

# WELCOME TO THE CROSS CHRISTIAN SCHOOL

Address: Kindergarten – 5th grade

Heritage Baptist Church

740 Harwood Ave

Lebanon, MO

6<sup>th</sup> grade – 12<sup>th</sup> grade

Hillcrest Baptist Church

399 Hoover Ave

Lebanon, MO

Mailing Address: PO Box 685 Lebanon, MO 65536

Phone Number: 417-383-9198 (text or call)

Facebook: The Cross Christian School

Website: [thecrosschristianschool.com](http://thecrosschristianschool.com)

Email: [admin@thecrosschristianschool.com](mailto:admin@thecrosschristianschool.com)

School Hours: Kindergarten – 5th grade 8:10am – 3:15pm

6<sup>th</sup> grade – 12<sup>th</sup> grade 8:00am – 3:25pm

# TCCS STAFF

\*\*See website for staff emails

## Elementary

K: Mrs. Harrison & Mrs. Yarber

1st: Mrs. Brown & Mrs. Gean

2nd: Mrs. Helms & Mrs. Street

3rd: Ms. DeGraw & Ms. Keen

4th: Ms. Markley & Ms. Wyma

5th: Ms. Hajjami

Art: Mrs. Brown

Computers: Mrs. Headley

Music (K-2): Mrs. Knapp

PE: Ms. Knapp

## Middle School

History/Bible/Electives: Mr. Goertzen

Science/Electives: Mrs. Sexton

English/Electives: Mrs. Bradbury

Math/Bible: Mr. Yarber

PE: Mr. Windsor

Electives: Mr. Clark

## High School

11th/12th Bible: Dr. Howe

History/9th-10th Bible: Mr. Kinion

English: Mrs. Scott

Math: Mrs. Rollins

Science/Electives: Mrs. Woodcock

Electives: Mrs. Day, Ms. Shockley, Mr. Windsor

## Administration & Support

Administrators: Mrs. Howe & Mrs. Smith

Instructional Coach: Mrs. Key

Special Education: Ms. Errin Budolfson

Paraprofessional: Mrs. Deskins & Mrs. Elliot

Reading Specialist: Mrs. Vanhooser

Secretary: Mrs. Schutt

## TUITION AND FEES

Tuition is \$2800.00 per school year. If paid in full by July 31, a 5% discount will be applied. Please keep in mind that this is a nonrefundable payment. A 5% sibling discount is given to families with multiple students (who live in the same household). If making 10 monthly payments, tuition should be paid by the end of each month July-April.

## PAYMENT POLICIES

If a payment has not been received by the end of the month, the following procedures will be implemented:

1. Written notification will be sent.
2. The school will work with the family to write up an agreed upon payment arrangement.
3. If payment arrangements have not been made by the end of the month, the student or students will not be allowed to attend the following month.
4. Tuition and late fee of \$50 must be paid for the student to return to school.

Please be aware that all balances remain the responsibility of the family and are expected to be paid in full before the end of the school year. No refunds are given for missed days for any student. We accept payment through cash, check, or online.

## WITHDRAWAL/RE-ENROLLMENT

If you wish to withdraw your student from TCCS, a written withdrawal notice must be given to the administration 2 weeks before the child's last day. If your student has been dropped from the program for any reason, you must pay an additional re-enrollment fee to return. Monthly fees must also be paid before re-enrolling.

### AGE REQUIREMENTS:

1. Kindergarten students must be 5 on or before July 31<sup>st</sup>
2. 1<sup>st</sup>-12<sup>th</sup> grade students will need to have completed the grade prior

### REGISTRATION REQUIREMENTS

1. Complete enrollment form (please keep in mind that TCCS must have updated information. Always inform the teacher if you have changes to your address, phone number, emergency pickups, health concerns, etc.)
2. Pay \$50 non-refundable enrollment fee for current students by the early bird deadline, and \$75 non-refundable enrollment fee for any other students.

### REQUIREMENTS TO START SCHOOL

1. Pay enrollment fee
2. Pay first month's tuition
3. Complete enrollment form
4. Signed TCCS Handbook Form
5. Copy of your student's birth certificate (you can send in a hard copy or email a copy to us)

### COMMUNICATION

If you have a policy question, please contact one of the administrators. If you have a question pertaining to your child's education relating to the classroom, please contact the classroom teacher. If you have contacted the teacher and have difficulty forming a plan to move forward, an administrator will meet with both the teacher and family to achieve a resolution. Important information will be relayed primarily through Thinkwave. Notes will be sent home in your elementary student's folder, so please check them regularly so you can stay up to date on current information. All staff emails are located on the TCCS website.

## SPECIAL NEEDS

We believe all students are made in the image of God and strive to make accommodations with the resources we have. We welcome students of all abilities and meet with parents to make sure that the school is properly equipped to meet their needs. We are all interconnected and students with special needs reinforce for us the value of maintaining a supportive and inclusive community. We should all be valued and celebrated, regardless of our abilities.

## ATTENDANCE POLICIES

At the Heritage Elementary building, the doors will open at 7:45am and the school day will begin at 8:10am. At Hillcrest, the doors will open at 7:45am and the school day will begin at 8:00am. If your student will be arriving late, please call the TCCS cell phone number so we can let you in the building. Keep in mind that if the school day has started, the teacher will be in class so we will have someone come let you in the designated entrance as soon as possible. We try to accommodate early arrivals as needed, but arrangements must be made with the administrators.

Please make attendance a priority as it directly affects a child's development in the classroom. While some assignments can be completed at home, there is no substitute for class time. The best thing for your child and his/her class is to be on time. Attendance and promptness are necessary for effective instruction and student academic development. Excessive absences or tardiness could result in dismissal from TCCS.

## DRESS CODE

It is recommended that your student come to school dressed in comfortable clothes with no advertisements for products that do not reflect Christian values. For Heritage students (Kindergarten – 5th grade), skirts and dresses must be worn with shorts underneath. For Hillcrest students (6<sup>th</sup>-12<sup>th</sup> grade), male and female students should wear clothing that is appropriate and respectable of themselves and others.

Administration will address clothing concerns when needed. Students must bring tennis shoes on PE days.

### STUDENT DISMISSAL

Students will be dismissed from Heritage (K-5) at 3:15pm and from Hillcrest (6-12) at 3:25pm. If your child needs to leave early, please call the TCCS cell phone number and someone will dismiss your student. Only authorized adults will be allowed to pick up your child. If someone other than those listed on the enrollment form needs to pick your child up (even if it is another parent), please send a note or call the teacher. If a person is not known by the staff, he/she must provide proper identification. Teachers should be notified of pick-up changes no later than 2:45 pm.

\*\*Please refer to the attached maps for designated pick-up and drop-off entrances/procedures.

### HEALTH AND MEDICATION

If a staff member is to administer medication to a student, a Medical Authorization Form must be on file. The medication must be in its original container with the student's name and dosage. It will be kept in a secure cabinet until it is picked up by an adult. If your student needs to take ongoing medication, whether OTC or prescription, it needs to be given to an administrator, with a permission form. Students should NOT have medication in their possession for any reason.

Only healthy children can attend school. A student will be sent home (or should stay home) if any of the following exists:

- Fever of 100 degrees or higher
- Vomiting and/or diarrhea
- Unexplained rash
- Skin infection
- Pinkeye (until on medication for 24 hours)
- Any communicable disease

Please let your child's teacher know if your child will be absent. If your child becomes sick during the school day, an administrator will contact you. The expectation is that

your child will be picked up within one hour. If parents cannot be contacted, emergency contacts listed on the enrollment form will be called.

### PERSONAL ITEMS

Students will need a water bottle to access throughout the day. Please provide a thermos-style water bottle that will not cause condensation on the desks and won't spill if they are knocked over.

Please make sure to label backpacks, lunch boxes, jackets, coats, gloves, etc. with the student's first and last name. We cannot be responsible for personal items brought from home, which can interrupt the educational environment. Please have your child leave personal items (toys, electronic devices) at home unless otherwise requested by a teacher.

We ask that if you would like to hand out party invitations at school, you bring one for each child in the class. If you plan to invite children not in your child's class, please mail the invitation or bring enough for that class as well. Please exchange gifts outside of school.

### FOOD

TCCS will not provide meals to students. All children should eat breakfast before arriving on campus. Parents should send lunch (including a drink and utensils needed) with students every day. Please send a well-balanced, healthy lunch. Students will not be able to microwave their lunches. If a child has food allergies, parents should note them on the enrollment form. There may be times that teachers ask parents to send in special snacks for the classroom.

### SAFETY

Safety of the students is a top priority at TCCS. We will practice safety drills on a regular basis so students will be familiar with procedures and escape routes. All staff members and substitutes receive a background check before working with students.

### INCLEMENT WEATHER

In the case of snow or extreme weather, TCCS may make the decision to close. The announcement will be made ASAP via Thinkwave and Facebook. For every 2 school days missed, a half-day Friday will be scheduled as a make-up day. Half-day Fridays will follow this schedule: Heritage (K-5th Grade): 8:10am – 11:10am & Hillcrest (6th – 12th Grade): 8:00am – 11:00am

### CELL PHONES

In order to minimize disruptions and distractions, TCCS has a zero tolerance policy for cell phones, smart watches, and other similar devices. K-5th students must turn in their devices to their teacher at the beginning of the day. 6th-12th students must place their devices in the phone box in Mrs. Smith's classroom at the beginning of the day. All devices will be returned to the student when they are picked up. Students involved in extracurricular activities (basketball, archery, etc.) will be allowed to keep their devices after school, but they must be turned off and kept in their backpacks. Students who violate this procedure will be subject to disciplinary action. If you need to contact your student, please call or text the TCCS phone and staff will relay important messages to students as needed.

First Offense: Warning. Device confiscated and guardians will be contacted.

Second Offense: Lunch Detention. Device confiscated and guardians will be contacted.

Subsequent Offense: ISS or OSS. Conference will be scheduled to address appropriate steps moving forward.

Students who refuse to comply when found in violation will be sent home until a conference can be scheduled with their guardian.



## BEHAVIOR

A child's conduct reflects his/her attitude toward God, parents, and school. TCCS students are accountable for their actions at all times, both in school and outside of the classroom. Children are expected to treat themselves and others with love and respect. If a student chooses to demonstrate unacceptable behavior either during school, at an event where they represent TCCS, or that negatively impacts the classroom environment (example: social media), the following could be a consequence:

- Loss of privileges (recess, free time, snack, field trip, extracurricular activities, etc.)
- Phone call to parents
- Time-out in the classroom
- Time-out in another classroom (under the supervision of another teacher)
- Lunch Detention
- After-school Detention
- Conference with an administrator
- Conference with student/teacher/parent

If a student's behavior becomes too disruptive and he/she refuses correction, parents may be called to pick the child up from school. The child will not be allowed to return to school until a conference has taken place. Major behavior incidents will be reviewed by administrators and any necessary action will be decided.

Unacceptable behaviors include:

- Causing, attempting to cause, or threatening to cause physical injury to another person
- Obscene language
- Leaving the classroom or other designated area without permission
- Bullying
- Vandalism/Theft
- Harassment of any kind
- Possession of drugs/alcohol/tobacco products
- Possession of weapons
- Other serious infractions or behaviors deemed by the school

### ACADEMIC PROBATION

Our goal is to provide a positive environment where students can be successful in their academic endeavors. Although we know success might look different for each student, we believe each student should strive to reach their academic potential. If a student consistently demonstrates that he/she is unwilling to work towards their potential (example: excessive absences, consistent missing assignments, disrupting class, etc) he/she may be placed on academic probation. This decision is not based on grades alone, but is primarily focused on overall work ethic and attitude. Students placed on academic probation will be given an individualized academic plan to reestablish their educational progress. Continued enrollment is based on the student's willingness to follow through with this plan.

### PARENT PARTNERSHIP

Strong family-school connections have been shown to positively impact student achievement and well-being. Building these relationships and community takes a great deal of intentionality and effort. As we all play a part to support the growth and development of our students, we hope to collaborate with each family to empower students to grow spiritually and academically. While the year goes by, difficulties may arise. Our expectation is that parents address concerns promptly and with Christ-like attitudes and actions. Appropriate communication is key in this and we ask that concerns be promptly addressed through email to administration. By working together and striving for a united purpose we can promote a strong community among all students, families, and staff.

We believe, in most situations, we will be able to resolve conflicts positively. However, families who are unwilling to maintain Christ-like attitudes and actions may be dismissed from TCCS at the discretion of administration.