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MISSION

Cross of Glory Lutheran School is a part of the total ministry of Cross of Glory Lutheran Church. In cooperation with families, Cross of Glory Lutheran School exists to equip children with the power of God's Word and academic excellence. We seek to produce students who are strong in God's Word, who are prepared for life eternal, and who are able to apply their education toward serving their Savior in any walk of life.

Church Affiliation and Our Beliefs: Cross of Glory was started by the Wisconsin Evangelical Lutheran Synod [WELS] in March 1998. Worship services began Easter 1999, and the dedication of our Family Center was held Easter 2005. Our synod's name reflects that her founders began in the state of Wisconsin. As a WELS church we still hold to the teachings of the Bible restored in the Reformation era. We are...

- A Christ-preaching church. We preach that Jesus is true God, the Son of God who became man, so that through his perfect life and innocent death, He is the prophesied "Lamb of God" who has taken away the sin of the world.
- A Bible-believing church. We teach that the Bible is the verbally inspired, inerrant Word of God, the only authority for Christian faith and life. We aim to teach God's Word in all its truth and simplicity.
- An evangelical church. We trust the Bible's claim that God saves people through the power of the Gospel in the Word and Sacraments. The Gospel is the Good News [the Evangel] about Jesus that is meant for all people. The WELS has congregations throughout the USA and around the world.
- Our church family cares about other people, including you. We invite you to worship with us.

PHILOSOPHY

It is the general philosophy of CGLES that we educate the COMPLETE child with a high quality Christian Lutheran education while simultaneously encouraging, supporting and nurturing families through the Word of God. To accomplish this:

1. Our school offers a Christ-centered, Bible-based education through which the children of our congregation and community have the opportunity to grow spiritually, intellectually, socially, physically, emotionally, and aesthetically.

2. Our school offers the environment in which each child is enabled to grow spiritually
 - In his / her faith in Jesus, through a daily study of the inerrant Word of God (the tool of the Holy Spirit)
 - In his / her understanding of Christian doctrine as summarized by Martin Luther, and
 - In developing his / her spiritual gifts and strengths in order to be prepared for a life of Christian service to this congregation, the church at large, and the community.
3. Our school offers the environment that provides for the intellectual, social, emotional, physical, and aesthetic needs of each child by
 - providing a Christian environment where children can develop their God-given talents;
 - using a Christ-centered curriculum in which Bible truths permeate each subject;
 - using called WELS teachers who daily confess Christ as their Savior.
 - Employing innovated and research based educational tools and programs to meet the COMPLETE needs of each learner.
4. Finally, since the Bible teaches that parents have the primary responsibility for instructing their children in the Christian faith (Deuteronomy 6:7-9; Psalm 78:4-8), our school provides the environment that supports Christian parenting and home life. It is our vision for CGLES to be a school that develops and nurtures a church-home-school partnership to assist the parents in their responsibility to "bring them (their children) up in the training and instruction of the Lord."
Ephesians 6:4.

Note: For the purpose of clarity, the term "parent" or "parents" will be used through out the handbook to include parents, guardians, or those having legal custody of the child.

BENEFITS of our WELS SCHOOLING SYSTEM

The WELS Parochial school system (i.e. church operated schools) is the fourth largest private school system in America, operating more than 350 schools nationwide.

- The WELS school system has experience: WELS congregations have operated elementary schools for over 150 years.

- The WELS has developed and maintains a strong support system for WELS schools and teachers.
- WELS teachers are graduates uniquely equipped to teach in multi-grade classrooms.

BENEFITS of a MULTI-GRADE CLASSROOM

Many people, including parents, teachers and administrators, wonder if a multigrade classroom situation is as beneficial as single-graded classrooms. The US Government reports: *“Research evidence indicates that multigrade instruction has a significant positive impact on student attitudes, and tends to enhance achievement outcomes under positive implementation conditions”*¹ (emphasis added). Another study explains: *“When it comes to student affect [i.e. social relationships and attitudes] the case for multigrade organization appears much stronger. Of the 21 separate measures used to assess student affect in the studies review, 81 percent favored the multigrade classroom.... If this is the case, why then do we not have more schools organized into multigrade classrooms?”*² (emphasis added). The author answers his question by pointing out that it is because *“most teachers have been trained to work in single-grade classrooms... [so that the]...skills needed to be effective [are] simply not part of their prior training and experience.”*³ However, because the WELS has a long experience in graduating teachers equipped to teach in multi-grade classrooms, our WELS teachers can maximize the advantages of a multi-grade classroom.

What are some of the other benefits offered by a multi-grade classroom? *“Research indicates that [multi-age] grouping promotes cognitive and social growth, reduces anti-social behavior.... The wider range of ages and abilities in a multi-age classroom discourages misleading age-graded expectations and helps teachers focus on students’ individual learning needs.”*⁴

Similar findings in another study lists these benefits of a multi-grade classroom:

- Younger children actively use older children to develop skills and to acquire knowledge.

¹ “Improving Multigrade Classroom Instruction in Small, Rural Schools”, *A Series of Workshops for Educators Interested in Multigraded Classroom Instruction, Tried and True: September 1997* publication, accessed at <http://www.ed.gov/pubs/triedandtrue/improve.html> (6/15/2006).

² “Teaching and Learning In the Multigrade Classroom: Student Performance and Instructional Routines,” by Bruce Miller, ERIC Clearinghouse of Rural Education and Small Schools, Charleston, WV, 1991, accessed at www.thememoryhole.org/eric/ed335178.html (6/15/2006).

³ “Teaching and Learning In the Multigrade Classroom: Student Performance and Instructional Routines,” by Bruce Miller, ERIC Clearinghouse of Rural Education and Small Schools, Charleston, WV, 1991, accessed at www.thememoryhole.org/eric/ed335178.html (6/15/2006).

⁴ Gaustad, J. (1997). “Building Support for Multiage Education.” ERIC Digest #114, July, as quoted in “Split-Grade and Multi-Age Classes: A Review of the Research and a Consideration of the B.C. Context” by Charlie Naylor (January 2000) accessed at www.bctf.ca/publications/ResearchReports/2000ei02/report.html (6/15/2006).

- Mixed-age play offers unique opportunities for creativity and practice of skills.
- Age mixing provides opportunities for children to find others of matching abilities.
- Older children actively assert responsibility for younger ones and develop an increasingly sophisticated understanding of that responsibility.⁵

“My experience was that the younger children ‘learned up’ from what was being taught to the older children, and the older children learned a wonderful sense of responsibility when the younger children looked up to the older children as their mentors.” – *sentiments of a Family Counselor who formerly served as a Principal-Teacher of a K-8 multi-grade classroom*

For more information and testimonials regarding the educational and social advantages of a multigrade classroom, please contact the office for the tract, “The Advantages of a Multigrade Classroom.” You can also speak with our Principal or Pastor.

ENROLLMENT PROCESS

For the 2016-17 school year, Cross of Glory Lutheran will be making use of an “all-in-one” financial and data management program called TADS. This provides us with a powerful tool for organizing student information.

TADS Admissions and Enrollment easily adapts to parent’s needs, allowing families to meet admissions and enrollment requirements quickly and efficiently. There is NO annual fee to the parent to sign up with TADS.

TADS Tuition Management is an efficient, flexible system that gives parents and schools control of their collection processes (including extended care and hot lunch payments) while TADS performs the service work. There is NO annual fee to the parent to sign up with TADS.

Step 1 – Online Application

“ Click the TADS icon found on the Admissions tab our school website:

⁵ Feldman, J., Gray, P. (1999). “Some Educational Benefits of Freely Chosen Age Mixing Among Children and Adolescents.” Phi Delta Kappa. Vol. 80, No. 7, 507-512 as quoted in “Split-Grade and Multi-Age Classes: A Review of the Research and a Consideration of the B.C. Context” by Charlie Naylor (January 2000) accessed at www.bctf.ca/publications/ResearchReports/2000ei02/report.html (6/15/2006).

(www.crossofglory.org). The application process happens through an organization called TADS.

- “ You will need to set up a TADS account (please save your login information for future use).
- “ Input all biographical information.
- “ All students will need to submit a Birth Certificate. Also, students in Kindergarten-8th grade will need to submit an Affidavit of Intent document at this time. (This document is available for download from the TADS application website. You will need to complete it and have it notarized, then scan (or fax) all paperwork to TADS. Do not return any paperwork to the Cross of Glory office.)
- “ You will receive an email immediately stating that “Your application has been submitted.” It will also inform you of any documents that are still needed, and will outline the following steps of the enrollment process as listed below. (Please note that the initial tuition installment and the tuition account will be not be set up at this point. Those items will be taken care of after acceptance of the student.)

Step 2 – Admissions Review

- “ Within a week of submitting an online application, Cross of Glory will review the submitted information.
- “ Before you can be accepted, Cross of Glory will contact you to set up an educational consultation with the Principal or Preschool Director.

Step 3 – Acceptance Status

- “ After Acceptance, you will receive an email to complete Enrollment (any additional biographical info needed, initial tuition installment, set up tuition agreement).

Step 4 – Complete Enrollment

- “ Complete pick-up authorization, extended care info, and other biographical info.
- “ Upload Immunization Record (scan or fax to TADS)
- “ Pay initial tuition installment
- “ Set up tuition agreement:
 - à You have the option of selecting the number of payments to complete the agreement: 1, 2, 10, or 12 payments.
 - à You have the option of selecting a monthly withdrawal date: 5th, 10th, 15th, 20th, or 25th of every month.
- “ After the tuition account has been established, the status will be changed from “Pending” to “Enrolled.”

When all these steps are completed, you will be emailed a **Confirmation** of your child’s

complete enrollment.

IMPORTANT NOTICES:

- Enrollment paperwork must be completed prior to child's first day of attendance.
- A non-refundable (unless paid for with STO money) initial tuition installment (see tuition section on page 13 for current fees) is due at the time of registration. (If a waiting list forms, your initial tuition installment money is due upon acceptance.)

Non-discrimination Policy: CGLES does not discriminate on the basis of race, color, national or ethnic origin in the administration and operation of policies, admissions or programs. CGLES holds to this policy because of our purpose to share the gospel of Jesus Christ with all the people of the world.

Here are more details on the necessary documents for enrollment:

1. Birth Certificate: Arizona Law requires that persons enrolling a pupil for the first time in a particular school must furnish the school with the child's birth certificate or baptismal certificate. This document is needed with your registration papers. We will make a copy of the certificate and return the original to you.

To enroll in Kindergarten, a child must be 5 years old by September 1st. If, however, a child has, in the evaluation of the administration and the parents, not matured sufficiently in his mental and/or physical capacity to perform the required course in the Kindergarten, he will be asked to enroll the following year.

2. Immunizations: Per Arizona Revised Statute §15.874, children's immunizations must be current and on file with the school or they will not be permitted to attend class. A copy of your child's immunization record is needed with the registration papers. We will make a copy and return the original to you.

3. Private School Affidavit of Intent: According to Arizona Revised Statute §15-802, all students attending our school need to fill out a private school affidavit of intent. This is done to assure that the children of Arizona are receiving formal education. This form is included in your enrollment packet. All students who did not attend our school last year are to fill out such an affidavit. This affidavit needs to be notarized.

All children in grades 2 and up who did not attend our school last year are also asked to bring their last year's report card with them when registering. This too will be photocopied.

ENROLLMENT POLICIES

CGLES employs specific enrollment policies to assure that the parents understand the unique partnership they will enjoy with the CGLES family, as CGLES seeks to uphold and honor the Mission and Philosophy for existing. The following paragraphs explain these policies.

1. Yearly Placement Priority System: CGLES uses a Yearly Placement Priority System for filling classroom space. This priority system is used for the admission of all students, and is reviewed annually with each new school year. The classifications are:

1. Members of Cross of Glory Lutheran Church
2. Members of the WELS family of churches
3. Families not affiliated with a Christian church
4. Families affiliated with Christian churches outside the WELS family of churches
5. Families who have attended a Cross of Glory led Bible class
6. Families who have multiple children who currently attend Cross of Glory
7. Families with other children that attended Cross of Glory in the past
8. Lottery

2. Early Enrollment: Early enrollment is for members of Cross of Glory, other WELS/ELS churches, and those currently enrolled. Applications for Early Enrollment will be accepted until **February 8, 2016**. All applications received by **February 8, 2016** will be processed according to the Yearly Placement Priority System, as space permits. Applications will not be processed until application fee is submitted. If there are some students unable to be admitted, they will be placed on a waiting list with a completed enrollment packet on file. As soon as space becomes available, students on the waiting list will be admitted according to the Yearly Placement Priority System. The initial tuition installment is due at the time of acceptance.

3. General Enrollment: Applications for enrollment received after **February 8, 2016** will be processed as space is available. Applications will not be processed until application fee is submitted. If space is not available, students will be placed on a waiting list with a completed enrollment packet. As soon as space becomes available, students on the waiting list are admitted according to the Yearly Placement Priority System. The registration fee will not be due until the time of acceptance.

4. Partnership Agreement For Cross of Glory Members: Members of Cross of Glory Lutheran Church who enroll children in CGLES are, by their enrollment, stating agreement to the biblical principle that parents have the primary responsibility for instructing their children in the Christian faith, and will demonstrate this by faithful participation in the church's ministry. Church Elders are prepared to partner with families to help them excel in their spiritual priorities. Adjustment of a student's Yearly Placement Priority may be used as a tool for enhancing this spiritual partnership.

5. Partnership Agreement For Members in the WELS Family Circle: Members in the WELS Family of Churches who enroll children in CGLES, are by their enrollment, stating agreement to the biblical principle that parents have the primary responsibility for instructing their children in the Christian faith, and will demonstrate this by faithful participation in their home church's ministry. To assist in this spiritual partnership, CGLES will seek occasional communication with the pastor of the home church. In cooperation with the home church pastor, adjustment of a student's Yearly Placement Priority may be used as a tool for enhancing this spiritual partnership.

6. Partnership Agreement for Families Outside the WELS Family Circle: Those families who are not affiliated with a Christian church, or who are affiliated with a Christian church not included in the WELS Family of Churches, who enroll children in CGLES, are by their enrollment, stating that they will be open to receiving spiritual encouragement and instruction from Cross of Glory Lutheran Church. (This partnership may present itself in sharing free devotional materials, free mailings, invitations to parenting seminars, occasional friendly visits, etc.) Further, families are agreeing to receive invitations for students to participate in worship service activities (i.e. singing songs, Christmas Programs, etc.) understanding that participation is not mandatory, but voluntary. Finally, families are agreeing that at least one head of the family will attend one of the Adult

Instruction Classes that are offered within the first year of enrollment of a family's first student. These classes, taught by the Pastor, benefit parents by introducing them to the Biblical teachings foundational to our school so that parents may be better equipped to nurture spiritual growth in their homes. In partnership with parents, classes will be held as needed with consideration given to individual schedules, and flexibility is offered for those who in good faith seek attendance but face unique hardships. Adjustment of a student's Yearly Placement Priority may be used as a tool for enhancing this spiritual partnership.

7. Children with Special Needs: While following the above enrollment policies, please know that individual consideration shall be given for children with special needs.

- Acceptance of the child is to be considered a trial until it is fully established that the needs of the child can be met without loss to the whole group.
- The number of days that the child attends, and the length of the time that the child stays, will be decided by the staff, parents and professionals caring for the child.

CURRICULUM OVERVIEW

Our school provides an atmosphere of unconditional love, and a spirit of forgiveness that allows each child to grow as unique, awesome, and wonderful creations of God! Our Christ-centered curriculum builds upon each individual's own skills and experiences. We utilize innovative and research based teaching methods in the areas of language arts, math, science, social studies, music, physical education, and art. We also employ programs that address the COMPLETE needs of each learner that include, but are not limited to ELA (www.elforall.com), junior strength explorer, and a strong arts emphasis. A more detailed curriculum for each grade can be found on our website.

1. CGLES Scholastic Goals: The Wisconsin Evangelical Lutheran Synod's course of study, research proven best practices, the objectives of the Board of Education and Staff of CGLES, and the State of Arizona's curriculum requirements serve as guidelines for determining general aims, purposes, and goals in both content and method of instruction.

In addition, the aim of CGLES is to provide an education that will enable students, if so desired, to be prepared to meet the entrance requirements for our Synod's

Preparatory School system, or to enter our Synod's Phoenix-area Lutheran high school, Arizona Lutheran Academy.

2. Spiritual education: God's Word permeates all branches of learning. The curriculum is under constant study by the faculty so that the best education may be given the students. All subjects are taught by dedicated teachers who have your children at heart as children of God. Devotions consisting of Bible stories, hymns, Scripture readings, prayer, confession of faith, and the like, shall open the school day. Each school day shall close with prayer.

The pastor of the congregation will also have a role in the school. The pastor's role as shepherd of Cross of Glory Lutheran Church and School is to care for the spiritual welfare of the congregation, the staff, and the students assuring all that we are one ministry committed to the proclamation of Jesus Christ and that doctrine and practice are faithful to the Word of God

3. Parent involvement: We welcome parents to visit their child's classroom or inquire about their child's progress in school. Please contact the Principal to make arrangements for visiting any classroom.

In addition, we welcome parents and friends who would like to do volunteer work for the school. If you would like to offer your services for assisting in classroom activities, please contact your child's teacher for further information.

4. Homework: Students should complete as many assignments as possible while in school. However, if a student is unable to do all his work in school, he is expected to finish it at home. All students should strive to use their God-given abilities to the fullest degree in completing their school work.

5. Promotion from one grade into the next at the end of the school year shall be based on the average yearly achievement of the pupil in the subject matter covered and also upon the decision of the teacher and Principal acting in the best interests of both pupil and the school.

6. Testing: CGLES will participate in national achievement tests in conjunction with the state of Arizona (currently AzMERIT). Students are required to take any testing established by the Board of Education.

7. Parent-Teacher Conferences will be conducted in the fall and spring of the school year. Through these conferences the parents are able to discuss the progress of their children with the teacher.

The faculty will also seek regular consultations with parents throughout the course of the school year to keep them informed of all phases of their child's school life. If any questions concerning grade interpretation or other matters arise, we urge the concerned parents to contact the teacher(s) immediately. We urge you to follow this procedure so that misunderstandings and questions may be clarified and an open channel of communication may exist between the home and the school. Permanent records are kept to chart the child's spiritual, academic, physical, emotional, social, and character growth, thus enabling the faculty and parents to understand more fully and analyze the child and the instruction needed by each.

8. Report cards for grades K-8 are issued to the parents quarterly informing them of their child's Christian character growth and his scholarly progress.

Distribution times: 1st/3rd quarter – Wednesday after the quarter ends
 2nd quarter – first day of the 3rd quarter
 4th quarter – mailed home within 2 days of school ending

9. Grading:

The grading scale for Kindergarten is as follows:

E = Exceeds expectations PM = Partially Meets expectations
M = Meets expectations DNM = Does Not Meet expectations

The grading scale for grades 1st-8th grade is as follows:

A	100-95	C	82-80
A-	94-93	C-	79-78
B+	92-91	D+	77-76
B	90-87	D	75-73
B-	86-85	D-	72-70
C+	84-83	F	69-0

Honor Roll:

We recognize students for Honor Roll (90 and up). This applies to students in the 6th grade and older.

SCHOOL HOURS

The normal school hours for CGLES are Monday through Friday, from 8:30 AM to 3:30 PM. Students will be welcome in the classroom at 8:15 AM and are expected to be ready to begin class by 8:25AM. They are also expected to leave the school grounds by 3:40 PM unless they are requested to remain by their teacher or are participating in extracurriculars. Students not picked up by 3:40 will be taken back to Extended Care*. During the course of the school day, no children will leave the grounds unless a reasonable written request from the parent/guardian is presented to the teacher.

*Extended care:

HOURS: 7:00-8:15 a.m. (Preparation for school)
3:40-5:30 p.m. (Study hall and supervised activity)

FEES:

\$2.50/half hour

Students will be billed monthly

SCHOOL CALENDAR

CGLES will follow the calendar that is also available on our website. This calendar is usually completed for viewing by March of the preceding year. We will meet any requirements set by the state of AZ regarding length of school year.

TUITION

Preschool:

	2-day (T,Th)	3-day (M,T,W)	5-day (M-F)
Half Day	\$1900	\$2650	\$3600
Full Day	\$2850	\$3900	\$5800

Elementary School (K-8): \$4700

With Sibling Discount (85%): \$3995

All Subsequent Siblings (50%): \$2350

Non-Refundable Initial Tuition Installment (apply to all students):

\$200 if paid before April 1; \$250 if paid before the end of the school year; \$300 if paid after the end of the school year. Families with multiple students have the opportunity to hold their spot for all children with the payment of only one initial tuition installment. The balance of the other initial tuition installments will be due by Aug 1. If you would like to defer the other initial tuition installments until Aug 1, you must speak to Cross of Glory staff to make this change possible before you go through the online enrollment process. If a family wishes to enroll a student during the second semester for the remainder of that school year, the initial tuition installment will be \$150.

The tuition payments can be made over 10 months (August—May), 12 months (June-May), or by semester. All of this is done through the TADS tuition management program.

**Cross of Glory reserves the right to not release student records for non-returning students until the tuition for the year has been paid in full.

SIBLING DISCOUNTS

- The first student in the family pays 100% of the annual tuition.
- The second child receives a **15% discount** (they pay 85% of the annual tuition).
- The third student and beyond receives a **50% discount** (they pay 50% of the annual tuition).
- Initial tuition installments are paid by every student. Sibling discounts are only awarded for tuition.

PAYMENT PROCEDURES

1. For those paying monthly, TADS Tuition Management will be used to collect payments. The payments through TADS Tuition Management can be made in two ways: 1) Automatic Bank Payment (ACH) from your checking or savings account OR 2) Credit card. You can also visit the website at www.tads.com. CGLES

reserves the right to withdraw your child from school if tuition is more than 30 days late and no prior arrangements have been made.

2. Students who enroll during or after August of that school year will not have an option to choose a 10-month or 12-month payment schedule. They will automatically be required to pay the 10-month rate for the remainder of the school year.

3. If a student who is on the 12-month payment schedule wishes to un-enroll from Cross of Glory throughout the year, he or she will be reimbursed any amount that would be considered an overpayment at that point in the school year based on a 10-month payment schedule.

4. CGLES is in session for nine and a half months, August through May. It is understood that a child who is admitted is enrolled for the entire school year. It is requested that parents give 2 weeks notice if it becomes necessary to withdraw their child.

5. Our church offers financial assistance to our church members through our Sponsor Our Students (S.O.S) Tuition Assistance Program. Details and applications are available from the school office or on our website, and must be filled out each school year. All financial assistance is kept in strict confidence.

6. In addition, the AZ Private School Tuition Tax Credit money we receive is available for all students, member or non-member. Information and application forms are available from the school office or at the website of the STO that we work most with, Arizona Christian School Tuition Organization (ACSTO), www.ascto.org. Arizona taxpayers have a unique opportunity to choose to have their tax dollars directly benefit the education of a student at Cross of Glory Lutheran School through the Arizona Tuition Tax Credit Program. *However, monthly tuition payments must be made and account kept current, even if the family is anticipating a scholarship award.*

8. Other Scholarship organizations that Cross of Glory is in affiliation with are: Arizona School Choice Trust (www.asct.org), Arizona Scholarship Fund (www.AZscholarships.org), School Choice Arizona (www.schoolchoicearizona.org), Arizona Private Education Scholarship Fund

(www.apesf.org), and others. Contact the school office for a complete list or to learn more about STOs and the Arizona Tuition Tax Credit program.

School Supplies: Students are required to furnish their own supplies such as paper, pencils, and crayons. The teacher will provide a list as the new school year approaches. Please make sure your child has all needed supplies throughout the year.

In addition, the following items will need to be provided by school families upon registration if the student does not already own one:

Grade 1-8 – NIV Bible

Grade 1-8 – Christian Worship Hymnal (ISBN 9780810004221) These can be ordered various places online.

ATTENDANCE

1. State Law: Not only is school attendance vital to your child's success, it's the law. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years to make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason. An absence, defined as 0% to less than 50% of instructional time, is considered to be a full day absence. Under this definition, tardiness may be considered an absence if a student misses more than 50% of instructional time. An unexcused absence will count as a truant day as defined by law. A student is "habitually truant" if he/she has five or more unexcused absences from school. A student who is absent more than ten percent of the required number of school days per year (18 days) is considered to have "excessive absences" whether the absence is excused or unexcused. When a student has five or more unexcused absences or 18 excessive absences (**excused OR unexcused**), the student can be cited to the CUTS Program through the Juvenile Court.

2. Attendance Expectations: All students are expected to be prompt in arrival at school each day. Students should be regular in daily attendance, since prolonged periods of absence may warrant failure of that grade. If you anticipate your child will be missing school we ask that you extend the courtesy of phoning the office before 9:00 A.M. on the morning of the absence. All absentees who have not phoned in on the morning of their absence are expected to supply a written note

to explain their absence upon returning to school. Parents may excuse the child's absence by accompanying him to school and discussing the matter with the Principal or classroom teacher. Missed school work must be completed by the third day back. If a child is going to be absent for reasons other than illness or emergency, the school should be notified in advance and arrangements should be made to complete the school work that will be missed. There will be no refund or reduction in tuition for absences.

3. Health Appointments: We ask that you schedule doctor/dental appointments after school hours whenever possible. If the child misses 2 or more hours due to an appointment, we will classify it as a half-day absence.

4. Tardiness: Being in the classroom before school begins is imperative; it's best if students are at school no later than 8:25 AM. When students come late or just in the nick of time, they are quite rushed and it is difficult to be ready to learn. In addition, it disrupts the teacher and the class, as they have already begun the morning's scheduled lesson. Student's tardiness will be noted in the teacher's attendance record. If you are running late due to traffic conditions, please inform your child's teacher in writing or tell the secretary when you arrive.

Tardiness Policy:

- 3rd late arrival within the quarter = letter from teacher sent home
- 5th late arrival within the quarter = letter from Principal sent home
- 7th late arrival within the quarter = detention
- 9th late arrival within the quarter = one day suspension

5. Telephone Calls: Incoming calls will be answered by the secretary or, after hours, the answering machine. If it is necessary to speak to a teacher, please leave a message, and your call will be returned as soon as possible. Only in cases of extreme emergency will a child be called from his/her classroom to take a phone call. Children may only use the telephone to make necessary calls during the recess periods or after school, with the teacher's permission. Calls for permission to stay for various after school activities or for non-school activities with classmates will not be allowed. Please make personal arrangements before coming to school.

DROP-OFF & PICK-UP PROCEDURES

Normal Hours Drop-off: Please use the most convenient entrance to your child's classroom (most likely the lobby). Please note that some doors may be locked at certain times of the day for the purpose of creating a good flow of traffic.

Normal Hours Pick-up: A diagram of our elementary pick-up procedure will be distributed at the beginning of the school year.

Extended Care: Please drop-off and pick up through the preschool entrance on the west side of the building.

HEALTH and ILLNESS

1. Clear Communication: The physical care and health of each child is as important to the staff as it is to you. Therefore, it is imperative that you make teachers aware of any allergies or special medical needs your child has, both verbally and in writing.

2. Symptoms of Illness: To ensure that all students stay healthy, please be aware of signs of inflammation, diarrhea, vomiting, sore throat, cough, earache, discharge from ear or nose, skin rash, eye infection and/or temperature over 98.6 degrees Fahrenheit. If any of these symptoms are present, do not send your child to school. If your child comes to school with any of these symptoms, he/she will be sent home. If your child becomes ill at school, the child will be separated from others and asked to rest. Parents will be notified and required to pick their child up immediately. If your child has had a fever, diarrhea or vomiting, CGLES policy prohibits attendance for at least 24 hours after symptoms end. If your child becomes exposed to a communicable disease, please notify our staff immediately.

3. Medicines: If your child is required to take medicine, you must give your child's teacher written directions for administering the medication. Prescription medication must come in the pharmacy's bottle and must be prescribed for that same child.

4. Heat Warning: If the daily heat index forecast meets or exceeds 110°, students should be kept inside for afternoon recess. They may go outside for morning recess at the teacher's discretion.

FOOD AT SCHOOL

1. Lunch: Students need to bring a lunch to school each day that is not a hot lunch day (Hot lunch schedules are posted at the beginning of the school year.) or other special day. Proper care of lunch food is the responsibility of the parents and students.

2. Snacks: Classroom teachers are responsible for making policies about snacks. See your teacher's management plan for more details.

3. Birthday Treats: Having a birthday is a very special day for a child, and sharing a birthday treat with others has been a longtime practice. The following guidelines will help in planning a child's celebration and minimize any disruption to classroom time:

1. Treats must be limited to the children in the child's own classroom, and staff if desired.
2. Treats must be easy, ready to serve, easy to clean up, and of snack size portions.
3. Another option besides sweets would be a nutritional snack, such as fruit or prepackaged dry snacks (Ritz Bits, pretzels, trail mix, etc.)
4. Birthday celebration lunches or beverages may not be allowed.

DISCIPLINE

1. Parental concerns: To achieve its highest purpose, the school is the agency of the home and the church. The parents are God's representatives in the home and the teachers are God's representatives in the school. Therefore, it is Godly and logical that the home, church, and school be saying the same thing to the child by word and example. Should a problem arise, we expect the concerned parents to confer first with the classroom teacher. If the problem cannot be resolved satisfactorily the parents should then discuss the matter with the Principal, and if necessary, the Board of Education. Parents should pursue such matters outside the regular school hours. Appointments with any member of the faculty, Principal, or the Board of Education will be gladly arranged.

2. Discipline in the school must be in keeping with the principles of the Lord's Word. "Do not withhold discipline from a child." (Proverbs 23:13) All children attending CGLES must submit to the wholesome discipline of the Word of God

(Ephesians 6:4). This may include reasonable punishment (Proverbs 29:12-17), as a means of disciplining pupils when other means of correction have failed to bring about proper conduct. Such punishment shall be administered in a reasonable and justifiable spirit of Christian love. At the beginning of the school year, parents will receive a classroom management plan and the Board of Education discipline policy of infractions and consequences.

3. Damage to property: Parents of children are held responsible for property damage, such as: broken windows, damage to desks, and unnecessary damage done to textbooks, library books, science equipment, physical education equipment, etc.

4. Suspension / Permanent Dismissal: If a student is suspended two times, a meeting with the teacher, Principal, Board of Education, and parents will be scheduled. The purpose of this meeting is to draw up a contract with the student and the people involved. If that contract is broken or the student is again suspended, the student will be asked not to continue at CGLES. No permanent dismissal will be made without the approval of the Board of Education. The Board of Education reserves the right to administer immediate dismissal in extreme cases.

INFRACTIONS/CONSEQUENCES GUIDELINES

(Approved by the Cross of Glory Board of Education)

By the fourth commandment God commands children to love all of his representatives, including teachers. In the absence of respect or obedience, Law and Gospel both have their place in disciplining. Discipline in the school is done out of concern for the spiritual well-being of the child and love for his/her soul.

INFRACTIONS

Level 1 Infractions:

Disruption in the classroom, fellowship hall, or chapel

Improper dress and appearance

Improper conduct on the playground or extracurricular event (practice, games, tournament, etc.)

Inappropriate language

Other improper conduct of a minor nature

Level 2 Infractions:

- Cheating
- Stealing
- Disrespect for authority
- Verbal or written abuse to students or faculty
- Truancy
- Repeated level 1 infractions

Level 3 Infractions:

- Severe misconduct which may cause bodily harm to another person
- Threatening bodily harm (verbal or written)
- Sexual Misconduct
- Possession of alcoholic beverages, illegal drugs, or narcotics at school or at any school-related activity
- Possession or use of tobacco products at school
- Leaving campus without permission
- Vandalism
- Continued misconduct of level 1 or 2 infractions

Level 4 Infractions:

- Use and/or sharing of alcoholic beverages, illegal drugs, or narcotics at school or at any school-related activity
- Possession of weapons on campus
- Other serious infractions
- Continued misconduct of other levels

CONSEQUENCES

Level 1 Consequences:

Minor offenses will be cause for a discussion between the student and teacher or adult in charge. Parents may be contacted. Consequences may follow at the discretion of the teacher (e.g. laps, sitting out of the game, sentences, etc.).

Level 2 Consequences:

Parents will be notified of the offense. The student will meet with the teacher

and/or Principal with the purpose of leading them to repentance. When a repentant heart is shown, appropriate fruits of repentance will be expected to follow (e.g. apologizing to the person(s) they sinned against). Consequences may follow at the discretion of the teacher and Principal (redoing assignment, replacing stolen item, suspension from extra-curriculars, after school detention, etc.).

Level 3 Consequences:

Principal, parents, and Board of Education will be notified of the offense. The student will meet with the teacher and/or Principal with the purpose of leading them to repentance. When a repentant heart is shown, appropriate fruits of repentance will be expected to follow (e.g. apologizing to the person(s) they sinned against). The student will be suspended from school and all extra-curricular events for 1 or 2 school days. The student and his parents must meet with the Board of Education before the student will be allowed to return to school. The student will return to school under a disciplinary contract.

Level 4 Consequences:

Principal, parents, and Board of Education will be notified of the offense. The student will meet with the teacher and/or Principal with the purpose of leading them to repentance. When a repentant heart is shown, appropriate fruits of repentance will be expected to follow (e.g. apologizing to the person(s) they sinned against). The student will be suspended from school and all extra-curricular events for one week (five school days). The student and his parents must meet with the Board of Education. Depending on the number of repeated infractions or severity of infraction the student will be expelled from school. Local civil authorities may also be notified in the case of illegal activity.

PARENT/TEACHER DISAGREEMENTS

Every attempt is made to maintain Christian discipline at all times in the room as well as on the playground. Teachers make every effort to treat all students fairly in accordance with God's Word. It must be understood by students and parents alike that pupils owe obedience to their teachers under the rule of the Fourth Commandment. If a student and his parents feel that a pupil has been treated unfairly, or if a parent has a complaint about a teacher's methods, the following steps are to be taken to resolve the matter that is consistent with Christian

behavior and in accordance with God's ordinances and thus remove the rumors, misconceptions, and gossip that can fester in a community.

1. Parents must not degrade or criticize the teachers or pastor in the presence of their children. Lowering a child's respect for his teacher is a first step in giving that child an excuse to misbehave and disobey.
2. If parents have an issue with a teacher or pastor over any item regarding the child's experiences at school, that complaint must be voiced to that individual with whom there is an issue - Matthew 18:15. Sins against the Eighth Commandment can do great damage in the church, school, and the home relationship.
3. If necessary, the next step is to meet with the Principal and the teacher.
4. Should a resolution still not be forth-coming, a meeting will be called to involve the Principal, teacher, parents, and members of the Board of Education.
5. Matters concerning overall school policy or school procedures should be discussed with the Principal who will then put the issue on the Board of Education's meeting agenda.

DRESS CODE

Parents are asked to ensure that their children will observe a modest, God-pleasing attitude in matters of dress and hair styles. Because it is impossible to create a rule for every possible clothing or hairstyle issue, the judgment of compliance or noncompliance is left to the discretion of the teachers and administration. Cross of Glory Lutheran School's dress code is to be followed at school and at any school-sponsored event whether it is held on or off site.

Neat, Modest, and Comfortable

Clothing must be neat and clean without holes or rips. Tight-fitting clothing is not acceptable, and proper undergarments must be worn and not exposed. Clothing or personal property with inappropriate words or pictures is not allowed. (Foul language, alcohol/tobacco products, questionable messages and/or images such as skulls or weapons, etc. If you are unsure, it is probably best to leave it at home.) Low-cut tops, shirts, tank tops with shoulder straps less than two inches wide, etc. may not be worn. A student's midriff may not be exposed at any time. Pants/shorts that are excessively tight, baggy or sagging are not permitted. Pants/shorts that have a printed message on the back side may not be worn.

Shorts and skirts

Shorts, skirts, and dresses must be of a modest and acceptable length.

Footwear

Appropriate footwear should be worn at all times. Tennis/athletic shoes are recommended since they are required for physical education class and participation in the interscholastic sports program. Students should choose shoes with non-marking soles and avoid high heels. Flip-flops, Crocs, Slides, and shoes with wheels are not allowed.

Make-up, Hair-care, and Jewelry

Excessive make-up or unusual hair color and styles are not allowed. Hair is to be clean and neat. Hair-care products, perfume, cologne, etc. are not to be brought to school. Jewelry that is excessive and distractive to learning may not be worn. Earrings that dangle and large hoop earrings are discouraged and may be subject to removal and return at the end of the school day. Inappropriate items will be confiscated by the teacher. Tattoos and body piercing, other than ears for females, are not allowed. Facial hair is not allowed.

Dress Code Violations

Dress code violations will be addressed in the following manner:

Minor offenses—Student will be asked not to wear the offending article again.

Major offenses—Parents will be contacted immediately to bring the student appropriate clothing to wear. The student will be removed from class until the situation is rectified.

Once the parents have corrected the situation and spoken to the teacher or Principal, the student will be allowed to return to class.

Repeated violations (3 or more in a school year) — the matter will be discussed between the administration and the Board Of Education to determine further action.

ELECTRONIC DEVICES

Cell phones, Ipods, tablets, and laptops will be allowed (and encouraged in some classrooms!) but must be checked in with the classroom teacher at the beginning of the school day. Devices will be handed back to students before a time when they will be used in school and at the end of each school day.

EMERGENCY PROCEDURES

*The following are general guidelines regarding some of the more common emergency procedures. Please see Cross of Glory's Emergency Standard Operating Procedures (SOPs) for more detailed emergency procedures and information.

1. Parents must remember to keep their contact phone numbers up to date with us. In the event of an emergency situation, 911 will be called and parents will be contacted. If a minor accident occurs, first aid will be applied according to SOPs. In case of injury being questionable to its severity, a parent will be notified immediately and a decision made.
2. If we feel that any child is at risk of potential harm, whether by natural disaster or any other perceived threat to human safety, we may "lock down" the building, that is, lock all exits accessing the school. See SOPs for more detailed lock down procedures and information.
3. Fire drills and lockdown drills will be conducted periodically. Staff will use the attendance roster to account for all children. In case of an actual emergency, parents will be notified as soon as possible.

INSURANCE

Church Mutual insures each child. The child is covered while attending school and on school sponsored fieldtrips. The plan provides secondary coverage if the family has other medical/dental insurance. If there is no other coverage, this plan will be the primary carrier. CGLES carries liability insurance.

WITHDRAWAL PROCEDURES

When a child needs to be withdrawn from CGLES, we ask that a minimum of two weeks notice given so that the opening can be offered to a child on the waiting list. Fees will be recalculated and adjusted based on actual attendance. Notification will be given if there is a balance due.