of living his/her life making wise choices. Wise choices are those in agreement with the counsel of God. It is Jeremiah who says "*O Lord, I know that the way of man is not in himself: it is not in man to direct his steps.*" (Jeremiah 10:23) Therefore, the purpose of a discipline system is to teach each child to live a structured life under the counsel of God.

Cross Lanes Christian School is distinctly a **Christian** School. Its purpose is to assist the home in training up a child in Christ-likeness (Prov. 22:6). Toward that end, certain expectations have been established regarding student behavior and deportment. Thus, discipline is positive training which equips children to meet the demands, challenges, and responsibilities of life. **It is of paramount importance that the home and school cooperate fully with one another.** If questions arise, the parent should first contact the teacher. A parent should never undermine any aspect of the program and should, therefore, **never** make derogatory remarks about a teacher, student, or the school in the presence of your child, to other students, or to other parents. **To do so not only violates Scripture and ethics, but tears down the credibility and authority of the teacher.** Even further, it diminishes the submission of the child to all types of authority and weakens his/her confidence in Christian education. There are proper channels through which problems or disagreements may be discussed, and it is only through these channels that anything constructive can be done about problems. Involvement in problems or confrontations should be kept at the least numbers possible. Parents should not contact

other parents or students to “build a case.” Go directly to the source is the best and Biblical method of resolving difficulties (Matt. 18).

No conduct code can hope to address every infraction in standards of conduct that can occur. These regulations are not intended to be legalistic or exhaustive, but to provide general guidelines for acceptable behavior. **The Administration has the responsibility for and final authority to enforce the intent and spirit of the conduct code.** The Biblical basis of the conduct code is:

- A. To Reveal God. (I Corinthians 10:31)
- B. To Maintain a climate of decency and order. (I Corinthians 14:40)
- C. To Teach students submission to authority. (I Samuel 15:23)
- D. To Instill the values of Christian character. (Romans 8:28-29b)
- E. To Promote and instill self-discipline. (Galatians 6:9)

### **General Conduct Information**

Students should always conduct themselves in a manner above reproach. Disorderly conduct is not conducive to developing Christian character. Conduct with the opposite sex must show respect, good judgment, and propriety. Physical contact and verbal impropriety will not be tolerated. For cell phones see the section for phone usage.

**For security and safety purposes, students should always be under official school sponsored supervision while on the campus. Students should promptly report to their designated locations before and after school. All students in the building before class time and after school hours are to be in the assigned location.**

**No students are to be in the classrooms before or after school without the teacher present. Students are not allowed behind a teacher’s desk, sit in the teacher’s chair, or go into a teacher’s personal property without permission.**

Cross Lanes Christian School seeks to provide an environment that is conducive to the Spiritual growth and the development of young people. Our standards of conduct are geared to provide that environment. For that reason, we expect that each student-whether at home, school, or elsewhere- refrain from involvement in any activity which favors drug abuse, alcohol use, rebellion or immoral activity. Acts of immorality, possession of pornographic materials, obscene gestures, indecent exposure, profanity, gambling, lying, cheating, stealing, tobacco use or related products, use of alcohol or related products, narcotics, and other dangerous drugs (including possession) are unacceptable behavior, and will be dealt with as is deemed appropriate at the time. Cross Lanes Christian School reserves the right to dismiss a student for any major violation of the conduct code. Students dismissed from the School will not be considered for re-enrollment for a minimum of two complete semesters.

Please note: if infractions of the school’s conduct code are not reported to the proper authorities, disciplinary actions cannot be taken. If the Administration has not been informed about violations of the conduct code, students and parents should not assume that “nothing is being done.” This attitude is counter-productive and shows a lack of Christian love and trust for the School ministry. Students and parents need to be content with the decisions of the Administration in dealing with disciplinary matters. Christian discernment and love should always govern our attitudes and reactions.

Any offense or consequence not specifically outlined in the discipline section may be decided at the discretion of the Administration and/or School Board at the time of the reported violation.

### **General Discipline Conduct Code**

Forms of correction at Cross Lanes Christian School may include counseling, parent conferences, extra assignments, demerits, after-school detentions, suspensions and/or dismissal. When the proper authorities have been informed about problems that arise, the situation will be dealt with professionally, promptly, and in a prescribed manner. Disciplinary action will be taken for infractions of school rules and policies.

The following charts give you a general consequence for types of offenses to our conduct code. Any offense not specifically listed will have consequence similar to the following and will be at the discretion of the Administrator. All of the consequences are subject to review by the administration depending on the flagrancy of the offense, and could either be more lenient or more severe. Please be advised that the consequence will be administered without thought of person or relationship and will be administered *equitably*. Suspensions are reported to the School Board for review. The Administrator determines expulsions from CLCS with consent from the school board. The School board will operate as an appeal committee for any suspension or expulsion. The Administrator must receive, in writing (within 24 hours of the suspension or expulsion), a detailed report stating the reasons for the Board to meet and hear the appeal from the parents.

## **5.2 High School Discipline System (Grades 9th - 12th)**

### **5.2.1 General Disciplinary Information for the Demerit System**

<b>Minor Offenses</b>	<b>Consequences</b>
<i>Minor offense consequences are automatically assigned by the staff member without variation</i>	
Late to class (punctuality)	1 demerit (per incident)
Failure to return required materials	1 demerit
Chewing gum/candy or snacks	2 demerits
Unprepared for class/gym uniform	2 demerits
Dress code violation	5 demerits
Hall pass violation	2 demerits
Failure to follow instructions (minor)	2 demerits
Classroom disturbance (talking, distraction, inattentive)	5 demerits
Throwing objects/trashing area	5 demerits
Horseplay (minor: no injury or damage)	5 demerits
Note passing/unauthorized communication	5 demerits
Reading/studying/different subject in class/sleeping	5 demerits
Failure to remain in assigned location	5 demerits
Chapel violation: inattentive, no Bible, disturbance	5 demerits
<b>Major Offenses</b>	<b>Consequences</b>
<i>Major offense consequences are assigned by the Discipline Administrator and/or in conference with the School Board</i>	
Social misconduct (rude and or crude behavior)	Up to 10 demerits/incident
Competition violation	Up to 10 demerits/incident
Skipping class (all or part of class)	Up to 10 demerits/per class
Failure to meet with the Discipline Dean when required	Up to 10 demerits/incident/per request
Disrespect to a fellow student	Up to 15 demerits/incident
Possession of a dangerous item	Up to 15 demerits and/or 1 day OSS
Horseplay (major: involving injury or damages or both)	Up to 15 demerits and/or 1 day OSS + costs
Tampering with equipment (safety or professional)	Up to 15 demerits/incident + costs + liability
Offensive literature/language (profanity)	Up to 20 demerits/incident
Electronics violation (cell phone, Internet, music device)	Up to 10+ demerits for first offense
Electronics violation (cell phone, Internet, music device)	Up to 15+ demerits for each additional offense
Direct disobedience: failure to follow instructions major	Up to 20 demerits/incident
Disrespect to faculty/staff	Up to 20 demerits/incident

Cheating/plagiarism/copying assignment	Up to 20 demerits/zero on the assignment/1 day OSS
Lying/deception/forgery	Up to 20 demerits/incident
Gambling	Up to 20 demerits
Endangering public safety (driving violations, etc.)	Up to 20 demerits/loss of privilege
Destruction of school property (graffiti, etc.)	Up to 20 demerits + costs
Maltreatment: inappropriate abnormal/aggressive actions/risk	30 demerits+3 OSS+3 ISS/incident/repeat=dismissal
Fighting (regardless of intent or fault)	Up to 50 demerits + 1 day OSS
Trespassing on property after hours/without purpose	Up to 30 demerits + corrective actions
Trespassing in the building/without purpose/permission	Up to 50 demerits + corrective actions
Improper communication (written, visual, suggestive, or verbal)	30 to 100 demerits/incident
Sexual impropriety (unwelcomed comment or behavior)	30 to 100 demerits/incident
Stealing (regardless of intent)	30 to 100 demerits/incident
Dangerous or threatening communication	50 to 100 demerits (to a faculty=dismissal)
Possession/use of tobacco, or products, or alcohol-on or off campus	50 to 100 demerits/incident (on campus=dismissal)
Possession of a weapon (regardless of intent)	100 demerits + dismissal
Illegal Substance use/abuse/possession	100 demerits + dismissal

### 5.2.2 Consequential Actions for Accumulation of Demerits

- A. At the accumulation of **10 demerits**, the student will be assigned to serve an after school detention hall at the end of the next convenient week.
- B. At the accumulation of **20 demerits**, a student will receive an additional detention hall.
- C. At the accumulation of **30 demerits**, a student will receive an additional detention hall. Note: At the 30 demerit level, any student holding a student office, a leadership position, or membership in the honor society will lose that position (this includes captainship of a team) for the remainder of the semester or for 3 weeks, whichever is greater..
- D. At the accumulation of **40 demerits**, a student will receive an additional detention hall.

- E. At the accumulation of **50 demerits**, a student will serve an **In-School-Suspension (ISS)**. The student will be under administrative observation on the date of the ISS. The student will be given class work that must be completed that day. The student will also be separated from all normal contact with his/her peers. An **ISS** is considered an excused absence from school, hence forfeiture of perfect attendance award if applicable.
- F. At the accumulation of **60 demerits**, a student will serve an **Out-of-School-Suspension (OSS)** for **1 day**. An OSS from school is counted as an unexcused absence from school. Students will **not** be allowed to make up scheduled tests or quizzes for that day and will receive a zero on all assignments due that day.. The student will receive a 5-page redemptive and reflective disciplinary assignment that will need to be completed prior to their return to school. The student and at least one parent must meet with the Dean and/or Administrator prior to re-admission to class upon the student's return to school.
- G. A student with **70 demerits**, will be ineligible for all meritorious awards (examples: MVP of a team, Citizenship, Honors). This does not include earned academic awards. At the 70 demerit level, students will lose complete athletic and extracurricular eligibility for remainder of the quarter or for three-weeks, whichever is greater. **The student is now considered to be on disciplinary probation for a nine-week period.**
- H. At the accumulation of **75 demerits**, a student will be suspended out of school for **2 days**. The student will receive a 10-page redemptive and reflective disciplinary assignment that will need to be completed prior to their return to school. The student and at least one parent must meet with the Dean and/or Administrator prior to re-admission to class. At the accumulation of **75 demerits**, the student will lose the privilege to attend school-sponsored events unless accompanied by a parent, guardian, or Pastor.
- I. At the **80 demerit** level the student will lose the privilege to attend class outings, banquets, trips (*including the Senior Trip*), and similar extracurricular and social activities.
- J. At the accumulation of **90 demerits**, the student will automatically be suspended for **3 days out school**. The student and at least one parent will need to meet with the Administrator and a School Board member for a re-admission conference on the student's scheduled return date. The student may be asked to withdraw at the end of the 9 weeks. If a student is asked to withdraw, he/she will be denied readmission for at least one complete successive semester.
- K. At the accumulation of **100 demerits**, a student will be asked to withdraw ***immediately***. The student will not be eligible for re-admission for at least **two consecutive semesters**. All students who are asked to withdraw must re-apply and if

accepted, enter on Behavior Probation for a complete semester.. In addition, if re-admission is granted, that student's demerit level will be limited to half.

### 5.2.3 Special Notes:

1. Demerits will not be carried over from one academic year to the next.
2. **Double Demerit week:** one week before the end of each semester demerits issued for certain offenses will be doubled. These offenses include tardiness, classroom disturbance, horseplay, and possibly other offenses, which contribute to an irresponsible or disruptive atmosphere during these crucial times of the academic year.
3. Disciplinary probation **will be** carried over from one semester to the next. Any student placed on disciplinary probation twice during a school year may be denied re-enrollment.
4. At the end of the first semester, twenty or less demerits will be dismissed. 21 (Twenty-one) to 74 (seventy-four) Demerits will be cut in half and carried over to second semester. Those students with more than 75 demerits in a first semester will not receive a demerit decrease. *Students who receive 10 or less demerits for the year will be eligible for a merit award.* Any discipline consequences that are not served during the regular school year will need to be served in school prior to the releasing of report cards, transcripts, or diplomas (i.e. a detention, ISS, or not served would need to be served, an OSS would become an ISS and need to be served)
5. Any damage to school property will be itemized and submitted to the parents for payment. It will include labor and material costs that the school incurs to bring the item damaged to "as it was status".
6. Suspensions and dismissals will become part of a student's permanent record and will be included in requests for transfer to a different school.
7. CLCS will cooperate with local law enforcement in matters that are deemed criminal and unlawful.

### 5.2.4 After-School Detentions



Detention hall will be conducted typically on Thursdays from 3:15-4:15. A student must secure his own transportation in order to meet this obligation. Students in detention will be required to complete a reflective disciplinary project during the detained time.

### **5.2.5 Dismissal from Class**

If a teacher finds it necessary to send a student from a classroom because of disruptive behavior, he is to report immediately to the school office. To be reinstated in class, he must confer with the administration and the teacher concerned. In addition, his parents must meet with the principal before he can be re-admitted to class. Failure to report as instructed to the office will result in additional penalty.

### **5.3 Bullying, Harassment, and Intimidation**

It is the intent of Cross Lanes Christian School to maintain a learning and working environment free from bullying, harassment, and intimidation.

- 5.3.1 Bullying, harassment, and/or intimidation is evidenced by repeated physical, verbal, or emotional abuse towards a victim producing fear, harm, or damage.
- 5.3.2 Harassment may include, but is not limited to, sexual or racial abuse.
- 5.3.3 Upon report of alleged bullying, harassment, or intimidation, the Administrator or designated investigator will conduct a thorough investigation and respond with appropriate measures which may include, but are not limited to, detention, probation, suspension, or expulsion.

### **5.4 Dangerous/Destructive Weapons**

- 5.4.1 No student is permitted to possess at school a firearm, deadly weapon, explosives, lighters, matches or any item that may inflict harm to another or damage to physical property.
- 5.4.2 Any such item will be confiscated from the student and the student will be subject to the appropriate disciplinary action with the maximum penalty being expulsion.

### **5.5 Vandalism**

Vandalism will not be tolerated. Appropriate actions including restitution will be taken and may include expulsion.

### **5.6 Prohibited Substances**

A student may not possess or use tobacco, alcohol, drugs, or other controlled substances on or off campus. Appropriate action will be taken which will include suspension or expulsion.

## **5.7 Sexual Immorality**

A student involved in sexual immorality may not be retained. Each incident will be dealt with as deemed appropriate in accordance with the school's established purpose and expectations of the conduct code.

## **5.8 Suspensions**

### **5.8.1 In School Suspension (ISS)**

The Administrator will assign In-School Suspension for all students who accumulate fifty (50) demerits. Students on ISS will be permitted to make up work missed in class.

### **5.8.2 Out of School Suspension (OSS)**

The Administrator will assign out of school suspension to students who accumulate sixty (60), seventy-five (75), and ninety (90) demerits. Students on OSS will not be permitted to make up work missed in class.

## **5.9 Arbitration:**

Parents have the right to request, in writing, for the School Board to convene as soon as possible to have their child's suspension appealed. Written documentation must be submitted to the Administrator **within 24 hours of the child's suspension**. Parents will be notified when to appear before the Board to present their appeal. The decision of the Board is final.

## **5.10 School Expulsion/Involuntary Dismissal**

**Cross Lanes Christian School reserves the right to dismiss a student for any major violation of the conduct code.**

Any student expelled from Cross Lanes Christian School or any other school cannot attend CLCS for the remainder of the year and will not be considered for re-enrollment for minimum of one full year. The student and parents must meet with the principal and School Board before being re-admitted. Special Board approval may override this policy for transfer students, depending on the reason for being expelled. (Example: student may be expelled from a public school for witnessing or carrying a Bible, etc.) The Administrator will recommend expulsion for students whose number of demerits reaches 100 or for a major violation of the school's expected conduct policy.

The following special regulations apply to any student who is expelled from Cross

Lanes Christian School:

- 5.10.1 He will not be allowed to attend school functions unless pre-approved Administrative permission is granted.
- 5.10.2 He is not allowed to be on the school grounds unless he has official Business and permission from the administration.
- 5.10.3 The decision to dismiss a student is made by the administration with permission from the School Board. A student may be dismissed if the parents will not cooperate with the school, or if the student's conduct, attitude, or lack of effort makes it inadvisable for him/her to remain at Cross Lanes Christian School. A student may also be dismissed for excessive unexcused absences or tardiness. Any student receiving a total of 100 demerits in any semester shall be asked to withdraw.

5.10.4 Arbitration:

Parents have the right to request, in writing, for the School Board to convene as soon as possible to have their child's dismissal appealed. Written documentation must be submitted to the Administrator **within 24 hours of the child's dismissal**. Parents will be notified when to appear before the Board to present their appeal. The decision of the Board is final.

**5.11 Refusal to Re-Enroll**

If a student accumulates 50+ demerits for two consecutive semesters, it will be recommended that the student not be permitted to re-enroll for the following semester. The Administrator and Admissions Committee will make the final decision.

**The administration reserves the right to make final judgment regarding a student's behavior and the assignment of disciplinary consequences. Students who display continued discipline problems may be required to be involved in the school's discipleship / accountability program in order to remain in school.**

**5.12 Student Dress Code**

In a day of slovenly and careless dress, it is essential to our Christian testimony that Cross Lanes Christian School maintains certain standards of refinement. Hairstyles, dress, etc. are subject to the regulations set forth by the school board. Students are reminded that the administration, faculty and staff are charged with the responsibility of enforcing these regulations. Should a faculty or staff member question a student's dress, the student is to give the

faculty or staff member all due respect. All students must arrive on campus and leave campus in accordance with the CLCS dress code.

### **5.12.1 UNIFORM DRESS CODE**

The CLCS School Board has approved standardized dress apparel for Kindergarten through 12th grade students. Approved items may be accessed online from French Toast (School Source Code QS4XNM), Land's End (Preferred School Number 900079195), Charleston Department Store, or Schoolbelles (s1809). Please use the links provided on the CLCS web page. Any available color is acceptable in all items. Long or short sleeves are both acceptable in all shirts and blouses.

### **5.12.2 GENERAL DRESS CODE**

#### **5.12.2.1 BOYS:**

##### **GENERAL GUIDELINES:**

- No jewelry, except for rings and a watch, may be worn.
- Hair must be neat and well-groomed.
- Hair may not touch the top of the ears, collar or eyebrows and must have a reasonable degree of taper and thinning completely around.
- Hair must not draw inappropriate attention to the wearer.
- (2018-19) Senior boys may have a mustache that is neat and groomed, no lower than corners of the mouth.
- Boys must be clean shaven with sideburns no lower than the bottom of the ear.
- Hair may not be of an unnatural color.
- Shoes with laces must be tied. **Socks must be worn at all times.**
- No athletic sandals or flip flops may be worn.
- Hats may not be worn in school during the school day.

##### **SHIRTS:**

- Shirts must be oxford or polo knit style. They must be neat.
- Turtleneck (not mock or crew) are acceptable.
- Shirts must be short or long sleeved and have at least two working buttons (except Turtlenecks). Only the top button may be unbuttoned.
- Shirts with bi-level more than 1 inch and scalloped must be tucked in and not rolled under.

- Shirts that are straight across and designed not to be tucked in may be worn out.
- No tight shirts, athletic shirts or jerseys of any kind may be worn. Sweat suits, wind suits and other athletic apparel may not be worn. Shirts cannot be worn as a jacket. Exceptions will be made for “team” shirts and or “jerseys” on game days.
- Writing on clothing may not be larger in size than the approximate area covered by a business card. (Exception: school logo or Warrior wear).
- Sweaters may be worn but must have an acceptable shirt underneath. When wearing a sweater the shirt must be tucked in.
- Coats and jackets with hoods may be worn in inclement weather (no inappropriate slogans, symbols, or advertisements) Teachers may ask that outerwear be removed in the classroom.
- Full length Warrior wear, zippered jackets may be worn on Warrior Wear days.
- Warrior wear sweat shirts without hoods may be worn.

**PANTS:**

- Pants should fit properly, not too long or short, not too tight or oversized. Pants must be worn at the waist.
- Neat and properly fitted cargo pants may be worn. No drawstring pants. No denim pants of any color.
- Pants should be in good condition, no fraying, embellishments, or holes.
- A belt must be worn.
- SPORTS teams are not permitted to wear team attire on game days. Any exception to this rule must be done so with the approval of Mr. Riley

**5.12.2.2 GIRLS:**

**GENERAL GUIDELINES**

- Hair style should be appropriate and of natural color. Highlights and coloring must look natural. (No red, blue, purple etc....)
- Make up should be used in moderation.
- Jewelry with inappropriate meanings, as deemed by the administration, may not be worn.
- Shoes or sandals must be worn at all times. Flip flops, athletic sandals or Crocs are not permitted.

- No face piercings allowed. The lobe and cartilage of the ear may be pierced.
- No visible tattoos are permitted.

### **POLO SHIRTS**

- Please refer to the introductory paragraph (Section 5.11.1) for specific instructions and approved companies from which to order school uniform polo shirts. Polos of any available solid color may be worn.
- Shirts must be of the “polo” type (short or long-sleeved) with the Cross Lanes Christian School logo embroidered on the front.
- Embroidered logos may not be pinned or taped or in any other way temporarily fastened to the shirt. It must be truly embroidered on the garment.
- A CLCS or Warrior pin may not substitute for an embroidered logo.
- Shirts should be modest fitting, not showing cleavage or undergarments.
- Shirts should be long enough to cover the waist when performing normal tasks.
- No open flannel shirts may be worn over the embroidered polo shirt.
- Open cardigan sweaters may be worn over the embroidered polo shirt.
- As styles change, the administration has the right to amend or add to specific parts of the dress code during the year.

### **5.12.3 WARRIOR WEAR FRIDAYS:**

- Warrior wear t-shirts or sweatshirts/hoodies include the following:
- Any t-shirt or hoodie/sweatshirt that has been designed using our school warrior wear store as long as it meets normal dress code standards
- Warrior team t-shirts or sweatshirts/hoodies
- Retreat or CLCS special event t-shirts or sweatshirts/hoodies
- WVCAT t-shirts or sweatshirts/hoodies may be worn only on Warrior Wear Fridays

- ONLY Warrior/CLCS t-shirts or sweatshirts/hoodies may be worn
- No college or university logos
- Jeans may be worn if they do not have holes, frays or embellishments (patches, “jewels”, etc...).
- Jeans should not be so tight as to be mistaken for leggings. One warning will be given before demerits are assigned.

#### **5.12.4 OUTERWEAR:**

- Warrior wear hoodies may be worn at any time.
- Coats may be worn between classes and buildings, but they should be removed in the classroom unless extreme circumstances arise. The spirit of the dress code is to have an appropriate CLCS logo showing at all times.
- Uniform jackets may be worn.
- Fleeces, sweaters, or jackets with the CLCS logo may be worn as outerwear.
- Logos that are pinned on to the garment are not acceptable.
- Logos that are screen printed or sewn on (not tacked) may be worn. If they do not stay fastened to the garment, the outerwear item may not be worn in the classroom.

#### **PANTS/SKIRTS/SHORTS**

Please refer to the introductory paragraph (Section 5.11.1) for specific instructions and approved companies from which to order school uniform pants. Pants of any available solid color may be worn.

- Pants should be modest and fit properly. A warning or demerits may be given if the pants are too tight (as determined by the teacher or Dean of Women), too low around the waist or if they are not of a “Docker” type.
- Pants should be in good condition- no holes or frays.
- No leggings or spandex or fitness wear may be substituted for pants.
- Pants should not fit like leggings.
- Capri pants (that come to the mid-calf) may be worn if they are modest and of one solid color.

- Please refer to the introductory paragraph (Section 5.11.1) for specific instructions and approved companies from which to order school uniform skirts. Skirts of any available color may be worn.
- Skirt length should fall two inches above kneecap when standing. Please avoid leggings that cause the skirt to “ride up”.
- Skirts must be modest and fit properly. A warning or demerits may be given if the skirt is too tight as determined by the teacher or Dean of Women.
- Be mindful of skirt length when sitting- if the skirt length is higher than two inches above the knee when sitting, it should not be worn.
- Uniform shorts may be worn as long as they fall two inches above the knee- not mid-thigh as do practice/game athletic shorts.

#### **5.12.5 EXTRACURRICULAR ACTIVITY WEAR**

##### **5.12.5.1 BOYS EXTRACURRICULAR WEAR:**

###### ***GENERAL GUIDELINES:***

- Hair must be neat and well-groomed.
- Boys must be clean shaven with sideburns no lower than the bottom of the ear.
- Senior boys may have a mustache that is neat and well groomed
- Shoes are required at all times. Cleats are not to be worn in any of the buildings.

###### ***SHIRTS:***

- Shirts, sweaters, or sweatshirts must be neat.
- CLCS and Recreational style t-shirts may be worn as long as they are neat.
- No garment may have inappropriate slogans or graphics.
- CLCS warrior wear is encouraged and acceptable for all athletic events

###### ***PANTS:***

- Pants should fit properly, not too long or short, not too tight or oversized. Pants must be worn on the waist.
- Denim pants may be worn. Stone- or acid- washed are not acceptable
- Pants should be in good condition, neat, and modest.



- Pants, whether denim or otherwise, should not be fraying, have embellishments, adornments, or holes,

**GIRLS EXTRACURRICULAR WEAR:**

All dress code rules for school apply with the following exceptions:

- These guidelines apply during athletic practices as well as during games (inside or out) for both the participating athletes and student fans.
- Jackets and hoodies may be worn. Teachers and coaches have the authority to ask that they be removed if inappropriate language or messaging is present.
- **No spandex type or tight-fitting athletic pants may be worn.**
- Jeans may be worn. NO holes or cut outs in the jeans are permitted.
- Recreational style t-shirts may be worn. No inappropriate slogans or graphics will be permitted.
- Shorts that come to the mid-thigh area may be worn. Teachers and coaches have the right to ask that they not be worn again if deemed too tight or too short.
- No running-type shorts may be worn.
- No crop tops may be worn.
- Tank tops may be worn if covering the bra, are not too tight or too short in length. No cami-style tops may be worn unless under another appropriate garment.

**5.12.6 TEAM PRACTICE DRESS**

- No tank tops
- Shorts should be mid-thigh in length
- Shorts are to be loose fitting
- No running type shorts
- No spandex top; unless worn underneath practice clothing
- No spandex shorts or yoga type pants.

**ONLY APPROVED TRAVEL ATTIRE SHALL BE WORN TO AND FROM GAMES AND/OR PRACTICE. PRACTICE ATTIRE IS NOT PERMITTED ON SCHOOL TRANSPORTATION VEHICLES UNLESS APPROVED BY THE ADMINISTRATION.**

**5.12.7 SPORT TEAM ATTIRE**

- SPORTS teams may wear approved team attire on home game days only with exception of Chapel days. All members of the team should wear matching outfits as to promote team unity and school spirit. Any team member that chooses not to participate fully must wear regular school dress.
- **ATHLETIC TEAM SHIRTS:** We will allow athletes to wear their team shirts only on Home game days regardless of the day of the week.
- **Summary:** Athletes may wear their team shirts any home game day of the week, including Chapel day. Athletes, who are ineligible to play, will not be allowed to wear their respective team shirt.

#### 5.12.8 SPIRIT WEEK DRESS – Girls

- Shorts may be worn if they come to mid-thigh in length when standing as well as sitting.
- Shorts may not be tight-fitting as deemed by the female faculty and/or Dean of Women.
- If inappropriate shorts are worn, demerits will be given and a change of clothes that meets CLCS dress code standards will be necessary.
- No leggings unless covered to the mid-thigh by shorts.
- No leggings unless covered two inches above the kneecap by a skirt or dress.
- If inappropriate leggings are worn, demerits will be given and a change of clothes that meet CLCS dress code standards will be necessary.
- No see-through tops shall be worn.
- No parts of the belly should be seen.
- Tops that are too tight or too low should not be worn.
- The administration has the right to amend, change or add to the previous statements as styles change or issues arise.
- No warnings will be given during Spirit Week for inappropriate dress. Demerits will be given for a first offense. Therefore, if an article of clothing is in question, please have your student bring it to the Dean of Women for clarification.

#### 5.12.9 FALL SOCIAL and MS/HS DRESS CODE GUIDELINES

- The dress must be appropriate to your particular figure and not skin tight.
- The top must completely cover the bust line at all times. (This means no cleavage! 😊). Please check your dress while **standing and sitting**, as the dress may be appropriate while doing one, but not the other.
- The back of the dress must not be so low cut that it touches the waistline.

- There should be no cut-outs in the fabric of the dress that reveal your sides or stomach.
- A strap, or straps are advised as they will help to keep the dress high enough so that no cleavage is seen. If you do decide to purchase a dress without straps, it must be high enough in the front to cause no question as to the modesty of the dress.
- One shoulder sleeve is acceptable as long as the other guidelines for the dress have been met.
- **All dresses and slits must come, at the shortest, two inches above the knee.**
- No sheer or see-through fabric on the main bodice or skirt of the dress (unless it is overlay).
- **All dresses must be checked and approved by the Dean of Women IN PERSON. Please, no approval will be given by the sending of pictures.**

### 5.13 Parents' Dress

In a day of slovenly and immodest dress, it is difficult to teach our young people to dress in a neat and modest fashion. For this reason, we ask that parents dress modestly and neatly in accordance with the spirit of our dress code any time you visit the campus, enter the buildings, attend school programs, or ball games. Your help in this area will be greatly appreciated.

## 6.0 ACADEMICS AND BIBLE

Cross Lanes Christian School is a fully accredited member of the American Association of Christian Schools, and is granted all rights and privileges of accreditation offered by this accrediting agency.

## 6.1 Course Offerings

7 <sup>th</sup>	8 <sup>th</sup>
English	English
Pre-Algebra	Honors Algebra I*
H Pre-Algebra	Alg. /Geom. Prep
Life Science	Earth Science
Geography	WV Studies
Bible	Bible
P.E.	P.E.
Choir	Choir
Art	Art
Study Hall	Study Hall

*CLCS offers a variety of classes designed to prepare the student for his/her next level of academic endeavor. Overall, most of these classes may be described as college-preparatory. Additionally, courses of a practical nature may be offered.*

*(See Section 6.9 for a specific listing of diploma programs and required courses for each.)*

*\*counted as a high school credit*

9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
English	English	English	English*
Honors Geometry	Honors Algebra II	Adv. Honors Pre-Calculus	AP Calculus (prerequisite Pre-Cal)
Algebra I	Geometry	Algebra II	Personal Finance
Physical Science	Chemistry or Honors Chemistry	Biology	Honors Anatomy & Physiology
World History	Adv. Honors Biology	AP Biology (prerequisite AH Bio)	Honors Physics
Bible	Early American History	Modern American History	U.S Government - Economics
Choir	Bible	Bible	Bible
Art 1	Choir	Choir	Choir
Yearbook	Art 1 or 2	Art 1or 2	Art 1 or 2
Spanish 1	Spanish 2	Yearbook	Yearbook
Online Electives	Yearbook	Speech	Dual Credits (6)*
Health	Online Electives	Dual Credits (6)*	Online Electives
P.E.		Online Electives	
<p><b>*Dual Credits are possible through the school's approved program with WVSU and Marshall University (as well as other Universities and Colleges)</b>  <b>CLCS cooperates with Vocational classes taken at Ben Franklin HS for the Junior and Senior Years.</b></p>			

## 6.2 Grading Scale

### CLCS Uniform Grading Scale: 10 point scale

Numerical Average	Letter Grade	College Prep	Honors	Advanced Placement
100	A+	4.50	5.000	5.500

99	A+	4.50	5.000	5.500
98	A+	4.50	5.000	5.500
97	A	4.250	4.750	5.250
96	A	4.250	4.750	5.250
95	A	4.250	4.750	5.250
94	A	4.250	4.750	5.250
93	A	4.250	4.750	5.250
92	A-	4.000	4.500	5.000
91	A-	4.000	4.500	5.000
90	A-	4.000	4.500	5.000
89	B+	3.75	4.250	4.750
88	B+	3.75	4.250	4.750
87	B+	3.75	4.250	4.750
86	B	3.500	4.000	4.500
85	B	3.500	4.000	4.500
84	B	3.500	4.000	4.500
83	B	3.500	4.000	4.500
82	B-	3.000	3.500	4.000
81	B-	3.000	3.500	4.000
80	B-	3.000	3.500	4.000
79	C+	2.750	3.250	3.750
78	C+	2.750	3.250	3.750
77	C+	2.750	3.250	3.750
76	C	2.500	3.000	3.500
75	C	2.500	3.000	3.500
74	C	2.500	3.000	3.500
73	C	2.500	3.000	3.500
72	C-	2.000	2.500	3.000
71	C-	2.000	2.500	3.000
70	C-	2.000	2.500	3.000
69	D+	1.750	2.250	2.750
68	D+	1.750	2.250	2.750
67	D+	1.750	2.250	2.750
66	D	1.500	2.000	2.500
65	D	1.500	2.000	2.500
64	D	1.500	2.000	2.500
63	D	1.500	2.000	2.500
62	D-	1.000	1.500	2.000
61	D-	1.000	1.500	2.000
60	D-	1.000	1.500	2.000
59<	F	0.000	0.000	0.000

### 6.2.1 Grade Point System:

To calculate GPA, add the number of grade points and divide by the number of classes.

**Weighted Courses:** High school Honors (H), Advanced Honors (AH), and Advanced Placement (AP) shall be given weighted grades. Courses are not weighted in the middle school. **Weighting for courses is calculated as follows:**

College Preparatory:	Honors (H):	Advanced
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		Placement (AP),
<b>Bible 9, 10, 11, 12,</b>		
<b>Biology, Chemistry, Physical Science</b>	H Anatomy & Physiology, H Chemistry, H Physics	AH Biology AP Biology*
<b>English 9, 10, 11,</b>	H 12 English (CLCS taught as dual credit)	
<b>Algebra I, Geometry, Algebra II, Personal Finance</b>	H Geometry, H Algebra II, H Pre-Calculus	AP Calculus AB*
<b>Early American History, World History, Modern American History, US Government and Economics</b>		
<b>Spanish I, Spanish II</b>		
<b>Computer Applications</b>		
<b>Choir (year 1)</b>		
<b>Ignitia Online Classes and Dual Credit Classes</b>	Approved Dual Credit Classes	

\*The College Board recommends one hour of preparation per day for each AP course. Students enrolled in AP classes must take the AP Test. The AP Exam fee (approximately \$95 per exam, as determined by the College Board) should be paid by March 1<sup>st</sup>.

## **6.2.2 Dual Credit Classes**

A dual credit program offers courses that are college courses taken in high school where credit is earned simultaneously for both high school and college.

### **6.2.2.1 GENERAL GUIDELINES**

- Benefits of dual credit classes are you may transfer credits to the college/university of your choice and reduce time and tuition costs in college.
- Courses offered through our official dual credit program will be awarded high school credit. High school credit is awarded on a class by class basis and administration approval. College credit is determined by the respective college and the credits offered by each class.
- A dual credit class cannot replace a traditionally scheduled teacher-taught CLCS class. If a conflict in CLCS requirements occurs then replacement will be allowed. The intention of the program is to offer additional electives in addition to CLCS direct taught courses, not as a replacement for teacher taught classes at CLCS.
- Each junior at CLCS may take one college course per semester and each senior at CLCS may take up to two college courses per semester.
- Additional summer credits may be available, but pre-approval permission must be granted by the administration of CLCS.
- Dual credit courses offered through this partnership with the student's respective college will be included in the computation of the individual (college prep) GPA.
- Pre-approved dual credit courses may be weighted on the Honors grading scale.
- The grade earned on the college transcript will be entered as the official CLCS grade and used for GPA calculation.
- Students should not enroll in the dual credit program unless they are fully committed to seeing the classes to completion.
- If a CLCS student drops the class and then wishes to enter a teacher taught class at CLCS, it will not be permitted after the first 4 weeks of each semester.
- CLCS is not responsible and does not endorse all content from courses taken at a college or university (or any other approved program). Courses are taken at the will of the student and the family and it is understood that material covered in said courses is determined by the respective college or university (or other approved program) and not CLCS.

### **6.2.2.2 ADMISSION REQUIREMENTS**

- Students must be enrolled in CLCS and in good academic standing without academic probation.
- Students must have a cumulative 2.75 GPA at CLCS with no "F"s.
- GPA will be evaluated on a semester by semester basis.

- Students must be tuition paying students and enrolled in teacher taught classes as well. The dual credit program at CLCS is an adjunct to the standard, honors, and AP curriculum that has been tested and proven to produce high academic results in the graduates of CLCS.
- Daily attendance at CLCS is required and class time will be offered in specific classrooms for coursework on dual credit courses.

### **6.3 Reporting and Report Cards**

6.3.1 Parents have consistent access to student grades on Sycamore to check academic progress across all subject areas.

6.3.2 Report cards are issued at the end of each nine-week grading period.

### **6.4 Textbooks**

#### **6.4.1 Publishers**

Cross Lanes Christian School generally uses textbooks from Christian publishers. In rare cases where secular books are used, they are examined carefully for anti-Christian content.

#### **6.4.2 Fee (CMAA) Cumulative Materials and Activity Fee**

A book fee will be charged annually to defray the cost of textbook and consumable workbook purchases.

#### **6.4.3 Book Covers**

Students are expected to keep covers on all hardback textbooks provided by the school.

#### **6.4.4 Return of books**

- Students must return all textbooks owned by the school, except consumable workbooks at the end of the school year.
- Students will reimburse the school for lost textbooks or for excessively damaged textbooks.
- Students transferring or graduating must return all textbooks before transcripts and health records can be forwarded to another school.

#### **6.4.5 Lost or damaged books**

Parents will be required to reimburse the school for any books which the student may lose or damage. The cost of a new book will be charged if it is not usable. Other damage will be evaluated and charges assessed.



#### **6.4.6 Bible Versions**

In order to maintain academic consistency, the King James Version will be used for all memorization and quotation of scripture for graded evaluation. In some classes the NKJV may be used at the teacher's discretion.

### **6.5 Field Trips**

- 6.5.1 Field trips are a regular part of the curriculum of Cross Lanes Christian School and all school rules and regulations apply.
- 6.5.2 Permission and/or medical release forms must be signed by parents prior to the scheduled trip. No student will be allowed to go on a field trip without a permission slip signed by parent(s).
- 6.5.3 Students will be expected to ride school transportation unless parents have made other arrangements with the school. At times parents will be asked to chaperone.
- 6.5.4 Students are to wear regular school dress unless a variation in the dress code is authorized by the administration. Parents are asked to abide by similar standards.
- 6.5.5 Faculty sponsors are in charge of all field trips.

### **6.6 Electives**

Cross Lanes Christian School continues to expand the number of electives available to secondary students. Numerous electives are available through online programs at a minimal cost.

### **6.7 Additional Academic Opportunities**

Cross Lanes Christian School offers the following:

- 6.7.1 Opportunities for students to take selected courses in advance of the normal high school experience.
- 6.7.2 Opportunities for selected students to take dual credit courses for college credit while still in high school.
- 6.7.3 Opportunity for students to participate in the CLEP program and earn college credit while still in high school.
- 6.7.4 Opportunities to take AP® (Advanced Placement) Courses (Students choosing to enroll in AP courses must plan to take the AP test. (Testing fees are due by March 1<sup>st</sup>.)

## 6.8 Homework

Each teacher is permitted to give homework to aid pupils in learning. As a rule, homework is for completing work started in class, drill, practice, or special projects. Homework for 7<sup>th</sup>-8<sup>th</sup> grade will generally be 1- 1 ½ hours, 9<sup>th</sup>-12<sup>th</sup> 1 ½ - 2 hours. There should be no homework assignments on Wednesday evenings without prior Administrative approval. In keeping with the spirit of this policy, no tests should be given on Thursdays, unless totally unavoidable, announced at least a week in advance, and only with permission from the Administrator. Each teacher will set standards for accepting homework assignments.

## 6.9 Graduation Requirements

Because courses are offered on a semester basis, a student must pass the course each semester in order to receive the credit value assigned for that semester. If a student fails a required course, he will have to make up the credit. Seniors will be permitted to march in commencement exercises if they lack only 1 credit for graduation and if arrangements have been made to earn this credit in an approved summer school program. If a student is allowed a fifth year at Cross Lanes Christian School in order to graduate, he or she will likewise be expected to attend for the full day. Exceptions may be considered by the administration.

Students are required to take Bible, English, Math, History, Science, Choir or Art, and Physical Education/Health. Beginning in the 9th grade, students receive credits toward graduation and must complete the requirements for the graduation programs listed below:

### 6.9.1 General Diploma Requirements

Cross Lanes Christian School is a College Preparatory School. CLCS offers **four diploma programs** to meet the needs and goals of our students: Honors Diploma, College Preparatory Diploma, General Diploma, and Provisional Diploma.

*Note: Pre-Algebra, Algebra 1, Geometry, Algebra 2, Physical Science, Biology, Chemistry, and Anatomy/Physiology are required for COLLEGE PREPARATORY DIPLOMA*

- **Honors College Prep Diploma**: student fulfills the requirements for a College Prep Diploma while maintaining a GPA of 3.75 or higher in 4 years of High School. In addition, the student successfully completes advanced courses in Math (Pre-Calculus and AP Calculus) and Science (Advanced Honors Biology, AP Biology, Honors Chemistry or Honors Physics) **28 Credits**

- **College Prep Diploma:** All the required courses for a general diploma and two years of foreign language, Speech, and three elective credits. **28 Credits**
- **General Diploma:** Four years of English, History, and Math; three years of Science; one year of Physical Education, Health, and Fine Arts. **24 credits**
- **Provisional Diploma:** successful completion of all the requirements for a General Diploma. Student will be graded on an **Adjusted Grading Scale**.
  - An **Adjusted Grading Scale (AGS)** was created for students with Special Learning Needs (SLN). Special needs are defined as *“accommodations to normal requirements due to special students’ needs such as learning difficulties, severe background weaknesses, psychological issues, and etc.”*
  - The **ADJUSTED GRADING SCALE (AGS)** is as follows
 

A+	99-100
A	91-98
B+	88-90
B	83-87
C	71-82
D	55-70
F	below 55

**Credits Required for Graduation for College Preparatory Diploma**

Bible (1 for each year at CLCS).....	1-4
English.....	4
*History .....	4
**Math .....	4
*** Science .....	4
****Foreign Language .....	2
****Speech .....	1
Fine Art .....	1
PE .....	1
Health .....	1
Total Electives .....	2
<b>Total</b> .....	<b>28</b>

\* History: Early American History, World History, Modern American History, U.S Gov’t / Eco.

\*\* Math: Students are required to take four years of math from the following list:  
Algebra/Geometry Prep, Algebra I, Algebra II, Geometry, Pre-Calculus or Personal Finance, Consumer Math (online)

\*\*\* Science: Students are required to take four years of science from the following list: Physical Science, Biology, Chemistry, Anatomy and Physiology or Physics

\*\*\*\*Not required for the General Diploma

### 6.9.2 General Diploma Requirements

#### Credits Required for Graduation for General Diploma

Bible (1 for each year at CLCS).....	1-4
English .....	4
*History .....	4
*Math .....	4
**Science .....	4
PE .....	1
Health .....	1
Fine Arts .....	1
Electives. ....	1
<b>Total</b> .....	<b>24</b>

\*History: Early American History, World History, Modern American History, US Gov't / Eco.

\*\*Students are required to take four years of math from the following list: Algebra/Geometry Prep, Algebra I, Algebra II, Geometry, AH Pre-Calculus, AP Calculus, or Accounting.

\*\*\* Students are required to take four years of science: Physical Science, Biology, Anatomy and Physiology, or Chemistry.

### 6.9.3 Honors College Preparatory Diploma Requirements (3.75+ GPA)

#### Credits Required for Graduation for Honors College Preparatory Diploma

Bible (1 for each year at CLCS).....	1-4
English .....	4
*History .....	4
**Math .....	4
***Science .....	4
Computer Science .....	1
Speech .....	1
PE .....	1
Health .....	1
Foreign Language .....	2
Fine Arts. ....	1
Elective .....	1
<b>Total</b> .....	<b>28</b>

\* History: Early American History, World History, Modern American History, US Gov't / Eco.

\*\* Students are required to take four years of math: H Algebra I, H Algebra II, AH Pre-Calculus and AP Calculus.

\*\*\* Students are required to take four years of science: Physical Science, AH Biology, AP Biology, H Chemistry, Anatomy and Physiology, or H Physics.

All students in grades seven through twelve should follow the course of study recommended to them by their parents and the administration. This, of course, is to insure that each student challenged academically while at Cross Lanes Christian School. Following the recommended courses of study will also reduce problems of meeting graduation requirements during the senior year.

The school allows limited opportunity to drop or add courses during the first two weeks of the semester. These changes require approval of all teachers concerned, the student's parents, and the school administration.

The requirement of four credits for Bible for graduation will be strictly enforced for all students expecting to graduate from Cross Lanes Christian School. Senior High transfer students are only required to have Bible credits for years spent in Christian education Students failing Bible are subject to dismissal from the school or taking a make-up Bible credit course.

#### **6.10 Promotion - Retention**

In grades 6th - 8th, any student receiving a yearly grade of F in three core academic subjects (Bible, English, Math, History and Science) may be retained. If a student receives an F in two subjects, one being reading/English or math, he/she will have to make up the respective subject in summer school before he/she will be promoted.

**Students who have exceeded 12% absence from possible class attendance will not be promoted. The Administration must grant exceptions for promotion regarding excessive absenteeism and the plan to expect the student to make up the time in the summer.**

#### **6.11 Academic Probation**

Academic Probation status is assigned to any junior or senior high student whose grade point average falls below 2.00 (C-average) in a nine week's grading period.

#### **6.12 Achievement and College Testing**

Cross Lanes Christian School conducts a variety of nationally recognized achievement and abilities tests at all grade levels. Results of these tests are reported to the West Virginia Department of Education as required under our Exemption K status with the state. Students should take the American College Test (ACT) or the (SAT) Scholastic Aptitude Test in the spring of their junior year so they will have their scores for college applications. They may retake the ACT during their senior year if they wish to improve their scores. Juniors will take the Preliminary Scholastic Aptitude Test (PSAT) in the fall to help prepare them for the ACT and/or SAT tests. The PSAT also serves as a qualification test for a National Merit Scholarship. Juniors will also take the SAT on SAT School Day in the spring.

### 6.13 Physical Education

- 6.13.1 Students in grades 7th - 9th will take physical education.
- 6.13.2 Students are expected to purchase the approved physical education uniform. (Forms available in the office)
- 6.13.3 Students must wear the school approved uniform in PE class in order to participate.

### 6.14 Academic Activities

From year to year, students may be encouraged to participate in a variety of academic activities including, but not limited to the following:

- 6.14.1 Math Field Day
- 6.14.2 Spelling Bee
- 6.14.3 Golden Horseshoe - West Virginia History
- 6.14.4 Fine Arts Festivals (Bible knowledge, music, speech, art, academic testing)

### 6.15 Valedictorian/Salutatorian Selection Criteria

The Valedictorian and Salutatorian are selected each year from the graduating class. The Valedictorian ranks first in ***scholarship*** and is considered the top student of his/her class; the Salutatorian ranks second in ***scholarship*** and is considered the second highest student in his/her class. The valedictorian and salutatorian must be students enrolled as a full-time student in the 12th grade and who graduate with their cohort class. Candidates must be on track for a College Prep Diploma.

Speaking at Commencement is an honor. Any student who meets the Academic criteria but does not meet the CLCS Behavioral Conduct Code (including an accumulation of over 75 demerits) will not be allowed to give a speech at Commencement, however they will be allowed to retain the earned Academic honor. Selection of valedictorian and salutatorian of a class will be done using the students' cumulative Grade Point Averages from grades 9-12. **Candidates are determined by the end of the 32<sup>th</sup> week of their graduation year.**

Each student will have all of his/her number grades figured on the CLCS grading scale to determine class rank the valedictorian and salutatorian. Thus students who transfer grades to CLCS with a different grading scale will have their number grades placed on the CLCS grading scale to obtain the GPA for valedictorian and salutatorian. Students whose transcripts contain only letter grades will have the lowest CLCS numeric grade assigned for the letter grade in the transcript. Students

with dual credit classes will have their grades transferred in at the exact numerical grade regardless of the class/college weight.

Criteria are based primarily on:

1. Cumulative GPA (Rounded to the 10,000<sup>th</sup> place), if tied ...
2. then by equivalent percentage scores on SAT/ACT tests, if still tied ...
3. then by the number of advanced classes taken (Honors, Advanced, Advanced Honors, and AP).

**The following system will be used to determine valedictorian/salutatorian:**

Candidates must attend classes at CLCS during at least three consecutive semesters of their junior and senior years. **Hence a student who enrolls after 1<sup>st</sup> semester of their junior year will not be eligible for Valedictorian or Salutatorian honor.** Seniors whose work is incomplete will be eligible for participation in the Commencement Ceremony (diploma will be withheld until all academic requirements have been satisfactorily completed), hence would not be eligible for either the Valedictorian or Salutatorian honor.

## 7.0 TRANSPORTATION

### 7.1 Availability

- 7.1.1 Cross Lanes Christian School runs several bus routes to transport students to school.
- 7.1.2 Space is available on a first come-first served basis.
- 7.1.3 Application should be made through the school office. Information regarding routes and cost are available in the school office, online, or on Sycamore

### 7.2 Routes

The routes are as follows:

- 7.2.1 Charleston - Dunbar
- 7.2.2 Hurricane
- 7.2.3 Sissonville
- 7.2.4 St.Albans/Nitro

### 7.3 Payments

- 7.3.1 Transportation costs should be paid at the time tuition payments are submitted.

## 7.4 Behavior of Students on Buses and Vans

- 7.4.1 Behavior rules that apply on the school campus also apply on buses.
- 7.4.2 The bus or van driver has authority to enforce the behavior code.
- 7.4.3 Those who persist in disregarding the behavior code may lose privileges.
- 7.4.4 The following rules apply for all CLCS sponsored bus routes and school trips:
  - Students must face the front and remain seated at all times.
  - Students must keep heads and hands inside the bus at all times.
  - Students should refrain from loud and boisterous behavior.
  - The emergency exit may be used for emergencies only.
  - Students are not permitted to gesture to passing motorist.
  - All school rules apply while being transported on CLCS vehicles.
  - Additional health regulations may be applied as deemed appropriate at the time.

## 7.5 In-Lieu-of Payments

- 7.5.1 Families who live 2.1 miles or more from Cross Lanes Christian School and live in Kanawha, Putnam, or Boone counties are eligible for in-lieu of transportation reimbursement from the county in which they reside. Lincoln, Cabell and Jackson counties do not provide this reimbursement.
- 7.5.2 The appropriate form must be submitted to the school office.
- 7.5.3 Rates may vary and are determined by the counties.
- 7.5.4 Payments are made directly to parents from the county twice a year.

## 8.0 EMERGENCIES/ILLNESS

### 8.1 School Closure, Delay or Early Dismissals

- 8.1.1 **Inclement weather or other reasons for closure, delay or early dismissal of school. Delaying school or closing school is a tough decision at times. Consideration must be given to the fact of student drivers, bus routes, and commuters from surrounding counties. The rule of thumb is to allow parents plenty of advanced notice of the status of the school on possible inclement days.**
  - Cross Lanes Christian School will typically follow the policy of the Kanawha County Schools on school dismissal because of inclement weather. On rare occasion the administration may deem it necessary to make a decision regarding school closing or opening independent of Kanawha County.



- Early dismissal will be rare because of difficulties in getting students home and bus routes.

### **8.1.2 Shelter in Place**

- CLCS practices a Shelter in Place Drill in lieu of the possibility that an emergency in the vicinity, such as a chemical emergency, may dictate safe actions.
- In that case, buildings will be sealed in accordance with regulations.
- Students will be sheltered in place until an all-clear signal is given.
- Shelter in place procedures will be followed and needed supplies are provided and well maintained.

### **8.1.3 Communication of Closing, Delay or Dismissal**

- **SchoolCast** Rapid Notification System (or similar program) will be used to communicate school closure, delay or early dismissal.
- Announcements will be posted on the West Virginia Department of Education school closings website.
- Local radio and television stations will be contacted to announce school closings or delays. (Radio stations: WQBE, WCHS Television stations: WCHS-TV, WSAZ-TV, WOWK-TV)

## **8.2 Student Illness or Accident**

- 8.2.1 Students who are sick should be brought to the office. A clinic is available, but students with a temperature of 100 degrees or above will be sent home.
- 8.2.2 If a child is ill, please do not send him/her to school. Also, it is wise to keep a sick child home at least 24 hours after a fever has broken.
- 8.2.3 Parents should notify the school office if their child(ren) should be given medicine. An Administration of Medication Form must be completed by parent/guardian and medicine clearly labeled. (See Section 8.4). This form is available in the office.
- 8.2.4 When medicine is to be taken “as needed,” parents should notify the school office of the most recent time the medicine was taken or the school office should contact the parent/guardian to find out most recent time.
- 8.2.5 A medical log will be kept to document the administration of all medicine.

## **8.3 Emergency Information and SchoolCast Communication System**

- 8.3.1 Each school year, parents must complete their student(s)' notarized Medical Release Form / Emergency Contact Information Form and return it to the school office. This form is provided to each student

during Re-enrollment Period in February and are also available upon request from the school office for any updates/changes to information. It is the parents' responsibility to notify the school office of any changes in emergency contact information.

- 8.3.2 Special instructions for medicine or allergies should be written in the Health Information section of the emergency information form..
- 8.3.3 **SchoolCast Rapid Notification System:** CLCS will use this automated calling system to communicate with school families by sending a message alert on ALL communication devices (phones and emails) listed in each customized families' emergency contact information. It is the parents' responsibility to log on to SchoolCast System with their provided personal User ID/Password and keep their contact information up to date.

#### **8.4 Prescription and Non-Prescription Medications**

The administration of medication to students is the primary responsibility of the parent, guardian, or student. If a student is unable to take his/ her own medication and this medication is required to be administered during school hours to help the student's health and maintain school attendance, the school office personnel shall be designated to administer required medication. If a student is able to take his or her own medication, then office personnel will only observe the procedure. It is not the responsibility of the office personnel to contact students for their medication, the student and parent needs to make sure the student keeps scheduled times for dosage. **All legal guardians must consent and sign the Medication Administration form prior to dispensing any medications to students.**

- 8.4.1 Prescription medications should be brought to the office when a student arrives at school.
- 8.4.2 No medication, either prescription or non-prescription medication, shall be administered except by written order and dosage instructions from the student's parent/guardian or physician using the Administration of Medication form.
- 8.4.3 Prescription and Non-prescription medication must be labeled clearly and only one kind of medication may be included in a single bottle or container. Each medication container must be clearly labeled and have student's name on it.
- 8.4.4 All medication must be stored in a locked cabinet located in a office.
- 8.4.5 It is the students, responsibility to come to the office when the medication should be taken.
- 8.4.6 School personnel administering medication to students or observing students' self-administering of medication must accurately complete a medication log (computerized).

- 8.4.7 If a student is under the care of a physician and is taking a prescription medication for a chronic illness or condition, an Administration of Medication form **must be filled out by the physician and signed by both the physician and parent** and returned to the office for our records. This is a requirement of the Kanawha County Department of Health and must be completed at the beginning of each school year or when illness/condition arises.
- 8.4.8 Administration of Medication forms may be picked up at the school office or printed online from our website.

**8.5 Health Screening**

- 8.5.1 Various annual health screening services are provided by the staff of Kanawha County schools for students at CLCS. (Kindergarten Roundup, hearing, vision, etc.)
- 8.5.2 There will be no make-up days for students who are absent.

**8.6 Immunization Records**

- 8.6.1 A record of immunizations, signed by the administering physician, must be filed at the school before school opens or when enrollment occurs.
- 8.6.2 The appropriate forms will be supplied by the school office. (Included in application packet)
- 8.6.3 West Virginia law requires the following:

According to state law, no student is to enter school without written documentation (month, day and year) for each dose of required immunization as given below:

- DTP - Four (4)\* doses required, one of which must be received on or after the 4th birthday.  
(DT may be accepted instead of DTP IF a medical excuse is signed by a physician/health department representative or if the student is seven years of age or older.)
- Polio - Three (3) doses required, the last dose received on Or after the 4th birthday.
- MMR Measles, Mumps\* & Rubella (MMR) -  
Two doses, first dose received after the first birthday
- Varicella\* - Two doses, first dose received after the first birthday

Hepatitis B\* - Three doses, last dose received after the age of six months.

Students entering 7<sup>th</sup> and 12<sup>th</sup> grades must show proof of immunization against diphtheria, pertussis, tetanus, and meningococcal disease. Below outlines immunization requirements.

- Students entering 7<sup>th</sup> grade must show proof of a booster dose of Tdap vaccine, which protects against tetanus, diphtheria, and pertussis (whooping cough) and a dose of the meningococcal vaccine.
- Students entering 12<sup>th</sup> grade must show proof of a booster dose of Tdap vaccine, which protects against tetanus, diphtheria, and pertussis (whooping cough) and a dose of the meningococcal vaccine, if the first dose of meningococcal was given before the child's 16<sup>th</sup> birthday. If the first dose was given after the 16<sup>th</sup> birthday, then a booster dose of meningococcal is not required.

**These requirements must be met before they can start school.**

Tuberculosis testing is **NO LONGER** required for entry into preschool or kindergarten in West Virginia schools.

**Exception 1:** A student who is enrolling from an OUT-OF-STATE school and has received one dose of each required vaccine may be provisionally enrolled pending completion of an immunization schedule that meets state requirements. This schedule must not exceed 90 days. Any student failing to complete the required immunization with this time (90 days) will be excluded from school pending fulfillment of requirements.

**Exception 2:** A few other states and countries require only the year when documenting immunizations. When the complete date is not available, we will accept the date of the year without the day and month being documented. This applies to OUT-OF-STATE TRANSFER STUDENTS ONLY.

**Exception 3:** Medical exemptions from required immunizations must state the specific vaccines exempted, the medical reason that the immunizations cannot be given, whether the exemption is temporary or permanent, and the date temporary exemptions must be reevaluated. All exemptions must be signed and dated by a physician or a representative of the Kanawha Charleston Health Department. All Medical exemptions must be approved by the KCHD Medical Officer, as required by WV state law.

## **8.7 Safety Precautions**

- 8.7.1 Faculty at Cross Lanes Christian School are trained in dealing with injuries where blood may be in evidence.

- 8.7.2 Safety measures will be observed in dealing with student injuries.
- 8.7.3 Parents will be notified immediately when a student is injured.

## **8.8 Child Abuse and Neglect Policy**

All school personnel have a duty to report child abuse and neglect if there is reasonable cause to suspect that a child is neglected or abused or if they observe a child being neglected or abused.

School-based personnel shall immediately report suspected child abuse or neglect to the principal. Principals shall immediately report suspected child abuse or neglect to the West Virginia Department of Human Services.

Reported incidents of child abuse shall include the following information: date, reporter, telephone, name of child, address, direction, name of parent, guardian, or responsible adult, telephone, description of alleged abuse/neglect, description of injuries (if any observable), action taken, and reporter's signature.

All matters concerning suspected child abuse and neglect shall be confidential.

## **8.9 Communicable Disease Policy**

While it is not the desire of Cross Lanes Christian School to discriminate against any student, CLCS recognizes that certain life-threatening diseases can afflict children. For those students who are innocently afflicted, CLCS has great compassion and sympathy.

Still, we are faced with the challenge of providing a safe haven for those students entrusted to our care. Our purpose is to protect students from exposure to mortal illness. We recognize also that CLCS with its limited finances is not equipped to physically care for the needs of very ill students or any student with a communicable disease. Children enrolled at CLCS or who seek to enroll at CLCS, who are diagnosed to be carrying any communicable or potentially lethal disease, will not be permitted to attend CLCS until they have been medically cleared as no longer carrying the communicable disease.

This policy is to apply to diseases such as, but not limited to, the following:

Aids, Aids related complex, Anthrax, Botulism, COVID-19, Diphtheria, Encephalitis, Gonorrhea, Hepatitis, HIV, Legionnaire's Disease, Malaria, Measles, Meningitis, Mumps, Rubella, Salmonellas, Small pox, Syphilis, Tetanus, Trichinosis, Toxoplasmosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibro Cholera, or Yellow Fever.

All records are confidential, except when West Virginia state law requires inspection by specific authorities. Disclosures of information regarding students' developmental progress, physical or mental conditions, or family circumstances are treated carefully and confidentially, shared only with those who have a need to know in order to provide care for the child.

(2020 – Present) Recent pandemic outbreaks of COVID-19 have demanded that CLCS implement measures not only to provide a safe environment for staff and students, but also to comply with local, state, and national guidelines. CLCS has a Task Force, comprised of doctors and educators who have a vested interest in the safety of the school. This group constantly monitor local and national health related situations and notify the school of impending regulations and counsel. These protocols are made readily available and communicated with families as they develop.

## **9.0 ARRIVALS AND DEPARTURES ON CAMPUS**

### **9.1 Driver Speed Limit**

- 9.1.1 Campus speed limit is 5 miles per hour.
- 9.1.2 Posted speed limits on Floradale and Koontz Drives should be observed.
- 9.1.3 A driver to the campus should be concerned about his testimony on behalf of the School and the safety of others. Running late and being in a hurry is not a reason to cause an accident or injury.

### **9.2 Times**

- 9.2.1 Students may be dropped off as early as 7:50 a.m. Secondary students who arrive on campus before 8:00 a.m. should report to the designated waiting area (courtyard, except on inclement days).
- 9.2.2 Students not picked up by 3:30 p.m. will report to Extended Care. All appropriate fees for this service will apply.

### **9.3 Traffic Patterns**

- 9.3.1 School will be dismissed at 3:00 p.m. for elementary and 3:15 for all others. Due to student pedestrian traffic, parents of elementary students are asked to wait at the entry gate until 2:45 before lining up in front of the elementary building to pick

up your elementary children. ONLY PARENTS OF ELEMENTARY STUDENTS SHOULD LINE UP FOR DISMISSAL AT 3 P.M.

- 9.3.2 Because of the intricate traffic pattern at dismissal, students must be dismissed on time and moved quickly to the traffic line. We continue to use a double traffic line for afternoon pickup of students in front of the elementary building.
- Beginning at 3:00 pm, drivers picking up NON ELEMENTARY riders can move to the top of the hill in front of the elementary building to form two lines.
  - The outside (left) lane closest to the gym is for cars picking up Jr & Sr High Students.
  - The right (inside) lane closest to the elementary building is for picking up Elementary Students (AND THEIR OLDER SIBLINGS).
  - If you have an elementary and a secondary student, please use the lane closest to the awning.
  - It is estimated that about 10 cars, five in each line, can be loading children at a time.
  - When children are safely loaded, cars in the Secondary Student (left lane) may indicate that they are ready to leave and waiting for the traffic director to allow them to exit.
  - Cars in the Elementary Student (right lane) may not pull out into traffic until directed to do so.
  - Those drivers picking up Elementary Students need to make sure the car's student number is visible to the teacher in front of the Elementary Building.
  - However one car waiting for a student should not hold up other cars. **In this case, the car should go to the lower parking lot and reenter the pick-up line to wait.**

9.3.2 Students driving their own automobiles may go to their cars at 3:15 p.m.

9.3.3 Parents of secondary students should emphasize the need for children to be on time.

9.3.4 Each student should wait to be escorted or directed to his car.

#### 9.4 **Visitors**

9.4.1 Visitors to the campus may park in the visitor spaces located in front of the school office.

9.4.2 All visitors to the campus, including parents, relatives, and alumni, must first report to the school office and secure a visitor's badge before entering any school building.

9.4.3 Guest speakers must be approved by the administration at least one week in advance of any scheduled meeting.

9.4.4 We ask that student visitors do not visit school classes, the lunchroom, chapels, or any other school activities during the normal school day without specific administrative approval. Visitors requesting to come to our school will need to meet the following criteria.

1. For the safety and security of our staff and students those who visit must fall under the following categories: a prospective student who is sincerely interested in attending Cross Lanes Christian School (during that year or the year following), an immediate family member of a current student, Pastors, Youth Pastor/director of a current student, Alumni (not former students who did not graduate), approved college or military representatives.
2. Others (who do not meet the previous criteria) may visit the school with proper administrative approval. Guests are limited to a one-day visit. A visitor should be willing to meet the appearance and conduct standards according to the Student Handbook.
3. A student visitor should have advance permission from the administration (at least one day in advance).
4. All visitors are to report to the school office upon arrival at school before entering any classes or other student areas to receive a special visitor's badge.

## 9.5 **Early Care and Extended Care**

9.5.1 Extended Care will be provided at the CLCS campus beginning at 3:30pm Monday thru Friday. Parents must pick up students by 6:00pm.

## **10.0 PARENT-SCHOOL COMMUNICATIONS**

### 10.1 **School Newsletter**

10.1.1 Frequency - Cross Lanes Christian School publishes a bi-weekly newsletter on Friday (or the last day of the week). Each family enrolled is provided an emailed newsletter plus highlights of upcoming events within the body of the email. Parents are encouraged to provide a working e-mail address for direct delivery of the newsletter. If a family does not have computer access, the student is provided a copy of the newsletter for delivery to parent.



10.1.2 Contents:

- The newsletter contains all announcements about school activities.
- The newsletter contains pertinent articles and information about events that have taken place on the campus.
- The newsletter contains information about athletics and most current monthly calendar.

**10.2 Parent/Teacher Conferences**

10.2.1 Parent/Teacher Conference times are regularly scheduled. Consult the School calendar.

10.2.2 Faculty members are willing to schedule additional appointments with parents at other times also. Parents need to contact the office when they need to speak with a teacher. For security and efficiency purposes NO PARENT should go directly to a teacher's classroom.

**10.3 Calling a Teacher or Administrator**

10.3.1 The Staff at Cross Lanes Christian School knows the importance of the home and school working together in educating children. Communication is essential. Drop in expected meetings are discouraged.

10.3.2 Conferences with teachers or the administrator may be arranged by calling the school office with that request. Office staff will notify the teacher to schedule a conference at a time that is mutually.

10.3.3 Parents are requested to be considerate of the Administration and the teacher's time.

10.3.4 An email may be sent to CLCS faculty or staff using the school website for their individual school email address.

**10.4 Handbills and Advertisements**

No handbills or literature of any kind is to be passed out at school without approval from the administration. There will be no sale of any items such as greeting cards, candy, etc., without administrative approval.

**10.5 When Problems Arise**

When problems arise during the school year, for the best interest of our school and all parties involved, it is extremely important that they be dealt with in a Christian manner. We believe in and practice the chain of command in dealing with problems.

The following procedure will serve this end:

1. Go to the direct person involved first, if the problem is related to the classroom, go to the teacher first, etc.
2. Call the school to ask the teacher to set up an appointment to discuss the problem.
3. Do not contact the teacher at home unless the teacher requests you do so.
4. If you are not able to resolve the problem, you may call the school and request a conference with the Administrator.
5. If you are not able to resolve the problem by meeting with the Administrator, he will be glad to accompany you to a meeting with the Pastor.
6. Finally, if all the above steps have been taken and the problem has not been resolved, the parent may request a hearing with the Administrator, Pastor, and the School Board. Parents requesting a hearing with the School Board must make their request in writing at least three days prior to the next scheduled school board meeting in order to be placed on the agenda. Only parents who have followed the chain of command will be granted an audience with the School Board.

We feel this is a scriptural method of solving any difficulties.

Parents who do not follow the above chain of command may jeopardize their child's privilege of attending CLCS. Furthermore, parents who display a negative, uncooperative spirit, become verbally or physically abusive, or threaten a faculty or staff member may be asked to withdraw their child from CLCS. We all have concerns, disagreements, and misunderstandings, but griping and complaining are NEVER constructive nor edifying.

SPECIAL NOTE: It is never appropriate (and sometimes even compounds the problem) to discuss any problem with other parents. When problems arise, parents should not interview other students or parents to build a case prior to approaching the teacher, Administrator, etc. Please follow the above-described chain of command.

## 11.0 STUDENT ACTIVITIES

### 11.1 Athletic Participation (for additional information refer to the Athletic Handbook on page 106 of this manual).

11.1.1 Cross Lanes Christian School participates in tournaments in the following sports:

- Boys' Soccer (Varsity and Middle School)
- Girls Soccer (Varsity and Middle School)
- Girls' Volleyball (Varsity and Middle School)
- Boys' Basketball (Varsity, JV, and Middle School)
- Girls' Basketball (Varsity and Middle School)
- Boys' Track (6<sup>th</sup>-12<sup>th</sup>)
- Girls' Track (6<sup>th</sup>-12<sup>th</sup>)
- Girls' Cheerleading (Varsity, Middle School, and Elementary)
- Girls' Softball (Varsity and Middle School)
- Boys' Baseball (Varsity and Middle School)
- Golf
- Tennis (2022)

11.1.2 Cross Lanes Christian School plays a schedule of athletic contests in each of the sports identified above with both Christian, private, and public schools.

11.1.3 Eligibility Requirements for Athletics and Cheerleading:

### 11.2 Fine Arts Participation

11.2.1 Cross Lanes Christian School participates in the Fine Arts activities of the West Virginia Christian Education Association.

- Participation is open to all upper elementary, junior high and senior high school students.
- Fine Arts Festivals offer an opportunity for students to be rated in the following broad categories: Bible knowledge, academics, music, speech, and art.

11.2.2 Cross Lanes Christian School does offer opportunity for students to Participate in speech and drama presentations during Fine Arts competition in the Spring of each school year. Experience in a drama production is usually available to high school students on an alternating yearly basis.

11.2.3 Music Groups: Cross Lanes Christian School offers a variety of music groups in which students may participate. Music education is available to all students.

11.2.4 Concerts: Cross Lanes Christian School offers a Christmas and Spring Concerts in which students may participate.

### **11.3 American Christian Honor Society**

11.3.1 Juniors and Seniors of the Cross Lanes Christian School student body are eligible for induction into the AACCS American Christian Honor Society.

11.3.2 To be inducted, students must meet eligibility criteria in the areas of scholarship, leadership, character and service. The following criteria will serve as a guideline for induction and membership in the American Association of Christian Schools American Christian Honor Society:

1. Eligible students will complete an application, which includes a Pastor's verification, service verification, testimony, essay on desire to be inducted in the ACHS, and at least two faculty recommendations.
2. The student must be saved and give clear testimony of living a godly life. An interview with the Administrator may be deemed necessary.
3. The student must exhibit outstanding Christian character which should be exemplified in the student's daily life by his or her attitude, classroom behavior, helpfulness, cooperation with teachers and fellow students, and such intangible elements that make a quality young person.
4. The student must be re-enrolled for the successive school year
5. The student must be faithful in church attendance. (A minimum of one service every week)
6. The student must maintain a 3.0 cumulative GPA.
7. The student must demonstrate leadership qualities by maintaining less than 30 demerits in the current school year.
8. The student must be a member of the CLCS student body at least two complete semesters before becoming eligible to be a member. Former students who have withdrawn from CLCS, and later are re-admitted to CLCS, must qualify for the Honor Society as a new student.
9. Students who fail to maintain any of the above or give evidence of personal conduct unbecoming members of this society will be dropped from membership.
10. Acceptance into the Honor Society will be determined by the Administration, Guidance Counsellor, and Faculty.

11.3.3 The Honor Society induction ceremony will take place annually in the spring.

#### **11.4 Student Council**

The Student Council of Cross Lanes Christian School is composed of class officers in grades 7-12. Those students are active in areas of student government and student body activities.

#### **11.5 Leadership Camps/Conferences**

Senior high students at Cross Lanes Christian School are eligible for participation in student leadership camps sponsored by the American Association of Christian Schools or other leadership camp organizations.

#### **11.6 Retreats**

Middle and Secondary school students at Cross Lanes Christian School will begin the school year with a special retreat. This retreat will be scheduled at the beginning of the school year. All secondary students are expected to participate.

#### **11.7 Senior Trip**

The Cross Lanes Christian School senior trip in April/May is a part of the senior class curriculum and all Seniors enrolled in C.L.C.S. shall plan to attend this activity. The senior trip is a required activity for all senior class members and all school guidelines apply. Any exceptions to school policy must be approved by the administration. The spiritual, academic, and social emphasis of this trip is an integral part of the senior year.

**Exemption from the senior trip for unusual circumstances can only be granted by the school board.** A written request must be submitted for consideration by the end of the first semester of the student's senior year.

Any or all of the following consequences may result because of failure to attend the senior trip:

- 1) The student will be required to attend school during the week of the senior trip.
- 2) An appropriate research project will be assigned
- 3) Other consequences may be considered.

The financial expense of this trip is raised in part through class fundraising projects. The student will be responsible for any remaining unpaid balance.

## 12.0 MISCELLANEOUS POLICIES

### 12.1 Lost and Found

- 12.2.1 Found items should be turned in to the school office. Items found will be kept there. Students seeking lost items should inquire at the school office for the item.
- 12.2.2 School constituents will be notified about found items not yet claimed by the end of each grading period. Students or parents will have an opportunity to examine items at that time in hopes of locating items that may have been lost.
- 12.2.3 Students must accept responsibility for items brought to school. The student is responsible for items that are lost. Items of considerable value, such as jewelry, electronics, or cash, should not be brought to the school.
- 12.2.4 The school is not responsible for items lost or stolen.

### 12.2 Lunch Policies

- 12.3.1 Because of the number of students enrolled, lunch times will be staggered.
- 12.3.2 Students will typically eat lunch in the balcony area of the gymnasium.
- 12.3.3 Teachers and/or aides will supervise students while in the balcony of the gymnasium.
- 12.3.4 Students may not leave the lunchroom area before the end of the lunch period.
- 12.3.5 A weekly menu is posted on Sycamore. Parents may purchase lunches through that program. Parents are required to maintain a balance in their child(ren)'s account.

### 12.3 Parties / Socials

- 12.4.1 Periodically, teachers may schedule classroom parties to celebrate special occasions. Parties must first be approved by the administration. Consideration should be made for students or staff with food allergies.
- 12.4.2 Cross Lanes Christian School cannot promote, condone, nor be responsible for any party or social event not officially sponsored or approved by the school administration.

## **12.4 School Office**

12.5.1 The school office should be looked upon as a place of business and should be honored as such at all times.

12.5.2 Students should not congregate in the hallway near the school office. The door to Building 100 that is located near the school office should not be used for general student traffic.

## **12.5 Solicitations**

At no time will approval be given for outsiders to solicit funds on the property of Cross Lanes Christian School.

## **12.6 Guest Speakers, Musicians and Music**

Persons seeking to bring special speakers or musicians to the campus of Cross Lanes Christian School for any reason must first seek approval from the administration.

Music that is to be performed at the school for any activity must be approved by the administration. This includes recorded music.

All speakers or musicians must be approved by the administration at least one week in advance. All guests must check in at the school office before attending any class or special school activity. Music played at sporting events on campus must be pre-approved through the Athletic and school administration.

## **12.7 Prohibited Items on Campus or School Transportation**

- Personal software
- Non-prescription drugs, alcohol, or tobacco products
- Lighters or matches
- Knives, guns, or weapons of any kind
- Explosive items of any kind
- Literature, pictures, videos deemed obscene, vulgar, offensive, etc. This includes things on one's personal electronic device.
- Any other items deemed inappropriate by the administration.

## 12.8 Guidelines for Communication or Messaging Devices

- Cell phones or other messaging devices may not be used during classes unless the teacher has requested or approved its purpose. Students may use communication devices before and after school, between classes, and during lunch only. Communication devices may not be used at any other time during the school day without permission. Communication devices may not be used in the classrooms for any kind of incoming or outgoing messages or internet use.
- **Laptops, netbooks, iPads, Kindles, Nooks, phones, watches, etc. may only be used in the classroom with Administrative or teacher approval for specific academic work.**
- Calculators may be used at the discretion of the classroom teacher.
- Students will be held responsible for inappropriate, hurtful, or harmful postings on social media (whether perceived or not).

## 12.9 Student Drivers

Student drivers must complete a Student Driver Registration form (available in the office) in order to drive to school. This form must be signed by the student and a parent/guardian. Students must complete a new form annually. Once the form is completed, the student will receive a numbered parking tag that must be displayed on their review mirror whenever they are parked on school property.

Once a vehicle is parked in the morning, a student is not permitted to return to it until school is dismissed at the end of the school day without administrative permission. Student drivers will lose their privilege if poor driving habits are observed on either Floradale or Koontz Drives.

Students, with parental or guardian permission, may drive and park their vehicle on school property in the designated location for student automobile parking.

Student access to parked automobiles during the school day is as follows:

- Upon arriving on the school campus students are to park their vehicle in the designated student parking area, numbered parking tag visible on rearview mirror, leave their vehicle and proceed to the designated student waiting area at the buildings.



- Senior parking in the upper parking lot around the perimeter by assigned places. The charge to park in the senior parking area is \$10.
- Students are not permitted to visit their automobiles during the school day or at the lunch hour without administrative authorization.
- Students are not to use their vehicle for any school-related business unless special written permission is given by the parents or guardian of the student driver.
- Student drivers must have written permission from parents to leave the campus at times other than the regular dismissal time. The information on the permission request must include the time and destination and reason for the request for early dismissal.

Students are to abide by all traffic laws. Student drivers are to keep their vehicles under control at all times while driving on school property, on Floradale Drive and Koontz Drive. Reports from neighbors indicating any reckless student driving will be investigated, and if accurate, the student driver will be subject to school discipline. Unless circumstances are considered otherwise warranted, these guidelines will govern official school response to traffic violations.

1) First offense	One week suspended driving privileges
2) Second offense	One month suspended driving privileges
3) Third offense	Suspended privileges for the Remainder of the school year.

12.10.1 Searching automobiles: When the administration has reasonable suspicion that a student has brought contraband onto the campus, the vehicle may be searched by school administration using the following plan:

- 1) The search will be by two designated school personnel.
- 2) The student will be asked to open the vehicle doors, hood, trunk, glove box and any other locked compartment or container in the vehicle. A parent/guardian will be notified of the search before the search begins. In the event the student refuses to comply with the administration's request to open the vehicle, the student's parent/guardian will be notified and the student will be placed on in-school suspension until the parent/guardian arrives on campus.

#### 12.10 **Emergency Drills: fire, tornado, Shelter-in-place, imminent threat**

- Fire drills and other emergency drills will be conducted on a regular basis.
- Teachers are trained regarding the proper procedures for all emergency related drills.
- Teachers review and practice the procedures at the beginning of the school year and periodically throughout the year.
- Faculty will insure that an evacuation plan is properly posted in each classroom or meeting area.
- Rooms should be evacuated quickly and orderly.
- Students are expected to stay in line and refrain from talking during fire drills.
- Students should go quickly to the designated area for the room they are in and turn to face the building just evacuated.
- All doors and windows should be closed for fire drills. Teachers will insure that windows and doors are closed.
- Teachers and students may return to rooms once the all-clear signal is given.

#### 12.11 **Lockers**

It is recognized that student lockers are an important part of school life. They are also part of one's testimony to others. Therefore, lockers shall be kept neat and clean at all times. No student shall tamper with another student's locker or belongings. Locker doors shall not be forced shut or slammed. No tape or stickers are to be on locker walls. Magnets may be used, but shall not have off-color or suggestive phrases or pictures on them. Pictures, cartoons, etc., may be hung in lockers as long as they do not convey attitudes or standards contrary to those of the school.

Cross Lanes Christian School retains the complete control of its facilities and equipment. This includes lockers that are provided as a service to students to store their (students') personal belongings during the school day. The school permits the storing of student's personal belongings in lockers at the student's own risk.

Cross Lanes Christian School reserves the right to inspect lockers unannounced at any time it deems appropriate. This means assigned school personnel will open lockers for the purpose of enforcing the school code, to inspect a locker and its contents for any contraband that may be there when there is reasonable suspicion such contraband may be present. This inspection of contents may include the following representative items but is not restricted by this list: jacket pockets, purses, wallets, bags, boxes or books.

Locks may be leased to the students to secure their personal items in the school provided lockers (lost or damaged locks will be charged \$8 for replacement). Cell phones are to be kept in the lockers except before, after school and during lunch, no exceptions.

#### **12.12 Graduation Awards**

Special Senior Class awards will be presented at graduation. These awards will be chosen primarily by the faculty and administration. Some may be chosen by fellow students.

#### **12.13 Withdrawals**

Withdrawals from school must be made in person by the parent or guardian through the office of the school administrator. An official withdrawal form should be completed. That form will be processed by office staff and the necessary signatures obtained. Records for students withdrawing from Cross Lanes Christian School will not be released until all accounts are paid and all textbooks and materials returned.

#### **12.14 Library Procedures**

##### **12.15.1 Mission**

The mission of the school library/learning center is four-fold:

- 1) It seeks to provide wholesome and entertaining reading for students of all ages through fiction and non-fiction books.
- 2) It seeks to provide a basic source of reference materials for doing research for term papers and reports.
- 3) It seeks to provide students and faculty access to current events through various periodicals and newspapers.
- 4) It seeks to provide professional resource section for faculty to keep abreast of research, methods, and changes in Christian education.

##### **12.14.2 Collection**

Criteria -

Cross Lanes Christian School does not and cannot endorse the contents of all volumes. The school does maintain the right to screen books which are offered to students. Therefore, all books are perused to screen out as much as possible objectionable items such as:

- Profanity, swearing, immorality, drugs, alcohol, and obscenities
- Approval of or support of the practice of the occult
- Evolutionistic or humanistic views of the sciences

- Story lines that condone questionable character traits attitudes, and lifestyles not conducive to the philosophy of CLCS
- Books or magazines whose articles are totally anti-God and anti-Christ in philosophy and practice.

### 12.14.3 **Library Policies**

- 1) Teachers may schedule times for classes to check out books. Students may visit the library with a teachers' pass during other times.
- 2) Students may check out four (4) books at a time. Books may be checked out Monday through Friday for a four (4) week period. Books may be renewed twice for a total of twelve (12) weeks. After twelve (12) weeks a book is considered lost and must be paid for. The due date is stamped in the back of each book.
- 3) Fines for overdue books for secondary students is ten (10) cents per school day. There is a three (3) day grace period with the fine starting on the fourth day the book is overdue. If the student is absent on the day his book is due, he/she should return the book on the day they return to school and the fine will not be charged.
- 4) A fine will be charged for returned books that have been damaged in any way. (This includes pencil and ink marks, torn pages, or damaged covers.) This fine must be paid before the student can check out another book.
- 5) Each student is responsible for the book he/she has checked out until it is returned. No one is allowed to check out a book for another person.
- 6) Reference books are available for students to use in the library.
- 7) Reference books may be checked out by teachers for use in the classroom.
- 8) Good behavior is expected in the Library at all times. It is not a place for congregating and student communications.
- 9) Ten (10) minutes is the maximum time for a student to visit the library to check out a book. The teacher in charge of the student will set test taking and research time limits.
- 10) The Librarian and all adult volunteers will have the authority to submit demerits for misbehavior as needed.
- 11) The librarian will set up fine free days to correspond with report cards each nine weeks as he/she sees fit.

## 12.15 Cell phone policy and procedures:

- 12.15.1 Students may use cell phones, (or any electronic device capable of communication) before school, between classes, after school, and at lunch only. Students may not use their cell phones to communicate except during the times mentioned.
- 12.15.2 Cell phones may be kept on with the student at all times. Cell phones are to be turned off or placed on silence in the classroom/chapel. Cell phones that vibrate in the classroom will be confiscated.
- 12.15.3 Violation of the use and possession policy will result in confiscation of the cell phone and the assignment of the appropriate disciplinary consequences. First offence the student may reclaim their cell phone from the office after school (or when leaving), any offences after the first a parent will be required to come and reclaim the cell phone.
- 12.15.4 iPad or any other electronic device that “could” be used for communication will be permitted in the classroom at the teacher’s discretion provided that the electronic device is not being used to communicate (either to someone else, social media, etc.) Violation of this permission will result in the collection of the electronic device and denial of its permission into the class(es) at CLCS.
- 12.15.4 Emergency cell phone usage: if a student needs to communicate with a parent during the day, other than at lunch, the following procedure is to be strictly adhered to:
- (1) Get permission from the respective teacher by having the passport signed to come to the office.
  - (2) Come directly to the office to get a cell phone pass.
  - (3) The receptionist will inquire who you need to call and the reason you need to call. If the reason is valid, permission be granted, she will collect your signed passport and issue a phone pass for you to go to the locker retrieve your cell phone and come back to the lobby area to make your call.
  - (4) All cell phone communication during regular class time, except at lunch need to be made in the lobby entry area of the Admin building.
  - (5) Once your communication is complete, return your phone to your locker, and come back to the office to turn in the phone pass. The receptionist will sign your passport and you may return to class.
- 12.15.4 Blanket cell phone usage, if after lunch a cancellation or schedule change occurs, the respective group will be called, via the intercom, to the office with their phones to communicate, if necessary with parents. (i.e. a practice is cancelled and a student needs to make pick up arrangements or travel home arrangements)

- 12.15.5 Students may not use cell phones, or other electronic devices to take pictures or videos of other students or staff without their permission. (i.e. taking a picture of a class to post on social media)

### 13:1 Security Card Entry System

**\*The regulations, procedures, and instructions below outline the expectations for students regarding this system.**

- Cards are assigned to all students in Grades 6-12 to enter the buildings 100, 200, 400, and the Gym. Students will not have access to enter the elementary building. Only students (i.e. Student Aids) will have access to that building.
- Cards will need to be turned in at the end of the school year to be reassigned. Failure to turn in your entry card or a damaged card will be a \$10 fine.
- Students are asked to enter the courtyard doors for classes, not the end doors.
- The cards have a programmed computer chip in them.
- Student cards will give students access to the buildings from 8:00 a.m. to 3:30 p.m. on scheduled school days (cards are inactive on holidays and/or days when school is not in session [i.e. snow days])
- To enter the building: hold the card to the card reader that is installed to the right of the doors, you will hear a “click” that will deactivate the magnets that are securing the doors closed.
- Sensors are installed to deactivate the door locks when exiting the buildings. In case of a sensor failure, push the green button installed to the left of the exit doors.
- Lost or damaged cards will be deactivated and students will be charged \$10 for replacement costs.
- **Keep your cards secure.** Students are not to “loan” their cards to other students, your entry number is logged into the system each time it is used.
- If you find an entry card, turn it in immediately to the school office.
- If your card is lost or stolen, report it immediately to the office so that your number can be deactivated and a new card can be assigned to you. There will be a \$10 charge (unless the card is found and returned to you).
- Misuse of the card, which would include tampering with another student’s card or the entry system, will be referred for disciplinary actions for each offense.

# CLCS Middle School Handbook

**Welcome to Cross Lanes Christian Middle School.** We recognize this very important time in the life of each student. Though it may seem challenging it is one of the most rewarding and joyful times of our lives. At CLCS we want to nurture this age group with activities and ideas that will help the student to grow in the grace and knowledge of the Lord during this time of transition from childhood to young adults in high school.

## **Challenges of the Middle School Age:**

The nurturing environment of elementary school is a dramatic contrast to the middle school, or even high school. There will be class changes, increased organization, self-discipline development, and fewer personal relationships with teachers. All this change tends to intensify any existing behavior problems.

There are documented studies of “slumps in learning” Grades can fluctuate at the start of school due to new class routines. Peer groups begin to exert tremendous pull. Hormonal changes (growth spurts) awkwardness, clumsiness, etc. characterize this age group. Independence is shown in clothing and hairstyles. Identity questions arise -- who am I? What am I going to be? Gender roles are more specific. There is a battle between independency and dependency

## **Communication with the Middle School Age group**

Communication gaps can develop "Communication is vitally important during the next few years," "Remain non-judgmental, non-critical and available. Your goal is to raise a child who is independent but can also feel comfortable talking to you."

## **Good advice for Parents of Middle School children**

Parental involvement at school can be a positive influence, as can a child's involvement in after-school activities. Focusing on the positives is another key to surviving this often-confusing time. This also is the time when children can feel embarrassed by their parents. Wise parents understand that and do not take it too personally. Work toward an encouraging environment at home, when discussing some needed change, let your children know that you still think they are wonderful.

Parents help bridge the gap between elementary and middle school by being aware of and willing to talk about the additional stresses their child is facing. Be supportive of any interest your child shows in developing a talent or skill. Activities provide your child with a supportive and positive peer group. Even as they try their wings, your approval and support remain important.

## **Be ready for CHANGE:**

There are major changes that students experience transitioning from Elementary to Middle School. One particular area is **freedom**. They will have time between classes, sit where they want in chapel, sit where they want at lunch. In elementary, the teacher is a constant. They are led to and from places, sit with the class, and have typically one teacher all day long. In the Middle School they may have a different teachers every period.

Statistically, most elementary teachers are female. For the first time the student may have a male teacher. Typically in Elementary, classes stay together all the time. In the Middle School they may have combined grades for subjects like PE or Music.

The Middle School age is uniquely characterized by exploration, experimentation, influenced, trusting, susceptible, and imaginative. This is the age when most parents will claim that they lost their child. This is the age when students try things (smoking, vaping, immorality, etc.). This is the age of heroes and villains. They are fascinated by great feats and interesting characters. They seek to emulate athletic, movie, and music celebrities.

## **What is CLCS Middle School and what to expect?**

There are some definitive distinctively different changes that are taking place at CLCS. We are celebrating the specialty of the Middle School by revamping our approach to this age group. There are several specific areas that will help to create a Middle School **identity**.

### **Specific Middle School Faculty**

A group of teachers who will specialize in teaching the Middle School have been selected. They are wonderful group of professionals who are excited to focus on this particular age group and meet their needs.

### **Specific Middle School Facility**

All Middle School classes, with the exception of PE, Music, Art, and computer, will be taught in one building. The 100 building, also the Administration Building will house the bulk of the Middle School Students classes. The building has recently been painted and new decals have been applied to the hallways identifying the Cross Lanes Christian School Middle School. No longer will the Middle school age students be in the population with the older and larger high school age students. Specific bathroom facilities will now provide the Middle school students with a new level of privacy. In addition, having their own building will give them some ownership and comradery.



### **Specific Middle School Curriculum**

We have assured that the curricula for the Middle School focuses on their specific learning needs and skillset. We have updated several of the courses to the latest editions. We have also made sure that our teachers have access to technology and resources to help embellish their teaching pedagogy.

### **Specific Middle School Preparation**

As mentioned earlier that one of the areas that is necessary during the Middle School years is developing **organizational** skills. In order, to help achieve this part of their educational process, Middle School students will be required to keep a planner that is provided from the school. Assignments will be recorded and expected to be initialed by both the teacher and parents to facilitate responsibility. Middle School students will be provided a specific notebook with organizational dividers to provide a measure of continuity. They will be encouraged to design their own particular insert for the cover for **identity** and creativity purposes.

### **Specific Middle School Student Council**

The Middle School will elect three primary officers along with a class representative to be a liaison between the students and the Administration. There will be a President, a Girls' Vice-president and a Boys' Vice-president from the 8<sup>th</sup> grade class. Each of the grades will elect a Class Representative to serve on the MS Student Council. These leaders will be under the sponsorship of Mrs. Witmer and the High School Student Council President and they develop their leadership potential.

### **Specific Middle School Schedule**

A specific schedule has been developed for the Middle School. It takes into consideration their subjects and time for study halls to complete homework assignments.

### **Specific Middle School Chapel**

Middle School Chapel will be in the gym (social distancing required) on Tuesday during 3<sup>rd</sup> period. Specific topics and speakers will be planned to address the spiritual needs of this age group. The Middle and High School chapels may be combined on certain occasions when a special speaker or group is scheduled. Following chapel the Middle School students will meet briefly with a small Power Group to pray and discuss the application of the chapel message. Those group will be assigned to Middle School faculty and Administration.

## **Specific Middle School Events**

Along with specialized faculty, facilities, curriculum, leadership, and chapels, there will be specific Middle School level events.

- **Athletics:**

For example, CLCS already offers a variety of athletic teams designed for the Middle School (Middle School Soccer (boys and girls), Middle School Girls' Volleyball, Middle School Golf (Coed), Middle School basketball (boys and girls), Middle School cheerleading, Middle School baseball, Middle School softball, and Track and Field.

- **Retreat:**

At the beginning of the school year we plan a retreat for all Middle School students. That retreat has been held at Camp Virgil Tate. At the retreat students play large group centered games, enjoy great food and hear a couple of important Biblical messages from a local speaker.

- **Fine Arts:**

In the spring CLCS participates in the WVCEA (West Virginia Christian Education Association) Middle School Fine Arts competition. That competition is an all-day event that features art, music, choir, speech, crafts, photography, preaching and much more.

- **Social Events**

Each year in the fall, a Middle School Social event is planned so that the students may enjoy the company of their friends away from school. In the past, that event has been ice-skating, bowling, hiking, etc.

- **Middle School Graduation**

In the spring of 2021, we will host a Middle School Banquet. At that banquet we will recognize our Middle School 8<sup>th</sup> graders for the confirmation of their Middle School diplomas. We will also recognize other Middle Schoolers for outstanding achievement and honor.

- **Specific Middle School Dress Code Exception**

Though uniforms are required of Middle School in accordance with the institutional standards of the school, the **exception** in the Middle School will be to allow uniform shorts for students during the months of September-October and April-May. \*Refer to the CLCS Student Parent Handbook for all other uniform details.

- **Specific Middle School Discipline System: Bonus Day System**

*It communicates to the student:*

- You are responsible for your choices.
- You make choices and you must bear the consequences of your choices.
- You are accountable for your actions and words.

Six Rules for a Good Day at Cross Lanes Christian Middle School

1. (-1 point) **Be prepared:**  
\*Have your books, pencils, pens, and materials ready when the bell rings.
2. (-1 point) **Speak only when given permission.**  
\*Raise your hand. Wait to be called on by the teacher.
3. (-1 point) **Be on time and ready for class.**  
\*No talking after the bell rings.
4. (-1 point) **Take care of your “stuff” on your time.**  
\*Including bathroom, talking to another teacher, etc.
5. (-3 points) **Respect others and their property at all times.**  
\*If it is not your property or body, **HANDS OFF!**
6. (-5 points) **Negativity is not tolerated. (in word or action)**  
\*Your attitude determines your altitude, (i.e follow the cell phone policy)

**Mechanics of the System**

Each student will have Bonus Day card with 25 points labeled on the left hand margin. This card is issued the first school day of the month by the homeroom teacher. **Each student begins the month with 25 points.**

If a student is misbehaving, unprepared disrespectful, etc. they will **lose points** (see the 6 rules).

Cards will change **color** at the end of the month. Cards are to be collected by the homeroom teacher and sent to the Middle School Supervisor on the last Wednesday of each month. The Middle School supervisor will tally the cards to determine who will be participating on the Bonus Day. *Any student can have a bad week.*

SEPTEMBER				
POINTS	TEACHER INITIALS	RULE # VIOLATION	DEFENTION SUPERVISOR INITIALS	POINTS RECOVERED (CROSS)
1				1
2				2
3				3
4				4
5				5
AUTOMATIC AFTER SCHOOL DETENTION TO RESETH'S POINTS				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

- **Bonus Day Cards are to be kept in the blue zipper pouch in the Middle School notebook.** Lost cards may be obtained from the Middle School Supervisor for \$1 each. Students who lose their cards will automatically lose 1 point for violation of Rule #1 in addition to the loss of points already from the loss card.
- Teachers will keep a running **tally** of who and how many points they deducted from students so as to rectify the amount if students were to lose their card. For example, if a student has lost 6 points and loses his/her card and purchases a replacement card, the Middle School supervisor needs to know how many points to deduct on the new card.

- The issuing teacher initials the loss of points on the card. If the student has reached a **level of consequence** (i.e. at the loss of 5 points the student is assigned an afterschool detention. After serving the detention the student will redeem the 5 points (*this may happen only once per month*). The detention supervisor will initial the reinstatement of the 5 points on the student's card.
- **After school detentions** will be assigned by the Middle School Supervisor and will rotate among the Middle School teachers.
- Students who retain **18+ points** will be allowed to participate in the Bonus Day activity for that month.
- Students who retain all **25 points**, no punches (loss of points), a clean card, will receive a VIP (**Very Impressive Person**) award which may be a casual day, a special snack from the concession stand at a ball game, etc. This award will be presented in the next chapel day.
- At the beginning of the month, **every student starts over.**
- It gives an objective **behavior summary** at the end of the month rather than the end of a semester.
- It allows for teachers and the Middle School Supervisor to **promote** self-correction in the Middle School Student.
- Parents should **check** the student's Bonus Day Card daily.
- **Major offenses** to the CLCS honor code and expectations will result in loss of the Bonus Day and be dealt with in accordance with the consequences as prescribed in the CLCS Parent Student Handbook by the Administration.

#### Details of the Discipline Report System

1. Every teacher must consistently enforce the six rules.
2. The student gets an opportunity to solve the problem and redemption is realized.
3. Parents are brought into the process in an objective and consistent manner.
4. Because of the six rules, every student knows where he/she stands.

***Note: The Administration reserves the right to modify the system as needed. .***

**Bonus Days will be determined by the Middle School Students with the Approval of the Middle School Faculty.** Most Bonus Days will be the last Friday of the month. The Bonus Days may be on or off campus.

- Examples of On-campus Bonus Days may include a video game tournament, a dodge ball tournament, ice cream down time, a kick ball game, a movie, etc.
- Examples of Off-campus Bonus Days may include a trip to the Bowling Alley, Sky Zone, Miniature Golf, Movie, Mall shopping, etc. Off campus Bonus Days will need ample chaperoning from staff and parents.

# Cross Lanes Christian School

## Elementary Student-Parent Handbook

### Age Limits

- Students must be five years of age by September 1<sup>st</sup> to enter Kindergarten
- Students must be six years of age before September 1<sup>st</sup> to enter the First grade.

### Other Requirements

- Birth Certificate – embossed with an official seal
- Immunizations Records – signed by the physician
- Pastor’s Recommendation – signed by the pastor
- Transfer of Records – include request form
- Statement of Cooperation – signed by student (4<sup>th</sup> grade and above) and parent/guardian
- Notarized Medical Release plus emergency health and contact information
  - Grade appropriate Entrance Exam given to student applicant - discretion of Administrator. Kindergarten Assessment requires a fee which covers a professional evaluation of the child’s developmental readiness.
- No student will be allowed to graduate from CLCS who is 21 years of age or older.

### AFFILIATIONS AND ACCREDITATIONS

Cross Lanes Christian School is a member of the West Virginia Christian Education Association. CLCS is also a member of the nationally recognized American Association of Christian Schools and is accredited by that organization.

### AFTER SCHOOL CARE

When using After School Care, billing will be mailed on the first of each month for hours used in the previous month. After School Care costs are due upon receipt. After School Care services for students (K-5—12<sup>th</sup> grade) will be conducted at the CLCS campus in a designated room. **If payments for After School Care services are not received by the 15<sup>th</sup> of the billing month, the student will not be permitted to use the extended care facilities until the account is brought to current status.**

## **BIBLE CURRICULUM**

Bible study and Bible memory work are fundamental requirements of all students at CLCS. Without Bible study, a student is not educated in the true sense of the word. The Bible says in Proverbs 1:7a: “The fear of the Lord is the beginning of knowledge.”

We hold the Bible as our principal textbook, and we interpret other subjects in the light of the Scripture: “Blessed is every one that feareth the Lord; that walketh in his ways” (Psalm 128:1); “Wherewithal shall a young man cleanse his way? By taking heed thereto according to thy word” (Psalm 119:9).

All students participate in Bible class four days per week and attend a chapel program one day per week (see *Chapel* section). Bible enhances the study of all of the other subjects. A Christian school is privileged to use this most important tool in the work of character building, which is perhaps the most necessary task of a school. Bible study excels all other courses offered in laying a sure foundation of moral and spiritual values. Every effort will be made to incorporate the Scriptures with every subject daily so that God’s Word is made practical to daily living and learning. For uniformity in memorization and class work, only the King James translation of the Bible will be used at CLCS.

## **CHAPEL**

Elementary students participate in a weekly chapel time on Tuesdays from 8:30 am to 9:00 a.m. Pledges, songs, and Bible messages from faculty or guest speakers make these meetings an exciting time of spiritual renewal. Often special performances are given by a student or a group of students. Parents are always welcome to attend.

## **CONDUCT AND DISCIPLINE**

Leadership and faculty of Cross Lanes Christian School strongly believe that each student is created in the image of God; is possessed of worth, dignity, and reason; and is capable of living his/her life making wise choices. Wise choices are those in agreement with the counsel of God. It was Jeremiah who said “*O Lord, I know that the way of man is not in himself: it is not in man to direct his steps*” (Jeremiah 10:23). Therefore, the purpose of a discipline system is to teach each child to live a structured life under the counsel of God.

The staff of Cross Lanes Christian School strives to develop in students a disciplined lifestyle. Discipline is viewed as positive training (Proverbs 22:6) that leads to an acceptance of the need for a structure in living for God and in accepting God’s authority over us and His ownership of us (Romans 14:7-8). Therefore, the discipline imposed by CLCS is intended to develop self-discipline in the lives of the students. Discipline measures may include reprimands, loss of privileges, detention, suspension, and/or expulsion.

Obedience to a few simple expectations will enable any student to avoid disciplinary probation or more severe consequences.

Note these:

1. Faithfulness to the school's provisions to suitable spiritual growth and development.
2. Faithfulness to the school's provision for suitable academic growth and development.
3. Respect for the authority of the school board, the administration and the faculty. Proper titles of address should always be used.
4. Respect for the personhood of all students, regardless of ethnic or racial origins, economic status of the family, academic ability, or church membership.
5. Acceptance of reasonable rules of behavior in classrooms, hallways, and lunch rooms related to loudness, physical contact between the sexes, and general rowdiness.
6. Observance of the dress and hair codes.
7. Rejection of the fads and practices of the current worldly culture.

Attention to these seven rules will enable any student to avoid problems of a disciplinary nature. It is desired that students develop self-control and discipline in order that they may effectively serve God. The Scriptures teach that self-discipline is learned through modeled and imposed discipline. Because of this, a framework for discipline is incorporated to guide the students.

These are our goals:

-To set standards which, although they may not please everyone, will unquestionably uphold the principles of the Word of God.

-To provide an atmosphere of decency and order in which the students can effectively learn academic and spiritual truths.

-To furnish institutional standards which will provide a model for students as they determine personal standards which are in accordance with Scripture and its principles.

-To incorporate a system which will provide a fair and consistent evaluation of a student's behavior.

-To incorporate a system of behavior control that is manageable and can be easily understood.

CLCS places primary emphasis upon the spiritual life. We believe and teach that Christian young people should manifest their loyalty and love for the Lord Jesus Christ by living in obedience to His commandments. Philippians 4:8 teaches us that we should think on those things that are godly. Therefore, CLCS encourages students to seek to honor the Lord in their entertainment choices, music, appearance, and behavior.



## **CURRICULUM**

The curriculum of the elementary school is taught in the traditional fashion. It includes materials from ABeka Books, Bob Jones University Press, and other sources as deemed necessary by the administration.

The kindergarten program is usually the first experience a child has had with school. Reading readiness, Bible memorization, and math readiness are some of the skills learned in kindergarten. The reading program is based upon a phonics/sight word approach. The whole kindergarten program helps prepare students for the first grade. At the end of the year there is a special graduation program.

The curriculum for grades 1—6 is designed to develop the foundational learning skills that each child will need in his education. Those areas included in the curriculum are instruction in Bible, language arts (reading, phonics, penmanship, spelling, and language), math, science, history, music, art, physical education, and computers.

### **FINAL AWARDS**

Elementary students who excel in the areas of academics, attendance, and performance will be honored at an awards program that is held at the end of the year. Teachers from each class will recognize specific students for their extraordinary achievements by awarding them special certificates.

### **FINE ARTS COMPETITION**

Cross Lanes Christian School participates in the Fine Arts activities of the West Virginia Christian Education Association. The coordinator of the program will have details concerning those categories available to the upper elementary (grades 4—6) students.

### **FIRE DRILLS**

Fire drills will be conducted at least monthly. An evacuation plan is posted in each classroom or meeting area. Teachers will discuss and practice fire drill procedures before an actual drill to accustom the students to the rules and to make the drills go smoothly. Students should become familiar enough with the procedures that they could follow them without further instruction. Drills will be conducted as if a real emergency were taking place. Students who choose not to follow the fire drill rules will be disciplined. These procedures will be followed by those participating:

## **GRANDPARENT'S DAY**

Grandparents are honored each fall (usually mid-October) with a Grandparent's Day program. The students do various activities, such as performing skits, singing songs, reciting poetry, etc. to show their love for these special people in their lives. The grandparents are also invited to enjoy a lunch with their grandchildren and to visit their classrooms. In the event that grandparents are not available to participate, students may "adopt" a grandparent for the day.

## **HEARING AND VISION SCREENINGS**

Annual vision and hearing screenings are provided by the staff of the Kanawha County schools for grades K-5, 2<sup>nd</sup>, and 4<sup>th</sup>. The Health Nurse from Kanawha County may schedule make-up days for students who are absent on the screening days if their schedule allows.

Kanawha County schools will schedule a Kindergarten Roundup in May of each year to screen new K-5 students for the fall. This "roundup" includes vision, hearing, and speech screenings.

## **HOMEWORK**

CLCS believes that homework is an integral part of the school program. Each teacher is at liberty to give homework to aid the students in the advancement of their studies. Homework should never be considered as "busy work." It will be given by the teachers for specific purposes:

For practice. Following classroom explanations, illustrations, and study, it may be good for a student to pursue the activity independently for continued mastery and understanding of the skills and concepts taught. This may include review of materials already covered.

For drill. It may be necessary to engage in drill for mastery of facts and certain skills and concepts.

For remedial activity. At times some students may have weak levels of understanding, and it may be necessary to do individual assignments as a means of overcoming this weakness.

For enrichment activity. Many children will need to be challenged to move on to higher levels of attainment. Their own creativity will help to "spark" them on independently for reaching a broader scope of understanding in various subject fields.

For special projects. Extension of classroom activities may result in book reports, compositions, special research, searching for various materials to bring to class, and construction of various types of projects.

Homework may be given every night except Wednesday. As a general rule, assignments for grades 1 and 2 should require no more than 30 minutes to complete; for grades 3 and 4, no

more than 45 minutes; and for grades 5 and 6, no more than 60 minutes. However, study time will vary with the student.

In a general sense, for a student to have his homework completed means that he is totally prepared for the next day of school. This would include not just the written homework assignments, but also having any other required books, materials, notes, and supplies at school on that particular day. We ask for parents' full cooperation in seeing that the homework is completed. CLCS can and will administer warnings for incomplete homework, but this alone will not create a desire in the heart of the student to get the assigned work done and/or be prepared. This responsibility also lies with the parent.

To this end, the teachers use a homework notebook or assignment sheet as a means of communicating the assignments and other information to the parents. It is the student's responsibility to take it and all necessary materials home that night. After the homework is completed, he should then show it to the parent. **After careful inspection for neatness and completeness, the parent should sign the notebook or assignment sheet, affirming that the assignments have been done.**

**Homework warnings** may be issued for reasons including, but not limited to, the following:

The assigned homework is not done or was not done properly, neatly, punctually, or completely.

The homework notebook or assignment sheet was not signed by a parent or proper authority. Signing a regular piece of paper with the assignments listed may not suffice as the teacher uses the actual homework notebook or assignment sheet as a means of communicating other information to the parent at times.

Necessary books, supplies, or materials are not at school.

Absentee notes, field trip notes, progress reports, report card envelopes, penalty notes, previous homework offense notes, or other required communications were not signed and returned by a stated deadline.

Weekly folder and/or D and F papers were not signed and returned on time.

A homework offense note will be sent home in the event of a homework warning. This should be signed by the parent to verify its receipt. The note and the missing homework, supplies, notes, etc. must be returned to school the following school day.

During a nine weeks' time period, a student is allowed four "free" homework offenses without penalty. The number of homework offenses to date will be shown on the homework offense note. On the fifth and following homework offense(s) of the nine weeks, a penalty will be assigned

## HONOR ROLL

An honor roll is compiled after each nine week's grading period and is determined by the following qualifications:

- "A" Honor Roll—All grades must be A's.
- "A-B" Honor Roll—All grades must be a combination of A's and B's.

A yearly honor roll will be announced during the final awards program. Any student whose yearly averages meet the qualifications of the above honor rolls will receive a special certificate.

## SYCAMORE SCHOOL MANAGEMENT PROGRAM

Cross Lanes Christian School provides parents an online communications access to current grades, current happenings on campus, lunch ordering, lunch voucher balance, school calendar, school directory, sports events, etc. Information on Sycamore is kept confidential as each family has its own user name and password.

## LATE ARRIVAL POLICY

Late arrivals are defined as arrivals between the hours of 8:15 a.m. and 3:15 p.m. Students arriving between 8:15 a.m. and 9:30 a.m. are considered to be tardy (see *Tardiness Policy*). Students arriving after 11:45 a.m. will have a full day absence recorded on their attendance record.

## LIBRARY

Cross Lanes Christian School's library includes over 11,000 volumes for the students' pleasure reading and class requirements. A large section of reference materials is available for research. The Accelerated Reader program, which includes over 1475 quizzes, is available for the elementary students. An audio-video section includes a wide variety of films for classroom use. Four computers in the library are connected to the Internet and are available for student research and for the Accelerated Reader Program. The library staff will work to expand the development of the library through gifts and other promotional activities.

### **The mission of the school library is four-fold:**

- It seeks to provide wholesome and entertaining reading for students of all ages through fiction and non-fiction books.
- It seeks to provide a basic source of reference materials for doing research for term papers and reports.
- It seeks to provide students and faculty access to current events through various periodicals and newspapers.
- It seeks to provide a professional resource section for faculty to keep abreast of research, methods, and changes in Christian education.

Cross Lanes Christian School does not and cannot endorse the contents of all books in the school library. The school does maintain the right to screen books which are offered to students. Therefore, all books are perused to screen out as much as possible such objectionable items as:

- Cursing, swearing, and obscenities
  - Approval of or support of the practice of the occult
  - Evolutionistic or humanistic views of the sciences
  - Story lines that condone questionable character traits and attitudes
  - Books or magazines whose articles are totally anti-God and anti-Christ in philosophy and practice
- 
- Elementary students will have regular access to the school library as scheduled by their teachers. These are the general library procedures:
  - There will be no talking in the library without permission. When talking is permitted, a softer tone should be used.
  - Elementary students may check out 2 books at a time.
  - Books may be checked out for a 2 week period. The due date will be stamped in the back of each book.
  - Books may be renewed twice for a total of 6 weeks.
  - The fine for overdue books is \$.05 per book per school day. There is a 3 day grace period with the fine starting on the fourth day the book is overdue. If a student is absent on the day the book is due, the book will be renewed. The student should return the book when he returns to school.
  - If a book has not been returned within 12 weeks, it is considered to be lost. The replacement cost of the book will be charged to the student.

### **LOST AND FOUND**

Please see that lunch boxes, garments, supplies, etc. are properly marked or labeled with the student's name. This will enable lost items to be more easily located.

Students are to care for their personal property, as CLCS does not assume responsibility for any items that are lost or stolen. Students are cautioned not to bring valuable items or large amounts of money to school. Students should be very careful about leaving their valuables, including wallets or purses, in places where they could be easily stolen.

Items lost by students, if found, should be turned in to the school office. Items found will be maintained there. Students seeking lost items should inquire at the school office for their property.

Periodically, lost and found articles will be displayed so that students and parents may claim lost property. Any article not claimed in a reasonable amount of time will be disposed of or given to charity.

## LUNCH

Cross Lanes Christian School offers a lunch program for the students. Microwaves are available to the students to warm up food brought from home. In addition, a different group or organization within the school sponsors a hot lunch each day.

Parents must send in money, use the online terminal, or call the school office to submit a debit card payment for their child(ren)'s voucher account. In addition, a negative voucher balance notification will be sent to parents thru email each month.

Parents may deliver a forgotten lunch to the school office. The office will see that the student receives it in time for lunch, providing it is brought in adequate time. If the student forgets his lunch or cannot eat the lunch that was sent, he may go to the school office and get a "lunchable". Notification of a "lunchable" charge will be sent home with the student with the expectation that it be paid promptly.

**Elementary only:** Parents and other visitors are welcome to join the children for lunch. Each visitor needs to call a day in advance. Upon arrival on campus, they should first report to the school office to receive a visitor's badge (see *Visitor* section) and is expected to honor the CLCS dress code (see *Dress Code* section).

## MAKE-UP WORK

If a student misses school for an excused absence, he is to secure missed class work from the teacher or a fellow student and complete it within a reasonable period of time, as designated by the teacher. In general, he will be given the number of days he was absent, plus one, to make up any missed work. In the event of extended illness, an alternative makeup schedule will be organized by the teacher and student.

It is the responsibility of the student to secure missed homework and make-up tests when absent from school.

## MONEY SENT TO SCHOOL

Any money sent to school should always be sealed in an envelope with the following information clearly written on the outside:

- Child's name and grade
- Teacher's name
- Amount and purpose of money

## **MUSIC**

Private music lessons are available to the students. Interested parents should ask in the school office for names of possible teachers. Practice times should be verified with the classroom teacher or scheduled before/after school. Band is available to students in grades 4—6. Choir classes for all students are provided through regular class times.

## **BACK-TO-SCHOOL NIGHTS**

A Back-to-School Night will be scheduled prior to the start of school. Recently, it has become more efficient to have a separate orientation-type of meeting with the kindergarten and then the elementary on another night. Attendance at this meeting is highly important; during this time, teachers will be informing parents of their individual classroom procedures and giving out other essential information and materials. In addition, parents will be introduced to the faculty and will be encouraged to visit the classrooms.

## **PARENT-TEACHER COMMUNICATION**

The classroom teacher desires to keep parents informed of their child(ren)'s academic progress. To this end, most teachers send home a weekly folder of the papers done by the students. Parents should carefully go over these papers with their children, especially if there seems to be any problem. The folder should be signed and returned the next school day. Any D or F papers must be signed and returned to the next school day as well.

CLCS publishes a bi-weekly newsletter which is sent home on Fridays (or the last school day of the week). This newsletter, which is sent by email, communicates important information to the parents.

Many teachers also make a weekly schedule/newsletter available to the students and their parents. Information and news pertaining to that classroom would be included on this valuable note. With the abundance of letters and notes that come home on a regular basis, it may be a good policy to insist that the students keep all communications in a particular folder or notebook. It would then be convenient to pull out that folder to check for any school correspondence and to send any response back in the same manner.

## **PARENT-TEACHER CONFERENCES**

CLCS recognizes the importance of the home and the school working together to insure the child's spiritual and academic growth. Therefore, scheduled times have been set aside for parents and teachers to meet in order to discuss the needs of the student. Please consult the school calendar for these times.

In addition, parents should feel free to consult with the school office regarding any problems or questions that concern their children. It is the desire of CLCS administration and faculty to be of service to both parent and student, and the teacher welcomes a visit from any parent. Such conferences must be made by definite appointment with the teacher at a convenient before- or after- school hour.

Any parent who needs to talk with a teacher should call the school office between 7:50 a.m. and 3:30 p.m. A message will be taken, and the call will be returned as soon as possible after school.

## **PARTIES**

Elementary grades generally have at least two class parties per year. The Christmas party is usually held on one of the last days before the Christmas holidays. A Valentine's Day party will be celebrated on or near February 14<sup>th</sup>. Mothers may be asked to organize the parties, bring refreshments, or assist in some other way.

Parents may bring or send in birthday treats to be shared by their child(ren)'s class. With recent restrictions from the health department, it is recommended that items brought in be prewrapped. Those handling the food should wear a mask and gloves. Most teachers prefer that this be done during lunchtime and that the treat be one that is convenient to distribute.

Invitations to parties away from school may only be distributed if every member of the class is being invited (or if all boys/girls are invited).

## **PLEDGES**

A demonstration of an individual's love and appreciation for our country, our Savior, and the Bible is a freedom afforded to every citizen of our country and an opportunity provided to every student of CLCS. Students regularly recite the words of the pledges given below; this is a continual reminder of the honor and privilege we have both as American citizens and as Christians.

### Pledge to the American Flag

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

### Pledge to the Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

### Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.



## **PROGRESS REPORTS AND REPORT CARDS**

The purpose of the reporting system at CLCS is to give parents and students an accurate indication of the progress or lack of progress that is being made.

Grades of all papers from that time period will be listed, as well as a cumulative grade. Student progress is available through the school's Sycamore system.

Report cards are issued at the end of every nine weeks (dates are listed on the school calendar each year). The report is sent via Sycamore and an e-signature is required for each report.

Accounts will be locked if financial obligations have not been met.

## **PROHIBITED ITEMS**

These items are prohibited on the school campus, on school transportation, or on any school-related activity:

- playing cards or dice
- electronic devices (including games and toys)
- personal software
- music players (CD, radio, MP3, etc.) or headphones
- illicit drugs, alcohol, or tobacco products
- lighters or matches
- knives, guns, or weapons of any kind
- explosive items of any kind
- any other items deemed inappropriate by the administration

## **PROMOTION-RETENTION**

Any elementary students receiving a yearly grade of "F" in three academic subjects may be retained. If a student receives an F in two subjects, one being reading, language, or math, he will have to make up the respective subject in summer school before he will be promoted. Summer school will be required for any core class not passed before promotion will be granted.

## **RE-ENROLLMENT**

Re-enrollment for students expecting to return to CLCS will begin in February of each year. Current students will have first access to the space available. Classroom space will be open to new students at the end of the re-enrollment period. Parents are encouraged to enroll early to secure placement for their children. Space is limited, and placement is only secured after a re-enrollment form is filled out and the fees are paid.

## SCHOOL OFFICE

School office hours are from 8:00 a.m. to 3:30 p.m. weekdays. The school office should be looked upon as a place of business and should be honored as such at all times.

Parents and other visitors are asked to come directly to the school office when coming to the school. Do not go directly to the classroom (see *Visitors* section).

## SCHOOLCAST RAPID NOTIFICATION SYSTEM

SCHOOLCAST is a state-of-the-art rapid alert and notification system using all means of communication to effectively communicate to parents, students, faculty, and staff. CLCS will use this automated calling system to communicate with school families by sending a message alert on ALL communication devices (phones and emails) listed in each customized families' emergency contact information.

CLCS uses this automated notification system to alert parents/guardians of the following:

- School Cancellations
- Two Hour Delays
- Early Dismissal
- Student ABSENCES OR TARDINESS
- Newsletters are sent bi-weekly to email(s) within the SchoolCast system.

Each school family will receive their own username/password and instructions for accessing their easily-customized SchoolCast DASHBOARD. **It is the parents' responsibility to log on to SchoolCast System ([www.myschoolcast.com](http://www.myschoolcast.com)) with their provided personal User ID/Password and keep their contact information up to date.**

Please make sure we have all of your emergency contact information (including home and cell phone number(s); email addresses; and the phone numbers of others that you may want contacted from our school regarding emergency alerts or non-emergency reminders.

While the primary usage of SchoolCast will initially be for emergency contact situations, CLCS will use the SchoolCast system for many other uses when it is important to reach a large number of families or faculty in our school in a short period of time (i.e. early dismissals, late starts, school closings, changes to schedules of special events, progress report reminders, registration information, bi-weekly newsletters, weekly email of school activities etc.).

## TEACHERS

All teachers at CLCS are born-again Christians who are dedicated to teaching and are of the highest spiritual and academic quality. All are required to have AACS certification or to be actively engaged in working toward certification. All of our faculty and staff are active members of Cross Lanes Bible Church or a church of like beliefs.

## VISITORS

The safety and security of the students is a matter of high priority to the staff of CLCS. To this end, all visitors to the school property—parents, volunteers, alumni, etc.—are required to follow these procedures upon arriving on campus on school days between the hours of 8:15 a.m. and 3:15 p.m.:

Visitors to the campus may park in the visitor spaces located in front of the school office.

All visitors to the campus (including parents, relatives, and alumni) must first report to the school office; sign in, and secure a visitor's badge before entering any school building.

The badge must be worn in a visible place while on campus.

Visitors must sign out and return the badge before leaving campus.

Staff members seeing any visitors not wearing a visible badge will ask them to go to the office to follow the proper procedure.

Any visitor who chooses not to comply will be asked to leave campus immediately.

Guest speakers must be approved by the administration at least one week in advance of any scheduled meeting.

We ask that student visitors do not visit school classes, the lunchroom, chapels, or any other school activities during the normal school day without specific administrative approval.

Visitors requesting to come to our school will need to meet the following criteria:  
A student visitor should be a student who is sincerely interested in attending Cross Lanes Christian School (during that year or the year following). Out-of-town friends may visit the school with proper administrative approval. Guests are limited to a one-day visit. A visitor should be willing to meet the appearance standard and conduct standard according to our student handbook.

A student visitor should have advance permission from the administration (at least one day in advance).

All visitors are to report to the school office upon arrival at school before entering any classes or other student areas to receive a special visitor's badge.

## CHANGES

**CLCS reserves the right to make any changes, additions, or deletions from this handbook as situations arise that would warrant such changes.**

# CLCS Athletic Handbook

Revised 1/2022

## Section 1000 –

### Athletes 1010 – Introduction

The student athlete must keep sports in perspective with regards to his/her academic studies, family relationships, and spiritual growth. The most important thing that our athletes should have is a sound relationship with Jesus Christ. If an athlete has not come to the point where they have accepted Jesus Christ as their personal Savior, then it is a priority for our athletic department to lead him/her to personal faith in Jesus Christ as Savior and Lord. The athlete's relationship with his/her family is very important in maintaining a healthy, happy life. There will be times when sacrifices must be made for their sport, but overall, athletics should bring families together and not push them apart.

### 1020 – CLCS Academic Requirements

An athlete's grades are important at CLCS. The following academic requirements are meant to make sure that the athlete keeps balance in his/her life. There are many lessons that can be learned nowhere else but on the athletic field/court, but these lessons should not interfere with the academic studies of the athlete. Therefore, the following academic standards will be required to participate in the Warrior's athletic program.

- 1) Student-athletes must maintain a 2.0 ("C") cumulative grade point average.
- 2) Student-athletes must not have any failing grades.
- 3) Students who fail to meet the academic requirements will be placed on academic probation. Any student placed on academic probation is ineligible to participate in any extracurricular activities until the academic requirements are met.
- 4) CLCS's athletic director and any other school administration reserve the right to remove a student-athlete, at any time, from any team, if the student is not sufficiently performing in the classroom.

## 1030 – Character Requirements

1) If an athlete is consistently giving a teacher a hard time, and the teacher approaches the athletic department on more than one occasion about this, the player may be suspended for a minimum of one game or until the problem is solved.

2) If an athlete is not getting work done on time or not following directions in the classroom, the athlete may be suspended until improvement is shown.

3) If athletes are caught in negative conversation with other students concerning any teacher, coach, or administrator, he/she may be suspended for a minimum of one game.

4) Students will strive for excellence in both athletics and academics. If an athlete is showing that he/she cannot balance the two, an indefinite suspension from the team will follow.

5) The CLCS athlete will be a good citizen of school, community, and family.

6) If parents are having trouble with their athlete, the athletic department reserves the right to remove the athlete from the program.

7) The use of drugs, alcohol, and tobacco is prohibited and will result in expulsion from the athletic program.

8) If an athlete receives disciplinary action from the school, he/ she will be dealt with as follows:  
a. Reaching 25 total demerits will result in a 1 week suspension from athletic participation  
b. Reaching 35 total demerits will result in a two week suspension from athletic participation.  
c. Reaching 50 total demerits will result in dismissal of the athlete from all athletic participation for the remainder of the current semester.

9) Suspension and Dismissal:

The athletic director, coaches, and administration may pass down suspensions or dismissals for any of the following reasons:

a. Violation of any team rule.

b. Violation of an athletic department rule.

c. Disrespect to coaches, athletes, teachers, administration, parents, or officials.

- d. Poor academics.
- e. Behavior unbecoming of a Cross Lanes Christian School representative.
- f. Failure to follow instructions.
- g. Disrespect toward God, CLCS, or the CLCS athletic department.

The athlete is a representative of CLCS on and off the field/court and is expected to exhibit good Christian character year round, including any athletic contest. The student-athlete is a representative of his/her school. It is the belief of the athletic department that the athlete should take pride in the school that he/she represents. Therefore, any derogatory or negative speech for our student-athletes about our school or its teachers, coaches, or administration will not be tolerated.

#### **1040 – Physical Requirements**

- 1) Any athlete participating in CLCS athletics must first have his/ her sports physical completed in which a physician clears them for participation.
- 2) CLCS athletes may not participate in tryouts, practices, games, or work out with a team without previously submitted sports physical documentation.

#### **1050 – School Attendance Requirements**

- 1) Any student who is not at school by 10:30am will not be eligible to participate in any games or practices scheduled for that day. A doctor's excuse note for tardiness or absence will be accepted for participation in that day's game or practice.
- 2) Any student who leaves school early due to illness will not be eligible to participate in any games or practices scheduled for that day.
- 3) The athletic director may allow a student-athlete to play if there is a very reasonable and verifiable explanation for his/her absence.

Any appeals to the above listed requirements must follow the chain of command as shown below with 100% agreement:

- 1) Coach
- 2) Athletic Director
- 3) School Administrator
- 4) School Board

No one will be permitted to bypass a person on the chain of command. An in-person meeting must occur with each person on the chain of command until the problem is resolved. If the problem is not resolved all parties will have an in-person meeting with the next person on the chain of command and will continue to do so until the problem is resolved.

## **Section 2000 –**

### **Parents 2010 – Introduction**

Parents are a crucial part of any athletic program. They are ultimately responsible for the funding and the support of the program. However, it is vitally important that the parents understand their role in the program. It is not the job of the parent to coach the team, to make decisions for the program, or to correct the officials when they make a mistake. It is the responsibility of the parent to encourage the team, support the coach, and uplift the program.

The athletic department would like to stress the importance of parental support for the sports program at CLCS. This may be accomplished by attending each of the games throughout the various sports seasons, helping work at home games, volunteering to help coaches, providing financial support, and most importantly prayer support. Parents will be required to work the concession stand or admission table at least once during their child's season.

### **2020 – Character Requirements**

- 1) If a parent is consistently giving a coach a hard time, and the coach approaches the athletic department on more than one occasion about this, the parents' child may be suspended for a minimum of one game or until the problem is solved.

2) If parents are caught in negative conversation with other parents, coaches, teachers, or students concerning any coach or athletic department staff member, his/her child may be suspended for a minimum of one game.

3) Dismissal and suspension: The athletic director, coaches, and administration may pass down dismissals or suspension for any of the following reasons:

a. Violation of any handbook rule.

b. Violation of a team rule.

c. Disrespect to coaches, athletes, administration, and other athletic staff members.

d. Behavior unbecoming to a Cross Lanes Christian School representative.

e. Disrespect toward God, CLCS, or the athletic department.

### **2030 – Dealings with Athletes**

Parents will not be permitted to converse with any players during an athletic contest in which they are involved without the coach's consent. This is to help the athlete remain focused on the contest.

### **2040 – Dealings with Coaches**

1) Parents and fans will not be allowed to converse with a coach on a game night in any negative or corrective way.

2) If a parent has an issue or a complaint, they should set up an appointment with that coach to discuss the problem. If the issue is in regards to a specific game/contest, the appointment will be no earlier than the day following the event. This is to provide a 'cooling off' period for all parties. The athletic department would encourage the parents to have the athlete meet with their coach individually before the parents' meeting.

3) If the parent finds the coach unresponsive, the parents should then set an appointment with the athletic director and the coach.



4) The parents should in no case discuss these problems or complaints with other parents or athletes. The other parents and athletes can do nothing about it, so this type of conversation would be nothing but destructive to the program and the school.

5) If the above mentioned conversation occurs, the athletic department reserves the right to remove the child from that sport completely.

6) Parents should seek every possible chance to recognize the positive aspects that the coach is doing and point that out to others. Supporting each other's efforts will be a building agent that will make our program continuously stronger.

**HANDBOOK ACKNOWLEDGEMENT FORM**

**Grades 4-12 students must sign**

**This is not a statement of your agreement with all the policies and procedures it is an “acknowledgement” that you have read and understand the manual.**

**“I have read the Student-Parent Handbook with full understanding and agree to abide by the regulations contained therein.”**

\_\_\_\_\_ *Student Signature* \_\_\_\_\_ *Date*

Grade: \_\_\_\_\_

\_\_\_\_\_ *Parent Signature* \_\_\_\_\_ *Date*

Return this form by **next Monday**.

# Statement of Cooperation

1. I understand that, as parent or guardian, I am ultimately responsible before God for the kind of education provided for my Child(ren). Yet another may be authorized to help me carry out that task. I understand that the ministry of Cross Lanes Christian School is agreeing to aid in that task of education by accepting my child(ren) for enrollment. I understand that attendance at CLCS is a privilege and not a right. I do commit myself to being active in the process of education for my child(ren) and will show great interest and involvement in the life of my child(ren) during this period of enrollment. I will be faithful to this task.
2. I will cooperate fully with the school in its endeavor to maintain a quality spiritual and academic environment for my child. I promise to attend all meetings which the school deems necessary for the betterment of my child and the educational process.
3. I understand that CLCS is a ministry of Cross Lanes Bible Church and operates under the statement of faith adopted by that ministry. I have read the statement of faith and understand that this statement of faith will be taught exclusively and without apology. Furthermore, I understand that opinions opposed to this statement of faith may not be publicly expressed in the school setting.
4. I understand that a student or parent who displays a negative, uncooperative spirit, becomes verbally or physically abusive, or threatens a faculty or staff member, may be asked to withdraw from CLCS.
5. I understand that any student who is found to be out of harmony with the academic, spiritual, or general conduct of the school may be invited to withdraw. I have read and understand the Parent/Student Handbook requirements and will, to the best of my ability, abide and support these rules and regulations with a Christian attitude while enrolled at CLCS.
6. The undersigned hereby consent to the use of my name, likeness, picture, photograph or quotation in all forms and manner by Cross Lanes Christian School for educational, instructional, advertising, or promotional purposes (including yearbooks, brochures and/or web pages, whether in printed or electronic form) without consideration to the undersigned, and I hereby waive any right to inspect or approve the final version or any copy that might be used in connection therewith.
7. I agree to the financial policies of CLCS and I understand that payments for tuition and fees will be made by the first of each month and if late, my account will be billed a late charge of \$20. If my payment is past due for more than 45 calendar days my child may be withdrawn from school until my account is made current.
8. My child is permitted to take part in all school activities, including but not limited to sports, and school-sponsored field trips. I absolve the school and church from liability to me or my child in case of accident or injury to my child while on campus or during any school-sponsored outing.
9. As parents, we agree, in accordance with the principle of Matthew 18:15-17 to bring any and all questions and criticisms to the person most directly involved. If we have a question about a specific classroom action or procedure, we will contact the appropriate teacher. If satisfactory conclusion is not reached, we will then contact the Administrator.
10. We have read the Student Parent handbook.

**I understand that in signing the Statement of Cooperation, I am agreeing to accept and abide by the rules and philosophy of Cross Lanes Christian School.**

\_\_\_\_\_ X \_\_\_\_\_ Date \_\_\_\_\_  
Parent / Legal Guardian Signature Student Signature

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

**Please return this form to the office not later than September 1**

2010-02-04