



Crossroads BAPTIST SCHOOL

Parent/Student Handbook 2025/2026

**3001 COUNTRY CLUB DRIVE
VALDOSTA, GA 31602
229.241.1430**

Crossroads Baptist School Handbook

The Crossroads Baptist School Parent/Student Handbook has been compiled to articulate community expectations at CBS. The guidelines outlined in this handbook are in place to enable CBS to teach students responsibility, self-discipline, a sense of community, independence, and purpose. It is the responsibility of the students to know and abide by the rules and procedures covered in this handbook. Parents should familiarize themselves with the handbook content so they can also adhere to the school's policies and procedures stated herein. In every aspect of our school, our goal is to establish a reputation in our community that will impact the world for Christ.

CROSSROADS BAPTIST CHURCH

Pastoral Staff

Senior Pastor	Garrett Grubbs
Executive Director	Ted Taylor
Adult Discipleship/Member Care Pastor	Jeff Ford
Next-Gen Pastor	Matt Gay
Worship Pastor	Timothy Stroud
Youth Pastor	Hunter Boyles
Associate Worship Pastor	Shane Padgett

School Staff

Principal	Diana Waldrep
Assistant Principal	Sandy Barnes
Office Admin Assistant (PT)	Wendy Shriner
Office Admin Assistant	Kimberly Lovelace
Registrar	Beth Ford
K3	Julie Tyler
K3 Para	Melanie Mason
K4	Cynthia Rothas
K4	Ellie Cole
K4 Para	Minga Longoria
K4 Para (PT)	Bri Bohn
K5-2 nd Resource	Barbara Hagan
K5	Meredith Gay
K5	Emily Salter
K5	Anna Saunders
1 st	Alexis Hodum
1 st	Kim Johnson
1 st	Christina Boswell
2 nd	Nikki Keller
2 nd	Bella Faller
3 rd	Melinda Adkins
3 rd	Pam Rogers
4 th	Tammy Bailey
4 th	Amy Leasure
5 th	Tara Chicola
5 th	Darlene Bauch
6 th /7 th	Jay Howe
6 th /7 th	Joyce Howe
Art	Ashley Lacey
PE	Jessica Mills
Librarian	Leone Haire
Library support	Susan Davis
Music	Lauren Stroud
Technology	Lindsey Moore
Spanish	Mirta Carta
ASP Director	Savannah Lovelace

Table of Contents

CBS Purpose	4
School Operating Hours.....	4
Communication.....	5
Service	6
Chapel Services	7
Safety	8
Accreditation/Licensing.....	9
Curriculum.....	10
Arrival Procedures	12
Dismissal	13
Absences, Tardiness and Early Check-Out.....	14
Before and After School Programs	17
General Information	19
Parent/Teacher Conferences	22
Grading System, Honor Roll and Special Awards.....	22
Speech Therapy	23
Health-related Guidelines.....	24
Registration & Tuition Information	26
Dress Code Standards.....	27
Code of Conduct	30
Smart Devices.....	33
Appendix	35

CBS PURPOSE

Affirmation

Crossroads Baptist School operates as a ministry of Crossroads Baptist Church and is a non-profit academic institution. We believe that the very core of a student's Christian education is both academic and the integration of Scripture. This includes the application of Biblical truth in every aspect of a student's life. It is our desire to minister to the whole child: physically, mentally, spiritually, and emotionally. We do so with a complete program built on the knowledge and belief of God's saving grace through Jesus Christ our Savior.

Vision

It is the intention of Crossroads Baptist School to foster in each child a desire to learn, a love and concern for others, a realization of who he/she is in Christ, and a vital and growing relationship with Jesus Christ.

SCHOOL OPERATING HOURS

Early Arrival Program	7:15 AM-7:55 AM
Drop-Off Time	7:50 AM-8:10 AM
Tardy Bell	8:10 AM
K3 -5 th	8:15 AM-2:45 PM
6 th -8 th	8:15 AM – 3:00 PM
Lunch	Determined by Grade
No checkout after	2:00 PM
ASP	3:00 PM-5:45 PM

COMMUNICATION

Crossroads Baptist School acknowledges the integral role that family plays in each child's education. We encourage parents' support in keeping an open communication between home and school. CBS realizes that part of the 21st century learning is adapting to the varying methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of today's learning. CBS urges employees and parents to be mindful of the information they post. Our social media posts should reflect professional and personal standards of honesty, respect, and consideration.

Communicating with Parents

CBS uses Constant Contact to communicate information about upcoming activities/events. Parents are encouraged to participate in Constant Contact. If parents are not receiving Constant Contact, they should contact the school office to sign up. An active email address is required. CBS utilizes Parent Alert text messages for important information (i.e. school closures, delayed start, inclement weather pickup changes)

Teachers will use class newsletters, REMIND App, and the FACTS app to keep parents informed about homework, tests, and upcoming class and school events. Those may be sent home on Friday in a paper copy or emailed to parents. Parents should check with their child's teacher as to which is used for that grade. Teachers send work home and pertinent information in the students' homework folders

Facebook & Other Social Media

Facebook and other social media are quick ways to communicate information. However, CBS has set several guidelines using Facebook and other social media.

1. Parents are asked not to request their child's teachers to be Facebook friends.
2. Teachers will not post pictures of school children on their Facebook page. Students' pictures can be posted on the CBS page (unless you notify the school otherwise).
3. Parents are asked not to post on social media remarks concerning CBS faculty or students that could be deemed as bullying, bashing, or negative. Posts should not be defamatory, rude, or abusive towards any member of the school community whether that be teachers, parents, students, school, or church staff.
4. CBS ask that no posts or comments be made that refer to specific individual matters between the school and the members of the community even if the individual is not named.
5. The CBS faculty and staff strive to abide by Zechariah 8:16, "These are the things that you shall do: Speak the truth to one another; render in your gates judgments that are true and make for peace."
6. Parents who have complaints should not post them on social media, but instead should discuss the matter with the teacher or principal.
7. If a parent has a concern or dislike, the parent may discuss the matter with the teacher or principal.

SERVICE

Galatians 5:13b” ...through love serve one another.”

Crossroads Baptist School is blessed and honored to have many people with a servant’s heart who continually work behind the scenes to make our school successful.

School Team

The Crossroads Baptist School Team is a “policy governance” committee. Each committee person is a member of Crossroads Baptist Church and serves a three-year term on a rotating basis. The committee is made up of members who have a special interest in educational matters including CBS parents, community leaders, and educators. The Crossroads Baptist Church staff is involved in an ex-officio capacity. The school committee works within the guidelines and policies of the church to establish school policies, set goals, and evaluate the affairs of the school.

Parent-Teacher Organization (PTO)

The PTO exists for serving the school and its families. It seeks to build a close relationship among parents and teachers through numerous activities and service opportunities. The PTO provides support, service, and social opportunities for the faculty, staff, parents, and students. Support and service is provided by the PTO volunteer network in areas of service whether inside the classroom or functions outside at social events. The PTO will participate in various fundraiser events in which the proceeds are used to supplement school needs. Parents may contact the school office at 229.241.1430 for our PTO President’s contact information, if you are interested in volunteering and serving in various activities.

Service Clubs

Crossroads Baptist School offers two community service clubs which are open to fourth and fifth grade students. To participate in either of these clubs, students complete an application form, have parent permission, and meet specific academic and behavior guidelines. The purpose of a service club is to provide/perform a community service and learn from that community service. Students evaluate each project in terms of goals accomplished. Parent permission is required when students leave the school campus to participate in an off-campus project. Each project is planned and evaluated in four categories: Planning, Action, Reflection, and Celebration.

4-H Club

4-H is sponsored by the Lowndes County Extension Service in conjunction with the University of Georgia Cooperative Extension. The 4-H Club meets on Monday from 2:45-3:30 alternating with Rota-Cadets. CBS staff members are 4-H Club sponsors. Topics discussed during the meetings are related to the Georgia Performance Standards and community opportunities. They generally meet on the first Mondays. (4-H club is offered based on student interest and leader commitment)

Rota-Cadet Club

The Rota-Cadets Club was first started as a service club in 2011 and is sponsored by North Valdosta Rotary Club. Rota-Cadets Club is the first elementary club sponsored by Rotary in Georgia. Mr. Bob Harrison has been instrumental in initiating the creation of the club. They meet on Mondays at 2:45 -3:30. They generally meet on the second Monday of every month. Rota Cadet Club is offered based on student interest and leader commitment

In choosing a project the students evaluate each project idea based on the Rotary Club evaluation system: *1. Is it the TRUTH? 2. Is it FAIR to all concerned? 3. Will it build GOODWILL and BETTER FRIENDSHIPS? 4. Will it be BENEFICIAL to all concerned?* Rota-Cadets evaluate the success of the project based on the Service Learning criteria. Projects include “Ringing the Bells” for the Salvation Army, “Meals on Wheels,” and reading to the preschool students.

Dress Down Day

On the second Tuesday of each month students can “dress down.” On this day students can wear clothing other than their uniforms. The choice of clothing must follow the dress code guidelines. (See Dress Code Standards for details.) Students are asked to donate \$1.00 to “dress down.” Each month the collected donations will be given to a charitable organization. The school follows the example of Acts 1:8 in choosing charitable organizations. The choices reflect local, state, national and worldwide endeavors which promote good for mankind and further the gospel of Jesus Christ. Some of the groups that CBS has supported are: The Salvation Army, Options Now, Mailbox Club, and Camp Crosspoint. The idea behind collecting the donation for the privilege of “dressing down,” and giving the money to a charitable group each month is to teach students to give, to invest in others and to service those in our community.

CHAPEL SERVICES

Wednesday Chapel Services

It is the goal of CBS to teach students to hide God’s Word in their hearts and to develop a Christian foundation in each student. One way that we accomplish this is through our weekly chapel program. All students participate in a mid-week chapel program on Wednesday. A member of the pastoral staff from Crossroads Baptist Church or the school principal shares a message, and the music teacher leads the students in praise and worship through music. Parents are encouraged to attend chapel with their children. Chapel is held at 8:35 AM for K3-1st grade classes and at 9:05 AM for 2nd-5th grade. Middle School Chapel is held at 10:00 AM.

SAFETY

We are continually assessing the safety of our school, the school property, and its student body. The Georgia Accrediting Commission, Inc. has specific safety guidelines that the school is required to implement and follow. Guidelines are set in place to ensure safety at the school. Thank you for adhering to the guidelines and helping to create a safe environment for your child at school. The church and school have installed many cameras around the campus and in the buildings to increase the safety measures. In addition to cameras, an intercom system has been installed in the school to increase communication abilities between the classrooms and the school office.

Cell Phone Usage during Arrival and Dismissal

When traffic is moving during arrival and dismissal, we request that everyone refrain from talking or texting on their phones. No one should be on the phone during this time. It is a necessary safety precaution. Our space is tight during arrival and dismissal; therefore, everyone needs to be alert. Being on the phone may divert the driver's attention. We are now a hands-free state and we ask parents to abide by the law.

Fire Drills/ Inclement Weather Drills/Lockdown Drills

CBS conducts monthly fire drills, inclement weather drills, and lockdown drills in accordance with the state standards and requirements. CBS reports each month's drill information to the Georgia Office of Insurance and Fire Safety Commissioner. Please refer to the appendix for terminology utilized for drills conducted on our campus.

Junior Fire Marshals

Two students from each classroom (K4-5th grade) are chosen to perform certain safety measures at the time of each fire or inclement weather drill. Junior Fire Marshals are trained at the beginning of the school year.

Locked Doors

The doors to our buildings are always locked. The front door of the main school building (facing the flagpole) is the entrance to the school. Ring the doorbell and someone will open the door and assist you.

Video Cameras

The school has video cameras for the security of our campus. The monitors are in the office and the principal's office. The church and school have installed additional cameras and upgraded the existing ones.

Visitor's Pass

Each time a parent visits the school campus, they are asked to secure a Visitor's Pass from the school office computer station. The school asks that parents wear the pass so that it can be easily seen. This would include times but not limited to parents working Hot Lunch, carrying lunch to the lunchroom, visiting the classroom or chapel. When parents secure a visitor's pass, they are asked to sign-in and then sign-out when they leave the campus. Visitor's passes may be secured only from the school office or in the Sanctuary for Chapel. *****Visitors other than parent(s)/guardian(s) will not be allowed to visit students on campus without permission from the parent(s)/guardian(s).***

ACCREDITATION/LICENSING

Crossroads Baptist School, Kindergarten – 8th grade, has become fully accredited through Georgia Accrediting Commission, Inc. (GAC). We are accredited with Quality in our K-5th grade program. Because of GAC, we are exempt from licensure from Bright from the Start according to rule # 591-1-.46(1)(b)14. We are currently in the active process of becoming Accredited through ACSI (Association of Christian Schools International) and COGNIA.

Georgia Scholarship Fund

Because Crossroads Baptist School is accredited through Georgia Accreditation Commission, the school is eligible to participate in the Georgia Tax Exempt Scholarship Program. The GOAL Scholarship Program allows GA taxpayers to redirect their tax liability from the general budget of the state to a scholarship fund that will benefit a private school of the taxpayers' choice, subject to the provision of the program. Taxpayers can designate CBS to receive the diverted tax money. The SSO with which CBS works through is Golden Dome. Additional information will be sent home in the fall for each family to submit. Please visit the Golden Dome Website for more information.

GoldenDomeFund.org

Georgia Promise Scholarship Program

Signed into law in 2024 through Senate Bill 233, the Georgia Promise Scholarship Program aims to empower families to pursue exceptional educational opportunities through non-public schooling, including private schools and home study. Should eligible families choose to leave public school (or forgo attending as a new kindergartner) to participate, the Georgia Promise Scholarship will allow families to use funds for private school tuition and fees, required textbooks, tutoring services, curriculum, physician or therapist services, transportation services, and other approved expenses. Please visit the Georgia Promise Scholarship website for more information: [Georgia Promise Scholarship – Access Achieve Succeed](#)

CURRICULUM

CBS curriculum encompasses a strong core of academic knowledge and skills intertwined with Christian principles. It is designed to provide a solid foundation for all future learning. Our curriculum comes from a variety of publishers. Our dedicated teachers and staff possess a desire for learning, a love for children, and a commitment to Christ.

Course of Study

Core Subjects: Bible, Language Arts (reading, writing, spelling, and grammar), Math, Social Studies, and Science. Elective classes: music, physical education, art, and technology (Spanish is offered if we are able to find a teacher for this elective). (Some of these classes are offered only in certain grade levels.) The following publishers are used at various grade levels to fulfill the academic requirements and incorporate state standards: A-Beka Books, ACSI's *Purposeful Design*, Bob Jones, and Reading A to Z, in math, reading and spelling, Shurley English, ABeka and Zaner-Bloser Handwriting, *Step Up to Writing*, *Words Their Way*, as well as other supplemental materials. *****On-going training in the Orton-Gillingham Method for reading/spelling takes place throughout the school year for our staff.***

For middle school, in addition to the basic core classes, there will be opportunities for students to participate in advanced math classes starting in 6th grade. For 8th-grade students, they will have the chance to earn high school credits in physical science, Spanish, and Algebra.

Integration of Bible and Biblical Truths

We teach from a Christian worldview, integrating the Bible and biblical truth into every subject. We believe the Bible to be the inspired Word of God, inerrant, and infallible. We utilize Christian School International, ABEKA, Purposeful Design, and Positive Action as our formal curricula, along with additional support materials, to teach biblical truths. We also use the Mailbox club lessons to supplement our Bible curriculum.

Textbooks

Our school continually explores and reviews available texts and curricula for use in the classroom. Our goal is to use the best available textbooks in each subject area that meet our criteria for teaching the students and presenting God's truth. The textbooks and workbooks are the property of the school. If a student withdraws or is dismissed from the school, they are required to return all school textbooks, workbooks, and library books before their records will be released.

Standardized Testing

A standardized test is administered annually to students in grades 2 through 8. The purpose of this test is to determine the school's national and ACSI academic standings, provide individual achievement scores, and provide teachers with valuable grade-level achievement information. CBS will also use the results to evaluate the curriculum and student academic development. Parents will receive individual score reports for their children. Crossroads Baptist School will administer the Iowa Test of Basic Skills (ITBS) in the spring.

In the Fall, students in grade 5 will participate in the Cognitive Abilities Test (CogAT). The CogAT measures students learned reasoning abilities in the three areas most closely related to success in school:

- The Verbal Battery measures students' abilities to reason with words and concepts. These reasoning abilities play an important role in reading comprehension, critical thinking, writing, and virtually all verbal learning tasks.
- The Quantitative Battery measures students' abilities to reason with quantitative symbols and concepts. These reasoning skills are significantly related to problem solving in mathematics and other disciplines.
- The Nonverbal Battery measures students' abilities to reason with geometric shapes and figures. To perform successfully, students must accurately implement strategies for solving novel problems.

Physical Education

Physical Education is a part of the curriculum for grades K3-8th. Students will be graded on participation and attitude, not ability. PE is Monday-Friday. Children must be dressed appropriately for PE (athletic shoes, socks, and shorts/pants/jeans, NO Boots.) Teacher-directed PE occurs daily. Students are to wear only athletic shoes on days they have PE.

ARRIVAL PROCEDURES

Arrival Time

Regular drop-off time begins at 7:50 AM. Parents are asked not to drop off students earlier than 7:50 unless students have Safety Patrol duty or students attend early arrival program.

PreK – Middle School

The number one goal for arrival and a specific carline routine is the safety of our students and staff. Adhering to the specific arrival/dismissal procedures will help ensure this safety.

Parents with a student in **PreK, K5-2nd Grades; Middle school** should enter the campus **only** from **Eager Road**. Adults and trained Safety Patrol students are on duty to assist the students from their vehicles to the classroom. Parents are asked to remain in their vehicles while dropping off students. If parents have students in PreK or 3rd-5th, you would continue around in the parking lot (adjacent to Country Club) to the right past the church office and around to the side of the Fellowship Hall building. PreK drop-off is at the designated drop-off area located on the side of the Fellowship Hall building. PreK parents will continue straight into the parking lot and exit onto Green Meadow Drive. For parents with students in 3rd-5th, a drop-off area for students will be marked in the parking lot near the upper fields/playground. Safety Patrol students and staff members will be on hand to assist students out of their cars.

After the first day of school parents are asked not to walk their child to the classroom. No student is permitted to walk from the parking lot and through the traffic unless an adult escorts them.

Parents with only **students in 3rd-5th grades** should enter the entrance off of Country Club nearest to the Green Meadow Drive Red light and drive to the designated drop off area in the parking lot next to the playground/green space. Parents will exit the parking lot onto Green Meadow Drive. **See maps in the appendix; refer to video instructions sent out by the school office

K3 & K4 Students

Parents dropping off K3 & K4 students should enter the campus from Eager Road. As you enter the campus, make an **immediate** left into the parking lot. Turn right down the last parking lot lane facing the main school building where the school office is and follow the parking lot to the end and make a left toward Country Club Drive. **Do not turn at the flagpole.** This causes congestion in traffic. Continue around past the church offices and turn right into the parking lot. Drop off and Pick up will take place on the side of the Fellowship Hall building. Adults are there to walk the K3 & K4 students to their classroom. Students will enter the building through the glass doors of the Fellowship Hall and will be escorted/directed to their classroom.

Students adjust more easily to the classroom environment when parents drop off their children instead of walking them to the classroom. **After the first day of school**, parents are asked not to walk their K3 or K4 child to the classroom.

K5, 1st Grade, 2nd & Middle Schoolers

Parents dropping off K5, 1st, 2nd & Middle School Grade students should enter the campus from Eager Road and continue straight toward the white gate with stop signs. Parents will drop their student(s) off at the front of the school office sidewalk. (Please note – this will change slightly when construction between buildings is complete) Parents will exit onto Country Club if they do not have a student in 2nd-6th grade.

If parents do not have students in grades PreK, 2nd-Middle School are to exit the campus onto Country Club Drive, if parents have students in 2nd-8th you would continue around in the parking lot (adjacent to Country Club) to the right past the church office and around to the side of the of parking lot toward the “new parking area” located next to the playground and green space/upper field. A drop off area for students in 2nd – 8th will be marked. Safety Patrol students and staff members will be there to assist students out of the car.

****See maps in the appendix for visuals/instructions.**

DISMISSAL

2:20 Dismissal

K3, K4 & K5 students who do not stay for ASP or **DO NOT** have older siblings at CBS may leave at 2:20. Parents must sign up for the 2:20 pick-up plan. Parents who choose the 2:20 dismissal time must use it daily.

K5, 1st, 2nd, & Middle School Grade Dismissal

The number one goal for dismissal and a specific carline routine is the safety of our students and staff. Enter the campus **only** from **Eager Road**. **Form two lines of traffic at the tree near the flagpole.** This will avoid a backup of traffic on Eager. At the flagpole cars will merge into one line of traffic by alternating a vehicle from each line. Pull up to the next available loading area in front of the school office when picking up your child. Adults and trained Safety Patrol students are there to assist in the loading of the students.

Middle School Dismissal is at 3:00pm. Students will be brought out to the front of the main school building by their teachers during dismissal.

If you **DO NOT** have a student in Prek, or 3rd -5th you will Exit onto Country Club Drive. When exiting stay LEFT to exit on to Country Club from the car line.

If you are picking up a PreK student stay right and pull around in the parking lot to the side of the building where our PreK staff will be waiting with your student.

If you are picking up a student from 3rd -5th grades, then you will turn right in the parking lot and follow the parking lot up to the designated pick-up area next to the playground/green space area. Parents picking up students from 3rd – 5th grade will exit the parking lot onto Green Meadow Drive.

Parents are asked to show respect to drivers entering from Eager Road and not enter the campus from Country Club Drive then cut through the parking lot to enter in the line of

traffic coming from Eager Road. Please park in the parking lot, if you are picking up your child at the door. Do not park in the parking spaces near the school building during dismissal. This parking will be for carline.

Picking up Students Late

Dismissal begins at 2:45 for elementary students. All students in elementary should be picked up by 3:00. Parents may stagger their pick-up time to avoid the line of traffic. We recognize there are times parents may be running late and your child will be at school beyond the regular pick-up time. If an emergency occurs and parents run late, please call and let the school office know of the situation. If parents are after 3:00 in picking up students, students will be sent to ASP and parents will be responsible for paying the ASP fee for the day. The daily rate for ASP is \$12.00 per child.

Middle school students should be picked up by 3:10.

Parents are asked not to enter the school building (any of the buildings) during dismissal time. The hallways are too busy and crowded with students. Teachers are responsible for students during dismissal and are attentively listening for students' names to be called. Teachers are not available for conferences until after 3:00. Conference appointments should be made in advance. If parents need to converse with a teacher, parents may email, call the teacher, call the school, and/or talk with the teacher after 3:15 by appointment. If students need to come back into the building to get forgotten textbooks or study materials, feel free to allow students to do so. If it is after 3:15 PM, they should check in with the school office first. Parents are asked to follow the drive through pattern for dismissal and pick up students at the loading zone at which they fall in line.

ABSENCES, TARDINESS, AND EARLY CHECK-OUT

Guidelines for Absences/Tardiness

Tardy

A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period.

1. Excused: Late arrival to school or class as a result of reasons defined herein as excused absences or as a result of events physically out of one's control such as inclement weather, documented transportation delays, health related emergencies, power outage, compliance with court order, etc.
2. Unexcused: Arriving late to school or class as a result of oversleeping, parent errands, etc.
 - a. 15 Unexcused tardies: Parents will be asked to meet with the Principal.
 - b. 20 Unexcused tardies: Parents will be asked to meet with the Next-Gen Pastor and Principal.

Excused Absences

1. Personal illness of the student or when attendance in school would endanger the health of the student or health of others. Upon the student's return to school, appropriate medical documentation may be required within 3 days of the absence

2. Serious illness or death in the student's immediate family necessitating the absence. In the case of serious illness, students are required to present medical documentation to validate the absences as and excused absence within 3 days of the student's return to school
3. Court order by governmental agency mandating the student's absence from school
4. Weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety
5. Other absences to be determined by, and at the discretion of the school (**Vacations** are not considered excused absences – Makeup work will not be sent on vacation with the child)

Makeup Work will be completed at school, unless other arrangements have been made in advance with your child's teacher.

Attendance Policy K5 – 8th Grade

Students are expected to attend school in accordance with the state's compulsory attendance law.

Grades Relating to Absences

Grades shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons. (See above Attendance Policy).
2. Make up work for excused absences have been completed satisfactorily. Student will make up work when he/she returns to school.
3. Written excuses have been turned in to the school.

Make-up work for unexcused absences and unexcused tardies, are considered unexcused and must be made up in a timely manner (1-2 days upon arrival back to school and is up to the discretion of the teacher). Students will receive a grade no higher than a 70 for all assignments and/or tests not completed in a timely manner. Being absent does not excuse a student from making up the missed work.

Tardiness

We value punctuality at CBS. Students should arrive at school early enough to be in their classroom and prepared to begin work at 8:15 AM. A student is tardy if they are not in the classroom ready to begin class at 8:15. The gate and the East Door (door under the covered driveway) will be locked at 8:10 AM. Parents will need to come into the office and sign in their K-3 thru 8th grade child/children when they are tardy. Students will be given a tardy pass to enter their class. Teachers will admit tardy students only if they have a tardy pass from the office. If a student does not have a tardy pass he/she will be asked to go to the office to get one.

Guidelines for Tardies for K5 – 8th Grade

1. Excused Tardies/Early Check-outs would include the following:
 - a. Appointments with doctor, dentist, health care provider, lawyer, court of law, or military deployment/leave,
 - b. Family emergency
 - c. Death or tragedy in the family
2. When a student checks in at school, an excuse from the health care provider should be provided. If one is not provided by the health care provider, the parent must write a note stating the excused reason for the tardiness or early check out. Students must make up any classwork missed when not at school.
3. When a student is tardy, the parent or person transporting the student to school must come into the office and sign in the student. Do not drop off your child for them to come in by themselves.
4. Unexcused tardies/early check-outs would cover any activity which would be covered in the excuse reasons
5. After **10 unexcused** tardies/check-outs a second letter will be sent.
6. Parents of students with **15 unexcused** tardies/checkouts will be asked to meet with the Principal.
7. For 1st grade – 8th grade students, after **20 unexcused** tardies/check-outs a “Time for Time” consequence is implemented. Each time a student is tardy, he/she will “give back” time. This may be accomplished through loss of a fun activity, loss of a portion of recess, loss of lunch with friends, or time after school. Kindergarten students will not be required a “Time for Time” consequence. Possible DFCS (Department of Family and Children services) referral will be made at the discretion of the Principal.
8. At **25 unexcused** tardies/check-outs (K5 – 8th grade), the parent will be asked to meet with the Principal and Headmaster. They will evaluate the student’s academic performance. Students will continue to give back time through “Time for Time.” Students with more than 25 unexcused tardies/check-outs for the year may be retained at their current grade level or dismissed from school.

Guidelines for K3 & K4 Students

1. Excused Tardies would include the following:
 - a. Appointments with doctor dentist, health care provider, lawyer, court of law or military deployment/leave.
 - b. Personal or Family illness
 - c. Death or tragedy in the family.
2. When a student checks in at school, an excuse from the health care provider should be provided. If one is not provided the parent must write a note stating the reason for the tardiness or early check out. This is to be given to the teacher.
3. When a student is tardy, the parent or person transporting the student to school must come into the school office and sign in the student.
4. Unexcused tardies are defined as anything not covered in the excused tardy list.

Early Check-out

To check out a student early, the parent **must come to the school office** and sign out the child. The office will send/call for your child. This applies to K3 – 8th grade students. Parents are asked not to go to the classroom, lunchroom, or playground, and ask the teacher to release the child to them.

There are no check outs after 2:00 PM. When students are checked out early, they miss academic instructional time. (Early checkouts after 2:00 PM interfere with our early dismissal car line; our office staff is helping with other duties around campus therefore limits assistance with early checkouts.)

Classroom Interruptions

Parents are not to go directly to the classroom to give an item to a child that they might need. Parents are asked to bring the items to the office. Our goal is to have as few interruptions to academic instruction as possible.

Returning to School

If a student is checked out and returns to school in the same day, parents are asked to come to the office and check the student back in school.

Perfect Attendance

Perfect attendance certificates will be awarded to students who attend school every day and have less than five unexcused tardies for the year.

BEFORE AND AFTER SCHOOL PROGRAMS

Early Arrival Program

The EAP begins at 7:15 AM for parents who need to leave their children before the regular drop-off time which is 7:50 AM. Parents may drop off EAP students at the Front office. The teacher will dismiss the students to their class at 7:55. K3 and K4 students will be walked to their classroom by a staff member. The fees for Early Arrival Program are listed below. There is no Registration Fee to sign up for the EAP; however, we ask that you do sign up in the office.

Fees for Early Arrival

Monthly = \$50.00	Due on the first day of the month.
Weekly = \$15.00	Due the week of attendance.
Daily = \$5.00	Due on the day the student participates in the program.

Envelopes for EAP payment are available in the office. Please complete the information on the white envelope and use the drop box in the office. Monthly EAP payments may be paid when tuition is paid online. Weekly or daily payments are paid when EAP is used. Please make checks payable to CBS. It is helpful to the financial office if EAP/ child's name is written on the bottom of the check.

After School Program

Crossroads offers an after-school program that is available to any student who attends CBS. It is a safe and fun place for children to go once the school day has ended. ASP time is 3:00-5:45 each day that CBS is in school. On all days that school dismisses early, (12:00) ASP begins at the dismissal time. Some of the activities in which students participate during the school year are: community service projects; science, art, playground time and homework/study time. Parents may choose from several plans of participation. Fees are based on the number of days that students stay. For more detailed information related to ASP contact the school office. See Appendix.

Fees for ASP

Daily = \$12.00

Weekly = \$50.00 (\$40.00 2nd child)

Monthly = \$190.00 (\$160.00 2nd child)

GENERAL INFORMATION

Eating Lunch

Parents are encouraged to visit the school during lunch and eat with their children. All visitors must visit the school office to obtain a visitor's pass before going to the classroom and/or lunchroom. Only your child (children) is/are allowed to eat lunch with you. Lunch is 30 minutes. After lunch students continue their academic schedule and parents are not allowed to visit after lunch time. Please return to office and check out.

Lunches should be healthy in nature. Students should not bring carbonated drinks to school. When bringing lunch from a local vendor, parents are asked not to bring a carbonated drink.

Microwaves are only available for students in 5th-8th grade to heat their food. This is a privilege we offer to our 5th -8th graders. Students are "trained" on how to safely utilize the microwaves. There are no "do overs" with using the microwave. Microwave use can be suspended at the discretion of the teacher(s) and/or Principal.

Toys/Electronic Games

Each classroom is equipped with educational toys and materials appropriate for each age group. The teacher will inform parents when the class will be having Show & Tell. (Do not send toy guns or knives.) Please keep all personal toys/stuffed animals at home unless otherwise directed by your child's teacher. Electronic games are not allowed at school. The school does not assume responsibility for the loss or damage of any toy, phone, or electronic game.

Lost and Found

Please be sure your student's name is clearly marked on **all** his/her personal belongings, including clothing, lunch box, book bag, etc. Lost and found articles will be kept only for a short time. All unclaimed articles will be given to charity.

Lost or Damaged Books/Property

School issued textbooks and library books are the property of the school. School issued hardback books must be covered and remain covered for the entire year. Students may purchase cloth covers or use brown paper bags. Students are required to pay for any lost or damaged books that belong to the school. Parents are responsible for the cost of replacing or repairing school property damaged by their child. (This includes furniture, textbooks, playground/PE equipment, classroom and library items and any other school properties.)

Chromebook Policy

Students in grades 4-8 will have access to Chromebooks. There is a Chromebook Policy that parents will need to review with their student(s), sign and return to school each year.

Information Changes

It is of the utmost importance that student information be kept up-to-date. Parents should notify the school office of any change of address, telephone numbers, emergency contact, e-mail address or other pertinent information (change in physician's phone number, student allergies, etc.) related to the student. Any change in custody or pickup information must be communicated to the school office.

School Closings

In the case of inclement weather, Crossroads Baptist School will usually, but not always, follow the lead of the local public-school systems. Parents will be notified of the school closing through Parent Alert, Constant Contact, teacher emails, and/or phone calls.

Basic Classroom Supplies

(Please check our website for the school supplies list)

Each student in K3 – K5 needs to bring a change of clothes in a zip-lock bag labeled with the child's name on it. As the weather changes, the clothes in your child's bag should also be changed.

1. K3 - 8th graders need an insulated lunch box.
2. K3 - 8th grade students will need to bring a book bag. K3 & K4 teachers ask that their students have a book bag large enough for their weekly folder – no skulls or inappropriate designs. **No rolling book bags.**
3. Students are responsible for such items as pencils, notebook paper, crayons, glue, and other materials. Each teacher will have a list of individual supplies.
4. Each grade level will have specific supplies that the teacher will require.
5. **Student's name should be put on all his/her personal items. (i.e. jackets, water bottles)**
6. The School Store will have many of these items for students to purchase. (cost ~ \$1-\$3)

Birthday Celebrations

Students can celebrate their birthdays at school. Parents are asked to abide by the following guidelines:

1. Only light snacks/treats should be served.
2. Birthday celebrations occur during snack time or lunch time only.
3. Entire class/grade (depending on grade/class) should be included.
4. Parents must communicate with the teacher **at least three days in advance** to make specific arrangements.
5. Academic instructional time is not interrupted.
6. Special food allergies of students in the class should be taken into consideration.
7. Students are not to bring presents to school for birthdays.
8. Birthday invitations to parties held outside of school may be given out in the class/grade **only when every student in the class or to every student of the same gender is included.**
9. Students with summer birthdays may also celebrate their birthday when arrangements are made between the parent and teachers.

Field Trips

Field trips have an academic purpose, enhance the curriculum related to each grade level, and are valuable aids for learning. Parents will receive field trip information approximately two weeks in advance. For students to participate, a permission form will need to be completed and returned to

school. Teachers will not be allowed to accept verbal permission from parents for students to attend a field trip.

Teachers will send home all information related to the specific needs for the trip such as lunch, attire, departure and return to school. Transportation to and from off-campus trips will be via CBC buses (for upper grades) and/or parents/grandparents of students in the classroom. Parents who drive are required to supply the teacher with a copy of their insurance card and driver's license each time they drive. Students eight and under must be in a booster or car seat when riding with another parent.

Parents who are driving other students will also be asked to be responsible for helping manage a group of children assigned to them by the teacher. Chaperones are expected to caravan to and from the field trip/school and follow the teachers' guidelines. Chaperones are not allowed to take students to any place other than the school and the field trip destination unless written permission is granted by parent.

Siblings are not allowed to attend field trips taken by CBS sisters or brothers. Field trips are tailored for specific age groups and for that class/grade only. Parents who have agreed to chaperone should be available to help monitor the students on the field trip. Attending to other children will hinder that responsibility. K5-8th grade students are expected to attend all field trips. There are no accommodations for students who do not attend scheduled field trips. The student must remain home that day. Field trips are exciting, educational and standards based. Guidelines for driving will be given to drivers by the teacher.

Student Records

Parents are required to supply the school with a copy of these forms on each student. The following forms must be signed by a physician/health department and must be in place by the first day of school:

1. K3 Students:
 - a. Certificate of Live Birth
 - b. Social Security Card
 - c. Pre-school Immunization
2. K4-8th Grade:
 - a. Certificate of Live Birth
 - b. Social Security Card
 - c. School Certificate of Immunization (Form 3032) Must be updated by 7th grade**
 - d. Certificate of Ear, Eye, and Dental Exam (Form 3300)

Enrollment of Students

The birthday deadline for students entering Crossroads Baptist School is September 1st. Therefore, if a child turns five years old after September 1st, he/she will be placed into a K4 class. This correlates with the State of Georgia guidelines. This applies for all age groups.

Potty-Trained

All children **MUST** be completely potty-trained to attend CBS. This means that the child needs no assistance in going to the restroom. Should a child soil his/her clothing, the parent will be contacted.

Treat Baskets for K3 and K4

A treat basket will be sent home each Friday with a child in the K3 and K4 classroom. The child will bring it back on the following Friday with treats for the whole class/grade. The teacher has detailed information related to the treat basket.

Withdrawing Students

Parents are asked to sign a Withdrawal Form when a student withdraws from CBS. The school will not release a student's records without a signed Release of Records Form from the school that the child will be attending. The new school will generally fax this request. If there are outstanding fees, loss of textbooks, or missing library books, CBS will not release the records until the indebtedness is settled. The school will scan and email the records to the child's new school. When a student withdraws during any portion of the month, no portion of the month's tuition will be reimbursed.

Release of Records

When a new K5 – 8th grade student enters CBS, parents are required to sign a Release of Records form in order for CBS to request the student's school records from the previous school which the child attended.

Special Education Service

Crossroads Baptist School does not offer special education services. If a teacher is concerned about student's behavior, speech, or academic progress, they may suggest that the parent consider referring the child to the public-school systems for testing or to VSU for a speech and language assessment. Parents may also choose private testing. CBS is not equipped to serve students who have extensive special educational needs. We will, however, work with students who have IEPs as approved by the Principal, Academic Coach and classroom teacher.

Receiving Private Services

If a student receives private services such as speech or other services and parents wish to consider outside therapist coming to the school to work with their child during the school day, the parent must clear the process through the school office before the arrangements are made. Receiving outside services must be arranged for the child's academic instructional time not to be interrupted. The school is very limited on space and a room may not be available at the desired time. Before the academic day begins or during ASP may be an appropriate time.

PARENT/TEACHER CONFERENCES

Teachers are available for parent conferences during the teacher's planning period and after 3:15. Teachers are not available for parent conferences in the morning before school unless the conference is scheduled by the teacher and occurs before 7:45. If parents would like a conference with their child's teacher, they may call the school, send a note, or email the teacher to request a conference. The teacher will respond to the request.

GRADING SYSTEM, HONOR ROLL, AND SPECIAL AWARDS

Report Cards

Report cards will be available for viewing four times a year in our FACTS system. The office staff will send out an email when report cards are available. The grading periods are nine weeks each.

Kindergarten does not receive a report card the 1st nine weeks. There is no interim report sent home mid-way through the nine weeks. Parents may use FACTS to check grades at any time. If parents need information related to FACTS, they may contact the school office. Report Cards are held the last nine-weeks grading period if there are outstanding financial responsibilities. Report Cards will be made available through FACTS for 2 weeks once the grading period ends. Parents are responsible for printing their student(s) report card if they would like a hard copy.

Grading System

A = 90 – 100 B = 80 – 89 C = 70 – 79 F = Below 70

Promotion/Retention Policy

CBS retains the right to not promote any students failing 2 or more subjects. It is also CBS policy not to place students who are failing 2 or more subjects.

Honor Roll Criteria

A Honor Roll: Student must have all “A’s”

A/B Honor Roll: Student must have combination of “A’s” and “B’s. (Nothing below 80)

A “Below Grade Level” or “U” in the academic areas or elective classes disqualifies a student from the Honor Roll. Conduct is addressed separately from the academic classes and does not affect a student’s honor roll status.

Good Citizen Award

After each nine weeks’ grading period, a student will be chosen from each classroom to receive the Good Citizen Award. The student must demonstrate qualities such as kindness, respect to adults as well as fellow classmates, Christian leadership, and a positive example.

Perfect Attendance

To qualify for perfect attendance the student may not miss any days of school including half days. Any student who leaves early (before 11:45 AM) or arrives late (11:45 AM or later) will be ineligible. Students must also have no more than five unexcused tardies for the year. Students will be recognized for each nine-week perfect attendance.

Middle School Homework/Assignments

Students are required to turn in assignments on the due date. Points will be deducted if the assignment is turned in late. The maximum number of days for submitting an assignment is 3. After 1 day late, 5 points will be deducted; after 2 days late, 10 points will be deducted, and after 3 days late, 15 points will be deducted. After 3 days of missing an assignment, the assignment will receive a failing grade. If your child is sick, please send in a doctor’s note, and days will be adjusted accordingly.

SPEECH THERAPY

Valdosta State University

Speech Therapy is offered to any student who meets the requirements as set by the Valdosta State University Speech Department. VSU provides speech therapy services for CBS students who qualify. Parents and/or teachers may submit a request to have an initial screening. If it is determined that further speech testing is needed, a parent permission form will be required. If it is determined that

therapy would be beneficial, then services will be offered at the speech clinic on VSU campus. Speech Therapy is provided twice a week for qualified students.

HEALTH-RELATED GUIDELINES

Illness/Injury

A student who is injured or who feels ill during the day may request permission from his/her teacher to go to the school office. The office personnel will attend to the student's (or teacher's) concern. **The parent will be contacted by the school office** if it is determined that the child must go home because of illness or before any pain medication is administered.

Accidents

In the case of accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach the parent, we will first call the emergency contacts listed on the Student Information Card, then child's physician and/or ambulance. The parent will be expected to assume responsibility for any resultant expense.

Immunizations

Every student must have an up-to-date Georgia Certificate of Immunization record on file in the school office and it must be signed by a responsible health source. Parents are asked to review their child's immunization record with their physician and present an updated record to the school when needed. Students whose records need to be updated will have 30 days to update records after they have been notified by the school.

1. The forms that are required are Form 3231 (Certificate of Immunization)
2. The state annually audits student health forms. Any student who is not in compliance will not be allowed to attend school until proper forms are submitted per the Georgia Health Department.
3. K4 – 8th Grade require the Eye, Ear, Dental Form # 3300 in addition to the 3231 Form. **This form must be updated by 7th grade.**

EPIPEN

If your student's allergies require the use of an EPIPEN, please provide their prescribed EPIPEN along with written information as to the use of the EPIPEN.

Medications

Medications should be given at home rather than school whenever possible. However, if there is a need for a student to be given prescription medication during school hours, the parent must bring the medication to the school office in its original container and provide the school with written permission for the school to administer the medication. The student then must come to the office for the designated person to give the medication.

Students are not permitted to carry any medication (including over-the-counter) while on campus. Students with medical conditions such as diabetes, asthma, or severe allergies should keep their medication in the school office.

The only over the counter (OTC) medications stocked in the office are: acetaminophen (Tylenol), ibuprofen (Motrin/Advil), Tums, Benadryl, and eye wash. These medications will be given only after the parent has been contacted. The office will administer an antibiotic ointment or give students cough drops if needed.

Parents may not be contacted when administering an antibiotic ointment or giving cough drops. If parents desire the school to administer prescription medication, an Authorization for Medication Form must be completed by the parent.

All medications sent to the school by the parent must be sent in the original container and a form completed and signed by the parent for medications to be dispensed.

To provide the best care and safety for our students, parents must keep the school office informed of any changes in a student's medical concerns, medications, allergies, or emergency contacts.

Illness Guidelines

It is the priority of the school to keep all our students healthy and in school. One way that we can all work together is to prevent the spread of illness. If your child is not feeling their best, please use the following guidelines to determine whether they should be in school.

Fever – If a student has a temperature of greater than 99 degrees a parent will be contacted. If the temperature is greater than 99.5 degrees, the parent will be contacted and the child will be sent home. Remember that students must be fever-free (98.6 degrees) without the use of fever reducing medicines like Tylenol or Motrin, for 24 hours before returning to school. This precaution is to maintain a healthy school environment.

Vomiting or diarrhea – A child with vomiting or diarrhea should stay at home and return to school after being symptom-free for 24 hours. Your child will be sent home if either of these occur during the school day.

Pink eye – Pink eye or conjunctivitis caused by a virus or bacteria can be passed to others (contagious). Red or pink eye is characterized with burning or itching, crusty eyes or white/yellow drainage from eyes. The doctor may give your child antibiotic drops. The child should stay home for 24 hours after the first dose of medicine has been administered. The child's eyes should be free of drainage before returning to school.

Strep Throat – Students must receive 48 hours of antibiotic therapy and have no fever for the preceding 24 hours before returning to school.

Head Lice – If lice are discovered during the school day, the parent will be called and the child will be sent home. Students should stay home until they have been treated with a lice-removal product and the nits (eggs) are removed. CBS has a "No-Nit" policy – students may not return to school until they have a letter from the doctor or health department stating that they are determined to be "nit-free." Head checks should continue at home for 10 -14 days following the initial outbreak.

COVID-19 – Parents are to notify the school office if your child tests positive for COVID-19. Refer to Appendix for specifics regarding COVID-19.

Other Illnesses

If a student contracts measles, meningococcal meningitis, mumps, pertussis (whooping cough), rubella (German Measles), tuberculosis, chicken pox, Lyme disease, hepatitis A or other communicable disease or food borne illnesses, please notify the school. The student will be

required to be cleared by their doctor in order to return to school. A note must be sent to the school stating that the student has been cleared to return to school.

REGISTRATION AND TUITION INFORMATION

New Student Registration Fee

The Registration Fee, a non-refundable, non-transferable fee, is paid each year by all new students. This fee is due at the time of registration or acceptance and will hold a place in the appropriate grade for the student. Enrollment is not complete, and the student's place is not guaranteed until this fee is paid. If a student withdraws and then returns later, the student will be required to pay the Registration Fee.

Tuition Deposit

The tuition deposit is non-transferable and non-refundable. If a student moves due to a parent's transfer of employment out of the area, the tuition deposit may be refunded before June 1st. No part of the tuition deposit is refundable if a student withdraws after June 1st or during the school year. The fully paid tuition deposit guarantees a returning student's placement in the appropriate grade for the upcoming school year. It also completes the requirements for enrolling a new student.

Tuition

Tuition is due on the day set up in our FACTS system. Please do not ask the school to hold a check to avoid a late fee. Payments that are not paid in full by the date that you select in FACTS will automatically have a late fee assessed through our FACTS system.

Tuition Discount Policy

Discounts on tuition are available. **You may choose one:**

1. Multiple Siblings: 2nd and 3rd child \$25 per child per month.
2. Crossroads Baptist Church Membership -- \$25 per child per month.

Payment Application Policy

When a family makes a payment to CBS, the payment is applied to the oldest receivable first, and then to succeeding receivables.

Return Check Policy

A \$25 fee will be assessed on all returned checks.

CBS DRESS CODE STANDARDS

The following information is the guidelines for CBS Dress Code Standards. Uniforms are required for all students K3 – Middle School. ***Please note adjusted codes for Middle School only***

Uniform Days

Every day, unless noted otherwise, is a uniform day. Uniform shirts can be purchased at Ink and Cotton (600 N Patterson Street Valdosta, GA 31601). Check out the school website for spirit wear and other spirit items. Friday shirts and Spirit shirts can only be worn on Fridays or designated days made by your child's teacher for a special event (i.e. field trip)

Shirts, Blouses, T-shirts

The following may be worn:

1. Crossroads Baptist uniform t-shirts can be picked up at or ordered through Ink and Cotton. Uniform t-shirts are defined as navy, red or white t-shirts with the Crossroads Baptist School emblem on the left side.
2. Solid Polo-type shirt in navy with the Crossroads emblem ordered through Ink and Cotton.
3. Students may wear regular polo-style shirt in red, navy, or white with no emblems (small horse for Polo, small C for chaps, small check for Nike – are all acceptable no inscriptions, personal initials, or embellishments on it. Polo type shirts are solid collared shirts with two or three buttons in the front. These may be purchased from a variety of stores if they have no ruffles, bows, or ties on the shirts in the front, sleeve, or at the bottom.
4. As weather cools students may wear a solid red, white or navy plain long-sleeve t-shirt underneath a Crossroads Baptist School uniform short-sleeve t-shirt.
5. Red shirts must be a red color and not burgundy or cranberry color. Navy blue cannot be a lighter blue in color.
6. The only t-shirt that can be worn is the uniform Crossroads t-shirt, short or long sleeve.
7. For girls, the peplum type blouse is not acceptable to wear. See Mrs. Waldrep if unsure if your child's shirt is acceptable or not.

Shorts, Long Pants for Boys & Girls

1. Solid khaki (tan, not olive), navy, or denim jeans, pants or shorts can be worn by both girls and boys.
2. Girls shorts and skirts must be fingertip length. **(Tennis skirts are NOT allowed)**
3. No ruffles or other embellishments are allowed on shorts.
4. Solid cargo or Bermuda shorts in khaki or navy may be worn.
5. Students are not to wear sweat-type pants or athletic wear.
6. Jean and/or jean shorts with holes are unacceptable. Cut-offs are not appropriate.
7. White or red shorts or pants are not acceptable.
8. Students must wear pants or shorts at the waist.

Girls: Skorts, scooter skirts, skirts

1. Girls may wear skorts/scooter skirts and skirts in khaki, navy, or denim.(NO Tennis skirts)
2. Skirts and skorts may be uniform style cloth with pleats but not ruffles or embellishments.
3. Girls may wear leggings under shorts, skirts, or dresses.
4. Skirts, skorts, and shorts must be finger-tip length. Finger-tip length is defined as: the garment is long enough that the fingertips of the student's hand touches the fabric when their arms are fully extended.
5. When girls wear skirts or jumpers, shorts must be worn underneath them.

6. Girls may not wear leggings as pants. Pants and shorts may not be tight-fitting knit-type material.

Jumpers and Dresses for Girls

1. Jumpers are to be navy or khaki. Uniform jumpers can be purchased through Ink and Cotton.
2. Jumpers and dresses are not to have ruffles on the bottom of the outfit. Jumpers with pleats are acceptable to wear. Blouses, polo-type shirts, or uniform shirts should be worn under the jumpers.
3. The finger-tip length applies to dresses and jumpers as stated above.
4. Denim type material may not be worn as jumpers or dresses.
5. Girls may wear the polo-style cotton knit type dress if they have no ruffles on the dress. The dresses must be straight, solid red or solid navy.
6. Safari shirt type dresses, ruffles on dresses/shirts, peplum blouses and V-neck jumpers are not appropriate.

Shoes/Socks

1. Socks and shoes with closed toes and heels are to be worn; (Heelys are not allowed)
2. Flip-flops, sandals, backless shoes, cleats, platform heels, slippers, and Crocs are not to be worn at any time **even on dress down days**.
3. Athletic shoes with socks must be worn on PE days.
4. Girls may not wear fish-net type hose/leggings.
5. Girls may wear shoes without socks if appropriate.

Students in Middle School only may wear backless shoes on days they do not have PE

Hair/Headwear

1. Students are required to be well groomed. Hair should be neat and clean.
2. There may not be any extremes in hair length, color, or shaved heads. Headbands, and Mohawks are not acceptable for boys. (Boys with longer hair must wear in a bun)
3. Girls' hair accessories should be modest and match the school uniform.
4. Students are not to wear bandannas.

Sunglasses & Hats

1. Students do not need sunglasses at school unless there is a medical reason for students to wear them.
2. Hats are not appropriate for school unless it is "Hat Day" for their class or some other special event in which the teacher has informed the parents.

Friday Shirts & CBS Spirit Shirts

1. Students wear Friday Shirts on Friday and designated events.
2. One Friday shirt is included with your child's tuition.
3. Extra shirts may be purchased through Ink and Cotton.
4. Parents are encouraged to purchase shirts also.

Field Trip Dress

Depending on destination of the field trip and the weather the teacher will determine the appropriate attire for each trip.

Non-uniform Days

Non-uniform days relate to the second Tuesday of each month which is Dress Down Day, picture day, or special days that are considered a non-uniform day. Parents are notified when there is a non-uniform day. On Dress Down Day students pay \$1.00 to dress down. This donation is given to a local charity. On other non-uniform days students do not give money to dress down.

1. Girls may wear a shirt/blouse/dress that has straps which are at least three fingers in width and fits appropriately around the arms.
2. Shirts/blouses cannot have spaghetti or narrow straps. The shirts cannot be a crop-top/halter top. Shirts may not be cut out in the back so that part of the back is exposed.
3. Shorts, skorts, skirts, jumpers or dresses must be long enough that the fingertips of the students touch fabric when their arms are fully extended.
4. Clothing must fit appropriately—not too tight or baggy.
5. Jeans cannot have holes in them. Cut-offs cannot be worn.
6. Students may not wear outside clothing that is see-through or shows underclothing.
7. Student's clothing may not have inappropriate slogans or pictures.
8. When wearing a sports jersey, a shirt must be worn underneath if the jersey has holes in it.
9. Students must wear shoes with closed toes and heels. They may not wear flip-flops, sandals (even if it matches the outfit), backless shoes, Crocs, cleats, or platform shoes.
10. Attire should not be distracting in the classroom setting.
11. Shorts should be worn under dresses, skirts, or jumpers.

General Guidelines

1. Friday shirts & Spirit shirts are worn only on Fridays and/or designated events.
2. Jewelry should be modest with no skulls or other worldly inscriptions.
3. Outer wear includes hoodies, jackets, sweaters, and vests. These should not have pictures, slogans, or inscriptions of secular groups, skulls, or anything offensive to the Christian standards of CBS. (Long sleeve T-shirts are not considered outer wear)
4. Tennis shoes are required on PE days. Shoes should have closed toes and heels. Sandals or flip-flops are not acceptable on any day even dress down days.

Violations of Dress Code

1. On the first violation of the dress code a Dress Code Violation note will be sent home to inform parents of the violation. However, if the dress code violation is completely inappropriate, the parent will be called to bring a change of clothing.
2. If a second offence occurs, a second Dress Code Violation note will be sent home.
3. If a third offense occurs, the parent will be called to bring a change of clothing to school.
4. If a fourth offense occurs, the parent will be called to take the child home for the day and the absence will be considered "unexcused."

CODE OF CONDUCT

Students learn respect and obedience when there are boundaries in their lives. It is our goal at CBS to set clear and safe boundaries for students to have a positive experience and enjoy success.

Positive reinforcement for behavior that is honoring to Jesus, to parents and to students themselves is practiced at CBS; however, there are consequences for negative behavior. Each classroom has rules, along with rewards and consequences.

Students enrolled at CBS are expected to refrain from any behavior that adversely affects the testimony of Jesus Christ and Crossroads Baptist School. Students are expected to display behaviors that follow the Word of God. Students are not allowed to use bullying techniques in their relationships with classmates. Love, concern, courtesy, and kindness are expected behaviors in relationship with others at CBS.

Kindness – Ephesians 4:32

Obey the Authority in any Situation – Ephesians 6:1-3, Proverbs 12:1

Love – John 15: 12, Romans 12:10

Respect Others – Philippians 2: 3; Matthew 7:12

General School Rules

1. Listen carefully and follow directions.
2. Stay in your seat, work quietly, and do not disturb others.
3. Raise your hand and wait to be recognized before speaking.
4. Use manners and be respectful to other students, adults, and all property.
5. Be quiet in the hallways and bathroom
6. Keep your hands, feet, and objects to yourself. Inappropriate touching is not acceptable.
7. Use appropriate language always.
8. Bullying is not acceptable.

CBS Discipline Plan

Classroom Discipline Plan Procedures

1. Each grade/teacher will have the classroom discipline plan for their class posted in the classroom for students to be familiar with the plan.
2. Teachers will send home an outline of the classroom discipline plan for parents to be aware of the plan.

School Wide Discipline Plan Procedures

1. Teachers will follow classroom procedures and routines which are posted in the classroom.
2. When a student chooses not to follow the classroom procedures, parents are notified.
3. Parent notification: email, letter, text, or phone call.
4. Face to Face Conference with the Parent.
5. Repeat offenders will have In Class Isolation to include lunch, recess and elective.
6. Visits to the Office to conference with the principal for the same type offense or continuous disruptions.
 - a. First Visit: Discussion with Principal; create a discipline plan and notification home; Principal discipline.

- b. Second Visit: Discussion with Principal; create a discipline plan and notification home; Principal discipline. Parent Conference with the Principal.
- c. Third Visit: Discussion with Principal and notification home. Visit for same offense: One-day school suspension.

There may be an occasion when a student chooses to make unsafe or incorrect decisions and may need to be sent to the office immediately.

Immediate Office Referral

1. Any physical contact with the intent to harm another student as well as a verbal threat.
2. Blatant disrespect to the teacher which may include but not limited to verbal, physical or incorrect body language.
3. Disrespectful Language (threats, profanity, inappropriate subject matter).
4. Vandalism and destruction of school property.
5. Uncontrollable actions while at school.
6. Zero tolerance for bullying – repeated offences = immediate office referral

In the event of an immediate office referral

- a. Follow discipline plan and steps above.
- b. (Speaking with the student, contact with parent, office referral)

There may be occasions when a student will be required to have a three-day suspension. This will be at the discretion of the Principal. If unacceptable behaviors continue, a student could be expelled from school. The Principal will consider each case individually.

Preschool Aggression Policy

Aggressive behavior includes actions such as slapping, hitting, or hurting another person; pushing, shoving; or using verbally aggressive language – all of which may or may not be provoked. Because our school would like to partner with parents to provide a safe environment for our students, CBS has established the following policy for aggressive behavior:

1. Each incident will be documented with a description of the event.
2. The parent is required to sign the incident report that will be filed in the child's incident folder. The teacher will notify the parent to discuss the problem either on the phone or in person.
3. After three aggressive incidents by a child, considered by the teacher to be unprovoked, the parent will be called to the school to perform disciplinary action. The parents is expected to have a discipline plan before arrival.
4. After a parent has come to discipline his or her child three times in a nine-week period, the next notification will be for the parent to pick up his or her child for the remainder of the day.
5. If a child is picked up three times by a parent for aggressive incidents, the child will not be allowed to attend school for one week. A conference with the Principal and Headmaster is then required for a child to return to school.
6. A child who returns after a week of absence and performs aggressive behavior two additional times will be dismissed from school for the rest of the school year, and the child must have approval from the Principal, Next-Gen Pastor and a health care professional to attend the preschool the following school year.

CBS strives to provide a safe, loving, and healthy environment for all children and parents are expected to partner with the school in this effort.

Parent/Spectator Code of Conduct for Sporting Events representing Crossroads Baptist School

1. I understand that the use of foul language towards anyone (coaches, teammates, officials, opponents, or spectators) will not be tolerated. I will not engage in any language or actions with the intent to initiate, hurt, intimidate, or humiliate any player, coach, official or spectator.
2. I will not tolerate these acts from any players, coaches or adults associated with Crossroads Baptist School. These acts shall be considered harassment and will result in the immediate removal from the practice, game, or event.
3. I will not post on any social media site with the intent to initiate, hurt, intimidate, or humiliate any player, coach, official or spectator. The posting of negative, demeaning, or derogatory comments will not be tolerated. These acts shall be considered harassment and may result in immediate removal of your child from the school.
4. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing, taunting or using profane language or gestures. I will maintain self-control at games, practices, and other club events.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and demonstrate positive support for all players, coaches, officials and spectators at every game, practice or event.
6. I will not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.
7. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
8. I will demand that my child treat all players, coaches, officials, and spectators with respect. I will praise my child for playing hard, competing fairly.
9. I will never ridicule or yell at my child or other participant for making a mistake or losing a game.

SMART DEVICES

PEDs (Personal Electronic Devices) include smart phones, smart watches, tablets, laptops, headphones and other devices that can transmit information electronically or connect to the Internet. This does not include electronic devices provided by the school. In accordance with Georgia House Bill 340, the use of PEDs is prohibited during the school day, and devices must be turned off and stored in the student's school issued locker or bookbag. If you need to reach your child while at school, please call the school office at 229-241-1430.

Reference to **smart devices** in this document includes mobile phones, iPods, iPads, smart watches, and any hand-held device that has internet connectivity or image capturing ability.

Parents and caregivers are reminded that in cases of emergency, the school office remains the vital and the appropriate point of contact and can ensure your child is reached quickly and assisted in the relevant way. **Passing on messages through school reception is the only acceptable and correct way to contact students; this also reduces the likelihood of disrupting lessons inadvertently.**

Students should only make contact with parents/caregivers via the school office not their smart devices; (for example, if feeling unwell)

Acceptable Uses

Smart devices **should be switched off and kept out of sight and in the school bag at all times**, from the point of entry to the school site until exiting the site. Smart devices should not be used during lessons or while moving between lessons. Smart devices should also remain off during lunch.

Exemptions may be permitted only in exceptional circumstances if the parent/caregiver specifically requests it (medical grounds). Such requests will be handled on a case-by-case basis and should be directed to the Principal. **(*Middle school teachers will discuss their acceptable use policy)**

Unacceptable Uses

Smart devices should **not** be used to make calls, send SMS messages, access the internet, take photos, take videos, gain access to social media or use any other application during the school day or other educational activities.

Smart devices must not disrupt classroom lessons with ring tones, music or beeping. They should be turned off at all times and placed in the student's bag, out of sight while on the school campus.

Using smart devices to bully or threaten other students is unacceptable in or out of school. Cyber bullying will not be tolerated. In some cases, it can constitute criminal behavior. If the use of technology humiliates, embarrasses or causes offence it is unacceptable, regardless of whether

“consent” was given. Where necessary school staff may confiscate smart devices and/or involve the police.

All smart devices, including internet capable watches, are banned from all examinations.

Smart Device Infraction

1. First Infraction: Student will have device taken away and returned at the end of the school day.
2. Second Infraction: Student will have device taken away and a parent will have to come pick up the device from the school office.
3. Third Infraction: Student will not be allowed to bring a smart device to school unless a parent conference with the Principal is held.

Crossroads Baptist School is not responsible for lost, damaged, or stolen smart devices.

****If you object to your child participating in being videoed or photographed for school use (i.e. CBS Facebook/Instagram page, newspaper, community events, marketing resources, etc.) you must contact the principal in writing within 10 days of the student’s enrollment.**

Appendix



Crossroads

BAPTIST SCHOOL

COVID-19 Protocol

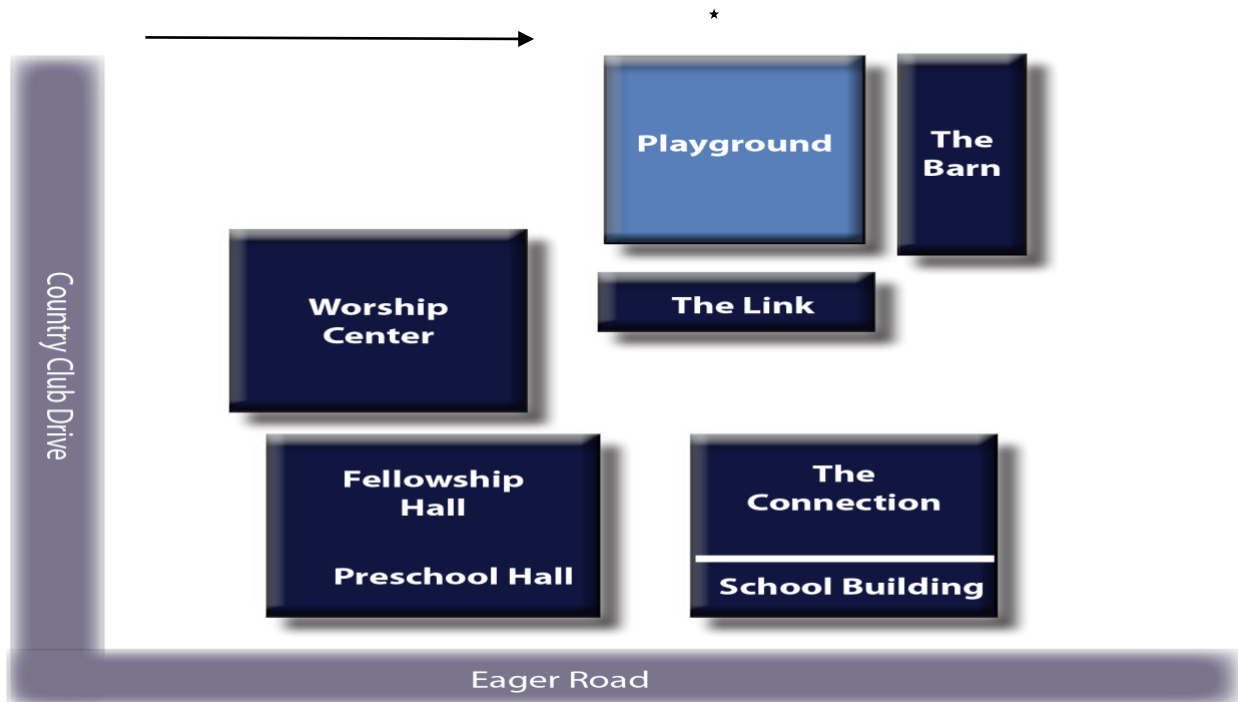
Please DO NOT send your child to school if he/she presents with a cough, sinus drainage, sore throat, headache, stomachache and/or diarrhea, or any other symptoms that may be associated with COVID-19. We understand that as the day goes on symptoms may begin or occur at school, however, if you know your child is not feeling well, do not send them to school.

If your child tests positive: he/she must isolate for 5 days. After the initial 5 days, if he/she has no other symptoms, your child may return to school but must adhere to strict mask use when around others for an additional 5 days while at school. If you choose for your child not to wear a mask after the 5th day, your child will need to remain at home for those days.

Thank you for working with us to keep our school safe and healthy for our students and staff. Please contact the school office if you or your child tests positive for COVID-19.

****This page may have been submitted before updates were made by the CDC/medical professionals' guidance. It may be updated periodically without notice.**

CAMPUS MAP

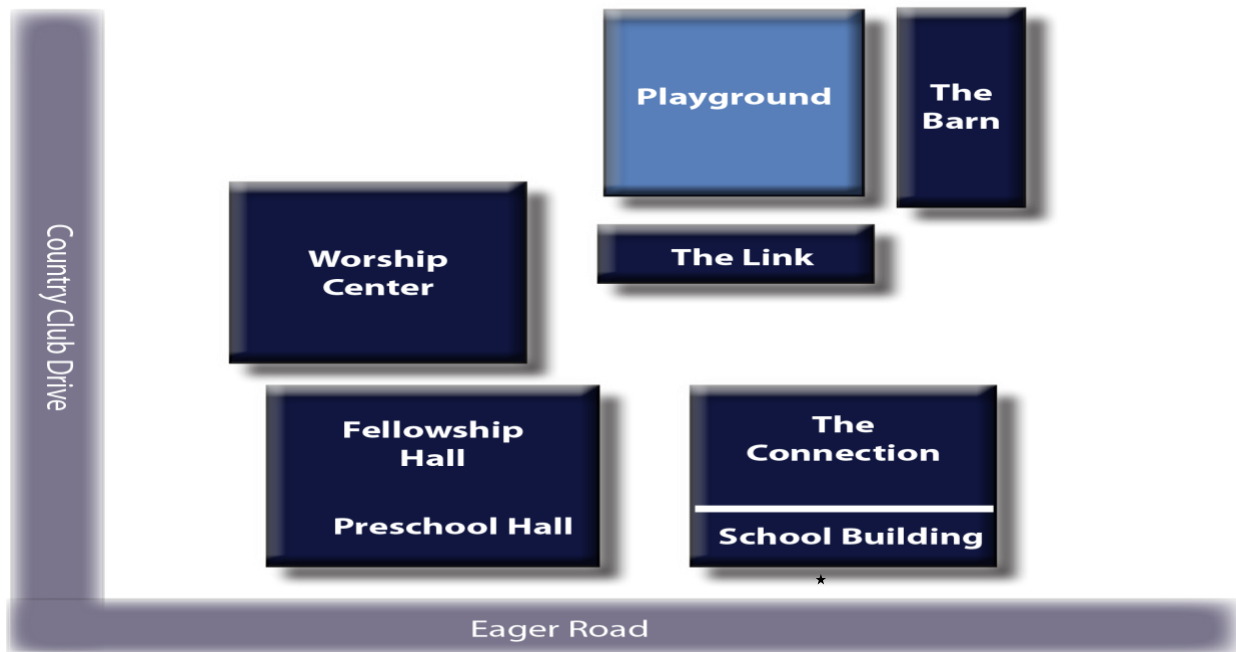


Crossroads Baptist School Instructions for Drop off and Pickup 3rd - 5th Grades

1. Enter the parking lot from Country Club Drive closest to Green Meadow Drive stop light. **DO NOT block traffic on Country Club** (Turn left into the parking lot and wind back up to merge into the carline)
2. Pull around to the designated spots located near the Playground/Upper Field areas
3. Exit the parking lot onto Green Meadow Drive.

(**Families with multiple students in grades PreK-8th will pick up their students from the K5-2nd) pick up area. The school office will notify these families in advance)

CAMPUS MAP

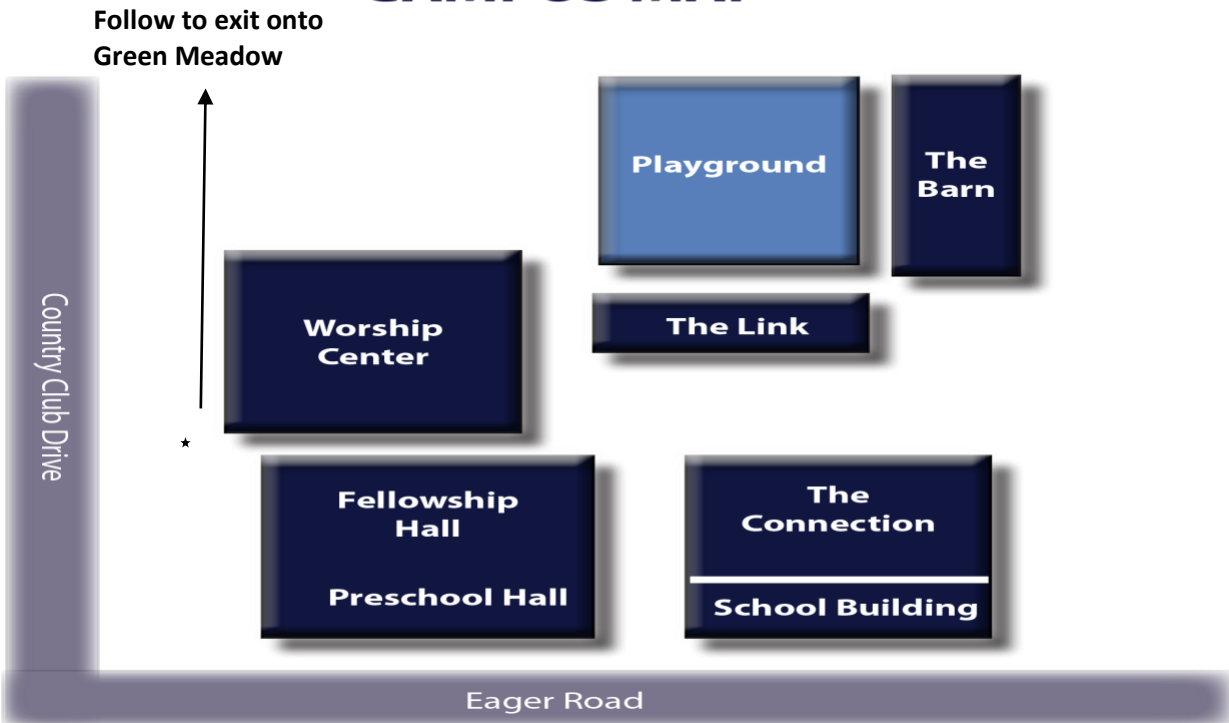


Crossroads Baptist School

Instructions for Drop off and Pickup K5, 1st, 2nd, 6th, 7th & 8th Grades

1. Enter the parking lot from Eager Road
2. Continue Straight toward the Yellow Gates/Stop Signs
3. Drop off / Pick up your student at the designated locations on the sidewalk by the school office
4. Continue Straight in the parking lot and exit onto Country Club
5. **If there are siblings** continue in the parking lot past the church offices and turn right in the parking lot (See Prek map and 3rd -5th map)
6. **Exit onto Green Meadow Drive**

CAMPUS MAP



Crossroads Baptist School Instructions for Drop off and Pickup Pre-K Students (Without older siblings)

1. Enter the parking lot from Eager Road
 2. Make an Immediate Left into the parking lot and make a right at the last lane of the parking lot—Yield left to cars dropping off /picking up at the main school building
- **Do not block the main school building line of cars
3. Go past the Church office doors and make a right toward the side of the Fellowship Hall building
 4. Drop off and pick up your student at the designated locations on the side of the Fellowship Hall building
 5. Continue Straight in the parking lot and **exit onto Green Meadow Drive**