



**2019 – 2020
Middle School Handbook
(Grades 5 - 8)**

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MISSION STATEMENT

At Cross Schools, we inspire future leaders to grow spiritually and academically by intentionally designing opportunities for inquisitive learning and active service all for the glory of God.

SPIRITUAL LIFE

The celebration of the Christian faith is an integral part of the curriculum at Cross Schools. Opportunities abound for spiritual development and enrichment at Cross. In addition to daily devotionals and prayer, students participate in weekly chapel services. There is a family chapel service with communion on a monthly basis. Students are involved in many facets of the service including serving as acolytes, lay readers, and ushers. All are welcome to attend this Family Chapel. Weekly religion classes, called "Faith Formation" teach the Bible and Christian principles to students with an emphasis on the application to their personal lives.

NON-DISCRIMINATION POLICY

Cross Schools admits students of any race, color, creed, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, creed, national and ethnic origin in administration of its educational policies, admissions policies, and other school administered programs.

ADMISSIONS

At Cross Schools, our admissions process is designed to identify applicants who can succeed academically, spiritually, and socially.

Parents should file an application for admission and meet with the Director of Admissions in order to schedule a **testing date** for children entering grade 1 or above. Two tests are given; The Kaufman IQ Test and the Peabody Achievement Test. The testing is administered by the Director of Admissions on a one to one basis, and takes 1 1/2 to 2 hours.

For students entering grade 1 or above, **an on-site visit** in the applicant's current grade is scheduled to observe the student in the Cross environment and evaluate social and developmental readiness. The visit begins at 9:00 a.m. and the applicant is asked to remain through dismissal.

A final meeting will then be scheduled with the Director of Admissions and the parents to go over the testing results and the visit. At the meeting we request permission to call the applicant's current teacher for a referral. A personal interview with the child and parent(s) is an important part of the admissions process.

ATTENDANCE

Regular attendance is key to success in school. The development of academic skills and problem-solving strategies depend on continuity. Students who are chronically absent from school, meaning they miss at least 15 days of school in a year become at serious risk for falling behind in academics. **Therefore, adherence to the school calendar for vacations and holidays is critically important to a student's success.** Cross Schools has a rigorous curriculum that requires a student's regular attendance.

Tardy Policy

All students are expected to report to class, be seated, and ready to begin their class work at 8:20 a.m. Students arriving consistently late to school are at a disadvantage that can ultimately affect their academic performance as well as be disruptive to the other students in the classroom. *Parents should plan to have student(s) dropped off for morning arrival no later than 8:15 a.m. in order to allow student(s) to get to the classroom and ready to learn by 8:20 a.m.* Any student arriving too late to be in the classroom at 8:20 a.m. will be considered tardy. **Late arrivals must be signed in by a parent at the front office to be counted as tardy instead of absent.**

Students are allowed three tardies per quarter. Excessive tardiness during the school year can result in the following:

- *Quarterly Tardy #2:* Email reminder to parent
- *Quarterly Tardy #3:* Email reminder to parent that no more tardies are permitted for that Quarter
- *Quarterly Tardy #4:* Parent conference with counselor to determine a plan-of-action for success; tardy contract
- Continuation of excessive tardies will be subject to consequences determined by Administration.
- NOTE: All tardies will be evaluated at midterm and at the end of the quarter. Once a new quarter begins, a new count begins. Revisions and/or changes may be made as necessary throughout the school year for the well-being of the entire school community.

Early Releases

All students are expected to attend school for the full instructional school day as outlined by the school calendar. Doctor's appointments, etc. should be scheduled as much as possible outside of the school day hours. Continuation of excessive dismissals per quarter will be subject to the same procedures as outlined in the Tardy policy.

Student Absences

Parents are provided the school calendar well in advance. Family trips, appointments and other activities during school hours should be kept to a minimum.

- **Excuse for Absence:** A student who misses one (1) or more school days must present a written or emailed excuse explaining the absence within three (3) school days of returning to school, signed by his or her parent/legal guardian. All excuses will be kept confidential and on file. A student is allowed no more than three (3) parent written excuses per quarter. Any other excuses must be issued by a doctor. If a student fails to bring a valid excuse to school within (3) school days, the absence will be coded as unexcused. Prolonged and documented illnesses will be considered excused absences with a doctor's note. Any student missing more than three (3) hours will be charged with a half-day absence.
- **High School Credit Courses:** A student who misses more than 10 days for a high school credit course may not receive course credit.
- **Pre-Arranged Absences:** Preplanned absences that present an educational opportunity for a student can be submitted for administration approval in writing via the guidance counselor no later than a month in advance of the absence(s). At that time, administration will determine if the absences will be excused or unexcused.
- **Make-up Work Policy:** Missed assignments and tests are expected to be made up in a timely manner. **Students have as many days as they are absent to make-up assignments given during absence(s).** If a student is aware of an assignment and/or test before the absence, the student is responsible for submitting the assignment and/or test on the day he or she returns to school. Students and parents are strongly encouraged to email teachers as soon as they know the student will be absent in order to stay in communication regarding missed assignments and/or tests. The teacher will direct the student and parent on where to view missed assignments (i.e. Plus Portal (the school's interactive website), Google Classroom, email, etc.) Upon return to school, the student will also be provided with any missed class work. Failure to complete the required work per the make-up policy and/or at the teacher's discretion can result in a zero grade for any incomplete assignments or tests.
- **Unexcused Absences:** Students receiving **more than 5 unexcused absences during a semester course** (combination of two quarters) **or 10 unexcused absences for a year-long course will be subject to the following procedures:**
 - *Semester Unexcused Absence #4:* Email reminder to student and parent
 - *Semester Unexcused Absence #5:* Email reminder to student and parent that no more absences are permitted for that semester
 - *Semester Unexcused Absence #6:* Parent conference with counselor to determine a plan-of-action for success; attendance contract issued.
 - Continuation of excessive unexcused absences and/or violation of the attendance contract may cause the student to receive an "Incomplete" grade for the marking period, retention, or expulsion.
 - **NOTE:** All absences will be evaluated at the mid-term, quarterly and the semester. Revisions and/or changes may be made as necessary throughout the school year for the well-being of the entire school community.

While regular attendance is critical, parents should not send children to school who have a fever of 99* F or higher, contagious illness passable to other students (pink eye, chicken pox, strep throat, etc.) or repetitive vomiting or diarrhea. Please consider classmates and teachers as well as your child's own well-being when deciding whether he or she should attend school. Children should be free from the above symptoms for 24 hours before returning to school.

DAILY SCHEDULE

Arrival

The Middle School's morning arrival is from 8:00 a.m. to 8:20 a.m. The school day begins *promptly* at 8:20 a.m. Students that arrive earlier than 8:00 a.m. should participate in the morning care program. Please contact Peggy Grothaus at 843-706-2000 if you are interested in this program. Morning drop off will be facilitated by faculty and staff members. Upon entering the school, students will be greeted by the Principal and/or the Head of School. Students should be dropped off no later than 8:15 a.m. in order for them to have enough time to report directly to their homeroom and ready themselves for the 8:20 a.m. start of the day. Students must stay in their classrooms, which will be supervised by the teacher. Cross Schools appreciates your cooperation in respecting the school hours and in making the daily classroom routine a smooth and organized one.

- **Locations for MS Drop-Off:**

- (1) If a car has ONLY MS student(s), the drop-off location is at the back Narthex entrance.
- (2) If a car has both MS AND LS students, the drop-off location is at the Lower/Middle School front entrance.

Morning Care

Cross Schools currently offers a morning care program. Fees for early morning care are not covered in your tuition. Specifics about the program and admission inquiries should be directed to Peggy Grothaus at 843-706-2000. Students enrolled in early morning care should enter on the Preschool side and report to the library between 7:00 a.m. – 7:59 a.m. Students will be released at 8:00 a.m. to report directly to their homeroom teacher.

Lunch

Students may purchase a hot lunch or bring lunch from home. Hot lunch costs \$4.75. Please avoid sending candy, soft drinks, chewing gum or an abundance of sugary snack items. Lunch will be held in the eating area next to the kitchen gym with other MS students. Lunch period is monitored by a teacher who will encourage students to eat a healthy lunch. Sharing is not allowed. After lunch, students will go outside and/or the gym for recess. Recess is monitored and rules are discussed with students at the first of the year.

Dismissal

The MS is dismissed at 3:20 p.m. Students are dismissed from their last period for the day and are to report to carpool for pick up immediately. MS students with siblings in the lower school (LS) should pick them up in the front lobby before reporting to the carpool pick-up area. Any MS student not picked up by 3:35 p.m. can be sent to a supervised homework study hall and charged a fee for this service.

Please display your carpool tag in your car's front windshield. Cars are asked to pull up to the end of the covered front walkway in order to get as many cars lined up as possible. Cars should turn in to the right parking lot in front of the Cross Preschool and line up to avoid backing up onto Buckwalter Parkway. Please do not get out of line to pass cars in front of you as children may be getting in/out of cars unexpectedly. **Please do not use cell phones in the carpool line.**

If you intend to participate in a regular carpool, you must give written approval to the school at the beginning of the school year. Parents need to notify the front office by 2:00 p.m. if a child is to be picked up by anyone other than the parent. You must **always** give notice to the school in advance if your child is to leave school with another adult.

Dismissals during the regular school day are discouraged. If a medical appointment is necessary to be made during the school day, please schedule the appointment to coincide with your child's lunch and recess periods to avoid missing class time. If a student must be picked up during the school day, please call the school office in advance or send your child's homeroom teacher a written note. The teacher will dismiss your child to the office to wait for your arrival. You must come to the office to sign your child out and then in again upon returning to school. **A written note from the medical office should be provided upon returning to school.**

Impaired Drivers

If school staff observes signs of impairment, they may ask the driver to park the vehicle while they call another family member or a taxi at the driver's expense.

After-School Care

Cross Schools currently offers an after-school care program, the Cross Kids Club. Fees for after-school care are not covered in your tuition. Specifics about the program and admission inquiries should be directed to Peggy Grothouse at 843-706-2000. Students enrolled in the Cross Kids Club are picked up by the after-school staff upon school dismissal.

EMERGENCY SCHOOL CLOSINGS

In the event of inclement weather, Cross Schools will follow the Beaufort County Public School schedule. For example, Cross Schools will delay school opening if Beaufort County Schools announce a delayed school opening. If Beaufort County Schools announce a closing, Cross Schools will also announce a closing. Parents will be contacted with necessary information through the School Reach automated system. You may also refer to Plus Portal for similar announcements. In the event of an emergency early dismissal, you will be called with instructions for picking up your child. If you cannot be contacted, your emergency contact will be called.

COMMUNICATION

Clear communication between parents and the school is essential to creating a working partnership in caring for your child and helping him or her reach full academic, social, and emotional potential.

The student's teacher should be informed of any significant change occurring in the home. The following are situations which could cause distress for your child: parents being away for an extended period of time, new person(s) living in the home, illness of a family member, accident or death in the family, moving, death of a pet, etc.

If you have a question or concern, your child's teacher should be your first point of contact. You may contact your child's teacher by:

- Writing a note in your child's homework planner or sending in a note with your child.
- Sending an e-mail to the teacher's school email address (this is checked frequently throughout the day).
- Leaving a message with the front office staff

Don't WAIT to Communicate!

Issues can best be resolved at the level they occur. Students and parents should follow these procedures when an issue or academic concern arises within the classroom:

- Please contact the TEACHER FIRST to discuss a concern.
- If an academic concern persists or resolution is not reached, please contact the Counselor. A parent conference will be scheduled with the teacher and Administration (if needed) to resolve the issue.
- It is not appropriate to discuss issues with other parents. The issue should be resolved at the level that it occurs; this is also a violation of the student's confidentiality.
- Teachers are encouraged to call parents before student behavior or academic performance becomes an issue.

Conferences

Conferences for middle school students are scheduled following quarters one and two as requested by the teacher or parent. These conferences are critical to sharing student strengths and areas of growth in academic, social, and emotional performance. Both parents/guardians should make every effort to attend. If you are unable to attend at your scheduled time, let the teacher know in advance to reschedule at a mutually agreeable time. Parents will also be called for conferences throughout the year as needed.

Plus Portal

Cross Schools utilizes Parent Portal, a secure website (www.crossschools.org), to communicate school events and news to parents and students. Each student and parent is given a secure and unique screen name to log on to Parent Portal to check school news and events, as well as classroom news, homework assignments, notes, and schedules. Students in grades 3 and above, and their parents, will also be able to view class grades and progress reports on Parent Portal. Grades and attendance records will be updated every week. Teachers and school staff can be contacted via email through our website. Parent Portal is a powerful communication tool and parents are encouraged to use this service to keep informed.

Transcripts

The school publishes a monthly newsletter. *Transcripts* will contain important information regarding the school calendar and events, instructions, and important announcements. Each edition of the newsletter will be posted on Plus Portal.

COMMUNITY SERVICE

Serving the community is a central focus at Cross Schools, and our students actively participate in community service projects. From time to time, community projects are offered and students are encouraged to grow by giving. Please encourage your child to participate in these projects and discuss with him the importance of actively giving to the community through volunteer service.

DISCIPLINE POLICY

Just as important as academics and Christian education, self-discipline is encouraged by adhering to the Cross Schools' Discipline Policy.

Cross Schools provides a campus for its students and faculty that is completely free of drugs, alcohol, and other contraband substances, as well as weapons or other instruments which may pose a danger to our students and faculty. Thus, Cross Schools may, at times of its choosing and at its sole discretion, search the property and person of any student for possession of such items. Students found in the possession of such items shall be subject to disciplinary measures including expulsion.

Middle school students are expected to uphold the school's mission by respecting each other and school property, being considerate of others' feelings, respecting others—peers and adults, and setting a good example of behavior both on campus and in their community. Middle school students also serve as examples to the Lower school students in all areas and should model good academic, social and physical behavior. The first week of school students are introduced to the idea of Cross Schools "Rays" in which students are recognized on a weekly basis for being positive role models on the Chapel News Team announcements. Teachers also discuss the quarterly STINGRAY SHOUT-OUT Prize Patrol in which a LS, MS, and Enrichment Subject student is recognized for his or her consistent efforts in representing the school theme for the year (i.e. PURPOSE (2019-2020)). This special recognition is also an opportunity for students to be inducted into the Cross Schools *Red Jacket Club*.

When inappropriate academic, social, or physical behavior is exhibited, the classroom teacher assumes the responsibility for taking positive steps to discourage the unacceptable behavior from continuing. The purpose of this discipline policy is to aid students in developing self-discipline, respect for others, and personal integrity. Students are encouraged to accept responsibility for their choices and conduct as well as play an active role in learning from their mistakes. Partnering with parents on behavior expectations and discipline is crucial to the success and well-being of each student at Cross Schools. When students hear a unified message between home and school, they are set-up for long-term success. Thus, parents will be notified for their help and support if an issue arises and expected to play an active role in the discipline plan for the student. Conduct issues are divided into two main categories: procedural issues and conduct issues. Each category has its own level of warnings and consequences. The following is a definition of these categories, some examples of infractions, and the consequences applied when these behaviors are exhibited.

Procedural Violations

These issues are related to the successful day-to-day operation of the school and the student's compliance with the Code of Conduct such as:

- Inappropriate classroom behavior: talking, out of seat, failure to follow directions, distracting other students
- Inappropriate behavior in hallways or restrooms
- Using electronic devices, including cell phones, during school hours

When Procedural Offenses repeatedly occur, they will become more serious Conduct Issues. Steps that may be taken in the **PROGRESSIVE DISCIPLINE POLICY** include:

- *STEP 1:* Verbal Warning(s) from teacher
- *STEP 2:* Parent Contact from teacher with documented warnings from the teacher
- *STEP 3:* Parent Contact from teacher + After School Detention Scheduled within week of offense
- *STEP 4:* Parent Conference with Student, Teacher, Counselor (if requested by teacher or parent)
- *STEP 5:* Teacher Referral + Parent Conference with Student and Principal + Consequence

STEP 5 Consequences can include:

- Removal from all extra-curricular activities
- Adoption of a behavior contract specifically written for the student
- School Community Service

- Multiple after school detentions
- In school Suspension

Conduct Violations

These issues are more serious and are usually related to classroom behavior, lack of proper respect for peers and/or adults, or the repeated failure of the student to show a willingness to support the learning environment of Cross Schools. A partial list of examples is as follows:

- Repeated procedural violations, including tardies to class
- Classroom disturbance affecting the ability of the teacher to effectively teach other students
- Rude behavior to other students
- Hurtful speech towards others
- Crude, vulgar, or profane speech
- Cheating or plagiarism
- Abuse or misuse of technology and/or the internet
- Inappropriate physical contact with another student

When **Conduct violations repeatedly occur**, the following steps may be taken in the **PROGRESSIVE DISCIPLINE POLICY**:

- *LEVEL 1:* Verbal Warning(s) from teacher
- *LEVEL 2:* Parent Contact from teacher with documented warnings from the teacher
- *LEVEL 3:* Parent Contact from teacher + After School Detention Scheduled within week of offense
- *LEVEL 4:* Parent Conference with Student, Teacher, Counselor (if requested by teacher or parent)
- *LEVEL 5:* Referral + Parent Conference with Student, Principal + Consequence

When LEVEL 5 is reached due to repeated Conduct Violations, Consequences can include:

- Removal from all extra-curricular activities
- Adoption of a behavior contract specifically written for the student
- School Community Service
- Multiple after school detentions
- In school suspension

More severe behavior may include an immediate Level 5 Referral that requires the student and parent to appear before the Principal and/or Head of School. Examples of such behavior include: intentional harm to another student or staff member, bringing weapons, inappropriate material or alcohol, drug or tobacco products to school, sexual misconduct, vandalism, theft, excessive absence from school or repetitive behavior of a lesser degree. This committee will be comprised of the student’s teacher, the Principal and/or the Head of School and the Counselor. The Principal and/or Head of School will ask parents to actively assist with correcting the offensive behavior. A behavior contract will be created together to specifically identify the problem behaviors, state intended goals for the student, outline positive steps to eliminate the behavior, and provide specific consequences that will occur if the behavior continues. The Principal and/or Head of School may suggest any of the following consequences:

- In school suspension
- Out of school suspension
- School community work
- Outside professional counseling/behavior therapy
- Expulsion from school

What NOT to bring to school campus:

MS students should not bring any of the following to the school campus:

- Heelies, skateboards, scooters
- Pocket knives or any items that can be used or misconstrued as a weapon
- Tennis balls, bouncy balls, or any other item that can be distracting to learning in the classroom or hallway
- Any equipment to be used for after school athletics should be kept in the locker room and/or student’s locker; it should not be used during school hours.

CITIZENSHIP

Cross Schools values the development of good character in and strives to impart sound moral, social, and civic values. The school expects its students to display good behavior at all times and to act with kindness, tolerance, civility, and honesty. Students are ambassadors of Cross Schools on and off campus and are expected to display good citizenship at all times. Any student charged with breaking local, state, or federal law (other than minor traffic violations) may be placed on disciplinary probation if the occurrence proves inconsistent with the school community's mission and behavior expectations. The school reserves the right to restrict participation in extracurricular activities for students involved in disciplinary issues, both on and off campus. To that end, all students and their parents are asked to sign and abide by the Cross Schools Code of Conduct.

Middle School Code of Conduct

MISSION: At Cross Schools, we inspire future leaders to grow spiritually and academically by intentionally designing opportunities for inquisitive learning and active service all for the glory of God.

As a middle school student at Cross Schools, I will abide by the school's policies and uphold the mission of Cross Schools at all times. My actions both on and off campus directly affect the mission of Cross Schools. I will uphold the mission in the following ways:

Academic Excellence

I will arrive to school on time, prepared as required by my teachers, and I will never interfere with the opportunity of others to learn and excel. I will avoid being absent from class unless absolutely necessary. I am here to learn and be the best I can be academically.

Spiritual Development

I will endeavor to reflect strong Christian values and moral character in all my activities. I will not use profanity; I will keep my word; and I will treat others as I wish to be treated.

Service to Community

In order to be the person God created me to be, I will help others, especially those less fortunate than myself. I will conduct myself in a positive manner while participating in community events, realizing that I can be a blessing to others and the more I learn about my greater community, the more I can give back to my community. A community can be the Cross community, town of Bluffton or Hilton Head, Beaufort County, the state of South Carolina, and beyond.

Respect for Self and Others

I will respect myself by believing in my abilities and completing assignments as requested. I will try to the best of my ability to participate in class activities and discussions. I will attend school dressed in accordance with the uniform policy and in a way that reflects positively on me and my school. I will respect others and appreciate that they are loved by God, just as I am. I will respect others' differences, and I will not ridicule others. I will be helpful to teachers, staff, and students, and I will speak to all with respect and kindness. I will respect the authority of all adults, teachers, staff, parents, and volunteers. I will also respect others by not engaging in inappropriate physical contact or dialogue whether it is face-to-face or via social or digital platforms. I will show the mission of Cross Schools with my actions and words everywhere I go.

A Search for Truth

I will be honest with other students and teachers, staff, parents, and volunteers. When I make a mistake, I will honestly acknowledge my fault. I will not cheat on my classroom or homework assignments. My name signed or submitted electronically to tests, quizzes, and writing assignments is a pledge that the work is my own, not obtained from others. I understand that copying others' words and ideas without giving credit is theft of intellectual property. I will not plagiarize.

ELECTRONIC DEVICES

Electronic devices such as cell phones, iPhones, iPods, and game systems are prohibited during the school day, 8:00 – 3:15. If brought to school, they are subject to confiscation unless left turned off in the locker. Cross Schools reserves the right to examine the content of confiscated items. Students using a cell phone during the school day will be subject to disciplinary action. Reading devices brought from home, such as Kindle, Nook, or iPad should be used for reading only and the school assumes no responsibility for these items.

ACADEMICS

Students will receive report cards at the end of each quarter. Students are graded on academic subjects and enrichment subjects and work and social habits. Grades for middle school students will be available through Plus Portal and are updated every two weeks.

Students will be graded on academic courses (math, reading, language arts, science, and social studies) as well as enrichment courses on the following scale.

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 and below

All social and work will be graded according to the following scale:

E +/-	Excellent
G +/-	Good
S +/-	Satisfactory
N +/-	Needs Improvement
U	Unsatisfactory

Honor Roll

Students achieving above-average academic success will be recognized at the end of the marking period on the school's Honor Roll:

- Honor Roll – Students achieving all A grades
- Dean's List – Students achieving all A and B grades

Course Grading Percentages

The following percentages will calculate a *middle school level course's grade average*:

Tests/Projects/Essays (Summative Assessments)	50%
Quizzes (Formative Assessments)	30%
Daily Work (Formative Assessments)	20%

*PLEASE NOTE: A middle school enrichment subject course's grade average will vary based on the content. Please see individual course syllabi to note grading percentages.

The following percentages will calculate the *current high school level course's grade average* (Honors English I, Honors Algebra I, Honors Spanish I, Honors Physical Science) offered at Cross:

Tests/Projects/Essays (Summative Assessments)	45%
Quizzes (Formative Assessments)	20%
Daily Work (Formative Assessments)	15%
Mid-term & Final Exams (Summative Assessments)	20%

The following percentages will calculate the *current high school level elective course's grade average* (Google Applications)

Skill Based Daily Work (Formative Assessments)	40%
Quizzes (Formative Assessments)	20%
Unit Assessments (Summative Assessments)	40%

Eighth Grade Credit Policy

At the end of the eighth grade year, parents of incoming ninth graders are given a one-time option to accept any high school credits and the grades earned in the eighth grade for high school courses. Credits that are accepted will be entered on the student's permanent high school transcript and be counted in the GPA/class rank calculations.

Athletic Eligibility

Competitive team sports are offered to students in middle school. Tryouts for individual girls and boys teams will be announced to students and on Plus Portal. The primary purpose of Cross Schools is EDUCATION. It is a privilege for students to participate in the athletics program at Cross. If a student loses eligibility, he will not be allowed to participate in games or practices until eligibility is restored.

Academic Eligibility

Students participating in athletics at Cross Schools must pass all core subjects each grading period to be eligible for participation in athletics the next grading period. A passing grade is defined as 60 or above in a core subject.

Academic Probation

While a passing grade is defined as a 60 or above in a core subject, students with an average below a 70 in a core subject for the current grading period will be placed on Academic Probation. Academic Probation will be determined by grades submitted at midterm and quarterly intervals. Students on academic probation will be allowed to participate in athletic practices and games as long as the student provides a form signed by the parent and the teacher of the core subject in question stating that a plan is being implemented to raise the student's average in that subject to a 70 or above. During the time of Academic Probation, the teacher of the core subject in question and the administration reserve the right to suspend practice and game participation. If, at the next marking period, the student's average in all core subjects is a 70 or above, Academic Probation will be lifted.

Academic Integrity

Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for unauthorized purpose or communication between student for academic advantage on an assignment or assessment both in and out of class is strictly prohibited. Cross Schools develops in students the understanding that cheating and plagiarism in the world of college and beyond have significant consequences.

- **Plagiarism** is not the same as cooperation or collaboration. Teachers often encourage and expect students to collaborate on assignments; this is not in violation of academic integrity as long as the author of the work being presented is clearly relayed. While collaboration is to work together with permission, plagiarism is to commit intellectual theft—to steal another's ideas, words, or production and represent as one's own. Students should avoid plagiarism by following the MLA citation protocol for any material used or referenced (i.e. directly quoted words, ideas, images, video, etc.) See the [Purdue OWL \(Online Writing Lab\) MLA Formatting and Style Guide](#) as a consistently updated source.
- **Cheating** includes, but is not limited to, copying or giving an assignment to another student to be copied (unless direct permission is given by teacher), using—supplying—or communicating in any way unauthorized materials (i.e. textbooks, calculators, unauthorized electronic devices during an assignment or assessment), forgery or stealing any unauthorized item for the purpose of academic advantage.
- **Consequences** for plagiarism and cheating can include, but are not limited to, zero for the assignment or test, after school detention(s), written referral to administration for repeated violations.

Homework

Regular homework will be given to middle school students on Monday through Thursday. Math homework may be given on Friday and weekend work may sometimes be required to meet project deadlines. Information concerning classroom projects and extended writing assignments will be given well in advance of the assigned due dates.

Students are taught organizational skills to help succeed with homework and time management. Homework planners are provided to students to record all assignments as well as use for hall passes. Parental support is also crucial in teaching organization and time management. Students can expect nightly reading assignments in addition to written homework.

The general daily guidelines for time spent on written assignments are:

- Grade 5 - 50 to 60 minutes
- Grade 6 - 60 to 70 minutes
- Grades 7 & 8 - 70 to 90 minutes

Late Work

- At the discretion of the teacher, students may be given an action plan for achieving mastery of certain skills.
- Assignments when presented late will follow the policy below:
 - 5th/6th Grade: The grade will be lowered by 5 points for every day the assignment is late, up to three days. At the discretion of the teacher, students may receive late work credit up to a 50% after the 3-day requirement; however, this must be done prior to the close of the current grading period.
 - 7th/8th Grade: The grade will be lowered by 10 points for every day the assignment is late, up to three days; At the discretion of the teacher, students may receive late work credit up to a 50% after the 3-day requirement; however, this must be done prior to the close of the current grading period.

Examinations

Eighth grade students will take mid-year and final exams at the end of quarters two and four for Algebra I, Physical Science, English 1, and Spanish I. This exam will account for 20% of the grade for the term. Cross Schools gives one high school credit for each course successfully completed with a passing grade.

Summer Work

Middle school students will be asked to participate in a summer reading program and to practice math facts and writing. Specific instructions about the required work will be given to parents prior to the end of the school year.

School Supplies and Textbooks

A short list of necessary supplies to bring during the first week of school will be sent via email prior to the start of school. Students need to bring a backpack to transport homework and textbooks. Textbooks for middle school students are purchased and loaned to students for use throughout the year. Students are prohibited from writing in or on textbooks and need to protect textbooks with book covers or book socks. Textbooks are issued with a numbering system. Any student failing to turn in his numbered textbooks or turning in damaged textbooks at the end of the year will be held responsible for all costs incurred in replacing the textbooks. Report cards will be held until textbooks are returned.

Lockers

Lockers are provided to students in grades 5-8 for their personal use. For grades 5-8, lockers are simply a place to store items; they do not have a combination lock. Students will be given a sufficient amount of time between classes to access their locker. Backpacks, handbags, food (other than snack period), pleasure reading books, cell phones and other electronics, and clothing for afterschool activities are to be stored in the student's locker during the school day.

Students are able to personalize the inside of the locker with non-permanent items only. Magnets and/or putty (reusable adhesive) are useful in this instance. The lockers are 35"H x 14"D x 12"W. Lockers that are altered with writing or other permanent marking or damaged shall be repaired at cost to the student. Faculty and staff reserve the right to search lockers at any time for inappropriate and/or illegal contents.

Academic Support for Cross Schools

Cross Schools utilizes a Multi-level System of Support focusing on high quality instruction, intervention, and assessment to ensure ALL of our students receive the appropriate level of support in the classroom. Students are able to access additional academic support outside of the classroom on an as needed referral basis.

Accommodations

“Accommodations are alterations in the way tasks are presented that allow children with learning disabilities to complete the same assignments as other students. Accommodations do not alter the content of assignments, do not give students an unfair advantage, or in the case of assessments, do not change what a test measures. They do make it possible for students with a learning disability to show what they know without being impeded by their disability.”- National Center for Learning Disabilities

Accommodations available at Cross Schools through Academic Support:

1. Extended time for classroom assignments and tests
2. Oral administration of test directions and or test questions
3. Small group testing
4. Assistance with note-taking
5. Individual and Small Group Skill Remediation and Intervention

Cross Schools offers varying levels of services to meet the needs of our students. This service requires an additional fee. Please contact the Counselor, Alison Ross at a.ross@CrossSchools.org for a schedule of academic support services and fees.

Achievement Awards

Two awards are presented annually to members of the 8th grade upon successful completion of the academic year. The awards are the Sandra L. Decker Spirit Award and the George Grice Award for Academic Excellence.

The Sandra L. Decker Spirit Award is named for the school's first administrator, Sandee Decker. The recipient of this award is chosen by the middle school faculty and Head of School, and is a student who exemplifies the mission of Cross Schools and epitomizes Mrs. Decker's approach to academics and life. The recipient receives a U.S. Savings Bond and has his or her name engraved on the Spirit Award silver bowl.

The George Grice Eighth Grade Scholar Award is given in memory of George Grice, founder of the South Carolina Independent School Association, the association that accredits our school. Mr. Grice was a strong believer in education, and is often credited with the association's motto of excellence. He particularly believed in recognizing middle school scholarship so often overlooked in the march of schooling.

Recipients of this award have excelled in the areas of reading, vocabulary, or mathematics, according to standardized test scores and upon the recommendation of the Head of School.

EXTRA-CURRICULAR ACTIVITIES

As a member of the South Carolina Independent School Association (SCISA), middle school students are often eligible to participate in SCISA sponsored events such as spelling bees, chess club, science fair, academic meets, and music festivals. Most of these events require students being excused during the school day.

Yearbook

Cross Schools produces ***Sursum Corda*** annually and the yearbook is available to all students.

Chapel

Middle school students are asked to participate in Family Chapel services by serving as lay readers, ushers, and acolytes. Schedules will go home in advance of Family Chapel. Students are asked to arrive to school no later than 8:10 a.m. if they are serving. Substitutes may be used for students arriving late.

Student Government

Middle school students are elected to serve as members of the student council. Nominations and election will be held at the beginning of the school year. In order to serve on student council, students must have been enrolled in Cross for at least one year prior to being elected and must have had at least a 78 average in their academic courses for the previous year.

MIDDLE SCHOOL DRESS CODE: 2019-2020

Students are expected to follow the uniform dress code policy at all times during regular school hours and as designated for special events. From time to time, the administration at their discretion may elect to observe “special” days where uniforms are not required. Unless notified of a “special” non-uniform day, students shall be dressed appropriately.

In our attempt to establish a unified community, we are asking ALL students to adhere to these policies. If infractions/ violations occur, please see the **Uniform Infraction/ Violation** section of the dress code.

All uniforms are to be ordered through Lands’ End via the school catalog or online at www.landsend.com/uniforms. No substitutions will be permitted. When ordering from Lands’ End, PLEASE provide our preferred school number and logo number. (These can be located on the mailing label of your current catalog and in the next paragraph.) As a “preferred school”, Lands’ End will rebate 3% of total sales to Cross Schools. Scrip cards may also be used to place Lands’ End orders.

Lands’ End will accept orders throughout the school year; therefore, it is not necessary to order all clothing items at once. However, items are often placed on back-order which will delay your order. Do not wait until the first cool weather to order sweaters, jackets and long sleeve shirts. Accessories need not be ordered through Lands’ End.

Lands’ End Logo Information:

Preferred School Number 9000-4663-2
Toll Free Number 800-469-2222
Website www.landsend.com/uniforms

Used Uniforms

Gently worn uniform clothing may be purchased at reduced prices through the school store. Only clothing items that are clean and in excellent condition are accepted for resale in this program.

General Appearance

General appearance should be neat, modest, and orderly at all times. Shirrtails must be tucked in, socks must be worn with shoes, shoe laces tied, and hair should be kept neat and clean. Boys’ hair must be above the earlobes on the sides, above the collar in the back, and above the eyebrows in the front. Hair accessories for girls must be minimal and should keep hair out of the eyes. No ornate jewelry should be worn. Hair dye, colored hair extensions or face paint will not be permitted. Boys may not wear earrings. All necklaces must be complimentary to the dress code (for example, pearls or simple and understated with small charms). No visible body piercing (excluding earrings for girls). Tattoos must not be visible while wearing any of the school uniforms. Hats are not permitted inside the building, unless designated for a special occasion.

Outerwear

While outside, girls and boys are permitted to wear jackets and coats of their choice, as long as the jacket and/or coat is neat and simple (free from excessive logos, pictures, etc.). Lands’ End sells fleece jackets that are available in red with our school logo. These jackets look nice, **but are not required**. Sweaters are not considered outerwear. When wearing a sweater or Cross-authorized jacket indoors, the uniform items with logo should be worn. All outerwear, except the Lands’ End red fleece jacket or Cross-authorized jacket, is to be worn only while outside.

Revisions and/or changes may be made, as necessary, throughout the year for the well-being of the entire school community. School parents’ support of this policy is of the utmost importance, and all families are asked to monitor their students’ uniform attire on a daily basis.

School administrators have the final responsibility for interpretation and enforcement of dress code should any anomaly exist.

Girl’s Typical Academic Day Uniform:

Shirt: white, red or blue mesh, interlock or active polo **with logo**, short or long-sleeve
 white or light sea blue oxford button-down **with logo**, short or long-sleeve

Skirt: hunter/classic navy plaid skirt
 khaki pleated “top of the knee” skirt
 navy pleated skirt

Dress: classic navy Ponte dress **with logo**

Shorts: **NEW ADDITION** – khaki plain chino front blend short
NEW ADDITION – navy plain chino front blend short
NEW ADDITION – khaki stretch chino Bermuda short
NEW ADDITION – navy stretch chino Bermuda short

Pants: khaki chino pants
navy chino pants

Sweater: red cotton modal fine gauge vest **with logo**
red cotton modal cardigan **with logo**
red cotton modal fine gauge V-neck **with logo**
rich red fine gauge sweater shell and/or button front sweater **with logo (SPECIAL ORDER)**

Socks & Shoes: **PLAIN** white or navy socks (knee or ankle) or tights are to be worn with leather navy blue or black slip on shoes. Heels should not exceed one inch. **Preapproved Sperry Shoes may be worn with the khaki skort ONLY.**

The length of the jumper or skirt should not be shorter than the length of a student I.D. card or standard credit card placed at the top of the knee cap when standing. Please ensure hems are not loose or hanging down. **Navy blue bike shorts** must be worn under the jumper or skirt. Belts are required, even under vests and sweaters when wearing skorts, shorts, or pants. Belt should be plain leather, either black or brown or Land's End hunter navy plaid. Please note: bike shorts, socks, tights and shoes need not be ordered through Lands' End.

(Optional): WHITE, GRAY, or NAVY running athletic shoes with a black or white sole may be worn **with a Typical Academic Day uniform; they may also be worn with a PE uniform, or Spirit Wear Friday attire.** Any accent colors on the shoe must also be white, gray, or navy (excluding the black sole). Athletic running shoes should have no wheels, lights, skulls, cartoon characters or inappropriate logos, and worn with **PLAIN white, navy, or black athletic socks (NO LOGOS)**. Velcro is fine, and shoes with laces must remain tied at all times. *Athletic shoes are NOT permitted to be worn with Chapel uniform.*

Girl's PE Uniform:

red athletic shorts (Item #486479-BPX)
white or gray tee **with logo**, short or long-sleeve
Stingray PRIDE t-shirt
pewter heather gray sweatpants
navy PE shorts (Stingray Spirit Store)
blue PE pants (Stingray Spirit Store)

PE shoes should be an athletic shoe with no wheels, lights, skulls, cartoon characters or inappropriate logos, worn with **PLAIN white, navy, or black athletic socks (NO LOGOS)**. Velcro is fine, and shoes with laces must remain tied at all times.

Girl's Chapel & Family Chapel Uniform:

navy pleated skirt
hunter/navy plaid skirt, **no skorts or pants**
classic navy Ponte dress **with logo**
oxford blouse **with logo** with hunter/navy plaid tie or cross tie
red fine gauge sweater shell **with logo (SPECIAL ORDER)**
(optional) navy blazer with **optional logo**

Socks & Shoes: **PLAIN** white or navy socks (knee or ankle) or tights are to be worn with leather navy blue or black slip on shoes. Heels should not exceed one inch.

Boy's Typical Academic Day Uniform

Shirt: white, red or blue mesh, interlock or active polo **with logo**, short or long-sleeve
white, light or French blue oxford button-down **with logo**, short or long-sleeve

Shorts: khaki chino shorts
navy chino shorts

Pants: khaki chino pants
navy chino pants

Sweater: red cotton modal fine gauge vest **with logo**
red cotton modal fine gauge V-neck **with logo**

Socks & Shoes: **PLAIN** white, tan, navy or black crew or ankle socks must be worn at all times with brown suede or leather classic bucks, tie shoes, slip-on mocks or penny loafers. Canvas shoes are not allowed. Please note: socks and shoes need not be ordered through Lands' End.

*Belts are required, even under vests and sweaters. Belts should be plain leather, either black or brown OR Land's End hunter navy plaid.

(Optional): WHITE, GRAY, or NAVY running athletic shoes with a black or white sole may be worn **with a Typical Academic Day uniform; they may also be worn with a PE uniform, or Spirit Wear Friday attire.** Any accent colors on the shoe must also be white, gray, or navy (excluding the black sole). Athletic running shoes should have no wheels, lights, skulls, cartoon characters or inappropriate logos, and worn with **PLAIN white, navy, or black athletic socks (NO LOGOS)**. Velcro is fine, and shoes with laces must remain tied at all times. *Athletic shoes are NOT permitted to be worn with Chapel uniform.*

Boy's PE Uniform:

red athletic shorts (Item #486433-BP8)
white or gray tee **with logo**, short or long-sleeve
Stingray PRIDE t-shirt
pewter heather gray sweatpants
navy PE shorts (Stingray Spirit Store)
blue PE pants (Stingray Spirit Store)

PE shoes should be an athletic shoe with no wheels, lights, skulls, cartoon characters, or inappropriate logos, worn with **PLAIN white, navy, or black athletic socks (NO LOGOS)**. Velcro is fine, and shoes with laces must remain tied at all times.

Boy's Chapel Uniform:

oxford **with logo** with hunter/navy plaid tie or navy bow tie
khaki or navy pants
khaki or navy shorts, **NO CARGO SHORTS**
(optional) navy blazer with **optional logo**

Boy's Family Chapel Uniform:

oxford **with logo** with hunter/navy plaid tie or navy bow tie
khaki or navy **PANTS ONLY**
(optional) navy blazer with **optional logo**

Socks & Shoes: **PLAIN** white, tan, navy or black crew or ankle socks must be worn at all times with brown suede or leather classic bucks, tie shoes, slip-on mocks or penny loafers. Canvas shoes are not allowed.

Grandfathered Items for 2018-2019 ONLY

The following shorts for Middle School Boys are grandfathered in for 1 year:

- Boys khaki cargo shorts
- Boys navy cargo shorts

There are currently **NO grandfathered PE** items. Please verify that previous styles of Lands' End PE shorts are not worn to school for PE. (i.e. the previous red athletic mesh with gray liner Lands' End style is no longer permitted.)

Spirit Wear Fridays

On Fridays, students are permitted to wear Spirit Wear attire. However, students must adhere to the following rules:

- Spirit Wear shirt or Uniform shirt
- Spirit Wear Shirts are provided only through Cross Online Spirit Store or shirts provided by Cross (i.e. Mission shirt)
- Blue jeans or typical academic day uniform bottoms (exception—if student has PE on Friday, the red athletic shorts may be worn.)
- no “holeys” (jeans with holes)
- no skin-tight pants/ jeans; **no jeggings**

UNIFORM VIOLATION/ INFRACTION POLICY

1ST OFFENSE - WARNING

Uniform violation issued for student signature. A **follow-up parent email** will be sent including a copy of the student-signed violation to ensure parent is aware of warning. *Change of inappropriate/non-dress code clothing may occur.*

2nd OFFENSE - CONSEQUENCE

Uniform violation issued for student signature. A **follow-up parent email** will be sent including a copy of the student-signed violation. Additionally, a **follow-up parent phone call** will be made to discuss repeated dress code violations. *Change of inappropriate/non dress code clothing may occur.*

3rd OFFENSE - CONSEQUENCE

Uniform violation issued for student signature. A **follow-up parent email** will be sent including a copy of the student-signed violation. A **follow-up parent conference** will be scheduled to discuss problem-solving solutions for the repeated dress code violations. The student will be issued an after- school detention to be served within one week of the day the violation occurs. If the student fails to serve the required detention, the student will have loss of recess time after lunch until the detention is served. *Change of inappropriate/non-dress code clothing may occur.*

4th OFFENSE - CONSEQUENCE

Uniform violation issued for student signature. A **follow-up parent email** will be sent including a copy of the student-signed violation. **Parent will be required to bring appropriate uniform attire on the day of the 4th violation and student will not be allowed to continue instructional day until the appropriate uniform attire is provided.**

***ANY SUBSEQUENT OFFENSES WILL RESULT IN CONSEQUENCES DETERMINED BY ADMINISTRATION.**

FIELD TRIPS

Educational trips are planned for students throughout the school year at the teacher’s discretion. Parents will receive advanced notice of field trips, which will indicate the destination, departure time, return time, method of transportation, and other pertinent information. Refer to your student’s classroom newsletter, Plus Portal, and *Transcripts* for information on field trips. Students should wear school uniforms unless their teacher notifies them of special clothing needed. **Siblings may not attend field trips.**

Parents who drive on field trips must be cleared by the DMV through the office manager by presenting her with your driver’s license and social security number. Please also be prepared to provide your car insurance information.

Middle school students participate in a special two night field trip during the school year. The destination changes from year to year. School faculty and chaperones attend the programs with the students. Fees for these field trips are not included in your tuition.

Any student under discipline for academic or behavioral issues may be denied permission to attend a field trip.

LUNCHESES

Cross Schools offers an optional hot lunch program to all students. The cost per lunch is \$4.75 (price subject to change with prior notification) and students will be billed per lunch; statements are sent home monthly. Cross Schools has the right to suspend lunch purchases. Payment to lunch accounts may be made in advance; otherwise, lunch accounts are due 15 days following the statement. This is an optional program and students are not required to participate.

Cross Schools is not a nut-free environment; however, the lunch program is nut-free; therefore, if your child has a nut allergy, please make the office staff aware, as well as the classroom and specials teachers.

Lunches brought from home should be labeled with the student's name and reusable, insulated lunch bags are recommended. Please be sure that your child packs everything he or she needs including eating utensils and a beverage. Water fountains are available at the school. We ask that students not share lunch items. Candy, chewing gum, and sodas are not permitted. Students do not have access to a refrigerator or microwave, so plan accordingly with ice packs, thermos, etc. as necessary.

A brief snack time is provided in the morning and students are asked to bring in a healthy snack from home each day.

MEDICAL, HEALTH AND SAFETY

Health Records

South Carolina state law requires students to provide documentation of their immunization status on the State Certificate of Immunization Form. These forms may be obtained at the S.C. Health Department or at your child's primary medical care office. Students that cannot provide proof of immunizations required by S. C. law will not be permitted to attend class.

Medication

All students must submit a Medical Authorization Form completed and signed by the parent. This form alerts the school staff to any medical concerns, such as allergies, and gives consent to school staff to administer over-the-counter pain relievers such as ibuprofen or acetaminophen as well as over-the-counter medications to treat symptoms associated with allergies, coughs and stomach discomfort. When a student needs prescription medication at school, parents must hand-deliver written instructions to the office manager on administering the medication, including the prescription drug label, the original container for the drug and consent from the parent. In addition, the doctor who prescribed the medication must sign the Cross Schools Medication Form before Cross Schools can administer the drug. Cross Schools reserves the right to refuse to administer any medicines. A student may possess and use a doctor prescribed asthma inhaler if the school has received prior written consent from the parents and the prescribing doctor. Students may not keep any other medications on their person or in a locker. The school does not employ a licensed nurse and will refer children to their parents for medical care beyond minor illness.

Communicable Diseases

Please notify the school if your child or a member of your family contracts any communicable disease. SC Dept. of Health and Environmental Control requires Cross Schools to notify families if we suspect children have been exposed to a communicable disease.

If your child is found to have head lice, he will be sent home for treatment and will not be allowed to return to school until all nits and lice have been removed. Please call your pediatrician for advice on products and frequency of use appropriate for your child. We will inform you if any cases of lice are reported in your child's classroom.

Illness or Injury at School

Please note the school does not employ a registered nurse and students with only minor injuries or slight discomfort (headache, cough, stomachache) will be provided attention. Otherwise, a student that is injured or becomes ill during school hours will be sent home. If the school is unable to contact the parents to make arrangements, the person named on the student's emergency contact form will be called. If a student is given a pain reliever or similar treatment at school, a note will be sent home with the student to advise the parent of what medication was administered, the dosage, and the time it was given. Parents will be notified by phone if a student makes excessive visits to the office for medication.

Tobacco, Drug, and Alcohol Use

Students shall not engage in the use of tobacco, drugs, and/or alcohol on the school campus or at any activities that might occur off campus. The school campus is a "Tobacco-Free" campus and all visitors as well as faculty and staff are asked to comply with this policy. Students found in possession of or using tobacco, alcohol, or drugs will be subject to immediate disciplinary action and may be expelled.

Medical Forms

Parents may request teachers and administration assistance in filling out certain forms for their child's doctor. Please note that forms will be sent directly to the requesting doctor.

CHILD ABUSE AND HARASSMENT

Cross Schools is opposed to any form of abuse or harassment. Our policy is intended to educate students, parents, and school employees. There should be no presumption that behavior is not abuse or harassment merely because it is not specifically described here.

Child Abuse Policy

Child abuse refers to an incident where any individual, adult, or child, engages in conduct that is potentially harmful to the physical, psychological, or sexual well-being of any student. Child abuse can be sub-divided into four areas:

Physical abuse: non-accidental physical injury

Physical neglect: extreme or repeated failure on the part of the caretaker to meet the child's physical needs, including the need for adult supervision.

Psychological abuse: extreme and/or repeated conduct which is frightening, intimidating, or which undermines self-worth.

Sexual abuse: sexual involvement between a child and an individual who has greater knowledge, authority, power, or resources. Sexual involvement includes penetration, touching, and fondling. Sexual relationships between an adult employee and a student or recent graduate are always unacceptable.

Under SC state law, Cross Schools is required to report cases of suspected child abuse to the State Department of Social Services. The purpose of such a reference is always to protect the child in question and allow an impartial party to investigate the situation and to keep the school out of the position of being an investigating body.

Students are encouraged to immediately report cases of possible abuse to an adult member of the school community or to parents. The matter will be promptly and discreetly investigated.

Harassment Policy

It is the policy of Cross Schools to provide a campus for its students and faculty that is free of harassment of any kind. This includes sexual harassment as well as verbal and written harassment based on race, color, religion, socioeconomic status or disability, developmental and emotional disabilities. Our Code of Conduct, signed by each student, stresses the model for treating others, which is clearly free of harassment. Students and faculty are to bring any known or suspected cases of harassment directly to the Head of School. Any incidents involving harassment will be promptly investigated and addressed to deter future incidents.

SECURITY

Your child's safety is of the utmost importance to the faculty and staff of Cross Schools. Unfortunately, media reports too many incidents of violence in our nation's school buildings and the security of our school community is vital. All entrances to the school are locked 24 hours per day. Faculty and staff are able to unlock the doors by key or passcode providing entry to the school after recess, PE, or chapel.

All visitors must sign in at the front desk and provide proper identification. Unauthorized visits to any student or classroom are never allowed.

The school regularly practices safety drills for fire, earthquake, tornado, and "lockdown" to ensure an orderly and safe response in the event of an emergency.

TELEPHONE USE

Students will NOT be permitted to use the telephone during the school day to call parents, guardians, or others. In the event of an emergency, the school administration will phone the parents or emergency contact on behalf of the student. Students may be tempted to call parents to bring in forgotten assignments or to arrange after-school activities, but the administration and faculty believe allowing this prevents the child from learning accountability and responsibility.

TUITION

The Board of Trustees of Cross Schools evaluates operating costs annually in order to determine tuition. Tuition is set to meet the expenses of the school, including salaries, building expenses, curriculum, insurance, and standard operating costs. The Internal Revenue Service has classified Cross Schools as a not-for-profit organization, or a 501(c) (3) corporation. Therefore, tuition is set only at a level needed to meet expenses and keep the school in sound financial condition.

Please see the school website under the Tuition & Fees tab for up-to-date Schedule of Fees.

Withdrawal Policy

If you withdraw your child, you are still responsible for tuition per your enrollment contract. If the child is withdrawn prior to the start of the school year, tuition insurance DOES NOT apply. A child must attend school for 14 consecutive days to qualify for payments under the tuition insurance plan. If you notify the school, in writing to the Head of School, prior to June 15th, you will not be responsible for remaining tuition not yet paid and you may be entitled to a refund of any tuition already paid. Please note, tuition deposits and textbook and material fees are never refundable.

If you must withdraw your child prior to the start of the school year for medical reasons or a family relocation 50 miles or more from the school campus, you may be limited in the amount of tuition due. First, you must notify the Head of School in writing of your intent to withdraw your child. You will be liable for tuition up to but not including the month of withdrawal. For example, if you notify the school on August 1, you will still be responsible for the June and July payments.

Payment Policy

Invoices will be sent by the 1st of the month in which a payment is due. Parents who have not made any payment, in full, semi-annual or monthly payment plans, by August 1 will be contacted and informed that their account must be paid in full for students to begin the school year. If the school does not receive payment by the start of school, the student will be dropped from the school roster and their spot filled by another student. After 15 days, a late charge of \$25.00 is imposed and the parents will be contacted for establishing a plan for collection. The late charge will be imposed on all subsequent payments until the account is current. If a student's account is not current, the student's grades, report cards, recommendation letter and transcripts will be withheld and access to Plus Portal terminated until the account is current. After 60 days, the school may, at its discretion, dismiss the student.

Financial Assistance

Cross Schools has a limited amount of financial assistance to make it possible for children to attend the school who would not be able to attend otherwise. Financial aid is need-based. Need for financial aid is determined in several ways. Families seeking financial aid must supply the last two years of federal income tax returns as well as apply to the School and Student Services for Financial Aid (SSS). The SSS is an independent agency used to analyze a family's finances and determine a suggested contribution for educational expenses. Lastly, the family's lifestyle will be considered. Because our financial aid is limited, we would like to make certain that those families most in need of financial aid receive their fair share of the available funds.

Scholarships based on academic excellence, sports ability, or other talents are not available at this time.

COMPUTER USE POLICY

Cross Schools understands the importance technology plays in today's world and has designed a technology curriculum to prepare students to compete and work in a technologically advanced and ever-changing business market. Technology can open endless research opportunities to students via the Internet. We also realize the potential of real danger that exists on the internet. It is our goal to teach students how to use the latest technology adequately, but safely and appropriately.

Children begin technology instruction in first grade. Technology sessions involving the Internet are always supervised by an adult teacher. Students are provided with their own unique user-id and password to log on to the school's network and access the Internet. Firewalls and parental controls are placed on the school's software to defend unwanted and unsolicited "pop-ups" and websites. However, parents must understand that technology moves so quickly today, no software may be able to totally block inappropriate material tomorrow. We must work as partners to teach our students the serious dangers that exist on the Internet.

The purpose of utilizing a computer network and access to the Internet is to educate students in the areas of research, document management and quick access to information. Any use not in keeping with this purpose is strictly forbidden. Students must not share their user-id and/or password with other students. Any student in violation with the computer use policy may be denied future access to the school's computer network and Internet access.

Acceptable Use Policy

Cross Schools is providing students access to the school's electronic network. This network includes Internet access, computer services, computer equipment, and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Cross Schools electronic network.

- The Cross Schools electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The Cross Schools electronic network has not been established as a public access service or a public forum. Cross has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right.
- It is presumed that students will honor this agreement they and their parent/guardian have signed. The school is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.
- The school reserves the right to monitor all activity on this electronic network. Students will indemnify the school for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Cross Schools electronic network.

General Unacceptable Behavior

While utilizing any portion of the Cross Schools electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use speech that is inappropriate in an educational setting or violates school rules.
- Students will not abuse network resources such as sending chain letters or "spamming."
- Students will not display, access, or send offensive messages or pictures.
- Students will not use the Cross electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the Cross electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional school systems, such as student information systems or business systems.
- Students will not make use of any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the school.
- Students will not use school equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the school equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

E-Mail

- Personal e-mail may not be accessed at school without express permission from the technology coordinator.

World Wide Web

- Elementary School Level - Access to information for students on the Web will generally be limited to prescreened sites that are closely supervised by the teacher.
- Middle School Level - Access to information for students on the Web will generally be provided through prescreened sites and in a manner prescribed by the teacher.

Web Sites

- Elementary and Middle School Level - Group pictures with first names of individual students are permitted. Student work may be posted with either student first name only or other school-developed identifier (such as an alias or number).
- Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on Web sites unless formal permission has been obtained.
- All student Web pages should have a link back to the home page of the classroom, school or school, as appropriate.

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Students will not disclose their full name or any other personal contact information for any purpose.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person. In addition, a user should not use a computer that is already logged on by another user.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Cross Schools electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by school policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

Software and Files

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the school technology department.
- A student's account may be limited or terminated if a student intentionally misuses software on any school-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Cross Schools electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on school servers are private.

Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the school technology department.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the school's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.
- School policies on copyright will govern the use of material accessed and used through the school system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

Student Rights

- Students' right to free speech applies to communication on the Internet. The Cross Schools electronic network is considered a limited forum, similar to the school newspaper, and therefore the school may restrict a student's speech for valid educational reasons. The school will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network.
- In the event there is an allegation that a student has violated the school acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

- The school makes no guarantee that the functions or the services provided by or through the school network will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. The school will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Use of school network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The Head of School shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

Any necessary repair of damage to the Chromebook will carry with it a deductible, according to the schedule below. In addition, if the Chromebook is lost or stolen, the family is responsible for the full replacement cost (Chromebook plus accessories) of \$200 regardless of the circumstances of the loss.

Damage to Chromebook

First Instance of Accidental Damage	\$75
Second	\$75
Third or more	Cost of Chromebook

Loss of Chromebook or Accessories

Charger	\$25.00
Chromebook	\$200.00

BY MY SIGNATURE BELOW, I ACCEPT AND AGREE TO THE FEE SCHEDULE AS EXPLAINED IN THIS DOCUMENT. I UNDERSTAND THAT THE NON-PAYMENT OF ANY CHARGES WILL RESULT IN LOSS OF PARENT PORTAL ACCESS AND A HOLD ON TRANSCRIPTS OR OTHER RECORDS.

Parent Signature

Student Name

Date

SCHOOL DIRECTORY

Dr. Brad Schultz	Head of School	b.schultz@CrossSchools.org
Stacie Greene	Lower/Middle School Principal	s.greene@CrossSchools.org
Jen Drury	Director of Admissions	j.drury@CrossSchools.org
Kelly Williamson	Director of Development	k.williamson@CrossSchools.org

Alison Ross	Lower/Middle School Counselor	a.ross@CrossSchools.org
Paula Tilley	Business Manager	p.tilley@CrossSchools.org
Kristi Wheat	Office Manager	k.wheat@CrossSchools.org
Academic Tutor	Claudia Peacock	c.peacock@CrossSchools.org
Athletic Inquiries	Kira Winders, Athletic Director	k.winders@CrossSchools.org
Technology Inquiries	Josh Hicks, Technology Administrator	techhelp@CrossSchools.org
Uniform Inquiries	Administration	uniforms@CrossSchools.org
Tardy/Absence Inquiries	Administration	tardies@CrossSchools.org

WHOM DO I CONTACT IF...

-I have a question about my tuition account. -I have a change of address and phone number.	Paula Tilley
-My child is sick and will miss school. -I have a suggestion for the newsletter or <i>Transcripts</i> . -I have misplaced my login for Parent Portal. -I have a question about the school calendar.	Kristi Wheat
I have a question about uniforms.	uniforms@CrossSchools.org
I don't know what my child will need for the field trip.	Classroom Teacher
-I have a question about the plans for high school. -I am concerned about a school policy or procedure. -I have some wonderful ideas to share regarding student incentives. -I have a question about the long-range plans for school curriculum.	Stacie Greene
-I observed poor sportsmanship at a game. -How old does my child have to be to try out for athletic teams?	Kira Winders
I notice a potential safety hazard on campus.	Brad Schultz
-I have a friend who wants more information about Cross.	Jen Drury
-I would like to make a monetary donation to the school -I am interested in volunteer opportunities.	Kelly Williamson
I am concerned about a test score/grade.	Classroom Teacher
-I would like my child to receive academic support. -I have a question about standardized testing. -I am a new parent and/or student and do not know who to see about my concern.	Alison Ross



495 Buckwalter Parkway
Bluffton, SC 29910

843-706-2000
843-706-2010 (fax)

www.crossschools.org