



**2019 - 2020
Lower School Handbook
(Grades K - 4)**

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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 attend weekly chapel services. There is a family chapel service with communion on a monthly basis. Middle School 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 desire is to accept students who are likely to succeed in our school community. 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 8:20 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.

Tardiness

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 early releases 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.
- **Pre-Arranged Absences:** Preplanned absences that present an educational opportunity for a student can be submitted for administration approval in writing via the 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. 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 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 (combination of two quarters) or 10 unexcused absences for the year will be subject to the following procedures:**
 - *Semester Unexcused Absence #4:* Email reminder to parent
 - *Semester Unexcused Absence #5:* Email reminder to parent that no more absences are permitted for that semester
 - *Semester Unexcused Absence #6:* Parent conference with guidance 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 quarter and 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 Lower 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 at the Lower/Middle School entrance 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 or assistant teacher. Cross Schools appreciates your cooperation in respecting the school hours and in making the daily classroom routine a smooth and organized one.

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.

Snack and Lunch

A brief snack time is provided during the morning periods. Please send in a healthy snack for your child in addition to his or her lunch. Lunch for the lower school (LS) begins at 10:50 a.m. Students may purchase a hot lunch or bring lunch from home. Hot lunch costs \$4.75. Please do not send candy, soft drinks, chewing gum or an abundance of sugary snack items. Lunch will be held in the eating area next to the kitchen with other LS students. Lunch period is monitored by a teacher or assistant teacher who will encourage students to eat a healthy lunch. Sharing is not allowed. After lunch, students will go outside to the playground for recess. Recess is monitored and playground rules are discussed with children at the first of the year.

Dismissal

The LS is dismissed at 3:05 p.m. Students wait inside the building with a teacher until called for carpool pick up. Students with siblings in the middle school (MS) will wait in the front lobby until 3:20, MS dismissal, with staff for pick up with their siblings. Any LS 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. Students enrolled in the Cross Kids Club after school program will be picked up by a Cross Kids Club staff member from the school at 3:05 p.m.

Please display carpool tag in 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 Grothaus 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, student, 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

Parent/teacher conferences are scheduled following quarters one and two for students in grades K-4. 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.

Parent 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. Students will regularly work at The Church of the Cross Food Bank and are encouraged to contribute nonperishable items to the food bank. In addition to the food bank, projects have included Gift of Giving, Relay for Life, the Crisis Pregnancy Center, Hilton Head Heroes, and support of the Armed Services. 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 School's 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.

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.

Children are expected to respect adults, each other, and school property, to be considerate of others' feelings, to be polite and well-behaved, setting a good example of model behavior both on campus and in the community. Parental support is expected in promoting appropriate behavior. Teachers will post classroom and playground rules and convey expectations during the first week of school. Students are introduced to Cross Schools "Rays Recognition" in which students are recognized on a weekly basis for their good choices 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 social, physical or academic behavior is exhibited, the classroom teacher assumes the initial responsibility for taking positive steps to discourage or stop the unacceptable behavior. Examples of such behavior include interrupting class time, using unkind words, repeated tardiness, failing to complete assignments, and disobeying playground rules. Steps that may be taken in this **PROGRESSIVE DISCIPLINE POLICY** are:

- *STEP 1:* Verbal Warnings from teacher
- *STEP 2:* Parent Contact with documented Verbal Warnings from teacher + Loss of 5 Minutes at Recess
- *STEP 3:* Parent Contact + Counselor Contact + Loss of 10 Minutes at Recess
- *STEP 4:* Parent Conference with Student, Teacher, Counselor + Behavior Contract (if necessary)
- *STEP 5:* Parent and Student Conference with Principal

More severe behavior shall require 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

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

- Cell phones / cell phone watches
- Electronic toys/devices

- MP3 players/musical devices
- Toys / Trading cards
- Pets
- Stuffed animals
- Headbands, hats, etc. that are not a part of the uniform policy
- Heelies, skateboards, scooters

Teachers will notify parents of special “share days” on which children are able to bring a “show and tell” item to share with the class. Items should be placed in cubbies until the appointed share time.

CITIZENSHIP

Cross Schools values the development of good character 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 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.

Lower 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 lower school student at Cross Schools, I promise to arrive to school on time, be prepared, follow the school rules, and try my best on my school work. I understand that I am an example of Cross Schools everywhere I go. I will show the mission of Cross Schools with my actions and words in the following ways:

Respect for Self and Others

- Know that others and I are all loved by God
- Treat others as I wish to be treated
- Speak politely and clearly
- Respect my classmates and adults in the building (teachers, staff, parents, coaches, volunteers)
- Maintain appropriate physical contact
 - No pushing, kicking, hitting, etc
 - No taking or writing on another’s schoolwork
 - No touching or taking another’s belongings
- Believe in myself and my abilities
- Give my best in everything I do at school
- Arrive to school on time and in the appropriate school uniform.

Be a Positive Example for Christ

- Positive kind words
 - No bad words or profanity
- Put others before myself
 - No hurting other’s feelings / teasing/ put downs
 - Let others go first
 - Help others without being asked
- Respect the Lord’s name
- Forgive others and myself when mistakes are made
- Be respectful at Chapel and during morning pledges

Honesty

- Be honest with my classmates and teacher
- When I make a mistake, I will take responsibility
- I will not cheat on my assignments or tests

ACADEMICS

Students will receive report cards at the end of each quarter. Students are graded on academic subjects, enrichment subjects, and work and social habits.

Kindergarten students receive a report card that is only skills based in order to show growth and mastery.

The grading scale for grades 1 – 2 is as follows:

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

Grades 3 and 4 will receive the above grades for enrichment subjects and work and social habits. Academic courses (math, reading, language arts, science, and social studies) will be graded according to the following scale:

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

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 and E grades
- Dean's List – Students achieving all A and B grades as well as E and G grades

Homework

Regular homework will be given to LS students on Monday through Thursday. From time to time, special long-term projects are due which may be completed over weekends. LS students will receive a homework folder to record their daily assignments and carry any worksheets/workbooks which need to be completed. Students in grade 4 will receive a homework planner sheet to record their assignments.

Parental support is crucial in teaching organization and time management. Set aside a homework routine and space for children. Check your child's work, but do not get in the habit of over-correcting your child. Your child's teacher needs to see mistakes to identify mastery of a concept/skill. Parents may be asked to initial the child's homework folder/planner to acknowledge completion, not accuracy. Students can expect nightly reading assignments as well as written homework.

The general guidelines for time spent on written assignments are:

- Grade 1 - 15 to 20 minutes
- Grade 2 - 20 to 30 minutes
- Grade 3 - 30 to 45 minutes
- Grade 4 - 45 to 60 minutes

All homework assignments are expected to be completed and turned in on time. Please remember that the amount of time taken to complete homework assignments will vary according to the ability level of the student. Greater amounts of time may be necessary in order to prepare for tests.

Summer Work

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

School Supplies

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. You will need to equip your child with a small backpack to transport homework and finished work folders.

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 different levels of services to meet the needs of all 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.

LOWER 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 Land’s 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 are not required to 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. Shirttails 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 Land’s 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 or blue, peter-pan collar blouse or polo **with logo**, short or long-sleeve
 turtleneck **with logo**, white or red

Dress: hunter/classic navy plaid jumper
 classic navy Ponte dress **with logo**

- Skirt:** hunter/classic navy plaid skirt
top of the knee khaki skirt
- 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 (not the shell) **with logo**
red cotton modal fine gauge V-neck **with logo**

Socks & Shoes: **PLAIN** white or navy socks (knee or ankle) or tights are to be worn with leather navy blue or black T-strap or Mary Jane style shoes, ensuring heels do not exceed 1inch.

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 jumper or skirt. Belts are required, even under vests and sweaters when wearing shorts or pants. Belts 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:

- hunter/navy plaid jumper or hunter/navy plaid skirt, **no skorts or pants** white or
- blue peter-pan collar blouse **with logo**, short or long-sleeve
- classic navy Ponte dress
- (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 T-strap or Mary Jane style shoes, ensuring heels do not exceed 1inch.

Boy's Typical Academic Day Uniform

- Shirt:** white or red mesh, interlock or active polo **with logo**, short or long-sleeve
white or light blue only 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 socks must be worn at all times with brown suede or brown leather classic bucks, tie shoes, slip-on mocks or penny loafers.

Belts are required, even under vests and sweaters. Belts should be plain leather, either black or brown, or Lands' End hunter/ navy plaid. (Please note, socks 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.*

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 & Family Chapel Uniform:

white or light blue oxford **with logo**
khaki chino shorts or pants
hunter/navy plaid tie or navy bow tie
(optional) navy blazer with **optional logo**

Socks & Shoes: **PLAIN** white, tan, navy or black crew socks must be worn at all times with brown suede or brown leather classic bucks, tie shoes, slip-on mocks or penny loafers.

Grandfathered Items for 2019-2020 ONLY

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 expectations:

- 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 teacher signed (for K-1st students) and student signed (for 2nd-4th students) 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 teacher/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 receive **time off from recess** the day the violation occurs. 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. **A parent will be required to bring appropriate uniform attire on the day of the 4th violation; the student will not be allowed to continue the 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.

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 \$4.00 (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. All students are required to eat lunch daily.

Cross Schools is not a nut-free environment; 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.

YEARBOOK

Cross Schools produces *Sursum Corda* annually and is charged to your child's account. If you do not wish to purchase, please let the business office know, via email, by Sept. 30.

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 administrations' 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

A monthly statement detailing all student charges is delivered to parents on or around the 1st of each month in which there is an amount due. All payments are made by automatic bank draft which is pre-arranged with the Business Office during enrollment. All automatic withdrawals are to be made no later than the 15th of the month in which the payment is due. Any draft payment returned to Cross Schools is subject to a \$25.00 returned item fee and a \$25 late fee if the returned payment results in the student account being unpaid after the 15th of the month. Report cards, access to online grades, transcripts, letters of recommendation and other student records are withheld for students with a past due balance until the account is paid. Students whose account remains unpaid for 30 days or more may, at the discretion of the School, be dismissed.

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 as 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 of 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 the 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 tryout 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