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2022-23

**Student & Parent  
Handbook**



# North Cross School

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540-989-6641 • 540-989-7299 (FAX) • [www.northcross.org](http://www.northcross.org)

## Telephone Numbers

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Ellis Hall	540-989-7287
Eaton Hall	540-989-7288
Willis Hall	540-989-7289
Development Office	540-989-6641
Extended Day Program	540-520-5042
Carter Athletic Center	540-989-7284
Toll Free	1-888-638-6641

## Fax Numbers

Administrative	540-989-7299
Ellis Hall	540-989-8246
Eaton Hall	540-989-5575
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**CEEB & ACT School Code** ..... 471941

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# Welcome!

*Dear North Cross Families,*

*Welcome to the 2022-23 school year! The beginning of school brings with it new hope and excitement for the year ahead, as well as traditions and rituals that highlight our shared community values.*

*Reviewing the North Cross Student and Parent Handbook at the beginning of each school year is one important ritual. Throughout the pages that follow you will find helpful guides, rules, and procedures that clarify our community expectations. These expectations speak to a core tenet of our mission: to promote personal integrity, empathy, and responsibility to self and community.*

*Of course, the safety and wellbeing of every community member is our top priority. Our goal is always to provide an exceptional academic environment where our students can flourish. With this in mind, I thank you for reading carefully and committing to the standards of behavior outlined in our handbook. Should you have any questions or concerns, please reach out to me or to your division director.*

*I look forward to a joyful new year of learning in community with all of you!*

**Warmest regards,**

**Armistead Lemon**

*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 7/2022

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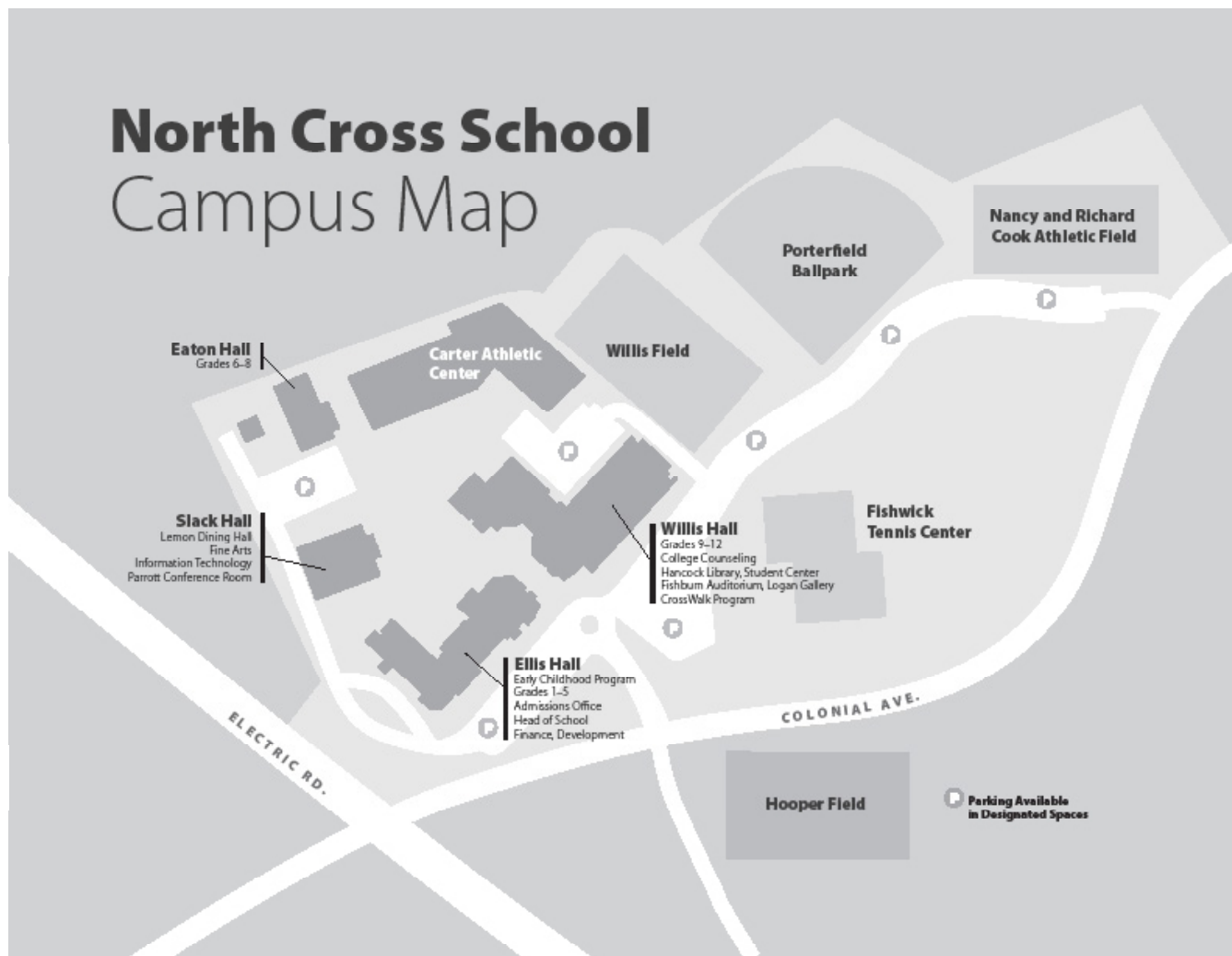
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# Campus Map



# Social Media Accounts

  northcrossschool

 NCSRaiders

 c/NorthCrossSchool

 /company/north-cross-school/

 northcrossschoolVA

See all of our major social media feeds at once by visiting: [northcross.org/nownorthcross.html](http://northcross.org/nownorthcross.html). No login required!

# 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, North Cross School (NCS) endeavors to be among the finest independent schools in the Commonwealth of Virginia. In pursuit of this 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.

## Social Media, Internet and Acceptable Use of Electronic Devices

Students in Middle (chromebook only) and Upper School (iPad, Chromebook, laptop, etc.) are expected to only use electronic devices for academic purposes during the school day. Gaming and non-academic videos are not permitted. Lower School students may not bring cell phones, smartwatches (with cell or text capability), iPads, music and gaming devices to school and/or Extended Day. Middle School students will use technology, including Chromebooks and headphones, at the direction of teachers. Upper School students may not use cell phones or SmartWatches during the day. Recording with any device is prohibited, unless permission is granted by a teacher or faculty/staff member.

The use of cell phones (and smart watches) by our students will not be allowed during the academic day. Students may not use them in the classrooms (unless explicitly directed to do so by a teacher for an in-class assignment), during breaks, in-between class periods, and during lunch or unsupervised study halls. During the academic day, the phones need to be out of sight and unused. \*Certain exceptions will be made at the discretion of the Division Director and/or Dean of Students (i.e. Medical reminders/monitoring, approved academic work, international students calling home, etc.).

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 an administrator.
- 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 a student 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/guardians are notified any time a child is injured. If 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/guardians.

## 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 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, vapes, marijuana, 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 Grades 1-5	7:40 a.m.	7:50 a.m.
Lower School ECP (JK3-K)	8:15 a.m.	8:20 a.m.
Middle School	7:50 a.m.	8:00 a.m.
Upper School	8:00 a.m.	8:30 a.m.

All students who arrive prior to 7:40 a.m. should report to their rooms. No teachers are on duty prior to 7:30 a.m. Those who wish to accompany a child into a school building must park in designated parking areas; parents/guardians may not park in loading or unloading zones.

### Dismissal

Junior Kindergarten-3 and -4 Half-Day students are dismissed at 1:00 p.m. Half-Day students must be picked up at 1:00 p.m.—there is no after school care, unless enrolled in Extended Day. Students in JK5 - 3rd grades dismiss at 2:40 p.m. Lower School grades 4-5 dismiss at 2:50 p.m.

Students in grades 6-8 are dismissed at 3:00 p.m. Students in grades 9-12 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/guardians will be billed for this service.

## Assault on a Student, School Personnel, or Other Adult

No student shall threaten, 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 in any given class. While we understand that there may be times when family or personal emergencies require absence(s) 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. (Grades 1-5) and 8:20 a.m. (JK3-K) in the Lower School, after 8:00 a.m. in the Middle School or after 8:00 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 3:00 p.m. in the Middle and Upper Schools or to leave briefly for an appointment, his/her parent/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/guardians 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 8:30 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

**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, gender identity, disability, religion, sexual orientation, or that of a person's

associates, will 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](http://www.stopbullying.gov)

## Carpool Procedures

Students in grades JK-3 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 walk unattended, nor are students 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/guardian needs to go to a classroom or office, they must park in designated parking areas and enter the front door of the school building. Carpool utilizes the fire lane; 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 at any division before 7:30 a.m., unless there is a specific, scheduled reason to do so, with a teacher or staff member ready to receive the student. 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, unless there is an adult ready to walk the student from the left side to the



sidewalk. Once students have exited their vehicles, they should enter the building through their designated student entrance and proceed directly to their classrooms.

Students in grades Junior Kindergarten 3 - 3rd grade should be dropped off in the traffic circle near the playground doors of Ellis Hall. This circle is located on the side of Ellis Hall that faces Electric Road (past the main entrance). Students are allowed to exit the car on their own, and to close the doors on their own; teachers will also be present to help the youngest students exit their vehicles and escort them inside the building. Teachers will be available to help these students exit their vehicles and will escort them inside the building. Parents/guardians should not let students out of the vehicle until a staff member indicates that they are ready (for students needing assistance), or until they are at their final drop-off destination.

Older children in grades 4 and 5 should be dropped off at the basketball court entrance between Ellis Hall and Slack Hall and may enter the building unescorted. An administrator, staff member or teacher will be available to give the signal for students to exit their cars and to greet them as they enter the Lower School.

Students in ECP (JK3 - Kindergarten) should be dropped off in the morning from 8 - 8:15 am, unless they have older Lower School siblings. If that is the case, they can be dropped off earlier with them.

Students in Grades 1 - 5 should be dropped off from 7:30 - 7:45 am. Classes for Grades 1 - 5 begin at 7:50, so it is important to make sure your child is on time for the beginning of the school day. Consistent tardiness can negatively affect a child's ability to start the day off on the right foot and can interfere with a classroom teacher's ability to maximize instruction time. Please have your child be on time for the beginning of school.

Students should not exit their cars during regular morning drop off times at the main school entrance; stopping in front of the main entrance impedes the normal, regular traffic flow of the morning drop off.

Middle School students may be dropped off directly in front of Eaton Hall. Cars need to remain in the left lane, drive slowly and watch for traffic coming from the Lower School's morning drop-off. Students should then proceed immediately to Eaton Hall.

## Afternoon Pick-Up Procedures

Students should be picked up at their designated dismissal times. Junior Kindergarten (JK)-3 and JK-4 Half-Day students are dismissed at 1:00 p.m. and must be picked up no later than 1:30 p.m. Drivers may begin to line up by the new traffic circle near the playground doors of Ellis Hall and along the sidewalk in front as early as 12:30 p.m.

Cars picking up students in JK3 - 3rd grade at the 2:40 p.m. dismissal time are to enter from the back entrance of North Cross School (near the athletic fields), drive slowly past the fields and the front of Willis Hall, and park along the front sidewalk of Ellis Hall as they slowly approach the new traffic circle near the playground entrance to Ellis Hall. Once the student(s) is in the car, the driver will wait to proceed around the circle and into the exit lane until a signal is given by an attendant that it is safe to do so.

Cars picking up students in Grades 4 and 5 at the 2:50 pm dismissal time can enter through the main entrance, proceed on the left side of the lane past the Ellis Hall traffic circle and wait along the fence near the basketball court entrance. Once the student is in the car, the driver will continue to circle around the Eaton Hall parking lot and drive past the Ellis Hall traffic circle and exit the school.

Parents/guardians should not park along the carpool lane and leave their car unattended. Nor should they park along the far side of the Ellis Hall parking lot and come into the building to retrieve children, nor 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 students will be dismissed at 3:05 p.m. and can be picked up in front of the Ellis Hall traffic circle. After doing so, the cars will proceed to the Eaton Hall parking lot to pick up Middle School sibling(s). Middle School students are dismissed at 3:00 p.m. and will be ready to be picked up. If a student cannot be picked up on time, please call the Lower School front desk right away to let Wren Hoyt know of the delay. After the third time, a student who is not picked up on time in the afternoon will be sent to Extended Day and their account billed \$35 for the first half hour and \$10 every additional half hour until the student is picked up.

Drivers leaving the Willis Hall parking lot between 2:30 and 3:30 p.m. should be directed to exit out the back entrance. Willis Hall students should be picked up in front of Willis Hall. 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/guardians 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 children.

### Walk-Ups

Parents/guardians should not park in the Willis Hall or Ellis Hall parking lot during pick-up times and walk across the entrance and traffic lanes to retrieve student(s). 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.

### 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/guardians 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/guardians 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/guardians 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 should leave campus immediately when the siren is activated; this includes drivers 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/guardians 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 students in our physical education and interscholastic programs extensive use of the CAC for special after-school programs.

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

- Students in grades nine through 12 may use all facilities with front desk supervision during the hours of 3pm-6pm, Monday through Friday, and within athletic practice hours.
- Students in grades one through eight cannot be left in the CAC to await the beginning of school or rides home in the afternoon.
- During school hours, students in grades one through eight may use the CAC for physical education classes.

## Community Service

The goals of the NCS community service requirement are 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.

NCS has a goal of three service projects per year.

## Counseling and Advising

Both of our counselors work with students, and are available to meet with students and parents/guardians during the academic day. Counselors are dedicated to the support of students, parents/guardians, staff and faculty. Our counselors 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 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 fundraising 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 Legacy Picnic, Grandparents' Day, Founders' Day and Leadership Reception.

Please see page 52 for Parents' Guide to Giving and information regarding volunteering and 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. Lunch costs for the 2022-2023 school year are as follows: JK3-3rd grade: \$4.50 per lunch/4th-12th grade: \$6.25 per lunch.

## Diversity & Inclusion

Our students from ages 3 through twelfth grade, include over 500 bright minds from many backgrounds and different countries. We are an inclusive community who enjoys and welcomes differing perspectives, celebrates what makes each of us unique, and who believes that a community that is more representative of the world at large helps prepare all of our students to make positive and thoughtful contributions to their communities when they leave.

For a current list and descriptions of Affinity Groups at North Cross, visit the "Who We Are" section on the website. To read our Statement of Inclusivity, visit the red link titled "Inclusivity Statement" in the footer of any page of our website.

### **Statement of Inclusivity**

North Cross School is an independent, nonsectarian, college-preparatory school serving students from early childhood through twelfth grade and is dedicated to a rigorous academic curriculum that also strives to promote integrity, empathy, and responsibility to self and community. As such, we are open to anyone affirming our dedication to fostering both academic and personal integrity. North Cross School recognizes that dedicating ourselves to these goals is strengthened by intentionally creating an inclusive campus.

We view inclusivity as a goal toward which we progress and for which we consistently strive. This means that we utilize programs like Tailored Tuition, tutoring and learning centers, Global Studies, the arts, athletics, cultural exchange programs, affinity groups, and higher education for our faculty and staff as methods toward attaining this goal of an inclusive culture. North Cross School professional development uses various measures and training to ensure our faculty and staff understand and appreciate cultural norms and traditions of all members of our community. While each of these methodologies contributes to our inclusivity in unique ways, they are not intended to be the sum of our efforts.

We recognize the strength inherent in an environment that includes diverse beliefs and cultures, abilities, nationalities, ethnicities, races, sexual orientations, and identities so we actively seek to create a school environment that is diverse and inclusive.

## Dormitory

Boarding students at North Cross School 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 in the afternoon. Lunch is provided for boarders Monday through Friday at the School, while breakfast and dinners, plus 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, Josh Kier at [joshua@wilsonboarding.com](mailto:joshua@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.

If you'd like to mail something to a resident of the dorm, you may use the following address:

[Student Name]

Wilson International  
416 S. Jefferson St.  
Roanoke, VA 24011

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. Long hair should be kept out of the face, and, for boys, hair should be off the collar and shoulders. Students should wear clothes that are clean, well pressed, properly fitting, and in good repair. They are expected to adhere to the dress code from their arrival at school until the end of the school day, unless otherwise instructed. The purpose of the dress code is best fulfilled when parents/guardians, 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, with either a replacement garment lent to the student or a parent or family member bringing the appropriate garment to school.

North Cross School has established a relationship with Lands' End and will use their products 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. These items are guaranteed for life and are comfortable and well made. Colors revolve around red, black, and white (the school colors). It is preferable that families purchase their school clothing from Lands' 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 Lands' End item, it will meet

the school's dress code requirements.

Visit [www.landsend.com/school](http://www.landsend.com/school) to access the Lands' 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 (as season requires) with khaki bottoms.

**Girls:** White polo with NCS logo **AND** red crew neck sweatshirt with NCS logo (as season requires) with khaki bottoms.

- **Grades 1–5**

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

**Girls:** White polo with NCS logo or white long-sleeved blouse with NCS logo, **AND** red crew neck sweatshirt with NCS logo or red fine gauge sweater with logo (as season requires) with Lands' End "Classic Navy Large Plaid," skirt, khaki pants or jumper.

### Middle & Upper School Students

- **Young Men:** White long-sleeved Oxford dress shirt with NCS logo with khaki pants, navy blazer, necktie, black or brown belt and dress shoes.

- **Young Women:** White long-sleeved Oxford dress shirt with NCS logo, navy blazer, with Lands' End "Classic Navy Large Plaid" skirt or Khaki skirts or pants, or black pants and dress shoes.

## Regular Dress 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, or khaki corduroys, or black pants. "Skinny-stretch" pants or "jeggings" are not acceptable.
- Lands' End "Classic Navy Large Plaid" Skirts
- Lands' End red or black "Polo Dress" with pleats or ruffle bottom is acceptable for Lower School students.
- Solid black, white, or red sweaters (v-neck or cardigan) free from all logos (except NCS logo).
- Black, white, or gray tights or leggings to wear under skirts

or jumpers for warmth on colder days.

- In colder weather, we encourage students to wear a solid white, black, or red fleece (full zip, ¼ zip, or vest), NCS sweater or NCS athletic jackets in the classroom. Winter jackets, or other forms of outerwear, are not to be worn in the classroom. Only hoodies and sweatshirts with the NCS logo (or logos from North Cross extra-curricular activities) are permitted. Hoodies or sweatshirts that do not have the NCS logo are not permitted.
- Belts for skirts, shorts, or pants that have belt loops.
- Shoes in good repair (no Crocs®, Native Shoes or flip flops). – we have added Native Shoes to the “no” list because mulch gets inside the holes and makes the student uncomfortable.

### 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 allowed.
- Solid black, white, or red v-neck sweaters free from all logos (except NCS logo).
- In colder weather, we encourage students to wear a solid white, black, or red fleece (full zip, ¼ zip, or vest), NCS sweater or NCS athletic jackets in the classroom. Winter jackets, or other forms of outerwear, are not to be worn in the classroom. Only hoodies and sweatshirts with the NCS logo (or logos from North Cross extra-curricular activities) are permitted. Hoodies or sweatshirts that do not have the NCS logo are not permitted.
- Belts for shorts or pants.
- Shoes in good repair (no Crocs®, Native Shoes or flip flops). – we have added Native Shoes to the “no” list because mulch gets inside the holes and makes the student uncomfortable.
- Hair must remain above the collar.
- Earrings are not permitted.

### 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 a 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. Updates can be found:

- On the NCS website home page at [northcross.org](http://northcross.org), on the school’s Facebook and Instagram accounts (northcrossschool), and in FACTS.
- On the school’s main telephone line, 540-989-6641.
- On local radio stations.
- On 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 canceled. 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, natural settings, and to the nation’s capital, and to other countries and cities. All required forms must be completed prior to departure. 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 a 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 monitors payment of all tuition and fees due to the School per the Enrollment Agreement. Enrollment at NCS is for a full year and no refund or reduction of tuition or fees will be made for withdrawal, absence, or dismissal unless the family has purchased the Tuition Refund Plan (TRP). TRP is an insurance policy that may pay a portion or all of the remaining pro-rated tuition based on the reason a student leaves. More information on this plan can be found in FACTS. The following payment plans are available:

- **One Payment**—Tuition due in August prior to the start of the next school year.
- **Two Payments**—Tuition due in two payments; the first being due in August prior to the start of the next school year and the second being due in December 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). \*Subject to a multi-pay convenience fee of \$175 per year.

Under all payment plans, a non-refundable, annual deposit of \$250 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.

Families are billed by email through FACTS. Families select their method of payment via credit card, bank draft, or check.

The legal representative 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 30th**. For student billing inquiries, email [studentbilling@northcross.org](mailto:studentbilling@northcross.org)

## Continuous Contract

Beginning in the 2019-20 school year, North Cross School adopted a Continuous Contract for enrollment. Once a family has enrolled a child at North Cross, the child's enrollment will automatically renew each year until he/she graduates unless otherwise indicated by the family by the February deadline communicated to families in January. If a family opts to decline reenrollment after June 30th prior to the start of the school year, the family is liable for tuition and fees for the full academic year. Instructions and notification of fees and deadlines are communicated to families in January.

## 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 and chosen courses. These expenses are for items not included in tuition such as workbooks, textbooks, technology fees, art/science lab fees, transportation, cafeteria, and after school care, etc. These additional expenses and fees are charged as incurred throughout the year.

## Progressive Collections Process

The School will make a reasonable effort to come to an equitable resolution when a family is facing financial difficulties.

Accounts that are thirty (30) days past due are assessed a late fee by FACTS, and monthly thereafter until their account is current. The School does not charge any late fees.

Once an account reaches ninety (90) days past due, a Business Office associate will contact the payer directly requesting payment. If a payment plan cannot be agreed upon, the student may be suspended from classes and all extra-curricular activities until the account is brought to a current status.

## Legal Proceedings

Accounts that become severely delinquent or in which the payer has communicated to the School a refusal to pay are forwarded to the School's collection attorney for legal recovery. A file will be opened containing an itemized statement verifying all outstanding charges, the original signed enrollment agreement, copies of all collection correspondence, and any other related information.

Accounts for which payments have not been received within ten (10) days of the certified letter and that have balances in

excess of \$500 will be sent to the collection attorney, who will initiate issuance of a Warrant in Debt Statement from the General District Court. The sheriff should serve the legal representative (“defendant”) with a certified copy of the Warrant in Debt prior to the court date. All attorney charges and court costs will be included in the Warrant in Debt Statement and are the responsibility of the defendant. The attorney will forward any amounts received to the Director of Finance.

If the defendant is deceased, an Estate Claim will be filed with the Executor or the Administrator of the Estate.

If the debt is not contested, a judgement may be granted. If the debt is contested, a court date will be set. The Director of Finance will attend the court hearing. Once a judgement is rendered, if the defendant has not made payment in full, the attorney will pursue a real estate lien and/or garnishment settlement against the defendant.

The legal representative will be responsible for the costs North Cross School may incur associated with the collection of overdue accounts, including reasonable attorneys’ fees, interest, and court costs.

### **Bankruptcy of Debtors**

When the Director of Finance receives notification from the bankruptcy court that a debtor has filed for bankruptcy, he/she should immediately cease all collection efforts. If the bankruptcy notice states that claims may be filed, the Director of Finance may do so or refer the matter to legal counsel for assistance. Careful attention should be paid to deadlines for filing.

If a discharge notice is received from the bankruptcy court, the debtor is no longer liable and the debt should be cleared from the School’s record. However, for non-dischargeable debts, collection efforts may resume after the debtors discharge in bankruptcy.

### **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.

### **Tailored Tuition & Merit Based Scholarships**

The North Cross Tailored Tuition program is designed to support families who demonstrate financial need. Our Tailored Tuition Committee takes into account each family’s unique income and expense portfolio and adjusts tuition accordingly providing financial aid in the form of discounted tuition. Any family currently applying to North Cross or currently enrolled at the School may apply for tuition reduction under this program. On average, over 30% of our families receive a Tailored Tuition.

There is no Tailored Tuition for JK3, JK4 or JK5. For grades K and above, each current family must apply for Tailored Tuition through FACTS by December 31 of the previous school year. Families must pay a minimum tuition of \$4,850 per year (for the 2022-23 school year). For more information, visit our “How to Apply” page on our website.

## **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 administrator 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/guardians 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/guardians 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 Willis 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. All books are to be returned by the end of the school year to avoid a replacement fee.

## 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 blocking
- 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 Students, Director of Counseling, 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 all parties involved.
- 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 (made up of select members of the student body) lead discussions with the students 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 or the Honor Council Advisor 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 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 or the Director of the Upper School. 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 an advisor, explains what happened, answers questions from the Council, and then leaves.
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, Willis Hall faculty are notified and recommend an appropriate consequence.

### **After the Hearing**

7. The Director of the Upper School informs the Head of School of the faculty's recommendation.
8. The Director of the Upper School informs the Head of School of the recommendations, and a final 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 or Honor Council Advisor 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 occurred.

### **Confidentiality in the Honor System**

Any student or faculty member who participates in any aspect of an Honor Code hearing 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

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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/guardians 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/guardians gave permission.

## Immunizations and Vaccinations

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All students are annually required by state law to have a current health form with proof of immunization. The School, in its sole discretion, reserves the right to make changes to its pandemic protocols including instituting additional safety measures and vaccination or testing requirements to ensure the safety of our community during a pandemic.

## Instant Alert

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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. You can make a change to your contact information during the year by logging into FACTS.

## Insurance

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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

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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 Susan Baker at [sbaker@northcross.org](mailto:sbaker@northcross.org).

## Medications

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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/guardian is unavailable.

## Narcotics, Alcoholic Beverages, Vape Devices, Controlled Substances, Chemicals, and Vape/ 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, vape device or paraphernalia 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 while 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, gender, 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/guardian'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/guardians 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/guardians 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/guardians notify the school if a student is diagnosed with a communicable or contagious disease. The school may require a note from the parent/guardian 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 if 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.

## 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 (CAC)

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/guardians, are permitted to move about the buildings or campus unescorted, or without prior approval and identification by 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, guardians, visitors, 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.–5 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.

## 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 encourage students to try new activities and experiences; sports camps to enable students to develop their athletic skills 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. Information about summer programs is posted on the

North Cross website under "Student Life, Summer Programs" each spring and you may sign up for programs online. The programs are open to the entire Roanoke Valley community. For additional information, please contact Emily Brown, Director of Summer Programs, at [ebrown@northcross.org](mailto:ebrown@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 both school counselors, appropriate administrators, 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.dcs.virginia.gov](http://www.dcs.virginia.gov)

## Tobacco/Nicotine

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 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, bow & arrow, crossbow, 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 FACTS site: <https://factsmgt.com/> is the password secure internal source of current information regarding the day-to-day activities of the school. The School's website: [www.northcross.org](http://www.northcross.org) offers information on our programming and facilities to the community at large.

 **Ellis Hall:** 540-989-7287

 **Lower School Director:** Victor Lamas, vlamas@northcross.org

**Ellis Hall Administrative Assistant:** Wren Hoyt, whoyt@northcross.org

# Ellis Hall — JK3–5th Grade

## 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

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.
- **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

The Early Childhood Program encompasses students in the Junior Kindergarten (JK)-3, JK-4, JK-5 and Kindergarten classes. Students in the Early Childhood Program (ECP) must be pottytrained before beginning his or her school year. The Junior Kindergarten 3 and 4 classes are designed for children aged 3 and 4, with a half-day option for the four-year-olds available to those families who so desire. The Junior Kindergarten-5 program is designed for students who are of age for Kindergarten but who may not be ready emotionally or socially for the academic demands of the Kindergarten class. The class combines much of the academics found in the Kindergarten class, but incorporates more breaks and social time typical of our four-year-old class.

Children in JK-3 and -JK-4 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.

### North Cross Toilet Training Policies and Procedures

As stated in our contract, all students at North Cross are required to be toilet trained. We understand that accidents happen. This is why we require a change of clothes and keep a close eye on all of our children, particularly our youngest. However, should a number of incidents require further attention, we reserve the right to take further action as necessary.

The following policies and procedures refer to accidents within a single month starting at the time of the first incident:

1st time: No further action needed. We will send your child home at the end of the day with their dirty clothes and will send you a follow-up email as well. Please return them with a new change of clothes the following day.

2nd time: We will call you to come and pick up your child at the time of the incident. We will change your child and send them home with their dirty clothes. They will be allowed to return the following day. Please return them with a new change of clothes the following day.

3rd time: We will call you to come and pick up your child at the time of the incident. We will change your child and send them home with their dirty clothes. They will be asked to remain home for 5 school days. Please return them with a new change of clothes upon their return to campus. We will schedule a talk with the teacher and division director before returning to school.

4th time: Your child is not considered toilet trained and will be sent home indefinitely, pending the results of a meeting with the Director of our Early Childhood Program and/or the Director of the Lower School. Your child's enrollment at North Cross may be in jeopardy.

Your child's classroom teachers will talk with you regularly regarding this and your child's experience. If you have any questions regarding our policy, please ask Emily Brown, the Director of our Early Childhood Program, or Victor Lamas, the Director of the Lower School.

### Shaken Baby Syndrome

According to the CDC, Abusive head trauma (AHT), which includes shaken baby syndrome (SBS), is a preventable and severe form of physical child abuse that results in an injury



to the brain of a child. SBS often happens when a parent or caregiver becomes angry or frustrated because of a child's crying. It is caused by violent shaking and/or with blunt impact.

<https://www.cdc.gov/violenceprevention/childabuseandneglect/Abusive-Head-Trauma.html>

In addition to learning how to prevent such abuse from our teachers and after-care staff, recognizing the symptoms of AHT in the children that we teach and are in our care after school, is important. They can include: Extreme fussiness or irritability, Difficulty staying awake, Breathing problems, Poor eating, Vomiting, Pale or bluish skin, Seizures, Paralysis, Altered level of consciousness, Drowsiness accompanied by irritability, Coma, Convulsions or seizures, Dilated pupils that do not respond to light, Decreased appetite, Vomiting, Posture in which the head is bent back and the back arched.

SBS happens most often in infants up to one year, with infants aged two to four months being most at risk. SBS does not usually happen after age two, but children as old as five or six can be damaged in this way if the shaking is extremely violent.

### **Sudden Infant Death Syndrome (SIDS)**

Sudden infant death syndrome (SIDS) is the unexplained death, usually during sleep, of a seemingly healthy baby less than a year old. SIDS is sometimes known as crib death because the infants often die in their cribs.

<https://www.nichd.nih.gov/health/topics/sids/conditioninfo/reduce>

North Cross School does not teach or provide after-school care for children under the age of three, but it is important to know some strategies on how to prevent SIDS.

A link from WebMD.com:

<https://www.webmd.com/parenting/sids-prevention>

The basic strategies are: Put a sleeping baby on its back, Use a firm bed in the crib, with no soft toys or bedding, Don't smoke around a baby, Keep a sleeping baby close, but not in your bed, Consider using a pacifier, Make sure the baby is not overheated, Nap practices for children

Location: If possible, keep children in the same area on the same floor (main floor is preferable) in order to make an evacuation easier/faster in an emergency. This also helps with supervision.

Make sure the room/area is a comfortable temperature and free from drafts. • Designate a specific place/location for each child.

Lighting: Dim the lights or close the blinds, but keep enough light to allow for supervision and for safety.

Noise: Room should be quiet or play soft soothing music.

Childproof Room: Make sure hazards are out of reach or locked if an adult is not present in the room at all times to supervise.

Sleeping Surface: Use a cot/mat or washable barrier such as a sleeping bag, blanket, bath mat, etc.

Supervision: If an adult cannot remain in the room or area with children, conduct regular visual checks. Children must be within hearing or vision at all times.

Scheduling naps: Naps are recommended to be scheduled appropriately.

How Do We Cope with Crying Toddlers?

Please watch this video: Keep Your Cool

<https://www.youtube.com/watch?v=hFJlt3K3wQI>

Just like babies, toddlers cry because they're hungry, tired, uncomfortable or need your attention. Once a toddler can talk, it will be much easier for them to tell you why they're upset and what they need.

As children get older they will also start to develop more control over their crying.

Tips to manage a toddler's crying

Check they're not unwell or in pain. If they have a high temperature, they may have an illness.

Try to work out why the toddler is crying. Are they hungry or tired? A snack, some quiet time or a rest might help.

Is the child worried or anxious about something? The child may be worried or anxious. Give the child lots of reassurance.

Try taking the toddler out to the different room or outside to the school playground. A change of scenery can help.

Offer the child some choices. Young children crave independence. They may get angry and tearful if they are never given any choice or control. Offer simple choices, within reason, like "Do you want to play with your blocks or draw a picture?".

Avoid giving in to the young child when they want something you don't want them to have. This may lead to more crying next time and might lead to a pattern of behavior that can be hard to change later.

Talk about and acknowledge their feelings. "I know you must be upset, because you wanted to play outside. I know that can be frustrating". If the child can describe how they feel

with words, it can help them understand and manage their feelings.

Try distraction. Try distracting the toddler with a toy or play activity or point out something interesting. "Come on, let's play something together. Would you like to get your crayons out or read a book?"

Stay calm. If you get stressed, it may make the crying worse.

Never shake, hit or hurt a crying child.

## 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 (during the final trimester), 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, two and the first two trimesters in third use the following grading scale:

- E Excellent
- S Satisfactory
- L Lacks Consistency
- N Area of Need

Teachers in grades three (for the final trimester) 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 1:00–6:00 p.m., with two sessions running from 1:00-3:00 p.m. (JK-3 and JK-4 Half Day students) and 3-6 p.m. (JK-4 Full Day through fifth grade students). JK rooms are used primarily for the JK 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 6:00 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 5:00 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 on occasion to eat lunch with their children or for a quick visit. The child's teacher and the Lower School Administrative Assistant, Wren Hoyt, should have advance notification if a parent plans to come to the classroom or to eat lunch with their child. The parent is required to check-in with the Lower School office, and obtain a visitor's badge while on campus. If a parent must speak with the child's teacher, please do not use classroom instruction time to do so; make an appointment for a conference."

### 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 in JK-3 & JK-4 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.

### Redirecting Negative Behavior

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 may be removed from their peer group, have a few minutes of "time out" and/or have their parents or guardians notified. 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.

If necessary, the teacher will share the student behavior with the student's parents via an email or a phone call. If the need arises, the teacher or director will request a parent/ teacher conference to discuss concerns. In both cases, the school expects trust and a spirit of teamwork from the parents to support our efforts here at school. Children who continue to struggle and fail to demonstrate good progress may be sent home for a determined amount of time. The school counselor and/or the Director of the Early Childhood Program or the Lower School and the teacher may also meet with children or parents when there are behavioral concerns. Ultimately, the children who are not able 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**

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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 or email the Lower School Administrative Assistant to schedule a conference.

## **Student Conduct**

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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 and support the directors, faculty and counselors when they need to redirect or correct a student's behavior that is detrimental to themselves, their school and their peers. 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**

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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**

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### **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 Learning Center is pleased to offer subject tutoring, remediation, and academic coaching for students in all three divisions. Within the Learning Center is the CrossWalk Program for Learning Differences, a program designed for students diagnosed with a specific learning disability (SLD) such as dyslexia or dysgraphia. The CrossWalk Program employs the Orton-Gillingham approach for the remediation of learning differences. Students in this program (typically in the Lower and Middle Schools) come to their CrossWalk classroom daily during a time when the student will not miss their regular classroom instruction.

If help is needed for a student without a SLD, the teacher works with the student on a one-to-one basis after a determination of additional tutoring need has been made by both teacher and parent. These sessions take place typically

after school or during a student's free period or study hall. Student accounts are billed monthly. For more information, please contact the Learning Center at 540-989-6641.

 **Eaton Hall:** 540-989-7288

 **Middle School Director:** Allie Kier, akier@northcross.org

**Eaton Hall Administrative Assistant:** Lauren Horner, lhorner@northcross.org

# Eaton Hall — 6th - 8th Grade

## 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 Civil War study trip to Appomattox, and a history trip to the D-Day Memorial.

## 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 8:00 a.m. and concludes at 3:00 p.m. Students should avoid arriving at school prior to 7:30 a.m., unless they have appointments scheduled with teachers. No teachers are on duty and cannot therefore be responsible for students before 7:30 a.m. Students who arrive prior to 7:30 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 3:15 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 3:15 p.m. must report to the Middle School Afternoon Study Hall, **and parents will be assessed a drop-in fee.** 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. **Students may not remain at the CAC or anywhere else on campus unsupervised after school, at any time, including after sports practices. Students who are not picked within the**

fifteen minutes immediately following the conclusion of their sports practice will be directed to after school study hall and assessed a drop-in fee.

## 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 8:00 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 3:00 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 msdesk@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 FACTS 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-.

### 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.
- **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 October 11, 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.

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.

Students must wear their ID badge on a lanyard around their necks at all times.

The following items are **not allowed** for boys or girls:

- Flip flops, Slides, or Crocs®
- Leggings or tights (unless under a skirt or dress; sweatpants are not permitted under skirts or dresses)
- 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" that are NOT NCS logo 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:

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Cross Country	Basketball	Baseball
Field Hockey	Swimming	Co-ed Golf
Boys Soccer		Lacrosse
Volleyball		Girls Soccer
Girls Tennis		Boys Tennis
Co-ed JV Tennis (grades 7 & 8)		Track & Field



## 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 annual 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. Student grades are available online through FACTS Family Portal. 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

Middle School students will begin to take exams during the seventh and eighth grades. These exams 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. There are two times of year for exams, December and May. Generally, eighth grade students take math and world language exams, while seventh grade students take math exams.

## 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 Google Classroom sites and a community Test and Major Assignment calendar to help students stay current with nightly assignments and plan ahead for major assessments. Students should utilize a paper planner and write down their homework assignments to keep track of due dates. Google Classroom and Calendar are intended as a secondary source of information for students.

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## **Lost and Found**

Found items may be deposited, and lost items claimed, from the 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.

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## **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.

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## **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.

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## **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.

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## **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**

At any point during the school year, a student whose academic application or overall deportment shows significant concern may become ineligible for athletic participation based on the discretion of the Division Director. 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, coach, or faculty member.
- Students are to report to all classes or activities according to their schedules.
- Students found using, possessing, selling, or dispensing alcohol, tobacco, controlled substances, or e-cigarettes/

vaping products while at school, on school grounds, or during a school-sponsored event will be subject to immediate disciplinary consequences. Students found in possession of or using tobacco, nicotine products, or e-cigarettes/vaping products will, among other disciplinary consequences, forfeit, as a minimum, the remainder of the current athletic season. In case of alcohol, drugs, narcotics, and other controlled substances, students found in violation will face suspension or expulsion from school along with the possible extended or permanent loss of athletic participation at the school should the student be allowed to return.

- 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 not used in classrooms, 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 laptops, and school computers and photo/video sharing. 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 chromebooks to school each day for use in their classes.

## Technology


Use of technology, including Chromebooks and headphones, is to be for academic purposes and at the discretion of teachers. Students are not to wear earbud-type headphones unless directed by a teacher for a specific purpose. Use of electronic devices, including headphones, will not be permitted during class changes, break, or lunch times.

Middle School students do not need a cell phone or smart watch during the academic day, and if they choose to bring a cell phone to school, it should remain in their backpack or locker for the entirety of the school day. If a student needs to call a parent during the school day to report a change in the school schedule or illness, they may use the phone in the office. 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. If a faculty member sees a student using a cell phone during the school day, they will confiscate the cell phone, which will then be available to be picked up at the end of the school day. If a student is attending an athletic practice after school, he or she may pick up the phone after the practice; the Eaton office will generally be open until 6:00 p.m. If the student is unable to retrieve the phone, or the office is closed, he or she can retrieve the phone the following school day. Repeated cell phone infractions will result in additional disciplinary action.

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. Parents and students should allow twenty-four hours for teachers to respond to an email communication, and should not expect a response after 8:00 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.

 **Willis Hall:** 540-989-7289

 **Upper School Director:** Stephen Belderes, sbelderes@northcross.org

**Dean of Students for Willis Hall:** Stephen Alexander, salexander@northcross.org

**Willis Hall Administrative Assistant:** Anneliese Schlachter,  
aschlachter@northcross.org

# Willis Hall — 9th–12th Grade

## 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

At any point during the school year, a student whose academic application or overall deportment shows significant concern may become ineligible for participation in co-curricular activities (including athletics) based on the discretion of the Division Director. 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 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.

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 through CrossWalk. 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/guardian. Student accounts are billed monthly. For more information, please contact CrossWalk at 540-989-6641, ext. 235.

Students' advisors stay in contact with their advisees' 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's need for academic support.

Parents/guardians may also contact their child's advisor or the Director of the Upper School to request that 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/guardians 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, 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 fall and winter terms are awarded a book-prize at the Upper School's final awards assembly 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.
- **Junior 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 Award** is presented to the senior who

achieved the highest grade on the senior paper and presentation.

- **Excellence in Writing 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 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 winter term.
- 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 all three divisions. 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 academic grades and comments. 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 their Upper School tenure.
- 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/guardians and the school, effective guidance, and support to the student. A student's advisor is the primary contact between parents/guardians and the school, and parents/guardians 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, review rules and the Honor Code at the beginning of the school year, and early in the Spring trimester to select courses for the coming year. Contact between an advisor, parents/guardians, 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 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 nine class periods during the school year; for a single trimester class, a student must not miss more than three 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. This does not include excused school related absences.

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 nine 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/guardians 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 for the day.

### 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 not allowed to leave 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.

## Cell Phone Policy

### **In class (including supervised study halls)**

If the cell phone is in a student's pocket, it must be turned in at the beginning of the class period and picked up when the bell sounds.

If the cellphone is already in the student's backpack, it may remain there, but must be unseen and unused.

If a student uses the restroom during class, their cell phone must remain with the teacher or in the student's backpack.

### **In the hallways, in-between class periods, and going to lunch**

Cell phones may not be used by the students as they move from one classroom to another or going to Break or Lunch.

### **During Break, Lunch, and Unsupervised Study Halls**

Cell phones may not be used by the students during these times.

If a cell phone is used without permission, the student will be asked for it by a faculty, staff, or administrator member or asked to turn the cell phone in immediately to Mr. Alexander, the Dean of Students, or Mr. Belderes, the Upper School Director, or Mrs. Schlachter at the office.

If this occurs more than three times during the trimester, the student will need to turn their cell phone in at the Dean's Office at the beginning of the academic day and pick it up at 3:10pm for five consecutive school days.

If a student needs help with their individual cell phone management, the student will begin turning in their phone on a daily basis to the Dean of Students.

At the beginning of the next trimester, the student begins with a 'clean slate'; if a student continues to need guidance, anticipate a continuation of turning in the phone on a daily basis.

When a member of our Leadership Team confiscates a phone, they will turn it in to the Dean of Students, and send a text or email to the Dean for documentation, or input the incident directly into the internally shared Google Spreadsheet.

Faculty and Staff will enforce this policy in two ways:

They may ask the student for the phone and turn it in to the Dean of Students, and send an email to the Dean for documentation, or input the incident directly into the internally shared Google Spreadsheet.

OR

They may ask the student to go directly to the Dean's Office to turn in the phone and send an email to the Dean. If the Dean is not available, student's will be instructed to go to the Willis Hall front office and turn in the phone to Mr. Belderes or Mrs. Schlachter.

## 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 the college 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/guardians 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.

## 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 earns 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/guardians 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 a parent/guardian, 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, students and parents/guardians must make final selections via FACTS. Advisors and parents/guardians are encouraged to consult with each other. Selections are reviewed by the Director of the Upper School.

The normal core-course load is 5 classes with the addition of elective offerings.

**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.

### 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.

### Year-Long Course

Course changes for year-long courses may be made until the second 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

All students are expected to arrive at school early enough to be at their first school obligation in dress code.

## Dress Code

Please refer to page 12 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 school 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.

## 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 in December and at the end of the school year, and each are worth 10% of the final grade for the year.

### 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.

### 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. When the work is completed,

the teacher calculates the trimester grade using the grade earned on the completed work.

### 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 available through FACTS 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 families a much fuller picture of their child's experience at school than a letter or number grade can. Parents/guardians should go over these reports with their child to be certain the child understands everything in them. Parents/guardians 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 four basic graduation requirements.

- Year-long courses earn three credits, trimester courses earn 1 credit. The distribution must include at least the following credits:

<b>English</b>	<b>12 credits</b>
<b>World Language</b>	<b>9 consecutive credits</b> in one language, including nine credits in the upper school
<b>History</b>	<b>12 credits</b> (Introduction to Global Studies, AP World History or Modern World History, United States History, United States Government or AP Comparative Government)
<b>Science</b>	<b>9 credits in lab sciences</b> (Conceptual Physics, Chemistry, Biology)
<b>Math</b>	<b>9 credits in the upper school</b> (at least through Algebra II)
<b>Fine Arts</b>	<b>3 credits</b>
<b>Physical Education</b>	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 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 chairs 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/guardians 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 in 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, the Student Center, 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.

### Key Cards

It is important that our Upper School students have their keycard on their person at all times, and that it be visible. The main reason for this is security. In the event of a lockdown, the students will have a set time to use their key card to get into a safe building before the lock is activated. If the key card is in a lanyard around their neck or clipped to their pocket with a retractable badge holder, it will allow them to use it more quickly and to be identified as a North Cross School student more easily. Additionally, having the key card on the student's person makes it easier for the students to move from building to building.

### 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. 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. Students should park in the Upper School parking lot and should not move cars for athletic practices. Only Seniors are allowed to park in the CAC Parking Lot.

### Emergencies

All emergencies should be reported to the division office 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/Guardian 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 or the Dean of Students.
- The Senior Lounge may be closed by the Director of the Upper School or Dean of Students.

## Standardized Testing

North Cross offers a series of standardized tests for students in the Upper School as part of the college admissions process.

### PSAT/NMSQT

North Cross School offers the PSAT/NMSQT on campus during the school week in order for our students to practice taking standardized tests. The College Counselor handles registration for the exams.

The PSAT/NMSQT is a practice exam for juniors to help them prepare to take the SAT. It takes place in October and the scores do not go to colleges. We require all tenth and eleventh graders to take the PSAT/NMSQT, even though the exam is for juniors. The goal is for students to practice taking exams under official standardized conditions. NMSQT stands for National Merit Scholarship Qualifying Test. Juniors who score in the top 1% of test-takers nationwide could be named National Merit Semi-Finalists.

The PSAT emphasizes academic skills that students learn in school- reading, writing, analogies, vocabulary, algebra, geometry, charts and graphs.

### SAT and ACT

Juniors and seniors take the SAT and/or the ACT as part of their college application process. Both exams are used by colleges who require standardized testing to evaluate applicants, and neither test is preferred by colleges over the other. Both are offered multiple times each academic year and students must sign themselves up for the exams they choose to take.

There are two ways to approach taking standardized tests.

One is to choose an exam and prepare only for that one. You will take it at least three times and your best scores will become part of your college applications. The other way is to take both the first time with little preparation, see what your scores are, then focus on the one that plays best to your strengths by preparing and taking it two more times. The SAT and ACT are different, even though they test similar skills, and about 25% of North Cross students who take both exams earn higher ACT scores. Students who take both exams only send their best score to colleges.

### Test-Optional College Admissions

It is important to note that many colleges and universities in the United States have become test-optional or test-blind. This means that SAT and ACT scores are not used as part of the application evaluation process. Test-optional colleges will use scores if they are sent in, test-blind schools do not use them at all. At this time, North Cross students are still encouraged to take the SAT and/or ACT in order to have scores in case they are needed.

## 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 less productive activities.

### 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		Track & Field

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.
- **Snack Shack:** During break, students may purchase snacks from the Snack Shack located in the Student Center.

Students are elected by their classmates for various positions.

### Clubs

Clubs are organized when there is sufficient student interest. Currently in the Upper School students may join the literary and arts magazine *Calliope*, Willis Hall Herald, Geoprism, CodeQuest, Chess Club, Debate Club, Environmental Club, International Thespian Society, Model UN, Red Cross Club, Robotics Club, Save the Next Girl, and Ski Club. 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 Students. All clubs must have a faculty advisor.

### Drama

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 and musical productions.

### 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 Students and Director of the Upper School with support from the faculty. The school makes every effort to support the student and to help him/her address individual concerns. The discipline system calls his/her attention to any mistake and, when appropriate, arranges for a suitable consequence. Students' bags, cars, etc. may be searched if deemed necessary by the administration.

### 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 Students, 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 Students, and the student's parents/guardians 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). 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 Students or Director of the Upper School, and, at their discretion, by the disciplinary system. 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/guardians 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, vapes, 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/guardians, 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 permission is given by the Head of School. 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 and minor offenses 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 Student Center or the hallways or, for seniors, the Senior Lounge, go to the library, relax or study outside, (with permission from designated study hall proctor).

Students who abuse unsupervised study hall will be disciplined in a manner determined by the Dean of Students 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. 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/guardians at the appropriate times.



 **Carter Athletic Center:** 540-989-7284

 **Athletic Director:** Blair Trail, btrail@northcross.org

**Assistant Athletic Director:** Chris Pollock, cpollock@northcross.org

**Assistant to the Directors:** Tracy Schaefer, tschaefer@northcross.org

# 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 practice uniform, 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.

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/guardian 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 pages 11-12. 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 the North Cross website for the most up to date information on game cancellations. Division assistants, Admin 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/guardians 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/guardians 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/guardians and coaches. The following will help foster and build this relationship:

- Coaches welcome information from families that is helpful in understanding their child.
- Coaches, students, and parents/guardians 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/guardians are invited to speak with the Athletic Director anytime.

## Expectations For Student Athletes

By joining a team, students accept the benefits of participation as well as the responsibility and commitment to the team. Failure to comport oneself in the manner expected of our students can result in suspension or dismissal from the team; the decision to do so is at the discretion of the coach, division director, athletic director or Head of School. 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).

We are now a member of the BRAC, Blue Ridge Athletic Conference.

## 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 BRAC 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 BRAC 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 North Cross website on the Forms page under the Athletics tab, and consist of following the 3 steps. The 3 steps include:

1. File a valid and current VHSL Physical and Parent Consent form with the athletic department.
2. Click on the "Required Athletic Forms" link, 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.

3. Email the coach directly to add your student to the team roster.

These 3 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 Finance Office.

## 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.
- Middle School students are not permitted to remain at the CAC unsupervised after practices, games, or programs have completed. Students not picked up within the fifteen minutes immediately following the conclusion of their activity will be directed to the middle school after school study hall in Eaton Hall and be assessed a drop-in fee.
- 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 or 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 physical education class for at least one season of the school year. Exceptions may be made for students who participate in organized physical activities outside of school and who complete the required documentation, or for students who are enrolled in the Crosswalk Program.

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		Lacrosse
Volleyball		Girls Soccer
Football		Boys Tennis
Girls Tennis		Track & Field
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 10:00 p.m. or later (9:00 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.
- 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 given in writing to the coach, 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.
- Students found using, possessing, selling, or dispensing alcohol, tobacco, controlled substances, or e-cigarettes/vaping products while at school, on school grounds, or during a school-sponsored event will be subject to immediate disciplinary consequences. In case of alcohol, drugs, narcotics, and other controlled substances, students found in violation will face suspension or expulsion from school along with the possible extended or permanent loss of athletic participation at the school should the student be allowed to return.

## Schedules and Directions

Each coach distributes athletic schedules at the beginning of the season. Schedules and calendars are located on the school's website (<https://www.northcross.org/athletics.html>).

## 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.

 **Development Office:** 540-989-6641

 **Assistant Head of School for Advancement:**

William Greer, wgreer@northcross.org

**Assistant Director of Development:** Jamie Lee, jlee@northcross.org

**Assistant Director of Development:** Chris Rouse, crouse@northcross.org

**Development Coordinator:** Jennifer Burtch, jburtch@northcross.org

# 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.

Thank you for giving North Cross the opportunity to educate your student(s), and for all that you do to make North Cross exceptional.

## Expectations

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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.

## North Cross Operating Budget

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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. Annual operating budget revenues come primarily from tuition and fees. Our philanthropic efforts make all aspects of the student experience 6.5% better.

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

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Goal: . . . . . \$250,000

Dates: . . . . . July 1–June 30

Run by: . . . . . Development Office

The Annual Fund is the most important way to support the education for each and every student

## North Cross School Foundation

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Goal: . . . . . \$350,000

Date: . . . . . July 1–June 30

Run by: . . . . . Development Office

Supports: . . . . . Financial Aid

Each year, the North Cross School Foundation provides financial aid to area students who otherwise would not be able to afford tuition. The School is approved by the Virginia Department of Education to participate in the Virginia Education Improvement Scholarship Tax Credit Program. This program allows donors who participate to receive a 65-percent tax credit in addition to deductions they already take. Individuals are able to give up to \$125,000 and receive this tax benefit, while a corporation's qualifying donation has

no limit. Any individual, or any business, with tax liabilities in the Commonwealth of Virginia can participate. There is a minimum donation of \$2500 and the Development Office will guide you through the pre-approval and process paperwork. Consult your tax advisor to determine your specific tax savings.

## 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, speaking to students, preparing food, and assisting 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. You can find more information about each group under the Parent Resources tab on the North Cross School website.

## Volunteer Opportunities within Student Leadership

### 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, hold 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 Semester 2022  
Run by: . . . . . Lower, Middle, and Upper School  
Supports: . . . Families identified by TAP

The North Cross School Annual Thanksgiving Turkey Drive strives to fill at least fifty baskets with a traditional holiday dinner, turkey and all the trimmings. These supplies are donated by our school families.

### Box Tops Collection

Dates: . . . . . Throughout the school year  
Run by: . . . . . Lower School SCA  
Supports: . . . Classroom supplies

Parents are asked to collect Box Top coupons from items like cereals and send them with their children. 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.

### Rise Against Hunger

Dates: . . . . . Spring Semester  
Run by: . . . . . School Wide

### Winter Coat Drive

Dates: . . . . . Winter Semester 2022  
Run by: . . . . . School Wide

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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