

CROSS LANES CHRISTIAN SCHOOL

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STUDENT-PARENT HANDBOOK



“Building Lives On a Firm Foundation”

Revised January 2012

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SCHOOL INFORMATION

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Dr Gordon FenlasonAdministrator
School Mascots Warriors
School Colors.....Gold and Blue
School Yearbook Centurion
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Cross Lanes, WV 25313
Church Sponsoring Address Cross Lanes Bible Church
5442 Big Tyler Road
Cross Lanes, WV 25313
School Telephone (304) 776-5020
School FAX Number (304) 776-5074
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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 Baptist Church who have sacrificed time and finances to provide such a wonderful facility to house this ministry. Also, it is an honor to have such a godly and dedicated teaching staff. Some of the best educators in West Virginia teach at our school. We are very grateful to the Lord for the opportunity to train the youth of tomorrow in a Christ-centered atmosphere.

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

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

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

Dr. Dave Buckley
Pastor

LETTER FROM THE PRINCIPAL

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

1.0 INTRODUCTION

1.1 Historical Sketch of the School

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

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

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

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

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

Currently there are approximately 375 students in K-5 through grade 12. Single sections of each grade are included in the elementary school. There are double sections in the entire secondary school -- grades 7-12.

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

1.2 Philosophy of Christian Education

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

The Person of God

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

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

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

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

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

The Priority of God's Word

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

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

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

The Properties of the Child

The Word of God teaches that humankind has been created spirit (small "s"), soul and body (I Thess. 5:23). Any set of goals for Christian education must take into account these truths: spirit (small "s") is a sense of God consciousness; soul is a sense of consciousness of the world around us; body is that

sense of self-awareness. Spirit (small “s”) is quickened at the time a new birth occurs when the Holy Spirit comes to abide within the believer; soul is impacted greatly by the gospel but must also be acted upon in an educational process; body should be properly developed and sustained within the prescription as given in the Bible.

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

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

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

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

1.3.1 **Abridged**

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

1.3.2 **Expanded**

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

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.

1.4 General Goals of Cross Lanes Christian School

- 1.4.1 To teach every student enrolled an understanding of God, the priority that should be accorded His Word, and the responsibility that every person has to Him as Creator and Redeemer.
- 1.4.2 To enable each student enrolled to develop both natural and spiritual gifts and talents with the understanding that the highest goal of mankind is to use these gifts and talents to worship and to glorify God.
- 1.4.3 To develop within each child a level of basic skills achievement that will support successful functioning as a citizen of the Kingdom of God and successful functioning as a citizen of this nation.
- 1.4.4 To provide both curricular and instructional systems that will enable any student to achieve at levels that will prepare him/her to enter the next level of education chosen, whatever the academic rigor demanded.
 - To utilize oral and written English effectively in various communication situations.
 - To understand fundamental math concepts and processes, as well as practical applications.
 - To understand and accept their responsibilities as citizens and participate in responsible government.

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

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

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

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

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

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

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

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

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

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

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

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

2.0 ADMISSIONS POLICY

2.1 Admission to Cross Lanes Christian School

2.1.1 Requirements for Admission

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

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

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

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

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

2.1.2 Procedures for Admission

- Each of the application forms must be fully completed and returned to the school with the application fee.
- 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 a new application for the Kindergarten Program. The family will be notified if a spot becomes available for the applicant.

2.2 Other Requirements

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

2.3 Re-enrollment Policy

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

2.4 Notice of Non-Discrimination

- Admission to Cross Lanes Christian School is open to any young person who meets the entrance requirements. Cross Lanes Christian School 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, admission policies, and athletic or other school administered programs.

2.5 **Statement of Cooperation**

Parents are required to sign and submit a Statement of Cooperation at the beginning of each school year (see Handbook page 68) .

3.0 FINANCIAL POLICY

3.1 Tuition Rates

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

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

3.1.1 General Financial Information

- Tuition payments for most students are made on a monthly basis; the first payment is due August 1 (the twelve payments run August through July.)
- Only Kindergarten students and Seniors without a sibling enrolled at CLCS will be invoiced on a ten payment plan (ten payments run August through May)
- Tuition payments are set up by each family for an automatic debit from their designated account through 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.

3.1.2 CLCS After Care:

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

3.1.3 Release of Transcripts and Diplomas

- All accounts owed to Cross Lanes Christian School must be paid before transcripts or diplomas will be released.

- All accounts owed includes tuition, as well as lunch voucher account, lunchable fees, athletic fees, and library fines.

3.2 Delinquent Accounts Policy

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

- Insufficient fund and/or late payments will incur a \$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.

3.3 Reenrollment Fee

The reenrollment fee is charged once annually to currently enrolled students committing to return to school for the next school year to cover the cost of records processing, mailing and American Association of Christian Schools membership. It is not refundable.

3.4 Book Fee

A non-refundable Book Fee is charged once annually per current enrolled student to cover the cost of consumable and reusable textbooks.

3.5 Impact Fee

The Impact Fee is charged once annually per current enrolled student to cover the cost of student accident insurance, admission to home sporting events, library privileges (including Accelerated Reader), InfoDirect subscription, clinic and first aid supplies.

4.0 ATTENDANCE POLICY

4.1 Responsibility for Regular School Attendance

Regular school attendance is essential for learning. Sporadic or irregular attendance causes the student to lag in academics and spiritual growth, thus endangering academic and spiritual progress. Parents should insist on faithful attendance by their children. Parents will be notified of excessive absence.

4.2 Excused and Unexcused Absences

4.2.1 Excused Absences

In order to gain the most from school, each student must be regular in attendance. Missed work may be made up for full credit. Absences are excused if for the following reasons: Illness, bereavement, medical or dental appointments, tardiness due to van or bus breakdowns, pre-excused arrangements between the school and parents, or for other reasons considered appropriate by the administrator.

4.2.2 Unexcused Absences

Absence from school without permission or for reasons that are not legitimate will be considered an unexcused absence. Students will be penalized for work missed.

4.2.3 Requests by Parents for Students to be Absent

Parents may request special permission for students to be absent when such absences are required by the family. Permission should be requested in writing to the Administrator at least one week prior to the absence. Missing tests or special programs should be avoided if possible. Students having academic difficulty should avoid absences.

4.3 Excessive Absences

If a student exceeds the number of absences allowed by the West Virginia State Board of Education, the county board in which the student resides will be notified of the excessive absences.

4.3.1 Any number of absences beyond 10 days per semester is defined as excessive.

4.3.1.1 The administration will inquire of the student's parents when a student is absent for 5 or more days in a semester.

4.3.1.2 A parental conference may be requested when a student is absent for 10 or more days.

4.3.1.3 A student who is absent 15 or more days in one semester may be required to repeat the semester.

4.3.2 Attendance and Driving

The State of West Virginia by law has made regular school attendance a condition of licensing for the privilege of operating a motor vehicle. If, during a single semester, a student accumulates more than ten consecutive unexcused absences or fifteen total unexcused absences, he/she will be prohibited from obtaining a learner’s or drivers permit. If the student already possesses a driver’s license, the license and all driving privileges will be relinquished.

4.3.3 Excessive Absences

The administration reserves the right to require written excuse from a qualified medical professional where absences are deemed excessive.

4.4 Tardiness

4.4.1 Students arriving after 8:15 a.m. and before 9:30 a.m. are considered tardy. (Exceptions will be made in cases of inclement weather, scheduled doctor appointments and late bus arrival.) If a student (grades K-5 through 12th) arrives on the campus after the 8:15 a.m. school bell, he/she must come to the school office to sign in. (This includes students who have arrived on campus late due to inclement weather or late bus arrival.) 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/her individual class.

Tardy		Late to School					Whole Day Absent						
8:15	9:00	9:30	10:00	10:30	11:00	11:30	11:45	12:00	1:00	1:30	2:00	2:30	3:15

4.4.2 A student will receive the following penalties for the accumulation of tardies during the course of a semester:

- 4.4.2.1 Each tardy will be indicated on the grade card.
- 4.4.2.2 When a late arrival is due to a doctor/dental appointment, the absence excuse form must be accompanied by a doctor’s excuse to be considered as excused.
- 4.4.2.3 After a student has received five unexcused tardies during a one semester period, his parents will be notified in writing. Students who receive additional unexcused tardies past five will receive one demerit penalty for each tardy.
- 4.4.2.4 After a student has received ten unexcused tardies during a one semester period, his parents will be notified and the student will serve one detention hall.

4.4.2.5 After a student has received 15 unexcused tardies during a one semester period, parents and the student will be asked to meet with the administrator to determine further action

4.5 Early Dismissals

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

4.5.2 Notification of early dismissal needs to be presented to the school office at least one day in advance of a planned early dismissal (i.e. doctor's appointment or family trip). However, in the event of emergency or last minute change in appointment, the office may be notified by fax, email, or by phone.

4.5.3 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 remain on the school grounds from arrival in the morning until school dismissal in the afternoon.

Whole Day Absent							Early Dismissal						
8:15	9:00	9:30	10:00	10:30	11:00	11:30	11:45	12:00	1:00	1:30	2:00	2:30	3:15

4.6 Late Arrivals

4.6.1 Late arrivals are defined as arrivals between the hours of 8:15 am and 3:15 pm

4.6.2 Students arriving before 9:30 a.m. will receive no absence penalty on their attendance record. If the student arrives before 11:45am, a Late to School will be recorded on their attendance record. If the student arrives after 11:45am, a full day absence will be recorded on their attendance record.

Tardy		Late to School						Whole Day Absent					
8:15	9:00	9:30	10:00	10:30	11:00	11:30	11:45	12:00	1:00	1:30	2:00	2:30	3:15

4.7 Informing the School

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

4.7.2 An *Attendance/Absence Record* (yellow form) or written note signed by parent/guardian must be completed and submitted to the administration for all absences, tardies, early dismissals and late arrivals.

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

4.8 Make-Up Work

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

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

4.8.3 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..

5.0 STUDENT BEHAVIOR

5.1 Philosophy of Discipline

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

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) A disciplined life brings blessing. 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 develop 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.

5.2 Discipline System (Grades 7th - 12th)

5.2.1 Demerit System

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. Our goals are:

- 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.

The demerit 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 maintain the highest standards of behavior at all times. Failure to comply with the standards of conduct will result in the issuing of demerits. Demerits for a student may be recommended by the teacher or other school personnel to the administration who will make the final decision. Students are required to sign or initial each demerit slip to acknowledge the fact that they are aware a demerit has been given. Each student is permitted to talk to a teacher about a demerit after class as long as he displays a respectful and cooperative attitude. A meeting with the principal may be requested if the student has additional questions.

5.2.2 Demerit System Categories

The demerit system is categorized into three broad areas of development: Responsibility Offenses, Character Offenses and Dress Code Offenses. The following list details offenses included in the demerit system.

5.2.2.1 Responsibility Offenses

2 demerits for each offense

Communication (including passing notes, talking etc.)

Tardiness to class

Unprepared for class

Failure to get forms signed

Homework offense

Failure to follow instructions

Working on unrelated materials in class

Not attending detention hall

Improper deportment

5 demerits for each offense

Gum

Eating in class or unauthorized area

Disturbing class

Disrespect of peers

Disorderly conduct (horseplay)

Bad attitude

Increasing demerit penalties may be given for repeated offenses.

5.2.2.2 Character Offenses

(10-25 demerits for each offense)

Forging parent signature	Direct disobedience
Lying	Disrespect of authority
Inappropriate conduct	Collaboration
Skipping class/skipping school	Refusing to sign a demerit
Being dismissed from class	Stealing/cheating
Defacing school property	Violent or destructive behavior
Social infraction	Driving infraction(see Section 12.10 Student Drivers)
Unauthorized cell phone/internet use	
Inappropriate language(profanity, vulgarity, off colored)	
Inappropriate material (magazines, pictures, videos, tapes, CD's)	

Due to the limited scope of our school ministry to meet the needs of young people with serious behavior problems, Cross Lanes Christian School has established a Zero Tolerance Policy specific behavior. This policy is in effect year round, on and off the school campus. Students involved in the following activities will be immediately suspended or expelled from school:

(50 -100 demerits)

Pornography	Alcohol
Drugs	Immorality
Use of tobacco in any form	Threatening a teacher
Criminal activity	Violent or destructive behavior
Sexual harassment	Homosexual behavior
Gross vulgarity	Internet bullying,harassment,or sexting
Bringing firearms, knives or other weapons to school	
Actively participating in vandalism, destruction of school property, or destroying computer files.	

5.2.2.3 Dress Code Offenses

Boys Dress Code Violations (2-5 Demerits)

Unapproved pants	Unapproved hairstyle
Denim clothing	Unapproved shirt
Shirt untucked	Unapproved footwear
Unshaven	No belt

Boys Inappropriate Attire Violations (5 demerits)

Excessive Jewelry
Unsuitable body art or body piercing

Girls Dress Code Violations (2-5 Demerits)

Unapproved footwear	Unapproved hairstyle
Unapproved shirt or blouse	Excessive Jewelry
Excessive or unapproved make-up	

Girls Inappropriate Attire Violations (5 demerits)

Inappropriate blouse or top Inappropriate dress or skirt
Unsuitable body art or body piercing

Students whose attire is deemed to be inappropriate will receive demerits and may be asked to secure appropriate clothing to continue in school the remainder of the day. Demerit penalties listed above are for the first offense. Repeated offenses may result in a greater demerit penalty than that listed.

5.2.3 **Demerit Penalties**

The following chart explains the penalties for accumulated demerits:

<u>Demerits</u>	<u>Penalty</u>
5	Student will receive a warning notice to be signed by his parents and returned the next school day.
10	Student will receive a warning notice to be signed by his parents and returned the next school day.
15	Student will receive a warning notice to be signed by his parents and returned the next school day.
20	Student will serve one detention hall.
25	Student will serve one week of suspension from athletic participation and all extra-curricular activities. Students in the Honor Society will lose the opportunity to serve in this capacity.
30	Student will serve one additional detention hall.
35	Student will serve two weeks of suspension from athletic participation and all extra-curricular activities. Students in leadership positions as class officers or student body officers will lose the opportunity to serve in this capacity.
40	Student will serve one additional detention hall.
50	Student will serve two days of in-school suspension (ISS) and placed on disciplinary probation. The student may not participate in any extra-curricular activities or sports activities. The student's re-enrollment for the next semester will be reviewed. Students on ISS will be allowed to make up work missed. It will be the student's responsibility to see his/her teachers for work/assignments.
60	Student will serve one additional detention hall.
70	Student will serve one additional detention hall.
75	The student is required to serve a three day out-of-school suspension (OSS). This is considered an unexcused absence and assignments may not be made up. A parental conference is required prior to re-enrollment for the next semester.
80	The student will serve one additional detention.
90	The student will serve one additional detention.
100	Students who accumulate one hundred (100) demerits in a semester may lose the privilege of attending CLCS. The student may not apply for re-enrollment for two semesters.

A student who accumulates fifty (50) demerits in successive semesters is automatically placed on disciplinary probation, and must meet with parents and the administrator before continuing in school the third semester. The student is automatically expelled if he or she acquires fifty (50) demerits the third semester, or commits a serious violation of school policy before accumulating fifty (50) demerits.

5.2.4 **Detention Hall**

Detention hall will be conducted Thursdays from 3:15-4:15. A student must secure his own transportation in order to meet this obligation. Students in detention will be required to copy information from an encyclopedia.

5.2.5 **Dismissal From Class**

If a teacher finds it necessary to send a student from a classroom because of disruptive behavior, he is to report immediately to the school office. To be

reinstated in class, he must confer with the administration and the teacher concerned. In addition, his parents must meet with the principal before he can be re-admitted to class. Failure to report as instructed to the office will result in additional penalty.

5.2.6 **Merit Day**

Students receiving less than 20 demerits and having less than 8 total absences each semester are honored for their self-control and faithfulness by being given a special day out of school by the administration.

5.3 Bullying, Harassment, and Intimidation

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

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

5.4 Dangerous/Destructive Weapons

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

5.5 Vandalism

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

5.6 Prohibited Substances

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

5.7 Sexual Immorality

A student involved in sexual immorality will not be retained.

5.8 Suspension

5.8.1 In School Suspension (ISS)

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

5.8.2 Out of School Suspension (OSS)

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

5.9 School Expulsion

Any student expelled from Cross Lanes Christian School or any other school cannot attend CLCS for the remainder of the year and must remain out of our school for a minimum of one full year before seeking re-admittance. In order to be considered for re-admittance, the student must complete the school approved discipleship / accountability program. The student and parents must meet with the principal before being re-admitted. Special Board approval may override this policy for transfer students, depending on the reason for being expelled. (Example: student may be expelled from a public school for witnessing or carrying a Bible, etc.) The Administrator will recommend expulsion for students whose number of demerits reaches 100 or for violation of the school's zero tolerance policy.

The following special regulations apply to any student who is expelled from Cross Lanes Christian School:

1. He will not be allowed to attend school functions unless pre-approved administrative permission is granted.
2. He is not allowed to be on the school grounds unless he has official business and permission from the administration.

5.10 Refusal to Re-Enroll

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

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

5.11 Student Dress Code

In a day of slovenly and careless dress, it is essential to our Christian testimony that Cross Lanes Christian School maintains certain standards of refinement. Hairstyles, dress, etc. are subject to the regulations set forth by the school board. Students are reminded that the administration, faculty and staff are charged with the responsibility of enforcing these regulations. Should a faculty or staff member question a student's dress, the student is to give the faculty or staff member all due respect. All students must arrive on campus and leave campus in accordance with the CLCS dress code.

BOYS:

GENERAL GUIDELINES:

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

SHIRTS:

- Shirts must be oxford or polo knit style. They must be neat.
- Turtleneck (not mock or crew) are acceptable.
- Shirts must be short or long sleeved and have at least two working buttons (except turtlenecks). Only the top button may be unbuttoned.
- All shirts must be tucked in and not rolled under.
- No tight shirts, athletic shirts or jerseys of any kind may be worn. Sweat suits, wind suits and other athletic apparel may not be worn. Shirts cannot be worn as a jacket.
- Writing on clothing may not be larger in size than the approximate area covered by a business card.
- Sweaters may be worn but must have an acceptable shirt underneath.
- No sweatshirts may be worn.

PANTS:

- Pants should fit properly, not too long or short, not too tight or oversized. Pants must be worn on the waist.
- Neat and properly fitted cargo pants may be worn. No drawstring pants. No denim pants of any color. Pants should be in good condition, no fraying or holes.
- A belt must be worn.

GIRLS:

GENERAL GUIDELINES:

- Hair should be neat and attractively maintained. Hair styles should be conservative and out of the eyes.
- Hair should not be of an unnatural color.
- Make up, if used, should be used modestly.
- Jewelry should be worn in good taste. It should not be excessively large or gaudy.
- Jewelry associated with worldly movements should be avoided.
- Earrings may be worn in the lobe only.
- Shoes or sandals must be worn at all times. No athletic sandals or flip flops may be worn.
- Shoes with laces must be tied.
- Hats or other head dressings may not be worn in school during the school day.

SHIRTS:

- Shirts or blouses should not be snug-fitting or low-necked so as to make them immodest.
- Only the top button may be left unbuttoned.
- Shirts should adequately cover the waistline and should not expose the midriff while the student is performing normal school-related activities (studying, retrieving books, raising hands, etc.)
- Shirts must be short or long sleeved. Tank and sleeveless tops are not permitted.
- T-shirts of an undershirt or recreational style may not be worn. T-shirts with slogans or inappropriate graphics on them may not be worn.
- Writing on clothing may not be larger in size than the approximate area covered by a business card.
- Blouses or sweaters (especially pullover types) should not be so tight that they accentuate the bust line. Most knit tops which are fitted should be considered too tight.
- All shirts must be loose enough to blouse.
- No sweatshirts may be worn.

SKIRTS, JUMPERS & DRESSES:

- Skirts, jumpers and dresses should come to the middle of the knee and must remain so when sitting. When sitting, young ladies should keep straight skirts smoothed down and tucked under at the sides.
- All slits must be sewn to the middle of the knee.
- Skirts, dresses, and jumpers must not be faded or tattered, nor may they be form fitting or tight.

5.11.1 Extracurricular Dress (Ballgame Dress)

BOYS EXTRACURRICULAR WEAR:

GENERAL GUIDELINES:

- Hair must be neat and well-groomed.
- Boys must be clean shaven with sideburns no lower than the bottom of the ear.

SHIRTS:

- Shirts, sweaters, or sweatshirts must be neat.
- Recreational style t-shirts may be worn as long as they are neat.
- No garment may have inappropriate slogans or graphics.

PANTS:

- Pants should fit properly, not too long or short, not too tight or oversized. Pants must be worn on the waist.
- Denim pants may be worn.
- Pants should be in good condition, no fraying or holes, neat, and modest.

***GIRLS EXTRACURRICULAR WEAR:
GENERAL GUIDELINES:***

- Hair should be neat and attractively maintained.
- Jewelry should be worn in good taste. It should not be excessively large or gaudy or associated with worldly movements.
- Earrings may be worn in the lobe only.

SHIRTS:

- Shirts or blouses should not be snug-fitting or low-necked so as to make them immodest. Only the top button may be left unbuttoned.
- Shirts should adequately cover the waistline and should not expose the midriff while the student is performing normal activities (raising hands, etc.)
- Shirts must be short or long sleeved. Tank and sleeveless tops are not permitted.
- Recreational style t-shirts may be worn. No garments may be worn that have inappropriate slogans or graphics.
- Blouses or sweaters (especially pullover types) should not be so tight that they accentuate the bust line. Most knit tops which are fitted should be considered too tight. All shirts must be loose enough to blouse.

SKIRTS & PANTS:

- Pants should be in good condition, no fraying or holes, neat, and modest.

5.12 Parents' Dress

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

THE SCHOOL BOARD AND ADMINISTRATION WILL HAVE FINAL AUTHORITY ON ALL MATTERS OF DRESS AND HAIR. If a parent has a question about the dress code at any time, he/she should feel free to contact the

administration. Because dress is so important in our identification as Christians, any dress that portrays identification with ungodliness will be unacceptable.

6.0 ACADEMICS AND BIBLE

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

6.1 Course Offerings

7 th	8 th
English	English
Pre-Algebra Standard	Algebra I
Pre-Algebra Expanded	Algebra /Geometry Prep
Life Science	Earth Science
Geography	WV Studies
Bible	Bible
P.E.	P.E.
Choir	Choir
Band	Band
Art	Art
Keyboarding	Keyboarding

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

Additionally, courses of a practical nature may be offered. (See Section 6.9 for a specific listing of diploma programs and required courses for each.)

9 th	10 th	11 th	12 th
English	English	English	English
Geometry	Algebra II	Pre-Calculus	Calculus
Algebra I	Geometry	Algebra II	Accounting
Health	Computer	Foreign Language	Foreign Language
Basic Science	Biology I	Chemistry	Physics
Early American History	World History	Anatomy & Physiology	Anatomy & Physiology
Computer	Bible	Modern American History	U.S Government - Economics
Bible	Choir	Bible	Bible
P.E.	Band	Computer Application	Computer Application
Choir	Ensemble	Band	Band
Band	Art	Ensemble	Ensemble
Ensemble	Foreign Language	Art	Art
Art	Yearbook	Choir	Choir
Foreign Language		Yearbook	Yearbook
Yearbook		Speech	

6.2 Grading Scale

The school grading scale is as follows:

93 - 100	=	A	Plus(+) and minus (-) grades
85 - 92	=	B	are assigned by teachers
75 - 85	=	C	to reflect the two upper and
65 - 74	=	D	two lower percentages of each
BELOW 64	=	F	letter grade.

6.3 Reporting and Report Cards

6.3.1 Progress reports are issued at the mid-point of each grading period.

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

6.4 Textbooks

6.4.1 Publishers

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

6.4.2 Fee

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

6.4.3 Book Covers

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

6.4.4 Return of books

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

6.4.5 Lost or damaged books

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

6.4.6 Bible Versions

In order to maintain academic consistency, the King James Version will be used for all memorization and quotation of scripture for graded evaluation.

6.5 Field Trips

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

6.6 Electives

Cross Lanes Christian School continues to expand the number of electives available to secondary students.

6.7 Advanced Placement

Cross Lanes Christian School offers the following:

- 6.7.1 Opportunities for students to take selected courses in advance of the normal high school experience.
- 6.7.2 Opportunities for selected students to take dual credit courses for college credit while still in high school.
- 6.7.3 Opportunity for students to participate in the CLEP program and earn college credit while still in high school

6.8 Homework

Each teacher is permitted to give homework to aid pupils in learning. As a rule, homework is for completing work started in class, drill, practice, or special projects. Homework for 7th -8th grade will generally be 1- 1 ½ hours, 9th -12th 1 ½ - 2 hours. There should be no homework assignments on Wednesday evenings. In keeping with the spirit of this policy, no tests will be given on Thursdays, unless totally unavoidable, and then only with permission from the Administrator. Each teacher will set standards for accepting homework assignments.

6.9 Graduation Requirements

Because courses are offered on a semester basis, a student must pass the course each semester in order to receive the credit value assigned for that semester. If a

student fails a required course, he will have to make up the credit. Seniors will be permitted to march in commencement exercises if they lack only 1 credit for graduation and if arrangements have been made to earn this credit in an approved summer school program.

Because of the value of the overall program, it is necessary for a student to attend 4 years of high school even though he or she may satisfy the graduation requirements in less than 4 years. If a student is allowed a fifth year at Cross Lanes Christian School in order to graduate, he or she will likewise be expected to attend for the full day. Exceptions may be considered by the administration.

Students in the 7th and 8th grades are required to take Bible, English, math, history, science, choir and physical education. Beginning in the 9th grade, students receive credits toward graduation and must complete the requirements for the graduation programs listed below:

Credits Required for Graduation for General Diploma

Bible	4
English	4
*History	4
**Math	3
*** Science	3
Computer Science	1
Speech	1
Fine Art	1
PE	1
Health	1
Electives	5
Total	28

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

* Math: Algebra/Geometry Prep, Algebra I, Geometry

** Science: Physical Science, Biology, one additional lab course

Note: Students not interested in going to college may choose to follow the GENERAL DIPLOMA PROGRAM. However, parents are cautioned not to allow their child to vary from the COLLEGE PREPARATORY program unless it is absolutely necessary. Parents should contact the office for information on the GENERAL DEGREE PROGRAM.

Credits Required for Graduation for College Preparatory Diploma

Bible	4
English	4
*History	4
*Math	4

**Science	4
Computer Science	1
Speech	1
PE	1
Health	1
Foreign Language	2
Fine Arts	1
Electives	1
Total	28

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

**Students are encouraged to take four years of math from the following list: Algebra/Geometry Prep, Algebra I, Algebra II, Geometry, Advanced Math, Calculus, or business math.

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

Credits Required for Graduation for Honors College Preparatory Diploma

Bible	4
English	4
*History	4
**Math	4
***Science	4
Computer Science	1
Speech	1
PE	1
Health	1
Foreign Language	2
Fine Arts	1
Elective	1
Total	28

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

** Students are encouraged to take four years of math: Algebra I, Algebra II, Advanced Math and Calculus.

*** Students are encouraged to take four years of science: Physical Science, Biology, Chemistry and Physics.

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

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

The requirement of four credits for Bible for graduation will be strictly enforced for all students expecting to graduate from Cross Lanes Christian School. Senior High transfer students are only required to have Bible credits for years spent in Christian education. Bible will be one of those subjects offered in a summer school program at Cross Lanes Christian School. This will permit students who fail a Bible course to make up that credit during the summer. All students, grades nine through eleven, will have their records reviewed annually to determine their progress toward the four (4) credit graduation requirement for Bible. Students failing Bible are subject to dismissal from the school.

6.10 Promotion - Retention

In grades 7th - 8th, any student 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/English or math, he/she will have to make up the respective subject in summer school before he/she will be promoted.

6.11 Academic Probation

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

SEE "Athletics" (11.1.3) for more details.

6.12 Achievement and College Testing

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

6.13 Physical Education

- 6.13.1 Students in grades 7th - 9th will take physical education.
- 6.13.2 Students are expected to purchase the approved physical education uniform.
- 6.13.3 Students must wear the school approved uniform in PE class in order to participate. Non-participants will be assigned a two page report in lieu of participation. Increasing demerit penalties will be assigned for non-compliance.

6.14 Academic Activities

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

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

7.0 TRANSPORTATION

7.1 Availability

- 7.1.1 Cross Lanes Christian School runs several bus routes to transport students to school.
- 7.1.2 Space is available on a first come-first served basis.
- 7.1.3 Application should be made through the school office.

7.2 Routes

The routes are as follows:

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

7.3 Payments

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

7.4 Behavior of Students on Buses and Vans

- 7.4.1 Behavior rules that apply on the school campus also apply on the buses and vans.
- 7.4.2 The bus or van driver has authority to enforce the behavior code.
- 7.4.3 Students who persist in violating the behavior code will be removed from the bus or van.
- 7.4.4 The following rules apply for all CLCS sponsored bus routes and school trips:
 - Students must face the front and remain seated at all times.
 - Students must keep heads and hands inside the bus at all times.
 - Students should refrain from loud and boisterous behavior which may be a distraction to the bus driver.
 - The emergency exit may be used for emergencies only and not as an alternative entrance or exit.
 - Students are not permitted to gesture to passing motorist.
 - All school rules apply while being transported on CLCS vehicles.

7.5 In-Lieu-of Payments

- 7.5.1 Families who live 2.1 miles or more from Cross Lanes Christian School and live in Kanawha, Putnam, or Boone counties are eligible for in-lieu of transportation reimbursement from the county in which they reside. Lincoln, Cabell and Jackson counties do not provide this reimbursement.
- 7.5.2 The appropriate form must be submitted to the school office so that Cross Lanes

Christian School may file the required information with the appropriate county.

7.5.3 Rates may vary and are determined by the counties.

7.5.4 Payments are made directly to parents from the county twice a year; in February and July.

8.0 EMERGENCIES/ILLNESS

8.1 School Closure, Delay or Early Dismissals

8.1.1 Inclement weather or other reasons for closure, delay or early dismissal of school.

- Cross Lanes Christian School will typically follow the policy of the Kanawha County Schools on school dismissal because of inclement weather. On rare occasion the administration may deem it necessary to make a decision regarding school closing or opening independent of Kanawha County.
- Early dismissal will be rare because of difficulties in getting students home.
- When early dismissal is demanded by circumstances, however, parents of elementary students will be called.

8.1.2 Shelter in Place

- Occasionally, students must shelter in place because of a chemical emergency.
- In that case, buildings will be sealed in accordance with regulations.
- Students will be sheltered in place until an all-clear signal is given.
- Shelter in place procedures will be followed and needed supplies will be maintained.

8.1.3 Communication of Closing, Delay or Dismissal

- Announcements will be posted on the West Virginia Department of Education school closings website. This information can be reached via the Cross Lanes Christian School website (www.crosslanes.org) and clicking on the “School Closings” link.
- Local radio and television stations will be contacted to announce school closings or delays. (Radio stations: WQBE, WCHS Television stations: WCHS-TV, WSAZ-TV, WOWK-TV)
- SchoolCast Rapid Notification System (or similar program) will also be used to communicate school closure, delay or early dismissal. See Section 8.3.

8.2 Student Illness or Accident

8.2.1 Students who are sick should be brought to the office. A clinic is available, but students with a temperature of 100 degrees or above will be sent home.

8.2.2 If a child is ill (vomiting, fever, etc.) before school, please do not send him/her. Also, it is wise to keep a sick child home at least 24 hours after beginning a of medication and/or after a fever has broken.

8.2.3 Parents should notify the school office if their child(ren) should be given medicine. An Administration of Medication Form must be completed by parent/guardian and medicine clearly labeled. (See Section 8.4)

8.2.4 When medicine is to be taken “as needed,” parents should notify the school

office of the most recent time the medicine was taken or the school office should contact the parent/guardian to find out most recent time.

8.2.5 A medical log will be kept to document the administration of all medicine.

8.3 Emergency Information and SchoolCast Communication System

8.3.1 Each school year, parents must complete their student(s)' notarized Medical Release Form / Emergency Contact Information Form and return it to the school office. This form is provided to each student during Re-enrollment Period in February and are also available upon request from the school office for any updates/changes to information. It is the parents' responsibility to notify the school office of any changes in emergency contact information.

8.3.2 Special instructions for medicine or allergies should be written in the Health Information section of the emergency information form..

8.3.3 SchoolCast Rapid Notification System: CLCS will use this automated calling system to communicate with school families by sending a message alert on ALL communication devices (phones and emails) listed in each customized families' emergency contact information. It is the parents' responsibility to log on to SchoolCast System with their provided personal User ID/Password and keep their contact information up to date.

8.4 Prescription and Non-Prescription Medications

The administration of medication to students is the primary responsibility of the parent, guardian, or student. If a student is unable to take his/ her own medication and this medication is required to be administered during school hours to help the student's health and maintain school attendance, the school office personnel shall be designated to administer required medication. If a student is able to take his or her own medication, then office personnel will only observe the procedure.

8.4.1 Prescription medications should be brought to the office when a student arrives at school.

8.4.2 No medication, either prescription or non-prescription medication, shall be administered except by written order and dosage instructions from the student's parent/guardian or physician using the Administration of Medication form.

8.4.3 Prescription and Non-prescription medication must be labeled clearly and only one kind of medication may be included in a single bottle or container. Each medication container must be clearly labeled and have student's name on it.

8.4.4 All medication must be stored in a locked cabinet located in a suitable area designated by the administrator.

8.4.5 Students should come to the office when the medication should be taken.

8.4.6 School personnel administering medication to students or observing

students' self-administering of medication must accurately complete a medication log (computerized).

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

8.5 Health Screening

- 8.5.1 Various annual health screening services are provided by the staff of Kanawha County schools for students at CLCS.
- 8.5.2 There will be no make-up days for students who are absent.

8.6 Immunization Records

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

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

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

* denotes new state requirements (8-1-08)

Tuberculosis testing is **NO LONGER** required for entry into preschool or kindergarten in West Virginia schools. It is required, however, for students transferring into West Virginia from OUT OF STATE or OUT OF THE COUNTRY. They do 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 with this time (90 days) will be excluded from school pending fulfillment of requirements.

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

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

8.7 Safety Precautions

- 8.7.1 Faculty at Cross Lanes Christian School are trained in dealing with injuries where blood may be in evidence.
- 8.7.2 Safety measures will be observed in dealing with student injuries.
- 8.7.3 Parents will be notified immediately when a student is injured.

8.8 Child Abuse and Neglect Policy

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

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

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

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

8.9 Communicable Disease Policy

While it is not the desire of Cross Lanes Christian School to discriminate against any student, CLCS recognizes that certain life-threatening diseases can afflict children. For those students who are innocently afflicted, CLCS has great compassion and sympathy. Still, we are faced with the challenge of providing a safe haven for those students entrusted to our care. Our purpose is to protect students from exposure to mortal illness. We recognize also that CLCS with its limited finances is not equipped to physically care for the needs of very ill students or any student with a communicable disease. Children enrolled at CLCS or who seek to enroll at CLCS, who are diagnosed to be carrying any communicable or potentially lethal disease, will not be permitted to attend CLCS until they have been medically 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, Salmonellas, Small pox, Syphilis, Tetanus, Trichinosis, Toxoplasmosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibro Cholera, or Yellow Fever.

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

9.0 ARRIVALS AND DEPARTURES ON CAMPUS

9.1 Caution

- 9.1.1 Campus speed limit is 10 miles per hour.
- 9.1.2 Posted speed limits on Floradale and Koontz Drives should be observed.
- 9.1.3 A driver to the campus should be concerned about his testimony on behalf of the School and the safety of pedestrians..

9.2 Times

- 9.2.1 Students should not be brought to the campus before 7:50 a.m. Secondary students who arrive on campus before 8:00 a.m. should report to the designated waiting area.
- 9.2.2 Students needing to arrive earlier should be left at the Bright Beginnings Early Care program at Cross Lanes Bible Church.
- 9.2.3 Students not picked up by 3:30 p.m. will report to Extended Care. All appropriate fees for this service will apply.

9.3 Traffic Patterns

- 9.3.1 School will be dismissed at 3:15 p.m.
- 9.3.2 Because of the intricate traffic pattern at dismissal, students must be dismissed on time and moved quickly to the traffic line. We continue to use a double traffic line for afternoon pickup of students in front of the elementary building.
 - Beginning at 3:00pm, drivers picking up riders can move to the top of the hill in front of the elementary building to form two lines
 - The outside (left) lane closest to the gym is for cars picking up Jr & Sr High Students
 - The right (inside) lane closest to the elementary building is for picking up Elementary Students.
 - If you have an elementary and a secondary student, please use the outside (left) lane closet to the gym.
 - It is estimated that about 10 cars, five in each line, can be loading children at a time.
 - When children are safely loaded, cars in the Secondary Student (left lane) may indicate that they are ready to leave by using their left turn signal and waiting for the traffic director to allow them to exit.
 - Cars in the Elementary Student (right lane) may not pull out into traffic until directed to do so.
 - Those drivers picking up Elementary Students need to make sure the car's student number is visible to the teacher in front of the Elementary Building.
 - However one car waiting for a student should not hold up other cars. In this case, the car should be moved to the front of Building 100 (Office Building) to wait.

- 9.3.2 Students driving their own automobiles may go to their cars at 3:15 p.m.
- 9.3.3 Parents of secondary students should emphasize the need for children to be on time.
- 9.3.4 Each student should wait to be escorted or directed to his car.

9.4 **Visitors**

- 9.4.1 Visitors to the campus may park in the visitor spaces located in front of the school office.
- 9.4.2 All visitors to the campus, including parents, relatives, and alumni, must first report to the school office and secure a visitor's badge before entering any school building.
- 9.4.3 Guest speakers must be approved by the administration at least one week in advance of any scheduled meeting.
- 9.4.4 We ask that student visitors do not visit school classes, the lunchroom, chapels, or any other school activities during the normal school day without specific administrative approval. Visitors requesting to come to our school will need to meet the following criteria.
 - 1. 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 visitors badge.

9.5 **Early Care and Extended Care**

- 9.5.1 Early Care services are provided at the Cross Lanes Bible Church located at 5442 Big Tyler Road, Cross Lanes, beginning at 7:30 a.m.
- 9.5.2 Extended Care will be provided at the CLCS campus beginning at 3:30pm Monday thru Friday. Parents must pick up students by 6:00pm.

10.0 PARENT-SCHOOL COMMUNICATIONS

10.1 School Newsletter

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

10.1.2 Contents:

- The newsletter contains all announcements about school activities.
- The newsletter contains information about athletics and most current monthly calendar.

10.2 Parent/Teacher Conferences

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

10.2.2 Faculty members are willing to schedule additional appointments with parents at other times also.

10.3 Calling a Teacher or Administrator

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

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

10.3.3 Parents are requested to be considerate of a teacher's time if contact is made during the school day.

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

10.4 Handbills and Advertisements

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

10.5 When Problems Arise

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

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

The following procedure will serve this end:

1. 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 do so.
4. If you are not able to resolve the problem, you may call the school and request a conference with the Administrator.
5. If you are not able to resolve the problem by meeting with the Administrator, he will be glad to accompany you to a meeting with the pastor.
6. Finally, if all the above steps have been taken and the problem has not been resolved, the parent may request a hearing with the Administrator, Pastor, and the School Board. Parents requesting a hearing with the School Board must make their request in writing at least three days prior to the next scheduled school board meeting in order to be placed on the agenda. Only parents who have followed the chain of command will be granted an audience with the School Board.

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

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

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.

11.0 STUDENT ACTIVITIES

11.1 Athletic Participation

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

- Boys' Soccer
- Girls Soccer
- Girls' Volleyball
- Boys' Basketball
- Girls' Basketball
- Boys' Track
- Girls' Track
- Girls' Cheerleading

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

11.1.3 Eligibility Requirements for Athletics and Cheerleading:

ATHLETICS

Cross Lanes Christian School sets forth a program designed to help students maintain appropriate academic and behavior standards while participating in sports. Even though much time will be spent after school in team practice and personal training and practice, students must not fall behind in class work.

Students will be evaluated each four and one-half (4-1/2) weeks. A student needs to have a minimum 2.0 cumulative G.P.A. and no failing grades for the 4-1/2 weeks immediately prior to selection. In the case of fall quarter selection, the grades of the previous year must meet the criteria. Students who fail to meet the academic requirement will be placed on academic probation. A student may practice while on academic probation; however, he or she may not dress or participate in the games. A weekly check, which will occur at one week intervals beginning a week after the students receive their grades, will be made to reevaluate the student's eligibility. If a student meets the academic requirements during the weekly check he or she will be permitted to participate until the next weekly check. Checks continue until the next grading period. If a student's grades are below the requirements for two consecutive four and one-half weeks periods, the student will be ineligible to tryout, practice, or play on an athletic team. Coaches will not take lightly students having a long and consistent record of probation in their choice of team members. Because athletes are considered leaders at Cross Lanes Christian School, the student's character and example must be pleasing to Christ.

STUDENT ELIGIBILITY

Participants must be a full-time students in good standing at Cross Lanes Christian School.

- Home school students are not considered full-time students.
- Any student who has a delinquent school account (60 days or older) will not be permitted to participate in the sports program (cf. Financial Policy requirements).
- Cross Lanes Christian School will conform to the age qualifications and restrictions as governed by the West Virginia Christian Education Association.
- A student is eligible to represent Cross Lanes Christian School as long as he/she does not violate the eight semester rule: Upon entrance into ninth grade, the participant has eight consecutive semesters of eligibility.
- No student may play on a junior high team if he/she has reached his/her sixteenth birthday before September 1 of the current school year.
- No student may play on a varsity team if he/she has reached his/her nineteenth birthday before September 1 of the current school year.
- Students may not be absent from school to be eligible to play or practice in any athletic activity.
- Failure to comply with any of the criteria stated above may result in forfeiture of games.

11.1.4 League Participation for Athletics: Cross Lanes Christian School does not participate in a league with other teams. However, there is a full schedule of games in each of the sports identified above. The school does participate in the tournaments of the West Virginia Christian Education Association and other invitational tournaments.

11.2 Fine Arts Participation

- 11.2.1 Cross Lanes Christian School participates in the Fine Arts activities of the West Virginia Christian Education Association.
- Participation is open to all upper elementary, junior high and senior high school students.
 - Fine Arts Festivals offer an opportunity for students to be rated in the following broad categories: Bible knowledge, academics, music, speech, and art.
- 11.2.2 Cross Lanes Christian School does offer opportunity for students to participate in speech and drama presentations during Fine Arts competition in the Spring of each school year. Experience in a drama production is usually available to high school students on an alternating years basis.
- 11.2.3 Music Groups: Cross Lanes Christian School offers a variety of music groups in which students may participate. Music education is available to all students.
- 11.2.4 Concerts: Cross Lanes Christian School offers a Christmas and Spring Concerts in which students may participate.

11.3 National Honor Society

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

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

1. The student must be saved and give clear testimony of living a godly life.
 2. The student must exhibit outstanding Christian character which should be exemplified in the student's daily life by his or her attitude, classroom behavior, helpfulness, cooperation with teachers and fellow students, and such intangible elements that make a quality young person.
 3. The student must secure a written recommendation by at least two CLCS faculty or staff members.
 4. The student must be faithful in church attendance. (a minimum of one service every week).
 5. The student must participate in ten hours of Christian community service work performed in a local church setting each semester.
 6. The student must maintain a 3.0 cumulative GPA.
 7. The student must demonstrate leadership qualities by maintaining less than 25 demerits.
 8. The student must actively participate in extra curricular activities.
 9. The student must be a member of the CLCS student body at least one year before becoming eligible to be a member. Former students who have withdrawn from CLCS, and later are re-admitted to CLCS, must qualify for the Honor Society as a new student.
 10. Students who fail to maintain any of the above or give evidence of personal conduct unbecoming members of this society will be dropped from membership.
 11. Acceptance into the Honor Society will be determined by the Administration and School Board.
- 11.3.3 The Honor Society induction ceremony will take place annually in the fall.

11.4 **Student Council**

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

11.5 **Leadership Camps**

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

11.6 **Retreats**

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

11.7 **Senior Trip**

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

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

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

- 1) The student will be required to attend school during the week of the senior trip.
- 2) The student may be denied permission to march in the graduation ceremonies of his class.
- 3) Other consequences may be considered.

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

12.0 MISCELLANEOUS POLICIES

12.1 School Directory

- 12.1.1 Shortly after the beginning of each school year, Cross Lanes Christian School will make available a listing of all school families. However, a family may request their telephone numbers and/or address not be listed. This request should be communicated to the school office.
- 12.1.2 It is the parents' responsibility to provide current contact information to the school office.

12.2 Lost and Found

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

12.3 Lunch Policies

- 12.3.1 Because of the number of students enrolled, lunch times will be staggered.
- 12.3.2 Students will typically eat lunch in the balcony area of the gymnasium.
- 12.3.3 Teachers and/or aides will supervise students while in the balcony of the gymnasium.
- 12.3.4 Students may not leave the lunchroom area before the end of the lunch period.

12.4 Parties / Socials

- 12.4.1 Periodically, teachers may schedule classroom parties to celebrate special occasions. Parties must first be approved by the administration.
- 12.4.2 Cross Lanes Christian School will not be responsible for any party or social event which is not officially sponsored or approved by the school administration.

12.5 School Office

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

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

12.6 Solicitations

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

12.7 Guest Speakers, Musicians and Music

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

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

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

12.8 Prohibited Items on Campus or School Transportation

- Playing cards or dice
- Electronic devices (including games and toys; see, also, 12.8.2)
- Personal software
- Music players (CD, radio, MP3, or other) or headphones
- Non-prescription 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.

12.9 Guidelines for Communication or Messaging Devices

- Cell phones, pagers, or other messaging devices may not be used during or between classes. Students may use communication devices before and after school or during lunch. 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. Phones used or ringing during class will be collected by the teacher and turned into the office for parent pick-up.

- Laptops, netbooks, PDAs or Palm-type devices should not be used
- Calculators may be used at the discretion of the classroom teacher.

12.10 Student Drivers

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

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

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

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

- Upon arriving on the school campus students are to park their vehicle in the designated student parking area, numbered parking tag visible on rearview mirror, leave their vehicle and proceed to the designated student waiting area at the buildings.
- Students are not permitted to visit their automobiles during the school day or at the lunch hour without administrative authorization.
- Students are not to use their vehicle for any school-related business unless special written permission is given by the parents or guardian of the student driver.
- Student drivers must have written permission from parents to leave the campus at times other than the regular dismissal time. The information on the permission request must include the time and destination and reason for the request for early dismissal.

Students are to abide by all traffic laws. Student drivers are to keep their vehicles under control at all times while driving on school property, on Floradale Drive and Koontz Drive. Reports from neighbors indicating any reckless student driving will be investigated, and if accurate, the student driver will be subject to school discipline. Unless circumstances are considered otherwise warranted, these guidelines will govern official school response to traffic violations. (See also Section 5.2.2.2 demerits for driving infractions).

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

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

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

12.11 Fire Drills

- Fire drills and other emergency drills will be conducted on a regular basis. Faculty will insure that an evacuation plan is properly posted in each classroom or meeting area.
- Rooms should be evacuated quickly and orderly. Students are Expected to stay in line and refrain from talking during fire drills.
- Students should go quickly to the designated area for the room they are in and turn to face the building just evacuated.
- All doors and windows should be closed for fire drills. Teachers Will insure that windows and doors are closed.
- Teachers should take record books with them when evacuating a building for any fire or disaster drill. Teachers will verify that all students are present and accounted for by an upraised hand. If students are not accounted for, the teacher will verify this by an uplifted grade book.
- Teachers and students may return to rooms once the all-clear signal is given.

12.12 Lockers

It is recognized that student lockers are an important part of school life. They are also part of one's testimony to others. Therefore, lockers shall be kept neat and clean at all times. No student shall tamper with another student's locker or belongings. A student may provide his own lock, but the administration must have a key or combination. Locker doors shall not be forced shut or slammed. No tape or stickers are to be on locker walls. Magnets may be used, but shall not have off-color or suggestive phrases or pictures on them. Pictures, cartoons, etc.,

may be hung in lockers as long as they do not convey attitudes or standards contrary to those of the school.

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

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

12.13 Graduation Awards

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

12.14 Withdrawals

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

12.15 Library Procedures

12.15.1 Mission

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

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

12.15.2 Collection

Criteria -

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

- 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.

12.15.3 **Library Policies**

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

Statement of Cooperation

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

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