



Crossroads

BAPTIST SCHOOL

Parent/Student Handbook 2020-2021

**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 set forth in this handbook are in place to afford CBS the ability to teach students responsibility, self-discipline, 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 too can adhere to the school policies and procedures stated herein. In each aspect of school, our desire is to establish a reputation in our community that will impact the world for Christ.

CROSSROADS BAPTIST CHURCH

Pastoral Staff

Senior Pastor	Dr. Ken Alford
Executive Pastor	Mark Avery
Music & Media Pastor	Tony Harman
Associate Music Pastor	Shane Padgett
Youth/Outreach Pastor	Ross Cook
College and Young Adults Pastor	Matt Gay
Children's & Families Pastor/Headmaster	Matt Hughes

School Staff

Principal	Diana Waldrep
Office Administrator	Beth Ford
Office Support/ASP/EA	Christy Morse
K3	Jameka Simmons
K4	Julie Tyler
K4	Julie Henry
K4	Kimberly Lewis
PreK Para	Marcy Keen
PreK Para	Emily Slaughter
PreK Para	Nicole Sutton
K3/K4 Resource	Barbara Hagan
K5/2 nd Resource	Karen Barker
K5	Katie Jo Blevins
K5	Ashley Byer
K5	Meredith Gay
1 st	Ellyn Godwin
1 st	Pam Rogers
2 nd	Patricia Hendley
2 nd	Nikki Keller
3 rd	Melinda Adkins
3 rd /Academic Coach	Cheryl Cole
4 th	Abigail Wilson
4 th	Tammy Bailey
5 th	Callie Bryant
5 th	Christy Scoggins
Art	Melissa Hesselning
PE	Tony Flail
Librarian	Leone Haire
Librarian	Susan Davis
Music	Adrienne Reissinger
Technology	Mary Crawford

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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	7:55 AM-8:10 AM
Tardy Bell	8:10 AM
K3-5 th	8:15 AM-2:45 PM
Lunch	Determined by grade
No check out 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 emails, they should contact the school office to sign up. An active email address is required.

Teachers will use class newsletters to keep parents informed about homework and upcoming events of the class and school. 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. Parents should check the Student Planner for homework and communication about special events.

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.
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 Advisory Team

The Crossroads Baptist School Advisory Team advises the Principal and the Headmaster of Crossroads Baptist School on matters related to the school’s policies, procedures, personnel, and finances. Each team member is a member of Crossroads Baptist Church and serves a three-year term on a rotating basis. The team is made up of members who have a special interest or expertise in educational matters.

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 or email the PTO president, Emily Slaughter, at femme02.es@gmail.com or call her, Cell – 229.300.8426, if they 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.

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 PM - 3:30 PM. They generally meet on the second Monday of every month. CBS staff members are club sponsors.

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 Caris. 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 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 of Crossroads Baptist Church shares a message, and the music minister 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-K5 classes and at 9:05 AM for 1st-5th grade.

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 which the school is required to implement and follow. Guidelines are set in place to ensure safety at the school. Thank you for abiding by the guidelines and making the school a safe environment for your child. The church and school have recently installed many new 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 and Inclement Weather Drills

CBS conducts monthly fire drills or inclement weather drills in accordance with the state standards and requirements. CBS reports each month's drill information to the Georgia Department of Insurance.

Junior Fire Marshals

Two students from each classroom 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 flag pole) 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. 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.

ACCREDITATION/LICENSING

Crossroads Baptist School, Kindergarten – 5th grade, has become fully accredited through Georgia Accrediting Commission, Inc. 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.

Georgia Scholarship Fund

The State of Georgia supports school choice through the Georgia Private School Tax Credit law. It allows eligible private citizens and corporations to receive tax credits for donations to Student Scholarship Organizations (SSOs). SSOs provide student scholarships to parents of eligible children who plan to attend private schools.

Our school partners with the Golden Dome Scholarship Fund (www.goldendomefund.org/) to receive and distribute scholarship funds on behalf of our students.

At the beginning of each calendar year, generous donors provide funds to Golden Dome. In return, they receive a credit to use for their current year taxes. Tens of millions of dollars are donated to scholarship funds every year through this program. We encourage any citizen of Georgia who is eligible to participate in this wonderful opportunity to support private school education. More information is available by contacting Golden Dome (229.247.5285) or Pastor Mark Avery (229.242.17636).

During the year, the school office will send out a very simple application form to help student families access those funds. Please return the application within the deadline so that we can credit your account with those funds.

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. (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* in math and spelling, Open Court, Scholastic Guided Reading, Shurley English, ABeka and Zaner-Bloser Handwriting, *Step Up to Writing*, *Words Their Way*, as well as other supplemental materials.

Integration of Bible and Biblical Truths

We teach from a Christian worldview and integrate the Bible and biblical truth in every subject. We believe the Bible to be the inspired Word of God, inerrant, and infallible. We use Christian School International and ACSI Purposeful Design as the formal curricula along with other 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/curriculum 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, the student is required to return all school textbooks, workbooks, and library books before records will be released.

Standardized Testing

A standardized test is given annually to students in grades 2nd through 5th. 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 administers the Terra-Nova Standardized Test in the spring.

Physical Education

Physical Education is a part of the curriculum for grades K3-5th. Students will be graded on participation and attitude, not ability. PE is on Monday or Wednesday. Children must be dressed appropriately for PE (athletic shoes, socks, and shorts/pants/jeans, NO Boots.) Students are to wear only athletic shoes on days they have PE.

ARRIVAL PROCEDURES

Arrival Time

Regular drop-off time begins at 7:55 AM. Parents are asked not to drop off students earlier than 7:55 AM unless students have Safety Patrol duty or students attend early arrival program.

K5 – Fifth Grade Students

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. Enter the campus **only** from **Eager Road**. As you enter from Eager Road follow the drive to the back of the school building, make the loop in the back between The Link and The Connection and drive under the covered driveway. Drop off all K5 – 5th grade students at this point. Adults and trained Safety Patrol students are on duty to assist the students from their vehicle and to the classroom. Parents are asked to remain in the vehicle while dropping students off. Parents are to exit the campus onto Country Club Drive.

Do not drop off any K5 – 5th grade students at The Link, at The Connection, front of the church or near the administration building or on the side of the school building. This is for the students' safety.

Second, fourth and fifth grade students who are in other buildings on campus should be dropped off at the east door under the covered driveway only. Parents are asked **not** to drop off students near The Link or Barn even when there is inclement weather. The school makes sure that the students will get to class safely. Do not drop off students between the buildings.

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. A K5 – 5th grade traffic pattern is included in the Appendix of the handbook.

Please do not enter the campus from Country Club Drive because of the drop-off of K3 & K4 and other parents exiting the campus. Do not exit onto Eager Road. When visiting the school, park only in the big parking lot at the school.

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 and follow the parking lot to the end and make a left toward Country Club Drive. **Do not turn at the flag pole.** This causes congestion in traffic. Stop at the administration building entrance and drop off K3 & K4 students. Adults are there to walk the K3 & K4 students to their classroom. Students will enter the building through the glass doors of the Administration Building.

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. A K3/K4 traffic pattern is included in the Appendix of the handbook.

DISMISSAL

2:20 PM Dismissal

K3, K4 & K5 students who do not stay for ASP or have older siblings at CBS may leave at 2:20 PM. Parents must sign up for the 2:20 PM pick-up plan. Parents who choose the 2:20 PM dismissal time must use it daily. A map is in the Appendix of the handbook.

K3 – 5th Grade Dismissal

Again, 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. Follow the drive to the back of the school building, make the loop in the back between The Link and The Connection and drive under the covered driveway. For traffic to move more smoothly, we have four loading zones. Pull up to the next available loading area when picking up your child. Adults and trained Safety Patrol students are there to assist in the loading of the students. Exit onto Country Club Drive. When turning at the flagpole to exit there will be two lanes to follow: go left if you are exiting to Country Club; take the right lane if picking up a K3 or K4 student. There are two exits onto Country Club Drive, one near the traffic light at the corner and the other near the church Worship Center.

K3 and K4 students are picked up at the Church Office and Fellowship Hall Building after picking up the older siblings. If the K3 or K4 student is the only student being picked up at 2:45 PM, enter the campus from Eager Road, and immediately turn left into the parking lot, drive through the parking and turn left toward the Church Office and Fellowship Hall Building. Stop at the Church Office and Fellowship Hall Building and pick up the preschooler.

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. Do not turn at the flagpole. 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 area is for cars to pull over to buckle up small children.

Picking up Students Late

Dismissal begins at 2:45 PM. All students should be picked up by 3:00 PM. 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.

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 PM. 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 3:00 PM 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.

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 Headmaster 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 – Fifth 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 could receive a grade no higher than 70. Make-up work must be completed in a timely manner when an unexcused absence occurs. Students will receive a zero 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 5th 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 – 5th 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. Parents of students, who have received **5 unexcused** tardies/check-outs, will receive a letter from the school.
6. After **10 unexcused** tardies/check-outs a second letter will be sent.
7. Parents of students with **15 unexcused** tardies/checkouts will be asked to meet with the Principal.
8. For 1st grade – 5th 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.
9. At **25 unexcused** tardies/check/outs (K5 – 5th 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.
5. Parents of K3 and K4 students who have received 15 unexcused tardies will receive a letter from the school.

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 – 5th 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 7:55 AM. Mrs. Christy Morse manages the program. Parents may drop off EAP students at the East door under the covered driveway or walk them to Room #205/207. If you choose to walk your child to the room, you need to park in the parking lot so that the driveway is not blocked. Cars left unattended in the car line impede the drop-off process for everyone. 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 = \$40.00	Due on the first day of the month.
Weekly = \$12.00	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. 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. CBS employees staff the ASP program. 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 Christy Morse or see the Appendix section of this document.

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 grade to heat their food in the 1st half of the year. In January, this privilege is extended to the 4th grade students. 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. Electronic games are not allowed at school. **NO fidget spinners are 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.

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 Constant Contact, teacher emails, and/or phone calls.

Basic Classroom Supplies

(School Year 2020-2021 – the list basic school supplies will be purchased by the school for each student. It is our gift to parents during this challenging time.)

1. 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.
2. K3 - 5th graders need an insulated lunch box.
3. K3 - 5th 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.
4. Students are responsible for such items as pencils, notebook paper, crayons, glue, and other materials. Each teacher will have a list of individual supplies.
5. Each grade level will have specific supplies that the teacher will require.
6. **Student's name should be put on all his/her personal items.**
7. The School Store will have many of these items for students to purchase.

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.

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 -5th 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. K4-5th Grade:
 - a. Certificate of Live Birth
 - b. Social Security Card
 - c. School Certificate of Immunization (Form 3032)
 - 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 mail/fax 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 – 5th 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.

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 issued four times a year. 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 the nine weeks. Parents may use *Jupiter* to check grades at any time. Access information to *Jupiter* will be sent home at the beginning of the school year. If parents want information related to *Jupiter*, they may contact the school office. Report Cards are held the last nine-weeks grading period if there are outstanding financial responsibilities.

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 the 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.

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 – 5th Grade require the Eye, Ear, Dental Form (Form 3300) in addition to Form 3231.

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.

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.

COVID-19

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. We will follow all CDC guidelines and recommendations regarding COVID-19.

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. (Student’s temperature will be checked before exiting the vehicle at drop-off; and if sent to the office by their teacher)

Cough – If a student has a continuous cough with no fever, he or she will be sent home. This precaution is to maintain a healthy and safe school environment.

Possible symptoms may include (but are not limited to) the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19. Should a student, staff member, or family member come in contact with an individual that has tested positive for COVID-19 please contact the school office to let Mrs. Waldrep know. The CDC recommends the individual stay home for 14 days after exposure.

Should a student or staff member test positive for COVID-19 the individual will not be allowed to return to school until the following criteria are met

- 3 days with no fever and
- Symptoms improved and
- 10 days since symptoms first appeared

Individuals may test positive for COVID-19 with no symptoms. He or she will not be allowed to return to school until 10 days have passed since testing took place.

The above information was taken from the CDC website. Please visit the CDC website for more information.

REGISTRATION AND TUITION INFORMATION

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.

Presently enrolled student are not required to pay a registration fee each year, but they are required to pay the first half-months of tuition to reserve their spot for the next year.

Withdrawal by Default

If a presently enrolled student has not paid the upcoming year's first half-month's tuition by May 1, the student will be considered withdrawn. If the student returns the following year, the parent will be required to pay the new student Registration Fee.

Tuition

Tuition is due on the first day of each month. Please do not ask the school to hold a check to avoid a late fee. Payments that are not paid in full by the tenth of the month will automatically have a late fee of \$25 added. When the 10th of the month falls on a Saturday or Sunday, the tuition may be paid on the following Monday and no late fee is added. After Monday, the late fee is added. Tuition can be paid in one of three ways: monthly (10 payments due by the 10th, August through May), by semester (August 1st and January 1st), yearly (August 1st). An invoice will be sent out through www.bill.com on or about the 25th of the month for the next month's tuition. You can pay electronically through www.bill.com or via check at the office.

Late Fee

If tuition is not paid by the 10th of each month a \$25.00 late fee is assessed. A second late fee of \$25.00 is assessed after the 20th of the month when tuition has not been paid.

Tuition Discount Policy

Discounts on tuition are available. **If eligible, you may choose one:**

1. Multiple Siblings: 2nd and 3rd child \$20 per child per month.
2. Crossroads Baptist Church Membership -- \$20 per family 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 \$35 fee will be assessed on all returned checks.

DRESS CODE STANDARDS

The following information is the guidelines for CBS Dress Code Standards. Uniforms are required for all students K3–5th grades.

Uniform Days

Every day, unless noted otherwise, is a uniform day. Uniform t-shirts and polo shirts are ordered three times a year: August, October, and May (for the upcoming year). The school office will send out information notifying parents of the order dates. Friday shirts are ordered twice a year at the beginning of the school year and are worn on Friday and designated events.

Shirts, Blouses, T-shirts

The following may be worn:

1. Crossroads Baptist uniform t-shirts are ordered through the school. 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 the school.
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), 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 shirt.
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. A solid navy or red t-shirt is acceptable for girls. 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 must be fingertip length.
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. Jean shorts must have a hem.
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.
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 the Penney's uniform department.
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.
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.

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. Ponytails, headbands, and Mohawks are not acceptable for boys.
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

1. Students wear Friday Shirts on Friday and designated events.
2. Students are required to purchase Friday shirts.
3. Friday Shirts are purchased twice a year.
4. Friday Shirts are a fundraiser project for the school for the yearbook.
5. 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 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. Students 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. Girls are not allowed to wear make-up.
11. Attire should not be distracting in the classroom setting.
12. Shorts should be worn under dresses, skirts, or jumpers.

General Guidelines

1. Make-up is never appropriate to wear.
2. Friday shirts are worn only on Friday and designated events.
3. Jewelry should be modest with no skulls or other worldly inscriptions.
4. Outer wear (jackets, sweaters, vests) should not have pictures, slogans, or inscriptions of secular groups, skulls, or anything offensive to the Christian standards of CBS.
5. 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.
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 discipline policies which are posted in the classroom.
2. When a student chooses not to follow the classroom plan, 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 offence 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
 - a. Follow discipline plan and steps above.
 - b. Speaking with the student, contact with parent, office referral
 - c. Serious bullying or repeated offences – immediate 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, Headmaster 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.

SMART DEVICES

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.

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 be asked to turn off device and place it in their bookbag
2. Second Infraction: Student will have device taken away and returned at the end of the school day.
3. Third Infraction: Student will have device taken away and a parent will have to come pick up the device from the school office.
4. Fourth 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.

Appendix

CROSSROADS BAPTIST SCHOOL

Morning Arrival & Afternoon Dismissal Traffic Pattern for CBS



Corner of
Eager & Country Club

E
A
G
E
R

R
O
A
D

Exit

Country Club Drive

Exit



K3 & K4 --Drop off in the AM
2:45 Pick Up



Parking Lot



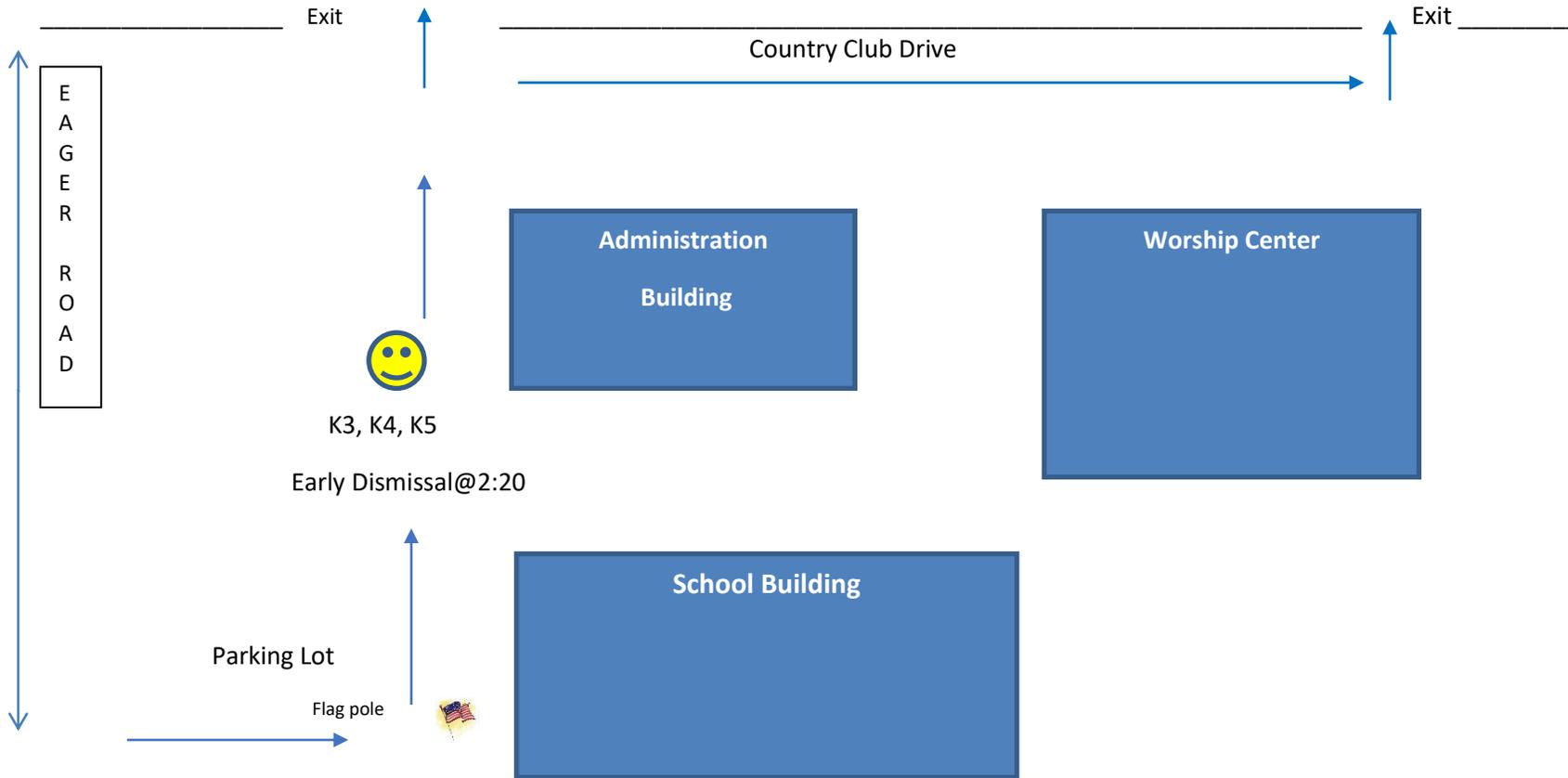
Flag pole

1. **Enter from Eager Road ONLY * DO NOT ENTER FROM COUNTRY CLUB DRIVE.**
2. Follow the drive to the back of the school building, make the loop between The Connection and the portable and drive under the covered drive.
3. Stop at one of the four unloading/loading zones to drop off your child or pick up your child.
4. Turn right at the flag pole and use either exit onto Country Club Drive
5. If you are picking up a K3 or K4 student at 2:45, pick them up at the Administration Building. Dropping off or picking up at any other area is not acceptable.

CROSSROADS BAPTIST CHURCH & SCHOOL
K3, K4, K5 Early Dismissal (2:20 PM) Traffic Pattern



Corner of
Eager & Country Club



K3, K4, K5 2:20 PM Dismissal Pattern

1. Enter from Eager Road Only
2. Pick up students between the Administration Building and school building. Exit onto Country Club Drive using either exit.
3. The early dismissal (2:20) is available for students who do not have siblings in grades 1 – 5.
5. Students must be signed up to participate in the 2:20 pick-up.

The Link



Crossroads BAPTIST SCHOOL

Parents,

Please read the Parent/Student Handbook in its entirety.

When you have completely read the handbook, please sign, and return this affirmation to the school by Friday, August 28th, 2020.

Thank you,

Diana Waldrep
Principal

Student _____

Homeroom _____

I, _____, have read the parent/student handbook. I agree to abide by the guidelines and stipulations written herein.

Parent Signature

Date

****If you object to your child participating in being videoed or photographed for school use you must contact the principal in writing within 10 days of the student's enrollment.**