

NORTH CROSS

2025-26

Student & Parent Handbook



North Cross School

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Extended Day Program	540-520-5042
Carter Athletic Center.....	540-989-7284

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Welcome!

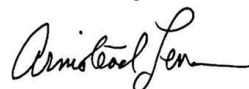
Dear North Cross Families,

Welcome to the 2025-26 school year! At North Cross School, we deeply value our strong sense of community, which we uphold each day through our words and interactions with one another. Fostering an inspiring academic culture starts with a common understanding of shared expectations and community values. Throughout the pages of the *North Cross Student and Parent Handbook*, you will find helpful guides, rules, and procedures that clarify our community expectations. Each year we update our handbook and we ask that you take the time to review it. The expectations in the pages that follow speak to the core tenets of our mission: to inspire a community of intellectually curious learners to think critically, act with integrity, and lead with courage. They also center the importance of relationships at North Cross and how kindness and respect are essential values and common ground in how we go about our days in community with one another.

The safety and wellbeing of every community member is our priority. With this in mind, 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 7/31/2025

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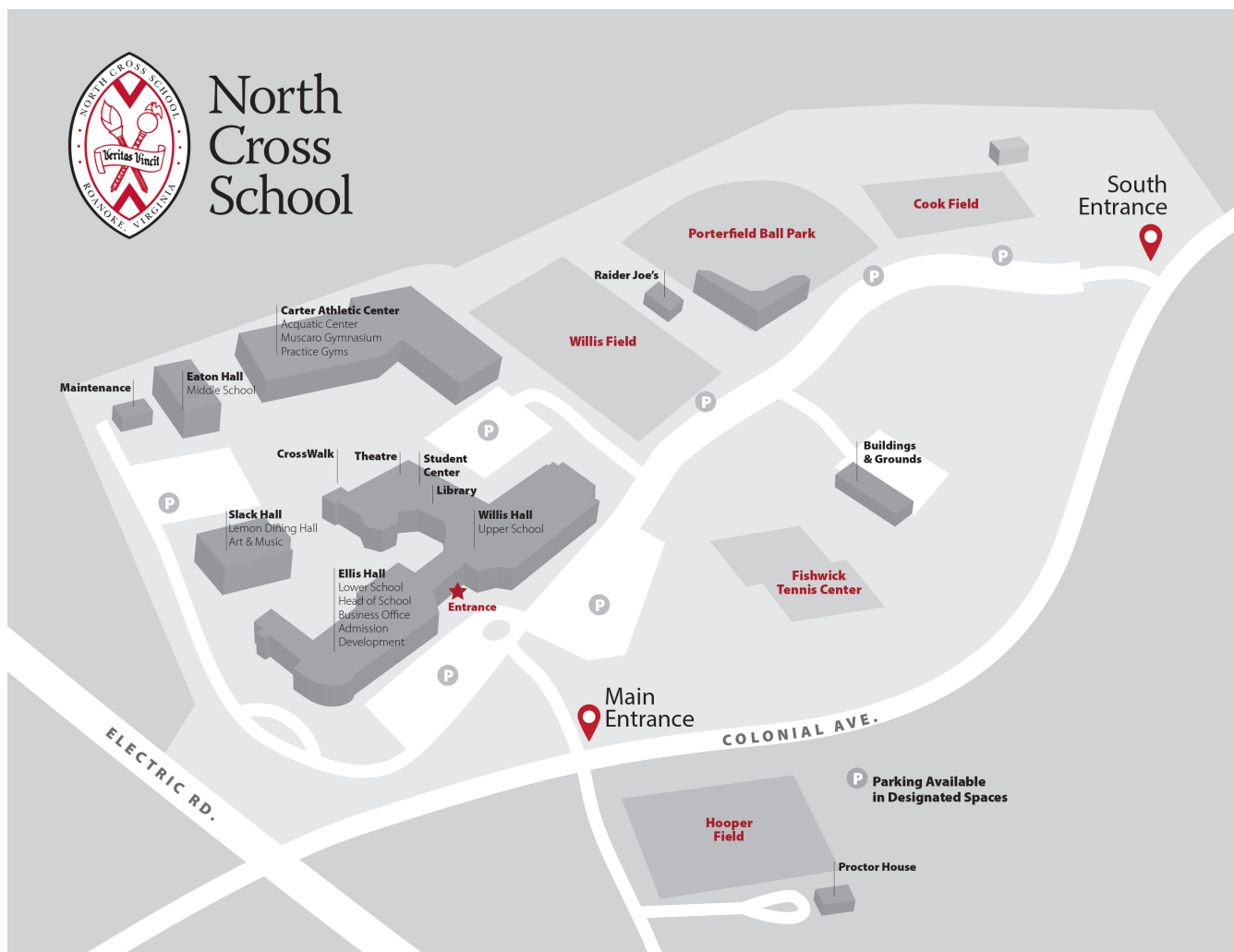
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Campus Map



Social Media Accounts

  northcrossschool

 NCSRaiders

 /company/north-cross-school/

 @NorthCrossSchool

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

General Information

Mission

North Cross School is an independent, nonsectarian school serving students in early childhood through 12th grade from across the Roanoke Valley, the region, and the world.

Our mission is to inspire a community of intellectually curious learners to think critically, act with integrity, and lead with courage.

Honor Code

The students and faculty at North Cross School (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

student-led Honor Council. Academic honesty and personal behavior offenses occurring prior to a student's senior year are not reported to post-secondary institutions unless specified by the college or university. Honor and personal behavior offenses in the senior year will entail notification to the post-secondary institutions in which the student enrolls. In addition, any honor violation disqualifies eligibility for Cum Laude.

Statement of Inclusivity

NCS 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. NCS 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 professional learning for our faculty and staff as methods toward attaining this goal of an inclusive culture. 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 celebrates its diversity and is welcoming and inclusive.

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 case of an 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 Enrollment Management Association, One Schoolhouse and The Association for Academic Leaders, and The Cum Laude Society.

Advancement Office

Advancement is responsible for the school's fundraising efforts. In addition to raising annual operating dollars through the North Cross Fund, Advancement seeks to secure philanthropic support through capital campaigns, foundation and corporate giving, planned giving, alumni and family relations, and special events.

Please see page 58 for our Parents' Guide to Giving and information regarding volunteering and support of North Cross.

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	Arrival Time	Instruction Begins
Lower School Grades 1-5 (and younger siblings)	7:30 a.m. <i>*Arrival no later than 7:45 a.m. is best in order to begin the day at 7:50 a.m.*</i>	7:50 a.m.
ECP (JK3-K)	8:00 a.m.	8:15 a.m.
Middle School	7:30 a.m.	7:55 a.m.
Upper School	7:30 a.m.	7:50 a.m.

All Lower and Middle School 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

Division	Dismissal Time
ECP (JK3-JK4) Half Day	1:00 p.m.
ECP (JK3-K) Full Day	2:40 p.m.
Lower School Grades 1-3	2:40 p.m.
Lower School Grades 4-5 (and younger siblings)	2:50 p.m.
Middle School	3:00 p.m.
Upper School	3:10 or 3:20 p.m.

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. This can range from injuries requiring first aid to serious physical injury. 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 eight 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 8:15 a.m. (JK-3 - K) in the Lower School, after 8:00 a.m. in the Middle School, or after 7:55 a.m. in the Upper School, he/she should report to the front office of each building to sign the attendance sheet and will be issued a class entry slip.
- If a student needs to leave school before regular dismissal (2:40 p.m. in the Lower School, 3:00 p.m. in the Middle School, and 3:10 p.m. or 3:20 p.m. in the Upper School, depending on the day), 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. In the event that a medical appointment during the school day is unavoidable, we ask that the student produce a doctor's note upon return to school. Beyond unavoidable medical appointments, students should not be leaving school, or leaving and returning to school, during the course of a regular school day.
- When a student is to be absent because of illness, parents are asked to call or email 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, or needs to leave school before scheduled dismissal on a regular basis his/her parents or guardians are asked to speak, in person—and well in advance of the absence—with the child's Division Director.

Bullying/Cyber-Bullying

A. Bullying: Students will not bully another NCS student or employee, 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 and/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 websites, and defamatory online personal polling websites, to support deliberate, hostile behavior intended to intimidate, threaten, or harm others' emotional or physical wellbeing.

C. The following conduct is illustrative of bullying:

- Physical or emotional intimidation, taunting, name calling, and insults
- Comments regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person
- Falsifying statements about other person
- Use of technology such as social media apps, e-mail, text messages, or web sites to manipulate, defame, threaten, or harm others (e.g. posting unwanted pictures or messages, accessing another person's account without permission, creating fake accounts to impersonate or harass someone [catfishing], and sharing other people's private information online)

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

Business Office

The Business 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 prorated tuition based on the reason and timing of a student's departure. 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, with 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.

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 withdraw after May 31 of the upcoming school year, the family is liable for tuition and fees for the full academic year, regardless of the reason for withdrawal. 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 30 days past due are assessed a late fee by FACTS, and monthly thereafter until their account is current. Once an account reaches 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 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 CFO.

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 judgment may be granted. If the debt is contested, a court date will be set. The CFO will attend the court hearing. Once a judgment 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 Chief Financial Officer 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 Chief Financial Officer 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, around 30% of our families receive a Tailored Tuition.

There is no Tailored Tuition for JK3 or JK4. For grades Kindergarten and above, each current family must apply for Tailored Tuition through FACTS by December 15 of the previous school year. Families must pay a minimum tuition of \$5,000 per year (for the 2025-26 school year). For more information, visit our "How to Apply" page on our website.

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 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 9 -12 may use all facilities with front desk supervision during the hours of 3:20 p.m. - 6:00 p.m., Monday through Friday, and within athletic practice hours.
- If a student is planning on working out, they are required to sign in at the front desk of the CAC.
- If a student is not part of an athletic program, and a court/ room has been reserved for an athletic program, they need to allow the team to utilize that space first till they are done.

Students in grades 1 - 8 cannot be left in the CAC to await the beginning of school or rides home in the afternoon. During school hours, students in grades 1 - 8 may use the CAC for physical education classes.

Communications

Civil Discourse

NCS is committed to ensuring all students, faculty, staff, and families feel a sense of belonging and community. By establishing these environments, we can encourage meaningful conversations about important issues that nurture respect, empathy, and critical thinking.

We approach conversations and other communications with a genuine desire to learn and understand. We actively listen, ask clarifying questions, and delve deeper into the supporting evidence. Rather than judge new ideas and experiences, we explore alternative perspectives.

We also critique ideas, not people. A cornerstone of productive discourse is differentiating between the idea itself and the person presenting it. By extending grace to others and assuming positive intent, we create a space where critique is focused on ideas rather than personal attacks. We ensure our ideas are rooted in reason, and integrity, and uphold the dignity of others.

Communications (verbal or written) by an NCS student, parent, or employee should be kind, respectful, and focused on our role as an institution of learning. Any communication that serves as a retaliation and/or attempts to harm, humiliate, or coerce a member of our community may be grounds for dismissal.

Email Lists

No one at NCS—employees, students, or parents—may use school email distribution lists, in whole or in part, without first requesting approval from the Director of Communications and Marketing.

Community Service

The goals of the NCS community service program 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.

In the Lower School, the Student Council provides leadership opportunities for students and allows them to experience the democratic process. Representatives are chosen in spring elections for the following year by their peers in grades two through four. 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 projects. Examples of these are organizing donation drives for necessary items for the local shelters and SPCA, and making lunches for the Rescue Mission.

In the Middle School, the Student Council and Intramural Programs provide opportunities for students to participate in school-wide and division-wide community service projects, such as campus clean-up, working at the Rescue Mission, park clean-ups, and drives for a variety of organizations.

In the Upper School, students participate in school-wide and individual service, with the requirement of participating in 12.5 hours of community service each year they are enrolled in Upper School.

Counseling and Advising

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 provide educational forums, advocacy, and information regarding mental/emotional health and wellness issues.

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. Parents

and students are encouraged to reach out to the advisor for support regarding academics or any other issue that might arise. Advisory programs in both Middle and Upper are designed to create support for each student - both individually and as part of an advisory group. Advisors are available to meet with parents at any point during the year as needed and will provide remarks on each advisee's growth at year's end.

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 are also available. JK3 and JK4 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 2025-2026 school year are as follows: JK3 - 3rd grade: \$5.00 per lunch/4th-12th grade: \$7.00 per lunch.

Diversity & Inclusion

Our students from JK3 through twelfth grade include over 580 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.

Dormitory

Boarding students at North Cross School reside at the downtown dormitory 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 NCS. The morning bus departs at 7:15 a.m. and leaves the school to return students in the afternoons at 3:15 p.m. and in the evening at 5:45 p.m.

Breakfast and lunch are provided for boarders Monday through Friday at North Cross at no additional charge to the student. Dinner is provided each night at 6:30 p.m. in the dormitory, with the addition of brunch on the weekends.

Students who do not reside at the dorm are welcome to visit friends during the weekend or on weekdays after dinner from

7:00 - 8:30 p.m. Students are welcome to join boarders for study hall, but must be off dorm by 9:30 p.m. on weeknights and 10:30 p.m. on the weekends.

Neither dormitory nor non-dormitory 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]
North Cross Dormitory
416 S. Jefferson St.
Roanoke, VA 24011
United States of America

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

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 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. In the Lower School, no hair-dyeing is allowed, except for one-time, day-long special occasions designated by the school. 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. Lands' End has created a North Cross School Store from which students may choose their school apparel. 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 to access the Lands' End School Uniform Website. The North Cross School preferred school number is **900033523**.

Lower School Students

Formal Dress Days

- Early Childhood Program, Boys: White polo with NCS logo AND red crew neck sweatshirt with NCS logo (as season requires) with khaki bottoms.
- Early Childhood Program, 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.
- Grades 1–5, 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.

Regular Dress Days

Girls

- White, navy blue, gray, 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 $\frac{3}{4}$ -sleeve).
- Khaki skirts, jumpers, shorts, or corduroys, or black pants. "Skinny-stretch" pants or "jeggings" are not acceptable.
- Lands' End "Classic Navy Large Plaid" Skirts (grades 1 - 12).
- 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, crew 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, $\frac{1}{4}$ 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 (grades 1 - 12).
- Shoes in good repair (no Crocs®, Native Shoes, or flip flops).

Boys

- White, navy blue, gray, 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).

Casual Dress Days**Girls and Boys**

- T-shirts, sweatshirts, hoodies, and casual bottoms of choice are allowed. No ripped clothing, pajamas, cropped tops, or anything with inappropriate slogans/language/images.

Spirit Days**Girls and Boys**

- School colors (red, white, black, and/or gray) are required, unless specifically allowed for a specific Spirit Day. T-shirts, sweatshirts, hoodies, shorts, sweatpants, joggers, etc. are allowed. No leggings as pants, ripped clothing, pajamas, crop tops, or anything with inappropriate slogans/language/images.

Upper and Middle School Students

At all times, Regular and Formal Dress Days, students **must** wear:

- Collared tops long enough to remain tucked into bottom garment during the course of general school activities
- Bottom garments that extend lower than the mid-thigh
- A belt with any bottom garment that has belt loops
- Sneakers, dress shoes, or leather sandals in good repair
- Hair that allows full view of students' eyes

Regular Dress Days

Top Options:

- Solid black, white, navy blue, gray, or red polo-style shirt

with a collar (long-sleeve or short-sleeve)

- White or light blue dress shirt (long-sleeve, short-sleeve, or 3/4-sleeve)
- Solid black, white, navy blue, gray, or red sweaters or fleeces (v-neck, crew neck, or cardigan) free from all logos (except NCS logo)
- NCS-logo jackets, fleeces, sweatshirts, and hoodies

Bottom Options:

- Khaki pants, shorts, skirts, jumpers, or khaki colored corduroys
- Black or navy blue slacks/dress pants
- Navy "large plaid" skirts or jumpers
- Black, white, navy blue, or gray tights or leggings to wear under skirts or jumpers for warmth on colder days.

Formal Dress Days

Students **must** wear:

- White long-sleeved Oxford dress shirt
- Navy blazer
- Dress shoes
- Boys are required to wear a necktie

Bottom Options:

- Navy "large plaid" or khaki skirt
- Black, white, or gray tights or leggings to wear under skirts or jumpers for warmth on colder days
- Khaki, navy blue, or black slacks/dress pants

Casual Dress Days

- T-shirts, sweatshirts, hoodies, shorts, sweatpants, joggers, etc. are allowed. No leggings as pants, ripped clothing, pajamas, crop tops, or anything with inappropriate slogans/language/images.

Spirit Days

- School colors (red, white, black, and/or gray) are required. T-shirts, sweatshirts, hoodies, shorts, sweatpants, joggers, etc. are allowed. No leggings as pants, ripped clothing, pajamas, crop tops, or anything with inappropriate slogans/language/images.

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. A student's driving privileges may be revoked at any time.

Drop-Off & Pick-Up Procedures

Teachers supervise the departure of all students who are picked up by their parents in the traffic line. 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, or leave their vehicle waiting in a loading or unloading zone unattended. 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 report to that program immediately after the close of school. Parents/guardians will be billed for this service.

Students in grades JK3 through 8th grade should be dropped off and picked up in designated traffic 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 traffic 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. Our drop-off/pick-up utilizes the fire lane; blocking of the drop-off/pick-up/fire lane during non-drop-off/pick-up 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 traffic 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.

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 grades JK3 - 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.

Students in ECP (JK3, JK4, and Kindergarten) should be dropped off in the morning from 8:00 - 8:15 a.m. unless they have older Lower School siblings or the parent must get to work sooner. If that is the case, they can be dropped off earlier from 7:30 - 8:00 a.m..

Students in Grades 1 - 5 should be dropped off from 7:30 - 7:45 a.m. Classes for Grades 1 - 5 begin at 7:50 a.m., so it is important to make sure students are 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.

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 beginning at 7:30 a.m. Cars need to remain in the left lane while passing the Lower School morning drop off line, drive slowly, and watch for traffic coming from the Lower School's morning drop-off. Cars should pull up as far as possible, beyond the stairs if open, before the student begins disembarking. Students should then proceed immediately to Eaton Hall.

Upper School student drivers and students being dropped off should enter and exit via the back entrance of school. Students should park in the Upper School parking lot and should not move cars for athletic practices. Parents/guardians dropping Upper School students off should pull up parallel to Willis Hall to let their students out. Only seniors are allowed to park in the CAC lot.

Reckless or dangerous driving will result in the suspension or loss of the privilege to drive on campus. Additionally, students who are chronically tardy to school for any unexcused reason (i.e. stops for food or drinks on the way to school) may lose the privilege of driving to school. Students going to their cars during the school day without appropriate permission may also forfeit their driving privileges. If an incident occurs in the parking lot, the student must report the incident immediately to an administrator.

Afternoon Pick-Up Procedures

Students should be picked up at their designated dismissal times. JK3 and JK4 Half-Day students are dismissed at 1:00 p.m. and must be picked up no later than 1:15 p.m. Drivers may begin to line up by the 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 p.m. 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 curb alongside the fence near the basketball court entrance gate that is directly next to Slack Hall. 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 traffic lane and leave their car unattended, park along the far side of the Ellis Hall parking lot and come into the building to retrieve children, or park in an open space to come into the building to retrieve their children during the afternoon traffic 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 pick-up students will be dismissed at 3:00 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 at (540) 989-7287 right away to let our Lower School Administrative Assistant, Savannah Meacham, 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 from Willis Hall onto the entrance drive causes disruption of traffic flow and increases the danger for staff directing the traffic flow 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 create a dangerous situation mixing pedestrians within the traffic.

Campus Traffic

The speed limit on the campus is 13 mph. In the morning, drivers need to slow down as they enter the school grounds, especially as they go around the main traffic circle and enter the Lower School parking lot. Effort should be made to prevent blocking of cross-campus traffic. Parents/guardians should remain patient and drive carefully to assist with congestion. In some cases, alternate drop-off/pick-up traffic patterns may be established to accommodate heavier traffic days due to athletic, Marlins and CAC traffic, and other special events. Please note, the back gate will be opened for morning drop-off and afternoon pick-up, but will be locked during the rest of the school day; all traffic will need to enter and exit campus via the front entrance.

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 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 drop-off or pick-up are finished must park their vehicles in the parking lot (not in the traffic lane) and go inside the division office to sign out their child. Students who are not picked up on time can wait in the Lower School office, but will be placed in the school's Extended Day Program past 3:45 and assessed a drop-in fee.

Emergency Announcements/ Inclement Weather

In case of snow, ice, or other unusual conditions such as power outages, excessive heat, or flooding, 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, on the school's Facebook and Instagram accounts (@northcrossschool), and in FACTS.
- On the school's main telephone line, 540-989-6641.
- 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 6:00 a.m. on all information outlets. Extended Day is also closed. All school activities are canceled unless otherwise announced.
 - The first day of a weather/emergency event that requires school cancellation will be treated as a "snow day," with no additional work assigned to students.
 - On the second day (and following consecutive days) of a weather/emergency event that requires school cancellation, students in grades 4 - 12 should anticipate an email communication from their teachers with updated class assignments to be completed asynchronously.
- **Delayed Opening**—School will open two hours later than usual. The decision to delay opening is usually announced by 6:00 a.m. or earlier. 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 it. This decision is normally announced by 10:00 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.

Emergency Lockdown

In the case of an emergency that requires the school to go into lockdown (e.g. an immediate danger, such as an armed

intruder or violent incident within or near the school), parents will be notified as soon as practical via the Instant Alert system (text, phone, email). Visitors, including parents, on campus must follow school protocol during an emergency lockdown. Visitors driving on campus should leave campus immediately; this includes drivers waiting in the traffic line. Visitors must not enter the campus, nor will they be allowed to enter any building until the lockdown has been lifted and the buildings have been reopened. Parents/guardians will be notified via the Instant Alert system when it is safe to return to campus.

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, theaters, natural settings, the nation's capital, and to other cities and 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 and 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.

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, tornado, 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.

Emergency preparedness is a key component of school safety that includes an effective response to man-made or natural disasters to build a safe school environment. To enhance response strategies to emergencies that can occur on the campus, the school performs a series of regularly scheduled drills throughout the year to keep students, faculty, and staff trained, prepared, and safe. Any persons on campus during a drill will be required to participate for their safety and the safety of others.

Fire Drills

Code of Virginia § 22.1-137 requires that every public school conduct a fire drill at least **twice during the first 20 days** of school and conduct at least **two additional fire drills** during the remainder of the school year. North Cross School will comply with state requirements for fire drills at public schools. During a fire drill or emergency, the fire alarm will sound (a loud, constant horn) followed by an announcement over the Public Address system for occupants to evacuate the building as quickly as possible and in an orderly manner. Students will be led to their designated fire evacuation location and are to remain with their class until attendance is taken and the administrator in charge issues permission to return to the building. No one should return to any school building for any reason until given permission to do so.

Bus Evacuation Drills

The School will conduct a **minimum of one** bus evacuation drill; and may conduct additional bus evacuation drills during the school year.

Lockdown Drills

A lockdown drill is a practice exercise where a school conducts a simulated emergency response. It helps students, teachers, and staff understand how to follow the lockdown protocol when a threat is inside or near a school building. Code of Virginia § 22.1-137.2 requires that every public school hold a lockdown drill **at least twice during the first 20 days of school** and hold at least **two additional lockdown drills** during the remainder of the school year. Prior to conducting a lockdown drill, the school will notify parents and guardians of students of the scheduled drill in order to comply with the public-school requirements of the Code of Virginia. A specific time and date of the drill will not be provided for security reasons. Following the drill, the school will advise parents/

guardians of the completion of the drill through the school's Instant Alert System.

Severe Weather/Shelter Drills

The School will conduct a **minimum of two** severe weather/shelter drills to address and prepare students, faculty, and staff for possible tornado incidents, earthquakes or hazardous material spills/release.

Standard Response Protocol



During an emergency, there are five standard response protocols that the school uses in order to keep students, faculty, and staff safe. Specific procedures are detailed in the Administrative and Teacher/Staff versions of the Emergency and Crisis Response Plan. Visitors, including parents, on campus must follow school response protocols during an emergency. During a lockdown, visitors driving or on campus should leave the school grounds immediately. This includes parents/guardians waiting in the traffic line. Visitors must not enter the campus, nor will they be allowed to enter any building until the lockdown has been resolved and the situation is deemed safe. Parents will be notified as soon as practical, via the Instant Alert system, when it is safe to return to campus.

HOLD

There are situations that require students, faculty, and staff to remain in their classrooms or to move out of hallways or common areas. For example, a medical issue occurring in a hallway may require keeping students and teachers out of the area until it is resolved. Students and teachers are to remain in their classrooms or area, even if there is a scheduled class change, until the all-clear is announced.

Students, teachers, and staff in common areas like the cafeteria or gym may be asked to remain in those areas or move to adjoining areas like a locker room. Students and staff outside the building should remain outside unless the administration directs otherwise. Teachers may open doors and visually/audibly inspect their hallways to direct students into their classrooms once the HOLD has been announced.

SECURE

The SECURE action is called when there is a threat or hazard outside of the school buildings, whether it is due to violence, criminal activity, or a dangerous animal in the immediate area. SECURE uses the security of the physical building to act as protection. Students, faculty, and staff will be asked to come indoors and ensure all exterior doors are closed and locked. When possible, classroom activities would continue uninterrupted.

LOCKDOWN

The LOCKDOWN action demands closing and locking individual classroom doors, offices, and other securable areas due to a threat inside or immediately outside a school building. Students, faculty, and staff who are outside of classrooms when a lockdown is activated should try to get into the closest available classroom, office, or securable area with a door. When this is not an option, students, faculty, staff, and visitors should run away from the threat and into a building off-campus. If a student, faculty, or staff member runs away from the building or campus, they should call 9-1-1 and provide Roanoke County their location for accountability purposes.

EVACUATE

EVACUATE is called when there is a need to move people from one location to another for safety or when locations outside the school buildings are deemed safer than inside. An off-site evacuation may be necessary when it's no longer safe to stay in the building, such as a gas leak.

SHELTER

SHELTER is called when specific protective actions are needed based on a threat or hazard such as tornadoes or earthquakes. During a tornado SHELTER order, the safest place is in an area away from windows and doors or an interior room. Stay low to the ground and cover your head and neck.

During an earthquake SHELTER order, drop to your knees, cover your head and neck, and get under a table or desk. Stay away from windows and move into a hallway or against an inside wall. Stay in this position until the shaking stops, then immediately evacuate the building.

**Generative Artificial Intelligence/
Artificial Intelligence**

Students may only use generative Artificial Intelligence tools, such as, but not limited to, chatGPT, DALL-E, Gemini, Perplexity, and Claude, when instructed by their teacher and according to departmental guidelines. If applicable, students will need to provide written acknowledgement that includes the specific technology used, an explicit description of the prompts used, how the output was adapted and put into submitted work, as well as a citation for the work created through generative artificial intelligence. Furthermore, students are required to understand that the use of content generated by Artificial Intelligence without clear citation should not be turned in and claimed as original work. If so, it will be treated as a potential honor violation and subject to the same policies and procedures.

Grievances

Should a parent, student, or faculty member have a concern that needs to be shared with or addressed by the school, the general protocol is for that individual to reach out to either a student's teacher, advisor, guidance counselor, or the appropriate Division Director as a first step. Depending on the severity of the concern, the Head of School may be the first point of contact.

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 innuendos
- 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 may report an incident of sexual harassment to any teacher, the Director of Student Life, 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, ranging from reprimand to expulsion from school.

Illness

If a student becomes ill during the school day, he/she is permitted to report to the office to call a parent to arrange for transportation home. Parents/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.

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/or 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 Division Director and the Head

Immunizations and Vaccinations

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



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

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.

Intellectual Property

North Cross School, its agents, employees, legal representatives, and licensees maintains the absolute and irrevocable right to use the name, photograph, image, audio recording, and/or likeness (collectively "Images") of all students, in whole or in part, individually or in any and all media, and for any purpose including, but not limited to, internal or external school publications, media, promotion,

editorial, and advertising. The School has all rights to images and sound recordings for perpetuity. This waiver shall continue until such time that a written request is delivered in writing to the Director of Communications and Marketing.

North Cross also retains the rights to all creative or intellectual content created by its students while on campus and/or for the purpose of school assignments, clubs, etc.

Kemper Library

The Library/Media Center, located in Willis Hall, is open 8:00 a.m. – 4:00 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.

Master Calendar

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

Medications

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

All non-prescription and over-the-counter medications (including, but not limited to, pain relievers, cold remedies, nasal decongestants, herbal, and other dietary supplements, and cough drops) must be brought immediately upon arrival on campus to the division's administrative assistant. The medicine must be in its original container or packaging and be accompanied by a permission form or hand-written note from a parent or guardian that bears the parent's or guardian's signature and identifies the name of the medication, dosage, time(s) to be administered, and reason for use. Notifying the

office in advance that medication is being brought to school is also requested in the event that the child forgets that he or she is in the possession of the medication and needs to be reminded to have it safeguarded. No medication may be given to or used by another student.

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

Medication not retrieved by the end of the school year will be discarded. It is important for Emergency Forms to be updated as allergies, addresses, phone numbers, and other pertinent information change. In the event of an emergency, the parent is advised immediately, and, if necessary, the student is taken to a hospital by the quickest means possible. A teacher or administrator will always accompany the student to the hospital when a parent/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 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**—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, comprising 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. – 5:00 p.m.
- CAC: building access hours as posted on the front door (not before 2:00 p.m.)

Upper School students—(weekdays)

- Willis Hall: 7:30 a.m. – 5:00 p.m.
- Other academic buildings: 7:30 a.m. – 4:00 p.m.
- CAC: building access hours as posted on the front door (not before 3:00 p.m.)

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.

Social Media, Internet, and Acceptable Use of Electronic Devices

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. Reading tablets like Kindles are also prohibited unless and until the student is given specific permission by the Lower School Director.

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. Middle School students will use technology, including Chromebooks and headphones, at the direction of teachers. Gaming and non-academic videos are not permitted. Middle and Upper School students may not use cell phones or SmartWatches during the academic day; these devices should remain out of sight the entirety of the day, unless explicitly directed to do so by a teacher for an in-class assignment. Middle and Upper School students may use cell phones in designated areas only to communicate with parents/guardians. Certain exceptions will be made at the discretion of the Division Director and/or Director of Student Life (i.e. medical reminders/monitoring, approved academic work, international students calling home, etc.). Recording audio or video with any device is prohibited and in direct violation of our technology use policy, unless permission is granted by a teacher or faculty/staff member.

NCS offers 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.

These resources are 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, and only upon submission of contracts signed by students and their parents or guardians.

The Contract

Students and parents/guardians understand that access to the Internet and email originating at NCS is a privilege, not a right.

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.

Student Visitors to Campus

Student visitors are welcome, on occasion, with 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 day 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 "Community, 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 Savannah Meacham at smeacham@northcross.org.

Surveys

All student-initiated surveys need to be approved by division directors and/or the Head of School before being sent out to the school community.

Threat Assessments

A **threat** is a concerning communication or behavior that indicates that an individual may pose a danger to the safety of school staff or students through acts of violence or other behavior that would cause harm to self or others. The threat may be expressed or communicated behaviorally, orally, visually, in writing, electronically, or through any other means; and is considered a threat regardless of whether it is observed by 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.

A **threat assessment** is defined as a systematic, fact-based process emphasizing an appraisal of observed (or reasonably observable) behaviors to identify potentially disruptive, dangerous, or violent situations, to assess them, and to manage/address them.

North Cross School has established a multi-disciplinary Behavioral Threat Assessment and Management Team certified through the Department of Criminal Justice Services (DCJS). A Behavioral Threat Assessment Team is an effective proactive and protective measure designed to prevent - not predict - potential acts of targeted violence. The core function of the team includes the assessment of individuals whose behavior may pose a threat to the safety of North Cross School staff, faculty, students, or stakeholders. Additionally, the Team is responsible for implementing and managing intervention strategies in order to direct individuals to receive support services, which is the primary goal of this approach before the threat rises to a level requiring law enforcement intervention. The team consists of the Head of School, Director of Security Operations, Division Directors, school counselors, Human Resources, and a Roanoke County police officer.

The Behavioral Threat Assessment and Management Team has established several avenues for students and staff to report concerning behavior to increase opportunities for the school to identify and intervene with individuals of concern. Because maintaining the safety of the school community depends on receiving timely information to begin the threat assessment process, the school has partnered with Sandy Hook Promise's Say Something Anonymous Reporting System that allows students in grades 4 - 12 to share a concern, privately and safely. The Say Something Anonymous Reporting System (ARS) provides students with multiple reporting options; including a mobile app, text, phone hotline, and website. Sandy Hook's accredited National Crisis Center is staffed with highly trained Crisis Counselors 24-hours a day, 7 days a week, 365-days a year. Each student is trained on how to use the Anonymous Reporting System and the program has been proven to increase students' awareness of warning signs and their willingness to report mental distress and potential threats. Posters have been placed in different areas of the middle and upper schools promoting the Anonymous Reporting System and instructions on how to report a concern. not appear to pose a threat of violence and any underlying issues can be resolved easily.

A moderate-risk threat is one in which the person/situation does not appear to pose a threat of violence at this time but exhibits behaviors that indicate a continuing intent to harm and potential for future violence.

A high-risk threat is one in which the person/situation appears to pose a threat of violence, exhibiting behaviors that indicate both a continuing intent to harm and efforts to acquire the capacity to carry out the plan.

An imminent threat exists when the person/situation appears to pose a clear and immediate threat of serious violence

toward others that requires containment and action to protect identified target(s).

The threat assessment team includes the Director of Security Operations, Division Directors, school counselors, additional appropriate administrators, Human Resources, the Head of School, and on occasion members of the Roanoke County Police Department. The threat assessment team will conduct a threat assessment to evaluate the risk of the student(s). In appropriate cases, the Director of Counseling will make referrals within the community for further evaluations.

www.dcjs.virginia.gov

Tobacco/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 Business 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 and 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 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: Savannah Meacham,

ellishall@northcross.org

Ellis Hall: JK3–5th Grade

Academic Program

This section of the Student and 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

JK-3 - Kindergarten: Kindergarten: Unless we have a doctor's excuse, if a student misses multiple days without notifying the teacher, the teacher calls parents. Excessive absences may result in parents being asked to talk with the Director of the Lower School .

Grades 1 -5: 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.

Unless we have a doctor's excuse, if a student is tardy four days: the teacher calls parents, six days: a letter is sent home, eight 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:

- **The 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.
- **The 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.
- **The 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.
- **The 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.
- **A "Fat Pencil"** is given to seniors who have attended NCS for at least 12 full 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 (ECP) encompasses students in the JK3, JK4, and Kindergarten classes. Students in the ECP must be potty trained before beginning his or her school year. The JK3 and JK4 classes are designed for children aged three and four, with a half-day option for the four-year-olds available to those families who so desire. Children in JK3 and JK4 who participate in our Extended Day after 1:00 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 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 schedule numerous bathroom breaks. 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: We will send your child home at the end of the day with their dirty clothes and will call you or send a follow-up email. Please return them with a new change of clothes the following day. Depending on the degree of the accident, we

reserve the right to call you to pick up your child.

2nd time: We will call you to come and pick up your child at the time of the incident. We will help your child change their clothes and send them home. 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 help your child change their clothes and send them home. They will be asked to remain home for five 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 the Early Childhood Program 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 require a break for a month or longer.

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 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, and/or 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.

1st, 2nd, and 3rd grade reports provide for the flexibility of a child's individual development. 4th and 5th 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 three use the following grading scale:

E	Excellent
S	Satisfactory
L	Lacks Consistency
N	Area of Need

Teachers in the 3rd, 4th, and 5th grades 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 is offered from 1:00 – 3:00 p.m. for JK3 and from 3:00 – 6:00 p.m. for all students in the Lower School.

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 3:00 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 6:00 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 1–5 are given a snack (that they are to bring from home) 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 to 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 1 - 5 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 are 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

Communicating with the Lower School

Please use the ellishall@northcross.org address to communicate with the Lower School Front Desk and the Administrative Assistant. The phone number for the Lower School is 540-989-7287. Please do **not** use any faculty member's or staff member's personal cell phone to communicate information or send requests. Use ellishall@northcross.org or call 540-989-7287 instead.

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 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, they must not use classroom instruction time to do so and must make an appointment for a conference or a phone call instead.

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 dismissal and pick-up 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 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. 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 Kindergarten 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 JK3 and JK4 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, support, and a spirit of collaboration from the parents to support our efforts here at school. Children who continue to demonstrate poor behavior may be sent home for a specified period 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, or may not be re-enrolled for the following year.

Special Occasions

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

Email Messages

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

Telephone Messages

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

Reports and Conferences

We believe that teachers and parents form an important team

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

Student Conduct

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

The Student Council provides leadership opportunities for students and allows them to experience the democratic process. Representatives are chosen in spring elections for the following year by their peers in grades two through four.

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 projects. Examples of these are organizing donation drives for necessary items for the local shelters and SPCA, and making lunches for the Rescue Mission.


Student Services

Counseling and Academic Support

The Early Childhood Program and the Lower School have 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 language-based learning differences. Students in this program come to their CrossWalk classroom daily during a specific time period.

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 needs 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

Student Life Coordinator, Heather Slaughter, hslaughter@northcross.org

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

Eaton Hall: 6th - 8th Grade

Academic Program

The Eaton Hall 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” and are experts in how to support Middle Schoolers. 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, laying the foundation for them to thrive 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, and fine arts. 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

NCSI 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. At the

end of the year on the final report card, advisors provide comments on their advisee’s growth.

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. Students are to be picked up in the traffic line 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.
- 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. 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. Formal conferences will be scheduled at least once per year, 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 Middle School Counselor is also available 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 semester may result in the 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)
- Hats
- Sweatshirts or "hoodies" that do not have an NCS logo
- Athletic uniforms or game-day shirts (these will be allowed two or three times per season with permission of the Division Director)

Extracurricular Activities

Athletics

NCS is committed to an education-based 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.

Offerings for Middle School students are as follows:

FALL

Cross Country
Field Hockey
Boys' Soccer
Volleyball
Co-ed JV Tennis
Football (8th grade only); 6th & 7th graders may manage

WINTER

Basketball
Swimming
Indoor Track

SPRING

Baseball
Co-ed Golf
Boys' Lacrosse
Girls' Soccer
Boys' Tennis (8th grade only)
Track and Field

Student Council

The Student Council Association (SCA) meets regularly to plan social events, coordinate service-related activities, 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:

president, vice-president, two seventh-grade class representatives, and two sixth-grade 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 Middle and Upper School 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 two semesters. Grades are issued for each semester and final grades for year-long courses are computed as the average of the semesters. 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: January and May.

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.

Lost and Found

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

Parent Visits and Other Guests

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

Personal Belongings/Lockers

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

The school cannot accept responsibility for personal items that are lost at school. If a student suspects that a personal item has been stolen, he or she should report the incident to

the Division Director or another faculty member as soon as possible.

Student Conduct

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

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

Academic Support

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 semester averages of "D" (69 or lower).
- One semester 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. 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 (e.g. 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 the student is unable to retrieve the phone, or the office is closed, he or she can retrieve the phone the following school day. Students found using their phones in the bathroom will be required to surrender them to staff. A parent will be required to pick up the phone from school, and the student will be required to turn their cell phone into the office each morning for a period of time no shorter than two weeks. 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 Interim Director:** Allie Kier, akier@northcross.org

Director of Student Life: Stephen Belderer, sbelderer@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 and fully engage in 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 and a quiet place without the distractions of television, email, or social media. Equally important to a successful high school experience is our co-curricular program. We encourage students to be involved in all aspects of school life, which deepens their connection to the North Cross community.

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 and/or the Director of Student Life. Students who earn two grades below C- or one grade below D- at interim or at the end of the term are not eligible to participate in co-curricular activities until the Division Director and/or Director of Student Life ascertain that their grades meet the requisite requirements.

Students will remain in a supervised study hall until notified otherwise. At each interim, the academic status of students placed on Academic Probation is evaluated.

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 regularly. If, at that time, it is deemed that a student will likely be unable to meet the requisite requirements, a recommendation for immediate dismissal or non-renewal of a student's contract for the next academic year 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 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, assessments, and course concepts. 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. CrossWalk teachers/tutors work 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 communicate 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 enrollment in supervised study hall, 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.

Advising

Each student in the Upper School is assigned an advisor and an advisory group. Advisory groups meet several times a month, and this time is designed to build connection and support. 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 have a strong Upper School experience. 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. For a parent or guardian, 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 obligations keep 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 when they miss a class and regarding 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, 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 co-curricular participation. 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 Mr. 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 or guardians are encouraged to support their children by not letting them miss any school except in emergencies or absolutely unavoidable circumstances. Students may not check out early from the school day without an approved reason such as a doctor's appointment and appropriate notification to the school by parents/guardians.

Daily attendance will be taken at the start of the school day and at the start of every class period. 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. 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, such as field trips or athletic contests.

The school strongly encourages families to plan extended trips on regular school holidays. Classes missed due to family vacations or otherwise excused by parents/guardians are counted in the nine missed classes total.

If a student is absent from school, regardless of age, a written excuse signed by a parent/guardian 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/guardian 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/guardians 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 will 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.

In order to be eligible for co-curricular activities, students must be present at school for more than one-half of the school day.

Attendance Procedures

1. Attendance is initially taken during a student's homeroom (first period of the day) 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, 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 provide written or verbal approval from parent/guardian and sign out in the office.
4. Students are not allowed to leave campus, regardless of their age, 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.

Awards

Honor Roll

At the conclusion of each semester, 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 the fall semester and receive an Honor Roll certificate. Students who maintain Honor Roll status all year, through the spring semester, 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.
- **Head of School 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, and 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 either their junior or 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 10 percent of the junior class and no more than a total of 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.

Special Awards

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

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

Cell Phone Policy

Upper School students may not use cell phones or SmartWatches during the academic day; these devices should remain out of sight the entirety of the day. Students may not use them in the classrooms (unless explicitly directed to do so by a teacher for an in-class assignment). Cell phones must be turned in to the teacher, proctor, or substitute at the beginning of every class period. This includes supervised/unsupervised study halls. Upper School students may use cell phones in designated areas only to communicate with parents/guardians. Certain exceptions will be made at the discretion of the Division Director and/or Director of Student Life (i.e. medical reminders/monitoring, approved academic work, international students calling home, etc.). Recording audio or video with any device is prohibited and in direct violation of our technology use policy, unless permission is granted by a teacher or faculty/staff member.

If a student needs help with their individual cell phone

management, the student will begin turning in their phone on a daily basis to a designated school official.

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 and are responsible for paying the AP exam fee.

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.

Course Changes

Permission is needed from a parent/guardian, 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

In the spring, students meet with the scheduling team 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 scheduling team 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. Selections are finalized by the Director of the Upper School with assistance from the College Counselor.

The normal core-course load is five classes with the addition of elective offerings. In order to help students prepare appropriately and balance their studies, students may begin taking AP courses in their sophomore year, with a maximum of two AP courses. In their junior and senior years, students may take a maximum of six AP courses each school year.

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 five 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 semester, the grade earned during the semester 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 five weeks of the first semester, the deadline may be extended.

Year-Long Course

Course changes for year-long courses may be made until the second week of the semester if the student is switching into a new course. After that time, changes will be made only in special circumstances. After the deadline, Withdrawal Pass or Withdrawal Fail will be indicated on the transcript for that specific class.

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 semester examinations. Report cards and transcripts will show letter grades. Teachers will convert numeric grades to letters using the following scale:

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

Exams or the equivalent are given at the end of each semester, and each exam is worth 5% of the final grade for the year.

Grading Periods

North Cross School uses a semester system. Students are

given formal grades and comments are sent home at the end of each semester. A final grade for year-long courses is also given, and consists of the average of both semesters and final exams when applicable.

Incompletes

Although North Cross School strongly discourages students from taking an "Incomplete" for a semester, occasionally circumstances prevent a student from completing all work before a semester 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 semester grade using the grade earned on the completed work.

Semester Report Cards

Students will be formally graded at the end of each semester. At that time, report cards and comments will be available through FACTS. The purpose of comments is to give a sense of a student's experience in the course from the perspective of the teacher. These comments 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 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

Beginning with the 2025-2026 school year, classes are offered as either full-year (two credits) or semester (one credit) classes.

For the Class of 2029 - 52 credits:

- **English:** 8 credits
- **History:** 8 credits, which must include
 - Ancient World History and Modern World History or AP World History
 - United States History or AP United States History
 - United States Government or AP Comparative Government.
- **Math:** 8 credits taken in the Upper School, which must include
 - Algebra 1
 - Geometry
 - Algebra 2
- **Science:** 8 credits, which must include:

- Biology
- Chemistry
- Physics
- **World Language:** 6 credits taken in the Upper School and through level 3 of chosen language
- **Fine Arts:** 2 credits
- **Physical Education:** Three athletic seasons throughout time in Upper School, which may be fulfilled by athletic participation or team management.
 - Adjustments to the requirement may be made for students who transfer to North Cross School after their freshman year.

NOTES

A total of 52 credits are needed to graduate.

- The normal core-course load is five classes (Math, Science, History, English, and World Language). In addition, chosen electives and one study hall section will be individually scheduled for each enrolled student.

A staggered course credit requirement for the following graduating classes is below, based on adjustments made to how credits are calculated:

Class of 2028 - 59 credits

Class of 2027 - 65 credits

Class of 2026 - 72 credits

- 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 seven 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 Director of the Upper School and/or the Head of 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 or Director of Student Life 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, Slack Hall, the Lower School, the Middle School, and the open areas between the buildings. Excluded are the CAC, 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. If the key card is on 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 with a valid NCS parking pass distributed at the beginning of the year. 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 after 2:30, 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. Additionally, students who are chronically tardy to school for any unexcused reason (i.e. stops for food or drinks on the way to school) may lose the privilege of driving to school. 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 lot. If an incident occurs in the parking lot, the student must report the incident immediately to an administrator.

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 Lounge

Seniors have the use of the Senior Lounge. Posters and art work must be pre-approved by the Director of the Upper School or the Director of Student Life.

The Senior Lounge may be closed by the Director of the Upper School or Director of Student Life.

Standardized Testing

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

PSAT/NMSQT

NCS offers the PSAT/NMSQT on campus during the school week in order for our students to practice taking standardized tests. The College Counselor facilitates 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 ninth, tenth, and eleventh graders to take the PSAT 8/9 or PSAT/NMSQT. 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.

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, students should be involved in a variety of endeavors. The school provides many opportunities and encourages all students to participate in as many activities as they can without jeopardizing their academic performance. Research 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 an educational based 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 Athletic Conference (BRAC), VISAA and VHSL. NCS requires participation (playing

or managing) in at least three seasons over the course of four school years to earn PE credit, and encourages students to continue to participate in the athletic program beyond those requirements.

Varsity and Junior Varsity Teams compete seasonally as follows:

FALL	WINTER	SPRING
Cross Country	Basketball	Baseball
Field Hockey	Swimming	Golf
Boys' Soccer	Indoor Track	Lacrosse
Volleyball		Girls' Soccer
Football		Boys' Tennis
Girls' Tennis		Track & Field

Student Council Association (SCA)

The SCA organizes a wide variety of student activities throughout the year. Such activities include social events, running the Snack Shack 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. Students who are interested in forming a new club should contact the Director of Student Life. All clubs must have a faculty or staff advisor.

Theatre

Theatre 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 participate.

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.

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 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 Director of Student Life and Director of the Upper School with support from the faculty. The school makes every effort to support the student and to help address individual concerns. The discipline system calls 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 Director of Student Life, and/or the Director of the Upper School. Minor offenses include being late to class, late to school, being out of dress code, and isolated incidents of use of profane language or inappropriate behavior or actions. Consequences may include loss of break, lunch detention, or after school detention, among other possibilities. An accumulation of minor offenses or if the context amplifies the incident or offense, a student may be required to sit before the Community Values Committee.

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 Director of Student Life and/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. When addressing major school offenses, a student may be required to sit before the Community Values Committee to discuss the offense. Please refer to the Community Values Committee section for further details.

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 a requirement that the student do work as assigned by the Director of the Upper School and/or Director of Student Life.
- In-school Suspension requires a student to attend school but serve a separation from the community for a specific time. The student comes to school on-time, completes work, and may or may not be, at the discretion of the Director of the Upper School and/or Director of Student Life, permitted to attend/participate in co-curricular activities on that day.
- 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 and/or Director of Student Life 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 permanently.

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 and/or Director of Student Life to attend an event during this period.

Community Values Committee

When addressing major school offenses, a student may be required to sit before the Community Values Committee to discuss the offense.

The Community Values Committee is a group of community members who hear cases that involve major school rule violations and/or a demonstrated difficulty meeting the community's academic and community expectations. Cases are referred to the Community Values Committee by the Director of Student Life, Upper School Director, or Head of School. The Committee is composed of four to six Upper School student representatives (during the referral process only), three faculty representatives, the Director of Enrollment Management, the Director of Athletics, the Upper School Director, the Upper School Counselor, and the Director of Student Life. When a student is asked to appear before the Community Values Committee, that student is joined by their advisor or a faculty/staff member of their choosing (excluding family members).

The first purpose of the Community Values Committee is to help the student process their behavior, focusing on their decision making, impact on others, and NCS community values. The second purpose of the Community Values Committee is to make a recommendation for potential disciplinary consequences to the Head of School. The recommendation can range from no action to dismissal. Based upon the recommendations, the Head of School (or their Designee), in their discretion, marks the final determination of any disciplinary consequences. Should a student remain at North Cross, disciplinary responses may include, but are not limited to: disciplinary leave, work hours, dorm restrictions (if applicable), campus restrictions, loss of privileges (attendance at school events, etc.), reflective writing assignments, and apologies.

At times, a student may be asked to meet with a Community Values Committee Designee or Designees rather than the full committee. This hearing would still consist of a process that meets both purposes outlined above. Parents/Guardians do not have the right to attend the hearing or have a representative present, but they will be informed of the matter beforehand.

Honor Code Violation Procedures

North Cross's Honor Code states: I will not lie. I will not cheat. I will not steal. Upper School Honor Code violations will be dealt with by the student-led Honor Council. Academic honesty and personal behavior offenses occurring prior to a student's senior year are not reported to post-secondary institutions unless specified by the college or university. Honor and personal behavior offenses in the senior year will entail notification to the post-secondary institutions in which the student enrolls. In addition, any honor violation disqualifies eligibility for Cum Laude.

Initial Investigation

- There are two ways by which the Director of the Upper School, Director of Student Life, and/or the Honor Council Advisor may be made aware of a suspected Honor Code violation:
 - If a faculty member suspects that a student has violated the Honor Code, then they may perform an initial investigation and interview with the student. If suspicion of an Honor Code violation remains after contact with the student or if the student confirms that a violation of the Honor Code occurred, then the faculty member must alert the Director of the Upper School and/or the Honor Council Advisor. After being made aware of a suspected Honor Code violation, the Director of the Upper School, Director of Student Life, and/or Honor Council Advisor will investigate the suspected activity.
 - If a student alerts the Director of the Upper School and/or the Honor Council Advisor that they suspect that an Honor Code violation has occurred, then the Director of the Upper School will follow up with any relevant faculty members to investigate the student claim, keeping the Honor Council Advisor and the office of the Head of School informed of any progress.
- If the Director of the Upper School's investigation reveals evidence that an Honor Code violation may have occurred, then the Director of the Upper School will, in consultation with the Honor Council advisor, the office of the Head of School, the Honor Council Chair, and any relevant faculty members, decide whether to send the case to the Honor Council. The decision to send the case to the Honor Council will be made via majority vote during this consultation.
- If the decision is made to bring a suspected Honor Code violation before the Honor Council, then the Honor Council Advisor will contact the members of the Honor Council, including any alternates and non-voting members, and inform them of the upcoming hearing. The Director of the Upper School, Director of Student Life, or Honor Council Advisor will contact both the student suspected of the Honor Code violation and that student's parents to inform them of the hearing.

The Honor Council Hearing

- The Chair of the Honor Council will run the meeting, with help from the Honor Council Advisor. During the meeting, the Honor Council Advisor will take notes. The Advisor should have old records available to consult if necessary.

- The Director of the Upper School and/or Honor Council Advisor will present the case to the Honor Council.
- The student will enter with his or her advisor, explain what happened, answer questions from the Council, and then leave.
- The Chair of the Honor Council will then lead the discussion regarding whether or not a violation of the Honor Code occurred.
- After discussion, the Council will vote. A simple majority will prevail. If the Council votes there was no violation, then the procedure is ended.
- The Director of the Upper School will report the Honor Council's decision(s) to the Head of School. The Honor Council Hearing is completed.

After the Hearing

- The Director of the Upper School will inform the Head of School of the Honor Council's decision. The Head of School, Director of the Upper School, and Honor Council Advisor may meet to discuss the hearing further if the Head of School wishes.
- The Director of the Upper School, Director of Student Life, and/or Honor Council Advisor will inform the student and the student's parents of the decision and consequences, which can include a zero for the assignment, detention, suspension, ineligibility for school academic awards, and/or dismissal from North Cross School.
- The Honor Council Advisor will keep all records of the case, including any evidence presented.

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 but must check in with their study hall teacher at the start of every study hall period and turn in their cell phone. They may study quietly in the Student Center or the hallways or, for seniors, the Senior Lounge, go to the library 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 Director of Student Life and/or Director of the Upper School. Any student in

academic danger, as assessed by the Academic Dean, Director of Counseling, and/or Upper School Director, will be placed in a supervised study hall until notified otherwise. Any student receiving 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 until notified otherwise.

Tests

Students should not have more than two major tests, papers, or projects due 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 for 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 needed 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 or rent used texts; that information will be shared with students and parents/guardians at the appropriate times.

 **Carter Athletic Center:** 540-989-6641

 **Director of Athletics:** Eric Lawrence, elawrence@northcross.org

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

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

Athletic Trainer: Holly Marshall, marshall@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.

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 uniforms that students retain, footwear, and some personal player equipment (i.e. swimsuits, knee pads, shin guards, baseball gloves, hockey sticks, tennis racquets, golf clubs, etc.) or some additional expenses such as voluntary post-season tournament costs. The Director of Athletics will approve all athletics-related purchases.

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.

- **Away Contests:** Students are expected to travel to and from an away athletic contest in school dress code as outlined on page 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.
 - After away athletic contests, students need to be in a North Cross shirt for travel purposes.
- **Home Contests:** Students are expected to be in North

Cross apparel before and after the contest.

- **Spirit Days/Special Occasions:** 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.
- **Warmups:** 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.
- **Changing for Contests:** Students will be required to change in their respective gender locker rooms not on the fields and/or courts.
- **Practices/Off-season:** During practices, males need to have on a shirt and females should not wear a sports bra as a shirt.

Boosters

Team parents are encouraged to join the North Cross Athletic Boosters. The Boosters primary 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 Assistant Head of School for Advancement.

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 your email and the NCS website calendar for the most up to date information on game cancellations. Division Assistants, the Administrative Receptionist, and the CAC front desk will be notified as soon as a decision has been made.

Head Coaches of each respective program and team will send either an email or text to notify parents of either a cancellation or postponement of athletic contests, and on the "Athletics Calendar" located on the website.

Communication

The Athletic Department requires all Head Coaches to send a pre-season email to parents/guardians and students, which shares all necessary 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.

Parent Meetings

- The Athletic Department will hold a Middle School and Upper School meeting each athletic season in lieu of sport-specific parent meetings.

Student Meetings

The students will have a meeting with the Athletic Department each athletic season to go over rules and expectations set forth by BRAC, VISAA, and NCS.

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 Director of Athletics.
- Parents/guardians are invited to speak with the Director of Athletics by appointment.

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 conduct 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, Director of Athletics, 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 program/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 athletic contests (unless the

Coach has appointed a travel squad for away contests).

Conference/League Affiliations

NCS is a member of the Blue Ridge Athletic Conference (BRAC) and participates in the Virginia Independent Schools Athletic Association (VISAA).

The BRAC is made up of the following schools: The Covenant School (Charlottesville), Carlisle School (Martinsville), Chatham Hall (Chatham), Blue Ridge School (St. George), Eastern Mennonite School (Harrisonburg), Fishburne Military School (Waynesboro), Hargrave Military Academy (Chatham), Miller School of Albemarle (Charlottesville), New Covenant Schools (Lynchburg), North Cross School (Roanoke), Roanoke Catholic School (Roanoke), and Virginia Episcopal School (Lynchburg).

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 to 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.

Physicals and Participation Requirements

The requirements for athletic participation are located on the NCS website. NCS maintains the website as a platform for parents, students, faculty, and staff to view team pages and game schedules, and register for athletic teams.

Registration Process

- A Virginia High School League (VHSL) Athletic Participation/Physical Examination form must be on file with the NCS athletic office before students may practice with a team. The form is located on NCS website at northcross.org/registration--forms.
- Five NCS Athletic Forms must be completed and submitted online through northcross.org/registration--forms.
- Sign up for sports via email, directly with the Coach for each sport.

Student-athletes must also be enrolled at NCS and be in good standing with the Business 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 CAC's rules and policies. **Cleated and/or muddy shoes are not to be worn inside 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 and Athletic Trainer immediately.**
- Any broken athletic equipment should also be reported to the **Coach and Athletic Department immediately.**
- 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/missing from 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 15 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 athletic contests unless prior arrangements have been approved by the coach and athletic staff.

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 each 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. BRAC 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

Cross Country
Field Hockey
Boys' Soccer
Volleyball
Co-ed JV Tennis
Football (8th grade only)

WINTER

Basketball
Swimming
Indoor Track

SPRING

Baseball

Co-ed Golf (8th grade only)
Lacrosse
Girls' Soccer
Boys' Tennis (8th grade only)
Track and Field

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 may 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 9:00 p.m. or later (8:30 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

Head Coaches will share their individual Google team calendar via a preseason email. Each team has an individual Google calendar that feeds the "Athletics Calendar" on the school's website. Schedules and calendar links are located on the school's website at 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 Director of Athletics, 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.
- **Junior Scholar Athlete Award:** Presented to a junior

boy and girl for excellence in athletics and scholarship. Participation in athletics is emphasized.

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, opposing players, or opposing fans.
- 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.
- Our community will err on the side of grace and operate on the principle of loving our neighbor.


Volunteer Coaches

The school and athletic administrators 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 Director of Athletics and Head of School. They must also go through the school's screening process:

- Fingerprinting
- Background check
- Volunteer Coaches Agreement (sent by Director of Athletic)s

To inquire please contact the Director of Athletics.

 **Advancement Office:** 540-989-6641

 **Assistant Head of School for Advancement:** William Greer,
wgreer@northcross.org

Director of Operations and Strategy for Advancement: Tia Byrd,
tbyrd@northcross.org

Associate Director of Annual Giving: Jamie Lee, jlee@northcross.org

Associate Director of Stewardship and Engagement: Leigh Ann Hamlin,
lhamlin@northcross.org

Parents' Guide to Giving

NCS parents are part of a larger family—the North Cross community. We see each other in traffic 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 NCS parents provide.

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

Expectations

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

Giving FAQs

Q. What is the North Cross Fund?

Tuition and fees do not cover the total cost of educating a student. Each year, North Cross raises unrestricted operating support to bridge the gap between tuition revenue and operating costs.

Q. Should parents give to the North Cross Fund?

We hope that all parents and friends of the school support the North Cross Fund to the extent that you are financially able.

Q. Why are donations needed if families already pay tuition at North Cross?

Like all independent schools, North Cross depends upon the generosity of our community to sustain and advance the school's mission to inspire a community of intellectually curious learners to think critically, act with integrity, and lead with courage. Philanthropy and our endowment help the school operate at the highest level by supplementing tuition revenue in order to meet expenses each year.

Q: Does North Cross seek support from individuals other than current parents?

Yes. In addition to current parents, North Cross invites support from alumni, grandparents, parents of alumni, and friends of the school through the North Cross Fund.

Q. What are corporate matching gifts?

Corporate matching gifts are donations made by a company to match an employee's charitable donation. Many employers offer this benefit.

Q. What types of gifts are accepted?*

- Cash gifts
- Pledges (paid within a specified period of time)
- Appreciated securities
- Bequests
- Life insurance
- Gifts in-kind

* All gifts to North Cross are fully tax-deductible according to IRS regulations.

North Cross Operating Budget

Our annual operating budget includes the revenue and expenses our Board deems necessary to run the school, to provide each and every student an exceptional educational experience, and to fund the school's operations each year. Annual operating budget revenues come primarily from tuition and fees. Our philanthropic efforts make all aspects of the student experience 8% better.

To meet our goal of a balanced budget each year, unrestricted gifts to the North Cross Fund and the other Development Office fundraisers are critically important. The following fundraisers support the North Cross operating budget.

North Cross Fund

Goal: \$550,000

Dates: July 1– June 30

Run by: Advancement Office

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

North Cross School Foundation

Goal: \$350,000

Date: July 1 – June 30

Run by: Advancement 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 has no limit. Any individual, or any business, with tax liabilities in the Commonwealth of Virginia can participate. There is a minimum donation of \$2,500 and Advancement will guide you through the pre-approval and process paperwork. Consult your tax advisor to determine your specific tax saving

Student Philanthropy & Volunteer Activities

Senior Class Gift

Dates: Throughout the school year

Run by: Senior class

Supports: Senior class gift to NCS

Each senior class has traditionally given a 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.

Food Drives

Dates: Throughout the school year

Run by: Lower School SCA, Middle School SCA

Supports: Community school programs to feed their students in need

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

Run by: School-wide

Winter Coat Drive

Dates: Winter

Run by: School-wide

Volunteering

There are a number of ways for parents/guardians to engage and help the school— 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 Advancement Office, Parents' Association, or Boosters. You can find more information about each group under the "Community, Parent Resources" tab on the North Cross School website.

North Cross School is an independent, nonsectarian school serving students in early childhood through 12th grade from across the Roanoke Valley, the region, and the world.

Our mission is to inspire a community of intellectually curious learners to think critically, act with integrity, and lead with courage.



North Cross School

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540-989-6641 | www.northcross.org