

Child of God Lutheran School



PARENT and STUDENT HANDBOOK 2019-2020

Statement of Non-discrimination

Child of God Lutheran School admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded to its students. Child of God Lutheran School does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies and programs.

MISSION STATEMENT	4	SCHOOL ATHLETICS	12
PHILOSOPHY STATEMENT	4	Purpose	12
PURPOSE	4	General Information	12
CHILD OF GOD VISION STATEMENT	4	Athletic Eligibility	13
WHAT WE BELIEVE	4	Academic Standards	13
ACCREDITATION	5	Behavioral Standards	13
Administration	5	Eligibility Procedures	13
Mission Board	5	Booster Club	13
Voters' Assembly	5	Team Parents	13
ADMISSION POLICIES	5	EXTRA-CURRICULAR	13
Non-Discrimination Policy	5	Strings	13
Admission Age	5	Student Council	13
Admission Priority and Enrollment	5	Academic Team	13
Class Size/Teacher Ratio	5	Lego Robotics League	13
ORIENTATION	6	Additional Extra-Curricular Activities	13
Teacher Visits	6	SPIRITUAL NEEDS	14
Back to School Orientation	6	Chapel	14
Parent's Night	6	Chapel Offering	14
U Go...Day	6	Worship and Attendance	14
ATTENDANCE AND HOURS	6	K-8 Music Program/Praise Team	14
School Hours	6	Faith Families	14
Arrival Procedures	6	Religious Instruction	14
Dismissal Procedures	6	Memory Work	14
General Guidelines	6	STUDENT SERVICES	14
Morning Drop-Off Options	6	Care Team	15
Pick Up Options- Early Childhood	7	Academic Concerns	15
Pick Up Options – K-8	7	Special Education (LASE)	15
Rainy Weather Pick Up	7	Guidance and Counseling	15
Walking/Biking to School	7	Mandated Reporting	15
Absences	8	Custody Reporting	15
Family Vacation Time	8	BULLYING	15
Excuses for Absences	8	HARASSMENT	15
Excuses During the School Day	8	STUDENT CONDUCT	16
Excessive Absences	8	Guiding Principals	16
Make-Up Work Following an Absence	8	Behavior Interventions	16
Tardy Arrivals	8	Restorative Practices	17
Early Departures	9	General Guidelines and Assumptions	17
ACADEMICS	9	Disciplinary Action Descriptions	18
Curriculum	9	Prohibited Conduct	19
Reporting Student Progress	9	Search and Seizure	20
Kindergarten	9	Corporal Punishment	20
Grades First through Eight	9	Physical Restraint	20
Awards and Honors	9	Parent Code of Conduct	20
Promotion/Graduation Requirements	10	Grievances	20
Scholarships	10	IN THE CLASSROOM & ON THE GROUNDS	21
Standardized Testing	10	Prohibited Items	21
Homework	10	Property Damage	21
Textbooks	11	Cell Phone Use	21
Book Covers	11	Smart Watches	21
Lockers	11	Playground or Gym/Multipurpose Room	21
COMMUNICATION	11	Playground Rules	21
Parent Information Portal	11	Gymnasium	21
Weekly News	11	TECHNOLOGY RESOURCES POLICY	22
Parent/Teacher Relationships	11	Computer Use	22
Classroom Visits – Parents	11	Software Use	22
Contacting a Teacher	11	Network/Internet Use	22
Parent Conferences	12	Social Media Guidelines	23
Parent Pledge	12	Social Media– Students and Parents	23

Classroom Technology/Resource Lab	23	Recess/Inclement Weather	28
DRESS REQUIREMENTS	23	Visitors	28
Elementary Uniform Dress Policy	23	Pets	28
Shoes	24	EXTENDED CARE	29
Snow Boots	24	Early Arrival	29
Hair	24	Late Pick Up	29
Make-up	24	Guidelines	29
Jewelry	24	Extended Care Behavior Guidelines	29
Elementary Non-Compliance	24	OTHER INFORMATION	29
N.U.T. Day (No Uniform Today)	24	Parents & Friends Group	29
Spirit Day Dress	24	Fundraisers	29
Physical Education	24	Family Emergency Information	30
LUNCH AND SNACK POLICIES	24	Lost and Found	30
Peanut/Tree nut policy	24	Required Service Hours	30
Peanut Aware Snack & classroom party	25	School Office	30
Peanut Aware hot lunch program	24	Use of School Phones	30
Hot Lunch Program	25	Cell Phone Use	30
Sack Lunches	25	School App	30
Guidelines for sack lunches and snacks	25	Weather Related School Closings	30
WELLNESS PLAN	26	Library	30
Nutrition Standard	26	EMERGENCY PROCEDURES	31
Physical Activity Goals	26	Tornado/Earthquake Warning	30
Immunization	26	Natural Disaster/Crisis	30
Physical Examinations	26	Building Lockdown/Lockout	31
Medication-Handling, Storage/Disposal	26	Campus Safety	31
Medication Self Administration	27	FINANCIAL INFORMATION	31
Medical Concerns	27	Criteria for Member Tuition	31
First Aid	27	Multi-Child Discounts	31
Injuries	27	Fees	32
Illness	27	Direct Payment Options	31
Confidentiality	28	Late Payment	31
Outdoor Activity Participation	27	Lunch Account	32
CLASSROOM INFORMATION	27	Student Records	32
Room Parents and Class Parties	27	Refunds	32
Background Checks	28	Withdrawal/Change of Enrollment	32
Room Parent Fund	28	Pro-Rating Tuition	32
Party Snacks	28	Returned Checks	32
Party Invitations/Thank You Notes	28	Tuition Assistance	32
Field Trips/Class Trips	28	Textbook Fines & Replacement	32
Field Trip Transportation	28	Ongoing Effectiveness	32
Car/Booster Seat Restraint Law	29		

MISSION STATEMENT

Child of God Lutheran School provides quality Christ-centered education for the community to make and equip disciples for Christ Jesus.

Philosophy Statement

At Child of God Lutheran School we believe that each child is a unique creation of God. Each child has spiritual, emotional, physical, intellectual, and social needs. All these needs are met only through the grace, love, and mercy of the Holy Triune God. Therefore, we believe it is our purpose as educators to work with parents and the community to assist children to find fulfillment of those needs. Through this effort, they will develop into well-rounded children who are equipped by the Holy Spirit to be effective citizens in the community and world, demonstrating and witnessing to the glory of God, the redemptive work of Jesus Christ, and the empowering presence of the Holy Spirit. Students are motivated by fully trained Christian educators, working with families to cultivate a strong, living faith that will allow them to function with confidence in Christ through all life's situations.

Our school provides a Christ-centered atmosphere where faith is integrated into all subject areas, while maintaining a quality academic program of educational excellence. Each student is nurtured and encouraged to develop to his or her fullest spiritual and academic potential. Through a strong, accredited academic program, students are prepared and encouraged to pursue higher levels of academic instruction which will equip them to become productive members of society, functioning fully through their God-given gifts.

Purpose

It is the intent of Child of God Lutheran School to offer a personalized educational experience that is academically excellent and theologically sound, guiding each child to a closer relationship with Christ while providing the best educational preparation possible.

Vision Statement

The educational goals and objectives of our school reaffirm each child's place in God's Kingdom and nurture their horizons intellectually, emotionally, socially, physically, and spiritually. School at Child of God is a place where children are free to discover and explore the world of learning in a Christian environment with an encouraging and supportive staff. The program, based on the most recent research, recognizes the importance of a stimulating environment that will meet children where they are developmentally, and offer them a variety of experiences and materials to aid them in developing to their fullest potential. Children are given many opportunities to grow in self-esteem and confidence individually, and in small and large group settings.

In keeping with our philosophy of a developmentally appropriate experience, our goals and objectives recognize that children are active learners and that they are more likely to learn from materials that are real and relevant to their lives. Our students engage in activities that give them the opportunity to imagine, explore, experiment, discover, and learn.

What We Believe

We believe that God created a perfect world for us and through our sin we messed it up. Our big and small sins corrupted this world and destroyed our relationship with God and with each other. However, God didn't leave things that way. He got involved.

"We are made right with God by placing our faith in Jesus Christ. And this is true for everyone who believes, no matter who we are. For everyone has sinned; we all fall short of God's glorious standard. Yet God, with undeserved kindness, declares that we are righteous. He did this through Christ Jesus when He freed us from the penalty for our sins."

Romans 3:22-24 NLT

We believe that God sent His only Son, Jesus Christ, to save us by living the perfect life we couldn't and dying the death that was supposed to be our punishment. We believe that we are forgiven and given eternal life only through faith in Christ. "For God loved the world so much that He gave His one and only Son, so that everyone who believes in Him will not perish but have eternal life." John 3:16 NLT We believe that faith is a gift from God given to us in our Baptism and through hearing God's word.

"God saved you by His grace when you believed. And you can't take credit for this; it is a gift from God. Salvation is not a reward for the good things we have done, so none of us can boast about it. For we are God's masterpiece. He has created us anew in Christ Jesus, so we can do the good things He planned for us long ago." Ephesians 2:8-10 NLT

We believe that Jesus not only came to save us from our sin, He came to show us how to live. When Jesus was asked to sum up God's word He said; God's will can be condensed into two commandments: love God with all of our heart, soul, and mind; and love others as ourselves. "God showed how much He loved us by sending His one and only Son into the world so that we might have eternal life through Him. This is real love – not that we loved God, but that He loved us and sent His Son as a sacrifice to take away our sins. Dear friends, since God loved us that much, we surely ought to love each other." 1 John 4:9-11 NLT

At Child of God we worship a God who has saved us from our sin and the brokenness of our lives. We live our lives freed from our past and energized for our future. We rejoice in the forgiven life given to us through Christ's sacrifice and share

that joy with our neighbors. Come and see, you will be amazed how God will change your life.

If you would like to know more about what we believe, please feel free to contact us or visit the [LCMS website](#).

ACCREDITATION

On an annual basis we submit a report to the Missouri Nonpublic School Association Accreditation and the National Lutheran School Accreditation organizations to renew our accreditation status. During the 2015-2016 school year, we completed the accreditation process and received our 5 year accreditation status from both organizations. We will go through NLSA accreditation again in 2020-21.

ADMINISTRATION

Child of God Lutheran School is operated by Child of God Lutheran Church. The principal serves as the chief administrator of the school and, as such, is responsible for the day-to-day operations of the school. In consultation with the early childhood director, athletic director, faculty and pastoral staff, the school administrator suggests changes and policies for the improvement and welfare for the school and sees to it that the policies of the congregation and the Mission Board are completed.

Mission Board

The Mission Board functions as the policy-making body responsible for the overall activities of the church and school. This board meets the third Tuesday of the month unless otherwise indicated. Board minutes are available in the Church office for review. Complaints against teachers or staff or issues concerning disciplinary action with a student or group should follow the procedures outlined in the grievance section.

Child of God Lutheran Church Voters' Assembly

The Voters' Assembly is an official meeting of the congregation where decisions are made involving the calling of professional church workers (teachers), approval of budgets, and election of church leaders. All adult members of Child of God Lutheran Church are eligible for membership in the Voters' Assembly and are urged to be involved. The decisions made in the Voters' Assembly directly impact the quality of the programs and services that Child of God is able to offer students in the school.

ADMISSION POLICIES

Non-Discrimination Policy

Child of God Lutheran School admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded to its students. Child of God Lutheran School does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies and programs.

Admission Age

In accordance with the laws of the State of Missouri, children entering Kindergarten must reach the age of 5 years on or before July 31 of the year of enrollment. Children entering first grade, without having attended kindergarten, must be 6 years old on or before July 31 of the year of enrollment. Pres-School and Pre-Kindergarten students must reach the applicable age (3 or 4 years) on or before July 31 of the year of enrollment. Children may be enrolled in the Preschool 2 program once they reach 24 months of age.

Admission Priority & Enrollment

Admission Priority will be given to families of currently enrolled and/or with the longest enrollment history. Priority in accepting new admissions will be given to the following:

1. Children of members of Child of God Lutheran Church
2. Children of members of other sister congregations associated with the Lutheran Church-Missouri Synod.
3. Children of parents who are un-churched
4. Children of parents who hold membership in other church denominations

Enrollment begins in January each school year. The enrollment process is as follows:

1. Re-enrollment of current students by the end of January.
2. Enrollment of siblings of current families not currently enrolled by the last Friday in January.
3. Members of Child of God Lutheran Church not currently enrolled by the last Friday in January.
4. Enrollment for the community begins at the last Sunday in January open house
5. All enrollments are based on "as space is available."

All students new to Child of God Lutheran School are placed on a nine-week probation. During that time, teachers will evaluate the academic placement, behavior and general skills and abilities of the child. Following the initial nine-weeks evaluation, if it becomes necessary, Child of God Lutheran School reserves the right to:

1. Adjust the placement of the student.
2. Suggest diagnostic testing to determine if specialized learning services are needed and access if the school can accommodate them with the existing staff and resources.
3. Dismiss the student from the student body due to student and/or parent behavior that substantially disrupts the educational process or operation of school or is contrary to Child of God's mission, values and policies.

Class Size/Teacher Ratio

Class sizes will be limited in order to provide an effective learning environment for children as well as workable teaching assignments for the faculty. Enrollments in a classroom taught by one teacher and an assistant will be limited as follows:

Pre-School 2s – 1:8

Pre-School 3s – 1: 10

Pre-Kindergarten 4s – 1:10

Kindergarten 1:10

Enrollment in a 1st-2nd grade classroom will be limited to a ratio of 1:20. Enrollment in grades 3rd-4th is set at 22 students and 25 students per grade in 5-8th. However, COGLS reserves the right to exceed a ratio for special circumstances and with a teacher's consent.

ORIENTATION

Teacher Visits

Classroom teachers schedule a one on one visit with families prior to the first day of school. The purpose of the visits is to welcome the child and family to the grade level and to learn more about the child's needs and to build a relationship with the family. ****Parents of students transferring in after school begins in August are required to schedule a parent/teacher conference within the first 30 days of attendance.***

Back to School Rally

Orientation activities are hosted for parents and students to come and drop off supplies, visit with teachers and learn more about extra-curricular offerings. Parents use this time to learn more about our Parents and Friends Group, order lunches, connect with other parents, and take care of final registration fees.

Crusader Parent Night

Three weeks into the start of school, COGLS invites K-8 parents/guardians into the classroom to experience a "day in the life of their student." Parents are led through their child's schedule and important parent/teacher partnerships are highlighted.

U GO...Day (Upper Grade Orientation)

Twice a year (October and January) pre-K -7th grade students "step up" into the next grade for the morning to experience what the next grade level has in store for them.

ATTENDANCE AND HOURS

School Hours

Elementary classes begin each morning at 8:15 and dismiss each afternoon at 3:15. On early dismissal days, students are dismissed at 11:45 a.m., unless otherwise indicated

Early childhood classes are held in two sessions. Morning sessions meet from 8:15-11:30 a.m. and full-day sessions 8:15-3:15 p.m.

Arrival Procedures – Only early childhood extended care is allowed in the classroom before 8:00 am.

6:30-8:00 am All students arriving at school before 8:00 am must enter the building through the front doors and be checked into morning extended care (charges apply)

8:00-8:15 am Students report to classrooms and begin morning preparations. Parents may escort children to their classrooms but should allow the child the independence to

unpack and get ready for the day. *All parents need to exit the classroom by the 8:15 bell so classes may begin.*

Parents who need to talk with a teacher should leave a message for that teacher in the office or contact the teacher via email. The teacher will contact the parent to set up a meeting.

8:15-8:20 am Classes begin. Parents need to depart from classrooms. All students arriving after 8:15 are considered tardy and will need to check in with the school office. The classroom door, front doors, back door and gates are relocked.

Dismissal Procedures:

3:10-3:30 pm early childhood students only are dismissed to back lot

3:15-3:30 pm K-8 and early childhood students (with older siblings) are dismissed to the front circle

3:30-6:00 pm Students are checked into extended care (charges apply).

IMPORTANT GUIDELINES:

- Please be patient and wait outside for your student to be dismissed. Your student needs adequate time to wrap up his/or her day. Checking out early to avoid car line disrupts that routine and takes valuable time away from your student and everyone else.
- During dismissal the back doors have a one-way door system in place to help get all our students out to you in a safe and timely manner. If you have business in the school office, please use the front security doors.
- If you need to come into the office, please park on the side lot and use the front doors. The circle drive is a fire lane.
- For your convenience, a payment box is available next to the school office. Parents may drop payments, notes, orders etc. when the office is closed. Please make sure your name is clearly identified on anything you leave.
- Please leave your pets at home or in the car (some of our children may have allergies or fears).
- Smoking/vaping is prohibited on church/school grounds

Morning Drop-Off Options: (8:00-8:14 am only)

Back Parking Lot-Walk Up: Enter the parking lot off of Old Salt Lick Road (Behind the School).

1. Park in the lot doors by the playground.
2. The back doors do not open until 8:00 a.m. For extended care, please park in the side lot and enter through the main doors.
3. The back doors will be relocked shortly after 8:15 AM therefore; tardy arrivals should park in the side lot and enter through the front doors.
4. The back lot gates are locked at 8:25 so the playground can open for morning recess. If you have extended business inside please park in the side lot.

Front Circle Drive-Up Drop Off: (8:00-8:14 am only)

1. Enter the parking lot from Salt Lick Road and turn in to the circle drive.
2. Please pull all the way up to the white/line in a single line.
3. Students should exit the car on the side of the side walk. Staff members are available in the hallways from 8:00 until 8:15 am to assist younger students to their classes.

Pick-Up Options EARLY CHILDHOOD ONLY: Back Parking Lot No Cell Phone Zones

Enter the parking lot off Old Salt Lick Road (behind the school). **Please have your child's name plate and walk to the back doors by the playground.** Name plates will be distributed at orientation visits or Back to School Nights.

1. At 3:15 pm teachers will begin walking children out through the back doors to meet you. Please hold up your child's name plate so it is visible to the teachers who will be looking for you as they stand next to the children lined up in the hallway.
2. Please keep conversations brief with your child's teacher at pick-up time because they have many other children to deliver safely to other families. Teachers would love to talk to you for longer periods of time about all the fun your child had at school but they are on duty until 3:30 pm.
3. When leaving the parking lot, use Old Salt Lick Road to Mexico Road.
4. After 3:30 pm please go to after care to pick-up your child.

*Due to other cars pulling out of parking places and the potential danger to your child's safety, we kindly insist that you please greet your student at the backdoor sidewalk.

K-8th Grade & Early Childhood Front Circle - Drive Up Pick Up

(Required for all K-8 & suggested for Early Childhood with older siblings).

1. Enter the parking lot from Salt Lick Road and turn in to the circle drive.
2. The first loading of this area is 2 full rows in the circle area and is at an all stop and all cars must be turned off before the children can come to you. Please stand outside your car so your child can see you easily and they will walk to you. Please have your child's name plate in the window to identify you as safe to pick up the child or have an ID ready to show the teachers.
3. Once the all clear is given showing that all cars are turned off and no one is on their cell phones the "All Aboard" signal will be given and your child will walk to you.
4. You or your children are responsible for buckling safely into their seats.
5. Please keep conversations brief with your child's teacher at pick-up time because they have many other children to deliver safely to other families. Teachers would love to talk to you for longer periods of time about all the fun your child had at school but they are on duty until 3:30 pm.

6. Once all children are safe in their cars a whistle will sound 3 times signaling you that you may turn on your car and follow the car in front you to the exit. We will alternate which side is released first based on the needs of the children.
7. Please stay in the car line and do not pull out of line to help ensure the safety of all children and cars.
8. After the first round of all stop car pick up, the second round will pull to the half circle line and your car can be in park and we will only load children to the inside school side curb. Please continue to stay in the line and do not pull out from the line. We will continue to load curb side until 3:30 pm.
9. Exit only onto Salt Lick Drive (do not exit out the back lot)
10. After 3:30 pm please pick up your child in after care.
*We reserve the right to do a second all stop full circle pick up if the number of students in the front warrant such support.

Rainy Weather Changes

1. Back parking lot walk-up procedure is the same
2. Front Parking Lot- Please pull all the way up to the line. Turn off car and put down cell phone. The children will be inside and we will call them using a mega phone to come to your car. We will release one side at a time once all children for that side are safe inside their cars. You may also choose to park in front parking lot and walk up with an umbrella to receive your child at the school doors under the awning.

General Parking Dos and Don'ts

- **The circle drive is a FIRE LANE. Parking and leaving your car is prohibited.**
- If you need to come into the building please park your car in the side or back lot.
- For the safety of everyone, *please, let's keep all our attention on the children and stay off of our cell phones.*
- **PM Pick Up:** 3:15-3:30 Teachers will walk the children to your car. *If you need to assist your child in buckling into their car seat, please pull into the first lane (nearest to the sidewalk).* The outside lane is a more "express" lane for older children who can quickly get in and buckle up.
- **Buckle up!** Please make sure your child is safely secured in his/her seat belt before moving your car. We have seen children standing up, hanging out windows, etc when the car is in motion. Please make sure your children are safe before you pull out.
- A parent who is delayed in picking up a child should notify the school office. Any student not picked-up by 3:30 p.m. will be taken to the Extended Care Program and charged accordingly.

Walking/Biking to School

Parents of students who will ride a bike or walk to school must complete a form indicating their intent. The form is available in the school office or online. Missouri law requires children riding bicycles to wear safety helmets. Students

riding their bike to and from school must comply with the state law. Students will park bicycles in a specifically designated area and must be sure the bikes are locked securely. The school cannot be held responsible for bicycle damage or theft. Students who bike or walk to school should arrive after 8:00 AM. **Due to heavy dismissal traffic, students walking or biking home will not be dismissed until after car line has dismissed.*

Absences

Illnesses and a death in the family are valid reasons for absence from school. When possible, please schedule medical and dental appointments outside of school hours. When this is not possible, please inform the teacher prior to the appointment by sending a written note or emailing the teacher and copying the school office. Children will not be sent to the office until a parent is present to sign them out. A tardy or partial absence for medical/dental appointments will be considered unexcused without a written note from the medical office. Parents are asked to contact the teacher for all work that must be made up during the absence.

Family Vacation Time

When at all possible, please schedule vacations when school is not in session. Sequential development of skills cannot be accomplished simply through make-up work. Sending work home in advance of an absence may be impractical. Parents are responsible for seeing that work missed is completed satisfactorily. Instructional time cannot be easily or adequately made up as the learning program at COGLS goes far beyond the homework that will be sent home. Absences of this type will not be excused.

Excuses for Absences

Parents are required to call or email the school office (copy the teacher) by 9:00 am when a student will not be at school. This is done for your child's protection and to assist us in gathering health information to alert you to the possible spread of contagious illness.

Excuses During the School Day

Half day absence – if a student misses more than two hours, but less than four hours

Full day absence – if a student misses more than four hours on a given school day

All children excused during the day are to be picked up in the school office by an adult. Parents wishing to have a child excused during the day shall do the following:

- a) Send a note/email (copy the school office) to the teacher with an explanation for the absence
- b) Come to the school office to pick up your child. Children will not be called down from class until a parent is present to sign the child out.

Excessive Absences

Excessive absences are detrimental to the educational progress of a student.

- a) If a student is absent more than nine (9) times in a quarter, or fifteen (15) times per semester, the administrator will consult with the parent/guardian
- b) A student who misses 30 days or more his/her promotion will be reviewed by the teacher and administrator and may be in danger of retention and/or summer school.
- c) Parents must understand that state law requires "continuous and regular" attendance. Without this the administrator is obligated by law, to report the student to the county authorities for possible legal action.

Make-Up Work Following an Absence

- a) Students are expected to make up all missed homework, quizzes, and tests within a period equal to the amount of school days missed (e.g. absence of one (1) day allows for one (1) additional day to make-up work.
- b) Homework may be given in advance of an absence during the school year. However, it is not always possible to accommodate and is at the discretion of the teacher.
- c) Parents should be aware that academic performance might be negatively impacted by missed instructional time.
- d) After three weeks of continued illness that prohibits a student from attending school, the student's parent/guardian will be required to engage Homebound Educational Services through the public-school district in which they reside. Verification from a medical doctor will be required to initiate these services and confirm that the extended illness interferes with the student's ability to attend school. The parent/guardian will be responsible for picking up homework and returning completed assignments weekly.

Tardy Arrivals

It is the responsibility of each parent to see that their student(s) arrive to school on time. Students not in the classroom when class begins (8:15 am) are considered tardy. The front and back doors will be relocked shortly after the bell rings at 8:15. Therefore, parents must accompany their student into the building and stop at the "Tardy Table" from 8:15 – 8:30 a.m. (or the office window after 8:30 am) to get a tardy/admit slip before going to the classroom. Teachers will require a tardy/admit slip from any student arriving after the scheduled class time begins. Students in Kindergarten through eighth grade will receive three warning tardies each quarter. On the 4th tardy the family will be billed \$5 for every tardy thereafter. After 8 or more tardies the charge increases to \$10 per tardy and after the 11th the charge goes up to \$15 per tardy. The tardy count starts over every quarter. The charges are per family, not per student. Students who arrive late because of medical appointments are considered "excused" if they turn a note in from their doctor. No other reason will be considered for an excused tardy except at the discretion of the administrator.

Although tardy slips are not given out for early childhood students, prompt arrival is highly encouraged. Morning routines and free exploration and socialization time are very important parts of a young child's day. Please note that our back doors will be relocked at 8:20 a.m. therefore, late arrivals must park in the side lot (not in the circle drive) and enter through the front door and sign in at the front office.

Early Departures

Parents who need to pick up a child during the school day should send a note to the child's teacher in advance of the early departure date. In an emergency, please contact the school office. The parent must come to the school office to sign out the child. For the safety of our students, it is critical that the office staff knows when children are leaving and who is taking them. After the student has been properly signed out, a member of the office will contact the teacher to send/escort the student to the office. Teachers will not release students from class without notification from the office. Students will only be released to individuals authorized by the parents.

If a student is returned to the school after leaving for any reason, the parent should bring the child to the office window to sign in. Teachers will not allow a student to return to the classroom without an admit slip from the office.

Students departing early for a medical appointment will be considered "excused" when a note from the doctor or dentist is returned to the Child of God office on the following day. No other reason will be considered for an early dismissal except at the discretion of the administrator.

ACADEMICS

Curriculum

The Child of God curriculum complies with or exceeds the standards established by the Department of Elementary and Secondary Education of the State of Missouri. Christian principles and teachings are integrated throughout the curriculum in order to prepare children to live as unwavering Christians.

Areas of learning include: religion, language arts, science, mathematics, social science, fine arts, physical education, health, and technology.

Each grade level uses a curriculum based upon Biblical principles, infuses current educational theories (Social/Emotional, Creative Processing, Executive Functioning, & Leadership Practices), and exceeds the standards established by the state of Missouri. A copy of the school curricula is available by contacting your child's teacher.

Reporting Student Progress

Report cards are issued after the end of each quarter for kindergarten and the elementary grades.

Parent and students should review all written reports together before the parents sign and return the reports to the teacher. Contact your child's teacher directly if you have questions about a report. **Any challenges to grades must be submitted to the teacher within 10 days of the quarters end.**

Report cards are issued as follows:

- First Quarter: Given at parent/teacher conferences
- Second Quarter: Sent home in backpacks & online
- Third Quarter: Sent home in backpacks & online
- Fourth Quarter: Pick up in Office after Memorial Day

Early Childhood (see the EC Handbook)

Kindergarten

Teachers in Kindergarten assess students on the basis of the skills they have mastered. Reports are done in rubric form to enable parents and teachers to track the child's progress in a developmentally appropriate manner, based on the goals established in our curriculum. The rubric has four categories (beginning, developing, secure, extending) and includes a description of each developmental level.

Grades First through Eight

Students will receive a formal report card at the end of each quarter grading period. In addition, teachers will send commendation slips or interim reports to keep parents informed of significant problems or achievements.

The report card will contain a percentage for each subject and conduct marks indicating behavior.

Not Meeting	Area of Concern	Beginning to Develop	Developing Appropriately	Exceeding Developmentally
-------------	-----------------	----------------------	--------------------------	---------------------------

- 1) The **academic grade** indicates the individual progress of a student in relationship to class standards as set by the teacher and the curriculum. Grading is on a percentage scale:
 A - 90 -100%
 B - 80 - 89%
 C - 70 - 79%
 D - 60 - 69%
 F - below - 60%
 I – Incomplete Work (no grade)

- 2) The **conduct grade** indicates how well a student behaves in class.

- 3) Students in grades 1-3rd also receive a Balanced Literacy report highlighting the student's reading progress

Awards and Honors

One of the most important philosophical goals of Child of God Lutheran School is to encourage the academic talents and abilities of our students. The students in grades 6, 7, & 8 are recognized for academic achievements at the end of each quarter.

To qualify for honor roll, students in grades 6-8th must meet the following criteria:

- A student must attain a 90 percent or better average for all subjects to be named to the High Honor Roll (3.7-4.0)
- A student must have an 80-89 percent average for all subjects to be recognized on the Merit Honor Roll (3.0-3.6)

The eighth grade students who have been ranked as the top two in grades six through eight (cumulative) are designated as the class valedictorian and salutatorian. The third ranked student will be the class speaker. Students with cumulative GPAs of 3.8 and above will be recognized with marks of *Distinction*. Students with GPAs of 3.6 and above will be recognized as *Scholar*.

Child of God Lutheran School considers each student uniquely created by God; therefore, our goal is to meet the needs of each student with different learning styles. As a result, a student may have academic accommodations to our curriculum in which the instructional level of a subject is not altered, but the method in which the material is presented or demonstrated may be changed. A student with a diagnosed learning difference may require modifications to one or more subject areas. In this case, an alternative curriculum in which the instructional level or content of a subject is altered may be implemented. A student who has modifications and/or accommodations for any subject during 6-8th grade will not be eligible for class rank when completing eighth grade (valedictorian/salutatorian) but will be acknowledged for his/her progress through the quarterly honor roll and may graduate with distinction or scholar if the criteria is met.

Child of God participates in the President's Education Awards Program. Students may qualify for the President's Award for Educational Excellence or the President's Award for Educational Improvement. Other recognitions include:

- outstanding church attendance: K-8
- outstanding school attendance: K-8
- All- Conference (x country, volleyball, basketball, track): 6-8
- Male Christian Athlete (coach nominated) 6-8th
- Female Christian Athlete (coach nominated) 6-8th
- Crusader Award: 6-8th grader 3 sport athlete (Athletic Director and principal nominated)
- Shield Award – student who demonstrated outstanding Faithfulness, Kindness, Self-control, and Love (teacher/staff nominated) K-8th

Promotion/Graduation Requirements

Child of God Lutheran School believes in educating the whole child. Thus, retention and promotion are based on the child's age, ability to work at a given grade level, attendance and behavior. At the end of the school year, students are promoted to the next higher grade if there is evidence that they have mastered the necessary skills to achieve successfully at that grade level. A student may be retained if there is evidence that the student has not mastered the necessary skills to achieve at the next grade level. The following factors are taken into consideration: achievement

levels, particularly in language arts and math; test results and benchmarks; maturity as it affects ability and readiness to achieve; general behavior of the student; and the positive and negative implications for the student's future learning. The classroom teacher(s) and the administration, in consultation with the parents, consider these factors.

Before any student in grades 1st-8th is promoted to the next grade level, or graduates from the eighth grade, he/she must have satisfactorily completed assigned schoolwork and have demonstrated an acceptable level of accomplishment. If a student receives a cumulative average below 60% in a core subject in two or more quarters (Math, English, Science, Social Studies, and Religion) he/she will be required to show proof of some type of remedial work in the subject area before being promoted. Remedial work could include summer school, learning centers, etc. Remedial work must be approved by the COGLS administration before it is begun. The retention of any student in Pre-School through Kindergarten will be decided by the classroom teacher in consultation with the Administrator. All reasonable interventions shall be considered before a decision is made to retain a student. If a student is retained, a specific plan will be created and implemented for that individual child to ensure the child has a successful experience.

Grade Recovery/Summer School

Students needing course recovery will enroll in summer school with a certified instructor for a minimum of 60 hours (30 with IEP). The student will be subject to a final project, paper, test and/or submit any missing assignments to the homeroom teacher for final grade.

Scholarships

Eighth grade students are eligible for various scholarships from Lutheran High School of St. Charles County. Some scholarships are academic while other scholarships are designated for Child of God or Holy Cross church members and are leadership or ministry based. Scholarships are announced during the eighth-grade graduation ceremony.

Standardized Testing

Child of God Lutheran School does not administer achievement or any other standardized testing in pre-school through second grade because we do not believe those tests are developmentally appropriate for that age group. We administer standardized testing beginning in the third grade. Testing is administered at each grade level thereafter in the spring. Academic ability testing is administered in grades four and seven.

Homework

Research has shown that the success of a student is augmented by parental involvement with school work and by developing the habit of doing homework. Parents who help their children establish a regular routine for doing homework;

including a quiet place and time, add value to their children's education.

Homework is intended to be done by a student at home. That means the child should do the work with the assistance of a parent. The parent should not do the work for the child, or give the child the correct answers. When parents spend time encouraging and guiding their children in homework assignments, they nurture their relationship with their children and the children also receive the academic benefit of completing homework.

Homework also provides an important channel of communication between parents and teachers. The amount of time spent on homework varies with individual students, depending upon work habits and abilities. Parents who have a concern about homework are encouraged to talk directly to the teacher(s).

Textbooks

Students are issued text books and consumables at the beginning of the school year. Books are to be well maintained and returned in good condition (see Textbook Fines and Replacements). Lost books will also require a replacement fee.

Book Covers

All hard text books (non consumables) will require a paper book cover during the school year. Cloth book covers will not be allowed as they do not protect textbooks adequately. Books should be covered with a brown paper bag and recovered when necessary.

Lockers

Students in our middle school will be assigned a student locker. These lockers are to be used for the students' book and personal belongings. Students may not share lockers. Child of God is not responsible for property that is stolen from student lockers. All student lockers are the property of Child of God, and **COGLS retains the right to inspect lockers for any reason at any time.** We want to keep the lockers looking nice without taking away from school spirit. Short term decorative items may be placed on the inside and outside of the locker. **NO TAPE.** We recommend that a plastic type of material or magnets be used to hold things on to the locker. The locker and its contents should be kept in good order and locker contents must not be visible when door is closed. All contents must be God-pleasing in content and nature. Students are responsible for excessive damage to their lockers and will be charged for the cost of repairs.

COMMUNICATION

Open and genuine communication is the key to working together for the best possible education of each child. It is important that the home and school work together in oneness of spirit and purpose. When this does not occur, the child suffers. Child of God Lutheran School does not seek to

supersede parents in their role as the child's primary source of nurture, values, and Christian training. The role of the school is to assist parents with that solemn, God-given responsibility.

At Child of God, we value forming authentic relationships with our student's parents, grandparents and guardians. Whenever possible we will have face to face communication with you especially with regard to important touchpoints such as academic progress, social/emotional wellbeing or other areas of concern or celebration. Other modes of communication include our parent portal, Sycamore Education and/or the classroom weekly newsletter. It is the parents' responsibility to check these two sources on a regular basis for pertinent school information.

Parent Information Portal

On the Parent Information Portal (Sycamore Education) families can find: monthly summary account statements; updated family phone, address, and email information; individual classroom information (memory work, spelling lists, classroom newsletters, class directory); your child specific information (grade reports, discipline log, attendance, schedule); PFG Board Member contact info; Athletic calendars; Parent/student Handbook; lunch menus; school calendar and upcoming events and more. Each family has a Sycamore account and is provided an activation email to initially set up the account. Once a family account is activated it remains open for use as long as students in the family are enrolled at COGLS. If you forget your user name or password, please contact the school office.

Weekly News

Important information will be posted on the Shield homepage each week. There you will find upcoming events, changes in plans for activities, requests from organizations, Lutheran High School information and other pertinent information. Each teacher will also send home a grade specific newsletter with classroom news (what happened throughout the week and what's coming up). **It is important for parents to check BOTH so you are in the KNOW!**

Parent/Teacher Relationships

Parents and teachers must mutually support each other to be an effective team in rearing children to have conduct pleasing to God. To that extent, teachers will not discredit the child-rearing procedures of the parents in the presence of the students and will always be supportive of parents. Likewise, parents must not discredit teachers nor their educational efforts but always be supportive in the presence of their children.

Contacting a Teacher

Teachers may be contacted in person, by email or by phone. When meeting in person, always ask the teacher if he/she has time to talk at that moment, or better yet, when it might be convenient for him/her do so. Don't expect to have an

extended conversation during drop off or pick up; consider 8:00-3:30pm to be "sacred time" for the teacher)! Morning, recess, lunch and after school can be quite hectic times; the teacher may appear free but she/he is not. They are teaching and supervising our incredible students! Ask the teacher for a best time for contact.

When emailing, keep in mind that most emails and texts will go unanswered throughout the day because the teacher is busy teaching and not glued to his or her computer and phone. Emails will be answered in a timely manner M-F after school.

Classroom Visits-Parents

COGLS welcomes and encourages the involvement of parents in their child's education. Parents are welcome to visit classrooms to observe the curriculum and their child. The following procedures will be followed:

- 1). The parent will notify the School Administrator prior to the visit, who will approve the visit after notifying the teacher.
- 2). The purpose of the visit will be for observation only and not for evaluation of the teacher's performance. Teacher evaluation is solely the task of the School Administrator. The parent will not disrupt the learning process while in the classroom.
- 3). If the parent would like to discuss the visit with the teacher, an appointment should be made as to not disrupt class.

Parent Conferences

Open communication between parents and teachers is always encouraged so they can work together to create the best possible educational experience for the child. Required parent-teacher conferences are scheduled at the end of the first quarter in October each year. However, parents are also encouraged to contact teachers or schedule conferences at any time. Parents may leave a phone number, written message or email to set up a conference time.

PARENT PLEDGE

(taken from the parent agreement on the application)

"As parents or guardians, we agree to support and cooperate with Child of God Lutheran School's program of Christian education and abide by its policies and rules, striving to be supportive part of the Christian community of children teachers, and family as we work together. Our children will attend school regularly, faithfully complete all assignments, and will willingly abide by all policies and procedures as outlined in the Parent-Student Handbook. We will encourage our child to do his/her best and will cooperatively work with our child's teachers in attaining academic and spiritual growth. We agree to partner with our child's teacher using open communication and to attend parent-teacher conferences as scheduled by the school. We will cooperate and witness to our faith through active participation in the school choir whenever the children sing at Child of God

Lutheran Church. We will strive to attend our home church regularly. If we are not an active member of a Christian congregation, we will display openness to the teaching and preaching of God's Word and encourage our children to do the same. We agree to pray for our children, classmates, teachers and school families regularly. Our child's conduct will reflect Christian behavior in school, on the playground, in the lunchroom, and when representing Child of God Lutheran School while on field trips, at sporting events, or other activities. We recognize the teacher's and administration's authority in dealing with any misconduct that occurs and will respect their decisions."

SCHOOL ATHLETICS

FOR MORE INFORMATION SEE ATHLETICS HANDBOOK

Purpose

The purpose of athletics is to give interested students an opportunity to further develop their God-given athletic talents for the sake of social, physical, and spiritual growth so they can better serve God's church and the community.

General Information

Child of God belongs to the St. Louis Lutheran Athletic League. We offer a variety of athletic based on student interest. More information is available through the Athletic Handbook. A student participation fee is assessed. Child of God also offers select "pee wee" (prek-4th) and LHS "Future Cougar" sports which are typically organized through Lutheran High School of St. Charles County.

- Cross Country (K-8)
- Jr. Cougar Soccer (K-3)
- Jr. Cougar Softball (6th-8th)
- Jr. Cougar Football (6th-8th)
- Dance (PS3-PreK)
- Jr. Cougar Baseball (1st-8th)
- Soccer (PreK-4)
- Jr. Cougar Cheer/Pep Club (K-8th)
- Girls Volleyball (5-8th grade)
- Jr. Cougar Wrestling (K-8)
- Jr. Cougar Track/Field (6-8th)
- Basketball (3rd-8th grade)
- Track and Field (6th-8th grade)
- Jr. Cougar boys/girls Basketball (3rd-8th)
- Jr. Cougar boys/girls Volleyball (3rd-8th)

Academic Eligibility

Child of God students must have the following to be eligible to participate in some extracurricular activities (lego league, student council, academic quiz bowl, or athletic practice/games):

1. Have a physical on file in the school office for the current school year (athletics only)
2. Have permission form signed by parent and athlete
3. Attend at least four (4) class periods during the day of the practice or game.

4. Provide the appropriate uniform rental fees.

Representation of Child of God Lutheran School is a privilege. Student athletes and leaders must maintain certain academic levels and demonstrate appropriate behaviors in and out of the classroom. Therefore, academic and behavior monitoring will begin at the start of each sport or activity season and run the duration of the season.

Academic Standards:

The Athletic Director will review the academic progress of all students who are involved in athletics on a weekly basis. Students earning a grade lower than a 70% due to missing/incomplete assignments or a lack of efforts, as concluded by teacher and athletic director, may be declared ineligible for one week. Students will be allowed to participate in practices, but they cannot wear a uniform or play in the games during the week. The administration may exercise the right to reinstate eligibility at any given time. Students may regain eligibility within the week should they correct their academic status with the penalty of counting the week as one full week. Students who are ineligible for a combination of three (3) weeks during a season shall be declared ineligible for the remainder of the respective season.

Players who are injured can attend the game but sit on the bench. Players who are declared ineligible may not dress in uniform for the game and should not sit on the bench until the ineligibility period is over. If there is a question over grades the student should talk to their teacher. However, it is the student's job to know their grades.

Behavioral Standards

1. Behavioral ineligibility may be declared by the athletic director in conjunction with the principal, when together, in their opinion, the athlete has, by a single extreme action or by continuous inappropriate behavior, set an example for other students that is not acceptable by the athletic director and administrator.

Eligibility Procedures

1. A student athlete will be declared ineligible the day after the athlete is notified.
2. During the suspension period, the student/athlete may not participate in any games.
3. He/she may attend games to watch not in uniform.
4. The student will be allowed to continue to practice with the team. However, the student's priority should be to improve the deficient subject area(s).

Booster Club

Each parent of a student athlete is asked to serve twice during the sport in season. This could include working book/lines, clock, hall monitor, or concessions. A \$25.00 booster deposit is collected at the start of the season and returned at the end of the season after the requirements are met. These service hours will also count towards COGLS service hours.

Team Parents

The Booster Club will solicit volunteers for the position of Team Parent for each sport team (generally two parents per team). A summary of Team Parents' responsibilities is as follows:

1. Assign parent volunteers as scorekeeper and timekeeper (run clock) for all home games (volleyball and basketball only).
2. Call concession stand workers to remind them to work their designated games.
3. Collect money from parents and purchase appropriate coach(es) gifts.
4. Assist with the end of the season year awards ceremony with the coaching staff.
5. Make sure athlete's uniforms are returned to school at end of season.

EXTRA-CURRICULAR

Child of God offers enrolled students a variety of extra-curricular activities to participate in after school. Clubs typically meet once per week and are supervised by a faculty and/or parent advisor. Some extra-curricular activities require a student participation fee and academic eligibility requirements to participate.

Strings (2nd-8th)

Private and group strings instruction is offered by the LHS orchestra instructor for students in grades 2-8th. Students perform at the LHS Fine Arts Festival and our Christmas program and spring concert.

Student Council (6th-8th)

Middle school students elect a president, vice president, secretary and treasurer to help plan social/school spirit events as well as sponsor service and education projects. A faculty representative sponsors the student council and advises and oversees the activities. Students may campaign with a poster and slogan (which needs the advisor's approval); students may not bring in gifts or gadgets to help their campaign process. Students serve one term consisting of two consecutive academic semesters. Officers must meet academic eligibility requirements to participate. [see Academic Eligibility]

Academic Team (6th-8th)

Academic team is comprised of 6th-8th grade students who not only perform well academically, but who are confident, willing to make mistakes, work well under pressure and enjoy trivia, games and friendly competition. A student participation fee is assessed and academic eligibility requirements are upheld.

Lego Robotics League (5th-8th)

Students use Lego Mindstorm kits to problem solve in teams how to accomplish robotic missions in competitive settings. A

student participation fee is assessed and academic eligibility requirements are expected.

Additional Extracurricular Activities List

- Praise Team (5-8th)
- Lego Club (1-4th)
- STEM for Girls (Kst-4rd)
- Chapel Sound Crew (7-8th grade)
- Spelling Bee
- Geography Bee
- Strategy Game Club (5th-8th)
- Math Club (4th-5)
- Math Olympics
- Science Fair (Kst-8th)
- Fine Arts Fair

SPIRITUAL NEEDS

Chapel

All students participate in chapel once a week. Chapel services begin at 8:30 a.m. every Thursday, except for special occasions. We will notify parents of any schedule changes. Parents and guests are invited to join the principal and pastor for “coffee talk” (informal fellowship) after morning drop off on Thursdays until chapel begins at 8:30 am (please sign in at the office first). Parents are invited to sit with their child during chapel.

Chapel Offering

We hope this weekly tradition will encourage life-long faithful stewardship. Chapel offerings are collected throughout the school year. Offerings collected are not used within Child of God, but are donated to local, state, national, and international ministries. The faculty designates a new beneficiary each quarter.

Worship & Church Attendance

The greatest and most necessary support parents give to the work of Child of God Lutheran School is to take their children to worship each Sunday, to help children learn all the parts of worship, and to talk about worship before and after church. Sunday school also plays a significant role in the child’s total program of Christian training. As is the case with the Christian Day School, Sunday school can serve as valuable experience in Christian living. Upon enrollment, parents signed the Agreement Form committing to regularly attend the church of their choice to support the Christian values taught to Child of God students. If you currently do not have a church home, we invite you to join your Child of God family for Adult Bible Study and Children’s Sunday School at 9:00 am followed by worship at 10:00 am. If you would like to find out more about the Lutheran faith, contact the church office at churchoffice@coglcs.com.

K-8 Music Program & Praise Team

All students, (grades K-8) participate in choir. Each grade is scheduled to sing at Child of God Lutheran Church services 2-4 times throughout the school year as part of their

performance grade (see school calendar). Because student music performances cannot be made up, students should make every effort to attend. Performance dates are published in May of the preceding year, giving families ample notice to plan. In the event, that a student cannot attend, a grade appropriate paper or assignment will be assigned.

For our older students who enjoy praising God through song, 5-8th grade students are given the opportunity to lead the student body musically through our weekly chapel services.

Faith Families

Chapel is an integral part of our mission at Child of God to infuse our students’ education with Christian practices, beliefs and models. Faith families consist of 12-15 students representing every grade K-8. Faith families allow students to interact with other Crusaders encouraging older students to mentor and practice our mission of “expanding His Kingdom” in helping “equipping” the younger students. COGLS faith families meet once a month as part of chapel and are the competing teams at the end of the year Field Days.

Religious Instruction

Early childhood classrooms start the day with “Jesus time,” which includes songs, prayer, and/or Bible stories. Elementary grades begin the day with homeroom devotions. Additionally, there is specific religious instruction. Our school uses the curriculum from Concordia Publishing House. God instructs us to instruct our children in His ways so that they may live lives that reflect Christ Jesus.

Memory Work

Students in grades K through eight are required to memorize Bible verses, songs, and other appropriate religious teachings. Memorizing the Word of God provides an excellent mental exercise for the student and plants the Word of God within the heart of the child. The knowledge of God’s Word will prove to be a source of guidance, strength, and comfort throughout the life of a believer.

STUDENT SERVICES

It is not uncommon for a student to experience some difficulties in school. Student services are provided to help students spiritually, intellectually, socially, emotionally, and physically.

There are also additional services available through public school districts in St. Charles County. Child of God, has developed excellent, cooperative relationships with all five school districts. They have been very helpful to our families.

When a student is having problems in school, the classroom teacher is your first resource. He or she has experience working with many types of children and is trained to look for signs that a child needs more in-depth evaluation or referral to a professional who can help. Additional classroom interventions may be planned or the parent and teacher may

agree to refer the student to the Special Education Resource Teacher for academic screening, to the principal for a behavior plan, to the pastor for spiritual encouragement or to a counselor for consultation.

Care Team

The Care Team attempts to coordinate efforts to help a child and to make it easier for teachers and parents to access the help needed. It consists of the School Administrator, Special Education Resource Teacher, counselor, and Pastor. This team brings together expertise in discipline, academic learning, counseling, and spiritual growth.

A teacher or a parent can request the Care Team to discuss a student and to form a plan of action. When a student is referred, the classroom teacher and the parent are invited to attend the session to discuss possible avenues for help. The Care Team may recommend a simple solution such as changes in the classroom routine, or it may recommend a referral. There may be a combination of ideas that will help. When a plan is developed, staff will be assigned to carry out the plan. The Care Team will follow up at a later date to see if additional help needs to be found.

Academic Concerns

Among the problems that students experience in school, academic difficulties are the most common. All schools, including Child of God, believe that *all* children can learn. It is important to find the ways to help insure that learning will occur.

If normal classroom interventions are not working, it is important to find out if the child has a learning differences in a specific area, or a specific problem in speech or language as these can interfere with learning and cause a child to achieve below his or her ability.

Special Education (LASE)

Child of God makes every effort to assist and support students with their individual needs. COGLS currently provides a special education resource consultant four full days per week. The resource consultant in conjunction with the administrator will determine if COGLS can provide appropriate services. COGLS maintains an excellent partnership with Ft. Zumwalt to assist with IEP meetings, 504 planning and testing.

Guidance and Counseling

The school has established relationships with outside counseling services such as Lutheran Children's and Family Services and other local public and private services for referrals and interventions. Our Parents and Friends Group utilizes the same group for parent education programs for additional community support services.

Mandated Reporting

Teachers are "mandated reporters" who are required to report reasonable suspicion of child abuse or neglect. In addition to our legal responsibility, we have an ethical/Christian responsibility:

- We act primarily for the child's interests, not the adults. If there is abuse, the child may have no one else acting on his/her behalf.
- Teachers are not required to investigate but only to report reasonable suspicion.
- Being a Christ-centered organization, we believe that uncovering the truth, although unpleasant, can lead to forgiveness and healing. Leaving the truth covered will only continue to harm a child.

Custody Notification

Please inform the school office and teachers concerning any special rights and privileges.

Bullying

Bullying is different from conflict or "not getting along." Two or more students can have a disagreement, conflict, or say or do mean things to each other. Bullying involves a power imbalance element. More concisely, bullying happens when a student is exposed repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself. The behavior is repeated, or has the potential to be repeated, over time.

Both kids who are bullied and who bully others may have serious, lasting problems. Furthermore, when referring to a bullying situation, it is easy to call the kids who bully others "bullies" and those who are targeted "victims," but this may have unintended consequences as well.

For the purpose of this policy, bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as unwanted and repeated behavior that is severe or pervasive enough to create an intimidating, hostile or offensive environment, or unreasonably interfere with the individual's school performance or participation; and may involve but not limited to:

1. Repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another.
2. Actions such as verbal taunts, public humiliation, stalking, including ethnically based or gender based verbal put-downs.
3. Extortion of money or possessions.
4. Exclusion from peer groups within school.
5. Being threatened or being forced to do things by students

For more information visit www.stopbullying.gov (see COGLS School Wide Positive Behavior Interventions and Support Handbook)

Harassment

Child of God is committed to providing a compassionate, receptive and non-threatening atmosphere for each and every one of our students to learn and succeed in. We believe that harassment is unacceptable in our school community. If it occurs, students should be assured of the fact that all incidents will be addressed quickly, thoroughly and effectively. We also expect that anyone – whether student, educator, family member or other school party – who witnesses or has other knowledge of an incident of harassment will report the incident to a staff member immediately and with the promise of confidentiality if desired.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or gender.

1. Verbal harassment: Derogatory comments, racial slurs and/or jokes; threatening words spoken to another person including relational aggression; a behavior that is intended to harm someone by damaging or manipulation his or her relationship with others. Repeating rumors that are known or suspected to be false, especially with sexual connotations.
2. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
3. Visual harassment: Derogatory, demeaning or inflammatory posters cartoons, written words, drawings, or gestures.
4. Peer Sexual Harassment: Sexual harassment is unwanted and unwelcomed sexual behavior that interferes with the student's right to receive an education or to participate in school activities. It may result from words or conduct that offends, stigmatize or demean a student on the basis of sex.
5. Cyber Harassment: Online cruelty or sending cruel or threatening messages through the use of emails, instant messaging, web pages, blogs, chat rooms, social networks and other information communication technologies.
6. Retaliation or threat of retaliation, following a negative response to harassment, or following a harassment complaint.

A single incident of sufficient severity may constitute harassment or bullying. In determining whether a specific act or pattern of behavior violates these policies, the circumstances surrounding the conduct shall be considered together with the above definitions.

The target of the harassment and the perpetrator do not have to agree about what is happening; harassment is subjective. You do not have to get others, whether your peers or school officials, to agree with you. Harassment can be a one-time occurrence, or multiple occurrences. Examples:

Physical: Touching, pinching and grabbing body parts; being cornered, forced to kiss someone or coerced to do something sexual; pulling someone's clothes off; pulling your own clothes off, etc.

Written: Sexual notes or pictures; sexual, graffiti

Verbal: Making suggestive or sexual gestures, verbal comments or jokes; spreading sexual rumors, or making sexual propositions.

Visual: Leering, gestures, display of sexually suggestive objects, pictures, cartoons or posters.

This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, and occurs at any time, including but not limited to any of the following: while on school grounds, while going to or coming from school, during the lunch period, or during or while going to or coming from a school sponsored activity. All students of Child of God Lutheran School are expected to conduct themselves in a God-pleasing, Christian manner.

STUDENT CONDUCT

Guiding Principals

As a child of God, the student at COGLS will exercise Christian behavior which includes but is not limited to modeling the fruits of the Spirits highlighted in our Show Your Shield program. Specifically, students will:

- **BE KIND** (Ephesians 4:32)
 - I will show patience and gentleness
 - I will be a friend,
 - I will care for myself and others
- **BE FAITHFUL** (Proverbs 3:3)
 - I will model the forgiveness that Christ has shown me,
 - I will use the gifts that God has given me,
 - I will be thankful for the blessings I have received
- **SHOW LOVE** (1 John 3:18)
 - I will demonstrate love and respect for God, authority, others and self
 - will demonstrate positive behavior and not disrupt class instruction or study time
 - will help others who need my help
- **DEMONSTRATE SELF-CONTROL** (Philippians 4:8)
 - I will dress in proper attire
 - prepare for all classes with assignments completed on time,
 - will use language free of profanity, vulgarity or slander,
 - will observe school and classroom policies,
 - will protect the safety of myself and others,
 - will preserve and protect the facilities and
 - will accept responsibility for my choices.

School Wide Positive Behavior Intervention & Support

The goal at Child of God Lutheran School is for students to learn to manage their own behavior in a God-pleasing way as such we developed the Show Your Shield" program. This

program is modeled around the research based Behavior Intervention Support Team (BIST) model and School-wide Positive Behavior Support (SW-PBIS). The BIST component of our Show Your Shield program teaches students how to self-regulate their behavior and express themselves in an appropriate manner when conflicts arise. The purpose of this system is to help students manage their own behavior in a way that does not interfere with their own learning and the learning of others. SW-PBS is a framework used in our Show Your Shield Program to create a safe and orderly learning environment at Child of God. It is a proactive approach that relies on clear behavioral expectations, teaching these expectations, acknowledging appropriate behavior and consistently correcting inappropriate behavior, and using behavioral data to systematically solve problems. Through Show Your Shield, we aim to bring about lasting changes in students' attitudes toward themselves and others around them so that they can: Be productive students in the classroom, be in control of their own behavior and find acceptable solutions to their problems.

This program stresses positive relationships between students and teachers, and encourages students to take personal responsibility for their actions. Students are encouraged to think through actions: Think before you act and think after you act. Students learn that there are always consequences to every action that is undertaken, whether those consequences are positive or negative. If problems arise, teachers at Child of God guide students to seek Christ-pleasing solutions to their own problems, reminding students to treat each other with love and respect. Children who are involved with a negative behavior incident involving one or more other students will be encouraged to resolve the conflict through appropriate measures. Students will be encouraged to demonstrate love, kindness, faithfulness, and self-control just as God demonstrates these actions to each of them. Consequentially, positive behaviors will be acknowledged through a daily distribution of COGLS Show your Shield tickets in which students will be recognized for their accomplishments. As a school, we know that if we have a consistent, effective response to students' behavior, students will benefit. When parents are on the same page, the positive impact is even greater.

Restorative Practices

The administration, faculty and staff strive to hold themselves and each other to high standards of professional behavior. Discipline is most effective in an environment where staff members and parents are positive role models for students. In all such matters, good communication between parents and teachers is of utmost importance.

At Child of God, we attempt to discipline all our students from within the Christian principles of the Bible. The staff will discipline out of love and concern for the welfare and safety of all students, and the total learning process of the class.

Student code of conduct is built on personal accountability, which is understood to mean:

- a). Recognition that misbehavior damages relationships between the person or persons who misbehaved, the person harmed by the behavior, and the community as a whole;
- b). having an opportunity to repair harm done and restore relationships whenever possible, as opposed to exclusion;
- c). Building personal responsibility by helping individuals develop internal control and motivation;
- d). Maintaining boundaries/limits that preserve the safety and integrity of individuals and the community.

When any student is referred by a staff member for violation of school rules the following Restorative Plan will be followed:

1. Restorative practices not only align with our biblical view but they are a researched based philosophy and process that acknowledges that when a person does harm, it affects the person(s) they hurt, the community and themselves. When using restorative measures, an attempt is made to repair the harm caused by one person to another and to the community so that order is restored for everyone.
2. Restorative practices guide teachers to teach children self-control through an understanding of personal needs, the use of problem solving skills and an expectation that children and adults can make amends for the harm that they cause.
3. An offending student is given the opportunity to participate in a restorative process as a means of making things right for victims and the school community. Restorative practices can be used either in place of traditional discipline (detention, suspension) or as a re-entry tool from traditional discipline practices).
4. Models of Restorative Practice used include:
 - a. Peace making circles – groups of individuals address issues in the school
 - b. Restorative meetings – wrongdoings occur; classroom discusses impact on fellow students and school community
 - c. Conferencing – conversation among people affected by behavior to explore the harm and how individuals were affected and how to repair the harm with a plan.

General Guidelines and Assumptions

1. The teacher is in charge of the learning environment.
2. Students have the ability to follow and obey the rules, if they choose to do so.
3. Students should feel good about choosing good behavior.

4. Students who choose to misbehave should receive age appropriate consequences.
5. Teachers should not tolerate disobedience or disrespectful behavior.
6. Students are happiest and learn best in an environment that is orderly, caring, and respecting.
7. Words and actions are a way to demonstrate faith in Jesus Christ.

With these basics in mind, teachers establish classroom plans that are shared with students at the start of the year. The principal is responsible for implementing policies and maintaining proper school wide behavior.

When disciplinary methods are no longer effective with a student in the classroom, the student will be referred to meet with the Administrator. The Administrator will meet with the student, establish consequences, record the incident in the student's file within Sycamore, and inform the parent/guardian. Disciplinary actions are cumulative. Students are given a "clean slate" the next academic year.

Occasionally, student behaviors (such as repetitive infractions or more serious prohibited violations of the code of conduct) need to be documented as part of the consequence.

Policies and guidelines apply to all students in attendance, including support programs and school sponsored activities. Off campus misconduct that is not school related, but adversely affects the educational climate at school may also be subject to these guidelines.

Disciplinary Action Descriptions

Safe Seat (PS-8)

This is an area set apart from other students with posted expectations of how to "Show your Shield" while at the safe seat. When students are at the safe seat they are expected to complete an age appropriate think sheet to reflect on their actions until they are ready to process with the teacher.

Buddy Room (K-8)

The Buddy Room is located in designated departmental classrooms and is used when the student needs to leave the classroom because their behavior is disruptive to classroom instruction. Extremely disruptive or verbally/physically hurtful actions of a student will go the Administrator.

Think Slips (K-8)

Students receive a "warning" by use of a think slip that is sent home to explain what has occurred that is unacceptable. These may be used for minor offenses as a way to inform parents of the infraction of the rules.

Conferencing/Circles (K-8)

Lead by teachers/administrators conferencing and circles focus on restoring damaged relationships by asking questions that have the offending student

- Acknowledge their behavior
- Apologize and ask for forgiveness
- Express repentance

- Commit not to repeat the offense
- Offer to make amends

If an attempt to resolve an issue in class has proven unsuccessful, students will be given one of three options:

1. The student may elect to have the Teacher/Administrator decided an appropriate resolution to the incident;
2. Students may request that a Teacher/Administrator serve as a mediator to work with students or to come to a resolution; or
3. Students may choose to work at resolving the issue without a mediator.

Behavioral Contract

A behavior contract provides a targeted individualized student behavior strategies. The contract is designed to define expectations, standards, and consequences related to appropriate behavior and on-going misbehaviors.

*For severe misbehaviors, the student may be separated from his/her peers. The Administrator may exercise the option of detention, suspension or expulsion.

Detentions

Detentions shall be used when a teacher or administrator assess that the student's repeated or singular behavior is beyond the consequence of the buddy room and warrant's further action. A notification goes home of all detentions requiring a parent signature. Detentions take priority over all athletics, clubs and other extra-curriculars.

Suspensions

Suspension shall be used when an offense is of such a serious nature or is repeated so often that removal from the classroom is necessary to maintain a proper learning environment or to discipline a student who committed the offense.

- In-school suspension is a one to five day period that is served in school for misconduct.
- Out-of school suspension is a two or three day period that is served away from school for misconduct.
- When an in-school suspension occurs, parents may be required to pay the cost of an adult supervisor (at the substitute teacher rate) for the child if the principal is not available to supervise the suspension.
- A student suspended may not participate, or attend any school related activities or programs during the period of suspension including extended care. Additionally, the student is required to turn in all work assigned during the period.

Expulsion

The administrator may, subject to appropriate due process procedures recommend to the School Board expulsion of any

student for flagrant disregard for policies, rules and regulations.

- Prior to any expulsion, the administrator or disciplinary official will notify the student and his/her family in writing, citing the reason(s) for the disciplinary action. If requested by the family, an information hearing with the administrator may be held within ten days of such notification. Following the hearing, the family may submit a written appeal within 10 days to the School Board Chair.
- All disciplinary action is treated as confidential and will be disclosed only to public authorities requesting information in the course and scope of their legal duties. This disclosure will come after the school is served with any legal documentation requiring such information and parent/guardians are notified that such information is requested.
- The School Leadership Team (administrator, school board chair, Assistant Principal/Early Childhood Director/LASE Coordinator) in its sole discretion, reserves the right to remove a student or family from Child of God Lutheran School. Removal from the school does not equate to removal from Child of God Lutheran Church.

Prohibited Conduct

In school, on school grounds, and at all school-related activities, students may be subject to both restorative and traditional disciplinary actions, including detention, suspension, and/or expulsion for the following offenses

1. Disruption of School: A student shall not by use of violence, force, coercion, threat, verbal or non-verbal disturbance cause disruption of or obstruct any part of the school program.
2. Theft or Damage of Property: A student shall not willfully or shall not attempt to steal, damage, deface, or write on public or private property. In addition to disciplinary action restitution will be required.
3. Intimidating, Threatening, Degrading or Disgraceful Acts: A student will not engage in any act which intimidates, threatens, degrades, disgraces, or intends to intimidate, threaten, degrade or disgrace fellow students by written, verbal, cyber or gestured means.
4. Assault/Fighting: A student shall not strike or attempt to strike any person, or by threat, put another person under psychological fear, or behave in a way that could cause physical injury to any person.
5. Insubordination: A student shall comply with specific directions of all school personnel and/or local authorities
6. Poor Sportsmanship at Athletic Events: No student shall act in a manner which could incite others or cause a disruption at an event.
7. Illegal Entrance/Use: No student shall enter unauthorized or restricted building areas or another's desk, cubicle or locker or use another's property or school issued materials without authorized permission.
8. Unacceptable Behavior Towards School Personnel: A student shall not be disrespectful, harass, physically abuse or be disruptive in any way towards school personnel, visitors, and/or parent volunteers at school, during non-school time or away from school.
9. Dangerous Activities: No student shall be involved in pushing, running, throwing objects, poking objects, or physical pranks or physical acts which may be detrimental to the safety or health of oneself or others.
10. Truancy and Tardiness: Students shall not be truant from or tardy to classes, assemblies, or any required school activities and shall not leave school grounds without permission.
11. Acts of Dishonesty: No student shall be involved in lying, cheating, forgery, plagiarism or similar acts of dishonesty.
12. Harassment/Bullying: No student shall be involved in verbal, physical, visual, sexual and/or cyber harassment or bullying of his or her peers, teachers or other Child of God community members.
13. Misuse of Technology: Students shall not access technology (cell phones, Chromebook, etc) without permission from their teacher. Students shall not text or call parents during school hours from cell phones (see Cell Phone Use)
14. Public Displays of Affection: Students shall not engage in sexual misconduct or inappropriate behaviors.
15. Cafeteria/Food: Students shall not share or trade food from lunches or snacks and will adhere to the peanut/tree nut policy.
16. Disrespectful Behavior or Language: A student shall not exhibit obscene gestures, use obscene or disrespectful language (verbal or written) at anytime or possess explicit, obscene or pornographic materials.
17. Dangerous Weapons and Instruments: A student shall not possess, handle, transfer, or conceal any object, which could cause injury to others. Examples of such objects are guns, fireworks, explosives, knives, clubs, and chains.

18. Narcotics, Alcoholic Beverages, and Legal or Illegal Drugs: A student shall not possess, use, transmit, conceal, or be under the influence of any of the above, including marijuana and drug paraphernalia. If there is legitimate need for a student to have medication administered during the school day, parents shall follow the Medication Procedures located within this handbook.
19. Tobacco: A student may not smoke, vape or be in possession of, a tobacco product including juuls, THC, nicotine, flavored vapor, etc.
20. Gambling: A student shall not be involved in any gambling activities.
21. Arson, Setting off a False Fire Alarm, or False Bomb Threats: No student shall set a fire, set off a false fire alarm, or report a false bomb threat.
22. Retaliation or threat of retaliation, following a negative response to a complaint.
23. Any other reason where both student's teacher, administrator and/or school board determines that the student's behavior warrant a suspension and/or expulsion.

Search and Seizure

Schools may conduct reasonable searches that are motivated by reasonable suspicion; such searches may be targeted toward a specific student or group of students. School officials may search student lockers and desks since lockers and desks are exclusive property of the school. School officials, may search student clothing and book bags if "reasonable suspicion" exists. Strip searches are not permitted.

Corporal Punishment

Physical punishment is not used or condoned at COGLS.

Physical Restraint

All behavioral interventions must ensure students are treated with dignity and respect. Physical restraint shall not be used as routine school safety measures; that is, it shall not be implemented except in situations where a student's behavior or action poses imminent danger of physical harm to self or others. Any use of restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

PARENT CODE OF CONDUCT

At Child of God Lutheran School, we are very fortunate to have a supportive and friendly parent body. Our parents/guardians recognize that educating children is a process that involves partnership between parents, teachers, and the school community. Following the guidance set out, we expect parents to:

- Respect the property of others
- Treat others with dignity and respect

- Follow the parking rules and have the children in school on time with the necessary supplies and appropriate dress.
- Follow the school's rules, calendars and deadlines
- Speak respectfully to the teachers, staff and other parents in front of children.
- Build a bridge of acceptance and understanding, and expect my child to do the same, among the different cultures represented at the school.

In order to support a peaceful and respectful school environment, we ask parents to refrain from:

- Shouting at members of the school staff either in person or over telephone
- Breeching the school's security procedures
- Physically intimidating a member of staff
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff at the school on Facebook or any other social media sites. Any concerns you have with the school must be made through the appropriate channels by speaking to the principal, School Board Chair or pastor so they can be dealt with fairly, appropriately and effectively for all concerned (see Grievances).
- Abusive or threatening emails, text, voicemail, phone messages, social media posts or other written, visual or audio communication.
- Disruptive behavior which interferes or threatens to interfere with the operation of the classroom, staff's office/office area, or any other area of the school grounds.
- Using loud/offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening to do bodily harm to a member of the school staff, visitor, Board members or fellow parent/child.

Should any of the above behavior occur the school may feel it necessary to contact the appropriate authorities and if necessary, even ban the offending parent from entering the school grounds. We trust that parents will assist our school with the implementation of this policy and we thank you for your continuing support of the school.

GRIEVANCE POLICY

"If another believer sins against you, go privately and point out the fault. If the other person listens and confesses it, you have won that person back." Matthew 18:15 NLT

1. If a family has a question, concern or grievance against a faculty/staff member, the family must meet with the faculty member first to try and resolve the difference. If the grievance is not resolved, proceed to Step 2.
2. The family/teacher may contact the administrator and request a meeting. Copies of all documentations (if any) must be submitted for the administrator's review prior to the meeting. The administrator will contact the other party for their documentation, etc. The administrator will read the

submitted material and set a mutual meeting date with both parties within 7-14 days of initial request.

3. If the party has a grievance with the administrator, follow steps 1-2 submitting materials to the School Board Chair for review.
4. The administrator/chair listens to both sides, reviews the materials, then renders a written decision to both parties within 10 calendar days.
5. If either party is dissatisfied, a written proposal can be submitted to the School Board Chair, who upon review of the documentation may convene a meeting consisting of both parties, the School Board Chair and an appointed committee.
6. The action taken by the committee is final.

IN THE CLASSROOM & ON THE GROUNDS

Prohibited Items (lost and broken toys make us sad too)

Possession and use of certain items during school hours may result in immediate confiscation. Please leave your personal items at home to enjoy!

Toys, sports equip, electronic devices iPods, cell phones and other such personal items that could get lost or damaged are not permitted at school or in extended care (exceptions made for curricular use in Middle School with appropriate permissions).

- Nuts, tree nuts, soda and energy drinks
- Medications must be handled in accordance to state, local and school policies. Only students with proper medical permission may handle medication on their own. All other medications are to be stored in the school office for dispensing.
- Weapons, firearms, fireworks, explosives, pocket knives, and other potentially hazardous items.

Property Damage

Parents will be billed for the cost of any property damaged as a result of non-accidental and/or inappropriate student conduct. This includes any fees associated with pulling fire alarms or having service companies repair vandalized elevators, doors, toilets, sinks, etc.

Cell Phone Use

Cell Phones: Students in K-5th grade cell phones are to be stored in backpacks in the "off" setting during school hours 8:15-3:30. Students in grades 6-8th may bring them for education purposes but they must store them in the designated location in their homeroom. School students who require cell phones for after school purposes may not use (which includes all of its uses: text messages, camera, etc.) them in school. The cell phone should be turned off and stored away. Child of God will not be responsible for student cell phones in the case of loss, theft, or damage. Students accept all responsibilities when they bring cell phones into the building. If a cell phone is heard or seen, the teacher or staff member will confiscate the cell phone. Confiscated cell phones will be held in the school office and released to a parent/guardian.

Smart Watches

Smart Watches are not allowed and will be confiscated and held in the office and released to a parent/guardian.

Playground Safety

1. Respect other students and staff. Show love, kindness, self-control and faithfulness. Include others.
2. Be safe, stay where a teacher can see you at all times. A staff member is responsible for retrieving balls
3. Play with the equipment and toys in the manner in which they were designed. Leave mulch, sticks, snow etc on the ground.
 - Slide down the slide feet first, one at a time
 - Traveling across the monkey bars must be done one bar at a time
 - No flipping off the bars
 - Avoid running under the monkey bars
4. Any playground supervisor may deem a situation or activity dangerous or inappropriate and handle it accordingly.
5. Leave your personal balls or toys at home please.
6. * There are age recommendations that will be followed on some of the playground equipment.

On the Playground or Gym/Multipurpose Room

When using the playground or multi-purpose room, students are to show respect for the equipment and the other students. Students must remain within the physical boundaries set by the supervising adult and refrain from participating in prohibited activities.

Gymnasium

1. Use of the gym without supervision is prohibited.
2. Supervising in the gym requires 100% of the supervisor's attention. The individual must be in the gym at all times.
3. Please respect the facilities when using equipment.
4. PE and recess items are not provided for general use and are under lock and key.
5. Use of equipment other than it is intended is prohibited (kicking a basketball, etc).
6. Anyone caught intentionally trying to damage equipment or facility will be removed from the gym (kicking a ball at a light fixture, speakers, fire alarm equipment, etc).
7. Play on the stage is not allowed.
8. Please do not enter any of the storage closets in the gym.
9. Emergency doors are for emergencies only.
10. Remember to clean up after yourself (area should be as clean as or cleaner than you found it).
11. Remember to turn off all lights before leaving.

TECHNOLOGY RESOURCES POLICY

At Child of God Lutheran Church and School (COGLS), the term "technology resources" includes and is not limited to: computers, computer hardware and software, printers, sound, video and projection equipment, information storage devices, copy machines and Internet use. These resources are provided for ministry activities associated with COGLS.

Permission to use these resources is a privilege granted and a responsibility invoked by the pastor or the school principal.

The following guidelines apply specifically to computer and Internet use.

State of Missouri Law RSMo 1988 569.094-569.099 makes unauthorized access and interference with computer systems, computer data and other computers illegal.

Computer Use

Unauthorized use of computer resources include, and are not limited to:

1. Use which violates federal or state law.
2. Unauthorized access to administrative files, other user files or protected or private computer resources.
3. Unauthorized copying, revising, damaging, removing or distributing of software.
4. Activities that disrupt normal computer/network use and services including but not limited to propagation of computer viruses and unauthorized access to protected and private network resources.
5. Damaging or altering church/school computer equipment or supplies including, but not limited to ebeams, irovers, chromebooks, laptops, desktops, lab and classroom equipment.
6. Use of computer resources to produce, transmit or display text or graphics which are obscene or lewd.
7. Unauthorized use of computer resources for monetary gain.
8. Unauthorized transmission or posting of personal information or school information to include but not limited to user ID, name, address, etc., over any publicly accessible network is forbidden unless connected with a course or extra-curricular activity.

Software Use

The following guidelines apply to all software and data at COGLS. It applies to computer data and programs installed on all church/school computers REGARDLESS OF THE LOCATION OF THE COMPUTER.

1. The unauthorized copying of any software licensed or protected by copyright is illegal. All software available for church/school use is protected by licensing agreements and may not be copied by anyone for any reason.
2. The computer user is responsible for compliance with all policies and laws regarding the use of software. Ignorance of the rules does not justify their violation.
3. Do not attempt to circumvent any protective programs/devices installed on the computers or network at COGLS.
4. Do not attempt to modify any software installed on the computers at COGLS.
5. No user may install software on any COGLS computer without permission from the pastor or administrator

6. Users may not install protective devices or software (e.g. encryption) to prevent COGLS officials from examining data contained in user files.
7. Computer files and data contained in these files are the property of COGLS.

Network/Internet Use

All church/school computer users must comply with the following rules as they relate to the network and Internet use. The rules apply to computer hardware, data and programs connected electronically to church/school computers, REGARDLESS OF THE COMPUTER'S LOCATION.

1. Do not try to obtain another individual's password or log-in name.
2. Do not attempt to disguise the identity of the log-in name and/or password that you are using.
3. Users are responsible for the security of their passwords.
4. Do not install, run, or distribute to other computer users, any software that can result in the eventual damage of the computer system software or data (viruses).
5. Do not attempt to circumvent data protection schemes or seek security loopholes.
6. Do not engage in activities which intentionally disrupt the use of the network by tying it up for extended periods of time which may create unnecessary network traffic.
7. Do not read, monitor, copy, change, or delete another user's files without the permission of the owner.
8. Do not connect any non-COGLS owned computer to the COG network without authorization from administration.
9. Do not connect a data storage device to a computer without authorization. Such devices must be scanned for viruses before accessing stored files.
10. Users may not intentionally obtain or display obscene or objectionable materials from the internet or other electronic resources. Every effort has been made to minimize the possibility of anyone encountering objectionable materials while using the Internet. Users should realize that it is impossible to restrict access to all controversial materials.
11. Do not access social media from school computers and never call anyone an offensive name or make threats.

Social Media Guidelines - Students

Used responsibly, social media can be a great way to interact with friends, fans, and the public as well as promote your school, sport and club. Used irresponsibly, it can be a quick way to destroy your reputation. Below are some tips and guidelines for using social media responsibly and effectively.

- First and foremost, make sure you have permission to use Social Media (parental permission, school permission, etc) if and when necessary
- Set your security settings so that only your friends can see your account.
- Don't accept friend or follow requests if you are not sure who they are coming from.

- Understand that who you have listed as followers or friends is a reflection on you.
- Don't put anything on social media that you would not want your family, your future employers, those reading the front page of the paper, or the whole world to see.
- Think before you post, tweet, or retweet. Will it be a positive reflection of you?
- Do not post offensive language, personal attacks, or racial comments.
- Do not post inappropriate blogs, emails, webpages, etc. for public consumption that may damage reputations, repeat rumors, and promote harassment. Show your shield.
- Do not post or repost inappropriate photographs.
- Do not post when you are emotional, such as right after a game, a difficult test. You are more likely to say something you will regret. Inappropriate posts or tweets on social media may lead to consequences later. Be smart!

Social Media Conduct – Students and Parents

Across the nation, inappropriate use of social network site social media websites are being used increasingly to fuel campaigns and complaints against schools, administration, teachers, Board members and in some cases other parents and/or students. Child of God considers the use of social media websites being used in this way as unacceptable and not in the best interests of the children or whole community. In the event that any student or parent of a child educated at Child of God Lutheran School is found to be posting defamatory comments of Facebook, Twitter, Snapchat, Google or other social network sites, they will be reported to the Administration, Pastor or School Board Chair. The school will also expect the student or parent to remove such comments immediately.

Social Media Policy – Student and Parents

- **Accountability:** Students and parents are personally responsible for the content they post, share and respond to online. When posting online, all information is considered representative of your views and opinions and not those of Child of God Lutheran Church and School.
- **Confidential Information:** Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.
- **School Logos:** Do not use any Child of God Church or School logo without permission. If you wish to promote a specific activity or event, please contact the school or church office for permission or provide a link to the official Child of God Lutheran Church and School Facebook page or website.
- **Staff/Student/Parent Relations:** We ask that parents join the social networking site of faculty and staff with discretion. Faculty and staff members are not required to accept invitations from parents and are advised not to accept invites from students until they have graduated from Child of God Lutheran School. Parents should never discuss sensitive school matters with staff or other parents using Facebook, blogs and other social media outlets.

- **Privacy:** When posting, even on the strictest settings, parents should act on the assumption that all postings are in the public domain. Comments made using such media are not protected by privacy settings.
- **School Values:** Be respectful of the opinions of others in your posts and comments. Under no circumstances should offensive comments be made about students, parents or staff nor the church or school in general. If responding to someone with whom you disagree, remember to be respectful. Make sure that your criticism is constructive and not hurtful. Do not comment on nor forward unsupportive information and/or rumors.

Classroom Technology

In addition to smart board classroom technology, each classroom has access to a mobile cart with 20 Chromebooks. Every student is responsible for his/her Chromebook during that class time and is expected to treat all equipment with care. Parents will be charged for any damage done by their child.

At the beginning of every new school year, students will receive an acceptable use policy contract to be signed by the student and parent. Students are assigned their own user ID and password for COGLS computers. Students need to sign out after every use to prevent another user from gaining access.

DRESS REQUIREMENTS

ELEMENTARY UNIFORM DRESS POLICY

The uniform dress policy is required for all students in Kindergarten through 8th grade. **It is a parental responsibility to see that their student is dressed according to this policy.** Students not in uniform will have an OOPS slip sent home for a parent signature with the understanding that any future violations will require the parent to bring the appropriate clothing to school for their student

Students must wear apparel from Fischer's which has a storefront located at 626 Jungerman Road in St. Peters or they may purchase used uniforms 3 times a year through our school office at discounted prices.

The uniform provides a variety of items and colors. The clothing can be worn in any reasonable combination of items and colors, unless otherwise specified. All students' uniform clothing must be from one of these two approved uniform sources or from approved spirit wear vendors.

1. Pants, Capris or shorts

- Solid navy or khaki
- No denim, corduroy, knit, or cargo
- Must have hem, no cut-offs or holes

2. Skorts or jumpers

- Uniform approved plaid or navy skirt

- Plaid jumper worn with peter Pan collared blouse w/ plaid trim (only worn with jumper)

3. Polos:

- Yellow, Red, Navy, Purple, White with COG Logo
- Plain white, black, or gray, turtleneck/long sleeves may be worn underneath
- Polo shirts must be worn underneath sweatshirts and fleece
- Shirts must be tucked in at all times

4. Gym Uniforms 6-8th

- COGLS logo black mesh short (uniform store)
- Any COGLS t-shirt

5. Leggings, Tights and Socks

- Navy, Black, or White leggings with COGLS logo
- Plain navy, black, white tights
- Plain, navy, black, white and gray socks

6. Sweatshirts, Sweaters, Fleece

- Navy Cardigan Sweater w/Logo
- ½ and ¼ zip with COGLS logo
- Crew sweatshirts with COGLS logo (no hoodies)

7. Belts (1st-8th grade)

- Black, Brown, Blue

8. Shoes

- Closed-toed, and appropriate for school
- **NON-MARKING no open-toe shoes, clogs, Crocs, sling-backs, flip flops, sandals ,heels or LED flashing soles**.

SNOW/RAIN BOOTS are not to be worn during the school day. Fashion/Ugg boots may be worn in class but must be changed out for gym time.

Hair: Student hair should be neat and clean. Hair cannot be streaked with colors. Boys' hair cannot touch below their collars. Hair cuts should be of a traditional style. Mohawks or other such cuts become distractions and are not allowed. No baseball or other fashion hats are to be worn unless for special dress up day.

Make-up: Middle school girls may wear a *light* application of make-up (mascara, eye liner, lip gloss, etc).

Jewelry: Modest use of jewelry is acceptable. No other piercings, other than of the ears (girls only).

Elementary Non-Compliance

Students are required to be in uniform dress every day unless otherwise notified by the school. Students who come to school not wearing the appropriate uniform dress will be

given one reminder called an "Oops" indicating the inappropriate dress. Every time after that first reminder the student may be sent to the office and may be required to call a parent to request appropriate clothing be brought to the school as soon as possible. Any special circumstances for not being in uniform dress must be discussed with the principal.

N. U. T. DAY (No Uniform Today)

Periodically, special days will be held to allow students to dress in special clothing (e.g., Cardinals day, jeans day, etc.). Notices of special dress days will noted on the school calendar or in Sycamore news. Clothing on these days must be school appropriate (no short shorts, jeans with holes, crop tops, spaghetti straps, etc). NUT day passes expire at the end of the school year.

- Leggings must have shorts over them or shirt covering hips
- Leggings shouldn't be see through
- Shorts must pass fingertips test (shorts edge=finger tips)

Spirit Day Dress

Fridays are designated school spirit days, students may wear any Child of God (VBS, Summer Camp, Spirit wear, etc) **with their uniform pants, shorts or skirts**. Middle Schoolers may wear COGLS or Lutheran High spirit wear.

Physical Education & Similar Activities

Each student is required to wear non-marking gym shoes for use during physical activities (e.g., physical education class, indoor recess, etc.). Students must keep a pair of gym shoes in their cubby/locker for P.E. class to change into if they wear dress shoes to school. Students in grade 6-8th must wear gym uniforms consisting of a Child of God t-shirt and COGLS logo mesh black athletic shorts.

LUNCH AND SNACK POLICIES

Peanut/Tree Nut Policy

Child of God recognizes the severity of peanut/tree nut allergies. Child of God cannot guarantee that a student will never experience an allergy related event. However, the school is committed to student safety and therefore, has created this policy to reduce the risk that children will have a life threatening allergy related event. In order to aid students with these allergies we observe ourselves as a "peanut/tree nut aware" school. This means:

Peanut Aware Snacks and Classroom Parties:

- Only commercially packaged food lacking any peanut/tree nut contact is allowed
- No homemade items will be allowed
- Labeled ingredients must contain no peanuts and/or be made in a peanut free environment (ie. Packages that state "may contain traces of "peanuts" or "processed in a plant that process peanuts" are not acceptable).

- Ask your child's teacher if students have other food allergies as well before sending in any food items.
- Respect, accept, and be understanding towards students who have a severe allergy.

Peanut Aware Hot Lunch Program

- The hot lunch program will serve only food made in peanut free environments
- Students with peanuts/tree nuts in their cold lunches will eat in a designated area in the cafeteria.
- All students will wash hands after lunch.
- When packing lunches containing peanut/tree nuts, please clearly mark the outside of your child's lunch box (we suggest writing the word "PEANUT" on a large piece of masking tape and securing it to the top of your child's lunch box), so the teacher may quickly and easily identify lunches with peanuts/tree nuts.

Here are some resources to help find a safe alternative snack or treat:

- <http://snacksafely.com/safe-snack-guide/>
- <http://snacksafely.com/snacklist.pdf>

Hot Lunch Program

Child of God prepares and serves all the food onsite five days a week. This allows us to offer the very best quality of food for your child at the most reasonable cost. Fresh and frozen vegetables, as well as, a variety of fruits are offered. The menu features two main selections to choose from daily. They are the featured hot lunch and the fresh salad bar. Each meal also includes a carton of milk. You will be able to select either of these menu items through Sycamore. We also offer special treat and an a la carte options. Portions sizes will be adjusted by grade. Students will also be able to purchase an "extra entrée," at a reduced price if they really enjoy a certain menu item.

Ordering

Menus are posted and parents order meals through our parent portal Sycamore. **For preparation purposes, all orders must be submitted in Sycamore before 8:30 AM.** Sycamore is used to pay for and record lunch purchases. There is no cost involved with opening an account to view the balance, review low balance reminders, or review the transaction history. Families may deposit funds into the account at any time either online or submit a check to the school office. Online payments may be made with major credit card, or from a checking account. Payments made in the school office before 8:30 a.m. will be applied to the student's account the same day. Payments made after these times will be credited the next school day. **Lunch accounts must be current (zero or positive balance) at the end of every quarter.** Account balances are carried over from year to year. Families may request a refund or a balance transfer to a siblings account. All requests must be submitted in writing or by email.

Parents are responsible for monitoring student lunch balances. Notices will not be sent home. Students who have depleted their lunch account and have a zero balance will be permitted to call a parent to bring a sack lunch or ask the parent to add funds to the account. If the parent cannot be reached, the teacher and the kitchen staff will provide a sandwich make sure the child does not go without food, and parents will be charged accordingly.

If your child is absent on a hot lunch day, your account will not be charged. If you will be bringing a lunch later for your child, please let the teacher and/or office knows at drop off.

Parents and other guests are welcome to join a child during his/her lunch period. Please sign in at the school office when you arrive for lunch. Adult lunch prices are published on menus. We understand parents, grandparents like to bring in a special lunch treat when visiting. In keeping with our wellness philosophy **we do not allow shakes, sodas, coffee, sports drinks and caffeinated drinks to be brought in for students during lunch.**

Sack Lunches

- Pre-School, Pre-Kindergarten and Kindergarten and some elementary grades have designated snack and lunch times.
- No available refrigeration for student lunches or snacks.
- Microwaves are available for middle school students only.
- Parents who forget to order a lunch in advance will be called before 9AM and asked to bring a lunch to school for their child.
- Milk, bottled water and a variety of juices are available for purchase through the cafeteria. Students may bring beverages from home, except that **no soda (carbonated beverage) energy drinks or coffee drinks are to be brought for lunch or snack.**

Guidelines for sack lunch and snack:

- Send in a bag or lunch box – clearly mark the outside if lunch has peanuts/tree tree nuts inside
- Mark the lunch bag or box with students' first and last name
- Include any eating utensil needed (fork or spoon only – no knives should be sent)
- Include a paper napkin or towel
- Send nutritious food, including fruits and vegetables
- NO SODA, ENERGY DRINKS, COFFEE or excessive CANDY/DESSERTS
- Send items in microwavable container (6-8th grade only) that can be cooked in a reasonable amount of time (one microwave for the entire middle school)!
- Parents are encouraged to consider the nutritional needs of their students when preparing lunches and snacks. Also consider the child's ability to open pre-packed lunches.

WELLNESS PLAN

Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. Such good health fosters student attendance and education. Unfortunately, obesity rates have doubled in children and tripled in adolescents over the last two decades. The predominant causes of obesity are excessive caloric intake and physical inactivity. Unhealthy habits established in childhood can lead to increased risk of heart disease, stroke, and diabetes for adults. For the first time, a generation of children has a life expectancy less than that of their parents.

The National Alliance for Nutrition and Activity (NANA) provides documentation of the national impact of the increase in obesity and inactivity in its report, "Obesity and Other Diet- and Inactivity-Related Diseases." The entire report with supporting statistics is available at www.NANACOalition.org.

Only 2% of children (aged two to nineteen years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid. The causes of the obesity epidemic have been directly related to poor eating habits and lack of physical activity. Food portion size and the overall amount of consumption are important contributors to weight gain. Multiple factors have increased the trend toward more indoor time and less outdoor play. The result is a generation at risk.

Nutrition Standard

- Support celebrations that involve food that makes a positive contribution to children's diets and health.
- Snacks sent to school for snack-time should be nutritional and not full of sugar and fats. Fresh fruit or vegetables, cereal bars, crackers with cheese are examples of snacks that would be healthier.
- The school hot lunch program will strive toward following healthy nutritional guidelines with regard to daily allotments of the five food groups.
- Parents of students who bring their lunch to school will strive to follow healthy nutritional guidelines with regard to the five main food groups.
- All foods and beverages sold during the school day must meet established nutrition standards.
- Recess will follow lunch periods as much as possible.

Nutrition Education Goals

Provide a minimum of five hours of classroom nutrition education each year in grades Pre-School through eight.

Physical Activity Goals

- Provide physical education instruction for students in Pre-School through grade eight to meet or exceed state guidelines.
- Offer a variety of cooperative, individual/personal and competitive physical activities in physical education

classes that shall reflect the needs and interests of all students.

- Provide recesses for students in Pre-School through 8th grade as appropriate where students can run and play.
- Prohibit using physical activity as a punishment and strongly discourage withholding opportunities for physical activity as a punishment.
- Offer extracurricular physical activity programs in elementary and middle school that meet the needs, interests and abilities of all students.

Immunizations

State law requires that all children be immunized or exempted from immunization against the diseases of measles, mumps, rubella, polio, diphtheria, tetanus, hepatitis B, pertussis, and varicella. All immunizations must be completed before a child can enter school. A current record of immunizations must be on file at school by the first day of classes. Please note that children not receiving vaccinations are required by law to provide either a medical exemption or a religious exemption signed by the Missouri Department of Health. Unimmunized children are subject to exclusion from school if outbreaks occur.

Physical Examinations

Physical examinations are required of:

- 1) ALL K-8 children enrolling at Child of God Lutheran School for the first time
 - 2) All children entering kindergarten
 - 3) Any child playing a sport
- Forms are to be turned in before the first day of school, preferably at time of registration. Physical examinations cannot be older than one year from the start of school.

Medication Handling, Storage and Disposal

A parent/guardian or other responsible adult must hand deliver to the school office all medications to be administered. Medications must not be sent in backpacks or lunchboxes. In order for school personnel to be able to administer any medication, a completed **Health Care and OTC Medication Consent Form and Permission to Dispense** form. All prescription medications must be in the original container and labeled with the name of the patient, name of physician, prescription number, date, name of medication, dosage, and frequency of administration. Over-the-counter medications will require parent authorization. Parents must supply over the counter medication and label with the child's name and dosage.

All medications will be secured, locked and monitored by school staff. All controlled substances (i.e. Ritalin) must be inventoried upon receipt. Any discrepancies will be reported to the Lutheran Schools District Nurse and the parent notified. All unused, discontinued or outdated prescription medication will be returned to the parent/guardian and documented as such. Any medication not picked up by the

parent/guardian at the end of the school year will be destroyed after June 30th.

A parent/guardian may come to the school and administer his/her child's medication at any time. This will be documented on the medication log.

Medications-Self Administration

Self-administration of medication means that the student is able to consume or apply medication in the manner directed by an authorized prescriber without additional assistance or direction. Students may be responsible for taking their own medication after the school staff has determined that the following requirements are met:

- The student, school staff, and the parent/guardian all agree to the condition(s) under which the medication is to be administered.
- The parent/guardian must sign the request forms.
- The student's status and abilities have been evaluated by the school staff who deems self-administration safe and appropriate. As necessary, school staff has been trained in the administration of the medication. The school staff may observe the initial self-administration of the medication.
- The student must be able to identify the appropriate medication, know the reasons for administration, the frequency and time of day for which the medication is ordered.
- The student follows a procedure for documentation of self-administration of medication
- The school must store the medication in a locked area and provide accessibility to the student when needed. In the case of an inhaler, or other emergency medication, a backup supply must be kept in the locked area and the only medication a student may carry is an inhaler or epi-pen.
- The school staff will monitor the student's manner of taking the medication. If there is any situation where the student has not followed the proper protocol, the parents/guardian will be notified and the privileges may be taken away from the student.
- The parent/guardian must agree and consent that the school or its staff members shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- The permission to self medicate is effective for the current school year and needs to be renewed for each subsequent school year upon fulfillment of the requirements of the policy.

Medical Concerns

If a child has or develops a special medical condition such as food or insect allergies, asthma, seizures, etc., please notify the office so we can establish procedures for dealing with the condition. This information should be included at the time of registration. A doctor's note is required detailing condition and action plan.

First Aid

First aid supplies are kept in the school office. In the event of an accident, the teacher or office shall attempt to contact the parent as well inform the principal. If a parent cannot be reached, the emergency contact listed will be contacted. In any situation except for minor scratches and bruises, school personnel will contact the parent so that parents are aware of the accident and can take further action if appropriate. School personnel will send home a written report of the accident as well as file in the school office. Teachers are to be aware of the policy in dealing with blood-borne pathogens and observe the proper procedures. In case of an accident at school, the parent or other listed emergency contact will be called as soon as possible. 911 will be contacted if warranted.

Injuries

Child of God Lutheran Church and School is not responsible for injuries or damages to student's property except in injuries or damage arising from gross negligence or willful acts.

Illness

- **A FEVER** is a warning sign that something is not right. A child with a temperature of 100 degrees or higher should not be sent to school. Parents can expect contact from the school if a child's temperature is measured at or above this standard.
- **VOMITING or DIARRHEA** requires that your child is not at school. If symptoms persist consult with your doctor.
- Any child developing such symptoms during the school day will be removed from the classroom and the responsible adult will be called to pick up the child from school as soon as possible
- **PLEASE NOTE THAT CHILDREN MUST BE FREE OF VOMITING, DIARRHEA, OR A FEVER FOR 24 HOURS WITHOUT MEDICATION BEFORE RETURNING TO SCHOOL.**
- If a child is absent from school, he/she is not allowed to participate in after school activities.

Child of God also follows the CDC's recommendation regarding **HEAD LICE**. Specifically, students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class 24 hours after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

If a child is exposed to or contracts a communicable disease, it is essential that this information be reported to the school office so classmates' parents can be notified.

Confidentiality

Every effort shall be made to protect the privacy of students and as a general rule, Child of God will not inform parents of the names of students within a classroom or grade level with illnesses/diseases (head lice, chicken pox, strep throat, etc) as

it infringes on the privacy of the student (FERPA). When warranted a general health notice will be sent out informing parents of symptoms and health practices.

Outdoor Activity Participation

All students should come to school dressed for the weather conditions. (Coats, gloves, boots)

Generally, any child well enough to be at school is well enough to tolerate at least a short time in the open air. **If a child is not to be allowed outdoors for health reasons, a written note from the doctor is to be submitted to the office.**

CLASSROOM INFORMATION

Room Parents and Class Parties

Each parent is invited to become a room parent. The teacher will provide a sign-up sheet for this activity at Back to School Night. Room parent duties include helping with special parties or activities, planning field trips and arranging transportation for field trips.

Classroom parties are special events for students, but take much help in the classroom; therefore, **no siblings of any age should attend**. All parents and guests must register in the school office when visiting for class parties or other events on campus.

Background Checks

No person shall be employed by Child of God Lutheran School without a clear criminal records check, coupled with a clear check of the National Criminal and Sex Offenders Data Base and/or other checks deemed appropriate by administration.

Individuals who serve as volunteers in positions requiring responsibilities over children including but not limited to coaches, library assistants, activity sponsors, field trip drivers, classroom assistants, etc shall require annual background checks.

Room Parent Fund

Each Preschool-3rd grade student is assessed a fee for the room parent fund. This fee will be collected on Back to School Orientation as part of the fee collection process. The teacher or designated "room parent" will use the funds to host class parties. Room parents are expected to work within their budgeted amounts.

Party Snacks

Each child's birthday (or half-birthday for those with summer birthdays) will be reserved for that child to bring a special birthday treat. These treats must be prepackaged and commercially prepared items in accordance to our peanut and tree nut policy. Arrangements are to be made with the classroom teacher for a time to bring such treats. Parents will be asked to adhere to allergy restrictions dependent on the medical needs of all students in the classroom.

Party Invitations and Thank You Notes

Any party invitation or thank you note **MUST** be mailed to the student's home and cannot be distributed in or around school. A school directory can be found under the School News tab in Sycamore. Child of God has this rule so that any students who are not invited will not have their feelings hurt if they would happen to see invitations and thank you notes.

Field Trips/Class Trips

Child of God Lutheran School understands that field trips can be a great addition to the overall curriculum and learning experiences of the children. COGLS will also respect decisions of parents about attendance on field trips. If a parent decides that a child will not attend a field trip, the student can be supervised at school. Either way the parent will be required to sign and return a permission slip prior to the trip. The child will be counted absent if a parent decides to keep them at home. Overnight field trips may require more paperwork (emergency forms, medication forms, etc.). Currently, overnight trips are taken by our eighth-grade class to Chicago and by our fifth-grade class to Camp Wartburg in Waterloo, Illinois for outdoor education. Overnight field trips will be assessed additional fees due to overnight expenses for these trips. Students participate in fundraisers to cover most of the cost of these trips. Because tickets and arrangement are often made in advance and prices are discounted by the size of the group costs of fieldtrips and overnight trips are non-refundable. Students must meet academic eligibility requirements to participate in the Chicago trip.

Field Trip Transportation

Parents may be asked to drive to field trips. Any parent transporting students must have on file in the school office a copy of their current driver's license and the cover page of their auto insurance policy (the page showing policy limits). In the event of an accident and/or ticket, your insurance will be held liable. For communication purposes, a phone must be in each vehicle transporting COGLS youth; however, texting and non-emergency phone calls are prohibited while driving. Drivers must follow all traffic laws while transporting COGLS youth and all passengers must wear seat belts and all child safety seat laws must be followed.

Car Seat/Booster Restraint Laws

As with classroom parties, field trips are special events that take much parental help; therefore, siblings of any age are not to attend [see Volunteer Handbook]. **Child Passenger (Booster Seat) Restraint Law** Children less than four years old, regardless of weight, to use an appropriate child passenger restraint system. Children ages 4 through 7 who weigh at least 40 pounds must be in an appropriate child safety seat or booster seat unless they are 80 pounds or 4'9" tall. Children 8 and over or weighing at least 80 pounds or at least 4'9" tall are required to be secured by a safety belt or buckled into an appropriate booster seat.

Recess/Inclement Weather

Students have regular periods of recess for unstructured play during the day. Students will generally be taken outside for recess times whenever weather permits. Children will not be taken outdoors when there is rain or heavy snow, temperatures colder than 10 degrees above zero Fahrenheit or wind chills below zero, temperatures with heat indices above 100°, or during other threatening weather conditions. If weather conditions do not permit outdoor recess, activities will be held indoors. Students are expected to go outside for recess.

Visitors

Parents and other parent-approved visitors are welcome to visit the classroom periodically (see Classroom Visits pg 12). If it is necessary to bring something to a student or speak to a student during the school day, the person doing so must report to the school office. Visitors should not go directly to a classroom after 8:15 AM since this is disruptive to the classroom activities.

Pets

Pets from home are not allowed in the building without permissions from administration. Please keep them in your car during dismissal.

EXTENDED CARE PROGRAM

The Extended Care Program is a service provided by Child of God Lutheran School. Information on specific hours and costs, and enrollment forms are available from the school office.

Early Arrival

The front and back doors will be locked until 8:00 AM (while teachers are in morning devotions). Therefore, any unsupervised student arriving between 6:30 a.m. to 8:00 a.m. will be required to check into the Child of God extended care program and the family will be assessed accordingly. Children may not wait unsupervised in the hallways before 8:00 AM.

Late Pick-Ups

All children not picked up by 3:30 p.m. will be taken to Extended Care in the school gym or PS2 classroom. Unsupervised students anytime during 3:15 p.m. to 6:00 p.m. will be required to attend the Child of God Extended Care program and the family will be assessed accordingly.

Guidelines

- Each student must be registered for Extended Care and have all paperwork completed before attending.
- Any parent who arrives after the 6:00 p.m. pick-up time will be charged a minimum late fee of \$10.00 for time spent in extended care between 6:01-6:10 PM. At 6:11 PM an additional \$1.00 per minute will be assessed. This is in addition to the regular cost.
- A parent may be asked to make other arrangements for before or after-school care if a child consistently disregards

the rules of the Extended Care area or if the parent consistently disregards these guidelines.

Arrangements other than the normal provisions must be made in advance with the authorization of the principal.

Extended Care Student Behavior Guidelines

1. Walk in the hallways and classrooms.
2. Keep gum and candy at home to enjoy.
3. Use inside voices.
4. Keep hands, feet and other objects to yourself KHFOOTY.
5. Show respect for school property and the property of others.
6. Save your Ninja moves for your backyard.
7. Lost and broken toys, sports equipment and electronic devices make us sad. Please leave personal items at home.
8. Follow all school rules and show your SHIELD!

A parent may be asked to make other arrangements for before or after-school care if a child consistently disregards the rules of Extended Care. – (see code of conduct)

OTHER INFORMATION

Parents & Friends Group (PFG)

The objective of PFG is parents and teachers working together in the interest of Christian education at school and home. Parents, teachers and the COG congregation also come together to sponsor events and projects. Funds raised at events are used to purchase extra items for the school, teachers and students to help improve our children's years at Child of God. PFG is a group not only for parents, but also for all family members (e.g., grandparents, aunts, uncles, etc.) and for other individuals interested in COG.

Fundraisers

In addition to all the activities and events coordinated by PFG, here is a list of easy ways you can support the mission at Child of God all year long even over the summer.

- **AmazonSmile**- donates 0.5% of the price of your eligible purchases to Child of God when you select us as your charitable organization of choice. AmazonSmile is the same Amazon you know. Same products, same prices, same service.
- **Shop with Scrip** – purchase cards for the places you shop or restaurants you dine at frequently and we earn money! You are going to spend the money at the store, gas station or restaurant anyway, so why not support COG with that purchase. They are also great gift cards. Your child's classroom earns a percentage back on every purchase. Order forms are available in the school office.
- **Schnucks e-Scrip** – whenever you shop at Schnucks just give the cashier your free Schnucks e-scrip card and COG will earn money from your purchase.
- **Shoparoo**-is a free app that turns pictures of receipts from grocery and convenience store purchases into cash donations for our school.

- **Box Tops for Education** – simply cut the box tops or Labels for Education part of the packaging and put them in the marked box outside the office.
- **Goodsearch.com** – when you designate COG as your charity of choice, every time you use goodsearch to search the Web, we will earn a penny and every penny adds up!

Family Emergency Information

Parents provide contact and emergency information during the enrollment process. It is vital that parents keep that information current by updating it in Sycamore and by notifying the school secretary in writing of any changes to address, telephone, employer, physicians, emergency contacts, etc.

Lost and Found

During a school year, students often “misplace” or “lose” items. Please label all jackets and other items so they may be quickly identified. Do not send items of sentimental or financial value. Child of God is not financially responsible for items not found. Anything not labeled will be placed in the specified container. Glasses and items of value will be kept in the school office. These lost items may be displayed quarterly but can be recovered by the owner at any time. Leftover items are donated to charity each quarter.

Required Service Hours

Child of God needs the help of all its parents to foster a community of shared responsibility. Every hour of parental assistance allows teachers and administration to stay focused on our mission of providing quality Christian education. Therefore, parents are required to complete 20 hours of service time during the school year (10 hours for half day or 2 or less full day enrollment pre-school/pre-k families). Service hours can take the form of driving for field trips, monitoring lunch or recess, helping plan the daddy/daughter dance with a large variety of opportunities in between. Parents are encouraged to step forward and show where they can and desire to be involved (donations of food or gifts do *not* count for hours). Service hours are posted on Sycamore. **Hours must be recorded within 10 days of the service activity and must be completed by the last day of school.** Extra service hours worked may not be transferred to another family’s account. A fee of \$10 per hour will be assessed for each hour not served and the assessment will appear in May’s tuition bill. In the event a family serves more than the required number of hours, they may not carry over to the next year.

School Office

The school office is open on all days when school is in session. Office hours are 8:00 am to 4:00 pm. However, office hours may vary during school vacation times. Summer office hours will be 8:00 AM until 12:00 PM Monday-Thursday (closed Friday). The office phone has an answering machine operating at all times.

Use of School Phones

Students will not be permitted to use the school phones unless designated by a teacher and calls will be made in the office. If a parent needs to leave a message for a student the office staff will take the message and pass it along to the student. Students will not be called from the classroom to talk with a parent on the phone.

School App

The COGLS App is free through the Apple Store and Google Play. It is designed as a one stop communication hub for parents. It houses, Sycamore, the school calendar, group tabs and allows for quick notifications. Parents may subscribe by age (early childhood, elementary or middle school) or interest group (varsity basketball, K-8 pep squad, etc.).

Weather-related School Closings

COG uses a push notification from the COGLS school app to inform parents of emergency closings. This program will call all school parents in a matter of minutes to inform you of any closing. We will also post closings on our Facebook page and on the local news stations KMOV, and KSDK. Teachers will also follow up with a class email notification.

Library

Students visit the school library weekly or every other week depending on the age of the group to review and check out books. Students may keep books for two (2) weeks. Students should return their books the next time they visit the library. Books that are kept past the return date are assessed a 5¢ fine for each day the book is not returned (Monday-Friday only). When a student loses a book, or if the book is damaged while in the student’s care, the student will be assessed the replacement value of the book. Parents will receive a notice for overdue books and/or charges for lost or damaged books. A 5¢ a-day fee or replacement cost will be charged.

EMERGENCY PROCEDURES

Each year the staff at Child of God reviews our Emergency Crisis Plans and Procedures and then prepares the students through targeted lessons and regular drills on fire, tornado, earthquake and intruder safety.

Tornado/Earthquake Warning

In the event of a severe weather warning, all our students and staff will proceed to their designated safety shelters and our facility will go into “Lockdown” mode. This means that for the safety of all our students and staff no one will be allowed to enter or exit the facility until the weather warning has expired. For this reason, parents will not be allowed to pick up their children from school or extended care while a warning is underway as no one will be in the office to unlock the doors or answer the phones.

Natural Disaster/Crisis

In the event of a natural disaster or crisis, no student will be dismissed from school or allowed to leave with a relative, babysitter etc unless a parent has previously designated that person on their emergency form. In the event of a disaster, if you are unable to reach the school, Child of God staff will care for your child here, until you can arrive. If an emergency does occur please try to keep the phone lines open for emergency services and turn to your local radio for information on area conditions. If possible, we will communicate with you through Twilio.

Lockdown/Lockout

In the event of a building lockdown (threat inside the building) or lockout (threat outside the building), students will be secured in their designated classrooms and the outside doors will remain locked to all parents and guests until the administration and/or police announce an "all clear."

Campus Safety

Child of God takes the safety of our students very seriously and we ask that our parents and visitors respect our policies when on campus.

- The front doors are locked and guests and visitors must ring the doorbell and identify themselves. If admitted they need to sign in at the front office and get a visitor's badge.
- Central administration monitors inside and outside security cameras.
- All teachers carry two-way radios, are trained and participate in regular school wide drills for fire, tornado, earthquake, and active assailant. All staff are first aid, CPR and AED certified.
- All classroom doors are locked and can only be keyed in for entry. If guests have approval to enter classrooms or other campus location, they will be escorted by staff to their designated location. Guests/volunteers will not be allowed to be in building without prior background check, staff supervision, and/or principal approval.

FINANCIAL INFORMATION

Tuition may be paid over 11 months or less (first payment is due July 1st and last payment is due May 1st). The 11-month payment plan must be enrolled with Pay Junction via Sycamore in one of the available payment options. You may also pay tuition in 1 payment by July 1st or two payments in July and January.

Criteria for Membership Tuition Classification

We encourage our families to become active participants in their children's and personal walk with Christ. To be considered a church member for tuition rate purposes at Child of God, it is expected that worship be attended at least 26 times by each student and an adult family member during the 12-month period from August 1st to July 31st. Attending

special (other than weekend) services will count as meeting this standard. New Member families are eligible for the Member discount at the start of the first quarter after reaching new membership status. Attendance records will be distributed and reviewed semesterly. Attendance is tracked via the guestbook located at the end of every aisle. Please sign in every time. Worship attendance records are based upon the attendance books, completed by worshipers and Child of God's posting of such attendance.

Those who do not meet the requirements are considered Inactive Members for tuition purposes. An Inactive Member will be responsible for cost of tuition the same as a non-member; for the next semester. If the member(s) become in good standing (meeting the 26 church attendance requirements within the given dates), they will go back to member rate. Parents are responsible to meet with the Pastor to deal with any special circumstances.

Members at Holy Cross Lutheran Church are also eligible to receive member tuition discount at Child of God. Eligibility requirements are specific to Holy Cross Lutheran Church and require a form to be signed by the Senior Pastor their as well as the administrator at Child of God.

Multi Child Discounts

These discounts are offered to families with more than 1 child enrolled at Child of God. Full tuition is charged for the oldest child enrolled. The 2nd child discount is 20% off their age/grade level tuition. A 3rd child discount is 30% off their age/grade level tuition. A 4th child (and beyond) discount is 40% off their age/grade level tuition.

Fees

Refer to the Fee Schedule for Early Childhood to Grade eight community and member tuition rates and miscellaneous fees. The fee schedule is available on the parent portal (Sycamore), website, or in the school office. We reserve the right to charge a late fee on balances past due.

Direct Payment Options

Tuition and fees may now be paid through Pay Junction which works in conjunction with Sycamore. Parents may select ACH, debit and/or credit (convenience fees apply for debit and credit use). Tuition payment methods must be established within Sycamore prior to July's first tuition payment.

Late Payment

Tuition payments not received by the 25th of the month (regardless of what day the 25th of the month falls on) will be considered late and may result in a \$25.00 late payment charge. It is important for the parent to contact the business manager in advance if payment will not be paid on time.

If a family's account is more than 60 days late, and a payment plan has not been put into place with the Administrator, the

Business Manager will notify the family via letter, by the 1st or 15th of the month, of the situation and that the family's children will not be allowed into the classroom until the situation has been corrected. Delinquent accounts will be outsourced to a collection agency at the discretion of the School Administrator.

Any account not current for more than 90 days without a payment plan in place with the Administrator will be turned over to a Collections Agency. Any and all additional charges incurred as a result of the collections process are the responsibility of the family. Additionally, the family will be responsible for any attorney's fees, court costs and collections cost.

Lunch Account

Lunch accounts must be current (zero or positive balance) at the end of every quarter. Monies remaining in a student's lunch account at the end of the school year will carry over to the next academic year. Families may request a refund or a balance transfer to a siblings account. All requests must be submitted in writing or by email.

Student Records

Student records are not released if tuition and fees are not paid in full. At the end of the school year, if a family owes tuition or other fees, their child(ren)'s final report card will be withheld. Enrollment indicates acceptance of this policy. Tuition and fees must be paid in full by June 30th in order to enroll a child for the next school year. If a class is filled by the time outstanding charges are paid, the child will be placed on a waiting list in the order which enrollment is received. The administration has the authority to evaluate any extenuating circumstances.

Refunds

Child of God does not offer tuition refunds. This includes days students are absent from school due to illness, snow days, school breaks, etc. In the event the school closes due to unforeseen circumstances such as natural disasters, etc. It is Child of God's intent to continue to provide remote education to its students. Accordingly, tuition payments will continue to be paid in full.

Withdrawal/Change of Enrollment

If a family voluntarily or involuntarily withdraws a child(ren) from Child of God during the school year, changes the days of enrollment the tuition payment made for the month in which they withdraw their child will not be refunded. The family is still responsible for any unpaid fees and account balances (registration fees, extended care, lunch, athletic balances, etc). All fees must be paid within 10 days and before records will be released. When a student is withdrawn, they forfeit eligibility on all COGLS athletic teams and clubs.

Pro-rating Tuition

When enrollment status changes (transfer of enrollment, member status, etc), the tuition charge will be pro-rated effective at the beginning of the next quarter. Member status is determined by the date of official action by the congregation (i.e. official transfer, confirmation date, date of profession of faith, etc).

Returned Checks

Checks returned by the parent's financial institution as not payable will result in a \$35.00 fee, in addition to any other late fees incurred. It is your responsibility to assure funds are available on the date's tuition is scheduled to be withdrawn.

Tuition Assistance

Tuition assistance is available each school year. Application for assistance begins when registration opens for the new school year. Application deadline is April 1. Requirements for assistance are provided with the application. Assistance will not exceed 50% of tuition.

Textbook Fines and Replacement

Damaged textbooks will be assessed fines based on the current replacement value of the book. Fines will be assessed based on damage to the textbook that exceeds normal use (we expect books to last between five and seven years). Books whose spines, corners, or pages are damaged beyond normal use due to water or the lack of care will be assessed the full price of the book. All hardback textbooks must have brown paper book covers on them.

Ongoing Effectiveness

The faculty and administrator will review its procedures for implementing and enforcing these policies. The school reserves the right to add, delete, or modify the guidelines as needed to address ever-evolving issues related to student behavior, educational excellence and parent satisfaction.