

CROSS LANES CHRISTIAN SCHOOL

**5330 Floradale Drive
Cross Lanes, WV 25313**

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www.crosslanes.org

ELEMENTARY PARENT—STUDENT HANDBOOK



“Building Lives on a Firm Foundation”

Revised January 2011

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SCHOOL INFORMATION

Dr. Dave BuckleyPastor

Dr Gordon Fenlason Administrator

School Mascots Warriors

School Colors..... Gold and Blue

School YearbookCenturion

School Address 5330 Floradale Drive
Cross Lanes, WV 25313

Church Sponsoring AddressCross Lanes Bible Church
5442 Big Tyler Road
Cross Lanes, WV 25313

School Telephone(304) 776-5020

School FAX Number(304) 776-5074

Church Telephone.....(304) 776-1619

School Website www.crosslanes.org

LETTER FROM THE PASTOR

Dear Parents and Students,

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

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

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

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

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

Dr. Dave Buckley
Pastor, Cross Lanes Bible Church

LETTER FROM THE ADMINISTRATOR

Dear Parents and Students,

Thank you for considering Cross Lanes Christian School. What a privilege it is to have a school where all subjects are presented from a Bible perspective, where Christ can be exalted in every classroom, and where the teachers have a genuine concern for the spiritual as well as academic welfare of their students!

We praise the Lord for His supply of excellent facilities and for the excellent staff He has brought to Cross Lanes Christian School. It is a delight to be involved in training young people in a Christ-centered environment.

Our desire is to assist parents in the teaching and training of their children for the glory of God. This *Parent—Student Handbook* has been written to explain Cross Lanes Christian School's daily operating policies. Please take the time to read it carefully and thoroughly since the enclosed information is vital to your child's progress and conduct.

If you have any questions or would like to have anything explained more fully, please call the school office at 304-776-5020. During the course of the school year, if you feel a conference or clarification on any matter is needed, please do not hesitate to get in touch with the school office.

Thank you again for considering Cross Lanes Christian School. Please let us know if you need further information. We appreciate your confidence in us, and we look forward to working together. May the Lord bless your family as you seek to honor Him.

Dr. Gordon Fenlason
Administrator

HISTORICAL SKETCH OF THE SCHOOL

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

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

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

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

Cross Lanes Christian School is located on a forty-acre campus about one mile from the sponsoring church. The first building was completed on the present campus in September of 1975. At the present time, there are four operating buildings -- three for classrooms and one gymnasium. Plans call for the addition of a fourth classroom building in the fall of 1997. This new classroom building will house an expanded library, a large multi-purpose room and at least two new classrooms.

Presently, there are approximately 300 students in K5 through grade 12. Single sections of each grade are included in the elementary school. There are double sections in the secondary school – grades 8 – 12.

Currently, Dr. David Buckley serves as the senior pastor for the ministry.

PHILOSOPHY OF CHRISTIAN EDUCATION

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

THE PERSON OF GOD

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

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

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

This sovereign and holy God has primarily given the task of educating children to the parent (Psalm 127). However, that task may be delegated to others, though the responsibility for that task may not be delegated. Christian schools should operate in this way: working with and through parents to carry out the task of education for which the parent will be held responsible. A teaching function has also been given to the local church which may assist in education as parents desire and accept that assistance.

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

THE PRIORITY OF GOD'S WORD

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

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

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

THE PROPERTIES OF THE CHILD

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

Leading a child to salvation is a function shared by parents, the church, and to some extent those involved in Christian education. Converting or restoring the soul (mind, will, emotion) is primarily an educational task that is first the responsibility of parents and the church, but may be delegated to a Christian school staff. The task of Christian education is one of building a mind, breaking a will to accept authority and balancing one's emotions. Spiritual, academic, physical and social goals are all appropriate since they deal with the restoring of the soul. Restoring the soul is a vital task of Christian education.

Thus, much of Christian education must be directed toward the soul of each child: mind, will, and emotion. Commitment to quality, both to God in heaven

and to those without the body of Christ, must characterize the Christian school instructional and curricular systems since they become the vehicle for transforming or restoring the soul of the child.

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

MISSION STATEMENT OF CROSS LANES CHRISTIAN SCHOOL

ABRIDGED

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

EXPANDED

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

EDIFICATION:

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

EDUCATION:

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

EVANGELIZATION:

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

GENERAL GOALS OF CROSS LANES CHRISTIAN SCHOOL

1. To teach every student enrolled an understanding of God, the priority that should be accorded His Word, and the responsibility that every person has to Him as Creator and Redeemer.
2. To enable each student enrolled to develop both natural and spiritual gifts and talents with the understanding that the highest goal of mankind is to use these gifts and talents to worship and to glorify God.
3. To develop within each child a level of basic skills achievement that will support successful functioning as a citizen of the Kingdom of God and successful functioning as a citizen of this nation.
4. To provide both curricular and instructional systems that will enable any student to achieve at levels that will prepare him/her to enter the next level of education chosen, whatever the academic rigor demanded.

- To utilize oral and written English effectively in various communication situations.
 - To understand fundamental math concepts and processes, as well as practical applications.
 - To understand and accept their responsibilities as citizens and participate in responsible government.
 - To explore the major social and technological issues and advancements that face this nation.
 - To investigate career, educational and ministry opportunities appropriate to individual abilities and interests.
 - To understand the importance of maintaining physical and emotional well-being.
 - To develop decision-making, planning and resource management skills needed for sound judgments and person problem-solving.
5. To leave each student enrolled with a strong sense of "right and wrong", to make them aware of the spiritual blessing that comes from doing right, and to warn each student of the many wrongs that now characterize our culture and the negative consequences to be borne by those who choose those wrongs.

STATEMENT OF FAITH OF CROSS LANES BIBLE CHURCH

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

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

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

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

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

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

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

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

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

ACHIEVEMENT TESTS

All elementary students are given achievement tests in the spring of each year to measure their achievement in areas such as English, math, science, and social science. CLCS uses the Stanford Achievement Test Series. A report with the results of these tests is sent home at the end of the year.

ADMISSIONS POLICY

Requirements for Admission

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

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

- At least one of the parents or guardians must be saved and must live a life that shows a commitment to Jesus Christ and must express a commitment of support to the school.
- If the student is at least twelve years of age, that student must have at some time received Jesus Christ as personal Savior and

must be living a life showing a strong commitment. The final decision on admission is the discretion of the school administrator.

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

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

Procedures for Admission

- Each of the application forms must be fully completed and returned to the school with the application fees.
- The parents and student applicant must attend an interview with the school administrator.
- The administration will review the application and inform the family by phone or letter whether the applicant has been granted acceptance or denied acceptance. The final decision on admission is the discretion of the School Administrator.
- Once applicant has been granted acceptance, the reservation fee will be received from the applicant to reserve a seat for the newly accepted student in that particular grade.
- If a class has reached its capacity or if the re-enrollment period has not yet ended, the applicant's name will be placed in the accepted applicant pool. Students are not necessarily enrolled on a "first come, first served" basis.
- A parent of a student who is enrolled in the Bright Beginnings Program must submit new application for the Kindergarten Program. The family will be notified if a spot becomes available for the applicant.

Age Limits

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

Other Requirements

- Birth Certificate – embossed with an official seal
- Immunizations Records – signed by the physician

- Students transferring into CLCS from out of state must show proof of a negative TB test given no more than 4 months prior to entering CLCS.
- Pastor's Recommendation – signed by the pastor
- Transfer of Records – include request form
- Statement of Cooperation – signed by student (4th grade and above) and parent/guardian
- Notarized Medical Release plus emergency health and contact information
- Grade appropriate Entrance Exam given to student applicant - discretion of Administrator. Kindergarten Assessment requires a fee which covers a professional evaluation of the child's developmental readiness.
- No student will be allowed to graduate from CLCS who is 21 years of age or older

Re-enrollment Policy

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

Notice of Non-Discrimination

Admission to Cross Lanes Christian School is open to any young person who meets the entrance requirements. Cross Lanes Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admission policies, and athletic or other school administered programs.

Statement of Cooperation

Parents are required to sign (see handbook pg 48) and submit a Statement of Cooperation at the beginning of each school year.

AFFILIATIONS AND ACCREDITATIONS

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

AFTER SCHOOL CARE

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

ARRIVAL AND DEPARTURE

Early care services are provide at the Cross Lanes Bible Church, located at 5442 Big Tyler Road, beginning at 7:30am. Transportation to school for the early care will be provided for a nominal fee. In addition, students who cannot be picked up at school by 3:30pm will be supervised at the CLCS campus for After School Care (see *After School Care* section)

Please observe the speed limits established by signs on Floradale and Koontz Drives. In addition, please try to avoid blocking driveways on Floradale if at all possible. Please help us maintain a smooth traffic flow.

Students may be brought to the school campus and dropped off beginning at 7:50 a.m. Parents bringing their students to school should come up to the lot in front of the gym. There will be one lane of traffic in the morning for dropping off students. Just past the gym, cars should loop to the left and pull in front of the elementary building to permit the children to exit the vehicle. Drivers should pull up as far forward as the car line will permit to make room for the cars behind to pull into the line. A staff member will be in this area to help with the traffic flow and to supervise students who are exiting the vehicles.

Students should report directly to their designated classroom where they will be supervised by their teachers. Students must be in their classrooms by 8:15 a.m. to avoid being counted absent or tardy. Students arriving at school after 8:15 a.m. should report directly to the school office to receive a tardy slip (see *Tardiness Policy*).

School will be dismissed at 3:15 p.m. Drivers should enter the upper lot by the gym as in the morning; but, after looping around, a double traffic line is used for picking up children after school. Those with only elementary children should be in the right lane (closest to the elementary building). Those with both elementary and secondary children should be the left lane. All cars should pull up as far forward as the car line will permit to make room for the cars behind to pull into the line. Drivers should follow the instruction of the traffic director at all times. Students will be escorted to their cars by a staff member.

Parents are not to park on the parking lot in front of the 100 building to wait for their children to be dismissed at the end of the school day. An exception to this would be for those who are waiting for a handicapped student. Another exception would be for those whose child(ren) are late in arriving at the loading area; in this case, the traffic director may instruct them to pull into the 100 building parking lot.

ATHLETICS

Cross Lanes Christian School students may participate in an intramural basketball program called Upwards Basketball, which is maintained by Cross Lanes Bible Church. Beginning in the sixth grade, students are allowed to participate in the junior high sports program. Details on teams and practices will be given at appropriate times.

ATTENDANCE POLICY

In order to gain the most from school, each student must be regular in attendance. Absences are excused if for the following reasons:

- Illness
- Bereavement
- Medical or dental appointments
- Other reasons considered appropriate by the administrator

Parents may request special permission for students to be absent when such absences are required by the family. Permission should be requested in writing to the administrator or teacher at least one week prior to the absence. Missing achievement tests or special programs should be avoided if possible. Students having academic difficulty should not be absent if possible.

Absence from school without permission or for reasons that are not legitimate will be considered unexcused. For students whose absence is unexcused, work must be made up, but no credit will be given. Grades will be withheld if make-up work is not turned in; this may lead to failure if the situation is not remedied.

Excessive absences are defined as any number of absences beyond 10 days per semester. If a student exceeds the number of absences allowed by the West Virginia State Board of Education, the county board in which the student resides will be notified of the excessive absences. The administration will inquire of the student's parents when a student is absent for 5 or more days in a semester. A parent conference may be required when a student is absent for 10 or more days. A student who is absent 15 or more days in one semester may jeopardize his promotion.

A student should present a note to his teacher on the day of his return. The note should contain the date(s) of the absence(s), the reason for the absence(s), and the signature of the parent. Parents may also complete a gold Attendance/ Absence Record form in the office with this information.

BIBLE CURRICULUM

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

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

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

BOOK POLICY

Students are required to pay a book fee each year. The amount may vary from year to year. Book fees are non-refundable.

Textbooks should be handled carefully. Students are never to write in non-consumable textbooks. Also, students are required to keep all non-consumable books covered at all times to protect them from unnecessary wear and damage. This will lengthen the life of the book and prevent additional charges when books are returned at the end of the school year. Students must return all non-consumable textbooks at the end of the school year in reasonable condition. Parents will be required to reimburse the school for any books which the student may have lost or damaged. The cost of a new book will be charged if the original book has been lost or is not usable. Other damage will be evaluated, and charges will be assessed accordingly.

The following guidelines have been established for approved books and literature at CLCS:

- The King James Version of the Bible and related study helps for personal devotion, etc.
- Books directly connected to the school curriculum
- CLCS library books
- Public library books which have been specifically assigned by CLCS teachers for reading or reference

Any other books that have not been specifically assigned by a teacher should be approved by the faculty or administration. Any books that do not meet the qualifications as listed above will be taken by the teacher, to be returned at a later date by the principal.

BUS AND VAN TRANSPORTATION

Cross Lanes Christian School runs several bus routes to transport students to school. Space is available on a first come, first serve basis. Application should be made with the Director of Transportation. The bus routes are Charleston—Dunbar, Hurricane, Sissonville, and St. Albans—Nitro. Transportation costs should be paid at the time tuition payments are submitted.

Behavior rules that apply to the school campus also apply for the buses and vans. The bus or van driver has authority to enforce the behavior code. Students who persist in violating the behavior code will be removed from the bus or van.

Electronic devices (including games and toys), music players (CD, radio, MP3, or other), and headphones are prohibited on school transportation. Food and drink are allowed only at the discretion of the adults in charge.

Families who live 2.1 miles or more from Cross Lanes Christian School and live in Boone, Kanawha or Putnam Counties are eligible to in-lieu-of transportation reimbursement from their respective county. Lincoln, Cabell, and Jackson Counties do not provide this reimbursement. The appropriate form must be provided so that Cross Lanes Christian School might file the form with the appropriate county. Rates will vary between the counties, and payments are made directly to parents from the counties.

CHAPEL

Elementary students participate in a weekly chapel time on Tuesdays or Thursdays from 10:00am to 10:50 a.m. Pledges, songs, and Bible messages from faculty or guest speakers make these meetings an exciting time of spiritual renewal. Often special performances are given by a student or a group of students. Parents are always welcome to attend.

CHILD ABUSE POLICY

The following child abuse policy was approved by action of the CLCS School Board:

- All school personnel have a duty to report child abuse and neglect if there is reasonable cause to suspect that a child is neglected or abused, or if they observe a child being neglected or abused.
- School-based personnel shall immediately report suspected child abuse or neglect to the principal. The principal shall immediately report suspected child abuse or neglect to the West Virginia Department of Human Services.
- Reported incidents of child abuse shall include the following information: date, reporter, telephone, name of child, address, direction, name of parent, guardian, or responsible adult, telephone, description of alleged abuse/neglect, description of injuries (if any observable), action taken, and reporter's signature.
- All matters concerning suspected child abuse and neglect shall be confidential.

COMMUNICABLE DISEASE POLICY

While it is not the desire of Cross Lanes Christian School to discriminate against any student, CLCS recognizes that certain life-threatening diseases can afflict children. For those students who are innocently afflicted, CLCS has great compassion and sympathy. Still, we are faced with the challenge of providing a safe haven for those students entrusted to our care. Our purpose is to protect students from exposure to mortal illness. We recognize that CLCS with its limited finances is not equipped to physically care for the needs of every ill student or any student with a communicable disease. Children enrolled at CLCS or who seek to enroll at CLCS who are diagnosed to be carrying any communicable or potentially lethal disease will not be permitted to attend CLCS until they have been medically diagnosed as no longer carrying the communicable disease.

This policy is to apply to diseases such as, but not limited to, the following: AIDS, AIDS related complex, anthrax, botulism, diphtheria, encephalitis, gonorrhea, hepatitis, HIV, Legionnaire's Disease, malaria, measles, meningitis, mumps, rubella, salmonella, small pox, syphilis, tetanus, trichinosis, toxoplasmosis, tularemia, typhoid fever, typhus, cholera, or yellow fever.

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

COMMUNICATION OR MESSAGING DEVICES

Cell phones, pagers, or other messaging devices may not be used at school at any time without permission. Communication devices may not be used in the classrooms for any kind of incoming or outgoing messages or internet use.

Parents should contact the school office for all emergency or other student messages.

Phones used or ringing during class will be collected by the teacher and turned into the office for parent pick-up.

PDAs and Palm-type devices should not be used.

Calculators may be used at the discretion of the classroom teacher.

CONDUCT AND DISCIPLINE

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

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

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

- Faithfulness to the school's provisions to suitable spiritual growth and development.
- Faithfulness to the school's provision for suitable academic growth and development.
- Respect for the authority of the school board, the administration and the faculty. Proper titles of address should always be used.
- Respect for the personhood of all students, regardless of ethnic or racial origins, economic status of the family, academic ability, or church membership.

- Acceptance of reasonable rules of behavior in classrooms, hallways, and lunch rooms related to loudness, physical contact between the sexes, and general rowdiness.
- Observance of the dress and hair codes.
- Rejection of the fads and practices of the current worldly culture.

Attention to these seven rules will enable any student to avoid problems of a disciplinary nature.

It is desired that students develop self-control and discipline in order that they may effectively serve God. The Scriptures teach that self-discipline is learned through modeled and imposed discipline. Because of this, a framework for discipline is incorporated to guide the students. These are our goals:

1. To set standards which, although they may not please everyone, will unquestionably uphold the principles of the Word of God.
2. To provide an atmosphere of decency and order in which the students can effectively learn academic and spiritual truths.
3. To furnish institutional standards which will provide a model for students as they determine personal standards which are in accordance with Scripture and its principles.
4. To incorporate a system which will provide a fair and consistent evaluation of a student's behavior.
5. To incorporate a system of behavior control that is manageable and can be easily understood.

The penalty system is a guide for discipline at Cross Lanes Christian School and is used as a communications tool between the school and the home. The positive side of discipline is emphasized in Proverbs 22:6. The administration expects students at Cross Lanes Christian School to carry themselves with class and to maintain the highest standards of behavior at all times. Failure to comply with the standards of conduct will result in the issuing of penalties.

In general, the classroom teacher will handle discipline in the elementary grades and assign appropriate penalties when needed. Each level has its own variation of procedures:

- The kindergarten teacher communicates daily with parents if there is a significant problem. Different methods may be used to track problems (worms in apples, sad and happy faces, etc.), but the student may be given a slip to take home to be signed by the parent. Continuous problems may result in "time-outs" (some minutes off recess/free time), phone call/conference with parents, visit with the principal, etc.
- Grades 1—6 will be using a penalty system to monitor those instances when a student misbehaves or disregards rules, even after adequate warnings. This system will be divided into two broad areas—responsibility offenses (communicating without permission, not having homework after four offenses, out of seat without permission, etc.) and character offenses (lying, cheating, showing disrespect, etc.) One penalty will generally be assigned for each

offense, but two or more may be given depending upon the severity of the offense. Penalties will accumulate over the course of a nine weeks grading period and begin over with the new grading period. A note will be sent home each day that a student receives a penalty, detailing the situation so that the parent will be aware of the problem(s). Such notes should be signed and returned the next school day. The number of penalties to date will be shown on the penalty note.

- Lower elementary teachers will give daily “verbal” warnings before actual penalties are assigned. All students will receive adequate training and opportunities before penalties are given.
- Upon the accumulation of 10 penalties within a nine-weeks grading period, the consequence will be an after-school detention. Additional after-school detentions will be assigned upon every fifth penalty thereafter.
- A note detailing information about any assigned detentions will be sent home with the student. It will be the parents’ responsibility to make sure that their child is picked up promptly after the detention has been served.
- Excessive penalties may result in further disciplinary action such as suspension or expulsion. Such consequences will be decided upon by the administrator.

Discipline is necessary for the welfare of the student as well as for the entire school. It is impossible for learning to take place in a classroom unless control and good order are maintained. Students are reminded that they must adhere to the following code of conduct not only for their own benefit, but for the benefit of others as well.

1. CLCS places primary emphasis upon the spiritual life. We believe and teach that Christian young people should manifest their loyalty and love for the Lord Jesus Christ by living in obedience to His commandments. Philippians 4:8 teaches us that we should think on those things that are godly. Therefore, CLCS encourages students to seek to honor the Lord in their entertainment choices, music, appearance, and behavior.
2. The possession or use of any form of drugs, tobacco, or intoxicating beverages on campus will result in immediate expulsion.
3. Inappropriate language is prohibited. Colossians 3:8 teaches us that filthy communication should not be allowed. This includes inappropriate use of names referring to God, “curse” words, slang language, and other forms of vulgarity.
4. Fighting will not be tolerated. A safe environment must be maintained for our students; therefore, students who display violent tendencies or aggressive behavior will be closely monitored, with proper discipline administered when necessary.
5. Bullying, intimidation, and/or harassment of any kind that is evidenced by repeated physical, verbal, or emotional abuse towards a victim, producing fear, harm, or damage, will not be tolerated. Reports of such

behavior will be thoroughly investigated by the administration and will be responded to with appropriate measures which may include, but are not limited to, detention, probation, suspension, or expulsion.

6. Students who take other's possessions will be disciplined according to the situation, with penalties and restitution being administered.
7. CLCS is considered to be God's property. Respect for the appearance and care of the school is part of the Christian testimony presented by Cross Lanes Christian School. Sitting on desks, damaging or defacing school property, chewing gum within the school, eating in restricted areas, throwing things, littering, participating in practical jokes involving school or another's property, etc. are never appropriate and will be dealt with accordingly.
8. Bringing firearms, knives, or other weapons to school will not be tolerated. Possession of this type of item would be grounds for immediate expulsion.
9. Other disciplinary offenses include: disobedience to teacher and/or school rules, lying, cheating, disrespect, forging another's signature, etc.

Any parent or student with a suggestion or complaint should follow the proper chain of authority in a respectful manner by talking to the teacher first before contacting the principal (see *When Problems Arise* section). It is understood that the administrator will have no comment on a matter until the teacher has been contacted. All parents are asked to sign a cooperation form to this effect.

CLCS has a commitment to its school families to maintain its standards and requirements for all students. Because attendance at CLCS is a privilege, not a right, this privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. At any time the school may request withdrawal of any student who does not fit into the spirit of the school ministry regardless of whether or not the student conforms to the specific rules and regulations of the school. This guideline is shared with a spirit of love. There is, at CLCS, a great sense of commitment and love for the students and families we serve. There is, however, an additional commitment to the total school family and to the Lord Jesus Christ. CLCS wants to see its students grow spiritually and achieve academic excellence in an atmosphere that is Christ-honoring.

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

CURRICULUM

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

- The kindergarten program is usually the first experience a child has had with school. Reading readiness, Bible memorization, and math readiness are some of the skills learned in kindergarten. The reading program is based upon a phonics/sight word approach. The whole kindergarten program helps prepare students for the first grade. At the end of the year there is a special graduation program.
- The curriculum for grades 1—6 is designed to develop the foundational learning skills that each child will need in his education. Those areas included in the curriculum are instruction in Bible, language arts (reading, phonics, penmanship, spelling, and language), math, science, history, music, art, physical education, and computers.

DRESS CODE

The CLCS School Board has approved standardized dress apparel for Kindergarten through 6th grade students. Approved items may be accessed online from French Toast (School Source Code QS4XNM), Land's End (Preferred School Number 900079195), or Charleston Department Store. Please use the links provided on the CLCS web page. **School logos are required on all shirts and blouses.** School logos are optional on sweaters and vests. Any available color is acceptable in all items. Long or short sleeves are both acceptable in all shirts and blouses. **Sixth grade students may wear any of the items except shorts.**

GIRLS' DRESS CODE SPECIFICS

1. The length of skirts, dresses, or shorts should be no shorter than two inches above the top of the knee whether the student is standing, walking, bending, or sitting. Slits in skirts or dresses must also follow this guideline. Extended slits should be sewn rather than pinned.
2. Shirts must be tucked in at all times and should adequately cover the waistline (not exposing the midriff) while the student is performing normal school-related activities (studying, retrieving books, raising hands, etc.)
3. Shirts are to be buttoned completely except for the top button.
4. Belts should be worn with skirts, pants, or shorts with belt loops.
5. Proper, age-appropriate undergarments must be worn at all times.
6. No flip-flop type sandals, backless footwear, or Croc-type shoes are to be worn. Shoe height, including sole and heel, should not exceed one inch.
7. Socks or tights are to be worn at all times; leggings are not allowed.

8. Outdoor garments are not to be worn in the classroom without permission of the teacher. This would include sweatshirts, hoodies, fleece-type shirts, hats and other head gear, coats, jackets, etc.
9. Tattoos and other forms of body art are unacceptable.
10. Jewelry should be conservative in nature and not drawing attention to oneself. This would include necklaces, bracelets, rings worn on fingers, watches, and earrings. Earrings should not dangle and are to be worn in the earlobe only.
11. No make-up should be worn with the exception of traditional-colored nail polish.
12. Hairstyles should be conservative and out of the eyes. No unnatural dyed hair colors or other pop-style hair will be permitted.
13. Each girl (Kindergarten through sixth grade) should have a long-sleeved white blouse and a black skirt to serve as program attire. These should be purchased from the approved standardized dress items.
14. Any item worn during any school-related program should conform to the standardized dress code (shoes, socks, dress length, etc.).
15. A special uniform will be worn for upper elementary P.E. classes. This will be purchased through the athletic department. It consists of a t-shirt and shorts. Socks and athletic shoes are also worn during P.E.

BOYS' DRESS CODE SPECIFICS

1. Shirts must be tucked in at all times and should adequately cover the waistline (not exposing the midriff) while the student is performing normal school-related activities (studying, retrieving books, raising hands, etc.)
2. Shirts are to be buttoned completely except for the top button.
3. Belts should be worn with pants or shorts with belt loops.
4. No flip-flop type sandals, backless footwear, or Croc-type shoes are to be worn. Shoe height, including sole and heel, should not exceed one inch.
5. Socks are to be worn at all times.
6. Outdoor garments are not to be worn in the classroom without permission of the teacher. This would include sweatshirts, hoodies, fleece-type shirts, hats and other head gear, coats, jackets, etc.
7. Tattoos and other forms of body art are unacceptable.
8. No jewelry should be worn except watches or rings worn on fingers.
9. Hairstyles should be traditional and masculine in nature. The hair may not touch the top of the ears, collar, or eyebrows and must have a reasonable degree of taper and thinning completely around. No faddish hairstyles such as uneven layers, lines, designs cut in the hair, or unnatural dyed hair colors or other pop-style hair will be permitted.
10. Each boy (Kindergarten through sixth grade) should have a long-sleeved white shirt and black pants to serve as program attire. These should be purchased from the approved standardized dress items.
11. Any item worn during any school-related program should conform to the standardized dress code (shoes, socks, etc.).

12.A special uniform will be worn for upper elementary P.E. classes. This will be purchased through the athletic department. It consists of a t-shirt and shorts. Socks and athletic shoes are also worn during P.E.

ADDITIONAL DRESS CODE INFORMATION

It is the conviction of CLCS that appropriate attire has a significant effect upon the attitude of the student and the atmosphere of the classroom. It is the school's firm belief that Christian young people must dress and act differently than the world. In order for students to mature spiritually, the teaching of biblical separation is a vital part of the school's program.

The administration will determine if dress or appearance is appropriate. Parents will be notified of inappropriate dress or appearance and will be given the necessary steps for correcting the problem and the time allowed for correction.

Since fads and clothing styles change continually, the administration reserves the right to address the appropriateness of each style change as it arises. The School Board and the administration will have final authority on all matters of dress and hair. Should there be any questions concerning such decisions, please feel free to contact the school office.

The dress code applies to all school functions except when specifically changed through the administration. Students must come to school and leave school in regular school dress.

We would request that parents and visitors be modest in their apparel when they come onto the school property for games or other school functions. Any chaperones for field trips would also be asked to adhere to the school dress code.

EARLY DISMISSAL POLICY

Early dismissals are defined as those times when a student must leave the school campus between the hours of 8:15 a.m. and 3:15 p.m. If the student is in attendance at school for at least 3 hours, he will receive no penalty on his attendance record. If he has not been in the classroom at least 3 hours for the school day, the student will receive a full day absence on his attendance record.

Notification of early dismissal should be presented to the teacher or school office at least one day in advance of a planned early dismissal (for example, a doctor/dental appointment or family trip). However, in the event of an emergency or last minute change in appointment, the office may be notified by fax, email, or phone.

Please follow this procedure when picking up a child early for any reason:

- Send a note stating the reason for early departure (if it is preplanned, i.e. doctor/dental appointment) for approval by the office.
- Go to the school office and tell the receptionist the child's name, grade, and reason for early dismissal. Do not go to the child's classroom.
- Sign the student out.
- The receptionist will call for the student on the intercom.
- The student will come to the office for departure.

Students are not permitted to leave the school grounds during school hours without administrative approval and written permission from their parents. Parental permission for students to leave the school campus cannot be given over the telephone. Students are expected to be on the school grounds from arrival in the morning until school dismissal in the afternoon.

EMERGENCY SCHOOL CLOSING

Cross Lanes Christian School will typically follow the policy of the Kanawha County Schools on school dismissal because of inclement weather. On rare occasions, the administration may deem it necessary to make a decision regarding school closing or opening independent of Kanawha County.

In any event, CLCS will use the SchoolCast system to relay information via phone or email messages concerning school delays or cancellations, as well as any emergency or early dismissal notifications. Additionally, announcements will be posted on the West Virginia Department of Education school closings website.

This information can be reached by accessing the Cross Lanes Christian School website (www.crosslanes.org) and clicking on the "School Closings" link.

Also, local radio and television stations may be called to announce school closings or delays. Please tune to one of these stations or its website:

- Television channels WCHS-TV, WSAZ-TV, WOWK-TV
- Radio stations WQBE, WCHS

FIELD TRIPS

Field trips are taken at various times during the school year to places of educational interest. Students are required to maintain the same level of discipline away from school as is required at school. Faculty members are in charge of all field trips.

CLCS requires that all students going on field trips follow the regular dress code (see *Dress Code* section). Our young people are a testimony everywhere that they go, especially when they are in a group. There may be occasional field trips for which casual dress is allowed (i.e. those requiring strenuous physical activity). In any event, notification of the field trip as to its destination, purpose, possible fees, and other details will be sent home in ample time for preparation. A permission slip and/or medical release form will also be required for each field trip. Failure to sign a permission slip or to comply with stated requirements would necessitate a student's remaining at school instead of participating in the field trip. Students are expected to ride on the school transportation and abide by regular bus/van rules.

At times, parents may be asked to serve as chaperones or to help provide transportation. The school requires parents to follow the same standards of dress and conduct as is required of the students (see *Conduct* and *Dress Code* sections). Parents not meeting the standards will not be permitted to act as chaperones. Parents who volunteer to drive students in their own vehicles should understand that they accept liability in case of an accident. Siblings, other family members, or friends may not accompany classes on field trips unless specific permission is given by the administration.

FINAL AWARDS

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

FINANCIAL INFORMATION

Tuition and Fees

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

A registration fee is charged once annually to cover the cost of such things as records processing, mailing, and American Association of Christian Schools membership. It is not refundable. A non-refundable book fee will also be charged annually for consumable and reusable textbooks; plus, an impact fee which covers student accident insurance, admission to home sporting events, library privileges, InfoDirect subscription, clinic and first aid supplies.

General Financial Information

- Tuition payments for most students are made on a monthly basis; the first payment is due August 1 (the twelve payments run August through July.)

- Only Kindergarten students and Seniors without a sibling enrolled at CLCS will be invoiced on a ten payment plan (ten payments run August through May)
- Tuition payments are set up by each family for an automatic debit from their designated account through Vanco Services, LLC monthly.
- Tuition payments can be scheduled through Vanco Services, LLC to occur monthly on the 4th or the 20th of each month.
- The entire tuition may be paid prior to the beginning of classes in August, however, no discount is offered.
- Students not attending the entire year will be invoiced for the number of days enrolled.
- Multiple student rates will be figured with the oldest student figured as the first student.
- CLCS After Care will be invoiced the following month. Use of CLCS After Care incurs an automatic, one-hour minimum charge; after the first hour, use is calculated in ½ hour increments.

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

- Insufficient fund and/or late payments will incur a \$20 penalty fee.
- Persons failing to make tuition payments by the 25th day of the month in which that payment is due shall receive a notice.
- Persons responsible for the payment of delinquent accounts and who fail to respond to the reminder notice to make arrangements for the payment of the delinquent account shall be referred to the finance committee of the school board. The finance committee of the school board shall exercise any or all of the following options:
 - Make and approve arrangements for the payment of the delinquent account.
 - Report card(s) will not be released during the school year to any account that is 45 days delinquent. Report card(s) will not be released at the end of a school year until account is paid in full.
 - All accounts owed to CLCS must be paid before transcripts or diplomas will be released.
 - Inform the persons responsible for the payment of the tuition that the student will no longer be permitted to attend Cross Lanes Christian School **once the account is 60 days past due.** This account must be brought to current status before the student is allowed to return to school.
 - Inform the persons responsible for the payment of the tuition that no student records for the student for whom tuition is not paid will be released by CLCS until the delinquent account is paid in full. This includes report cards.
 - Inform the persons responsible for the payment of the tuition that the appropriate credit report will be filed with the credit bureau.

- Take other actions which are consistent with biblical principles which will insure that the matter of a particular delinquent tuition account is properly treated, giving consideration to the specific needs of the persons responsible.
- The student(s) will not be allowed to return to CLCS until the delinquent account is paid in full or arrangements have been made with the school board finance committee.

FINE ARTS COMPETITION

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

FIRE DRILLS

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

- The fire drill signal is a loud buzzer from the alarms in the hallways.
- Students should exit the room in a single file line and proceed rapidly to the designated safe area.
- There should be absolutely no talking, running, pushing, etc.
- Lights should be turned off, and doors should be closed. The teacher might assign the nearest or last student to do these tasks.
- If the students are in the hallway, having restroom break, in the gym, etc., they should quickly and quietly move to the nearest exit.
- Students who may be out of the classroom at the time of a fire drill should use the nearest exit and, once outside, go to their designated safe area.
- Once outside, the students should stand quietly in the single file line.
- The teacher should take her grade book with her (unless the drill is conducted when in the lunchroom, gym, etc.) and take roll when outside.
- If all of her students are out safely, the teacher should raise her hand.
- If a student is missing, or if there is some other problem, the teacher should hold up her grade book.

- When the signal is given, students are to proceed quietly back to the building.

GRADING SCALE

The following grading scale will be used in the elementary grades for all academic subjects:

A+ 100.0 – 98.50	B+ 90.50 – 92.49	C+ 82.50 – 84.49	D+ 72.50 – 74.49
A 94.50 - 98.49	B 86.50 - 90.49	C 76.50 – 82.49	D 66.50 – 72.49
B- 84.50 – 86.49	C- 74.50 – 76.49	D- 64.50 – 66.49	F 00.00 – 64.49

GRANDPARENT’S DAY

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

GUEST SPEAKERS

Any special speakers or musicians on the campus of CLCS must be approved by the administration at least one week in advance. All guests must check in at the school office before attending any class or special school activity.

HANDBILLS OR SALES

No handbills or literature of any kind is to be passed out at school without approval from the administration. There will be no sale of any items such as greeting cards, candy, etc. without the administrator’s approval. At no time will approval be given for outsiders to solicit funds on the property of CLCS.

HEALTH

For the welfare of all of the students in the school, children who are sick must be kept at home. When the child is well enough to participate in a normal school day, (i.e. no fever, vomiting, or diarrhea for 24 hours) he may return to school. **A note describing the reason for his absence should accompany him when he returns (see *Attendance* section).**

Students who become ill during the school day will report to the school office. If it becomes necessary for the student to go home, the office will contact the parent/guardian. Upon arrival, the parent must follow early dismissal procedure (see *Arrival* and *Departure* section).

Emergency Contact Information / Medical Release form will be filled out by the parent and returned to the school each year. A copy will be made for the student's teacher to keep on file in their classroom. The office will keep the original Emergency Contact Information / Medical Release form on file. Special instructions for medicine should be written on the back of the Emergency Contact / Medical Release form.

Prescription drugs must be brought to the school office when a student arrives at school in a labeled container. Students must come to the office when the drug should be taken. The drug can be retrieved at the end of the day or left at the school office in the original labeled container. If the student is under the care of a physician and is taking a prescription drug for a chronic illness or condition, an Administration of Medication form must be filled out and signed by the physician and/or parent, and returned to the school office for our records. This form is a requirement of the Kanawha County Department of Health and must be completed at the beginning of each school year or when the illness or condition arises. Forms may be picked up at the school office.

No other medicine of any kind will be given to a student who does not have an Administration of Medication form on file in the school office along with the medication in a labeled container. The school office must be informed as to any and all medications taken by any student. No medication (including aspirin, Tylenol, vitamins, etc.) is to be kept on a student's person, in his desk, or in his book bag. If it is necessary for a student to take this type of medication during the school day, the medication must be brought to the school office in a labeled container along with a completed Administration of Medication form giving specific instructions for administering. No medication will be given without the completed Administration of Medication form with the parental / guardian signature.

Staff members of Cross Lanes Christian School are trained in dealing with injuries where blood may be in evidence. Safety measures will be observed in dealing with student injuries. Parents will be notified immediately if a student is injured.

HEARING AND VISION SCREENINGS

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

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

HOLIDAY MEAL

During the first part of December, CLCS will generally put on a holiday meal. Parents and other visitors are encouraged to participate by purchasing tickets and eating lunch with the students on that day.

HOMEWORK

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

- For practice. Following classroom explanations, illustrations, and study, it may be good for a student to pursue the activity independently for continued mastery and understanding of the skills and concepts taught. This may include review of materials already covered.
- For drill. It may be necessary to engage in drill for mastery of facts and certain skills and concepts.
- For remedial activity. At times some students may have weak levels of understanding, and it may be necessary to do individual assignments as a means of overcoming this weakness.
- For enrichment activity. Many children will need to be challenged to move on to higher levels of attainment. Their own creativity will help to "spark" them on independently for reaching a broader scope of understanding in various subject fields.
- For special projects. Extension of classroom activities may result in book reports, compositions, special research, searching for various materials to bring to class, and construction of various types of projects.

Homework may be given every night except Wednesday. As a general rule, assignments for grades 1 and 2 should require no more than 30 minutes to complete; for grades 3 and 4, no more than 45 minutes; and for grades 5 and 6, no more than 60 minutes. However, study time will vary with the student.

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

create a desire in the heart of the student to get the assigned work done and/or be prepared. This responsibility also lies with the parent.

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

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

- The assigned homework is not done or was not done properly, neatly, punctually, or completely.
- The homework notebook or assignment sheet was not signed by a parent or proper authority. Signing a regular piece of paper with the assignments listed may not suffice as the teacher uses the actual homework notebook or assignment sheet as a means of communicating other information to the parent at times.
- Necessary books, supplies, or materials are not at school.
- Absentee notes, field trip notes, progress reports, report card envelopes, penalty notes, previous homework offense notes, or other required communications were not signed and returned by a stated deadline.
- Weekly folder and/or D and F papers were not signed and returned on time.

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

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

HONOR ROLL

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

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

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

IMMUNIZATION RECORDS

A record of immunizations, signed by the administering physician, must be filed at the school before school opens or when enrollment occurs. Required immunizations for school entrance will be supplied by the school office (included in the application packet). According to West Virginia state law, no student is to enter school without written documentation (month, day, and year) for each dose of required immunization as given below*:

- DTP
 - Three doses are required, last dose must be received on or after the 4th birthday.
 - DT may be accepted instead of DTP if a medical excuse is signed by a physician/health department representative or if the student is 7 years of age or older.
- Polio
 - Three doses are required, the last dose must be received on or after the 4th birthday.
- Measles (Rubcola) Mumps Rubella (MMR)
 - Two doses are required, the first dose received after the first birthday.
- Varicella
 - Two doses, the first received after the first birthday
- Hepatitis B
 - Three doses, last dose received after the age of six months

Tuberculosis testing is NO LONGER a requirement for entry into pre-school and kindergarten in West Virginia schools. It is required, however, for students transferring into West Virginia from out-of-state or out-of-the country. It must be given within four months prior to school entry or within a month after school entry. The new student does not need a TB test if they transfer in from another West Virginia county.

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

EXCEPTION 2: A few other states and countries require only the year when documenting immunizations. When the complete date is not available, we will accept the date of the year without the day and month being documented. This applies to out-of-state transfer students only.

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

*above school entry immunizations requirements effective with 2009-2010 new enterers

INFO-DIRECT PROGRAM

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

LATE ARRIVAL POLICY

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

TARDY							WHOLE DAY ABSENCE						
8:15	9:00	9:30	10:00	10:30	11:00	11:45	12:00	12:30	1:00	1:30	2:00	2:30	3:15

LIBRARY

Cross Lanes Christian School's library includes over 11,000 volumes for the students' pleasure reading and class requirements. A large section of reference materials is available for research. The Accelerated Reader program, which includes over 1475 quizzes, is available for the elementary students. An audio-video section includes a wide variety of films for classroom use. Four computers in the library are connected to the Internet and are available for student research and for the Accelerated Reader Program. The school seeks to allocate an annual budget line of at least \$10.00 per student to be used solely to develop the library. The library staff will work to expand the development of the library through gifts and other promotional activities.

The mission of the school library is four-fold:

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

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

- Cursing, swearing, and obscenities
- Approval of or support of the practice of the occult
- Evolutionistic or humanistic views of the sciences
- Story lines that condone questionable character traits and attitudes
- Books or magazines whose articles are totally anti-God and anti-Christ in philosophy and practice

Elementary students will have regular access to the school library as scheduled by their teachers. These are the general library procedures:

- There will be no talking in the library without permission. When talking is permitted, a softer tone should be used.
- Elementary students may check out 2 books at a time.
- Books may be checked out for a 2 week period. The due date will be stamped in the back of each book.
- Books may be renewed twice for a total of 6 weeks.
- The fine for overdue books is \$.05 per book per school day. There is a 3 day grace period with the fine starting on the fourth day the book is overdue. If a student is absent on the day the book is due, the book will be renewed. The student should return the book when he returns to school.
- If a book has not been returned within 12 weeks, it is considered to be lost. The replacement cost of the book will be charged to the student.

LOST AND FOUND

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

Students are to care for their personal property, as CLCS does not assume responsibility for any items that are lost or stolen. Students are cautioned not to bring valuable items or large amounts of money to school. Students should

be very careful about leaving their valuables, including wallets or purses, in places where they could be easily stolen.

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

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

LUNCH

Cross Lanes Christian School offers a lunch program for the students. Students may purchase milk/juice on a daily basis. Microwaves are available to the students to warm up food brought from home. In addition, a different group or organization within the school sponsors a hot lunch each day.

Parents place their lunch and milk/juice orders online thru "InfoDirect", under "Cafeteria". This allows our parents to exercise better control of their student's meal orders and voucher accounts.

Money for the lunch and milk program is maintained through the voucher system in "InfoDirect". Parents must send in money for their child(ren)'s voucher account. Students will not be permitted through "InfoDirect" to order food or milk if the amount in their account is insufficient. Each student's voucher activity and current balance can be viewed at anytime in "InfoDirect", under "Vouchers". In addition, a negative voucher balance notification will be sent to parents thru email each month.

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

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

MAKE-UP WORK

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

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

Parents may call the school office and request homework information on the day of the absence. However, this request must be made before 12:00 noon. Information as to how the homework will be picked up should be supplied at that time.

MONEY SENT TO SCHOOL

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

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

MUSIC

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

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

Students are not permitted to bring music or electronic music players to school.

NON-DISCRIMINATION POLICY

Cross Lanes Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate

on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ORIENTATION AND BACK-TO-SCHOOL NIGHTS

A mandatory Orientation Night is held at the beginning of each school year. At this meeting, announcements will be made concerning general school activities and programs. In addition, parents will be introduced to the faculty and will be encouraged to visit the classrooms.

Around the second week of school, a Back-to-School Night will be scheduled. Attendance at this meeting is highly important; during this time, teachers will be informing parents of their individual classroom procedures and giving out other essential information and materials.

PARENT-TEACHER COMMUNICATION

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

Parents are kept informed of any homework or discipline difficulties through notes sent home with the students (see *Conduct* and *Discipline* section).

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

Many teachers also make a weekly schedule/newsletter available to the students and their parents. Information and news pertaining to that classroom would be included on this valuable note.

With the abundance of letters and notes that come home on a regular basis, it may be a good policy to insist that the students keep all communications in a particular folder or notebook. It would then be convenient to pull out that folder to check for any school correspondence and to send any response back in the same manner.

PARENT-TEACHER CONFERENCES

CLCS recognizes the importance of the home and the school working together

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

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

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

PARTIES

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

Parents may bring or send in birthday treats to be shared by their child(ren)'s class. Most teachers prefer that this be done during lunchtime and that the treat be one that is convenient to distribute.

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

PLEDGES

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

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

- Pledge to the Christian Flag

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

- Pledge to the Bible

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

PROGRESS REPORTS AND REPORT CARDS

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

Progress reports are issued at the mid-point of each grading period (dates are listed on the school calendar each year). This report is designed to keep the parents informed as to the student's progress in each subject area. Grades of all papers from that time period will be listed, as well as a cumulative grade. Progress reports will be issued through the school's InfoDirect system.

Report cards are issued at the end of every nine weeks (dates are listed on the school calendar each year). They will be enclosed in a report envelope; parents should keep the actual report card paper and sign the report envelope. The report envelope should be returned to school within two days of issue. Failure to return the signed report envelope will result in the student's being given a homework offense (see *Homework* section).

Report cards will be withheld at the end of the nine weeks and/or at the end of the last reporting period of the year if financial obligations have not been met, or if the student owes fines or charges (see *Financial Information* section).

PROHIBITED ITEMS

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

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

PROMOTION-RETENTION

Any elementary students receiving a yearly grade of "F" in three academic subjects will automatically be retained. If a student receives an F in two subjects, one being reading, language, or math, he will have to make up the respective subject in summer school before he will be promoted.

P.R.O.U.D. DAY

Each year, parents of elementary students will be invited to visit their child(ren)'s classroom on a special day called P.R.O.U.D. (Parents' Review Of a Usual Day) Day. They will have an opportunity to see what "usually" happens during the student's normal school day. Chairs will be provided in the back of the classroom so that parents may drop in when they can and leave when they must. Times available for visits during the day are from 8:30 a.m. to 11:30 a.m. and from 1:00 p.m. to 2:30 p.m. Parents are asked not to plan on eating lunch with the students because of limited seating space in the lunchroom. An Elementary Chapel may also be held on P.R.O.U.D. Day so that parents can see a typical chapel time while they are on campus.

RE-ENROLLMENT

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

SCHOOL DIRECTORY

Shortly after the beginning of each school year, CLCS publishes a directory listing all school families. However, a family may request that telephone numbers, date of birth, and/or addresses not be listed. This request should be communicated to the school office.

The published directory will be made available to school families through INFODIRECT. CLCS families can choose their preference to display or not display the phone number, email address, and home address of their student(s) within the InfoDirect School Directory.

SCHOOL OFFICE

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

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

SCHOOLCAST RAPID NOTIFICATION SYSTEM

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

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

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

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

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

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

TARDINESS POLICY

Students arriving in their classrooms after 8:15 a.m. and before 9:30 a.m. are considered tardy. All students who arrive late at any time during the school day must come to the school office to sign in. Upon signing in, the student will be given a permission slip to enter his classroom (this includes students who have arrived on campus late due to inclement weather or late bus arrival).

Tardies are disruptive to the classroom and also have an adverse effect on the student's educational process. To discourage tardiness, a student will receive the following penalties for the accumulation of tardies during the course of a nine week grading period:

- Each tardy will be entered on his attendance record.
- For 5 tardies, the student will receive a lunch detention
- For 10 tardies, a parental conference will be required before a student can return to class. The student will be required to serve a one-day in-house suspension.
- For 15 tardies, the student and parents will be asked to meet with the administrator and school board representatives to determine further action.

The Administration may make exceptions on a case-by-case basis to account for such factors as inclement weather, late bus arrival, extraordinary traffic situations, etc. Excused tardies for doctor/dental appointments should be verified by a note from the health care provider.

TEACHERS

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

TELEPHONES

Parents should not telephone their children during school hours except in an emergency. School telephones are business phones and are not to be used by students unless an extreme emergency arises. Cell phones, pagers, or other messaging devices may not be used during or between class. Elementary students may use communication devices before and after school or during lunch with the teacher's permission. Communication devices may not be used at any other time during the school day without permission. Communication devices may not be used in the classrooms for any kind of incoming or outgoing messages or internet use. Parents should contact the

school office for all emergency or other student messages. Students may use the phone only with a teacher's permission.

VISITORS

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

- Visitors to the campus may park in the visitor spaces located in front of the school office.
- All visitors to the campus (including parents, relatives, and alumni) must first report to the school office; sign in, and secure a visitor's badge before entering any school building.
- The badge must be worn in a visible place while on campus.
- Visitors must sign out and return the badge before leaving campus.
- Staff members seeing any visitors not wearing a visible badge will ask them to go to the office to follow the proper procedure.
- Any visitor who chooses not to comply will be asked to leave campus immediately.
- Guest speakers must be approved by the administration at least one week in advance of any scheduled meeting.
- We ask that student visitors do not visit school classes, the lunchroom, chapels, or any other school activities during the normal school day without specific administrative approval. Visitors requesting to come to our school will need to meet the following criteria:
 1. A student visitor should be a student who is sincerely interested in attending Cross Lanes Christian School (during that year or the year following). Out-of-town friends may visit the school with proper administrative approval. Guests are limited to a one-day visit. A visitor should be willing to meet the appearance standard and conduct standard according to our student handbook.
 2. A student visitor should have advance permission from the administration (at least one day in advance).
 3. All visitors are to report to the school office upon arrival at school before entering any classes or other student areas to receive a special visitor's badge.

WHEN PROBLEMS ARISE

When problems arise during the school year, for the best interest of our school and all parties involved, it is extremely important that they be dealt with in a

Christian manner. We believe in and practice the chain of command in dealing with problems.

The following procedure will serve to this end:

1. Do not go to the pastor, administrator, or principal first.
2. Call the school to ask the teacher to set up an appointment to discuss the problem.
3. Do not call the teacher at home unless the teacher requests you to do so.
4. If you are not able to resolve the problem, you may call the school and request a conference with the administrator.
5. Finally, if all the above steps have been taken and the problem has not been resolved, the parent may request a hearing with the administrator, pastor, and the school board. Parents requesting a hearing with the school board must make their request in writing at least three days prior to the next scheduled school board meeting in order to be placed on the agenda.

We feel this is a scriptural method of solving any difficulties. Parents who do not follow the above chain of command may jeopardize their child's privilege of attending CLCS. Furthermore, parents who display a negative, uncooperative spirit, become verbally or physically abusive, or threaten a faculty or staff member may be asked to withdraw their child from CLCS.

SPECIAL NOTE: It is never appropriate (and sometimes even compounds the problem) to discuss any problem with other parents. Please follow the above-described chain of command.

WITHDRAWALS

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

CHANGES

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

Cross Lanes Christian School

5330 Floradale Drive, Cross Lanes, WV 25313 (304) 776-5020 FAX: (304) 776-5074

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

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

_____ X _____ Date _____
Parent / Legal Guardian Signature Student Signature

X _____ X _____ X _____
Student Signature Student Signature Student Signature

2010-02-04