



2017-18 Student & Parent Handbook





North Cross School

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Telephone Numbers

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Lower School	989-7287
Middle School	989-7288
Upper School	989-7289
Development Office	989-6641
Extended Day Program	520-5042
Carter Athletic Center	989-7284
Toll Free	1-888-638-6641

Fax Numbers

Slack Hall	989-7299
Lower School	989-8246
Middle School	989-5575
Upper School	989-4888

CEEB & ACT School Code 471941

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Welcome!

Dear Students and Parents,

I am pleased to welcome you to the 2017-18 school year and the most recent edition of the Student & Parent Handbook.



Although the Student & Parent Handbook looks to be merely a set of guidelines, rules and procedures, it has a deeper meaning and purpose. It is designed to prepare all members of the North Cross School community—parents, students, and faculty—to understand completely their relationship with the school and, in turn, gain fully from their experience. The handbook attempts to define the culture, customs, and areas of consideration that define a remarkable human community: North Cross School. Please read and review it carefully, and contact me or your division director if you have any questions, comments or concerns.

Again, thank you and welcome back. I know we can all look forward to a year of promise, expectation, and achievement.

Sincerely,

Christian J. Proctor, Ph.D.

Head of School

This information is for the sole use of North Cross School parents and students. Use of information contained in this handbook for any commercial, political or solicitation mailing is strictly prohibited.

Revised 9/6/2017

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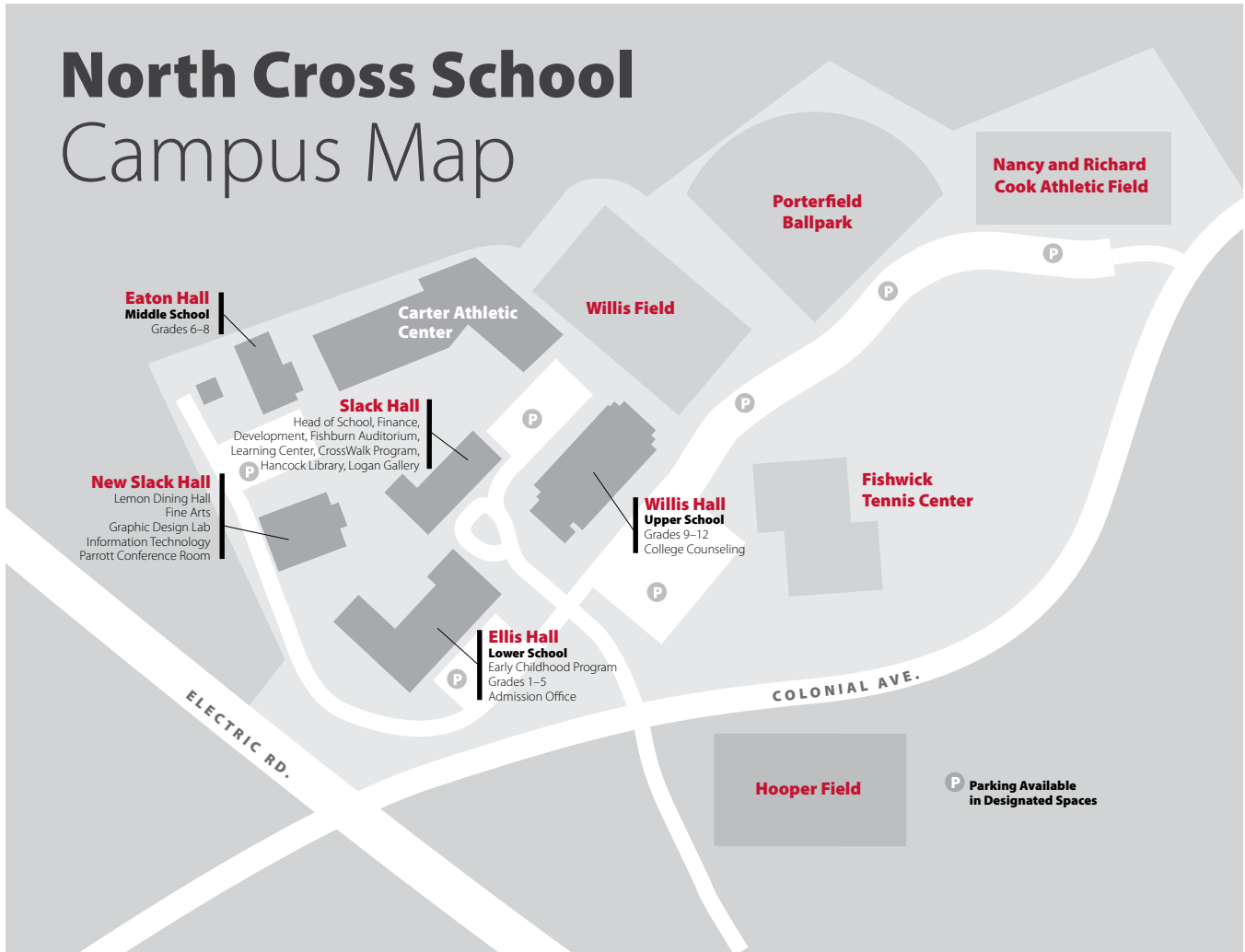
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Campus Map





General Information

Mission

North Cross School is an independent, nonsectarian, college-preparatory school that serves children from early childhood through twelfth grade. North Cross provides a rigorous academic curriculum, competitive with the best college-preparatory schools in the Commonwealth of Virginia. While we explicitly recognize the importance of intellectual development and academic achievement, we also strive to promote personal integrity, empathy, and responsibility to self and community. Through this, our graduates will act as leaders in the local and global communities, persons of intellectual and moral courage, and scholars in the service of others.

Philosophy & Objectives

In all aspects of program, personnel, governance, and facilities, NCS endeavors to be among the finest independent schools in the Commonwealth of Virginia. In pursuit of that goal, NCS will:

- Compose a diverse student body, one that is able to make full use of the school's academic, athletic, and artistic offerings;
- Assemble—from across the region and the nation—a talented, committed, well-compensated faculty, whose members are excellent in their respective subject areas and are eager to be involved in the lives of their students beyond the classroom;
- Develop a Board of Trustees, together with a governance structure, that embraces its stewardship role, is generous in providing its diverse resources to the school's

benefit, and that is representative—in composition and experience—of the larger NCS community;

- Offer a comprehensive, rigorous academic program, enhanced and complemented through broad offerings in the fine and performing arts, interscholastic athletics, and community service; and,
- Ensure its facilities and financial resources fully support the goals of the program and the individuals responsible for it.

Acceptable Use of Electronic Devices

Students are not permitted to use, display, transmit, or have in the “on” position any wireless communication or entertainment device, including but not limited to smartphones, electronic gaming devices or laser pointers until after the conclusion of the instructional day. Wireless communication devices or laser pointers may be used by students for instructional purposes with the permission of and under the supervision of faculty. Lower School students' cell phones, iPads, music and gaming devices may not be used during school and extended day hours without the division director's prior approval and must be used under a teacher's supervision.

NCS is pleased to offer its students access to the Internet and email at school through its computers and commercial Internet provider. In providing this service, our goals are to enhance students' education and to promote educational excellence by facilitating resource sharing, innovation in research, and communication.

This resource is available for students to conduct research and communicate with others; access is granted to students who agree to act in a considerate and responsible manner. Since telecommunications and the use of the Internet and other electronic resources have not been screened by educators for use at various age levels, independent use of such resources will be permitted only upon submission of contracts signed by students and their parents or guardians. NCS believes that the educational benefits and opportunities afforded through using the Internet far exceed any disadvantages of access.

The Contract

Students and parents understand that access to the Internet and email originating at NCS is a privilege, not a right. In addition, they understand that, within reason, freedom of speech and access to information will be honored.

All students agree to:

- Abide by local, state, national, and international regulations in using this resource.
- Use this service in support of education and research consistent with the school's policy.
- Log in and out each time this resource is used as required.
- Make available for inspection by an administrator or teacher any messages sent or received at school through the school's resources.
- Abide by the copyright laws, copying or transferring only copyrighted materials for which copying or transferring is authorized or properly attributed.
- Use appropriate language in all communications.
- Use their real name in all activities associated with this resource.
- Respect the privacy of others (The original author's prior consent is always required to re-post communications).
- Understand that information obtained via the Internet may or may not be accurate.

Students will not:

- Make use of materials or attempt to locate material unacceptable in a school setting. The criteria for acceptability is demonstrated by the types of materials made available to students by administrators, teachers, and the school library.
- Attempt to discover passwords or other measures used to control access to this resource. If they should inadvertently discover passwords or other measures used to control access to this resource, they agree to report this to whoever may be in charge at the time.
- Change or attempt to change the configuration of the software that controls access to the Internet, download and/or install any software of any type to the school's computers or servers.
- Use profane, obscene, offensive, or inflammatory speech.
- Make personal attacks on anyone using this resource or engage in other torturous activities (libel, harassment, assault, etc.) that injure others.
- Use this resource for any illegal or commercial activity. This includes but is not limited to tampering with computer hardware or software, unauthorized entry into computers, vandalism, or destruction of computer files. Such activity is a crime under state and federal laws.
- Introduce or knowingly allow the introduction of any computer virus into a computer on campus.
- Use intellectual property for plagiarism or any form of academic dishonesty. They understand that they are expected to properly document any resources found on the Internet according to accepted writing protocol.

If an approved user violates any acceptable use provision(s) outlined above, his/her access will be terminated. School and computer system administrators may prevent individual access at any time and will have final judgment as to inappropriate use. Termination could also result in disciplinary action.

All forms of electronic communication at NCS are the sole province of the school. As such, all communication therein is the property of the school. In this regard, students have no right to privacy.

Accidents

Parents are notified any time a child is injured. If parents are unavailable, the alternate name on the Student Emergency Information form is contacted. In cases of emergency, the school may be required to seek professional help. In such instances, every effort will be made to reach the parents.

Accreditation and Memberships

North Cross is accredited by the Virginia Association of Independent Schools. North Cross is a member of the National Association of Independent Schools, the Southern Association of Independent Schools, the National Association for College Admission Counseling, the Potomac and Chesapeake Association for College Admission Counseling, The Cum Laude Society, and the Council for Advancement and Support of Education.

Alcohol and Drug Policy

Possession and use of alcohol, tobacco, illegal drugs and the misuse of over-the-counter and prescribed medications, including the supply of restricted substances, on school premises by students is strictly prohibited and is a violation of the School Code of Conduct as well as state and federal laws.

Violations are cause for discipline, including but not limited to expulsion, referral for prosecution, and/or completion of an appropriate rehabilitation program.

Arrival and Dismissal

Arrival

Division	Report by	Instruction Begins
Lower School	7:40 a.m.	7:50 a.m.
Middle School	8:05 a.m.	8:15 a.m.
Upper School	8 a.m.	8:30 a.m.

Students in the Early Childhood Program (ECP) who arrive prior to 7:40 a.m. should report to their rooms; students in grades one through five who arrive prior to 7:40 a.m. should report to the Cartledge Multi-Purpose Room. No teachers are on duty prior to 7:30 a.m. A parent who wishes to accompany a child into a school building must park in designated parking areas; parents may not park in loading or unloading zones.

Dismissal

Early Childhood Program (ECP) Level 1 and Level 2 Half Day students are dismissed at 1 p.m. Students in ECP Level 2 Full Day through grade five are dismissed at 2:50 p.m. Students in grades six through 12 are dismissed at 3:10 p.m. Teachers supervise the departure of all students who are picked up by their parents in carpool. A parent who wishes to accompany a child from a school building must park in designated parking areas; parents may not park in loading or unloading zones. As the business of school continues after dismissal, students may not remain on campus without a proper destination or reason: athletic practice; activity; rehearsal; extra help; or Extended Day care. Students in Extended Day are to report to that program immediately after the close of school. Parents will be billed for this service.

Assault on a Student, School Personnel, or Other Adult

No student shall cause or attempt to cause serious physical injury to another student, school personnel, or other adult. For the purposes of this policy serious physical injury shall refer to any significant or aggravated bodily injury, including but not limited to broken bone(s), loss or chipping of teeth, loss or impairment of vision, loss of consciousness, internal injuries, scarring or other disfigurement, significant bleeding, lacerations resulting in sutures, significant bruising, severe or prolonged pain, any injury requiring hospitalization for any period of time, and/or any injury resulting in medical treatment beyond simple first aid procedures.

Attendance

Regular attendance is an essential element for a student's success in every aspect of the NCS program. Normally, to receive credit for an academic course, a student may not miss more than 10 class days. While we understand that there may be times when family or personal emergencies require a student's being away from school for an extended period, it is also the case that, in order to fulfill the demands of the full NCS program, a student must be in attendance. We ask that you observe the following guidelines:

- If a student arrives after 7:50 a.m. in the Lower School, after 8:15 a.m. in the Middle School or after 8 a.m. in the Upper School, he/she should report to the office to sign the attendance sheet and will be issued a class entry slip.
- If a student needs to be dismissed before 2:50 p.m. in the Lower School or 3:10 p.m. in the Middle and Upper Schools or to leave briefly for an appointment, his/her parent or guardian should notify the office in advance and must sign his/her child out at the time of the departure. Students are expected to complete all assignments, as well as to make arrangements beforehand to take any missed tests or quizzes.
- Parents are asked to schedule medical and other appointments before or after the school day.
- When a student is to be absent because of illness, parents are asked to call the school before 9 a.m. to inform the division's administrative assistant.

Finally, we understand that a child's experience at NCS is but a part of his/her family's larger life and association; and that, on occasion, family needs and plans may come into conflict with those of school. We want to be as supportive as possible of our families' needs, and we will work in that spirit to accommodate those needs. However, we also know that no child can succeed if he/she is not in class on a regular basis. The school provides ample vacation time for all of its students, and we ask that our families use those times wisely and forego others. If a child is to be absent for an extended period, his/her parents or guardians are asked to speak, in person – and well in advance of the absence – with the child's Division Director.

Policy on the Granting of Medical Leave

In cases where a student's physical or emotional health significantly affects his/her ability to be successful at school, or where the school feels that a medical or psychological evaluation is necessary to determine whether or not a student can remain at NCS, a student may be placed on medical leave.

The decision to place a student on medical leave will be made by the appropriate Division Director and the Head of School. The Director and Head of School may consult with any or all of the following in making this decision: the Director of Counseling, the student's advisor, and any medical personnel. The duration of the leave and the terms under which it will end will be determined by the Head of School and the Division Director.

Bullying/Cyber-Bullying

Students shall not bully another student or group of students, either individually or as a part of a group.

A. Bullying: Students will not bully another student or group of students, either individually or as a part of a group. Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict. Verbal conduct consisting of comments on a person's race, color, national origin, sex, disability, religion, sexual orientation, or that of a person's associates, shall not be tolerated.

B. Cyber Bullying: Students are prohibited from using information and communication technologies such as e-mail, cell phone text messages, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, hostile behavior intended to harm others.

C. The following conduct is illustrative of bullying:

1. Physical intimidation, taunting, name calling, and insults
2. Comments regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person.
3. Falsifying statements about other persons
4. Use of technology such as e-mail, text messages, or web sites to defame or harm others.

Code of Virginia: 22.1-279.6

Any student who believes that he or she has been harassed or bullied should report the behavior immediately to a teacher, Director of Counseling, or other administrator. All complaints of bullying shall be promptly and thoroughly investigated by the Division Director and appropriate action shall be taken.

www.stopbullying.gov

Carpool Procedures

Students in grades ECP Level 1 through 8th grade should be dropped off and picked up in designated carpool lines. Students are not allowed to be dropped off in parking lots and allowed to walk unattended. Nor will students be allowed to walk to the parking lots unattended at dismissal time.

Under no circumstances should a car be left unattended in the carpool lines. If a parent needs to go to the classroom or office, they must park in designated parking areas and enter the front door of the school building. Carpool utilizes the fire line; blocking of the carpool/fire lane during non-carpool hours is a hindrance to emergency response time and a potential danger to students. The police may be contacted to issue tickets for violators.

Morning Drop-Off Procedures

Students should not be dropped-off before 7:30 am. Students should not be released from the car until the car comes to a complete stop in the carpool line. Students should be released from the right side of the car only; at no time should students exit a car from the left side. Once students have exited their vehicles, they should enter the building through their designated student entrance and proceed directly to their classrooms. Parents should take care that all of their students reach the sidewalk safely before pulling forward.

Younger children in ECP Levels 1 and 2 should be dropped off in the circle near the side entrance of Ellis Hall. Teachers will be available to help these students exit their vehicles and will escort them inside the building. Parents should not let students out of the vehicle until a staff member indicates that they are ready (for students needing assistance), or they are at their final drop-off destination.

Older children in ECP Level 3-Kindergarten through grade 5 should be dropped off at the front left door of Ellis Hall and may enter the building unescorted.

Middle School students may be dropped off in the circle in front of the flag pole or dropped off directly in front of Eaton Hall. Students should proceed immediately to Eaton Hall.

Afternoon Pick-Up Procedures

Students should be picked up at their designated dismissal times. ECP Level 1 and ECP Level 2 Half Day students are dismissed at 1:00 p.m. and must be picked no later than 1:30 p.m. Drivers may begin to line up in the circle as early as 12:30 p.m. ECP Level 2 Full Day through 5th grade students are

dismissed at 2:50 p.m. and must be picked up no later than 3:15 p.m. Drivers may begin to line up at the front left door of Ellis Hall, as early as 2:30 p.m. Cars are to park along the front of Ellis Hall, around the circle in front of Slack Hall, and down the entrance drive towards Colonial Drive. They must leave a right-of-way access along the right side of the entrance drive to allow early Middle School carpoolers to line up along the right curb, next to Willis Hall. Drivers are not allowed to block the entrance to the Carter Athletic Center (CAC) parking lot.

Parents should not park along the carpool lane and leave their car unattended. Parents should not park along the far side of the Ellis Hall parking lot and come into the building to retrieve children, nor should they park in an open space to come into the building to retrieve their children during the afternoon carpool procedure. This causes disruption inside the building as teachers need to be focused on making sure that the correct procedures are being followed.

Lower School Mixed Carpool and Middle School students are dismissed at 3:10 p.m. and must be picked up no later than 3:30 p.m.. Drivers may begin to line up on the right side of the entrance road, next to Willis Hall, just before entering the circle, as early as 2:30 p.m.. Staff members will signal drivers to pull into the circle at the appropriate time to pick up their student(s).

Drivers leaving the Willis Hall parking lot between 2:30 and 3:30 should be directed to exit out the back entrance. Willis Hall students should be picked up in front of Willis Hall or in front of Slack Hall if they have Middle/Lower School siblings being picked up as well. Traffic exiting left from Willis Hall onto the entrance drive causes disruption of traffic flow and increases the danger for staff directing the carpool as well as cars exiting from Ellis Hall. Parents should not signal or beckon their child to cross the street to come to their car. This causes traffic disruption and endangers the safety of the child. They should wait until their car enters the circle and the child can enter the car safely.

Walk-Ups

Parents should not park in the Willis Hall parking lot and walk across the carpool lanes to retrieve student(s) and return to their cars. Walk-ups disrupt and slow the traffic flow as cars must stop to allow them to cross and creates a dangerous situation mixing pedestrians within the traffic. They should instead walk along the side of Willis Hall and cross at the entrance road to the CAC via the cross-walk to access students in front of Ellis or Slack Halls.

Campus Traffic

The speed limit on the campus is 13 mph. Effort should be made to prevent blocking of cross campus traffic. Staff members will be stationed at parking lot intersections and other congested areas to direct carpool lines around campus traffic. Parents should remain patient and drive carefully to assist with congestion. In some cases, alternate carpool and traffic patterns may be established to accommodate heavier traffic days due to athletic, Marlins and CAC traffic, and other special events.

Early/Late Pick-Up

Parents needing to pick up their students from school early for a doctor's appointment or other pre-arranged reasons must park in the parking lot and come to the appropriate division front office to sign their child out. Early pickup is intended to be used as an exception and should not occur on a regular basis. Routine early dismissal is disruptive to the student(s) and the entire class. The school reserves the right to deny early pick-up.

Parents arriving after carpool is finished must park their vehicles in the parking lot (not in the carpool lane) and go inside the division office to sign out their child. Students who are not picked up on time will be placed in the school's Extended Day Program and assessed a drop-in fee.

Emergency Lockdown

In the case of an emergency which requires the school to go into lockdown (e.g. criminal in area, crime scene next door, tanker truck spill), parents will be notified via the Instant Alert system (text, phone, email) and the outside siren will be activated. Visitors, including parents, on campus must follow school protocol during an emergency lockdown. Visitors driving on campus when the siren is activated should leave campus immediately; this includes parents waiting in the carpool line. Visitors must not enter the campus if the siren is sounding, nor will they be allowed to enter any building until the lockdown has been lifted. Parents will be notified via the Instant Alert system when it is safe to return to campus.

Carter Athletic Center

The Carter Athletic Center (CAC) is a 62,000 square foot facility designed to meet the fitness, athletic, and recreational needs of NCS. Its purpose is to help develop character in its users, young or old, through a variety of programs. We are pleased that we can offer to students in our physical education and

interscholastic programs extensive use of the CAC for special after-school programs; however, we do require that families become members in order to participate. Membership details are available in the CAC or online at www.northcross.org.

The following are the rules concerning student use of the CAC:

- Current or former North Cross students may join the CAC as part of their family's membership. Students attending college can get a reduced rate membership.
- CAC student members in grades nine through 12 may use all facilities without supervision. CAC student members in grades one through eight may use all facilities with adult supervision except the weight rooms. In general, these students should remain within eyesight of their parents; if they are found in the CAC unsupervised, they will be asked to remain in the foyer until their parents can be paged. Because of potential danger and liability, students in grades one through eight should not be left unsupervised in the CAC to await the beginning of school or rides home in the afternoon. The school provides an Extended Day program each day before 8 a.m. and from 3 – 6 p.m.
- During school hours, students in grades one through eight may use the CAC for physical education classes, while students in grades nine through 12 may use the gym or weight rooms during free periods under the following conditions:
 - Students may come in to work out only with the permission of the Division Director and Athletic Director.
 - Students may work out in the weight rooms only if they are CAC members or authorized members of NCS interscholastic teams who have been properly instructed in their use.
- During the school day, students may not purchase soft drinks.
- Students may not use any other facility in the CAC during the school day.

Community Service

The goals of the NCS community service requirement is to provide support for community organizations, create awareness about the wide range of needs and organizations/agencies in our region, provide a service-learning opportunity for our students, and foster a greater sense of connection between our school and our community.

The school offers two community service days, one in the fall and another in the spring for our Middle School students, who are required to participate in community service days by their advisory groups. The primary goals for the Middle School students are to learn how to work as a group, and to learn about and help a specific community organization. Each group receives a brief orientation from their host to maximize the learning potential for each visit. Upon return to campus, the group reviews and evaluates what they learned about themselves, each other, and the community organization they served.

Upper School students are required to participate in a minimum of 12.5 hours of community service per year as a requirement of graduation. A wide variety of community service opportunities will be made available throughout the year, or students may choose to serve at any non-profit organization they wish. Each opportunity should be approved beforehand by the division director to receive credit, and documentation should be provided to the division office. The primary goals for students in the Upper School are: learning about the needs of a particular organization, understanding how their contribution can make a difference, developing leadership skills, raising awareness about the greater community, and enhancing the ideals of citizenship. Please visit www.northcross.org/community-service.html to download the Community Service Hour form for Upper School students.

Counseling and Advising

The Director of Counseling, located in Ellis Hall, works with students in each division and is available to meet with students and parents during the academic day. The position is dedicated to the support of students, parents, and faculty. The Director of Counseling provides educational forums, advocacy, and information regarding mental/emotional health and wellness issues.

In the Middle and Upper Schools, Division Directors coordinate the advisory system. Before the school year begins, each Middle and Upper School student is assigned a faculty advisor. The advisor is an advocate of and for each advisee; and he or she becomes the point of contact between a student, his/her family, and NCS. Each faculty advisor is asked to contact his/her advisees' families not fewer than four times each year: before classes begin and at each of three mid-term periods.

Development Office

The Development Office is responsible for the school's overall communication, fundraising, and marketing efforts. In addition to raising annual operating dollars through the North Cross Annual Fund, the Development Office seeks to increase philanthropic support through capital campaigns, foundation and corporate giving, planned giving, alumni and family relations, and special events, including the New Parent Reception, Legacy Picnic, Grandparents' Day, Founders' Day, Leadership Reception, and Winter Gala. As part of its marketing initiatives, the Development Office is also responsible for the management of the school's website and publications, as well as all advertising and media relations.

Please see page 53 for Parents' Guide to Giving and information regarding support of North Cross School.

Dining

Lunch is served in Lemon Dining Hall and includes a serving of a main entrée and all-you-can-eat vegetables and sides. A full, fresh salad bar and deli tray is also available. Early Childhood Level 1 students eat in the classroom. All other students eat lunch in Lemon Dining Hall during one of the scheduled lunch periods. Students may bring their own lunch. Faculty are on duty during all lunch periods.

Dormitory

Students who are boarders at North Cross reside at the downtown dormitory managed by Wilson International, LLC in the historic Boxley Building near Elmwood Park, located at 416 S Jefferson St, Roanoke, VA 24011. Boarders are provided transportation in the mornings and afternoons by North Cross School. The morning bus departs at 7:15am and leaves the School to return students at 5:45pm. Breakfast and lunch are provided for boarders Monday through Friday at the School, while dinners and weekend brunches are served at the dorm. Those students who do not reside at the dorm are welcome to visit friends during the dorm's prescribed hours. If a student wishes to eat dinner or brunch with a resident there, they are welcome to do so, but need to notify the dorm manager, Stephen Alexander, at stephen@wilsonboarding.com ahead of time.

Neither dormitory nor non-dorm residents are allowed to transport other students in their own vehicles without

expressed, written permission from a parent or guardian.

While at the dorm, all North Cross students are subject to the rules and regulations of conduct set forth by Wilson International, LLC and North Cross School.

Dress Code

In establishing a dress code for its students, the school encourages a high standard of appearance so that students will take pride in themselves and the school, and to prevent eccentricities of dress from becoming a distraction. The dress code is also intended to minimize extravagances and competition in dress. Furthermore, the school tries to teach students that different attire is appropriate for different occasions and events. In general, students should be neat, clean, and well groomed, and should wear clothes that are clean, well pressed, properly fitting, and in good repair. Students are expected to adhere to the dress code from their arrival at school until the end of the class day, unless otherwise instructed. The dress code is a feature of school life most successfully fulfilled when parents, students, and the school work closely together. Should clothing not fall within the guidelines, a student will be required to leave class until the situation is corrected.

North Cross School has established a relationship with Land's End and will use them as the basis for the school-wide dress code. Land's End has created a North Cross School Store from which students may choose their school apparel. The site contains a variety of shirts, pants, shorts, skirts, jumpers, sweaters, and fleece jackets. These items are guaranteed for life and are comfortable and well made. There are all-cotton and poly-cotton blend options as well. Colors revolve around red, black, and white (the school colors). It is preferable that families purchase their school clothing from Land's End so there will be no confusion as to whether or not an item meets dress code. However, if an item is indistinguishable from the Land's End item, it will meet the school's dress code requirements.

Visit www.landsend.com/school to access the Land's End School Uniform Website. The North Cross School preferred school number is 900033523.

Formal Dress Days

Lower School Students

- **Early Childhood Program**

Boys: White polo with NCS logo AND red crew neck

sweatshirt with NCS logo with khaki bottoms.

Girls: White polo with NCS logo AND red crew neck sweatshirt with NCS logo with Land's End "Classic Navy Large Plaid"* skirt or jumper.

- **Grades 1-5**

Boys: White long-sleeved dress shirt with NCS logo or white polo with NCS logo AND red fine gauge v-neck (or crew-neck) sweater with NCS logo with khaki bottoms.

Girls: White long-sleeved blouse or white polo with NCS logo, AND red fine gauge cardigan sweater with NCS logo with Land's End "Classic Navy Large Plaid,"* skirt/jumper.

Middle & Upper School Students

- **Young Men:** White long-sleeved dress shirt with NCS logo with khaki pants, navy blazer, necktie, black or brown belt and dress shoes.
- **Young Women:** White long-sleeved blouse with NCS logo with *top-of-knee-length* Land's End "Classic Navy Large Plaid,"* skirt and dress shoes.

**Those who currently own the Land's End "Red Plaid" skirts or jumpers at the proper length will be allowed for the 2017-18 year, however any new purchases should be made in "Classic Navy Large Plaid." The "Red Plaid" will be completely phased out by the 2018-19 academic year.*

Regular School Days

Girls and Young Women

- White, red, or black shirt with a collar (long-sleeve or short-sleeve polo or turtleneck).
- White or light blue dress shirt (long-sleeve, short-sleeve, or ¾-sleeve).
- Khaki skirts, jumpers, shorts, pants, or khaki colored corduroys. Skirts, jumpers, and shorts cannot be higher than two inches above the knee. "Skinny-stretch" pants or "jeggings" are not acceptable.
- Land's End "Classic Navy Large Plaid,"* *knee-length* skirts or jumpers.
- Land's End red "Polo Dress" with pleats or ruffle bottom is acceptable for Lower School students.
- Black, white, or red sweaters (v-neck or cardigan).
- Black, white, or gray tights or leggings to wear under skirts or jumpers for warmth on colder days.
- White, black, or red fleece (full zip, ¼ zip, or vest), or NCS athletic jackets. Winter jackets, or other forms of outerwear, are not to be worn in the classroom (no hoodies).
- Belts for skirts, shorts, or pants that have belt loops.
- Shoes in good repair (no flip flops).

Boys and Young Men

- White, red, or black shirt with a collar (long-sleeve or short-sleeve polo or turtleneck).
- White or light blue dress shirt (long-sleeve or short-sleeve).
- Khaki shorts, pants, or khaki colored corduroys. Cargo-style shorts or pants are not acceptable.
- Black, white, or red v-neck sweaters.
- White, black, or red fleece (full zip, ¼ zip, or vest), or NCS athletic jackets. Winter jackets, or other forms of outerwear, are not to be worn in the classroom (no hoodies).
- Belts for shorts or pants.
- Shoes in good repair (no flip flops).
- Hair must remain above the collar.

Driving/Parking

The speed limit on school property is 13 mph. Drivers should slow down and watch for students, parents, faculty, staff and guests walking across the campus.

Drivers parked in illegal or restricted areas such as a fire zone, where signs are posted, in crosswalks or sidewalks, and illegal acts of parking are cited by local law enforcement and may result in violation or fee.

Emergency Announcements/ Inclement Weather

In case of snow, ice, or other unusual conditions such as power outages and excessive heat, school officials may decide to close school, delay school opening, or send students home early. News about these decisions is communicated as soon as the decision is made in these ways:

- Posted on the NCS website home page at www.northcross.org
- Recorded on the school's main telephone line, 540-989-6641
- Called in to local radio stations
- Called in to television stations: Channel 7, Channel 10, and Channel 13
- An Instant Alert Message is distributed (by text, phone, and/or email) to the contact information on file from the Emergency Contact Form

The following happens in each situation when the school schedule changes:

- **School Closed**—All school divisions are closed. The decision is usually announced by 6 a.m. on all information outlets. Extended Day is also closed. All school activities

are canceled unless otherwise announced.

- **Delayed Opening**—School will open two hours later than usual. The decision to delay opening is usually announced by 6 a.m. Morning field trips are canceled. There will not be teachers at the school before the delayed opening to supervise students. The Extended Day program is unaffected by a delayed opening.
- **Early Dismissal**—School will dismiss early if conditions require. This decision is normally announced by 11:30 a.m. Extended Day is cancelled. Extracurricular activities, interscholastic contests, team practices, field trips, and recreation programs in schools and on school grounds are canceled.

Field Trips

NCS believes that students should sample the richness of opportunities in the Roanoke Valley and beyond. In this regard, many classes and grades offer a variety of field trips to museums, theatres, or natural settings, and to the nation's capital and foreign countries and cities. To participate in a field trip, a student must have a signed permission slip from parents/guardians on file with the teacher in charge. While on a field trip, students are subject to regular school rules.

A student may be immediately dismissed from participation in a field trip and returned to their home if student's behavior is in violation of the Student & Parent Handbook, Student Conduct Agreement, or otherwise presents a danger to the group. If the field trip is local, parents/guardians will be asked to pick-up the student and take him/her home immediately. If the field trip is outside of the area, a bus ride home, or a train or airplane ride home may be the best option. The parent/guardian will be responsible for the entire cost of the return trip, including that of the chaperone accompanying the student. The parent/guardian may waive accompaniment of a chaperone in writing with the understanding that their student will travel alone. Additionally, no refunds will be provided for field trip expenses incurred.

Finance Office

The Finance Office mails monthly account statements to the responsible payors noted on the Enrollment Agreement. Payment is due upon receipt. Balances that are overdue more than 30 days will be subject to a 1.5% per month (18% per annum) service charge.

Enrollment at North Cross School is for a full year and no refund or reduction of tuition or fees will be made for withdrawal, absence, or dismissal. The following payment plans are available:

- **One Payment**—Tuition due on August 20 prior to the start of the next school year.
- **Two Payments**—Tuition due in two payments; the first being due on August 20 prior to the start of the next school year and the second being due on December 20 of the school year.
- **Ten Payments**—Tuition divided into ten monthly payments; the first being due in July prior to the start of the next school year and the remaining 9 payments due monthly through April. (Payment by electronic bank draft is required).

Under all payment plans, a non-refundable deposit of \$750 is required. This deposit will be a credit toward the total tuition due according to the selected payment plan. The obligation to pay the fee for the full academic year is unconditional.

The payor is obligated to pay all tuition and fees for the full academic year unless a request for release is delivered and accepted in writing by the school on or before June 30 prior to the start of the school year.

Additional Expenses/Fees

During the course of the school year, there will be additional expenses and fees which depend on the student's grade level, chosen courses, and extracurricular activities. These expenses are for items not included in tuition such as workbooks, textbooks, technology fees, art/science lab fees, transportation, cafeteria, and Extended Day care. These additional expenses and fees are charged as incurred throughout the year.

Student Account Status

Grades and transcripts will not be released to other schools, colleges or individuals, nor will re-enrollment be permitted, until the account has been paid in full. In addition, North Cross School reserves the right not to permit a student to attend class and/or participate in extracurricular activities including, but not limited to, school-sponsored clubs, athletics, and other events if tuition and fees are in arrears.

Students will not be allowed to start school in the fall if the previous year's account balance is not paid in full or addressed under a payment plan agreement.

Fire and Other Emergency Drills

The school performs a series of regularly scheduled drills throughout the year to keep students, faculty, and staff trained and ready in the event of an incident. Any persons on campus during a drill will be required to participate for their safety and the safety of others. These drills include but are not limited to: fire, severe weather, evacuation, earthquake, and lockdown. Regular fire drills are conducted throughout the school year. When the fire alarm sounds (a loud, constant horn), everyone should vacate the building as quickly as possible, according to the evacuation plan. Students are to remain with their class until attendance is taken and the teacher in charge issues permission to return to the building. In the event of an actual fire, all will be directed to a safe location. No one should return to any school building for any reason until given permission to do so.

In the case of an emergency which requires the school to go into lockdown (e.g. criminal in area, crime scene next door, tanker truck spill), parents will be notified via the Instant Alert system (text, phone, email) and the outside siren will be activated. Visitors, including parents, on campus must follow school protocol during an emergency lockdown. Visitors driving on campus when the siren is activated should leave campus immediately; this includes parents waiting in the carpool line. Visitors must not enter the campus if the siren is sounding, nor will they be allowed to enter any building until the lockdown has been lifted. Parents will be notified via the Instant Alert system when it is safe to return to campus.

Hancock Library

The Library/Media Center, located in Slack Hall, is open from 8 a.m.–4 p.m. on school days. Students will find a collection of reference materials and computers for accessing information from other sources. Students may check out books. Fines are enforced for overdue books and materials.

Harassment and Sexual Harassment

Harassment of any kind violates the goals of the school's philosophy and shows disrespect for other individuals. As a school community it is important for every individual to recognize the value of every other individual in the school. Incidents of sexual harassment will be thoroughly investigated, and guilty parties will be disciplined in an appropriate manner.

Harassment can include: slurs; threats; derogatory names, comments, or visual depictions; unwelcome jokes or teasing;

and other similar verbal, written, or physical contact that is based on a protected status.

Sexual harassment can include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to sexually-related drawings, pictures, jokes, teasing, uninvited touching, or other sexually-related comments.

The following examples might be viewed as sexual harassment between teachers or staff members and students:

- Making comments about a person's clothing, body, personal life, or "bad reputation"
- Addressing a person with a nickname or term of endearment
- Telling sexual jokes or making sexual innuendoes
- Subtle pressure for sexual activities accompanied by implied or avert threats concerning a person's standing in the school
- Touching, petting, hugging, or kissing
- Overtures of a sexual nature
- Leering at a student's body
- Displaying sexually explicit or offensive pictures or materials
- Standing too close, cornering, or locking
- Gesturing with hands or body

In addition to the above examples, the following examples might be viewed as sexual harassment among students:

- Name calling of a sexual nature
- Telling obscene jokes, especially in mixed company
- Circulating pornography or obscene drawings
- Rating an individual (as on a scale of one to 10)
- Drawing or writing graffiti which targets an individual
- Continuously asking someone out who has no interest or leaving love letters or notes that are unwanted
- Wearing provocative attire, or obscene t-shirts, hats or jewelry
- Gesturing with the hands or body
- Making kissing or smacking sounds or licking the lips suggestively
- Whistling, howling, or making catcalls
- Pulling on someone's clothing to cause them discomfort
- Playing sexually offensive games

While every incident of student misbehavior may not be intended as sexual harassment, each student needs to be aware that the victim might interpret the misbehavior in that manner. The underlying caution is to treat all others in the school community with respect.

Note: The above descriptions of unacceptable behaviors and their penalties are general guidelines. NCS reserves the absolute and

unconditional right to reprimand, suspend, dismiss, and/or expel any student whose social or academic performance is deemed to be unacceptable and/or inappropriate. Further, NCS reserves the absolute and unconditional right to require the withdrawal of any student whose parents or guardians behave in a way that is not in the best interest of their child or of the school.

Reporting an incident of sexual harassment:

- A student can report an incident of sexual harassment to any teacher, the Dean of Student Life, the Division Director, or the Head of School.
- It is important to include as much pertinent information as possible, such as time, place, witnesses present, and a clear description of the offensive behavior.
- The victim is requested to keep the incident confidential after reporting it to protect both himself or herself and the offender.
- Students should feel free after an initial incident to tell the offender that the behavior is offensive.

After an incident is reported:

- An investigation of the incident will begin as soon as possible.
- If an incident is deemed to be sexual harassment, the Division Director and Head of School will decide how to proceed.
- Once an incident is found to be in violation of the sexual harassment policy, appropriate disciplinary action will be taken.
- Due to the ranges of the ages and maturity of the school community, penalties will reflect the severity of the incident as it relates to the age and experience of the offender; they can range from reprimand to expulsion from school.

Honor Code

The students and faculty at NCS believe strongly that they should work together in a spirit of honesty, fairness, and trust in which everyone is treated with dignity and respect. This spirit is embodied in a traditional honor code, which consists of three principles:

I will not lie. I will not cheat. I will not steal.

These principles are clear and obvious. They must guide the behavior of every student. The honor code demands that each student's work be his/her own; that credit be given to those sources from which work may be derived; that no student give or receive help on any assignment without fully acknowledging that help; and that each student be

honest and forthcoming in his/her relationship with faculty or fellow students. At the start of each year, and throughout the academic year, faculty members and members of the Honor Council lead discussions with the student body about each aspect of the honor code. Each student is encouraged to live by the honor code and to report infractions of the Code. Each student must accept the responsibilities associated with the Code for it to be successful. Honor code violations in the Lower and Middle Schools will be dealt with by the appropriate school director. Upper School honor code violations will be dealt with by the Honor Council. Academic honesty and personal behavior offenses occurring prior to a student's senior year are generally addressed confidentially through the Upper School's disciplinary process. Similar instances in the senior year additionally entail notification to the post-secondary institutions in which the student enrolls.

Honor Council Procedures

Before a Hearing

1. A faculty member or student brings information about a suspected Honor Code violation to the Honor Council Advisor or the Director of the Upper School.
2. The Director of the Upper School investigates, keeping the Honor Council Advisor and the Head of School informed.
3. Together they decide if the Honor Council should meet.
4. The Honor Council Advisor calls the council members (including alternates if necessary) to inform them of a hearing. The Director of the Upper School tells the student and his/her parents/guardians and advisor of the hearing. If for any reason one of the faculty members of the council cannot attend the hearing, the Honor Council Advisor will ask a faculty member who has recently been on the council to attend in his/her place.

During the Hearing

1. The chair of the Honor Council conducts the meeting, with help from the Honor Council Advisor. During the meeting, the Honor Council Advisor takes notes.
2. The Director of the Upper School or Honor Council Advisor presents the case to the Honor Council.
3. The student comes in with his/her advisor, explains what happened, answers questions from the Council, and then leaves. (If for any reason the student's advisor is not able to accompany him or her, the student may ask another

faculty member to come to the hearing instead.)

4. The chair of the Honor Council leads the discussion about the case.
5. The discussion first determines whether or not an Honor Code violation took place. After discussion, the Council votes. A simple majority prevails. If the Council votes there was no violation, the procedure is ended.
6. If the council votes that there was an Honor Code violation, the discussion then turns to consequences. This is again decided by vote. A simple majority prevails.

After the Hearing

7. The Director of the Upper School informs the Head of School of the Council's recommendation. The Head of School, Honor Council Advisor and the Director may meet during the day if the Head of School wishes. The Director of the Upper School brings the Council's recommendation before the Upper School faculty at the meeting at the end of the school day. After discussion, the faculty votes whether to accept the recommendation or modify it.
8. The Director of the Upper School informs the Head of School of the recommendations, and a decision is made.
9. In cases of dismissal, the Head of School informs the family. In all other cases, the Director of the Upper School informs the student and family of the decision.
10. The Honor Council Advisor keeps the records, including any evidence presented.

A student who has committed an Honor Code violation must resign from any office he/she holds and may not run for any office until the end of the school year in which the violation was committed.

Confidentiality in the Honor System

Any student or faculty member who participates in any aspect of an Honor Code violation is required to keep all facets of the case confidential. Participants are reminded of the need for confidentiality at each stage of an honor case proceeding.

Illness

If a student becomes ill during the school day, he/she is permitted to report to the office to call a parent to arrange for transportation home. Parents are asked to report to the office when they arrive to pick up their child. Acetaminophen or ibuprofen will be given to students only if their Emergency

Forms indicate that their parents gave permission.

Immunizations

All students are required by state law to have a current health form with proof of immunization.

Instant Alert

Keeping parents informed and involved helps ensure students' safety, thus improving student success. To ensure that the school can communicate with you quickly and effectively in the case of inclement weather or an emergency, North Cross School uses the Instant Alert System.



Instant Alert allows the school to deliver a single, clear message to parents/guardians by home and/or work telephone, cell phone, email, pager, or PDA in any combination. The system allows the school to communicate with you when school is delayed or closed due to inclement weather or in case of an emergency.

All NCS families are automatically enrolled in the Instant Alert system using contact information provided to the school each year. To make a change to your contact information during the year, use the onCampus community portal: <https://northcross.myschoolapp.com/> and contact your Division Director.

Insurance

The school does not carry medical insurance to cover students' accidental injuries or illnesses. A voluntary student accident insurance policy is available for purchase on an individual basis and covers medical costs up to \$1,000 due to accidental injury, on or off campus, during the course of the school year.

Master Calendar

All events beyond those of the normal course of school business (such as classes, athletic, community service, or extracurricular events) must be submitted for consideration, a month in advance, to the school. If you have a calendar request, please email Jessica Schindhelm at jschindhelm@northcross.org.

northcross.org.

Medications

Any medication that needs to be administered over a period of time should be given to the division's administrative assistant. All prescription drugs must be secured in the office in a clearly labeled container issued by the pharmacy and must be accompanied by a school-issued form bearing the signatures of a parent or guardian and/or the prescribing physician authorizing the dispensing of the medication. When medication has to be divided into half-tablets, the pharmacist should be asked to divide them so that the proper dosage is administered.

All non-prescription and over-the-counter medications (including, but not limited to, pain relievers, cold remedies, nasal decongestants, herbal, and other dietary supplements, and cough drops) must be brought immediately upon arrival on campus to the division's administrative assistant. The medicine must be in its original container or packaging and be accompanied by a permission form or hand-written note from a parent or guardian that bears the parent's or guardian's signature and identifies the name of the medication, dosage, time(s) to be administered, and reason for use. Notifying the office in advance that medication is being brought to school is also requested in the event that the child forgets that he or she is in the possession of the medication and needs to be reminded to have it safeguarded. No medication may be given to or used by another student.

A student who violates any section of this policy is subject to disciplinary action, including, but not limited to, suspension from school, at the discretion of the Head of School.

Medication not retrieved by the end of the school year will be discarded. It is important for Emergency Forms to be updated as allergies, addresses, phone numbers, and other pertinent information change. In the event of an emergency, the parent is advised immediately, and, if necessary, the student is taken to a hospital by the quickest means possible. A teacher or administrator will always accompany the student to the hospital when a parent is unavailable.

Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia

No student shall possess, use, distribute, sell, possess with intent to distribute or sell, or conspire or attempt to distribute or sell, purchase, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria or of otherwise altering the student's mood or behavior. The proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed.

For the purpose of this policy:

1. **Possession**—Having the prohibited substance on the student's person or in another place where the student, either alone or jointly with others, has control over it. This may include, but is not limited to, possession of a prohibited substance in an automobile, locker, book bag, or desk.
2. **Use**—The consumption, injection, inhalation or absorption of a prohibited substance into a student's body by any means.
3. **Under the influence**—The use of any prohibited substance when the prohibited substance would influence a student's mood, behavior or learning to any degree.
4. **Counterfeit Substance**—Any substance that is described or presented with the intention of deceiving another into believing that it is a substance prohibited under this policy.
5. **Unauthorized Prescription Drug**—Any drug or medication that has not been prescribed for the student.
6. **Drug Paraphernalia**—Objects used for ingesting, inhaling, or otherwise introducing controlled substances into the body, e.g., pipes, rolling papers, roach clips. Relevant evidence may be considered in determining whether an object is drug paraphernalia.
7. **Conspiracy**—An agreement by two (2) or more persons to commit an unlawful act in violation of this policy.
8. **Sell**—The exchange of a prohibited substance for money, property, or any other benefit or item of value.
9. **Possess with Intent to Distribute/Sell**—Intent to distribute or sell may be determined from the amount of the prohibited substance found, the manner in which it was packaged, the presence of packaging materials such as scales, baggies or other containers, or from statements or actions of the student that demonstrate an intent to distribute or sell.
10. **Distribute**—To transmit a prohibited substance to one or more other students. For purposes of this definition, a student has not "distributed" a prohibited substance (but may be guilty of "possession" or "use") if the student's only involvement is to share or pass a prohibited substance with other students in the course of using it, so long as the student was not the one who brought the prohibited substance onto school property or otherwise made it available to other students. A student may be guilty of "distributing" a prohibited substance even if the substance is given freely rather than exchanged for something of value.

Non-Discrimination Policy

North Cross School does not discriminate on the basis of race, color, religion, national or ethnic origin, sexual orientation or any other legally protected status in the administration of its educational, admission, financial aid or employment policies, or any other programs administered by the school.

Notifications of Health Conditions

It is the parent's responsibility to notify the school if there are medical conditions that require special measures, such as dietary or activity restrictions for the student.

Allergies

There is increasing frequency and intensity of allergic reactions that impact students in the educational environment. Parents of a student with a life-threatening allergy must provide the school with documentation from a licensed healthcare provider. This information should include the specific allergy and medical requirements needed for the student. Staff will work in partnership with the parents to develop a

medical emergency plan, which may include but not limited to Division Directors, school nurse, faculty and cafeteria personnel.

Communicable or Contagious Disease

It is requested that parents notify the school if a student is diagnosed with a communicable or contagious disease. The school may require a note from the parent or a health care provider for readmission to school when a student is excluded from attendance for a communicable disease.

When to Keep Your Child Home From School

The School recommends that a student be kept home from school is any of the following conditions exist:

- Signs of severe illness, including fever, irritability, difficulty breathing, crying that doesn't stop with the usual comforting, or extreme sleepiness.
- Diarrhea or stools that contain blood or mucus.
- Vomiting and diarrhea two or more times in 24 hours unless a physician feels the cause of vomiting is not infectious disease, and writes a note to that effect and the student is no longer in danger of becoming dehydrated and must be able to self-care for diarrhea.
- Mouth sores and/or drooling until a physician or the health department does not feel the condition is infectious.
- Fever or rash or a change in behavior until a physician has determined that the problem is not caused by an infectious disease.

School Supplies for Sale

Basic school supplies are available for purchase in the Lower School office. Purchases are charged to the student's account.

Clothing and accessories with the NCS logo can be purchased at www.RaiderGear.org.

Security

The school campus is situated on 77 acres, comprised of nine buildings, several athletic fields and other common areas. There are two entrances to the campus. Authorized access to the campus is restricted to students, faculty and staff. Visitors are directed to one of five locations on the campus:

- Slack Hall
- Ellis Hall
- Eaton Hall
- Willis Hall

- Carter Athletic Center

All doors to all buildings are locked at all times. Access to all buildings is allowed through the front door only in one of two ways: 1) identification badge issued by the school to authorized individuals, or 2) authorized entry via a camera and buzzer system. Individual key card access is building and time specific based upon level of seniority and/or predominant building use.

A key component to campus security is the identification of all persons entering or utilizing the facilities. All visitors are required to "buzz" the front door of the buildings through the use of a video intercom system. The door attendant is required to verify the identification and purpose of each visitor PRIOR to allowing entry into the building. Visitors are required to check in at the front desk reception area in each building and obtain a visitor's badge. All visitors must have an official reason for visiting the school campus. No visitors, including parents, are permitted to move about the buildings or campus unescorted, or without prior approval and identification by NSC faculty or staff. Upon leaving the facility, visitors must sign out at the reception desk and return the visitor's badge.

It is very important that all parents, students, faculty and staff be easily identifiable. All students, faculty and staff accessing the building are required to display a photo identification badge which must be prominently worn on a lanyard or a lapel clip so that it is plainly visible.

Campus "green space" is off limits to unauthorized persons. This includes, but is not limited to, athletic fields, hiking trails, tennis courts and other common areas. Pet walking is considered a violation of this policy, and trespassers will be asked to leave the campus.

Building Access Information

- **Middle School students**—(weekdays) Eaton Hall and other academic buildings: 7:30 a.m.–4 p.m. CAC: building access hours as posted on the front door
- **Upper School students**—(weekdays) Willis Hall: 7:30 a.m.–5 p.m. Other academic buildings: 7:30 a.m.–4 p.m. CAC: building access hours as posted on the front door

Identification Badge Policy

Students must report a lost or stolen identification badge immediately in order to have the badge deactivated and a new badge will be issued.

The first replacement badge cost is \$5, the second replacement badge cost is \$10, the third is \$15 etc., until the replacement reaches \$20. If a badge is not used on campus at least once a week it will be deactivated. The cost to reactivate an identification badge is \$2.

Skateboards

Skateboards are not permitted on campus. If found using a skateboard on campus, the skateboarder will first be asked to desist. Should use persist, the skateboard will be confiscated.

Student Visitors to Campus

Student visitors are welcome on occasion, with specific, advance permission. Visitors may not come during exam periods, community service days, or during other days when the school program departs from the usual. Should a student have a friend who would like to visit NCS for a day, he or she is asked to schedule that visit through the Admission Office. All visitors need to check in at the division office and must be in NCS dress code for the day. Any guest must have a designated host. Guests are subject to school policies during their visits.

Students Residing with Non-Parental Guardians

NCS seeks to ensure all its students live in a safe environment conducive to success in school. All students attending NCS must reside with an adult guardian who is responsible for the student. If that guardian is not the student's own parent, he or she must be at least 30 years old. Parents will be asked to sign a document specifying where and with whom their child is staying and must notify the school if their child's living situation changes.

Summer Programs

NCS offers a wide variety of summer programs beginning in June and concluding in mid-August. Programs include enrichment classes to permit students to try new activities and experiences; sports camps to enable students to develop their athletic skill in a favorite sport; day camp for younger children to enjoy a wide variety of sports and learning activities for fun-filled days; and other special programs. All families will receive information about summer programs each spring. The programs are open to the entire Roanoke Valley community. For additional information, please contact Stephen Belderer, Director of Summer Programs, at sbelderer@northcross.org.

Threat Assessments

A threat is a concerning communication or behavior that suggests a person may intend to harm themselves or others. The threat may be spoken, written, or gestured and is considered a threat regardless of whether it is observed or communicated directly to the target of the threat or observed by or communicated to a third party and regardless of whether the target of the threat is aware of the threat existing in any fashion, whether orally, visually, in writing, or electronically.

- A threat assessment is a fact-based process relying primarily on an appraisal of behaviors to identify potentially dangerous or violent situations and address them.
- A low risk threat is one in which the person/situation does not appear to pose a threat of violence and any underlying issues can be resolved easily.
- A moderate risk threat is one in which the person/situation does not appear to pose a threat of violence at this time but exhibits behaviors that indicate a continuing intent to harm and potential for future violence.
- A high risk threat is one in which the person/situation appears to pose a threat of violence, exhibiting behaviors that indicate both a continuing intent to harm and efforts to acquire the capacity to carry out the plan.
- An imminent threat exists when the person/situation appears to pose a clear and immediate threat of serious violence toward others that requires containment and action to protect identified target(s).

The threat assessment team includes the Director of Counseling, appropriate administrator, and the Head of School. The threat assessment team will conduct a threat assessment to evaluate the risk of the student(s). In appropriate cases, the Director of Counseling will make referrals within the community for further evaluations.

www.dcjs.virginia.gov

Tobacco

Possession, use or transmission of tobacco products—including e-cigarettes or “vaping”—while on school property or while engaged in school-sponsored activities is prohibited.

Transportation

The school may provide bus transportation to and from school sponsored field trips and athletic events. Appropriate bus behavior is important, and students are expected to observe all school rules during their trips to and from school. Students who misbehave may forfeit the opportunity to use school-sponsored transportation. Students who violate school rules while on a bus are subject to the full range of school responses.

Only employees authorized by the school may drive school vehicles, and students are never allowed to drive school vehicles, rental vehicles, or transport faculty, staff, or fellow students on school business. Only authorized school employees, enrolled students, or identified sponsor/chaperones may travel in school vehicles. Spouses, non-enrolled students, grandchildren, friends, unassigned students, or other drivers are not allowed to “ride along” in school vehicles.

Parents and volunteers may not drive school vehicles. Parents or volunteers who transport students in their own vehicles for school business must submit a Field Trip Registration Form for Drivers to the Finance Office, along with copies of their valid driver's license, insurance ID card, and Insurance Declarations page showing limits of insurance. Minimum acceptable limits include:

- Bodily Injury \$100,000 per person / \$300,000 per accident
- Property Damage \$25,000 per accident OR Combined Single Limit BI/PD \$300,000
- Medical Payments \$5,000
- Uninsured Motorist \$30,000 per person / \$60,000 per accident

Parent and volunteer drivers must also maintain a valid driver's license and a clean driving record. The Finance Office may perform background checks on all parent and volunteer drivers, for which drivers must sign a release. Drivers are also responsible for ensuring that their vehicle meets licensing, safety and inspection requirements.

Weapons

No student shall possess, handle, or transmit any weapon, facsimile of a weapon, dangerous instrument/substance or other object that can reasonably be considered or used as a weapon or dangerous instrument/substance. This does not apply to any student who finds a weapon or dangerous

instrument/substance on school property or receives it from another person on school property and who immediately reports the weapon or dangerous instrument/substance, to school or law enforcement authorities.

- **Weapon**—Any firearm, BB gun, stun gun, mace/pepper spray, air rifle, air pistol, ammunition, power loads, fireworks, knife, slingshot, leaded cane, blackjack, metallic knuckles, razors, razor blades except cartridge razors used solely for personal shaving, box cutter, and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.
- **Dangerous Instruments/Substances**—Any object or substance that is possessed, handled, transmitted, or used for the purpose of causing or attempting to cause physical injury.
- **Facsimile of a Weapon**—Any copy of a weapon that could reasonably be perceived to be a real weapon.

Website

The North Cross School website, www.northcross.org, is the primary source of current information regarding the day-to-day activities of the school.



Ellis Hall—Lower School

Academic Program

This section of the Student & Parent Handbook covers a variety of issues surrounding life in Lower School for you and your child. Clearly, in working with children between the ages of three and 12, it is impossible to foresee every circumstance which may arise. The information in this section serves as a set of guidelines, the goal of which is to provide a structured environment that encourages children to learn and grow in safety.

Attendance

Perfect attendance is awarded to students in grades one through five who have been present every day until the closing assembly, held each May.

Unless we have a doctor's excuse, if a student misses; two days: the teacher calls parents; four days: a letter is sent home; six days: parents will be asked to talk to the Director of the Lower School.

It is important for students to be ready for the beginning of instruction at 7:50 a.m. Unless we have a doctor's excuse, if a student is tardy; 4 days: the teacher calls parents; 6 days: a letter is sent home; 8 days: parents will be asked to talk to the Director of the Lower School.

Absences and tardies are recorded on report cards.

Awards and Honors

Every effort is made in working with younger students to develop a strong sense of self-worth and a healthy attitude regarding academic and athletic competition. Throughout the year, children are acknowledged on a regular basis for

their daily contributions. At the end of the school year, we recognize outstanding achievements in a closing assembly. The main awards given are described below:

- **Fourth Grade Citizenship Award** is given to a student in fourth grade who is chosen by a vote of his/her classmates at the end of the year.
- **Nancy F. Young History Award** was established by the Alumni Association to honor the memory of Nancy Fitzgerald Young, who died in 1987. Mrs. Young taught at NCS for 22 years, and was devoted to the teaching of Virginia History. The award is given to a fourth grade student who demonstrates, through his/her study of history, a genuine sense of appreciation for the heritage of America. The student is chosen by the fourth grade social studies teacher.
- **Ellis Hall Faculty Award** is given to a fifth grade student who has been at NCS for at least three years. A vote of the Lower School faculty determines the student who best exemplifies those characteristics which we have tried to instill, including honesty, leadership, kindness and scholarship.
- **Alice J. Moore Citizenship Award** is given annually to a fifth grade student, who is selected by his/her classmates, in memory of Mrs. Alice J. Moore, a dedicated and beloved teacher, counselor, and friend.
- **Perfect Attendance Award** is given annually to those students who have been present for each day of the school year.
- **Physical Fitness Awards** are given by the Physical Education Department to students who have achieved a certain level of fitness as determined by the physical education teachers and the federal government. Sportsmanship awards will also be given by the teachers to students who excel in this area.
- **"Fat Pencil"** is given to seniors who have attended NCS for at least 12 years. It is presented by Early Childhood Program students, to signify both the beginning and the end of a senior's NCS tenure.

Curriculum

The Lower School offers a curriculum which strives to develop the potential of each individual child. This curriculum is realistically based on the developmental stages of children. The program includes language arts (reading, oral and written communication, and creative writing) mathematics, social studies, science, music, art, Spanish, and physical education.

Materials used in all courses are on or above grade level. Each student is expected to complete homework and classwork assignments in a timely manner and to maintain an acceptable level of achievement.

Dress Code

Please refer to pages 11-12 for a detailed explanation of the school-wide dress code.

Early Childhood Program

Children in ECP Levels 1 and 2 who stay in Extended Day after 1 p.m. need a plastic resting mat and a small blanket. Storage space does not allow for sleeping bags, pillows, or bulky items. Please label everything with your child's name. Blankets will be sent home periodically to be laundered and returned. Each child will have an individual "cubby" for storing their resting mat along with a coat hook for their coat and book bag. Please notify us in writing if your child will stay in Extended Day as a "drop-in" for any portion of the program. Please also let us know in writing when, how and by whom your child will be picked up. Parents need to notify the Extended Day staff of any Carter Athletic Center (CAC) program that their child will be attending (ballet, swimming, etc.) Parents must make arrangements with the CAC staff for their child to be escorted to and from their program. It is the responsibility of the CAC staff to make sure that children get picked up for their activity.

Evaluation

The evaluation process in the Lower School clearly reflects the school philosophy and our knowledge about children's development and learning. Both are communicated in several ways: through daily work with our children; a relationship with our parents; and comprehensive reports. Assessment is used to measure progress by identifying and enhancing areas of strength, and identifying and remediating areas of weakness. Homework is checked for completion and mastery, and tests are given for evaluation purposes.

First and second grade reports provide for the flexibility of a child's individual development. Third, fourth, and fifth grades add the new dimension of number-based letter grades in reading, language arts, spelling, math, science, social studies, Spanish, and physical education.

Teachers in grades one and two use the following grading scale:

- O Outstanding (90–100)
- S Satisfactory (80–89)
- N Area of Need (70–79)
- U Unsatisfactory (69 and below)

Teachers in grades three through five use the following grading scale:

- A 90–100
- B 80–89
- C 70–79
- D 60–69
- F Below 60

Extended Day Program

Licensed by the Virginia Department of Social Services, the goal of the Extended Day program is to provide a nurturing yet challenging environment in which Early Childhood Program through fifth grade students have the opportunity to play, participate in arts and crafts, rest, read and do homework with staff in a safe, caring and familiar setting. We offer a variety of activities in which children learn through play, build self-confidence and think creatively with the support of staff. Students are expected to treat other students and staff with respect and work cooperatively within a positive environment. The Extended Day program operates from 1–6 p.m., with two sessions running from 1-3 p.m. (ECP Level 1 and Level 2 Half Day students) and 3-6 p.m. (ECP Level 2 Full Day through fifth grade students). ECP rooms are used primarily for the ECP students.

Children must be picked up in the Extended Day classrooms and signed out by a parent. Unless written permission has been provided, a child will not be permitted to leave the building with anyone other than a parent. This is a strictly enforced safety policy. The name(s) of any person authorized to pick up a child must be submitted in writing to the office. After 3 p.m. and during Holiday Care, please call 540-521-5042.

Changes in a student's schedule must be submitted in writing. Extended Day ends at 6 p.m. Staff will stay until all children are picked up; however, parents will be charged a late fee after 6 p.m.. In the event that parents or emergency contacts cannot be reached at the end of the program, the proper authorities will be notified.

Students in grades one through five are given a snack when they arrive in Extended Day and then begin their homework. The homework room is supervised at all times. Teachers help with questions and explain directions, but students are expected to complete their homework independently. Children need to be prepared with their books, paper and pencils. Crayons, colored pencils, glue and scissors are available in the room for students use. Children are served snacks at 3:15 and 5 p.m. Please let us know if your child has a food allergy. When the homework is completed and checked, students may go outside to play. If the weather is bad, they may watch a movie or play board games. Respect for other students and staff is required at all times.

Students in grades one through five who are enrolled in a CAC program are escorted to and from the program by CAC staff. These agreements need to be made by the parents with the CAC staff prior to the start date of the programs. Please let them know in writing if your child will be attending a CAC program. Children not picked up by the CAC staff will remain in the Extended Day room and not allowed to leave the program alone to go to the CAC. Your child's safety is our primary concern.

Extended Day staff are CPR and First Aid trained. The staff are qualified to treat minor cuts and bumps. Parents will be notified immediately of any serious injury. In the event of a more serious accident, 911 will be called and the child will be transported by ambulance to the nearest medical facility. A staff person or administrator will stay with the child until a parent arrives.

General Information

Dropping off Items

Items that are dropped off after the start of the school day in the Lower School office will be delivered to the child's classroom. All items should be clearly labeled and left in the office.

Classroom Visits

Parents are welcome to visit the school. Visits should be planned in advance by contacting the Division Director, checking in with the Lower School office, and obtaining a visitor's badge while on campus.

Dismissal During School Hours

If a child is to be dismissed during the school day for an appointment, we ask that the parent send in a note with

his/her child at the start of the school day. The parent must sign the child out in the Lower School office. Homework for those children who have been absent may not be ready to be picked up until after the child's teacher has finished their afternoon carpool duties.

Lost and Found

Each child has a space in the classroom for storage of his/her personal belongings. A Lost and Found box is kept in the office. All sweaters, coats, lunch boxes, etc. need to be clearly marked with the child's name. Unclaimed items will be given to the Big Flea clothing sale or to a local charity organization.

Mandated Reporting

Teachers and staff are required to report suspicion of child abuse or neglect to the Director of Lower School, and these cases are required by law to be reported to the Protective Unit of the Department of Social Services.

Physical Education

All students in grades one through five take physical education five times each week. It is requested that parents send a note with their child if the student is unable to participate in physical activity. A physician's note is required if a student is unable to participate more than one day.

Rest Time

Although rest time is sometimes not a favorite time for children, it is necessary for children ECP Level 2 to relax and regroup from an active morning. Rest lasts about 30 minutes and the children listen to music or taped stories while resting on their mats. Children are expected to be quiet and considerate of those sleeping.

Time Out

NCS encourages Lower School students to work and play safely, respectfully, and cooperatively. Children who need to be reminded of a safety or courtesy rule three times within one play period will have a few minutes of "time out." Before a child can rejoin the group, the child will tell his/her teacher why he or she had time out, and share his/her understanding of the other choices he or she might have made in the situation. With repeated "time outs," the child will share his/her behavior with his/her parents at pick-up time. If the need arises, the director of the program will request a parent/teacher conference to discuss concerns. The school counselor and/or the Director of the Lower School may also meet with children or parents when there are behavioral concerns. Children who continue to struggle and fail to demonstrate

good progress may be requested to withdraw from the program.

Special Occasions

Children celebrating birthdays are invited to share a small treat with their class or grade; however, presents may not be given during any in-school party or celebration. During the day, students may only distribute invitations to a private celebration outside of school if all of the students in the class are invited; otherwise invitations should be mailed.

Email Messages

Please be aware teachers may not have the opportunity to check email during the school day. Please contact the Lower School office with time sensitive email messages.

Telephone Messages

Parents should try to make all arrangements for the day before the child leaves home in the morning. Calls at the end of the day to make last minute arrangements for your child should be kept to a minimum.

Reports and Conferences

We believe that teachers and parents form an important team in the development of a child. We ask that parents keep us informed if a child needs support or guidance in a particular area of study or school life. Be assured that we will be in touch with you by telephone, by written note, by email, or in person to share any observations we may have. Conference days (please see the school calendar for exact dates) are set aside each year. Children do not attend school on these days. Parents are asked to plan their schedules so that they are available during the days designated for conferences. Faculty members are available at any time during the year for additional conferences. However, dismissal or arrival time, open house evenings, or field trip days are not appropriate times for individual conferences. Please call the Lower School Administrative Assistant to schedule a conference.

Student Conduct

Students grow and learn in a positive environment, one that is based on respect for themselves, their peers, their teachers, and the honor code. Students are expected to be courteous, considerate, respectful, and exhibit proper manners and behavior at all times. They should take pride in themselves,

their accomplishments and their school. Parents are asked to model and reinforce these behaviors. The faculty is a caring and supportive group of professionals who have a keen sense of the individual and varied needs of the students. Although most behavioral matters will be addressed by the classroom teacher, on occasion a matter may find its way to the Director of the Lower School or the Head of School. In every case, however, parents are kept fully and completely informed, as their support of our daily work is essential to the growth of their children. Still, there may be times when, for the good of a child, and the school community, it may be necessary to separate a child from that community. In any such case, NCS endeavors to work closely with parents to reach a decision that is in the best interest of their child. NCS reserves the absolute and unconditional right to deny re-enrollment to any student whose social or academic performance is deemed not in the best interests of the individual student or the school community.

Student Council

The Student Council provides opportunities for students to experience the democratic process. Representatives are chosen in fall elections by their peers in grades three through five. The goal of the Student Council is to support the school and its programs and to help build spirit among students and faculty. To this end, the Student Council participates in both school and community service.

Student Services

Counseling, and Academic Support

The Lower School has implemented a non-disciplinary assistance program to provide prevention, early identification, intervention, and referral services for students who are having emotional, academic, or family difficulties. Services include education, support, assessments, consultation with students, parents and faculty, and referral to appropriate professional services. The Director of Counseling can be reached at 989-6641, x261.

NCS Academic Support is pleased to offer subject tutoring, remediation, and academic coaching for students in all three divisions. The teacher works with students on a one-to-one basis after a determination of such need has been made by both teacher and parent. Student accounts are billed monthly. For more information, please contact the Learning Center at 540-989-6641.



Eaton Hall—Middle School

Academic Program

The challenges presented in the middle school years are surpassed only by the opportunities for young men and women to learn about themselves as they begin to grow and mature. The Middle School is committed to the educational, intellectual, social, physical, and emotional development of each student. The Middle School is not simply a bridge between the Lower and Upper schools, but a place where the faculty and academic program are dedicated to the “middle years.” By promoting scholarship, honor, integrity, and personal and community responsibility, the faculty strives to foster skills for the success of its young people during the middle school years, in the Upper School, and in the world beyond. Daily attention to academics, athletics, and the arts is intended to encourage personal development, to satisfy diverse interests, and to promote a lifelong passion for learning.

Students in grades six through eight enroll in courses from a broad curriculum: English, history, math, science, world language, fine arts, health, and physical education. Through these classes, students are also given added instruction in study skills, organization management, and technology. Several field trips are organized during the year to reinforce the academic program, including a watershed study trip, a Civil War study trip to Appomattox, and a US history trip to Washington, D.C.

Advising

North Cross School believes firmly in providing positive adult role models for its young people. Each student has a faculty advisor who is responsible for overseeing the student’s school experience. In doing so, the advisor serves as the first contact person for the student and his/her parents. Students and

advisors meet each morning in an advisory period before the first class. This time is used to welcome each child to school, to disseminate information, and for group discussions and activities.

Arrival and Dismissal

The daily schedule begins at 8:15 a.m. and concludes at 3:10 p.m. Students should avoid arriving at school prior to 7:40 a.m., unless they have appointments scheduled with teachers. No teachers are on duty and cannot therefore be responsible for students before 7:40 a.m. Students who arrive prior to 7:40 a.m. should report to the entrance foyer of Eaton Hall, from which they will be assigned to a classroom, the courtyard, or another area. Students are to be picked up in carpool by 3:30 p.m., unless they are staying on campus for a supervised activity.

Students who remain on campus after school are subject to the same code of conduct that would apply during normal school hours. Students must be in formal, supervised activities if remaining on campus after dismissal. These activities may include studying in a classroom with a teacher or participating in an athletic practice, a CAC program, or an extracurricular activity. Students who are not in a supervised activity and who cannot be picked up by 3:30 p.m. must report to the Middle School Afternoon Study Hall. If parents wish to use this service on a regular basis, they should fill out a contract which details the fees for both regular and drop-in attendance.

Attendance

Regular attendance is an essential element for a student's success in every aspect of the NCS program. Except in highly unusual circumstances, to receive credit for a year-long class, a student may not miss more than ten class days. We understand there may be times when family or personal emergencies require a student to be away from school for an extended period of time. However, parents are encouraged to support their children by not letting them miss multiple school days except in emergencies or in absolutely unavoidable circumstances; accordingly, the school strongly encourages families to plan extended trips on regular school holidays.

Attendance is taken during advisory each morning. Since attendance is part of the student's permanent record, it is important to follow these attendance guidelines:

- If a student arrives after 8:15 a.m., he or she is required to report to the office to sign-in on an attendance sheet.
- In the event that a student needs to be dismissed before 3:10 p.m. or to leave briefly for an appointment, a parent should notify the office in advance to sign his/her child out in the office at the time of the departure.
- Parents are encouraged to schedule medical and other appointments before or after the school day.
- When a student is to be absent because of illness, please call or email Eaton Hall before 8:30 a.m. to inform the administrative assistant.
- If a parent is aware in advance that his/her child will be absent from school, a written explanation should be sent via email to rmcginn@northcross.org.
- It is requested that any scheduled, long-term absence be discussed with the Director of the Middle School beforehand.
- If a student is absent from school or from any class, he/she is responsible for any work that is missed. Missed work should be completed as soon as possible as arranged by the teacher and/or Division Director and the student.
- A student who is absent from school is not permitted to participate in after-school activities on that day, including athletic events, or attend any school functions, including dances.
- If the school has not received notice of an absence, the administrative assistant will attempt to contact the student's parents using the numbers listed in our onCampus system, so please log in to maintain current contact information.

Awards

Honor Roll

At the conclusion of each trimester, students are recognized for their academic achievement with placement on the First Honor Roll or Second Honor Roll at an Academic Awards Assembly. To earn a place on the First Honor Roll, a student must carry an average of an A (93 or higher) in all academic courses, with no grade below an A-. To earn a place on the Second Honor Roll, a student must carry an average of a B (83 or higher) in all academic courses, with no grade below a B-. Although Physical Education students are assessed a grade based on attendance, participation, and skill acquisition, these

grades are not used in calculating the averages for the Honor Roll.

Other Awards

- **Book Awards** are presented to students who have earned a place on the First Honor Roll for all three trimesters.
- **The Emily Kelly Art Award** recognizes an eighth-grade student for excellence in creative expression.
- **Daughters of the American Revolution Citizenship Awards** are presented to one student in each grade who displays the qualities of honor, service, courage, leadership, and patriotism, as determined by the faculty of Eaton Hall.
- **National French and Spanish Exam Awards** are presented to students who demonstrated outstanding performance on national, state, or school levels.
- **All-District Band and Chorus Awards** are presented to students who were selected by audition to participate in these prestigious ensembles.
- **The Eaton Hall Award** is presented to an eighth-grade student who has demonstrated exceptional scholarship and leadership throughout his or her middle school tenure.
- **The Director's Award** is presented to an eighth-grade student whose qualities and contributions to the school might otherwise go unnoticed.

Conferences

Teachers communicate regularly with parents, believing that a close partnership between the school and its families contributes greatly to the success of each student. This fall, a formal conference day is scheduled for November 1, but conferences may take place at any time a concern arises. Teachers are available to meet most days before or after school.

Counseling

Each year, every student is assigned an advisor, who is an appropriate person to contact about adjustment to school, adolescent issues, or daily life at school. For concerns about academic progress or performance in a particular course, parents and students should feel free to contact the teacher directly. The Director of the Middle School, in association with

Eaton Hall faculty, monitors the overall progress of students closely. Students and parents should feel free at any point in the school year to contact individual faculty members or the Division Director with particular concerns. Our Director of Student Counseling is also available on a daily basis to discuss individual concerns that may arise.

Detention

A teacher or the Director of the Middle School may assign a student to detention for minor infractions of the school rules, to be served during lunch or before or after school. If a student has a scheduling conflict with a detention, the student and/or parent must contact the teacher or the Director of the Middle School to make other arrangements. Failure to attend detention without prior discussion with the teacher or Director will result in additional detentions. Accumulation of multiple detentions in one trimester may result in student being placed on Behavioral Warning or Behavioral Probation.

Behavioral Warning and Probation

Behavioral Warning is the recognition by the school that a student's behavior is not in accordance with NCS's standards. The school establishes, at its discretion, a period of time after which the student's continued attendance at NCS will be reviewed by the faculty and administration and during which the student's behavior will be monitored by the faculty and administration. Should a student continue to struggle with his/her behavior at the time of the review, he/she may be placed on Behavioral Probation.

A student on Behavioral Probation will receive a specific contract, signed by both the student and his/her parents, listing the behavioral guidelines that need to be respected in order to remain a student in good standing at the school.

Dress Code

Please refer to pages 11-12 for a detailed explanation of the school-wide dress code.

Eaton Hall students should wear a red logo'd polo with khaki bottoms on game days.

Students are expected to maintain a high standard of appearance each day. Students should wear clothes that are clean, neat, and in good repair. Students are expected to adhere to the dress code from their arrival at school until the

end of the class day, unless otherwise instructed. A student should not hesitate to bring an article of clothing to the office to check on its dress code compliance. The following items are **not allowed** for boys or girls:

- Flip flops
- Leggings or tights (unless under a skirt or dress)
- Body piercings (with the exception of ear piercings for girls); clear retainers may be used to prevent closure
- Visible tattoos
- Hats
- Facial hair on boys (except for religious purposes)
- Sweatshirts or “hoodies” including NCS sweatshirts
- Athletic uniforms or game-day shirts (these will be allowed two or three times per season with permission of the Division Director)
- For boys, hair that hits the shirt collar
- Hair coloring that is not a natural hair shade

Extracurricular Activities

Athletics

NCS is committed to a well-rounded athletic program that provides students with both daily exercise and opportunities to test their skills in competition with teams from other schools. All students, regardless of ability or experience, are invited to participate on NCS athletic teams.

Varsity, junior varsity, and middle school teams compete seasonally as follows:

FALL	WINTER	SPRING
Cross Country	Basketball	Baseball
Field Hockey	Swimming	Co-ed Golf
Boys Soccer	Wrestling	Lacrosse
Volleyball		Girls Soccer
Football		Boys Tennis
Girls Tennis		
Co-ed MS Tennis		

Student Council

The Student Council Association (SCA) meets regularly to plan social events, coordinate service-related activities, and address school issues and present new ideas. A faculty advisor works with this group, yet the meetings are organized and chaired by the student officers. The SCA sponsors various fundraising activities to support numerous charitable organizations, as well as their own plans and projects. There are six elected officers of the SCA, each with different areas of responsibility.

Two eighth-grade students serve as Middle School SCA president and vice-president, two seventh-grade students serve as Officer of Communication and Officer of Committee Relations, and two sixth-grade students serve as class representatives. Special events are planned throughout the year and vary annually, depending on the efforts of the SCA and the timelines of certain projects.

Clubs

Various clubs may be offered for Eaton Hall students, which might reflect academic, service, or personal interests. All clubs must have a faculty advisor.

Dances

The SCA sponsors two dances each year. The dress for these occasions is casual attire (including jeans, shorts, and t-shirts) unless otherwise specified. Students from other schools are usually not invited to dances; if special circumstances warrant bringing a guest, permission must be granted in advance by the Director of the Middle School. Under no circumstances should dances be considered “date” affairs. All students are encouraged to attend and have an enjoyable evening with their classmates.

Intramurals

The Middle School has a popular intramural program that emphasizes good sportsmanship, friendly competition, participation by all students, and fun. The intramural program builds school spirit and gives everyone the opportunity to interact with students from other grades. There are six intramural teams, each composed of an equal proportion of boys and girls and students from each grade, and teams are designated by a color. Competitions include sports, creative efforts, academic challenges, and other pursuits related to the school program. Each team is led by captains from the eighth grade and each has a faculty advisor.

Theatre

Middle School students may audition for the spring musical. They also have an opportunity to be involved in other productions during the school year.

Grading System and Grade Reports

Students are graded on a wide variety of work, such as daily assignments, unit tests, and projects. Report cards and transcripts show letter grades. Numeric grades are converted to letters using the following scale:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	F 0-59
A 93-96	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

The school year is composed of three trimesters. Grades are issued for each trimester and final grades for year-long courses are computed as the average of the three trimesters. If a class has a term exam, the exam counts as twenty percent of the final trimester grade. Student grades are available online through onCampus. At the end of each term, an electronic report card will be posted that includes formal grades and teacher comments. Advisors communicate with their advisees' parents regularly during the year to discuss each student's academic progress and/or any concerns that may have arisen.

Examinations

Students in eighth grade have two examinations at the end of both the first and third trimesters, the results of which are averaged into the grades of those two courses for the respective trimesters. One exam is in mathematics and the other in World Language. Seventh-grade algebra students will take an exam at the end of the first and third trimesters. These examinations are intended to help prepare students for the academic work of the Upper School, as well as to teach them how to organize, consolidate, and articulate a large volume of material in an effective manner. The Eaton Hall faculty assists students in their efforts to prepare for these first examinations. The term examinations count as twenty percent of the overall trimester grade.

Homework

Homework is an essential part of the academic program. Students are expected to have homework prepared for class and submitted on time. A student who misses a class because of a late arrival, early departure, or appointment is expected to have assignments submitted sometime during that same day. All long-term assignments are expected to be submitted by the due date, except in cases of emergency or illness. After an extended illness, a student will be given up to the number of days absent to complete all work missed, with a schedule

to be arranged by the student in collaboration with his/her teachers.

Unless otherwise directed, all homework assignments are expected to be completed by each student independently. Neatness and thoroughness, as well as personal pride and satisfaction, should characterize all assignments. It is advisable to safeguard written assignments for future reference, including quizzes and test papers, after they have been returned by teachers. Teachers maintain individual onCampus sites and a community Test and Major Assignment calendar to help students stay current with nightly assignments and plan ahead for major assessments.

Lost and Found

Found items may be deposited, and lost items claimed, from first floor of Eaton Hall. At the end of each trimester, items that are not claimed will be given to charity. All personal belongings, especially outer garments and lunch containers, should be labeled with the student's name for identification. Whenever possible, we endeavor to return lost items to their owners, and it helps us tremendously when possessions are labeled.

Parent Visits and Other Guests

Regardless of the reason for the visit, all visitors must check in with the Eaton Hall administrative assistant before going to other parts of the building.

Personal Belongings/Lockers

Each student is issued a hallway locker where they can store personal belongings during the school day and after school hours. Although the Honor System enables the school community to enjoy a sense of security, it is still suggested that students do not leave valuables in their lockers. They are welcome to bring these items to the office to be stored during the school day. Students are expected to keep their lockers neat and well organized. Pictures, mirrors, and organizers for supplies may be attached to the inside of the locker only if they can be easily removed without defacing the locker. No adhesives are allowed (glue, tape, etc.). Nothing may be placed on the exterior of the locker.

Lockers are the property of the school. As such, they may be searched at any time. Such searches will always take place

in the presence of at least one faculty member. Whenever possible, the student whose locker is being searched will be present for the search. If the student cannot be present, the locker may be locked to be searched when he or she is available. The school also has the right to search book bags, athletic bags, knapsacks and the like.

Students enrolled in physical education classes and members of athletic teams are issued lockers in the CAC for their physical education uniforms and shoes. Uniforms are to be taken home to be laundered on a regular basis. The school cannot accept responsibility for personal items that are lost at school. If a student suspects that a personal item has been stolen, he or she should report the incident to the Division Director or another faculty member as soon as possible.

Student Conduct

To further our educational goals, it is necessary to create an environment that is safe, orderly, and harmonious. All of us—students, parents, and teachers alike—are stewards of the friendly yet disciplined atmosphere of NCS. Consequently, we must all live by and support the rules established to protect the academic mission of the school, to maintain the school's legal responsibility for health and safety, and to provide an environment that fosters the acceptance of personal responsibility.

NCS wants all students to be good school citizens. Indeed, all the rules and guidelines outlined below are based on the expectation that students, faculty, and staff members will be honest and direct with one another. In a community such as ours, it is impossible to establish guidelines for every behavior or situation, yet we have attempted to address as many of the areas of misunderstanding as possible. We consider our rules to be reasonable and necessary for the smooth operation of the school, whose central focus is learning.

Academic Expectations

It is the goal of NCS that every admitted student be successful in our program. NCS Academic Support is pleased to offer subject tutoring, remediation, and academic coaching for students in all three divisions. The teacher works with students on a one-to-one basis after a determination of such need has been made by both teacher and parent. For more information, please contact the Learning Center at 540-989-6641.

Academic Warning and Athletic Participation

Students who earn two grades below C- or one grade below

D- at the interim or end of term are not eligible to participate in co-curricular or athletic activities until the Division Director and individual Student Advisor ascertain that their grades meet the requisite requirements.

Academic Warning is the first of two levels to address the need for academic support. Students may be placed on Academic Warning under the following criteria:

- Two trimester averages of "D" (69 or lower).
- One trimester average of "F" (59 or lower) in any course or elective.

The Advisor will arrange a conference with the parents and as many of the faculty as necessary. The discussion will include the student's needs and what corrective steps the student should take during a clear and established time frame to improve progress (usually one trimester). After the time period designated, the work and effort are reviewed. Three possibilities exist at this point:

1. A student is taken off Academic Warning;
2. A student continues on Academic Warning;
3. A student is placed on Academic Probation.

Academic Probation

When a student continues to struggle academically, even though the school has provided suggestions and corrective courses of action to help and support the student, it is necessary to make adjustments so that the student can achieve success. These adjustments run the gamut of possibilities (i.e. attending summer school, after-school tutoring, or repeating a course). These decisions are individualized to meet the needs of the student and NCS. A letter detailing the conditions and expectations of the probation is sent to the parents by the Director of the Middle School.

Behavioral Expectations

The Middle School values the principles of honesty, integrity, and respect in academics, athletics, and all other areas of school life. As a member of the Eaton Hall community, students are expected to behave honorably and in a manner that holds in high esteem values of integrity and respect for others.

In order to function properly as a citizen of a community, one must be aware of the community's expectations—what is acceptable and what is unacceptable. As citizens of Eaton Hall, students are obligated to know the rules and the consequences for not meeting community expectations.

These rules apply to students while on campus or at any NCS-sponsored event off-campus.

Should disciplinary action prove necessary, an assigned consequence will correspond to the infraction and its severity. We expect students and their parents to comply with both the letter and the spirit of the rules presented.

General Expectations

- Student behavior should contribute to maintaining a positive environment on campus and off campus during school activities.
- Students are to be respectful of others and use language free of profanity at all times.
- Courteous and polite behavior and speech is expected of everyone.
- Students are not to harm another person, threaten to harm another person, fight another person, or bully or otherwise intimidate another person.
- Any activity that may result in a student being coerced into inappropriate behavior he or she would not otherwise do under other circumstances is prohibited.
- Students are to respect the school community, buildings, and grounds, and keep them free from vandalism.
- Students are to throw litter in containers provided throughout the school.
- Students are not to climb onto roofs of buildings on campus and should stay away from any construction or maintenance work taking place on campus.
- Students are not to leave campus either during school or during school functions. If a student is staying on campus after school for a school event, he or she may not go to neighboring stores, such as Subway, Katie's, Elderberry's, and the like unless he or she is with a parent or faculty member.
- Students are to report to all classes or activities according to their schedules.
- Students are not to use tobacco of any kind. Students must be drug and alcohol free (please refer to NCS's policy about drug abuse).
- Students are to refrain from chewing gum on campus.
- Students are to eat only in the designated areas provided or in an Eaton Hall classroom with the permission of a teacher.
- Under no circumstances should dangerous objects be brought to school. Parents should never assume that a knife, BB gun, paintball gun, or other potentially harmful implement may be brought to school.
- Laser pointers, silly string, fireworks or Nerf guns of any type are not to be brought to school, nor should they be used at any time by Middle School students.
- Wireless devices such as smartphones should not be used during the instructional day. A student whose behavior strays from this policy will be asked to surrender his/her device to the office; it will be given to the student or the student's parents at a designated time. Students may come to the office to use their cell phones if needed.
- Students will sign a technology policy acknowledgment outlining the school's expectations for the use of iPads, laptops, and school computers. It is important that students use these devices appropriately throughout the school day. Students should be careful about loaning their devices to other students or leaving their electronic devices in an unsupervised place. Using electronic devices inappropriately will lead to immediate consequences. Students in the Middle School should plan to bring their fully-charged iPads to school each day for use in their classes.

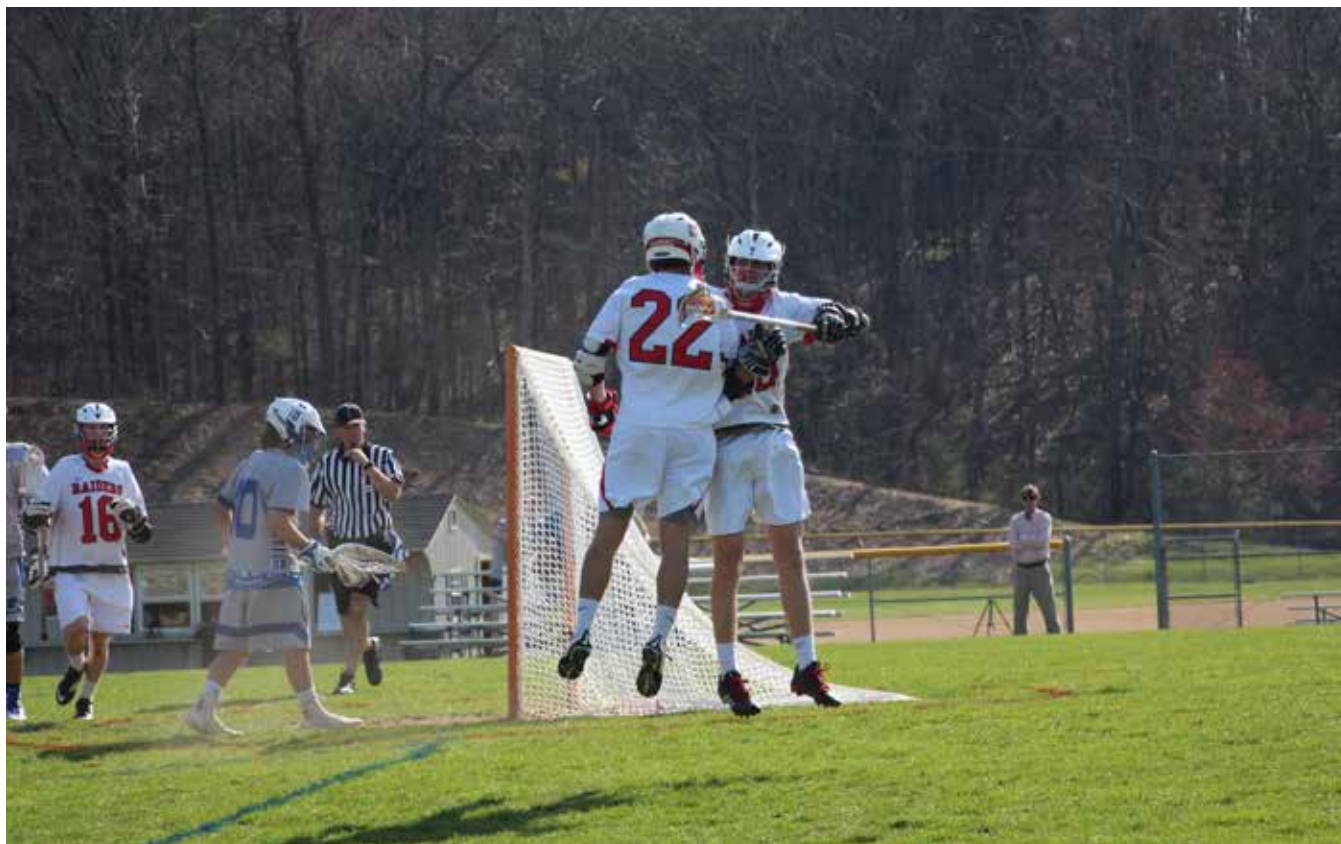
Telephone Calls

Students may use the phone in the office to notify their parents of illness or a change in the school schedule. The phone may not be used by students to plan social events or appointments. These plans should be made before coming to school. In addition, to promote responsibility and independence, students are encouraged not to make calls requesting that forgotten assignments be brought to school.

During the school day, parents are encouraged to email teachers directly should concerns arise or to arrange a teleconference. Phone calls to teachers at home should be made sensibly and sensitively, as teachers have their own lives outside of school, and, like other professionals, can be reached directly or by message during the work day. Respect for teachers dictates that no calls should be made to their homes after 8 p.m.

Textbooks, E-Books, Apps, and Other Resources

Students are expected to purchase all materials they will need for class. Only in special circumstances would students be allowed to borrow or use those materials they do not own, and this assumes it would in no way interfere with their use in or outside the classroom. NCS has adopted e-books/texts and materials for most classes. In those classes that have physical texts or materials there may be an opportunity to purchase used texts; that information will be shared with students and parents at the appropriate times.



Willis Hall—Upper School

Academic Program

The Upper School academic program is designed to excite and motivate students to academic excellence, to encourage them to explore the life of the mind, to equip them to be learners throughout their lives, and to enable them to be successful at any college or university in the world.

The best way to be successful in high school is to attend all classes, seek out help from teachers when confused, attempt all assigned work even if unable to complete it, and have a good study environment at home: regular study hours, a quiet place without distractions of television, email or social media.

Academic Eligibility

Students who earn two grades below C- at interim or at the end of the term are not eligible to participate in co-curricular activities until their grades no longer fit the criteria. However,

students will remain in supervised study hall. At each interim (in September, January, and April) the academic status of students placed on Academic Warning is evaluated. At that time, they may be removed from Academic Warning, continued on Academic Warning, or placed on Academic Probation.

Academic Probation

Students whose academic performance continues to be of concern may be placed on Academic Probation. The academic records of such students will be carefully monitored during the year and their status will be reviewed at the end of each trimester. If, at that time, it is deemed that a student will likely be unable to meet the requisite requirements, a recommendation for dismissal may be made by the Director of the Upper School to the Head of School. The Head of School has final responsibility, along with broad discretion and latitude, for all such decisions.

Academic Warning

Students whose grades are extremely low (one or more F's and or multiple D's) may, after consultation with the student's teachers and advisor, be placed by the Director of the Upper School on Academic Warning. The Director may also consult with any other faculty member he or she deems appropriate in a given case, or the faculty as a whole. Responses will vary in order to tailor a program most beneficial for an individual student, but may include (for a given period or until grades rise to a predetermined level), requiring a student to stay after school in a study hall, mandating extra help sessions with a given teacher or teachers, requesting that a family obtain educational testing for the student, requesting that a student spend more time away from school studying (for example, by working fewer hours at a job, or participating less in non-NCS activities), or any other condition as deemed appropriate by the Director of the Upper School and those consulted.

Academic Support

It is the goal of NCS that every admitted student be successful in our program. Time is built into the daily schedule, before classes and after school, for teachers and students to meet for extra help with assignments or lessons, review for tests, and the like. Students who find themselves in difficulty for whatever reason should avail themselves of these opportunities. In order to enable them to meet the standards set by the faculty to graduate, NCS has several means in place for identifying and aiding students whose achievement is lower than expected. There are four main ways a student may be considered for support systems:

The primary means for identifying and supporting struggling students is through the close contact teachers have with their students. Teachers may request academic support for their students.

NCS Academic Support is pleased to offer subject tutoring, remediation, and academic coaching for students in all three divisions. The teacher works with students on a one-to-one basis after a determination of such need has been made by both teacher and parent. Student accounts are billed monthly. For more information, please contact the Learning Center at 540-989-6641.

Student's advisors stay in contact with their advisee's teachers and review all grades and comments, and may request academic support for their advisees.

The Director of the Upper School reviews all grades and comments for all students and may determine a particular child needs academic support.

Parents may also contact their child's advisor or the Director of the Upper School to request the school look at their child's performance to see if he or she would benefit from extra academic support.

The Director of the Upper School will look into the case of any student who has been identified as possibly needing extra academic support. The Director of the Upper School will decide what steps should be taken. In most cases, the Director will meet with the student, teachers, the advisor, and the parents to discuss the situation and devise an appropriate plan to support the student. Typical responses can include such measures as having teachers send weekly reports home to parents detailing a student's performance, the upcoming week, arranging for more frequent meetings with the advisor, arranging for in or out of school tutoring, requesting a student spend more time away from school studying (for example, by working fewer hours at a job, or participating less in non-NCS activities), or setting up particular study conditions and times for homework.

Extended Time

Students with documented learning differences/difficulties that call for extended time will automatically be eligible to take up to one and a half times the normally allotted time for any in-class assessment. Documentation should be provided to the Director of the Upper School. Each department sets its own policies regarding the granting of extended time to students who do not have documented learning issues and students should check with teachers regarding the policies in a given class.

Awards

Honor Roll

At the conclusion of each trimester, students are recognized for their academic achievement with placement on the First Honor Roll or Second Honor Roll at an Academic Awards Assembly. To earn a place on the First Honor Roll, a student must carry an average of an A (93 or higher) in all academic courses, with no grade below an A-. To earn a place on the Second Honor Roll, a student must carry an average of a B (83 or higher) in all academic courses, with no grade below a B-.

Annual Awards Assembly

NCS recognizes students for their achievements in the classroom in a special assembly held at the end of each year. Each curricular area is represented with particular awards. The criteria for the awards are effort and excellence.

Students who earn a place on one of the Honor Rolls are recognized at the Academic Awards Assembly at the end of each trimester and receive an Honor Roll certificate. Students who earn a place on the First Honor Roll each trimester are awarded a book-prize at the Upper School's final awards ceremony at the end of the year.

In addition to awards for excellence in specific disciplines, certain other notable achievements are recognized with the following awards:

Other Awards

- **Willis Hall Director's Award** is presented to the senior whose qualities and contributions to the school might otherwise go unnoticed.
- **B'nai B'rith Award** is presented to a senior boy and girl in recognition of his or her outstanding scholarship, athletic achievement, and service to the community. Participation in athletics is emphasized.
- **US Army Reserves Scholar Athlete Award** is presented to a junior boy and girl for excellence in athletics and scholarship. Participation in athletics is emphasized.
- **Head of School's Book Award** is presented to the junior with the highest grade point average.
- **Scott Robertson Good Citizens Award** is presented to the senior whose citizenship is deemed most admirable by faculty and class members.
- **DeHart Project Awards** are presented to the seniors who achieved the highest grade on the senior paper and presentation.
- **Sewanee Book Award** is presented to a junior who has demonstrated excellence in writing and the promise of continued outstanding writing achievement in the future.
- **Rensselaer Polytechnic Institute (RPI) Award** is presented to the junior who excels in advanced math and science courses, demonstrates potential for success in a vigorous academic setting, exhibits well-rounded interests and involvement in extracurricular activities.
- **Jefferson Book Award** is presented to the junior who demonstrates the Jeffersonian ideals of scholarship, citizenship, and leadership.
- **William and Mary Leadership Award** is presented to the junior who best exemplifies the spirit of NCS through

his/her scholarship, leadership and character.

- Book Awards are presented to students who have maintained a place on the First Honor Roll through the date of the Awards Assembly.
- **Cum Laude Society**, the Independent School Honor Society, recognizes academic achievement in secondary schools for the purpose of promoting excellence, justice, and honor. Students are inducted in the spring of their senior year by a committee of faculty members from throughout the school who were members of Cum Laude, Phi Beta Kappa or the National Honor Society. Additional faculty or administrators may be a part of this committee. Students who meet the criteria outlined below are eligible for induction. The committee reviews all their academic grades and comments, and hears from the advisor of each student nominated. The record of each student is discussed in detail before the vote. By the parameters set by the Cum Laude Society, no more than 20 percent of the graduating class may be inducted. To be eligible for induction, students must meet the following criteria:

- Be on the first or second honor roll each trimester, beginning with the second trimester of his/her freshman year;
- Carry the strongest and most challenging academic load available each year;
- Perform at least as well or better in the junior or senior year as in preceding years;
- Demonstrate, in all classes: a high degree of justice, honor, character, and integrity; possess an abiding and demonstrated love of learning and ideas; demonstrate classroom leadership, camaraderie and fellowship; and evidence an understanding that the pursuit of grades alone is, by its very nature, limiting and constraining;
- Not have any honor code violations in the Upper School

The following are not considered:

- Class rank;
- Grade point average;
- SAT, ACT or PSAT scores.

Special Awards

At graduation exercises, several awards are presented to students for particular achievement:

- **North Cross Medal** is presented to the class valedictorian, the four year student who ranks the highest in the class over the course of four years.

- **North Cross Cup** is presented to the class salutatorian, the four year student who ranks second in the class over the course of four years.
- **Thomas A. Slack Award** is presented to the senior who demonstrated outstanding service to the school during high school.
- At the Senior Dinner, an **Ellis Cup** is presented to each graduating senior who has attended NCS for at least 12 consecutive school years. At his or her discretion, the Head of School may award one or more Head of School Award(s) at this time as well.

Advising

NCS has a system of advising designed to provide a convenient and efficient means of communication between parents and the school and effective guidance and support to the student. A student's advisor is the primary contact between parents and the school, and parents should contact their child's advisor when they have questions or concerns about their child's experience at school, whether it be academic, athletic, social or any other area of school life. The advisor is responsible for helping advisees select courses for the upcoming year, helping resolve any academic issues during the year, and, in general, helping a student be successful in our academic program. Periodically during the year, time is set aside in the schedule for students to meet with their advisors, and advisors are encouraged to meet with students informally as well.

Advisors will meet with advisees formally at the beginning of the year to be certain a student is settling in well and is comfortable with his/her schedule, at the midpoint and end of each trimester to go over grades and teacher comments, and early in the Spring trimester to select courses for the coming year. Contact between an advisor, parents, and the advisee is both formal and informal: in many cases, an advisor will teach or coach his/her advisee. Several times each term, advisors eat lunch with their advisory group in the Lemon Dining Hall; Thursday activities are occasionally organized by advisory groups. At each interim (in September, January, and April), an advisor will call his/her advisees parents to discuss progress and, when needed, help put together a plan for moving forward. For a parent, an advisor can be a source of support, information, and direction; for a student, an advisor is always available for guidance and support.

Assignments

Homework

All students generally have homework in every subject nightly. Each student can expect between two and three hours of homework daily (an average of 20-30 minutes per class). For students in Advanced Placement classes, the average homework assignments take approximately 30-60 minutes per class. The role of homework is an essential element of our academic program. Students need to turn their assignments in on time. If sickness or other obligation keeps a student away from school, the student should make every effort to have the assignment turned in early, electronically, or by another student. Missed work is due upon the student's return, including absences due to school-required activities. After a prolonged illness, a schedule for make-up work will be worked out by the teacher and the student. If a student arrives late or leaves campus early, he/she must turn in work due to teachers whose classes were missed. Students should be proactive and communicate with their teacher about a time frame to make up their missed work or assignments.

Required Study Hall for Missed or Incomplete Work

If a student has not completed a homework assignment satisfactorily and has no valid excuse, he or she may be required (at the discretion of the teacher involved) to attend an afternoon study hall to complete the work. This policy takes precedence over other commitments, including any extracurricular participation, except games. This policy encourages the student to keep abreast of current work and to accept responsibility.

DeHart Project

The Senior Project at North Cross School, renamed in 2010 in honor of retired English teacher Gates DeHart, has been an enduring North Cross tradition for over four decades. Student presentations will take place during Morning Assembly before the entire upper school and members of the broader North Cross community. This focused academic research, which may include experiential field work and interaction with experts in the chosen topic, will be codified first in a research paper of at least ten pages. The DeHart Project represents the capstone of the Upper School curriculum and is designed to showcase the cumulative education of a North Cross Senior. Successful completion is required for graduation.

Attendance

The single most important factor in a student's success and happiness at school is regular, uninterrupted attendance. Parents are encouraged to support their children by not letting them miss any school except in emergencies or absolutely unavoidable circumstances.

Daily attendance will be taken at assembly at the start of the school day. Except in highly unusual circumstances, to receive credit for a year-long class, a student must not miss that class more than ten class periods during the school year; for a single trimester class, a student must not miss more than four class periods. Being present and participating in a class is an integral part of the experience that cannot be duplicated with make-up work or tests.

The school strongly encourages families to plan extended trips on regular school holidays. While parents are allowed to excuse their child from school for any reason, students who miss class create extra work for their teachers and multiple absences will affect a student's performance and experience. The school discourages parents from allowing their children to miss school. Classes missed due to family vacations or otherwise excused by parents are counted in the ten missed classes total.

If a student is absent from school, a written excuse signed by a parent must be turned into the administrative assistant in the Upper School upon the student's return to school. The excuse should contain the date(s) of the absence and the reason for the absence. On the day of the absence, the parent should call or email the administrative assistant in the Upper School to inform her that the student will be absent. If the school has received no notice of an absence, the Upper School administrative assistant will attempt to contact the student's parents using the numbers or emails listed on the Emergency Forms.

If a student knows beforehand that he or she will miss school on a particular day, he or she should present a note from their parents explaining the reason for the planned absence early in the day. If possible, a student should complete an assignment before leaving. It is the student's responsibility to make up all missed work as soon as possible.

For an extended illness teachers help students complete missed work as quickly as possible; however, the student must assume the responsibility for turning in any missed assignment or making up any work.

For unexcused absences, a student may still be required to complete work that he/she missed.

Arriving after 9am without a valid excuse renders students ineligible for co-curricular activities.

Attendance Procedures

1. Attendance is taken during a student's first obligation of the day (either in assembly or their first period class) and also in each class period during the day.
2. If a student arrives late to school, he or she must check in at the office and sign-in and get a slip from the administrative assistant to gain admittance to class.
3. Anytime a student leaves campus before the end of the school day, he or she must sign-out in the office.
4. Students are strictly forbidden to leave the campus or go to their cars during the school day without permission. Additionally, students should not plan to go home during the school day to pick up a forgotten assignment or other materials.
5. Unexcused tardies will result in a consequence.

College Counseling

The College Counselor, located in the Upper School, works with the students in all grades, but primarily with those in grades 11 and 12, to provide guidance through the college process. The Counselor assists with every step of college choice and application process and helps students prepare for the necessary adjustments to college. Formal college counseling begins in the junior year with individual conferences with parents and students. Students are encouraged to visit colleges and to meet with admissions representatives throughout their junior and senior years. The counseling process emphasizes the application procedure, curriculum and testing advice, and the introduction of a broad range of college options to encourage students to challenge themselves and to expand their knowledge of a variety of institutions and academic programs. The College Counseling Handbook is available online at www.northcross.org.

Courses

Advanced Placement Courses

The Advanced Placement (AP) program is a fixed curriculum designed by the College Board to introduce college-level curricula into high schools. Its value comes primarily in providing rigorous coursework, instruction and material, as

well as an aid in college placement and advancement (some colleges take note of AP classes on the student's transcript; some colleges grant credit to a student who scores a top score on an AP exam). NCS values autonomy in its curricular decisions. This enables us to design classes best suited to our students. Many classes at NCS have students doing college level work. As such, there are times when the AP curriculum in a given discipline correlates with the NCS goals, and times when it is not compatible with what the school feels will serve its students best. Student enrollment in AP classes is dependent on departmental recommendation. (The college counseling office works with the colleges to which our students apply to communicate the level and rigor of all our classes. Students and parents who have a question about the relationship between a particular course at NCS and a given AP exam should consult with the relevant department chair). All students who take a course designated as Advanced Placement on the NCS transcript must sit for the AP exam in that course. In order to meet requirements by the College Board, students in AP classes may be required to pay extra fees for course materials and/or come to school outside of regular class hours. There is also a fee for the exam.

Course Changes

Permission is needed from the parent, the advisor, the teachers of the courses involved, and the Director of the Upper School for all course changes, regardless of when they occur. In some cases, the Director of the Upper School may require approval of the Department Chair as well.

Course Selection

At the beginning of the spring trimester students meet with advisors to choose courses for the following year. Each student is given information which details past credits earned, current classes, and a list of classes for next school year. Each student is made aware of graduation requirements so appropriate selections can be made. Once the advisor and student have discussed which classes might best fulfill graduation requirements and, perhaps, reflect a particular interest of the student, the sign-up sheet is taken home for review with parents. Advisors and parents are encouraged to consult with each other. Signatures are required from the parent and advisor before the selection sheet is turned into the office for review by the Director of the Upper School.

The normal course load is six; students may take seven with permission from their advisor. Students may not normally take five classes or have two study halls except in very unusual circumstances and then only with the permission of the

Director of the Upper School.

Advancing in the Study of Language: Although a D is a passing grade, it does not show the mastery of a body of material necessary to be successful in the next level of language study due to the cumulative nature of the discipline. In their first three years of a language study, students must have a final average of at least a C- in order to continue on to the next level. If a teacher is concerned about a student's ability to be successful in the next level, he or she may recommend that the student retake that year's class, regardless of their final average. Students must have a final average of at least a B- in order to go on to the fourth or fifth year of language study.

Courses Taken at Other Schools

NCS seeks to provide students some flexibility in creating a strong college-preparatory transcript while protecting the quality of a NCS diploma and making the achievement it represents both accurate and consistent. Our curriculum is designed to follow a set sequence, often requires exceptional depth of understanding, and may be paced faster than many high school or even college courses. Upper school students may enroll in a course at another school for three basic reasons: (1) to accelerate – taking courses at a more rapid pace in order to allow additional, more advanced courses to be taken at NCS; and (2) to remediate – repeating a course which was failed or in which a student performed poorly; and (3) to take an advanced course not offered at NCS. Except for the three aforementioned categories, all required courses for a NCS diploma must be taken at NCS. In order to accelerate, a student must meet certain qualifying standards in their North Cross courses in the relevant discipline. He or she must earn at least an A in a regular course or a B in an honors course in the last North Cross course taken before the class to be used to accelerate. In all cases involving college credits or credits from other high schools, a NCS student needs written permission from the Director of the Upper School prior to enrollment. Upon completion of the off-campus course, an official transcript or report card from the institution must be sent to the Division Office. Such report cards and/or transcripts will be attached to the NCS transcript, and it will be noted that credit was granted.

Dropping a Course

A course may be dropped during the first seven weeks according to the guidelines under "Course Changes." Courses dropped during this period will not be noted on the student's transcript. After that time a notation is made on the transcript

that the course was dropped, with a notation of the student's academic standing at the time of withdrawal from the course. If the student has withdrawn with a passing grade the notation of W/P is noted on the transcript, whereas a student withdrawing with a failing grade receives the notation of W/F on the transcript. If a course is dropped after the end of the first trimester, the grade earned during the trimester and a notation that the course was dropped is added to the transcript. If the Director of Upper School feels extenuating circumstances have prevented an informed decision regarding dropping a course from occurring in the first seven weeks of the first trimester, the deadline may be extended.

Independent Study

An Independent Study contract must be completed by the student and submitted to the Director of the Upper School for approval before a student can begin any credit-seeking coursework outside the daily schedule or what is in the list of course offerings. The Director will consult with the relevant Department Chair in deciding on whether or not a petition will be approved. Independent Study contracts must specify the criteria necessary for receiving credit.

Year-Long Course

Course changes for year-long courses may be made until the fourth week of the trimester if the student is switching into a new course. After that time, changes will be made only in special circumstances.

Daily Schedule

The daily schedule begins at 8:00 a.m. and ends at 3:10 p.m. All students are expected to arrive at school early enough to be at their first school obligation, in dress code, by 8:00 a.m. Those arriving after 8:00 a.m. are marked "tardy." Classes meet for 46 minutes three times a week and once a week for 83 minutes.

Dress Code

Please refer to page 11 for a detailed explanation of the school-wide dress code.

Students are expected to maintain a high standard of appearance each day. Students should wear clothes that are clean, neat, and in good repair. Students are expected to adhere to the dress code from their arrival at school until the end of the class day, unless otherwise instructed. The details of the dress code are outlined on pages 11-12. A student should

not hesitate to bring an article of clothing to the office to check on its dress code compliance. The following items are **not allowed** for boys or girls:

- Flip flops
- Leggings or tights (unless under a skirt or dress)
- Body piercings (with the exception of ear piercings for girls); clear retainers may be used to prevent closure
- Visible tattoos
- Hats
- Facial hair on boys (except for religious purposes)
- Sweatshirts or "hoodies" including NCS sweatshirts
- Athletic uniforms or game-day shirts (though these will be allowed two or three times per season with permission of the Division Director)
- For boys, hair that falls below the shirt collar

Grading

Grading System

Students are graded on a wide variety of work: daily assignments, unit tests, and trimester examinations. Report cards and transcripts will show letter grades. Teachers will convert numeric grades to letters using the following scale:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	F 0-59
A 93-96	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

Exams or the equivalent are given at the end of the first and third trimesters and averaged into the grades for those trimesters; exams are worth 20% of the term grade. The final grade for the year is determined by averaging the three trimesters.

Grading Periods

North Cross School uses a trimester system. Students are given formal grades and comments are sent home at the end of each trimester. A final grade for year-long courses is also given, and consists of the average of the three trimesters. Single trimester electives will be noted on the transcript as such.

Incompletes

Although North Cross School strongly discourages students from taking an "Incomplete" for a trimester occasionally circumstances prevent a student from completing all work before a trimester ends. In those cases the student and the teacher involved will work out a schedule with a set time limit

for the completion of the work. Until the end of the period decided upon, the course grade is listed as "Incomplete." Once the period has passed, or once the work is completed, whichever comes first, a grade is entered into the student's transcript. If the work was completed, the teacher calculates the trimester grade using the grade earned on the completed work. If the work was not completed, the teacher calculates the trimester grade using a "0" for the work missed.

Progress Reports

Students will be formally graded at the end of each trimester. At that time report cards and comments by the teachers will be sent home from each class. The purpose of the comments is to give a sense of a student's experience in the course from the perspective of the teacher. These comments will speak of a student's performance, effort, and contributions to the class and will give suggestions for improvement. They are intended to give parents a much fuller picture of their child's experience at school than a letter or number grade can. Parents should go over these reports with their child to be certain the child understands everything in them. Parents should contact their child's advisor, the teacher involved, or the Director of the Upper School if they have any questions or concerns about any comments.

Graduation Requirements

There are five basic graduation requirements.

- All students must earn at least 66 credits to qualify for graduation. Year-long courses earn three credits, trimester courses earn 1 credit. The distribution must include at least the following credits:

English	12 credits
World Language	9 consecutive credits in one language, including nine credits in the upper school
History	12 credits (World History II or Introduction to Global Studies, World History in the 20th Century, or the Sophomore Sequence or AP World History, United States History, United States Government or AP Comparative Government)
Science	9 credits in lab sciences (Conceptual Physics, Chemistry, Biology)

Math

9 credits in the upper school (at least through Algebra II)

Fine Arts

3 credits

Physical Education

6 credits (Participation in three athletic seasons over four years)

- Successful completion of the DeHart Project.
- In order to receive a diploma, a student must attend NCS during his/her senior year and must take, and pass, at least five courses during that year.
- NCS expects and demands that every student will finish the year in good standing. During the course of the year and especially during the final term, a senior may place receiving a diploma in jeopardy if his/her behavior, attendance, performance or deportment are found to fall short of basic and acceptable standards.

Courses taken from an accredited school before a student attends NCS are generally accepted for the transcript, and will be counted towards a student's sixty-six-credit graduation requirement, but may not fulfill particular distribution requirements. The final determination lies with the relevant department head and the Director of the Upper School. A student may enter the Upper School so late that it is unreasonable to expect him or her to complete the usual requirements for an NCS diploma. In such cases a suitable program will be designed by the Director of the Upper School in consultation with the Director of College Counseling and the relevant department chairs.

The Division Director and appropriate department chair may make exceptions to the off-campus credit policy when extraordinary circumstances prevent a student from completing the required courses of study.

Safety and Security

Campus Limits

Students should remain on campus during the entire school day. Leaving campus without permission from the student's parents and the Division Director is a violation of the disciplinary code. Furthermore, students are prohibited from driving on campus or going to their cars during the school day except with special permission. In an effort to provide for the safety of all students, they are required to remain on the central part of the campus during regular school hours unless

they are accompanied by a teacher during a class project. The central campus is defined as the Upper School, the adjoining competition field, Slack Hall, New Slack Hall, the Lower School, the Middle School, and the open areas between the buildings. Excluded are the Carter Athletic Center, parking lots, the outer playing fields, the tennis courts, and the wooded and open areas on the edge of campus.

Driving on Campus

Licensed students may drive and park their vehicles on campus. It is important to keep in mind that over 600 individuals are on the NCS campus daily; therefore, it is essential that every driver use extreme caution and alertness. The campus speed limit is 13 MPH. All drivers should drive slowly and look out for younger students who may be in parking areas. When leaving the Upper School all drivers should exit out the rear entrance to the school, thus avoiding the congestion of the traffic pattern on the central portion of the campus. Students should enter and exit the parking lot via the rear entrance. Reckless or dangerous driving will result in the suspension or loss of the privilege to drive on campus. Students going to their cars during the school day without appropriate permission may also forfeit their driving privileges. Student should park in the Upper School parking lot and should not move cars for athletic practices or park in the CAC parking lot.

Emergencies

All emergencies should be reported to a teacher as quickly as possible. Emergencies may include injuries, accidents, and fires, etc. Fire alarms are located on a wall adjacent to each entrance to the Upper School. In the event of an emergency that might threaten students in the Upper School, the building will be evacuated; afterwards additional instructions will be provided by teachers. If a weather emergency occurs, students will be alerted by their teachers or at an assembly.

Parent Visits and Other Guests

Regardless of the reason for the visit, all visitors must stop first in the Upper School office before going to other parts of the building.

Senior Privileges

It is traditional for the senior class to begin the year with certain privileges which enable them to begin to exercise the high level of responsibility they will have in college.

Seniors have the use of the Senior Lounge. Seniors must sign a pledge that they will abide by the rules governing the lounge:

- Posters and art work must be pre-approved by the Director of the Upper School.
- The Senior Lounge may be closed by the Director of the Upper School or Dean of Student Life.

Standardized Testing

A series of standardized tests is given to students in the Upper School as part of the college admissions process and to provide the opportunity to earn advanced placement for college.

PSAT Tests

All tenth-grade and eleventh-grade students are required to take this preliminary version of the SAT Reasoning test.

The test emphasizes verbal and math skills, with specialization in reading, writing, vocabulary, analogies, algebra, and geometry. Prior to the test, which is administered in October, the Director of College Counseling will hold a program during activity period to talk about the PSAT, view sample questions, and discuss test-taking strategies.

In December, the College Counselor will hold an evening PSAT Score Return program where students will receive their scores, learn how to use their results, and hear more about standardized testing as a part of the college application process. The PSAT is administered at North Cross School and the College Counselor will handle registration.

SAT Reasoning Test and SAT Subject Tests

Juniors and seniors take the SAT and SAT Subject Tests as part of the college admission process. The SAT tests reading, writing, and mathematics skills. The SAT Subject Tests are required or strongly recommended by some colleges and universities, and they measure mastery of particular subject areas. SAT tests are given multiple times throughout the year. Students must sign up on their own for these tests.

ACT

The College Counselor strongly recommends that students take the ACT along with the SAT during the junior year. All colleges and universities accept scores from the ACT or the SAT, and over 25% of North Cross students score higher on the ACT than they do on the SAT. The ACT tests students in reading, writing, mathematics, and science. ACT tests are given multiple times throughout the year. Students must sign up on their own for these tests.

Student Activities

NCS believes that in order to flourish, adolescents should be involved in a greater variety of endeavors. The school provides as many opportunities as is feasible and encourages all students to participate in as many activities as they can without jeopardizing their academic performance. There is much research that suggests students who are involved in the life of the school outside the classroom are happier and less likely to engage in risky behavior.

Athletic Program

NCS is strongly committed to a well-rounded athletic program that provides students with both daily exercise and opportunities to test their skills in competition with teams from other schools in the Blue Ridge and Virginia Independent Conferences. NCS encourages students to participate in the athletic program.

Varsity, junior varsity, and Middle School teams compete seasonally as follows:

FALL	WINTER	SPRING
Cross Country	Basketball	Baseball
Field Hockey	Swimming	Co-ed Golf
Boys Soccer		Lacrosse
Volleyball		Girls Soccer
Football		Boys Tennis
Girls Tennis		
Co-ed MS Tennis		

Student Council Association (SCA)

The SCA organizes a wide variety of student activities throughout the year. Such activities include social events, running the Campus Corner snack bar, charitable fundraising and awareness, and promoting school spirit.

- **Dances:** Within the SCA, particular classes are assigned the responsibility for organizing the main dances of the year: sophomores organize the Homecoming Dance, and juniors make arrangements for the Prom in conjunction with the appointed advisor.
- **Campus Corner:** During break, students may purchase snacks from the Campus Corner located in Willis Commons.

Students are elected by their classmates for the following positions: President, Vice -President, Secretary, and Treasurer.

Clubs

Clubs are organized when there is sufficient student interest. Currently in the Upper School students may join Model UN, Ski Club, Student tutoring, CodeQuest, Chess Club, Robotics Club, Environmental Club, International Thespian Society, *Calliope*, Environmental Magazine, or the Academic Competition team. In the past, NCS students have organized such clubs as the Outing Club, Math Club, and French and Spanish Honor Societies. Students who are interested in forming a new club should contact the Dean of Student Life. All clubs must have a faculty advisor.

Drama Society

Drama is an important part of extracurricular offerings. Two major productions are presented annually, with the possibility of other, smaller productions depending on student interest. All students are encouraged to try out for roles in the drama productions and musicals.

Muses at Bay

This program organized by students offers a forum for musical, theatrical, and other creative performances. Each performance must be approved in advance by the faculty advisor.

The Compass

The school yearbook is called *The Compass*. Students write and edit the yearbook under the guidance of a faculty advisor. In order to assure a high-quality publication appropriate for all NCS students including members of the lower and Middle Schools, everything that goes into the yearbook must be reviewed by the faculty advisor.

Calliope

Calliope is a student-generated literary magazine that is published annually. It features poetry, short stories, photography and artwork by students. It is published in print as a magazine and online. Students are encouraged to submit work from their academic classes as well as original work created on their own.

Student Conduct

The goal of any system of behavior is to teach students responsibility, self-discipline, consideration for the rights of others, and to ensure that we have a safe and wholesome environment at school. NCS's expectations for student conduct are designed to ensure that all members of our community are comfortable, safe, and able to flourish here. Students and their families are expected to cooperate with both the spirit and the letter of the rules of the school for the well-being of all.

All the rules of conduct at NCS serve one or more of the following purposes:

- to protect a member of the school community from having his/her rights infringed upon by others,
- to help students make responsible choices about behavior which may affect their own lives, and
- to aid in the effective operation of a community of over 600 people.

Basic Expectations for Student Conduct

NCS is a community in which students have the opportunity to interact with younger and older students and adults every day. The school emphasizes mutual support and cooperation. We take great pride in the relationships students establish with one another and with their teachers. By the time students reach the Upper School they are old enough to know what is appropriate behavior and language in almost every situation, including classrooms, assemblies, field trips, and other school activities. Self-discipline, proper courtesy and tact are expected at all times of every NCS student. In this spirit of cooperation, students are encouraged to follow these guidelines:

- Respect others as you would have them respect you.
- When addressing adults, use the appropriate title, such as "Mrs." or "Dr."
- Be friendly. Greet others when you see them.
- Show consideration for others in your actions by:
 - Holding doors for those behind you
 - Avoiding the use of profane or vulgar language
 - Sitting properly in desks and chairs
 - Keeping floors, desks, and hallways clean
 - Arriving at school appointments on time
 - Behaving properly during assemblies and at lunch
 - Taking pride in the appearance of the campus
 - Conducting yourself in an orderly manner, whether on or off campus

- Showing good sportsmanship at all school functions, whether you are a participant or a spectator.
- Appropriate use of all electronic devices, both for school and personal use.

General Discipline

Discipline is administered by the Dean of Student Life and Director of the Upper School with support from the faculty. The school makes every effort to support the student and to help him or her address individual problems. The discipline system calls his/her attention to any mistake and, when appropriate, arranges for a suitable consequence.

Minor Offenses

For all but the most serious disciplinary matters, the discipline system in the Upper School relies on an immediate response by the faculty in coordination with the Dean of Student Life, or the Director of the Upper School. Our system of disciplinary infractions will include after school detention from 3:15–4:00 p.m. Infractions include late to class, out of dress code, profane language, and inappropriate behavior or actions.

Dismissal from a Class for Poor Behavior

A dismissal from class is considered a serious infraction. The student should report immediately to the office to speak with the Dean of Student Life, and the student's parents will be called. The first time a student is dismissed from a class will be treated as a minor disciplinary offense (unless the circumstances warrant otherwise as determined by the Dean of Student Life). Subsequent dismissals from the same or other classes will be treated as major disciplinary offenses. Normally a first response will include an apology to the teacher or teachers involved, and a before and/or after school or Saturday detention with a work component.

Continued violation of minor rules or clear evidence of a student's non-compliance with school policy in these matters will result in more serious consequences, and may elicit a response normally associated with more serious offenses.

Major Offenses

A major offense is defined as behavior that causes a serious impediment to the normal functioning of the school, in a child's ability to be healthy and productive here, or in the safety or well-being of any member of the community. Offenses listed under "Major School Disciplinary Offenses" automatically fall into this category and will be handled on a case-by-case basis. These matters are handled directly by the Dean of Student Life or Director of the Upper School, and, at their discretion, by the disciplinary system, which is convened

for specific incidents. The Head of School will be kept apprised of all major disciplinary matters.

Major School Disciplinary Offenses

Students who behave in a manner that could cause harm to themselves or others or seriously disrupt the functioning of the school face serious penalties for their actions. Parents will be called if a student is involved in a serious disciplinary matter. When appropriate, the school may call the police and file charges against the student. Major disciplinary offenses include, but are not limited to, the following areas of concern:

- Repeated disrespect of a teacher or teachers.
- Repeated disruption of a class or classes.
- Repeated behavior outlined in "Minor Disciplinary Offenses."
- Repeated misuse of a motor vehicle in a manner that can affect the safety of the operator, passengers, or innocent bystanders. Bus misconduct is included in this category.
- Offenses against others (i.e., assault, fighting, obscene behavior, harassment, bullying, hate crimes, etc.)
- Possession, use, or being in the presence of controlled substances (i.e., alcohol, drugs, drug paraphernalia, tobacco, etc.) in any form, including imitation controlled substances. These cannot be brought to campus or used before coming to school or at a school event on or off campus. Additionally, members of athletic teams are subject to team training rules. (Please see the section "Controlled Substance Policies" for further information on the school's responses to issues of controlled substance use.)
- Possession of dangerous substances or articles or possession of weapons of any type (i.e., guns, knives, slingshots, explosives, bows and arrows, lighters, etc.). This ban includes "look alike" weapons. In addition to a penalty imposed on the student, the item in question is confiscated.
- Offenses against property (i.e., arson, vandalism, defacement, graffiti, etc.). The penalty imposed upon the student will include restitution for damages.
- Leaving campus without permission. This places the school in an untenable legal position if such action occurs during regular school hours. A student may leave the campus early or for a brief time during the day only with written permission from the student's parent presented at the time of departure or if a parent calls the Upper School office to give permission.
- Making a false report of a fire or bomb threat. Such a report is illegal as well as a violation of school rules. If a student makes such a threat against the school at any time, on or off campus, the offense will be dealt with by the disciplinary system and reported to the local authorities.

Responses to Major School Disciplinary Offenses

Major disciplinary offenses, by their very nature, require a serious response.

- Extended Detention with or without a work component requires a student to come early to school and/or remain after school for a set period of time over a period of several days. This may include coming in on a Saturday. There may be included a requirement that the student do work as assigned by the Director of the Upper School.
- Suspension requires a student to be separated from the school for a specific period of time. The student is not permitted to come on campus during the period of suspension or attend any activity organized by the school. A suspended student may return to school without a formal re-application; however, a conference including the student, the parents, and the Director of the Upper School may be required before the student is permitted to re-enter school.
- Dismissal or required withdrawal requires a student to be separated from the school.

A student who withdraws from NCS in good standing and of his/her own volition may return to campus for any event. A student who has been dismissed from school may not return to campus until his/her class has graduated. A student who has withdrawn under threat of dismissal may not return to campus until the end of the school year. He or she may petition the Director of the Upper School to attend an event during this period.

Disciplinary infractions that occur before a student's senior year are considered part of the school's internal disciplinary system and are normally not reported to colleges. Major disciplinary incidents that occur during the senior year are normally reported to colleges.

Study Hall

In order to ease the adjustment into the academic program of the Upper School and aid students in forming good study habits, ninth grade students will be scheduled into a supervised study hall at the start of the year.

Students in the 10th, 11th and 12th grades are not required to remain in a supervised study hall. They may study quietly in the Commons area or the hallways or, for seniors, the Senior Room, go to the library, relax or study outside. Students who abuse unsupervised study hall will be disciplined in a manner determined by the Dean of Student Life or Director of the Upper School. Any student receiving a C+ or below in any class at the end of a formal grading period (interim or end-of-term) will be placed in a supervised study hall at least until the next formal grading period, when grades will be reevaluated. If the student no longer is carrying any C+'s or below, he or she may be allowed out of supervised study hall.

Tests

Students should not have more than two major tests on one day. Teachers are flexible to resolve cases where a student has an unreasonable load for a given day. A test is defined as a graded evaluation of student progress which requires students to work on it more than half of the class period. Any unauthorized items visible during tests will result in a potential Honor Council hearing.

Textbooks, E-Books, Apps, and Other Resources

Students are expected to purchase all materials they will need for class. Only in special circumstances would students be allowed to borrow or use those materials they do not own, and this assumes it would in no way interfere with their use in or outside the classroom. NCS has adopted e-books/texts and materials for most classes. In those classes that have physical texts or materials there may be an opportunity to purchase used texts; that information will be shared with students and parents at the appropriate times.



Athletics

Introduction

North Cross School is committed to offering all students a well-rounded experience both in the classroom and through co-curricular activities offered outside of the school day. The lessons learned from participating on an athletic team reach far beyond the athletes' years at NCS, as participation on an athletic team teaches students about sportsmanship, leadership, teamwork, and fairness.

Athletic Fundraising Policy

The North Cross School Athletic Department should bear the expense of students participating in athletics by providing items such as the basic uniforms, equipment, and supplying transportation. Exceptions to this may include footwear and some personal player equipment (i.e. swimsuits, kneepads,

shin guards, baseball/softball gloves, hockey sticks, tennis racquets, and golf clubs) or some additional expenses such as voluntary post-season tournament costs. The Athletic Director will approve all school purchases and athletic fundraisers.

As a rule, team fundraisers are discouraged. Rather, team parents are encouraged to join the North Cross Athletic Boosters. The Boosters main goal is to raise money to assist the athletic department in meeting unique and unexpected needs. This is accomplished by booster volunteers helping to staff and work events, as well as selling concessions and admission to athletic contests. Special approved projects and events are also included in their fundraising efforts. Each sport team is required to appoint a parent liaison as a representative and member of the Booster team. If an athletic team has a special project or unusual need the Boosters entertain funding requests through the team liaison. The Boosters approve funding requests based on past grants, participation level of the volunteers from that team, and availability of funds.

Any parent wishing to give an in-kind donation or gift to the school should speak with the Athletic Director.

Attire For Game Days and Practices

Students represent NCS when traveling to and from games and should therefore maintain the standards of dress established by the school. Students are expected to travel to and from an away athletic contest in school dress code as outlined in page 11. When students return to campus in the evening for a home contest or meet at an away site, they must be dressed in team uniform or school dress code. If approved by the athletic department and division director, students may wear an approved part of the uniform or team apparel item to classes on one specified home game day during the season. The athletic department must approve any exceptions to these guidelines. When warming up for a contest, students are expected to be dressed in full uniform according to the rulebook guidelines (shirt tails tucked in, etc.) or warm-ups. During practices, males should not remove shirts and females should not wear a sports bra as a shirt.

Cancellation of Games or Practices

Teams do their best to play or practice, regardless of the weather. Often on rainy days, outdoor practices will be moved inside. Students should bring appropriate shoes and practice attire. An announcement about a canceled game or practice will be made as early as possible in the school day; however, with inclement weather the decision sometimes cannot be made until the last minute. Coaches will be responsible to contact their team and alert them electronically of any changes. Please check onCampus for the most up to date information on game cancellations. Division assistants, Slack Hall receptionist, and Carter Athletic Center front desk will be notified as soon as a decision has been made.

Communication

The athletic department requires all coaches to hold preseason meetings for parents and students to meet with the individual coach to share information about the upcoming season. In addition to covering the school's policies and rules, the coach should discuss his/her coaching philosophy and expectations. This is accomplished at the potluck dinners scheduled at the beginning of each season.

The athletic department believes that parents play a vital role in the support of the students and teams. Parents can support the growth and success of the school's teams by modeling positive encouragement towards the students, officials, and coaches.

The goal of the athletic department is to create a positive relationship between parents and coaches. The following will help foster and build this relationship:

- Coaches welcome information from parents that is helpful in understanding their child.
- Coaches, students, and parents are encouraged to communicate openly throughout the season.
- The first and most effective way for a parent to address an issue is to make an appointment to speak directly with the coach. Since it is often inappropriate and counterproductive to do this after a game or during practice, a time should be set that is convenient for everyone involved.
- Students are encouraged to talk to the individual involved (including the coach). Students are also encouraged to speak with the Athletic Director.
- Parents are invited to speak with the Athletic Director anytime.

Expectations For Student Athletes

By joining a team, students accept the benefits of participating as well as the responsibility and commitment to the team. NCS has the following general expectations for all students at all levels:

- Being punctual and prepared for all practices and games
 - Notifying the coach in advance when a practice or game cannot be attended
 - Desiring to improve skills and knowledge of the sport
 - Exhibiting a willingness to work hard and be attentive in practices
 - Taking responsibility for equipment and uniforms
 - Maintaining and taking pride in all facilities used by the team
 - Striving to perform in the classroom as well as on the field or court. Students should prepare for academic classes daily so they will not have to miss practice for afternoon study hall
- Representing one's self, team, school, and family in a dignified and sportsmanlike manner, at both home and away contests and when traveling to and from away contests

- Abiding by the athletic training rules
- Attending all practices and games

League Affiliations

NCS is a member of two athletic conferences. The girls' teams are members of the Blue Ridge Conference (BRC), and the boys' teams are members of the Virginia Independent Conference (VIC).

Conference Guidelines For Student Eligibility

- **Age Rule:** A student shall not have reached the age of 19 on or before the first day of August of the school year in which he/she wishes to compete. A student may not repeat senior year and compete in athletics.
- **Enrollment Rule:** A student must be enrolled as a full-time student and must carry four credit subjects during the semester in which he/she wishes to compete.
- **Transfer Policy:** In order for a student who transfers into the school and be eligible for Conference competition, he/she must be on the eligibility list for one-half of the school's Conference games. If a student is enrolled in the ninth grade or beyond in one Conference school and transfers to another Conference school, that student will be ineligible to compete in any sport for one calendar year from the date of *attendance* at the new school. The student may not become eligible to participate at another member school in the next academic year by enrolling in a non-member school for a period of less than one full academic year. A student that has exhausted eligibility at his/her current school may not gain eligibility at a VIC/BRC school. An appeal for exemption from the transfer rule may be made only if both heads of school agree. If there is disagreement between the two heads, an appeal may be made at the request of the family, and the Transfer Waiver Appeal Form must be submitted to the Conference president no later than July 15th for the upcoming academic year. The Transfer Policy will go into effect starting July 1, 2017, for all students currently enrolled in a VIC/BRC school.

Non-Staff Coaches

The school and athletic administrations feel that it is important for as many coaches as possible to be on the staff of the school. There will, however, be times when this is not possible. All volunteer coaches or coaches hired from outside the community must be interviewed and approved by the

Athletic Director and Head of School. They must also go through the school's screening process, which includes fingerprinting, and a background check.

Physicals and Participation Requirements

The requirements for participation are located on the school's website "Athletics" page and consist of following the 2 steps. The 2 steps include:

1. File a valid and current VHSL Physical and Parent Consent form with the athletic department
2. Click on the Athletic Forms link on the school's Athletics homepage, read the Athletic Philosophy form, Concussion Education & Protocol form, Uniform Agreement form, and Student Travel and Transportation Agreement form, and complete the required electronic signature.

These 2 steps to Athletic Participation must be completed and approved by the Athletic Department before participating in any athletic activity (this includes pre- and in-season participation). Student-athletes must also be enrolled at North Cross School and be in good standing with the business office.

Forms may be obtained at the front desk of the Carter Athletic Center or Slack Hall. They may also be obtained by going to the Athletics page on the school website.

Practice Procedures

- Attend all practices and games. The team and coach depend on all players' participation. If an unavoidable circumstance prevents an athlete from attending practice, the coach should be alerted.
- Students should dress for practice in the team locker rooms of the CAC. While in the CAC, all athletes should abide by the Center's rules and policies. Cleated and/or muddy shoes should not be worn into the CAC. Books and backpacks should be kept in the lockers. When entering and leaving the CAC, athletes should use the rear door.
- Any injuries or accidents should be reported to the coach immediately. Any broken athletic equipment should also be reported to the coach.
- Students should arrive at practice prepared to participate; that is, dressed appropriately and with the correct

equipment.

- Students should speak directly to the coach in advance when they must be late for practice.
- Help the coach put away any equipment at the conclusion of practice.
- Coaches will provide directions about picking up and turning in uniforms and practice jerseys and equipment. The coach should be notified as soon as possible about any broken or lost athletic equipment.
- Athletes are not permitted to drive to practice of games unless prior arrangements have been approved by the coach or Athletic Director.

Requirements for Physical Education or Team Participation

Middle School

A student enrolling in the Middle School will fulfill his/her physical education requirement by either participating on an interscholastic team or being enrolled in a physical education class during all three seasons of the school year.

Sixth, seventh, and eighth graders are eligible to participate on a wide variety of athletic teams during the year. Conference and VISAA rules prohibit a student from participating in a varsity sport until he/she is in the eighth grade. Varsity, junior varsity, and middle school teams compete seasonally as follows:

FALL	WINTER	SPRING
Cross Country	Basketball	Baseball
Field Hockey	Swimming	Co-ed Golf
Boys Soccer	Wrestling	Boys Lacrosse
Volleyball		Girls Lacrosse
Football		Girls Soccer
Girls Tennis		Boys Tennis
Co-ed MS Tennis		

Additional teams for middle school students may also be organized, as interest, facilities, and staff availability permit.

Upper School

A student enrolling in the upper school must meet the following athletic participation requirement for graduation:

- A student enrolling in the ninth grade must participate in interscholastic athletics during three sports seasons over their four years in the Upper School.
- A student enrolling in the tenth grade must participate in interscholastic athletics during one sports season.
- Participation in interscholastic athletics can be fulfilled by one of two methods:
 - A student may be a member of a team.
 - A student may be a manager for a team. He/she must attend all practices and games throughout the season and participate in physical activity as designed by the coach.

Rules for Athletics

- If a student must miss class time for an athletic contest, he/she must turn in all homework and other assignments before their team leaves campus, and, whenever possible, he/she should take all scheduled tests and quizzes before leaving campus.
- Students are held responsible for all work assigned to them for the day following a contest. However, if a team arrives back at NCS at 10 p.m. or later (9 p.m. for middle school students), the team members of the trip are not responsible for an assignment made on that class day. Please see the "Homework" section of this Handbook.
- Weekly transportation schedules are noted on the school's weekly calendar, which is posted in the Upper School office and on the Athletic Calendar on the school website. The schedule includes departure time and the estimated time of return to campus.
- The school requires that current medical examination and VHSL forms (available in onCampus) be on file with the Athletic Director before the student may participate in interscholastic sports.
- All teams must travel to out-of-town contests on school-sponsored transportation. All alternate travel plans must be approved by the coach and Athletic Director.
- Students are permitted to return from away contests with their parents when prior arrangements have been made. Students are not permitted to return with other students. Travel arrangements which differ from traveling with the team must be made before the departure from NCS and approved by the coach.
- In order to participate in an athletic practice or contest, a student must be in attendance at school for at least four periods of the school day. A student is not permitted to leave school for illness and then to participate in an athletic contest on the same day. Special circumstances, such as college visits, may be exempted by the Division Director and Athletic Director.
- While at any school-sponsored event, students are subject to all regular NCS rules and regulations.
- A coach may have specific rules which the athletes on his/her team must follow.
- All students are reminded that they represent NCS

and the individual school team; therefore, every team member should monitor his/her behavior at all times.

Schedules and Directions

Each coach distributes athletic schedules at the beginning of the season. Schedules and locations to away games are located on the onCampus platform and the school's website. You can modify your calendar settings to show only the sports your student(s) participate in by clicking the School Athletic Calendar in the left-hand column of the Calendar page and clicking on or off the green arrows for each sport.

Selection of Teams

The school endeavors to fill teams in the following order: varsity, junior varsity, and middle school. Middle School and junior varsity programs prepare students for varsity participation. Coaches of teams at the middle school or junior varsity level are encouraged to keep all students who try out for a team. The school will attempt to offer sufficient teams so that cutting will not be necessary. As much as possible, every student should play in each middle school game. The goal is to increase the student's knowledge and understanding of the sport and to teach basic skills. In addition to displaying skill in the particular sport, students are expected to show an understanding of the concept of team—a group working together for a single purpose.

At the varsity level, teams are coached to play at the highest level of competition. While winning is important, demonstrating good sportsmanship, discipline and skill is more important. Coaches will strive to create a positive team culture to instill these qualities and goals.

Eighth-grade students may be eligible to play on a varsity team if the Athletic Director, Director of the Middle School, and coach of the team deem that, in every regard—athletically, academically, and socially—the prospective student's participation on a varsity team will be in his/her best interest, and that of NCS. The approval of the parents shall also be a prerequisite.

Sports Awards

Team Awards

At the conclusion of each athletic season, an awards ceremony is held to recognize the accomplishments of

athletes. At the assembly coaches provide brief remarks about the season. The following awards are presented:

- **Certificate of Participation:** This certificate signifies that the student has participated in practices and games of the team during the season. Certificates are presented to middle school team members, junior varsity team members and varsity team members who do not qualify for a letter.
- **Letters and Pins:** Varsity-level athletes who qualify are presented a chenille letter, a pin to signify the sport, and a folder that includes a letter certificate and team picture. During a student's career at North Cross, only a single chenille letter is awarded.
- **Trophy Awards:** Trophies are presented to the outstanding athlete(s) on each team. Varsity teams award a Most Valuable Award and one additional award. Junior varsity teams present a Most Valuable Award.

Overall Awards

- **Spirit Award:** presented to the senior boy or girl who has exhibited throughout his/her career at NCS an unselfish enthusiasm for the support and development of NCS athletics.
- **Mark Higgins Award:** presented to the senior boy or girl who exhibits excellence in and dedication to sports throughout his/her career at NCS.

Sportsmanship Guidelines

- Treat officials, opponents, and spectators as welcomed guests of the school.
- Respect the property and reputation of our competitors as well as those of our own school.
- Do not, at any time, boo or taunt officials or opposing players.
- Stay off the playing field and courts during athletic contests if we are not in competition at the time.
- Cheer the strengths and victories of our teams and do not belittle or denigrate the performance of the officials or our opponents. Understand that officials are an essential part of any contest. They are there to ensure the safety of the participants and to protect the integrity of the game. They, as well as players, coaches, and spectators, deserve our respect.



Parents' Guide to Giving

North Cross parents are part of a larger family—the North Cross community. We see each other in carpool lines, at concerts, at plays, at performances, athletic events, and as volunteers for the many opportunities to be part of the North Cross experience and support the good things that take place on our campus. Special things happen here every day because of the wonderful support our North Cross parents provide.

Give as you are able from your resources of time, talent, or means. Every gift is appreciated.

Expectations

Each parent and each family is expected to support the school and their children—by being visible at events, by volunteering to help at functions, and to financially support the school above the level of tuition and fees. Without this additional financial support, the school would not be able to continue its robust offering of rigorous educational programs and co-curricular offerings.

Volunteering

There are a number of ways to engage and help the school make everything happen—from chaperoning trips, helping admission welcome prospective or new families, speak to students, prepare food, and assist in the planning or execution of special events. Each of these fundraising activities and events also gives parents an opportunity to volunteer their time and energy to help their children, other students, and the school. To learn more about volunteer opportunities, contact the Development Office, Parents' Association, Friends of the Arts, or Boosters.

North Cross Operating Budget

Our annual operating budget includes the revenue and expenses our Board deems necessary to run the school, to provide each and every student an exceptional educational experience, and to fund the school's operations each year,

e.g. faculty and staff compensation, utilities, vehicles, facility maintenance, and non-benefit insurance.

Annual operating budget revenues come primarily from tuition and fees parents pay. Tuition and fees are set intentionally at a level lower than the actual cost to educate each student—approximately 91% of the cost to educate each child and operate the school. This keeps our school more affordable.

The lion's share of the financial gap comes from money raised by our Development Office through its fundraisers. Additional revenues supporting the annual operating budget come from renting the school's facilities—CAC memberships, CCA Marlins swimming, and gym rentals to athletic teams. To meet our goal of a balanced budget each year, unrestricted gifts to the annual fund and the other development office fundraisers are critically important. The following fundraisers support the North Cross operating budget.

North Cross Annual Fund

Goal: \$320,000

Dates: July 1–June 30

Run by: Development Office

The Annual Fund is the most important and most efficient way to support North Cross and the education each and every student—including your own—receives. Unlike other methods our Development Office uses to raise money for the school, the Annual Fund is not a special event. With little volunteer help and minimal expense, development raises funds through a number of appeals to each of our constituencies—our faculty and staff, trustees, current and past parents, grandparents, alumni, businesses, corporations, and foundations.

The most attention is given to the Annual Fund in the beginning of the school year when we ask for gifts and pledges. Depending on those gifts and pledges, additional appeals may be made during the year, and certainly at the end of the year.

Winter Gala and Auction

Goal: \$115,000

Date: February 10, 2018

Run by: Development Office

Supports: . . . Net revenues go to operating budget

The Gala is a community-building special event—an evening of fun, friends, great food, dancing and the school's second largest school fundraiser. This is a black-tie optional event open to North Cross and non-North Cross families and

friends and over 400 people attend to enjoy the evening and participate in its silent and live auctions. Gala is a great opportunity to volunteer and get to know others in our community.

Make sure to reserve the date and plan to attend. If you are interested in helping make Gala happen, contact the Gala Chair or speak to Rebekah Bradley in Development.

Corporate Sponsorships and Banner Sales

Goal: \$10,000

Date: July 1–June 30

Run by: Development Office

Supports: . . . Revenues go to operating budget

Each year, we approach corporations to support North Cross and given a menu of giving level choices from Gold Level \$10,000 Presenting Sponsorship to purchasing advertisements in our publications. Outside corporations and foundations pay particular attention to participation in our Annual Fund.

AmazonSmile Charitable Donations

Make your regular Amazon purchases through smile.amazon.com. The AmazonSmile program is Amazon's charitable rebate program that donates 0.5% of the price of your eligible AmazonSmile purchases to North Cross when you name "North Cross School" as the charitable organization of your choice. Just shop at smile.amazon.com using your Amazon account information. There is no need have two accounts with Amazon.

How to designate North Cross School to receive AmazonSmile rebates:

- Visit **smile.amazon.com** and sign in with your Amazon account information. If you don't already have an account with Amazon, select "Create an Account"
- After logging in to AmazonSmile, it will ask you to "Select a Charity"
- Search "Pick Your Own Charitable Organization" and type in "North Cross School"
- Select "North Cross School"
- Now all purchases made through AmazonSmile will donate 0.5% of the price to North Cross School
- Change your Amazon bookmark to smile.amazon.com to make sure North Cross School receives a rebate on your Amazon purchases.

iGive.com Charitable Donations

The iGive.com site features over 1,400 of web's stores, including Nordstrom, Pottery Barn, Best Buy, Staples, GAP,

PETCO and Expedia. Some retailers even offer iGive shoppers exclusive web discounts. Plus, you can earn more for North Cross when you use AmazonSmiles if you simply click through iGive to get to AmazonSmiles!

The donation rebates to North Cross are typically around 3%, and they are clearly listed within the iGive Mall. If you install the iGive button, you can go straight to your shopping site and send your contribution to North Cross School when you click the button. Every penny of the advertised donation goes directly to North Cross. You don't pay extra for what you purchase—no administrative costs, fees or mark-ups—so you'll never pay more to shop through iGive. iGive sends the rebates directly to our school—and we thank you for that!

Click the link below to enroll today: <https://www.igive.com/northcrossschool>.

Outside the Operating Budget

To keep tuition and fees reasonable and to ensure the essential programs are delivered, the school is not always able to include all the things that divisions or departments want to have each school year into its operating budget. To enhance the educational experiences of students, other organizations (not the Development Office) conduct additional fundraisers during the school year for purchases of services, experiences, and/or items that fall outside the annual operating budget. The Divisions and departments within the school submit a “wish list” for items that did not make it into the budget, and organizations such as Parents’ Association, Friends of the Arts, Boosters, and the athletic teams will hold fundraisers to support these purchases or other things they wish to purchase outside the school’s operating budget.

The following fundraising activities support purchases of items that are not covered within the school’s annual operating budget:

Parents’ Association

Kroger Plus Shopper’s Card Program

Dates: Year-round

Run by: Parents’ Association and Development Office

Supports: Operating budget and items outside the operating budget

The Kroger Plus Shopper’s Card rebate program is the PA’s largest fundraiser. Using your Kroger Plus Shopper’s Card linked to North Cross School (instructions on the North Cross website at www.northcross.org/rebate-fundraisers.html)

provides the school a rebate on the entire amount of your purchase at any Kroger store. There are no additional costs or fees and the rebate from Kroger goes directly to North Cross School’s Parents’ Association. You donate to the school in the easiest way possible—by buying groceries, gas, and even gift cards for popular restaurants and retailers. Each year this program has raised over \$25,000 and it is important that all North Cross families have and use the Kroger Plus Shopper’s Card. These funds are used to provide the school with items that are not in the budget but enhance our children’s educational experience. Some examples of items PA has purchased include Promethean boards for lower school classrooms, a 3D printer, and new lights for the auditorium. If you need a card, please see your PA rep, division assistant, or call the Development Office.

Arts

Friends of the Arts Concessions

Dates: Throughout the school year

Run By: Friends of the Arts

Supports: Arts program purchases and arts program-related support

During the year, the Friends of the Arts (FOTA) sell concessions at arts events and performances.

Athletics

Boosters’ Club Concessions Sales

Dates: School year home athletic events

Supports: Athletic program purchases and athletic program-related support

During the athletic events held at home, concessions are sold to attendees, and a gate fee is charged to visiting fans. The revenues are used for a variety of athletics-related purposes for purchases of items outside the school’s operating budget.

Bus Rental for Away Games

Dates: Unscheduled, as requested by team parents

Supports: Bus rental—bypass use of North Cross School buses

The school has purchased an upgraded bus for travel to athletic events; however, on occasion, team parents may decide to rent additional upgraded buses so athletes can ride in greater comfort to away contests and arrive fresher to play when trips are longer than an hour and a half. This is also a safer way to travel greater distances and cuts down on coach-driver fatigue issues. Parents volunteer to support these rentals.

Spring Mulch Sale

Dates: April 2018

Run by: Spring sport coaches

Supports: . . . Net proceeds go to participating team budgets

Team members sell mulch to family, friends, and neighbors to support team budgets.

Divisions**Senior Class Gift**

Dates: Throughout the school year

Run by: Senior class

Supports: . . . Senior class gift to North Cross

Each senior class has traditionally given a major gift to the school. Students and their parents sell items such as biscuits, do fundraisers such as car washes, and contribute during the year to reach a financial goal for the gift they have chosen.

Thanksgiving Basket Drive

Dates: Fall 2017

Run by: Lower, Middle, and Upper School SCA

Supports: . . . Families identified by the Salvation Army

The North Cross School Annual Thanksgiving Turkey Drive is a Middle and Upper Schools food drive, the goal of which is to fill at least thirty baskets with a traditional holiday dinner, turkey and all the trimmings. These supplies are donated by our school families and co-sponsored by Kroger.

Rescue Mission Paper Drive

Dates: Spring 2018

Run by: Middle School teachers

Supports: . . . The Rescue Mission

Parents are asked to donate paper products for the Rescue Mission.

Box Tops Collection

Dates: Throughout the school year

Run by: Lower School SCA, Middle School SCA

Supports: . . . Classroom supplies

Parents are asked to collect Box Top coupons from items like cereals and send them with their children where they are collected by teachers. These are redeemed for cash to benefit classrooms in our lower school.

Food Drives

Dates: Throughout the school year

Run by: Lower School SCA, Middle School SCA

Supports: . . . Community school programs to feed their needy students

During the year, children will ask parents to donate canned goods, snack foods and other food items for community school children and to help fill backpacks for children in need.

Soup for Seniors

Dates: February 5-9, 2018

Run by: Upper School

Supports: . . . Local seniors, as identified by the Local Office on Aging and Soup for Seniors Volunteers

During this fundraiser, children will ask parents to donate canned soup and other nonperishable food items to be distributed to seniors in the region.

North Cross School is an independent, nonsectarian, college-preparatory school that serves children from early childhood through twelfth grade. North Cross provides a rigorous academic curriculum, competitive with the best college-preparatory schools in the Commonwealth of Virginia. While we explicitly recognize the importance of intellectual development and academic achievement, we also strive to promote personal integrity, empathy, and responsibility to self and community. Through this, our graduates will act as leaders in the local and global communities, persons of intellectual and moral courage, and scholars in the service of others.



North
Cross
School

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