



Student and Family Handbook 2020-21

Please note that when updating through Rediker we confirm review of the handbook.

STUDENT NAME: _____

MISSION STATEMENT

Our mission is to transform the lives of our students who have learning differences by providing a holistic, individualized education in a diverse and nurturing community where each student belongs.

North Carolina's oldest college preparatory school for students with learning disabilities and attention disorders, The John Crosland School (formerly Dore Academy) was founded by Dr. Mary Dore in 1978 as a place where students could come for understanding, acceptance, and the highest caliber of educational services.

The John Crosland School is an "independent" school in every sense of the word. It is owned and operated by a nonprofit corporation governed by an elected Board of Directors. Members of the board are parents of alumni or current students and other professionals in the community. The John Crosland School is accredited by and is a member of the Southern Association of Independent Schools (SAIS) and AdvancED. The School is also a member of the North Carolina Association of Independent Schools (NCAIS) and the International Dyslexia Association.

PROBLEM SOLVING PROCESS

(Source: National Association of Independent Schools (www.nais.org))

- Identify concern to advisor (also 1st period teacher for middle school).
- Contact classroom teacher and/or advisor to schedule appropriate time for discussion.
- Discuss concern with teacher(s) and child (when appropriate) to clarify issue and establish plan.
- Any plan for resolve will be communicated by teacher(s) to Division Director.
- Meet to follow-up and evaluate efficacy of plan: Has the issue been resolved? Meeting will be arranged by teacher(s) or advisor with Division Director notified and copied.
- Inability to clarify issues and/or establish satisfactory plan, then:
- Request meeting with teacher and Division Director to establish plan. Meeting will be arranged by Division Director and may include Counselor and/or Head of School.

SCHOOL POLICIES

A. Admission Policies:

Each applicant to The John Crosland School shall satisfy the following requirements:

1. A complete psychological-educational evaluation, less than three years old, and a diagnosis of LD and/or ADHD. This does not apply to Foundational Kindergarten applicants.
2. An average to above average Verbal IQ.

B. Non-Discrimination Policy:

It is the policy of The John Crosland School to hire and retain well-qualified employees. The school does not discriminate on the basis of race, color, sex, age, non-disqualifying disability, religion or creed, or national ethnic origin in the administration of its educational programs, admissions and financial policies, or its employment practices; the school maintains such nondiscriminatory policy in all aspects of operation.

C. Administration Policy:

The academic administrative structure of the school includes the Head of School, Director of Lower and Middle Schools and Director of Upper School. If parents have concerns centered in a classroom, they should talk first

with the classroom teacher. If the issue is not resolved after any meeting or established plan, the Director of the appropriate division should be consulted next. At times, it might be appropriate to invite the Counselor and/or the Head of School to consult regarding the matter. Dealing with concerns in the manner prescribed allows the person who knows your child best, the classroom teacher, to help resolve problems at the most immediate level.

D. School Registration Policy:

Each year re-enrollment is held for current students recommended to return the following school year. The re-enrollment fee assures the student a place in his/her class before closeout occurs.

E. Organization – Curriculum:

The LOWER SCHOOL is composed of grades K through five. Student centered programming provides curricula and lessons that support students' individual and multi-sensory needs. Students receive small group instruction daily in reading and math areas designated for growth and according to individual student needs. Reading and math teachers include those who are trained in Orton-Gillingham. Students receive daily science instruction and weekly social studies, keyboarding/technology, Writer's Workshop and executive function/social communications lessons. Specials classes in the areas of music/drama, physical education/health, and art/STEAM are provided weekly; outdoor breaks and recess are scheduled daily.

The MIDDLE SCHOOL program includes grades six through eight and the UPPER SCHOOL is composed of grades nine through twelve. The curriculum includes basic required courses in math, science, English, and social studies as well as reading, technology skills, and specials classes which are added to meet the needs and interests of individual students. The sixth and seventh grade program includes classes with Orton-Gillingham trained teachers. These teachers provide instruction in basic reading, reading comprehension and written expression according to individual student needs. All middle school students receive coaching and support in executive function and social communication areas. Outdoor breaks and recess are scheduled daily. UPPER SCHOOL students are required to complete two years of the same foreign language. Please see the attached class requirements for grades 9 through 12 on page 5. Individual class syllabi are subject to change.

All three divisions of the school emphasize the use of executive functioning and social skills strategies and/or curricula to promote organizational and social success for students.

F. Student Evaluations:

A psychological-educational evaluation on each student is required for admission. This data is used to devise teaching strategies and prepare accommodations and modifications as needed based on the student's diagnosis and learning style.

Students are evaluated periodically by a variety of assessment methods by their instructors in each school. Parents may check academic progress via the Rediker Parent Portal. Report cards will be sent home at the end of each quarter. Exams are administered to students in grades eight through twelve at the end of each semester.

A student's progress is monitored annually by means of standardized individual and group aptitude/achievement tests. The John Crosland School administers the standardized MAP test (Measures of Academic Progress) each fall and spring. Findings are shared with families and offer noteworthy information.

The John Crosland School administers the SAT and ACT to students approved for "school-based testing" via the CollegeBoard and ACT approval processes; the PSAT is offered to all 10th and 11th grade students each year during normal school hours on the national test date. Students who are approved for "center testing" will test at one of their test sites with their approved accommodations. Students eligible for "school-based" accommodations will be tested at The John Crosland School and supervised by the school counselor,

administration, or trained faculty. Eligibility forms can be obtained from the school counselor. Students and parents are encouraged to speak with the counselor about this process. The College Board as well as the ACT program requires documentation of the learning disability; therefore, keeping the child's psychological-educational evaluation current (less than 3 years old) is vital.

G. Educational Management Plan (EMP)

In order to meet the needs of our students, collaboration among teachers and families is a foremost priority. The Educational Management Plan (EMP) will include all of the student's subject area teachers to help engage all members of the student's academic team. 7th through 12th grade students also take an active role in their EMP meetings. Meetings will take place twice a year. For the 2019-20 school year, meetings will be scheduled for October, February, and March. Directors will contact parents at the start of the school year to determine if an initial/introductory meeting is needed during the first quarter. Directors will also ensure that any end of the year meetings are scheduled for parents and students who may have needs in transition areas.

Prior to the first EMP meeting each parent will be requested to fill out an EMP Parent Form. This form rates students on a scale of 1-4 on 12 key aspects related to school success as well as identifies short term and long-term goals for the student. This will serve as a launch pad for the initial EMP meeting along with any questionnaires completed by students.

Students that join mid-year will have an EMP meeting scheduled within the first month of enrollment.

Following the EMP meetings the Director will create the EMP Post Meeting Report to share with families and faculty. This will include items such as: student goals, classroom strategies, accommodations, and specific notes. Families are also encouraged to request meetings with specific teachers at any time during the school year.

H. Homework:

We strive for a collaborative relationship with parents and students regarding homework completion and its role in promoting whole child growth. Directors will provide parents with division specific homework guidelines at the beginning of the year. Homework lessons and activities are provided across all divisions to support the meaningful practice of skills taught in class; they are also provided as an opportunity for students to practice essential executive function skills necessary for life-long learning success. Parents should notify a teacher in the event a student is struggling with assignment content or with the given amount. If a student is unable to complete an assignment, parents should email the teacher or provide a note in the student's agenda or email the student's advisor. If a student is missing an assignment or it is completed after consultation or support from the teacher, the student may be referred to a structured study which is designed to assist students with homework clarification/completion. All teachers may be available virtually on Mondays, Tuesdays and Thursdays from 3:00 to 3:30 to meet and coach a student through a homework assignment and/or project. They should be given an advance call, email, or note by parents to mutually arrange this coaching time.

Middle and Upper school students and parents will receive weekly class updates from each teacher via Rediker and/or through Google Classroom. Daily assignments will also be written in Lower and Middle School agendas, and they will be reviewed and signed by teachers as needed. Parents should check student agendas daily and are encouraged to provide any notes from home. Middle and Lower school students will be provided homework folders for daily organization.

I. Student Records:

1. Student records at The John Crosland School consist of duplicate report cards, transcripts, and testing data; immunization, admission, attendance, suspension and expulsion records; and student testing from third parties.
2. Parental consent is required before release of student records except to:
 - a) School personnel who have a legitimate educational interest (such as administrators, teachers, counselors).
 - b) Certain state, federal, or local government officials as authorized by statute.
 - c) In connection with a student's application for, or receipt of, financial aid.
 - d) When required by a judicial order or any lawfully issued subpoena. The school will attempt to notify parents/students of such orders or subpoenas in advance of compliance.
 - e) Accrediting organizations in order to carry out their accrediting functions.
 - f) The school's attorneys, or in any civil proceeding, if relevant to a legal dispute between school and the student or the student's parents or guardians.
3. All other persons may gain access to a student's record only with the specific written consent of a parent, guardian, or eligible student. (An "eligible" student is one who has reached eighteen (18) years of age, unless he/she has been declared incompetent by a court.)
4. Parents, legal guardians, or eligible students may read, inspect, or copy the student's records, upon written request to the Directors of Lower/Middle/Upper Schools, and may ask to have any entries in those records explained and interpreted by the staff of the school.
5. Parents, legal guardians, or eligible students may request amendments to a student record that they believe are inaccurate, misleading, or otherwise improper. Such requests should be submitted in writing to the Directors of Lower/Middle/Upper Schools. If the request is rejected, a hearing may be requested before the Head of School at which information or arguments supporting the requested change may be submitted. Such request should be submitted to the Head of School in writing within thirty days after rejection. If the requested change is still rejected, the parent, legal guardian, or eligible student may place a statement in the student's file commenting on the contested information or stating why he/she disagrees with the school's decision.
6. It is the responsibility of divorced parents to furnish the school with a certified copy of the custody section of the divorce decree. In the absence of a court order to the contrary, The John Crosland School will provide the non-custodial parent with access to student records and to other school-related information regarding the child. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with a certified copy of the court order.

J. Medical Records:

All new students entering The John Crosland School at any grade level must have their immunization records forwarded to the school. State law requires immunization records be received within 30 calendar days of the first date of attendance.

K. Upper School Graduation Requirement:

1. A minimum of twenty-four (24) units must be earned in grades nine through twelve (9-12).
2. Upper School required courses can be found on The John Crosland School website under the Student Life tab and are listed below:

Students must have a minimum of 24 credits to graduate.

Freshman	Sophomore	Junior	Senior
English 9 (1 credit)	English 10 (1 credit)	English 11 (1 credit)	English 12 (1 credit)
Math (1 credit) Algebra 1B Algebra 1 Geometry	Math (1 credit) Algebra 1B Algebra 1 Geometry	Math (1 credit) Integrated Math 1 Algebra 2 Geometry Trigonometry Pre/Calculus	Math (1 credit) Integrated Math 2 Algebra 2 Geometry Trigonometry Pre/Calculus
Science (1 credit) Earth/Environmental*	Science (1 credit) Biology*	Science (1 credit) Physical Science* Chemistry* Physics*	Science (1 credit) Physical Science* Chemistry* Physics*
Social Studies (1 credit) United States History 1	Social Studies (1 credit) United States History 2	Social Studies (1 credit) World History	Social Studies (1 credit) History Elective
Language (1 credit) Spanish 1A	Language (1 credit) Spanish 1B	Language (1 credit) Spanish 2	Elective (1 credit)
Physical Education and Health (1 credit)	Elective (1 credit)	Elective (1 credit)	Elective (1 credit)
Elective (1 credit)	Elective (1 credit)	Elective (1 credit)	Elective (1 credit)

3. Upon successful completion of the prescribed twenty-four (24) units of course credit, a student is awarded a diploma of graduation. If a student is one-half unit (1/2) or more deficient and is able to make up that deficiency during the summer school session following his senior year, he may participate in the graduation ceremonies, but he/she will not be granted a diploma from the school until he/she has successfully eliminated the deficiency.
4. The school grants one (1) unit of credit per year in each course – one half (1/2) per semester. A student entering The John Crosland School late in a semester may earn one-half (1/2) unit of credit in each course if:
 - a) All work is made up.
 - b) All tests are passed.
 - c) The semester exam is passed.

L. Withdrawals and Transfers:

Whenever a family is relocating or a student is withdrawing from The John Crosland School to attend another school, the parents should report this as soon as possible in writing to the Head of School and Director of Advancement. All bills must be paid and books and computers returned before grades, records, and/or transcripts will be sent to other schools or before diplomas will be granted. Requests for transcripts must be received in writing. Allow for one week turn-around.

From time to time, circumstances arise that require an enrolled student to withdraw from The John Crosland School. A withdrawal may be prompted or required by the school during a school year or may be prompted by the student’s family due to relocation, desired change in schools, financial issues, or any other reason. A voluntary withdrawal (one not required by the school) may take place at any time during a school year or in the summer months preceding the school term. The obligation to pay tuition does not end upon the withdrawal or expulsion of the student. Please refer to your “Enrollment Contract.”

M. Attendance Policy:

1. Each teacher keeps a record of attendance in Rediker Gradebook.
2. Absences and tardies are recorded and a record is completed by the instructor for the school year.

North Carolina law requires compulsory attendance for all children between the ages of 7 and 16 years of age. Every parent, guardian, or other person in control of a child between these ages must, by law, make sure the child attends school on a regular basis during the time school is in session.

To be considered in attendance, a student must be present at least half the school day. This means they cannot arrive for school any later than 11:00 am, and they cannot be picked up any earlier than 12:00 pm.

Class attendance is essential to high student achievement. All students are expected to be in attendance each day that school is in session. Following any absence(s), a written note from the parent/guardian stating the reason for the absence, or a doctor's note, must be submitted to the registrar. The excuse must be presented within 3 days after the return of the student to school. Lawful absences are excused, but not automatically waived.

A student, who accumulates more than twenty (20) absences in any class, whether excused or unexcused, may not be allowed to pass that class and/or will be given an incomplete for the semester.

Code 1-Lawful

A student is not in violation of the state attendance law if he is absent for any of the following reasons:

- Illness or injury which prevents the student from being physically present.
- Isolation required by the health department.
- Death of a member of the student's family.
- Emergency or approved medical or dental appointment.
- Required attendance at a legal hearing.
- Religious holidays.
- Approved school activity/educational opportunity.

Code 2-Unlawful

Unlawful absence is defined as:

- All absences that are not classified as lawful.
- A student's willful absence from school with or without the knowledge of parents

Code 3-Out-Of-School Suspension (OSS)

A Director will notify the parent/guardian of the child's excessive absences after the child has accumulated ten (10) unexcused absences in the school year. After fifteen (15) unexcused absences the Director will be notified and a letter will be sent to the parent/guardian to notify them that they may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State Board of Education. After twenty (20) accumulated absences, credit will not be granted for the course. Absences include those that are lawful, unlawful, and due to suspension. An appeal may be made to the Head of School to waive the absences and allow the student to pass.

Criteria to Waive Absences

The Head of School/designee will use the following criteria to waive absences:

- Doctor's letter describing an ongoing or chronic illness.
- Death in the immediate family (father, mother, sibling, grandmother, grandfather or legal guardian).
- Student's documented court appearance.
- Doctor and dental visits when documented with a note from the doctor or dentist within 3 days after returning to school.

- Parents' notes are helpful; however, these notes do not necessarily mean absences will be automatically waived.
- The number of absences meeting the first 4 criteria will be subtracted from the total number of accumulated absences for the year.

If a student is going to be absent for any reason, parents should call or email the front office the morning of the absence and leave a message informing the school of the reason for the absence. If a student is absent and the school has not been notified, school staff will contact the parent to verify the reason.

All school work missed must be made up and turned into the instructors in order to receive credit. Students will be given the number of days which they were absent to make up absentee work. Extended absences will be handled individually; please contact your Director in advance of any scheduled trip or extended absence. Consideration for waived absences will be given by the Directors for educational trips.

Perfect attendance means being at school every day during the entire day. Leaving school early and excessive tardiness will negate perfect attendance.

During-the-Day Dismissals

If a student is going to be picked up early for any reason, the parent needs to email a statement requesting the student be dismissed at a specific time. This note should be given to the appropriate Director. No verbal request by the student will be considered. Parents should come to the school office and sign the child out. When it becomes necessary to send someone who is not known to school personnel to pick up your child, please call or send a note alerting personnel to this fact. The regulations above are to ensure supervision and protection for your child.

In case of an illness during school hours, the teacher will send the student to the school appointed staff member who will examine the student. If the illness is serious enough to send the student home, **the front office** will call the student's parent and inform him or her. She will also inform the appropriate Director that she is sending the student home.

Tardiness

- a. Students should arrive at school by 7:50 a.m. as all students are released to classes at this time. School starts promptly at 8:00 a.m. If a student arrives late, this tardiness will be recorded by the 1st period teacher. Illness and court or medical appointments are the **only** excused tardies. Persistent, unexcused tardiness will not be permitted.
- b. During the first two (2) weeks of school tardies up to 15 minutes will be excused to allow drivers to acclimate to the beginning-of-the-school-year traffic. After that the following policy will go into effect.

Tardy Policy Consequences

After ten (10) unexcused tardies, and for every 10 tardies thereafter, the student will receive structured study which takes place during lunch and recess. Students who drive themselves to school will lose their parking privileges if they have excessive unexcused tardies. If unexcused tardies become excessive a parent conference may be requested by a school representative to discuss remedies. Learning the responsibility of getting to class on time is an integral part of The John Crosland School's standard of excellence, which prepares students for success.

N. Medication:

The purpose of this medication policy is to ensure your child's medication is administered safely by school personnel. This policy will be followed during school hours, Extended Day Programs, and school-sponsored field trips.

The John Crosland School encourages that all medications be given outside school hours if possible. We realize it is sometimes necessary to administer medications at school for the health of the student. If your child requires having medications administered at school the following policy must be followed.

1. In order to administer **any** medications at school (prescription and over-the-counter) we must have on file a **Medication Consent Form** signed by both the parent/guardian and prescribing physician.
2. All medications must come to school in the original prescription bottle or original over-the-counter packaging.
3. Students will not be permitted to keep medication in their personal possession at school with the exception of asthma inhalers. In order for the student to carry an asthma inhaler, a **Self-Medication Student/Parent/Physician Agreement Form** must be completed. The parent/guardian will provide to the school a backup asthma inhaler that shall be kept in the health office. It is preferred that asthma medication be kept and administered in the health office for children in grades 1-5.
4. Any routine injections needed during school hours require that a **Medication Consent Form** be completed. The student may self-administer the injection in the health room under the supervision of school personnel. Injections for emergency treatment of allergic reactions must also follow this protocol.
5. If there are any changes in orders for medication (dosage, time, or route), a new **Medication Consent Form** must be completed and signed by the parent and physician. Verbal requests cannot be accepted. Medication may be stopped at any time by the parent with a handwritten or emailed notice. However, to have the medication restarted, a new consent form, signed by the parent and physician, must be completed.
6. If the parent prefers to administer their child's medication themselves, they must first check in at the front desk and the child will be brought out of class to the parent.

O. Supervision:

Supervision is provided in the morning starting at 7:00 am. Please do not bring your child before that time unless you are prepared to wait with him/her in your vehicle until 7:00 am. Afternoon supervision ends at 2:55 pm in the Lower School, 3:05 in Middle School and 3:15 pm in Upper School. Students not picked up by that time will be sent to the Extended Day Program, and parents who are routinely tardy will be billed for this service. Supervision ends an hour early on Wednesday due to early release at 1:40, 1:50, and 2:00.

P. Emergency Procedures:

A written plan is in place for the following emergencies:

- Shelter In Place
- Chemical Spills/ Gas Leaks
- Nuclear Emergencies
- Fire
- Severe Weather
- Bomb Threat
- Earthquake
- Lockdown Procedures
- Emergency Evacuation Plan
- Pandemic

A copy of this plan is located in every classroom, in the Head of School's office and in the offices of the Directors of Lower School, Middle School and Upper School.

All emergency procedures are reviewed with all staff during the faculty in-service at the beginning of the school year and throughout the year as necessary. Fire drills are done monthly. Tornado and lockdown drills are run twice yearly.

Q. Instructional Materials:

Textbooks for grades K-5 or those provided by the school are not the student's personal property but are entrusted for a time to his/her use. Students must return them at the end of the year in good condition. The student may be fined for any marking, tearing, or other damage to his/her books. We recommend that all hardbound books be covered at the start of the school year. Recommendations for a change in textbooks or for ordering additional textbooks are made by the Directors. Students in grades 6-12 will be provided textbooks and/or digital access to textbooks.

Challenged Materials

The John Crosland School believes in freedom of information for all, and does not practice censorship on the basis of materials containing a specific race, gender, sexual orientation, or other topics deemed controversial. The selection of library and instructional materials is predicated on the student's right to read and freedom from censorship by others. Library or instructional materials may be controversial and any given item may offend some person. Selections of books and instructional materials are made solely on the merits of the material in relation to the development of a collection or curriculum that serves the needs and interests of a diverse population.

The John Crosland School recognizes that a collection of diverse materials may result in some complaints or requests for reconsideration.

- The school holds the choice of reading and viewing materials as a purely individual matter. Students, parents, and guardians are free to reject books and other materials of which they do not approve. Individuals may not exercise censorship to restrict the freedom of others.
- Instructional and Library materials will be selected by educational staff based on the student's age and reading level. However, if an item contains material deemed unsuitable by an individual parent or guardian, that child will have the opportunity to exchange the book for a different one or be provided an alternative assignment.
- The school does not indicate through the use of labels or other devices particular points of view or perspectives contained in library materials. Library materials deemed suitable for older students will be kept in a separate area than those suitable for younger students.
- A process for handling challenges will be followed to assure that challenges are handled in an attentive and consistent manner. This process begins by contacting the student's academic Director. The Director will discuss the reasons for reconsideration of the challenged material.

R. Student Technology Policy:

The John Crosland School provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through The John Crosland School's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The school intends that students benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the school establishes this policy to govern student use of school technological resources. This policy applies regardless of whether such use occurs on or off school property, and it applies to all

school technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

I. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

Use of The John Crosland School technological resources, including access to the Internet, is a privilege, not a right. Individual users of The John Crosland School's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student behavior standards, including those prescribed in applicable school policies, this handbook and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses the school's computers or electronic devices or who accesses the school network or the Internet using school resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

All students must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school technological resources, students must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

II. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. The John Crosland School's technological resources are the property of the school and provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited.
2. Under no circumstance may software purchased by The John Crosland School be copied for personal use.
3. Students must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in this handbook.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file-sharing program designed to facilitate illegal sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).

8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number.
9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
10. Users may not create or introduce games, network communications programs or any foreign program or software onto any school computer, electronic device or network without the express permission of the technology director or designee.
11. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
12. Users are prohibited from using another individual’s ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
13. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner’s express prior permission.
14. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

III. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The school recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, The John Crosland School’s personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose

IV. PARENTAL CONSENT

The school recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student’s parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student’s independent access to the Internet and to monitoring of the student’s e-mail communication by school personnel. All parents are required to sign and return the internet usage form.

In addition, in accordance with the school’s goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

V. PRIVACY

No right of privacy exists in the use of technological resources. Users should not assume that files or communications created or transmitted using school system technological resources or stored on services or hard drives of individual computers will be private. School system administrators or individuals designated by the Head of School may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with school policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned computer.

STUDENT AFFAIRS

A. Counseling Services

Individual counseling is a routine part of the school schedule. Counseling services are designed to help the students with resolving personal problems, regaining their self-confidence, establishing effective coping skills, eliminating self-defeating defensiveness, and establishing realistic career/professional goals.

The counselor is also available to consult with teachers, administrators, parents, and others regarding the emotional and social growth of students. Additionally, upper school students will receive guidance and counseling in future learning opportunities that include standardized testing (PSAT, SAT, ACT), college applications, internships, and college and career readiness by the counselor or designated teacher.

The counselor will reinforce the teacher's efforts to make students aware of their strengths and weaknesses and how to cope with them. They will also provide social skills training in group guidance sessions. When necessary, the school counselor may suggest that parents refer students to other professionals for assistance in meeting their personal and academic needs through one-on-one counseling.

B. Behavior and Discipline

Like all schools, The John Crosland School has a number of specific rules. It is important for students and parents to understand both the rules and their underlying spirit and intent. Our school must operate in a manner that protects the rights and safety of all students. Safety, respect, and order will be maintained for the benefit of all students, faculty, and staff. Accordingly, students and their families are responsible for knowing, understanding, and following the rules of The John Crosland School. When the actions or behavior of a student conflict with the rules, the student will be subject to discipline.

Behavior Expectations:

Students of The John Crosland School are expected to behave appropriately both off and on campus. The following are basic guidelines for student behavior:

Students shall:

1. Show respect, courtesy, and consideration for other students, teachers, administrators, and visitors to the school.
2. Be responsible in reporting on time to assigned classes and activities.
3. Respect school and individual property, including other students' lockers and automobiles.
4. Maintain neat and appropriate dress (see Dress and Grooming Code – page 17).
5. Exhibit proper behavior in school vehicles.
6. Comply with all campus driving and parking regulations.
7. Avoid student parking areas during the school day.
8. Refrain from bringing hand held games and electronics to school (except for Extended Day).
9. Cell phones and are to be kept securely at the front desk until dismissal.
10. Follow classroom behavior guidelines which are clearly posted in all classrooms.

General Discipline: John Crosland School Behavior Management

General School Rules:

1. I will respect myself and others.
2. I will actively listen when the teacher or someone else is talking.
3. I will stay on task without distracting or disturbing others.
4. I will keep my hands and feet to myself.

Positive Interventions:

Teachers utilize various intervention strategies in an effort to promote a student's positive behaviors necessary for success. Prior to referring a student to an administrator for disciplinary action, teachers will attempt to coach the student toward appropriate behavior by using a number of interventions. Serious infractions will be immediately referred for discipline. Typically, teachers use the following interventions but are not limited to them:

- Make eye contact
- Redirect
- Remind student of rule or expectation
- Request or insist upon appropriate behavior
- Touch and/or cue
- Involve student in academic response
- Provide calming activity
- Ignore attention seeking behavior
- Provide opportunity for physical movement or sensory break
- Move student's seat
- Talk to student about behavior in private
- Refer to school counselor
- Communicate with parents

Level 3 Infractions:

1. Excessive or intentional disrespect of student or school employee
2. Skipping class
3. Cheating, plagiarism
4. Stealing
5. Vandalism
6. Threatening harm to another student
7. Minor physical altercation
8. Misuse of school property

Level 4 Infraction:

1. Threatening harm to a school employee
2. Possessing dangerous items
3. Bullying or hazing behaviors (See Harassment Policy for more information)
4. Possessing or using tobacco
5. Major physical altercation

Level 1: Walk at recess or silent lunch	Level 2: Behavior Reflection	Level 3: ISS and Guided Behavior Reflections	Level 4: Two or more days of ISS or OSS
General violation of school rules: Student corrected behavior following consequence.	Continued or excessive violation of school rules.	Level 3 infractions are listed above.	Level 4 infractions are listed above. The director will determine the number of days for In School Coaching, ISS or OSS.

Zero Tolerance Policy: Any of the following behaviors may result in immediate expulsion.

1. Possessing, using, giving away, selling, purchasing, or being under the influence of an alcoholic beverage, intoxicating substances, or illegal drug.
2. Physical attack toward a school employee.
3. Possessing a weapon.

If a school employee has reason to believe a student is in possession of drugs, alcohol, weapons or other prohibited items/substances, any school employee may search the student's person, locker, bags, and personal belongings. A student who refuses to comply with such a search will be subject to disciplinary action, up to and including expulsion.

Behavior Contracts might be implemented when:

1. A student receives 5 level one or level two consequences within a month;
2. A repeat offense of a level three infraction within the school year;
3. A student receives a level four infraction; or
4. At the request of the student teachers or school administration to address an area of concern.

Level One vs Level Two Infractions:

- A level one offense is a minor violation of the general school rules. It stays a level one offense if the student is able to rebound after the consequence is assigned. Depending on the offense, redirection and coaching may be included within a walk at recess, sensory needs provision, social communication instruction, or a quiet lunch.
- It becomes a level two offense if the student does not rebound after assigning a consequence or if it is a larger disruption. This can include a situation when a student must be removed from the classroom and a behavior referral is made.

Behavioral Referral Documentation:

- When a level two infraction occurs, students in 4th through 12th grade will contact parents with teacher or with director assistance. The teacher will phone or send an email for K-3rd students.

Behavior Plan Rationale:

- Behavior plans will include consequences tailored to each student. Behavior plans are used when the general school consequences are not minimizing the undesired behaviors.
- Behavior plans will be reviewed monthly by the director and modified as needed. If the student is meeting expectations, the behavior plan can be eliminated.

Suspension and Expulsion:

The Head of School has the authority and responsibility to suspend or expel any student from school for violating school regulations, and for any other behavior that the Head of School deems to pose a risk to the safety or well-being of any student, faculty or staff member. The decision of the Head of School is final. The Head of School will determine the appropriate disciplinary action after talking with the student and his/her family and after consulting the members of school staff involved and any other people or students that the Head of School deems relevant to his/her decision. The Head of School will take as much time as he/she deems necessary to gather the information relevant to his/her decision and will make his/her decision as soon as possible thereafter.

Expulsion is a permanent dismissal from The John Crosland School. Initially, upon the occurrence of behavior that may merit expulsion, a student will be immediately suspended for at least one week while the Head of School gathers relevant information regarding the matter, including attempting to meet with the student's parents. A decision to expel a student will be communicated in writing to the student's parents. Following expulsion, the student is prohibited from visiting campus or attending any school sponsored functions (unless prior written consent is provided by the Head of School).

Suspension is a temporary, required absence from school. The suspension will be for a period of time as determined by the appropriate school Director. The length of the suspension may be for any period, including through the balance of the semester and/or school year. Parents will be notified of the suspension by telephone, followed by a letter. A conference with the student's parent or guardian is required before the student will be allowed to return to school. During any suspension, the student will be responsible for completing all academic work in a time and manner as determined by the appropriate school Director. The terms of the suspension may require that the student come to school to take tests or exams under supervision. During the suspension period, the student is prohibited from attending any school activities or functions (on or off campus). A suspension may also require that the student be subject to certain probationary terms for a specified period of time after his/her return to school. Such terms may include counseling requirements, drug testing, random searches, and/or in-school restrictions (i.e., no recess, no sports, etc.). Any such terms will be communicated to the student and parent before the student returns to school.

Any suspension in excess of one week and any expulsion will be noted on the student's academic file and will be available to any other school or college that requests this file.

The following lists of prohibited behavior apply to any activity on school grounds or during any school sponsored activity, whether or not on campus. Those activities include field trips, sporting events, and parties.

A student may be expelled or suspended for any of the following:

1. Skipping class or leaving campus without permission
2. Recurring or excessive violations of general behavior expectations and requirements
3. Violating the terms of probation or an established discipline plan
4. Cheating, plagiarizing, or stealing
5. Recurring disrespect or disobedience
6. Fighting, threatening physical harm to, verbal abuse or threatening, or attacking any other student or school employee
7. Vandalism of any kind, including computer misuse
8. Creating or encouraging others to join in a disturbance so as to cause the disruption of school operations
9. Inappropriate or vulgar language, inappropriate touching of another student or school employee, any behavior that is reasonably perceived as sexually suggestive or offensive (including possession of photos, pictures, or printed material that others might find offensive or suggestive). Included in this category are comments, jokes, or behavior which is directed at an individual or group, based on physical characteristics, race, color, sex, religion, age, disabilities, or stereotypes.
10. Behavior that poses the risk of danger or harm to any person, including the student in question
11. Possessing or using tobacco, or any substance that is not an illegal drug but is packaged or purported by the student to be an illegal drug
12. Possessing or using matches or lighters
13. Any behavior that is reasonably perceived by others to be bullying or hazing
14. Possessing any gun (including BB guns, air guns, paint ball guns, etc.), rifle, knife (including pocket knife), razor or cutting tool, pepper spray or mace, or any object that is reasonably perceived to be capable of inflicting physical harm to any person (thus 'fake' weapons fall into this category)

C. John Crosland School Anti-Bullying and Harassment Policy:

1. Prohibition Against Bullying and Harassment

Bullying and harassment are prohibited at The John Crosland School.

2. Definition of Bullying

"Bullying" means written, verbal, or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities by placing the student (or students) in reasonable fear of physical harm. This includes conduct that is based on a student's actual or perceived race, color,

national origin, sex, disability, sexual orientation, gender identity or expression, religion, or any other distinguishing characteristics. Cyber-bullying is an aggressive, intentional act carried out by a group or individual using electronic forms. See Cyber-bullying policy for specific protocol.

3. Definition of Harassment

Harassment means written, verbal, or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion, or any other distinguishing characteristics.

4. Scope

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, or on the school bus. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, on the school bus, and on school computers, networks, forums, and mailing list. This policy applies to the entire school staff, students, parents, and volunteers.

5. Notice

This policy will be included in the Student and Family Handbook.

6. Reporting Bullying and Harassment

All allegations of bullying or harassment shall be reported to the Director of the appropriate division. Prior to notification of any parent or guardian regarding any incident of bullying, harassment or cyber-bullying, school authorities must consider the issue of notification as they would any other educationally-relevant decision, considering the health, well-being, and safety of any students involved in the incident. The Director receiving complaints will also be responsible for investigating the allegation in a timely manner and determining appropriate disciplinary action. The Director will be held accountable for doing everything possible, within reason, to resolve the situation.

7. Anonymous Reports

Reports may be filed anonymously. However, disciplinary action cannot be taken when solely based on an anonymous report. Anonymous reports will be investigated with the same procedure, timeliness and vigor as other reports. Disciplinary action can occur based on the results of the investigation.

8. False Reports

Students who file false reports of bullying or harassment will be subject to disciplinary action.

9. Parental Reports

Reports alleging bullying or harassment may be filed with the Director by parents and school volunteers.

10. Responsibility of Students

Any student who observes an act of bullying or harassment should report the bullying or harassment to the Director.

11. Responsibility of Staff

All staff members will take reasonable measure to prevent bullying and harassment and are obligated to report any such acts that come to their attention.

12. Retaliation

Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment or toward those investigating the incident will not be tolerated.

13. Investigation of Bullying and Harassment

Once reported, any allegations of bullying or harassment will be promptly investigated by the Director. Proper disciplinary action will be taken immediately following the conclusion of the investigation.

14. Discipline and Remediation

Bullying and harassment behaviors are considered to be a level four on the infraction scale and therefore disciplinary action includes two or more days of ISS or OSS, to be determined by the Director.

15. Training and Prevention

Students and staff are given instruction on how to prevent bullying and harassment. This also includes instruction on the process for filing complaints and the process/consequences that will result from the complaint.

John Crosland School Cyber-Bullying Policy

Many students use technology outside of school to communicate with classmates. The John Crosland School recognizes that communication outside of school can impact our students in the classroom. These forms of communication through use of technology include, but are not limited to, phone calls, social media, and text messages. As with any form of communication there is a potential for abuse. In the event that staff at The John Crosland School become aware of incidents of bullying or inappropriate communication among students outside of the confines of school, following investigation, the parents or guardians of all students involved will be notified.

If incidents continue after all parties are notified, The John Crosland School reserves the right to take disciplinary action according to The John Crosland Anti-bullying and Harassment Policy to protect the safety and wellbeing of our students.

D: SUBSTANCE ABUSE POLICY:

If school personnel suspect that a student is using and/or under the influence of drugs or alcohol the student's parent will be notified to pick up the student and take him or her for testing, at an approved facility, on the day the suspicion occurs. Failure to comply with request for testing will result in an immediate OSS or dismissal.

1. Negative results will lead to a discussion regarding the cause of the suspicion and whether or not counseling would be appropriate.
2. Positive results will lead to a discussion with the parent(s) and student regarding the appropriateness of continued enrollment at The John Crosland School and ISS. If continued enrollment is appropriate, counseling will be required, and on-going drug screening will be required. Failure to comply with recommended counseling or random drug screening will likely result in dismissal.
3. A second positive drug test will result in dismissal.

Banned Substances

The following substances are not allowed at school, in cars, or at school functions or events.

1. All tobacco/nicotine products (use of tobacco products is not allowed at school, on any property adjacent to school, or at any school event)
2. E-Cigarettes and Vape Products
3. Alcohol
4. Prescription Drugs (see Medication Administration Policy)
5. Any illegal drug
6. Over the counter medications

E. Dress and Grooming Code:

Students at The John Crosland School are expected to be neatly dressed and well-groomed to attend class each day. At no time should a student's dress be considered distracting, suggestive, or provocative.

All clothing must be clean and in good condition: not faded, torn or stretched. Clothing should not be too tight or loose enough to be revealing. The Head of School reserves the right to interpret and/or make changes as fashions change and problems arise.

At the John Crosland School, our dress code policy is expected to be followed by all students. Our dress code is committed to providing a safe and orderly learning environment.

Clothing may not disrupt the learning environment. A student's dress and general appearance should not be so extreme that it draws attention to the student, nor should dress and appearance detract or interfere with the teaching and learning in the classroom.

- No clothing will be allowed that defames, degrades or is offensive to a gender, race, color, religious creed, sexual orientation, national origin, ancestry, age, a physical or mental impairment or culture. Nor shall any clothing display any suggestive or objectionable material.
- Clothing must not advocate unhealthy behavior, dangerous practice, or create a safety problem (includes no graphics/text containing sexual connotations, controlled substances or violence).
- Appropriate safe footwear must be worn at all times.
- Hats or head coverings may only be worn outside unless for religious beliefs or health reasons.
- Tank top straps must be at least 1" in width to cover all under garments.
- Shorts and pants must fit around the waist. Shorts must be mid-thigh length.

Some examples of inappropriate attire are:

- Exposed stomachs or backs, clothes that are too tight or loose enough to be revealing
- Exposed undergarments such as bras, camisoles, slips and boxers, including see through garments
- Spaghetti straps, low-cut tops, strapless clothing, pajamas

The Dress and Grooming Code applies before and after regular school hours outside as well as inside the buildings. Students who attend Extended Day or school functions after 3:00 p.m. are expected to dress appropriately for those events.

We keep limited dress code appropriate clothing at the front office. If a student needs to change and we don't have clothes that fit, parents will be contacted to bring appropriate attire. Students with recurring dress code violations may not be admitted to classes and parents will be contacted.

F. 12th grade students will receive the following privileges:

- 12th grade students may decide to move between three areas during the lunch/recess period: the 12th grade lounge in the library, and the recess areas outside. They may choose when to move between these areas at any time during the lunch/recess period.
- 12th grade students may purchase sodas from the machine in the teacher resource room. They must bring exact change (\$1.00).

G. Teacher Recommendations Forms and Forms for Doctors:

Teacher recommendations and forms for doctors (i.e. Vanderbilt Assessment Scales, Connors Rating Scales, etc.) are to be given to the counselor. The counselor will be responsible for distribution, collection, and delivery of forms to the requesting entity. All forms will be sent directly to the requesting entity and will not be given to the student or parent.

H. Lockers:

Students in grades six through twelve are provided lockers in which they may keep school supplies and articles of clothing. Items such as book bags, backpacks, and athletic bags should be placed in the students' lockers or other designated areas. **Students may not use a lock on their locker.** The lockers are school property and, therefore, should be kept in good condition. The school reserves the right to open and search lockers and book bags at any time. Lockers are cleaned out on Fridays.

I. Telephone:

No outgoing telephone calls may be made by the students unless permission is given by a member of the faculty or administration. In addition, no student may be called to the telephone during class hours. Only an **URGENT** message will be delivered to the student. Students may bring cellular phones on school property. These phones will be kept securely in an assigned compartment at the front desk until dismissal (including most field trips). Students may then retrieve their cellular phones. Students should use the landline at front desk rather than cell phone when calling parents. Smart watches should not be brought on to the campus.

J. Visitors:

Formal classroom visitation by parents must be scheduled in advance through the Director. **Appointments are required for parents wishing to see teachers or administrators.** For everyone's safety, all visitors must report to the school office where they will be issued a school-designated visitor's identification nametag or badge which must be visibly displayed while they are at school. Visitors must sign in and out at the school office. Parents are not permitted to go to teachers' classrooms in the morning. If a parent has an immediate problem, the Director will be summoned for help.

K. Field Trips:

Field trips are meaningful, well-planned extensions of the regular instructional program. Class discussions and/or activities pertaining to the subject are completed prior to the visit and again after the class returns. All field trips are motivated by a specific objective, both academically and socially/emotionally. Parental permission slips must be obtained at the beginning of the year for local field trips, and parents will receive communication about any field trip that is planned. Separate field trip forms will be provided for overnight trips. Students are expected to attend all field trips and to wear Crosland gear so that they can be easily identified. Participation is a privilege and students are expected to follow school rules and guidelines while off campus. Transportation for field trips may include the Crosland school bus and/or parent drivers. Parent drivers are required to complete the volunteer driver form to be kept on file.

L. Inclement Weather:

When weather conditions require closing school or altering the arrival and/or dismissal times, the information will be broadcast on local radio, television stations, and their websites. The John Crosland School will not necessarily follow the same policy as Charlotte-Mecklenburg Schools. Please look for The John Crosland School's announcement on the local radio and TV broadcasts. If no announcement is made, you may assume that school will operate on a normal schedule. If school is closed or dismissed early because of weather conditions, the Extended Day Program will be cancelled for that day. The school will not make up snow days unless they exceed five (5) in number. School closings will also be posted on our website (www.johncroslandschool.org) and the school's Facebook and Instagram pages provided there is no power failure. You may also check the websites for WBTV, WCNC, and WSOC TV stations.

M. Physical Education:

Students are required to participate in regular physical education classes. A student who is not to participate for medical reasons must have a doctor's excuse. If a specified date indicating when the student can return to normal activity is not included on the doctor's excuse, then another doctor's excuse must be obtained with this information before the student will be allowed to resume physical education classes. These excuses will be given to the registrar and placed in the student's file.

N. Student Drivers:

All student drivers must complete a parking permit form to be eligible to park on campus. All vehicles must be registered with the Director of Upper School. A student is not to be in his/her car, nor shall a student allow others to be in his/her car, when it is parked on school grounds. All students must park in the designated student parking area. Any infraction of driving or safety procedures by a student driver will result in the revocation of student driving privileges. The John Crosland School is not responsible for personal property while on campus.

Drivers must adhere to attendance and tardy policies to retain driving privileges. Please note the Attendance and Tardy Policy on pages 6-9.

O. DISMISSAL

School dismissal times are as follows:

Kindergarten	2:00pm
Grades 1 – 5	2:40 pm
Grades 6 – 8	2:50 pm
Grades 9 – 12	3:00

Early Dismissal 11:30 am (Lower School) 12:00pm (Middle and Upper School)

Wednesday Dismissal 1:40 (K-6); 1:50 (6-8); 2:00 (9-12)

- Students in grades K-5 are supervised until directed to enter their cars. In order to assure the safety of our students, no child will be permitted to leave the designated waiting area and walk down the sidewalk to a waiting car without a teacher. Parents are requested to observe the *No Parking Lane* and not leave their car unattended in the student pickup lane. If it is necessary to enter the building, please park in the faculty and student lot located on the side of the school. With your cooperation, students will be dismissed as quickly and safely as possible.
- Middle School and Upper School students will exit the front doors and may be picked up at the front of the building. Please follow the guidelines above so that safety is maintained at all times.
- When dropping off or picking up your child, please pull all the way up to the concrete pillars at the front of the school.
- It is critical that all drivers follow the directions of the teachers working in the car-pool area. Please treat them with courtesy and respect and understand that their focus is on the safety of the children.
- It is extremely important when dropping off or picking up your child (during anytime of the school day) that **you do not park your vehicle in front of the building** and come into the school. If it is necessary to enter the building, please park in the faculty and student lot located on the side of the main building.
- Afternoon supervision ends at 2:55pm in the Lower School, 3:05 in the Middle School and 3:15pm in Upper School. Students not picked up by that time will be sent to the Extended Day Program, and parents who are routinely tardy will be billed for this service. Exceptions can be made for students with siblings who have a 3:00pm dismissal.
- Students who are 18 years of age and older may be picked up UBER or Lyft at dismissal. Students under the age of 18 may be picked up and transported at dismissal by HELP or Skoober which are local chauffer services. Signed permission from parents allowing their children to be picked up by an on-demand transportation service will be required as the use of the service is contracted between the parents and the given company. The John Crosland School is not responsible for determining the safety of the driver or car, and parents are responsible for reviewing the vendor’s Terms of Use. The John Crosland School does not accept any responsibility or liability for any risks resulting from parents’ use of these services.

WEDNESDAY EARLY RELEASE INFORMATION

Students will be released early each Wednesday to provide teachers needed time for professional development, faculty and division meetings. We request parents pick up their child at early dismissal time unless they need to enroll in EDP.

EXTENDED DAY PROGRAM

The John Crosland School Extended Day Program is open to all enrolled students in grades K–12. Extended Day activities will include a snack, quiet homework hour, structured games or crafts, and free play outside (weather permitting).

The Extended Day Program will operate on all normal school days, Monday through Friday. Extended Day will not be offered on student holidays, however, WILL BE offered when school is in session on half-days (excluding the day before Winter Break and the last day of school). All Extended Day fees will be billed and collected through the school's business office.

Students will not be allowed to stay in Extended Day without advanced enrollment in the Extended Day Program. The students must be registered and the registration fee must be collected prior to his/her participation in the program. This form may be downloaded from the school's website.

EXTENDED DAY PROGRAM SCHEDULE:

The Extended Day Program will be offered from 7:00 am-7:30 am at no cost to families. Students should be dropped off and picked up at the "Extended Day" entrance located on the far side of the school. The after-school Extended Day Program will begin at dismissal and extend until 6:00pm **at the latest**. Parents/Guardians must enter the building and sign out students each day. There is a charge for after-school Extended Day Program.

TUTORING

Private tutoring is available Monday, Tuesday and Thursday afternoons starting at 3:30. Please contact Mrs. Bonner for scheduling and fees at lbonner@croslancomets.org.

LUNCH PROGRAM

Students are encouraged to bring a snack and lunch daily. The food sent should be of nutritional value. We request that you not send sodas or energy drinks to school. The John Crosland School offers parents the option of ordering lunches online. Our online program may be accessed at www.orderlunchexpress.com. Orders are placed for a full month at a time. The menu opens on the 10th and closes on the 24th of each month to order for the following month. The only exception is the order for January which opens on November 28th and closes on December 14th. Once the online ordering closes you will be unable to place an order.

In the event that your child forgets to bring a lunch, an emergency lunch will be provided. Emergency lunches are meant for emergencies only. If your child begins to require emergency lunches on a regular basis you will be notified by the school.

PEANUT OR TREE NUT POLICY

In an effort to avoid an accidental exposure to an allergy-inducing food the school works with students, staff and parents to minimize risks and provide a safe, educational environment for students with food allergies

A school-wide ban on nuts will not be implemented because it is impossible to guarantee and gives a false sense of security. The school cannot guarantee that a student or adult will never experience a nut allergy-related or other allergy-related event while at school or during school events off campus. Our ultimate goal is for the students to learn to keep themselves safe by advocating for themselves and making good choices.

Lower School:

Break: Students are encouraged to bring a snack for break time. All the students who eat a snack must sit at an assigned table on the playground/rainy day room.

Lunch Room: Students **are** permitted to bring nuts and nut products for their lunch. There is a labeled nut-free table for children whose allergies are severe enough to require an epi-pen. This table is cleaned each day immediately before lunch begins. Non-allergic students are allowed to sit at the nut-free table after it is

determined by a teacher that their lunch does not contain nut products. This is done to encourage inclusion and avoid singling out allergic students. All the tables are cleaned after lunch with soap and water. We maintain a strict No Food Sharing Policy.

Middle & Upper School:

Students in this age group who have food allergies are welcome to sit at the nut-free table at their discretion or by request of a parent. The No Food Sharing Policy is enforced with this group also. All tables are washed after each group uses them.

VENDING MACHINE POLICY

The vending machine in the multi-purpose room is to be used only during breaks and lunch time. The cost is \$1.00. Students will not be able to borrow money from staff or fellow students to purchase a drink. The school does not have the capability to make change for students. The drinks being dispensed are water, orange juice, apple juice, Powerade, and Powerade Zero. These are all USDA approved brands for NC schools. The Seniors have special privileges which include purchasing soft drinks from the machine in the teacher workroom. They will only be able to purchase soft drinks at lunch time.

FACULTY AND STAFF

The complete listing of faculty and staff is available on the website [linked here](#).

BOARD OF DIRECTORS

Dr. Stephan Finical* - Chair of the Board

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Mr. Mark Aysta

Mr. Tom Balke

Mr. Tim Bell

Ms. Victoria Bott**

Mr. Rob Brega

Ms. Rebecca Cheney**

Mrs. Genevieve deLemos**

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Parent of Former Student*

Parent of Current Student**