



Crossroads Christian School Parent – Student Handbook 2026-2027

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Crossroads Christian School
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Telephone: 408-779-8850
Website: www.crossroadschristianschool.org
Email: schooloffice@ccsmh.org

Extended Care Hours: 7:00 AM – 8:10 AM and 3:10 PM – 5:00 PM

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Mission Statement

Our purpose at Crossroads Christian School is to develop students who; understand Christian values, are able to demonstrate Christian character, have the academic and life skills necessary to be successful in reaching their dreams, and have a desire to make a difference in their world.

Non-Discriminatory Statement

Enrollment at Crossroads Christian School (CCS) is an appropriate choice for those interested in securing a quality Christian Education for children in Kindergarten through Fifth Grade. Students must meet the academic and conduct guidelines of CCS in order to be enrolled. Our standards of conduct and academic performance are designed to provide an excellent learning environment. CCS does not discriminate on the basis of race, national or ethnic origin in its educational policies, admissions policies, athletics, or other school programs. Both parents and students agree to abide by the standards and policies of CCS and to cooperate with decisions made by the CCS Board and Administration. It is a privilege to attend CCS; a privilege that may be forfeited by any student who does not conform to the school's standards of conduct or academic progress. If a student or their parent is unwilling to abide by the school's policies and standards, the student will no longer be granted the privilege of attending Crossroads Christian School.

Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant word of God (II Timothy 3:15, II Peter 1:21).

We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

We believe in the deity of Christ (John 10:33-38)

His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35)

His sinless life (Hebrews 4:15, 7:26)

His miracles (John 2:11)

His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9)

His resurrection (John 11:25, I Corinthians 15:4)

His ascension to the right hand of the Father (Mark 16:19)

His personal return in power and glory (Acts 1:11, Revelation 19:11)

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith, in the shed blood of Christ and



that only by God's grace and through faith we are saved (John 3:16 - 21, John 5:24, Romans 3:23, Romans 5:8 - 9, Ephesians 2:8 -10, Titus 3:5)

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28 -29). We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12 -13, Galatians 3:26 -28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Romans 8:13 - 14, I Corinthians 3:16. 6:19 - 20, Ephesians 4:30, 5:18).

We believe that God wonderfully and immutably created each person as distinctly male or female (Gen. 1:26-31; 2:18-25; 5:1, 2). These two distinct and complementary genders together reflect the image and nature of God.

We believe that marriage was created and sanctioned by God in which God joins one biologically-born man and one biologically-born woman, in a single and exclusive union.(Gen. 2:24; Matt.19:4-6).

Crossroads Christian School's biblical role is to work in conjunction with the family to mold students to be Christ-like. CCS and parents are to be role models of a Christ like lifestyle and in all aspects of our behavior. Having a Christian world view means nurturing and teaching biblical truths on marriage, family, godly character and on creation. When there is the inability to support moral principles and biblical truths (Statement of Faith) taught at Crossroads Christian School, in such cases, we reserve the right, within our sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

This is the Crossroads Christian School (CCS) and the Association of Christian Schools, International (ACSI) Statement of Faith. ACSI is an organization that serves Christian schools and is dedicated to the establishment, philosophy, and promotion of fundamental Christian education around the world.

Parental Cooperation

It is a privilege to attend CCS, a privilege that may be forfeited by any parent who does not conform to the school's standard of conduct. Parents and/or legal guardians of students enrolled at C.C.S. must agree to cooperate with the standards, policies, and decisions of school administration at all times. Parents agree to cooperate fully with the Administration in the areas of school policy, spiritual beliefs, academics, and discipline. This is based upon the Scriptural principle found in Amos 3:3 "Can two walk together except they be agreed?" Parents must fully endorse their child's participation in weekly chapels, daily Bible classes, and Christian, Interdenominational training, which is an integral part of the overall academic program at CCS. Parents must read the school's Statement of Faith and sign acknowledging that their child will be taught these spiritual concepts even if they aspire and are committed to a different faith. Parents of CCS students must always support the philosophy and ministry of the school. Should a parent or guardian's actions or conduct at any time demonstrate that they no longer support the philosophy and policies of the school, the child may be removed from enrollment at Crossroads Christian School.

Parental Conduct and Campus Visits



Parents (and guardians) of Crossroads students must conduct themselves in an appropriate manner when interacting with staff, on school campus, or at school sponsored activities. This includes appropriate and courteous interaction with staff and faculty, other parents and/or other students. Parents will avoid crude, vulgar, or inflammatory language and comments. Parents and family members must avoid openly promoting beliefs or lifestyle choices that are contrary to the school's religious values and teaching. CCS is a smoke-free campus. Such behavior will result in a parent being restricted from visits to campus and/or participation in school activities, and may result in a student's removal from enrollment at CCS. Parents will follow all school guidelines and policies.

Classroom Visits

We encourage parental visits and participation in the classroom (when it fits with the scheduled program and activities planned by the teacher). If a parent or family member desires to visit the classroom, an appointment must be made in advance with the classroom teacher. The gates will be closed while school is in session, please use the call button at the East gate to gain entrance. Parents and all other visitors **MUST** sign in at the office when arriving on campus. Visitors are not permitted to enter a class without first checking in at the office. Parents are encouraged to volunteer in the classroom, as needs are presented by the teacher. Parental involvement with classroom activities, or other student activities, are at the discretion of the teacher and school Administration. When visiting the classroom, parents and family members are asked to dress at a similar standard to that required of our teaching staff.

School Testing Program

All students of Crossroads Christian School in **Kindergarten through the Fifth Grade are given IOWA Testing in the Spring** (please see school calendar). ACSI schools (which we are a member of) score well above the national average each year. At the end of the school year, individual test scores are included with the student's report card. Teachers will be available to meet with parents to review test scores the week following the last day of school.

It is critical for your child's permanent record to be present during testing week. Please make note of the school calendar dates when planning vacations.

School Curriculum

The basic CCS curriculum is Christian-based and comes from Abeka Books, ACSI, and the Bob Jones University Press. The curriculum is of high quality and promotes a Christ-centered worldview and Christian lifestyle. Each curriculum provides proper instruction for the grade level. After-school sports are offered for students in grades two through five. Spanish class is supplied once per week for Kindergarten through Fifthgrade students. Computer classes are also offered for Kindergarten through Fifth-grade students one time per week. Recorders (3rd Grade only) and Choir is supplied weekly to students from Kindergarten through Fifth grade.

Chapel



Chapel is held **Friday** at 8:55 a.m. in the Sanctuary for all students in Kindergarten through Fifth grade. **Parents and families are welcome to attend chapel at any time.**

Fruit of the Spirit Awards

Throughout the semester, Kindergarten through Fifth grade teachers have the opportunity to honor students for displaying fruits of the spirit. These students will be individuals that have shown “Christ-like” actions in their life according to Galatians 5:22-26. The attributes listed are love, joy, peace, long-suffering, gentleness, goodness, faith, meekness (humble, mild) and temperance (balance and self-control).

All classroom Teachers will choose a student for the award without telling the student or class before chapel. The purpose of not telling is to maintain the dramatic element of surprise during chapel. Just because a student is doing what they should do in class does not make them automatically qualified for this award. The purpose of this award is to look for individuals who have displayed one or more of these qualities in an exceptional way.

Extended Care Program

The purpose of the Extended Care Program is to provide supervision of students before and after school for parents who work and need this extra service. Extended care is available for CCS students from Kindergarten through Fifth grade. Children in Preschool have a separate extended day program at the Preschool site on campus. E-Care activities are geared toward elementary aged students due to the fact that the students in E-Care are Fifth grade and below.

On school days children in the Extended Care Program may be brought to the E-Care room on or after 7:00 a.m. **Regular drop-off time is 8:10-8:30 am, if a student is dropped off before 8:10 am, they will be placed in the Extended Care Program.** After the end of the school day, children may stay until 5:00 p.m. **All children on campus who are not picked up within 10 minutes after school dismissal will be placed in the Extended Care Program and parents will be billed from 3:10 p.m. (They may not wait for a parent by the office or anywhere else on campus. All children on campus after 3:10 p.m. will attend E-Care until their parents arrive. We offer a grace period for parents between 2:50 p.m. to 3:10 p.m. during which parents may pick up students.)**

The Extended Care Program is **only** available on CCS school days. Changes to the schedule will be announced via an email or note sent home to students. Extended Care includes homework time and free play. The afternoon includes playground time. Rubber-soled shoes and socks must be worn at all times at E-Care. If special events are scheduled that require different clothing, the E-Care Supervisor will contact parents/guardians for what is needed. Children in Extended Care on school minimal half days will need to bring a lunch and any snacks needed during the day. Please check the calendar to determine the E-care schedule for half-days.

Monthly Extended Care rates are due by the 1st of the month, August – May 1st. E-care is billed at \$20 per hour or monthly plans are available as well. Please contact Cheyenne Fresquez at cfresquez@ccsmh.org for more information.



Attendance

Regular Drop-off is from 8:10-8:30 am. School starts at 8:20am for K-2nd and 8:30am for 3rd-5th, and dismissal is 2:50pm for K-2nd and 3:00pm for 3rd-5th.

1. When a student is absent, a note or phone call from the parent explaining the absence is required. **Parents need to call the office by 9:00 a.m.** In accordance with state law only the following absences are considered excused: illness, medical appointments, funeral and school field trips with their own classes. Students cannot go with another class on a field trip even if their parent is going.
2. Whenever possible, please make doctor and dental appointments after school hours. If a student needs to be excused from a class for a doctor's or dental appointment, a signed and dated note or a phone call from the parent is required before the child can be released. The parents must also sign the student out in the office. When a student is returning from a doctor's or dental appointment or is tardy, he or she must check in at the office before going to class.
3. Absences for any reason must be cleared through the school office. Students are responsible to make up all work upon returning to school. At the teacher's discretion it will be decided whether students can make up work from unexcused absences or tardies. Homework or any make-up work can be ready after 3:00 pm.
4. If a student is absent because of illness for more than three consecutive school days, a note from his/her doctor indicating their approval for the student to return should be sent to the school office for record purposes. Homework can be picked up after 3:00 p.m. by the parents of a sick child.
5. A student absent from school for any part of a day should bring a note indicating the reason for the child's absence from school.
6. If a child is to stay in the building during recess, lunch or before and after school, he or she must have a note from his/her parent or guardian. They must sit quietly and not disturb the classes or office staff. (They will be supervised by a staff member).
7. Physical Education (PE): a note is necessary for a child to be excused from physical education. Please keep in mind that a child must take physical education, according to state law. Too many absences will affect a child's grade in physical education. Physical education is a required course and must be completed to advance to the next grade. A doctor's note is required to be excused from PE for more than two days.
8. Vacations: Vacations are not a valid reason to miss classes and are not excused. Please notify your student's teachers of any planned absences -such as vacations or trips- **no less than (or at least) 10 days in advance** of the absence. Failure to provide this notice may result in your student not receiving credit for classwork, tests, or other assignments scheduled during the absence. Timely communication ensures that arrangements can be made to support your student's academic progress.
9. If your child is out of school for a portion of the month due to illness, vacation, or other reasons, the tuition for the month is still due. Please note that personal business, vacations or non-illness-related absences are not excused according to the California Education Code.
10. Truancy: According to California State Truancy Law, if a student is absent from school without a valid excuse for 10 percent or more of the schooldays in one school year, from the date of enrollment to the current date, that student is deemed a chronic truant. Crossroads must abide by the California State Truancy Law and any students deemed a chronic truant will be brought to the attention to the school board. If truancy continues a student may be disenrolled.

Tardiness



Students who are late to school will receive an unexcused tardy unless they come from a medical or dental appointment. Unexcused tardies can negatively affect the student's academic grades. Teachers are not required to give make-up work to students who have unexcused absences or tardies. The tardiness of a student affects the entire class as well. Please help the teachers and students by making sure your child is on time. Three tardies will constitute one absence. A child may be requested to make up late time during his/her recess. A child that is late may be required to make up time after school at the expense of Extended Care rates (charged \$15 per hour). Children missing more than half the academic day due to tardiness will be marked absent for the day.

Early Release from School

An authorized adult must pick up any child who needs to leave campus at any time during the school day. (Parent, guardian or someone the parent or guardian has authorized on the Emergency Contact Form to pick up their child). Please abide by the following guidelines:

1. The gates will be closed, please ring the call button at the East gate to gain access to the parking lot.
2. Come to the school office (call or send a note ahead of time) so that we can let the teacher know of your plans. **Do not** go directly to the classroom or send a child or student.
3. Wait for the child at the school office and the teacher will release the child. If the child does not come, we will get the child for you.
4. Be sure to sign the child out in the office and sign back in again upon return, if during the same school day.
5. A child from another family cannot leave the school with your child without written or phoned parental approval sent to the school office. That child will be released in the same manner as above.

Withdrawing From School (30 Day Notice Required)

This is for children being withdrawn from school due to a move or other reasons. **You must notify the school office 30 days in advance in writing and complete an official CCS Notice of Withdrawal form.** During the academic school year if 30 days' notice is not given, parents will be responsible for tuition owed for the 30 days following the last day of school attendance. Any withdrawal made after August 1st will be charged for 30 days of attendance regardless of attendance. There will be a \$175 withdrawal fee for all students on a monthly payment plan during the school year. Please contact the CCS Office to obtain a "Notice of Withdrawal" form. Pre-paid tuition student withdrawals will have a \$350 processing fee. Withdrawal fees are waived if a student is involuntarily removed from the school by a decision of the Administration or by expulsion. Refund processing may require up to, but not exceed sixty (60) days. Please submit the form 30 days in advance to avoid tuition charges for subsequent months. All textbooks must be returned to the school in good order, or a charge will incur. All library books and school items should be returned to your child's teacher or the school office. Meet with the Finance/Billing Clerk to satisfy account and cancel subsequent payments. Please complete the proper forms to avoid unnecessary charges or confusion. Please have the new school contact the CCS office to obtain child's records for transfer. Records cannot be given to the parent/guardian. According to State law, all records must be sent to the new school upon their inquiry for child's records.



Use of Telephones/Cell Phone Policy

Telephone calls will be allowed only in case of emergency. This does **not** include calling for **permission to go home with another student, or to stay late after school**. Permission for these privileges should be dealt with prior to leaving for school. Students must check with the school office staff before using the telephone. All calls about students who become ill during school hours must be made by CCS staff members.

The school telephone number is **408-779-8850**. The school fax number is **408-778-1248**. School Office hours are 8:00 a.m. to 3:30 p.m. Students with cell phones or smart watches must keep them put away and turned off during school hours. Cell phones and smart watches must remain off during E-Care attendance. Use of cell phones or smart watches during the school day or during E-Care will result in the confiscation of the phone or watch and parents will need to retrieve it from the School Office. Repeated violation of this policy will result in a child not being allowed to bring one onto campus.

Emergency/Health Policy

Parents need to **call the School Office by 9:00 a.m.** to excuse the student for the day. Students may not be sent to school if they exhibit any of the following symptoms:

1. Temperature above 99.5° (Student must be fever free without medication for 24 hours before returning to school)
2. Vomiting (or have had vomited within the last 24 hours)
3. Diarrhea (or have not had diarrhea within the last 24 hours)
4. Persistent headache that is not relieved with Tylenol
5. Sore throat
6. Pin worm or Ringworm
7. Head lice: **'No-nit' policy** (Treatment and use of a nit comb are needed and **student should be nit free before a child can return to school**)
8. Infectious looking sores
9. Chicken Pox and other childhood illnesses
10. **Students complaining about any of the above during the day will be sent home.** Students are **not permitted to keep medication with them.** Any medication they may need during the day must be kept in the office for dispensing by the school staff. This is to protect all the students. **All prescription medications sent to the School Office should have the original prescription label and dosing** parental permission.
11. Any and all medication given to the students is provided by the student's family. The CCS office does not supply medication of any type to students.

Accidents

Minor scratches or abrasions will be taken care of by the teacher, teacher assistants, or in the School Office by the office staff. In the case of more serious injuries, the parents will be notified immediately. If necessary, an Ambulance Company will be notified and the emergency contact information in your child's records will be followed. The safety of your child is our priority. **Be sure the school has your most updated emergency numbers at all times. This is vital!**



Immunizations and Tuberculosis Tests

Immunization records are checked each year by the Santa Clara County Health Department and the California State Department of Education. Students whose immunization records are not complete will not be allowed to remain in school. Please check your child's immunization records and update them if necessary, with verification from your doctor. Please submit their immunization record online. If the school Office contacts you for immunization updates, please respond promptly by providing updated information online. All children are required under the Santa Clara County Health Department to provide a completed Tuberculosis Risk Assessment for School Entry.

First Aid and CPR

Administrators, faculty and staff who supervise children are provided with training in First Aid and CPR to help in the safety of all students at CCS.

Fire Drills/Earthquake Drills/Emergency Procedures

Crossroads Christian School has the safety of your children in mind. **During the school year, fire drills are conducted monthly, while earthquake drills and Code Red drills are conducted periodically.** CCS teachers and staff have been given emergency procedures to follow for fire, earthquakes, flooding, red and blue codes. All teachers have posted procedures in their classrooms and will review with students. Further, these procedures are reviewed at the teacher's yearly "In Service" week prior to fall launch. In case of site evacuation, contact will be made with parents via phone calls and/or emails. In addition, when evacuation is required, notes will also be left on the building doors as to where the students can be located.

Hot Lunch

Payment for hot lunches will go through CCS. There is a \$6.50 fee for each hot lunch and it is available on Mondays, Wednesdays, and Fridays, (the menu may change throughout the year, but you will be notified of all menu items). Families choosing to use this program will need to keep a \$25 credit balance on their accounts. This will ensure meals ordered have advanced payment. You can monitor your account balance online through the FACTS Family Portal or a check to the school office. Teachers take lunch orders each morning in their classroom before 8:45 a.m. Lunch prices are subject to change during the school year. We will inform you if there is a price increase. Please note if a student attends Extended Care after school, s/he should bring an afterschool snack as well.

Lost and Found

There is a cabinet in the lunch quad area for "lost and found" items. If your child loses any clothing items, please check the lost and found. Please mark students' sweaters and jackets with their names inside. Money or jewelry should be turned in to the office. Lost and found items not retrieved within 30 days will be discarded or donated.



Uniform Dress Code Agreement

Note to parents: It is the parent's responsibility to enforce the school's standard of dress. Dress code violations are preventable with proper parental attention to the matter. If the student arrives at school not dressed according to the standards stated in the Uniform Dress Code, parents will be called and must either bring appropriate clothing for the student, while the student remains in the office, or the parent must pick up the student. Parents, please be familiar with what is acceptable dress, and help your child to comply with the requirements.

Uniform requirements must be followed at all times, other than designated free dress days. It is required for shirts to be tucked in for Chapel, respecting God by dressing our best. On special dress days, only specified articles of clothing may vary from uniform. A dress code still applies on special dress and free dress days. Uniform should be neat and clean without holes. No make up or artificial additions (ex: eyelashes, nails).

Guidelines for Dress including Free Dress:

1. Shoes must exhibit an appearance that is clean and safe for playground and PE.
2. Shirts and blouses must be buttoned.
3. No low-cut shirts or shirts with large arm holes.
4. Hair must be kept neat and clean. Hair must be kept in a natural color; no bright or bold hair dye to be used.
5. Hats can be worn at recess for warmth or for sun protection on warm days. **No hats are allowed inside the building.**
6. Jewelry must be kept to a minimum for purposes of safety. Earrings should not exceed ½" below the earlobe. Necklaces must be worn under the collar. Boys may not exhibit piercings. No tattoos (even temporary), nose or body piercing allowed.
7. Girls must wear **navy** shorts or leggings under their dress, skirts or jumpers.
8. All dresses, skirts, jumpers and shorts must be 1" below fingertip length. (Stand with hands at your side and mark where your fingertips end.)
9. No offensive logos or words on clothing or jackets that are against what CCS stands for.
10. Jackets or sweaters should be red, white or navy to wear in the building.
11. No stretch leggings or jeggings or knit pants allowed, even when specified by the store as "uniform pant."
12. Athletic shirts (available on CCS website) may be worn on after-school sport days.

Uniforms can be purchased at CCS website or any other participating company that has our school colors.

Girls

Jumper	Hamilton Style 18638 (Leggings and or shorts must be worn under all skirts and dresses, must be plain navy, red or white) or school approved plaid
Skirt	Hamilton Style 868 or school approved plaid (All skirts must be 1" below fingertip length.)
Pants/Shorts	Solid Navy or Light Khaki Twill (no stretch jeggings or knit pants allowed, even when specified by store "uniform"). (All shorts must be 1" below fingertip length.)
Skorts	Solid Navy, Light Khaki Twill or school approved plaid. (All skorts must be 1" below fingertip)



Blouse	White short-sleeve Peter Pan tuck in
Polo Shirt	Solid red, white, or navy (no logo, unless CCS, or pocket)
Turtleneck	Solid white, red or navy to be worn under other layers (no logo, unless CCS, or pocket)
Sweater	Navy, white or red cardigan/pullover (no logo, unless CCS)
Sweatshirt	Navy or grey with CCS logo, or plain navy blue (no logo)
Polo Dress	Short/Long sleeve polo dress with shorts or stretch pants underneath (navy, red or white)
Socks	Socks should be worn at all times. No tights.
Shoes	Shoes with rubber soles. Athletic/tennis shoes are preferred due to recess equipment & physical education class. Due to slippery surfaces, no dress shoes of any kind. Students must be able to run in shoes worn. No Ugg boots, Crocs or Cowgirl Boots allowed.
Belts	Black, navy, brown with standard buckles.
Leggings	(to be worn under dresses/skirts only) Navy, red or white.
Earrings	Earrings should be posts or modest in length. Earrings should not exceed ½" below the bottom of your earlobe.
Outerwear/ Jackets	Outerwear and heavy jackets should not be worn in the classroom. Only lightweight, solid navy or CCS logo jackets are permitted in the classroom.
Make-Up	No make-up or fake nails allowed. Light lipgloss and nail polis is okay.

Boy

Pants	Solid navy or light khaki twill (pants must fit properly)
Shorts	Solid navy or light khaki twill (may have cargo pockets, must be twill)
Polo Shirt	Solid red, white, or navy (no logo, unless CCS, or pocket)
Turtleneck	Solid white, red or navy (no logo, unless CCS, or pocket)
Sweater	Navy, white or red cardigan/pullover (no logo, unless CCS)
Sweatshirt	Navy or grey with CCS logo, or plain navy blue (no logo)
Socks	Socks must be worn.
Shoes	Shoes w/ rubber soles. Athletic/tennis shoes are preferred due to recess equipment & physical education class. Due to slippery surfaces, no dress shoes of any kind. Students must be able to run in shoes worn. No Crocs or Cowboy boots allowed.
Belts	Black, navy, brown with plain, standard buckle.
Outerwear/ Jackets	Outerwear and heavy jackets should not be worn in the classroom. Only lightweight, solid navy or CCS logo jackets are permitted in the classroom.



Dress Infractions

Please help our teachers and school staff avoid unnecessary disciplinary procedures for dress code infractions by dressing your children according to the uniform dress code. We do not want to use important teaching time to focus on clothing. If there is a dress code problem, the teacher will notify the parent. It is our desire for your child to have a good day at school focused upon their schoolwork and socialization. Let's work together to make this happen! If there are consistent violations, parents will be called to bring a change of clothes for the student. Students will not be allowed to return to class until they are in proper uniform.

(Please read the following guidelines with your students)

CCS Conduct Guidelines for Students

1. Show respect for all school staff and adults on campus.
2. Address teachers, staff, and administration by using "Mr." "Mrs." "Ms." "Miss" "Dr." or "Pastor" with their last name or name they have provided.
3. Do not run in halls, around classrooms or buildings.
4. There is to be no fighting of any kind among students (including "play fighting" and "horseplay").
5. Swearing, using rude, crude or offensive language is not permitted.
6. Respect the personal space of others.
7. Pushing, shoving, poking, hitting, tapping, biting, kicking or kissing others is not allowed.
8. Knives, guns, weapons of any kind, simulated weapons, sharp or dangerous objects, drugs, tobacco, and like substances are strictly prohibited.
9. All medications must be kept in the school office. A written note from the parents with instructions for dispensing the medicine is required.
10. Chapel is a great time to gather together. Students should be ready to participate by singing, listening, and participating. Please no whistling, talking out, or unruly behavior. Shirts are to be tucked in the student's pants or skirt for Chapel. And again, no hats are allowed inside the building.
11. Arrive and depart school in a safe and orderly manner.
12. Remember, the Copy Room and Teacher's Lounge is for staff, faculty, and administration. If a copy is necessary, a staff person will help you.
13. Unless otherwise specified by a teacher or administrator, students should only eat in designated areas. Always place all trash in garbage cans. Remember to recycle! We want to keep CCS clean!
14. Electronic devices, cell phones, and other hand-held gaming devices, and similar electronics are not permitted on campus (including E-Care).
15. Follow the teacher's classroom rules.
16. Students, please remember to give teacher notes to parents the same day! This will help with communication.
17. Do not bring toys from home!
18. Use playground balls and equipment in a safe and proper manner. Follow recess rules.
19. Do not use any type of aggressive behavior toward others.
20. Be kind and considerate. Do not intimidate or tease other people.
21. Students should obtain a hall pass from the teacher if leaving the classroom while class is in session.
22. Visit the restroom before or after class unless it is an emergency.
23. Supervision by an adult is required for all students in any room or area on campus.
24. A quiet zone should be observed outside classrooms when school is in session.
25. Students may NOT retrieve balls lost over the fence. Please report the lost ball to a recess supervisor or volunteer. They will retrieve the ball.



26. Do not exchange food with other students. Students are to eat what they brought from home or the hot lunch that has been purchased.
27. Do not throw rocks, wood, sticks, or other objects not intended for throwing.
28. Students are responsible to maintain school property; including desks, chairs, tables, books, computers, etc. Any lost or destroyed property must be paid for by the person who is responsible for the damage (or by his or her parent/guardian) before the report card is released.

Student Expectations

Good behavior is important for a positive academic environment. Part of a private school education is to raise the bar academically, socially, and spiritually; therefore, excellent behavior is encouraged and even expected. A good student will model the following behavior:

1. Students will demonstrate respect and consideration of all adults and students.
2. In class, chapel, field trips and other CCS events students will present themselves with a positive, learning attitude, and when necessary, all tools at hand to meet the academic or event requirements.
3. Students will not cause disturbances in class by talking, moving around the class without permission or by calling attention to themselves through words or behavior.
4. Students will always keep their hands to themselves, and off the body or possessions of others.
5. Students will willingly obey recess and school behavioral guidelines.
6. Students will be encouraged to make wise choices and will be guided in positive conflict management.

The Administrators, teachers and staff assume the responsibility of acting in the authority of the parent(s) or guardians while the children are at school. Disciplinary procedures will be based on the following principles:

1. Teachers, staff, students and parents are expected to understand the disciplinary rules of the school.
2. Students are responsible for their own actions in accordance with their age level and shall be held accountable for their behavior.
3. Students will receive appropriate consequences for their actions in order to guide them toward wiser future decisions.
4. All discipline will be age appropriate.
5. The most effective means of discipline is preventive and proactive in nature, rather than regulatory and restrictive. Parents, teachers, and students must work cooperatively to direct students toward positive attitudes and behavior.
6. Remember that discipline is part of education and cultivates Christian character in all of us. Discipline does not have to be negative, harsh, or demeaning. Rather in the spirit of love, discipline can be implemented to properly teach and guide to produce positive and healthy self-esteem building results. The source of discipline is God, the spirit of discipline is love and the purpose of discipline is godliness.
7. Our policy is to have two children or two adults present with students, as much as possible. There are times where a student must be alone with a staff member. At that time, we will expect the door to remain open or visible to another staff member.



Consequences of Poor Behavior

1. Generally, students who misbehave will be disciplined in the classroom by the teacher or on the playground by the playground supervisors.
2. Continued misbehavior will result in a visit to the Principal. Consequences could include a conversation, stern warning, writing assignments, lunch detention, after-school detention, campus cleanup, suspension, or expulsion.
3. Some behavior is cause for immediate suspension or expulsion, such as fighting, cursing or bringing dangerous objects to school (knives, guns, drugs, alcohol, etc.).
4. Teachers should notify parents anytime a student is sent to the Principal. The Principal will contact parents if the consequence includes suspension or expulsion.
5. Following a third suspension, students will be recommended for expulsion.
6. Continued disobedience of the same rule will be considered flagrant and willful and will escalate the consequences, including an earlier recommendation of expulsion.
7. It is our desire to work with the child and parent to produce the healthiest results in their lives. We want children to overcome areas they struggle with in order to become adults with strong character and integrity.

Athletic Department Policy

To encourage growth of leadership in class and the principle of respect for others, the Athletic Department has the following policy for student athletes: If a student finishes the school day with more than a behavior warning from a staff member, the following is implemented in after school sports:

1. First occurrence: The student will sit out for 15 minutes of the activity and write a letter of apology to their teacher with their plan for improving behavior in class.
2. Second occurrence or referral: The student will sit out of half of the after-school activity.
3. Third occurrence: The student will not be allowed to participate in the after-school activity for the day and be sent home.
4. Fourth occurrence: The student will not be allowed to participate in the current after-school sports session.

Student Involvement in Alcohol or Narcotics

It is the policy of Crossroads Christian School that upon finding a student engaged in drinking alcohol, taking drugs or in sexual involvement that is not in keeping with Christian principles, the Principal will be notified immediately. Administration will take necessary steps, which may result in the student's **immediate dismissal from school**.

Detention Information

Crossroads Christian School has instituted an after-school detention policy to help the students of our school become better disciplined. It is recognized that detention may be a part of the teacher's discipline and part of the discipline administered by a school administrator.

When a child has been assigned to detention, the parent will be notified. It is important that the student be in the detention session to fulfill the obligation. Any child sent to detention will be charged \$50/hr. The detention and study hall will be held from 3:15 PM to 4:15 PM each day after school. Any student that misses three assigned detentions will be dismissed from school for two days. It is our hope that none of the students of the



school must go to detention. When this happens; however, it is mandatory that a student is in attendance or we must go to the next step

If detention is designated for discipline, the time will be spent as a disciplinary action. Those in detention must sit without talking or disturbing others who may be in the session. The detention room will be designated by the Principal. A child sent to disciplinary detention will typically be from grade 1st through 5th, and will already have had discipline consequences. Homework or uncompleted class work should not be completed during detention.

Detention room rules will be read to the students by the detention supervisor; there will be no restroom breaks during this one-hour session. Students will be asked to visit the restroom prior to 3:15. In an emergency, a student in need of the restroom will be allowed to go but will have his or her hour extended by 15 minutes with a prorated charge of \$10 per each 15 minutes. Again, we pray that your child will never need to be disciplined by detention but a plan of action when it is necessary is only wise. It is the policy to follow the procedures we have outlined in this handbook. We desire to always keep open communication with the families we serve. We will not vary from the written policies of the school. Thank you for working with us to develop character, discipline, and integrity in the lives of our children. This way they become excellent young adults.

Student Use of Personal Electronic Equipment

1. Cell Phones - While recognizing that parents often provide their students with cell phones for safety purposes, they are frequently misused by students while on campus. Students will be allowed to leave these items in their backpacks as long as they remain **off**. This applies to students in E-care as well. **Apple/smart watches or communication devices are not allowed to be worn at school or E-care. Parents trying to reach a student by phone should call the office.** Should these items disturb the class by ringing, text messaging, or being brought out by the student for use or display, they will be confiscated and held until a parent picks them up from the office. Parents who need to contact their students for emergency purposes may call the office and leave a message.
2. Computers - Misuse of the computer (playing games, music or other non-academic actions) will result in the termination of authorization of computer use.
3. While handheld electronic devices have proven effective for some students, any use on campus must be pre-approved by the teacher.
4. Handheld electronic calculators and spell checkers are not included in this policy unless they have a multi-function capability, which includes one or more of the prohibited uses listed above.
5. 5th grade students will sign contracts for the use of chrome books. The parent of each student will be responsible for any damage or loss of chrome book.

Homework

Homework assignments are given to reinforce class work and to prepare your child for a time when the majority of his or her work will be done outside of the classroom. Children in Extended Care will be given the opportunity to do homework after school. Homework is not intended to take away necessary playtime from your child. Ask your child daily if he or she received homework from the teacher. Third-grade through Fifthgrade students should have homework marked in their student planner.

Homework is an important part of the curriculum. Studies have shown that homework sustains learning through practice and application. Furthermore, homework develops self-discipline, organization, responsibility, and acquaints parents with what their children are learning.



Most students will have homework from Monday through Thursday. Weekend homework is discouraged, but some long-term projects may need attention during the weekend. Time may be given in class for the accomplishment of homework.

Parents are a key part of the educational process and should take a major role in the accomplishment of homework. We suggest the following actions:

1. Establish a proper study area for homework. This area should be well lit, comfortable, and should not be distracting. The area should not be near TV's, radios, telephones or noisy siblings.
2. Provide adequate supplies, including paper, pencils, pens, crayons, erasers, sharpeners, staplers, scissors, calculators and dictionaries. A computer is a great device for homework, but will require supervision in order to keep your student on task.
3. Establish a regular homework time each day. Part of this includes reviewing the student's schedule and setting a specific time that will be used for homework and study and should not be encroached on unless there is an emergency. Part of setting a routine will also include reviewing the student's schedule to ensure there are not too many extracurricular activities planned that will interfere with study. If a regular homework time is enforced, parents should never have to ask how much homework a student has because the students and parents know that study time will be completed no matter what the homework load is like.
4. Help the student learn to organize. Organization is a key to student success. Help the students to see the benefit of keeping their material and notes in the same location consistently. Teach them to plan their work out over a period of time rather than waiting until the last minute.

Appointments with Teachers

We encourage you to discuss any problems concerning your child with the teacher. Please consider that teachers have extra-curricular duties outside the classroom. In addition to teaching, faculty meetings, special event supervision (e.g., Scholastic Book Fair, Science Fair, etc.) administration appointments and class or chapel preparations are a part of their professional obligations. We will have Parent/Teacher Conferences at the first report card period. Please be sure to keep your appointed time. This conference concerning your child can set the tone for a positive school year for your child, yourself, and the teacher.

Any appointments to discuss a student's progress must be made through the teacher. All appointments should be conducted after school to not take away from the academic day.

Five-Week Progress Report

Teachers will send a five-week progress report for every student. This will provide an update for how your child is doing at CCS. If a child is performing below ability level or is in danger of failing, this will give the child an opportunity to improve before the report card is issued. If there is a problem in discipline, you may also receive a notice to help your child before the report card comes home.



Report Cards

Report cards are sent home quarterly (at the end of each nine-week period). Report cards inform you how your child is progressing in school. The first report card will be given directly to parents at the Parent/Teacher Conference. The last report card can be picked up in the school office, the date and time when available will be announced.

Academic Awards

There will be two award ceremonies for academic achievements. Students who are eligible for academic achievements will receive awards after the first semester and again at the end of the year awards ceremony.

Campus Visitors

All visitors must sign in at the office upon arrival and sign out at the office at departure. All campus visits are at the discretion of the Administration. Under no circumstances may a visitor go directly to a classroom before checking in at the office. A visitor pass must be acquired even if you are familiar with your classroom and teacher. This is for the safety of all children on campus.

Student Visitors to Class

Visitors to school, including children that have attended CCS in the past but are currently not enrolled, are not particularly encouraged to visit our school. If your child wants to bring a same grade level **ONLY** visitor to school, or a past CCS student wants to visit, a request **must** be cleared by the Teacher and Administrator one week before the visit time. Children cannot have a visitor for more than one day and this visitor cannot be in Extended Care. Children not enrolled in our school must have a signed medical release on file in the School Office, in case of emergency.

Field Trips

During the school year, all classes will take at least two field trips. Prior to going on the trip, parents will be notified as to where the class is planning to go and the details of the trip. In most cases, parents will be asked to help with the class on these planned trips. Any walking trips to a library or park will be cleared with the administration and parents prior to the event. Siblings are **not allowed** to accompany chaperones on field trips. We only want the students in the class that has the field trip scheduled to go on the field trip so we can provide the best supervision without distractions.

Parents will be asked to sign field trip forms for their child, (a new form must be filled out every year). Parents that will be driving will be asked to complete a proof of insurance form, to show that adequate insurance is carried, a copy of insurance and driver's license. All students must sit in the back seat, wear a seat belt, and use booster seats when mandated by state law.

Students are required to wear class field trip shirt on all field trips, unless the Teacher or Principal has made an exception. This is a safety factor for identification purposes and it will help in properly representing our school in the community.



CCS is in compliance with CA State Law, which requires volunteers over the age of 18, to be fingerprinted. This includes all volunteers who go on field trips, room parents, library helpers, FAST representative, and Art-InAction docents. Forms are available at the front office and can be completed at the Santa Clara County Sheriff's Office, where all costs will be covered by CCS.

Basic School/Group Guidelines Chaperone Information

1. Prior to the field trip, a transportation form should be submitted by all drivers to the school office, (a new form must be filled out every year). This form should have a copy of a valid driver's license and updated insurance information. Should an accident occur, it would go against the driver's insurance. The recommended minimum coverage needed is: bodily injury, \$300,000.00 per incident, 100,000 per person, property damage, \$100,000 per incident, medical payments, \$5,000.00 per person.
2. The teacher, or group leader, is ultimately responsible for the safety and discipline of the students on the trip. The teacher will handle disciplinary issues if necessary.
3. Chaperones should support the teacher during the field trip and assist with the discipline and safety of the group. Chaperones must follow any direction given by school staff.
4. No unauthorized stops will be made by Chaperone. If a stop is needed, please clear through the teacher first.
5. Chaperones must notify the teacher or group leader if they become aware of an urgent situation (e.g., student injury, missing group member, etc.).
6. Students are expected to conduct themselves in a respectful manner at all times, remembering that they represent CCS. Respect should be given to all adults, drivers, and guides as well as fellow students.
7. Loud or obnoxious talking or yelling will not be tolerated.
8. Students must remain with the group and chaperones at all times. Chaperones must accompany students to the restrooms. It would be best to take two students at a time.
9. Students are responsible for their own property and should clean up after themselves.
10. Students should remain in class field trip shirt or in compliance with a modified dress code (if applicable) at all times.
11. Eating and drinking in private vehicles is generally discouraged, but may be allowed at the discretion of the driver.
12. Siblings are not allowed to join the class on field trips, (those younger and/or those in other classes). If Parent desires to come along, please make appropriate child care arrangements.
13. The teacher will assign students to vehicles. Requests should not be made for specific children to be together or to be separated.
14. Upon arrival at the destination, drivers are responsible to chaperone the students assigned to their vehicles until otherwise instructed by the teacher.

Science Camp

Each year students of the 5th Grade class will go to Hume Lake for science camp. This is a tremendous learning experience for the students as they grow in their independence. Unfortunately parents do not attend. The cost of science camp includes transportation, food, lodging and instruction by the camp instructors. Some Hume Lake opportunities include archery, climatology, emergency first aid, mountain fitness, rappelling, survival, tracks and tracking, knots and knot tying, etc. These are Bible centered classes in a "deep woods environment" with home-style cooking. More information will be provided, as we get closer to camp dates.



Student Planners

Students in grades Third through Fifth will be using a student daily planner. CCS will supply the planner for our school. Students will mark their planner for homework assignments, test dates, project due dates and other important dates for schoolwork. We believe that this time management tool will help students make the most of their time.

Student Participation in Extra-Curricular Programs

1. CCS offers many extra-curricular activities to help round out the education of our students. Care must be taken to ensure that we are not allowing students to overburden themselves with non-academic endeavors.
2. For students to participate in extra-curricular activities they must maintain a 2.0 Grade Point Average (GPA) in all core classes (Bible, Math, Science, History, Language, Reading and Spelling). GPA's will be checked at the end of each quarter and when five-week notices are sent home. Students must get permission from their parents before they are allowed to participate in any extra-curricular activity. At this time, a Teacher, or Principal will check the student's GPA to verify that the student is academically eligible to participate in the activity.

Participation in all extra-curricular activities is a privilege, not a right. Students participating in extra-curricular activities must maintain exemplary behavior. Students can be excused from participation in extra-curricular activities by the Administration if, after consultation with teachers and parents, student behavior is a concern. Any student who is suspended during the year may be removed from all extra-curricular activities for the year.

Protecting Students on the Internet

A Policy of Crossroads Christian School Concerning Technology in the School

Technology usage at CCS shall always be used to uphold the standard of God's Word (Bible). Any usage of technology on church and school grounds shall never compromise a Christian's walk. It shall always be remembered this ministry (the school) exists to build the body of Christ and as an outreach to people needing to find Christ as Lord in their life. To enhance the foregoing statements, the following policies shall be in force for all who are students, faculty, staff, administration, and volunteers at this facility (i.e., church and school).

Any student enrolled at CCS cannot be on the Internet without a responsible Christian adult in attendance (i.e., teacher, teacher's aide, substitute teacher, Pastor, or administrator). Students must sign along with their parent(s) and teacher(s) an Acceptable Use Policy which outlines the terms and conditions of Internet usage in the school. Non-compliance with these rules of on-line behavior and access privileges can result in removal from any future use of the Internet while at school.

Letters Home

Letters or emails from your child's teacher will be sent from time to time with items just for your child's class. Communications from the office will also be sent home, to update parents on activities and other important information. The weekly Friday Flyer emailed to the parents/guardian's email address is a good source of information regarding current CCS events and information at the elementary school. Teachers will also have access to parent/guardian emails. This helps with prompt contact with parents/guardians. If at all possible, please check email daily for teacher contact.



Teachers/Staff Appreciation Week

During the school year, one week will be set aside for teacher and staff appreciation. You will be reminded of this special week. It is a time to let our teachers/staff know how much we appreciate them. Words, cards, gifts and special remembrances are appreciated during this week. Our school also plans special appreciation events during this week so CCS parents/guardians can participate and contribute.

Volunteer Hours

All school parents are provided an equal opportunity for involvement and contribution in a variety of ways. Volunteer opportunities will be made known in August and during "Back to School Night" providing all parents the same opportunity to be involved in CCS events and programs. Sign-up sheets are presented for parent volunteer commitments for the school year. CCS hosts special events for our families and raises funds for the CCS community social events and CCS-approved school activities. All parents/guardians/relatives are invited to be a part of all events each year. It is important to note that all parents should feel a part of the CCS programs even if their schedules do not allow extensive involvement. The focus of volunteering is the nurturance of the CCS community through events and fundraising synergy to provide extra resources for the school. Look in the Friday Flyer for notes concerning special activities during the school year. One way to earn your FAST hours is through these events. All families are required to volunteer a minimum of 25 hours per year, or pay \$20 per unfulfilled hour.

CCS is in compliance with CA State Law, which requires volunteers over the age of 18, to be fingerprinted. This includes all volunteers who go on field trips, room parents, library helpers, FAST representatives, and Art-InAction docents. Forms are available at the front office and fingerprinting can be completed at the Santa Clara County Sheriff's office where all costs will be covered by CCS.

Parking

Parents are asked to be especially careful and courteous on the school grounds while driving. We ask that you enter in the **East** and exit in the **West** for drop off and pick up. The parking lot is used during school hours (parking area used between 8:40 AM to 2:40 PM) for physical education and play for the children. We ask that the lot be kept clear for this purpose. The gates will be closed while school is in session. Please ring the call button at the East gate when and if needed to enter the school grounds while school is in session. (The gate is left open from 12:20-12:40 for Preschool pickup.). Please do not block the driveway for any reason. We need the driveway to remain clear for potential emergency vehicles.

The children line up occupies the front row of parking spots along the school building, so it is important not to park there. Please do not hinder the flow of traffic through the drop off line. All vehicles should not exceed **5mph** while driving anywhere on campus. When parking, please be aware of children and parents getting in and out of their cars, and **use the crosswalk**. All adults and students should follow the crossing guard's instructions at all times. Please set a good example and remind your child to follow the instructions of the staff and crossing guards.



Asbestos Notice

The school has had four Asbestos inspections as required by the law. Our school is in compliance with AHERA legislation, which concerns asbestos in schools. Our school has been inspected and re-inspected in a timely manner for asbestos materials by a certified inspector. It has been determined that no hazardous conditions exist. We have a management plan in our school office, which describes all inspection results as well as our response actions. It is available for your review.

Non-Profit 501(c) 3 Status

Crossroads Christian School (including all resources and facility) is a 501(c) 3 non-profit corporation under Crossroads Christian Center (church). This means ALL funds that enter CCS or CCC must be treated within the guidelines of this 501(c) 3 non-profit status. Designated funds that have been provided through specific fundraising should be honored for advertised fundraising purposes. Unused funds provided from the CCS General Fund for classroom enrichment, etc. should be returned to the CCS General Fund and not spent frivolously. Volunteers or employees should NOT use any fundraising monies and other funds for personal gain or benefit. This includes purchases of meals, gifts, etc. for oneself or others without approval. A CCS Administrator who has obtained CCS Board approval must approve gifts, special celebrations, and meals financed by CCS funds in advance. The Administrator responsible for the event should approve all purchases in advance. A detailed ORIGINAL receipt is required for reimbursement and should be submitted in a timely manner (within 30 days). If an ORIGINAL receipt is not submitted, it will be considered a donation. Please contact a school administrator for any questions and to receive a tax receipt for your donation. CCS services provided and paid for by families cannot be receipted as a donation (e.g. no donation receipts are given for tuition, fees, or any other school related service). Individuals receiving receipts for donating to 501(c) 3 should not receive any services in exchange for these donations. Donations are considered a free gift.

Promotion Ceremonies

1. Promotion will be held in the Chapel.
2. Promotion night will be conducted as a ceremony.
3. There will be no limit on the number of guests per student.
4. Students will rehearse for the ceremony during school hours.

We do want students to look their best for promotion as well as express their individuality. Following the school dress code for performances, such as Sunday best would be good guidelines.



Note to Parents

This parent handbook is printed for the use of CCS parents/guardians, students, faculty and staff. Revisions are made each school year to improve or make our school the best it can be for your child. Crossroads may change, rescind, or add to any policies, from time to time in its sole and absolute discretion, with or without prior notice. Crossroads will advise parents and families of any changes made to the handbook within a reasonable time. We are always open to suggestions on how we can make Crossroads Christian School a better Christian school.

Parents, please review the rules, dress codes, detention, discipline policy, etc. with your child and make sure they understand them. Sign the attached compliance form and return it to the office.

We look forward to a great year!



I agree to comply with all of the policies, guidelines, spiritual beliefs, academics and disciplines, and procedures listed within the Parent/Student Handbook.

Parent/Guardian Signature

Print Name

Date

Parent/Guardian Signature

Print Name

Date

Please sign and return this form.