

**Christian Outreach School  
Handbook**

Dear Parents,

We appreciate your decision to send your children to Christian Outreach School and the opportunity this provides us to partner with you in bringing up each child "in the nurture and admonition of the Lord." The achievement of a Christ-centered, biblically-based education is no small task. The successful end of that task---students walking with the Lord who are knowledgeable, competent, and submitted to God's direction in their lives---has eternal consequences. We know that God has work for us to do in the lives of students, so that they will be powerful witnesses for Jesus to this hurting world.

We see the call to serve at COS as a privilege and a responsibility. We covet your prayers and thank you in advance for your willingness to join in the consequential task of pursuing excellence in education, relationships, and Christ-likeness.

Sincerely,

The administration and staff of Christian Outreach School

**Mission Statement**

- To provide a Christ-centered environment for the pursuit of excellence in education
- To disciple each student to conform to the image of Jesus Christ, making Jesus Lord in every life situation.

In order to accomplish this purpose as we serve Christian families in the greater Jefferson county area, we must provide a Christ-centered educational program for children and youth (PreK-12th grade) without discrimination on the basis of race, gender, national and ethnic origin, or physical disability, which adheres to the criteria listed below.

The education we offer must be:

- In accordance with the sixty-six books of the Old and New Testaments of the Bible, the very Word of God, inspired, inerrant, and infallible;
- An extension of the Christian home, submitting to the authority of the Christian Outreach Church leadership, who, together **with** the parents, are accountable to God for the fulfillment of His injunction to bring up our children **"in the nurture (training) and admonition (discipline/instruction) of the Lord."** (Ephesians 6:4)

Our vision, for which this mission is set forth, is to lead each student to a greater and personal commitment to the Lordship of Jesus Christ and to encourage each student to maximize his or her God-given potential, achieved by pursuing excellence in spiritual growth, academics, athletics and physical fitness, fine arts, and vocational arts, that each student may give of himself in fruitful service to his community, his nation, the Church, and the work of the Kingdom of God world-wide.

**"For by grace you have been saved through faith; and that not of yourselves, it is the gift of God; not as a result of works, that no one should boast. For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them."**

Ephesians 2:8-10

### **Statement of Faith**

We believe that God is the infinite, eternal Creator of the Universe, Who has revealed Himself as one God, yet as three Persons: the Father, the Son, and the Holy Spirit. Through the Son, and by the power of the Spirit, the Father created the entire seen and unseen creation, including man, in six days.

According to Their eternal plan, the Father sent the Son into the world to be born of a virgin, born under the Law, to redeem those who were under the Law. By His sinless, obedient life, death, resurrection, and ascension, the Son has freed us from the guilt and power of sin. He has made full payment for all transgressions, and has overcome sin, death and hell. He has opened to us free access to the Father, purchased healing, and redeemed us from all bondage through His Cross. He will come again, in power and glory, to judge the living and the dead. Those who believe in Him shall be granted eternal life with Him in heaven, while those who reject Him shall be sent to an eternal hell of punishment and torment. As glorious Victor over principalities and power, He shares the spoils of His victory with His Church. He sends gifts to men---apostles, prophets, evangelists, pastors, and teachers---to equip the saints to serve. After His ascension to the right hand of the Father, He poured out the promised Holy Spirit upon all flesh.

The Holy Spirit calls and gathers the Church through the Gospel, which Gospel He desires to confirm in signs and wonders. The Spirit was poured out so that all believers would receive power to witness in word and deed. The Spirit equips the Church for sanctification, for worship, for ministry within the Body, as well as to the lost world. By the Holy Spirit, God has given the Holy Scriptures. They are God-breathed, inerrant, and are the final and only rule of the Church's faith, practice and life.

### **Philosophy of Christian Education**

The parents associated with Christian Outreach Church, together with its leadership, take seriously God's injunction to bring up their children "**in the nurture and admonition of the Lord.**" (Ephesians 6:4)

Christian Outreach School was established to be an extension of parental responsibility and authority. Its commission is to provide a high-quality Christian education for children from preschool through twelfth grade. Its primary function is to disciple Christian students in Christ Jesus by the power of the Spirit to the glory and enjoyment of God the Father, and in so doing to extend the Kingdom of God in the earth.

In order to accomplish this, COS submits that it must pursue three main objectives:

1. That the child acknowledges God as Creator and Preserver of life and the universe, and within this frame of thought, synthesizes all useful art and knowledge in relation to God as Sovereign Ruler
2. That the child acknowledges and accepts Jesus Christ as his personal Savior and Lord and grows in understanding of the total provision of his salvation
3. That the child discovers and develops his unique gifts and abilities and wholeheartedly uses, in a Christ-like away, his spiritual, intellectual, physical and material resources in every life situation

COS feels that all worthwhile Christian educational objectives fall within these three major guidelines. Every long-range goal, short-range objective, educational practice, and recreational or extra-curricular activity must be in harmony with and in support of these philosophies.

### **Student Non-Discriminatory Policy**

Christian Outreach School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, or physical disability in the administration of its educational policies or school-sponsored programs. However, the school does reserve the right to use appropriate selection criteria in fulfillment of its stated purpose and philosophy of education.

(Adopted October 17, 1977---COS Board of Education)

## **Background**

### *History*

In 1977, when the school was established by David and Joan Lorenz, it was meant to serve the educational needs of children whose families were committed members of Christian Outreach Center (COC). It also served families who were temporary residents while they received seminary training from Christian Outreach School of Ministries (COSM).

In the 1980's, Christian Outreach Day School opened its doors for the first time to other "sister" congregations in an attempt to provide some of their families with a quality Christian education. During some of the years, as many as 25 different churches were represented by members of our students and faculty.

### *Building a Legacy*

We realize that teachers, administrators, and students affiliated with our school have built a rich legacy upon which we stand. We continue to look to the Lord for His guidance, direction, and provision, as we seek to further the excellent traditions established in this school's foundation. Each staff member, student, and family plays a key role in determining who we are and how we are known. As we interact with people in our communities, churches, and homes, we are eager to reflect our Lord and Savior Jesus Christ in relationships, values and actions.

## **Sponsoring Organization**

Christian Outreach School is an active ministry extension of Christian Outreach Church. As the sponsoring organization, the church provides the school access to its 80+ acres, facilities, and its membership for the purpose of recruitment, support staff, and resource teachers. The mission of the church is threefold: to present the whole Word of God, in order to prepare a whole people to take the message of the Gospel to the whole world. Both the church and the school are built on the basis of individual relationships where the needs of each member are of major importance to the Body of Christ.

# **Getting Started**

## **Admissions**

### *History*

The initial vision was to establish a school for the Christian training of children whose parents were committed members of Christian Outreach Center (COC). Although students from various church fellowships now are admitted, our mission continues to be a disciple-building ministry of COC to develop Christ-like and well-educated future leaders.

### *Present Policies*

Families qualify for admission to COS if parents and students are included in the following categories:

1. The parents and students must confess Christ as Lord and Savior, have a current testimony of Christ's Lordship in daily life, and support the beliefs, goals, and policies of the school
2. The family must be members in good standing at COC or another Bible-based Christian congregation or fellowship
3. The parents' pastor must be supportive of their desire to enroll their child(ren) at COS. The pastor must be able to provide a positive letter of reference and be willing to cooperate with COS authorities and staff

An exception to the above rules regarding the Christian life of the family is to be brought to the attention of the administrator and COC Elders for consideration. Typical stipulations for exceptions are as follows:

- The student and at least one parent or relative must meet the criteria above
- Younger students and parents who have not yet accepted Christ as Savior must be willing to learn about the Lord, including a willingness to hear a complete presentation of the Gospel and submit to school policies. A three-stranded cord (family, church, and school) is important in the growth and development of a child in the Christian walk.

For all students admitted, re-enrollment each year will be contingent upon demonstrated commitment to his or her relationship with God and the Lord Jesus Christ.

Families not currently attending a local church may be asked to attend either COC or one of its affiliated congregations as a condition of their enrollment.

See 2 Corinthians 6:14-18.



## 2.2

### Enrollment Procedures

#### **Enrollment Procedures**

##### *Preschool and Kindergarten*

Children whose parents wish them to be enrolled in the preschool program should be at the stage in their development where personal accountability can be taken for toilet skills. Children who need the use of diapering are developmentally too young for the program being offered at COS.

Kindergarten children must be 5 years old by July 31. A kindergarten screening will be provided as part of the registration procedure to ensure a proper match between the child's developmental stage and the kindergarten program at COS. More information is available from the administrator or program director.

For kindergarten students enrolling for the first time, parents are asked to provide the following documents:

1. Birth certificate (photo copy is acceptable)
2. Up-to-date immunization records
3. A recommendation letter from the pastor at the family's church
4. Required enrollment forms and fees

##### *Transferring Students*

Placement in a grade level will be determined on the basis of an individual's performance readiness and may vary from one subject area to another. Care is taken to establish a good balance between the challenge level and success rate of academic achievement for the individual student. A student may be asked to take a placement exam in order to evaluate his academic progress and ensure placement at the appropriate grade level. Special tutoring may be available on an as-needed basis.

Transcripts of transferring high school students may require adjustment to the cumulative GPA in order to match the grading system at COS. Credits earned will be evaluated according to COS graduation requirements. Grades below a C- may not qualify for transfer, especially in core courses which serve as prerequisites.

Parents whose children are transferring to COS from another school are asked to furnish the following:

1. Signed authorization for release of cumulative records from preciously attended schools and/or adequate home school records
2. Up-to-date immunization records
3. A recommendation letter from the pastor at the family's home church
4. Required enrollment forms and fees

## **Enrollment Checklist**

### *New Families*

- Enrollment Request Form
- Parent Application
- Registration and Materials Fees
- Student Application (for each student entering 7th-12th grades)
- Immunization Records
- Birth Certificate Copy (if entering preschool or kindergarten)
- School Records (academic and discipline or homeschool records) Parent assistance may be needed to complete a records request form.
- Financial Agreement
- Pastor Recommendation Letter
- Emergency Procedures Form (due prior to attendance)

The enrollment process includes interviews of parent(s) and student(s), sending in proper forms and fees, and determining the proper grade level.

### *Returning Families*

- Enrollment Request Form
- Registration and Materials Fees
- Birth Certificate Copy (for students entering preschool or kindergarten)
- Student Application (for each student new to 7th to 12th grades)
- Financial Agreement
- Emergency Procedures Form

Re-enrollment for a family or student is not automatic. If there are academic, discipline, spiritual, or financial issues that need to be addressed, a meeting will be set up prior to acceptance. Parental concerns should be presented any time during the school year either to the teacher involved or to the administrator.

A current tuition and fee schedule is available at [www.christianoutreachschool.org](http://www.christianoutreachschool.org).

## **Finances**

### *Tuition Structure*

Every effort has been made to make a high-quality Christian education affordable for families in our area. Tuition is the predominant source of funding upon which the school's budget is based. Tuition and fees received do not cover all the expenses, however. Other individuals and groups, especially COC members, give sacrificially to this ministry. Various fund-raising projects are conducted throughout the year to supplement tuition income. It is expected that all our families participate in assisting with these fundraisers.

After enrolling a student, parents are responsible for the entire semester's tuition. This is due to the school's need to complete staffing arrangements. **An early withdrawal, suspension, or expulsion does not dissolve the financial agreement made previously.** If an exception is requested due to an issue, such as educational placement or late registration, it must be agreed to in writing by the school administrator and/or COC elders.

The division of the yearly tuition into 10 or 12 monthly payments is a privilege reserved for credit-worthy, conscientious families. We depend on timely tuition payments to meet the obligations of the school. A family which is 10 days past due with tuition may have their children blocked from attendance or withdrawn until all outstanding tuition is paid in full. Any grade reports or progress evaluations for students associated with such a tuition account will be held until all delinquent tuition obligations are resolved. Tuition payments need to be completed for the year before any records will be released.

We understand that a family's financial status may change during the school year. If financial difficulties arise, please bring this to the attention of the administrator before actions are taken. Every effort will be made to make reasonable accommodations when possible. On the other hand, if a family begins the year on tuition assistance and finds it is no longer necessary, it would be appreciated if this is communicated with the administrator so that funds could be offered to other families whose situations have become challenging.

### *Tuition Assistance*

We realize that not all families have the same income level or costs of living. When applying for a new school year, families who think they cannot afford the full tuition cost should talk with the school administrator. We will ask you to show us tax records and to fill out a basic budget form. We encourage families who cannot pay the full tuition to find friends or relatives to underwrite their child's tuition. We may also ask parents to volunteer hours to complete specific jobs needed to maintain and run the school.

*Other Fees*

A variety of other fees may be assessed through the year for additional services or special activities. Some courses (such as drama and cooking) have fees attached due to unusual materials required. Field trips, athletic fees, and after-school care typically require additional fees.

*Fund-raising*

As at most other schools, tuition and fees are insufficient to cover the total cost of educational programs. Various fund-raising projects are conducted throughout the year. All families with students enrolled full-time will be asked to support these efforts, especially through volunteering their time and abilities. It is especially important that we build our base of donors who are committed to providing high-quality Christian education as an option for families.

# **Academics**

## **Curricula**

Instructional materials from A Beka Book, Inc., Saxon Publications, Bob Jones University Press, and Standard Publishing form the basis for the school curriculum in most subject areas. Other materials are also used, including Christian Instruction courses developed by our own COS faculty, the *Built on the Rock* manual (written by Pastor Nick Ittzes), supplemental video instruction, and Jefferson College dual program courses for college credit. A few carefully selected secular textbooks are also used for classes such as high school math, computer, journalism, creative writing, photography, and keyboarding courses as well as for general reference purposes.

## **Curricular Objectives**

For the purpose of organizing curricular objectives, COS has divided the total curriculum into nine major subject areas. This is not to imply that these nine "subjects" are to be viewed in isolation, nor taught in that manner, unless sound educational practice dictates. Yet progress in each of these areas should be discernible over an extended period, with activities carefully planned in each of these areas to ensure progress.

### **I. Christian Instruction (Bible)**

- A. That the child acknowledges and accepts Jesus Christ as his personal Savior and Lord
- B. That he accepts the Bible as the sole norm of Christian faith and life. That he develops a reverence for Scripture and an ability to use it as a measure of and a guide for all human thought and knowledge.
- C. That he provides a strong Christian witness and actively seeks ways to share his faith with others.
- D. In order to ensure growth in Christian attitude and behavior, COS submits that the child should:
  - 1. Understand the importance of obedience and stewardship as daily he pursues the goal of becoming more like Jesus.
  - 2. Contribute to meaningful group worship while giving evidence of a rich personal devotional life appropriate to his age.
  - 3. Reflect in his behavior at all times a love and respect for his God, his family, members of the COS staff and fellow students.
  - 4. Prepare himself to make public confession of his Christian faith and assume the responsibilities of full membership in his church.

## II. Mathematics

- A. That the child realizes that God has created and does now sustain the universe and its elements in fundamental mathematical relationship to one another.
- B. That he develops an appreciation for and insight into these relationships and man's constructive use of them.
- C. That he develops an ability to use the language, tools, processes and symbols of mathematics.

## III. Language Arts (including reading/literature, spelling, penmanship, grammar and speech)

- A. That the child appreciates language, both spoken and written, as a gift from God, enabling man to communicate with others and express himself creatively.
- B. That in order to use constructively and benefit from the language arts in any field of endeavor, he develops adequate skills in all language areas.
- C. That he uses the tools of language with Christian sensitivity, and that his evaluation of man's expression---from good conversation to world literature---conform to intelligent Christian criteria.

## IV. Foreign Languages

- A. That the child develops the ability to communicate by speaking, listening, reading, and writing with people of other languages.
- B. That he develops an appreciation for various cultures through the study and use of their languages.
- C. That he becomes more aware of other cultures in order to more effectively pray and minister to such people.
- D. That he increases his ability to use and appreciation of his native tongue by becoming familiar with the structure and function of other languages.

## V. Social Studies

- A. That the child gains understanding into his relationship with God and its implication for relations between individuals, families, communities and nations.
- B. That he acquires a knowledge of history, geography, civics and current events and develop social skills adequate to carry out effectively his responsibilities as a Christian citizen.
- C. That he takes every advantage of the unique opportunities COS offers toward constructive understanding of his own cultural heritage and that of others, and how this understanding affects his social relationships.

VI. Fine Arts

- A. That the child sees beauty both as an expression of who God is and as a gift of God, and learns to discern, create and enjoy such beauty through fine arts.
- B. That he develops sufficient skills and techniques for satisfying expression of his love for God through the arts.
- C. That he uses his artistic talents and abilities to enrich his own life and that of others in a manner that glorifies God.

VII. Vocational Arts (including industrial, business, and domestic arts)

- A. That the child acquires a respect for the practical arts and appreciation for the dignity of manual labor.
- B. That he learns the proper uses of and develops skill with simple tools, and acquires an understanding of the nature and usefulness of God's material gifts.
- C. That he willingly and gratefully employs practical skills in serving his family, his school, his church and his community.
  - 1. That the child be given the opportunity to engage in a wide variety of manual activities.
  - 2. That he is able to follow instructions thoroughly.
  - 3. That he acquires a knowledge and appreciation of the development of the vocational arts and their relation to modern technology and the fine arts.
  - 4. That he be able to plan, carry out and evaluate projects suitable in terms of practicability, level of skill required and personal interest in a variety of areas; for example:
    - a. Simple construction involving wood, metal, and fabric
    - b. Cooking
    - c. Care and maintenance of school facilities and personal property
    - d. Computer
    - e. Business
    - f. Accounting

VIII. Science

- A. That the child reveres God as Creator and Preserver of all life and the universe and acknowledges that God sustains His creation through established laws of nature.
- B. That he develops powers of careful observation of nature and learns to employ the scientific method.
- C. That he uses fearlessly, reverently and efficiently the scientific method in "**subduing the earth**" to God's glory. (Genesis 1:28)



3.4  
 Curricular Objectives  
 High School Degree Requirements

IX. Health, Safety and Physical Education

- A. That the child understands that his physical well-being is integral to his spiritual and mental well-being, and appreciates the fact that he is "**fearfully and wonderfully made.**" (Psalm 139:14)
- B. That he develops a wholesome attitude toward the care of his body, its workings, capacities and limitations, developing a lifestyle that will give expression to the fact that his body is the temple of the Holy Spirit.
- C. That he participates enthusiastically in a wide range of sport and recreational activities, developing habits of concern for others, fair play, and sportsmanship.

**High School Degree Requirements**

COS offers to its students the opportunity to pursue their choice of two diploma types. The standard diploma requires 28 credit units earned in grades 9-12 with a minimum earned grade point average of 2.0 on a 4.0 scale. To earn a college preparatory diploma, the student must earn 30 credit units, with a minimum GPA of 3.0 and with no semester failing grades in any course. He must also take two years of foreign language classes (2 credits). The numbers of credits required in the various course areas are as follows:

Subject Area	Credits	
	Standard Diploma	College Preparatory Diploma
Language Arts	4	4
Mathematics	3	4
Science	3	4
Social Studies	4	4
Fine Arts	2	3
Christian Instruction	4	4
Vocational Arts	3	2
Physical Education	2	2
Electives	3	3

## Grading Scale

Grade	Percentage	GPA	Grade	Percentage	GPA
<b>A</b>	<b>100-95</b>	<b>4.0</b>	<b>C</b>	<b>76-73</b>	<b>2.0</b>
A-	94-90	3.7	C-	72-70	1.7
B+	89-87	3.3	D+	69	1.3
<b>B</b>	<b>86-83</b>	<b>3.0</b>	<b>D</b>	<b>68-66</b>	<b>1.0</b>
B-	82-80	2.7	D-	65	.7
C+	79-77	2.3	F	64-0	0.0

### *Extra Credit*

The institution of extra credit will be determined by the instructor and may be used to help a student improve a grade. Extra credit may not be just busy work, but needs to consist of some type of work or project that is more challenging than the material being offered in the scope of the class. If a student is already successfully doing all the work necessary in a class, then extra credit should not be considered. At no time can extra credit create an A+, due to the fact that the grading scale used by COS has a maximum grade of an A.

Class requirements are to be set to challenge students. Grades are not given, they are to be earned. An "A" implies subject mastery, demonstrated ability, consistent effort and cooperation.

## Monitoring Your Student's Progress

### *Academic or Conduct Alert Forms*

Secondary students should be at the level of taking responsibility for completing assigned work on time. Parents may need to help some students in this responsibility more than others, and parents need to be aware of how students are doing.

Teachers will use an ACADEMIC or CONDUCT ALERT FORM as the first means of communication to parents about missing assignments, low test scores, or misbehavior in class (if not requiring immediate intervention from administration). Parents need to sign the form and see that the student follows through on any requirements given by the instructor. The signed form and any work or signed test **MUST** be presented to the teacher the next class period. Failure to do so will most likely result in escalation to a disciplinary action form and a required detention. Any test below a C (73%) is to be sent home for a parent signature and returned the next day to the teacher.

### *Parent/Teacher Conferences*

Conferences provide an excellent opportunity for feedback and the opportunity to join together on behalf of a student's academic and spiritual progress. Specific conference days will be designated on the school calendar.

### 3.6

#### Monitoring Your Student's Progress Grade Reports and Diagnostic Testing

From time to time, it may become necessary for parents and teachers to meet regarding a child's progress. A meeting may be requested by the parent, teacher, administrator, or the student himself and may be arranged through the school office or by the parents and teacher. Any decisions made during such a meeting should be documented and added to the student's file.

##### *Mid-term Progress Reports*

Mid-quarter progress reports (mid-terms) will be sent home to notify parents if grades are below 80% (B-). Some teachers send mid-term reports for all of their students regardless of their grades. Mid-term grades are accurate to date; they are not always indicative of what a student's final grade will be. This is especially true when major projects or exams have not yet been included.

##### *Progress Evaluations*

If at any time parents are concerned about their student's grades, they may request an evaluation of his work. The office will distribute a Student's Progress Evaluation Form amongst the student's teachers. The process is designed to give a brief evaluation of the student's performance thus far in the quarter.

#### **Grade Reports and Diagnostic Testing**

##### *Grade Reports*

There will be four reporting periods during the school year when report cards will be issued. For elementary students, each quarter's grades will stand as quarter grades. For students in grades 7-12, quarter grades will be averaged into semester grades. The semester grades are used to determine a student's grade point average and credits earned. Specific instructions for signing and returning grade reports will be included with them.

##### *Diagnostic Testing*

COS provides a full testing program which may include tests such as:

- Stanford Achievement Tests, which are administered each year to students in all grade levels above preschool, reflecting national norms
- Otis-Lennon Diagnostic Tests, which are administered in conjunction with the Stanford Achievement Tests to students in odd-numbered grades, excluding kindergarten and first grade.
- Preliminary Scholarship Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) to students in the 11th grade

In addition to these, the administrative staff may elect, usually at the request of the parent, to provide academic evaluation to determine a student's placement for the purposes of admission, advancement, or repetition of a grade level.

**Guidance Counseling**

Academic guidance counseling is available through the administrator or designated teacher. Before a student enters the 9th grade, a degree tracking sheet is begun to ensure that the academic goals of the student are being met. These tracking sheets should be evaluated for all senior high students in the spring of each year to circumvent any "last-minute" concerns about graduation requirements. At any point in a student's academic career, parents and students may request a conference with the administrator or counselor to discuss the student's diploma track, schedule, college plans, etc.

**Academic Standards for Extra-curricular Participation**

The Biblical standards for discipline and self-control are essential tools for success in any field. To that end, the following rules for participation in school-sponsored extra-curricular activities will reinforce those standards:

- GPA shall be maintained at no less than 2.0 in order to participate. Academic progress will be determined for student athletes by reports issued by the teachers every two weeks.
- The following actions will be taken for student athletes with grades below C- (70%):
  - Three-week **active probation**, beginning at the issuance of the grade reports
  - Any failing grades will result in a three-week **non-playing probation** (practices and games must be attended)
  - If, at the end of the three weeks the student has not met the grade requirement, he will be placed on a three-week **inactive probation**
  - If grade requirements are not met by the end of the three weeks' inactive probation, the student will be evaluated for **removal from the team**.

Please see the athletic handbook for further explanation of discipline procedures.

# **Attendance Policies**

## **Attendance Policies**

### *Daily Attendance*

Good attendance is an important part of scholastic achievement and promotes good study habits and personal responsibility. Missouri law requires that a certain number of hours and days be spent in classroom learning. Normal school hours are from 7:45 A.M. to 3:10 P.M. for elementary and secondary programs.

### *Notification*

To ensure that all students are where they need to be, we ask that parents call the school or the principal by 7:45 A.M. when they know their student will be tardy or absent. **If a parent knows about a prospective tardy, absence, or early departure that will be upcoming, it is helpful that written notification be provided to the office and teaching staff at least the day before the occurrence.** This will assist in the teachers' planning and provide the student the opportunity to get assignments in advance. If a student will need to leave early, a parent should send a note with the student noting reason and time of anticipated departure or call the school during the day so teachers can prepare an assignment sheet for any classes the student will miss.

If a student has been absent due to illness, a note from a parent or doctor **must** accompany him upon return to school. This will be useful should there be a need to appeal absence-related consequences. Excused absences will be for reasons such as family emergencies or extended illness. Three absences a semester are allowed for doctor's appointments or minor illnesses. They are to be "saved" for these unavoidable occurrences and not used for time off. Excessive absences first semester will affect a student's allotted absences second semester so state attendance requirements can be met.

### *Absence from School*

The consequences\* for unexcused absences will be as noted below:

<u>Number of Absences</u>	<u>Action Taken</u>
1-2	None
3	Warning notification to parent and student
4	Remedial consequences set by administrator
5	Mandatory conference and consequences
6+	Referral to Management Team for consequences

\*Consequences and remedial measures may include detentions, fines, loss of grade credit, recommendation for suspension, recommendation for expulsion, attendance alternative, etc.

## 4.2

### Attendance Policies

#### *Absence from Class/Tardiness to Class*

Classroom instruction is important to the learning process. Attendance and punctuality demonstrate respect for the time the instructors have invested in the development of the learning periods for their students. This policy will apply to core and elective subjects.

When students are tardy to school, leave school early, or are absent altogether, they miss valuable class time and, in effect, are not meeting legal requirements for the number of hours spent to have sufficiently mastered a subject. This becomes more pronounced in the secondary level and when classes involve teacher and student interaction.

Secondary students will be counted as absent from a class if they miss more than 15 minutes of a class. The attendance policy applies to both core and elective subjects, including chapel (which is considered part of the Christian Instruction program) and physical education. Specific class absences and tardies will be combined with days absent from school to be sure a student is meeting legal and school attendance requirements. Classes which meet fewer than five days per week will be prorated with fewer absences allowed. Teachers will keep a daily record of tardies and absences from class, and actions will be taken as noted below:

<u>Number of Class Tardies and/or Absences</u>	<u>Action Taken</u>
1-3	No action
4-7	Form, follow-up letter, remedial consequences
8+	Referral to Administrator for consequences

After four tardies or unexcused absences from a class, a detention may be assigned. The teacher may assign supplemental work to help the student recoup instruction missed. Supplemental assignments are not busy work, but are developed by the teacher of the subject to enrich the student's understanding of the material missed. Supplemental assignments **must** be done to meet the requirements of the class. If the assignment is deemed by the teacher to have been done satisfactorily, it will provide no loss of grade credit for the student. If done poorly, the teacher has the option of 1) requiring the student to redo the assignment (and detention) or 2) accepting the assignment with a loss of grade credit up to 100% of the assignments point value.

### *College Visits*

Students who are in the 11th and 12th grades may wish to visit the admissions offices of colleges they are considering for matriculation. Four such visits may be excused during the two-year period. One of the following items must be provided by the student in order for the absence to be excused:

- Written confirmation on letterhead from the university's admissions office signed by an admissions counselor employed by the university
- A recruitment brochure or degree plan sheet signed by an official of the college, university, etc., providing the official's title and phone or e-mail address
- Proof of attendance at a college fair, signed by one of the fair co-coordinators or admissions counselors representing the college
- A fax or e-mail from an official of the college giving notification of the student's visit, including the student's name and date of the visit

If the proof of the visit is not received, the absence will be considered one of the four allotted absences for the semester. Days spent in travel surrounding the date of the visit may be excused, but travel days and the day of the actual visit may not exceed the four allowed for college visits within the two-year period.

### *Tardiness to School*

Preschool and elementary students arriving late to school should be escorted into the building and to the classroom. This is to ensure the child is safely "handed over" to the supervision of the teacher. The parent or person who drove the student to school MUST sign the designated attendance clipboard BEFORE bringing the student to the classroom.

**As stated earlier, please call the school by 7:45 A.M. if you know your child will be late or absent. Consequences for late arrival to school will be the same as for absences.**

### **Number of Late Arrivals**

1-3  
4  
5  
6+

### **Action Taken**

None  
Remedial consequences set by administrator  
Mandatory conference and consequences  
Referral to Administrator for consequences



#### 4.4

##### Attendance Policies

School bell times will be announced prior to the beginning of each school year. Students arriving after the beginning bell and up to two hours late will be considered tardy to school and absent from individual classes. Students missing from two through three and one-half hours will be considered absent for a half day. Students missing more than three and one-half hours will be charged an absence.

The student or parent **MUST** sign the student in at the school office or designated location **BEFORE** the student proceeds to class. The sign-in sheet includes a place for the reason for late arrival. Please fill in **all** the information requested and forward any doctor's note or excuse to administrative personnel.

Any appeals of consequences for attendance issues need to be submitted in writing to the administrator. Unresolved issues may require a decision by the COC Elders.

# **Emergency, Health, and Safety Procedures**

### **Emergency Procedure Information Form**

After any first-response to an emergency, our next effort will be to contact parents; however, there may be an occasion when phone contact is not possible. Each student shall have an Emergency Procedure Information Form, which is to be updated annually by the parent. This form contains information which is vital to our ability to follow parents' wishes should an emergency occur. **It is the parents' responsibility to notify the office of any changes in contact information which should occur during the school year.**

### **Emergency Situations**

COS maintains safety response procedures for fire, tornado, earthquake, and intrusion situations. From time to time during the school year, drills will be performed to ensure staff and student understanding of the procedures. Each room has instruction manuals and exit instructions posted.

Fire--occupants will move to the upper parking lot by the mailbox for roll call.

Severe Weather/Tornado--occupants will move to designated interior areas away from glass, shelving, hanging cabinets.

Earthquake--during tremors all students and staff are to position themselves next to desks and/or tables. When safe, all should move to the upper parking lot by the mailbox for further instructions.

Intrusion--Appropriate movements of students and locking of internal or external doors will be used to protect students. Law enforcement personnel would be involved. Student drivers may not be permitted to leave campus without an escort.

### **School Closings**

Should it become necessary to close school or delay opening, announcements will be made by **6:30 A.M.** on the following stations:

TV channels 2, 4, and 5

Information will also be available on the following sites:

<http://www.fox2now.com/weather/school closings>

<http://www.kmov.com/weather/severe-weather>

<http://www.ksdk.com/weather/severeweather/cancellationsclosings>

## 5.2

### School Closings

#### School Illness or Accident

An announced delay may need to be upgraded to closing if conditions warrant, so parents need to continue to monitor stations until 7:30 A.M., by which time a final decision for the day will have been submitted. Half-day programs will only run in the event of a one-hour delay.

If, during the course of the day, it becomes necessary to close the school after students have arrived, parents will be called by members of the COS staff. If at any time during the day you determine that the conditions in your area warrant an early pick-up of your child, please alert the staff in advance and follow sign-out procedures.

**DO NOT transport a child who is not your own, even if you have standing permission to do so, without written or verbal contact by that parent to school personnel on the day of the weather incident.** Contact needs to be from parent to office, and not arrangements made between parents only or by students. It is extremely important that we remain aware of each student's whereabouts during an emergency situation to avoid undue concern on the parts of the parents and/or staff.

It is important to plan in advance for these weather events and have alternative child care or transportation plans in place.

#### **Student Illness or Accident**

Students contracting a fever of 100° F or higher will be sent home from school. Students may not return to school until they are fever-free (without fever-reducing medicine) for 12 hours. A quiet area at school will be designated for students to use while awaiting pick-up.

If a health issue or minor accident requiring first-aid by a staff member occurs during the school day, parents will be notified by phone, if necessary, or provided a written report upon pick-up.

Acetaminophen or ibuprofen may be administered to students by COS staff if not prohibited on the emergency procedures form. If your child will need these or other medications on a regular basis, they are to be provided in an original, labeled container with your child's name and dosage fixed clearly on the package.

No medications may be kept in a student's possession (pocket, locket, purse, backpack, vehicle, etc.) at school or at school-related events without specific permission in written form from the school office. This includes over-the-counter medicines, such as pain killers or decongestants. All medications must be brought to the school office immediately upon arrival at school and may be retrieved at the time of departure from the school. An inhaler is one exception and may be kept near the student, but a parent note must be on file in the school office regarding the use of the inhaler by the student. Cough drops may also be kept in a student's possession.

Students found to be in possession of any medications not specifically permitted may face disciplinary action. **Any student who passes any medication to another student may be in danger of expulsion.** No student should administer medications to himself without the direct supervision of a COS staff member or his own parent.

No controlled substances (alcoholic beverages, cigarettes, recreational drugs, etc.) may be consumed by minors.

### **Outdoor Activity Guidelines**

Please consider weather conditions when preparing your students for their activities at school. The following guidelines have been established for the protection of students during extreme weather conditions:

- If the heat index is between 100° F and 105° F, students will be allowed to participate in light to medium activity levels
- If the heat index is above 105° F, outdoor activities will be suspended or postponed.
- During the winter, if the wind chill index reaches 20° F or below, outdoor activity will be postponed.

### **Student Driving Privileges**

Licensed students may drive properly-insured and licensed vehicles to and from school. This is a privilege allowed students who follow the posted speed limit and safe handling procedures necessary to insure that all students, whether inside or outside the vehicle, are in no danger to negligence or folly. If a motor vehicle is used in an unsafe manner or in a way which could harm other people or property, the student(s) involved should expect disciplinary action, including the loss of opportunity to drive on the campus. **Absolutely NO horseplay---for example: sitting on vehicles, running alongside vehicles, or racing--- will be tolerated. Disciplinary actions deemed appropriate by the administrative staff will ensue, with the option held for suspension and/or expulsion from the school.**

Students may transport other students to and from school as long as arrangements have been made with all parents involved and it follows the requirements of Missouri law.

The occasional transporting of a student home requires either written notification for a specific date or standing permission for transport and a call verifying permission on any given day. **Transporting other students to or from school-sponsored events (athletic practices and events, field trips and competitions, etc.) will require a written note of permission from parents of the student driving and from parents of the students being transported.** The note should specifically mention the names of the driver and of the passenger and should be submitted to the school office. **Student drivers are not permitted to leave the campus during the school day without written or verbal permission of parents and administrator.**

## 5.4

### Drop-off and Pick-up Procedures

#### Bicycles and Other Conveyances

#### Electronic Equipment

### **Drop-off and Pick-up Procedures**

Please follow the rules listed below for safe transport of students:

- **FOLLOW SPEED REQUIREMENTS!** Our speed limit on campus is 15 miles per hour. **ONE CHILD'S LIFE IS WORTH YOUR TIME!!** If there are instances of parents exceeding safe speed limits, these parents may be asked to drop off and pick up their students at the fellowship building. If you see other parents or students driving unsafely, please speak with them yourself, if possible, and report the situation to the administrator.
- Always drive to the upper parking lot and drive back around to the drop-off/pick-up zone by the school door.
- Elementary students may be dropped off or picked up in the "circle" drive if so instructed by the staff.
- Drive **BELOW** the speed limit when pedestrians are present.
- Never leave an unattended vehicle in a drop-off zone. These are fire lanes.
- **DO NOT** leave your keys in your vehicle.
- **NEVER** leave your car running while you step away **EVEN FOR A MOMENT**.
- **ABSOLUTELY DO NOT LEAVE** young children unattended in your vehicle while you "stop in" at the school or office. Ask another adult, a staff member, or an older student to watch the vehicle and children.

### **Bicycles and Other Conveyances**

Students are permitted to ride bicycles to and from school, with the understanding that appropriate safety rules, including use of helmets, must be observed. Bicycles, roller skates and blades, skateboards, or other conveyances are not to be used during school hours.

### **Electronic Equipment**

Cell phones, tablets, laptops, and other electronic devices will only be allowed on campus if being used in such a way as the administrative staff deems appropriate. We recognize it can be educationally useful to have access to the Internet or use computers during certain classes for specific purposes. Each classroom teacher will set the policy for a class before the semester begins, and the school will post a list of classes which allow electronic devices and how they may be specifically used. Cell phones, etc., may be turned in to a teacher for security or kept in a locker, but are not to be carried, used, or accessed without permission at any time at school. Permitted devices used in the classroom should be made visible to the teacher.

If a student needs to contact a parent, he may do so in the presence of a teacher. If parents must reach a student prior to the end of the day, they should call the school number or a teacher's cell phone. Phones left in vehicles are not to be accessed during the school day. Phones may not be used in class as calculators. Hand-held electronic games and personal listening devices will not be allowed on campus without specific permission.

Violation of the above policies may result in revoking of the privilege of bringing a device on campus, or other disciplinary action. If in doubt, obtain permission from administrative staff first.

**Facebook / Social Media**

Social media, such as Facebook, is a widely-used and very public mode of communication today. What you post reflects on yourself, your family, your church, our school, and the Lord. Therefore, students and staff must be careful that communications, photos, and messages posted or allowed on such media are appropriate, respectful, and in agreement with Biblical principles. Consider that anything you post or allow others to post on your Facebook page should be something that you would be comfortable posting on the outside of your locker or classroom door. It is your responsibility to maintain a page that reflects Christian love and godliness. Failure to do so may result in a warning from school staff and possible disciplinary action.

## **Dress Code**



### **Elementary and Secondary Dress Code**

- Our goals are to be modest, to be neat, and to avoid giving offense to others. Although the dress code may well differ from current fashion or what students wear at home, we expect students to comply without complaint, as is expected by God (and most employers).
  - **"Do everything without grumbling or arguing."** - Philippians 2:14
- While there is no specific chapel dress code, students may choose to dress up if they desire.
- Due to the variety and changing nature of fashion, we reserve the right to be the final judge on whether or not the students' clothing complies with the dress code.
- Students who come to school in clothing that doesn't comply with dress code may be asked to change into alternative clothing kept at the school. Repeated violations will be subject to further discipline.
- On Fridays, students may wear a relaxed dress code allowing jeans or athletic pants (no leggings or yoga pants) and appropriate T-shirts that don't go below the clavicle area. No sleeveless shirts.

### **For School (Monday through Thursday):**

- Solid-color trousers (Trousers include "khakis" or Docker-style, full length pants. Jeans, hip-huggers, PJ bottoms, sweats, leggings, shorts and skin-tight trousers are **not** considered acceptable.)
- Any color button-down or polo shirt, worn with no more than the top button unbuttoned. The shirt closest to the body must be tucked into the trousers. Shirts with rounded tails must be kept tucked in.
- Shoes (flip-flops or any shoes without backs are not allowed)
- Clothing designed for outerwear---hoodies, zip-up jackets, etc.---may be worn only with full dress code underneath. Hoods may not be up during class.
- Jewelry will be of such length and type as to avoid entanglement or use as weaponry. Jewelry may be worn which is not excessive or distracting or representative of values which are distinctly non-Christian.
- If hair is colored, natural hair color should be used. Distracting hair styles should be avoided.
- Girls may wear dress capri pants (not athletic-style, jeans, or skin-tight).
- Girls may wear skirts or dresses that fall over the knee when the student is seated. Dresses or blouses worn with skirts must have necklines that don't go below the clavicle area. (If in doubt, ask before wearing.) We recommend elementary girls wear shorts with their skirts or dresses because of playing at recess.

### **For P.E.:**

- T-shirt with sleeves (Acceptable printing includes sports team logos and Christian content. Sleeveless or skin-tight T-shirts are not acceptable.)
- Athletic shorts (must be no shorter than the point at which the wearer's fingertips reach the leg when in relaxed standing position)
- Athletic shoes with socks
- In colder weather: Long athletic pants and a sweatshirt and/or athletic jacket

## 6.2

### Preschool and Kindergarten Dress Code

#### **For Preschool and Kindergarteners:**

- T-shirts or polo or button-down shirts are acceptable. Please ensure the shirt is long enough to cover the child's midsection when playing and being active. No sleeveless shirts.
- Athletic-style pants, khakis, or jeans are acceptable. Your child should be able to independently take care of any zippers, buttons, or snaps after using the toilet. No leggings except under skirts or dresses.
- Shorts are permitted on hot days. They need to be modest while the child is sitting in circle time on the floor (long enough to cover underclothes).
- Girls may wear skirts or dresses that fall past the knee when the student is seated.

# **Disciplinary Procedures**

### **Biblical Basis of Discipline**

We believe the Bible to be the infallible, inerrant Word of God, the only sure foundation to establish moral living. Our goal—as a part of the support system comprised of the the family, the Church, and the school—is to inspire students to strengthen and develop their personal relationships with Jesus Christ. This will enable students to develop godly character and the desire to live lives that are pleasing to both God and those people God has granted authority in their lives.

We find it preferable to use positive reinforcement when dealing with disciplinary matters and issues. While the right of the individual should never be compromised, neither can the community lose either its integrity or its values. Chastisement, discipline, and correction from God or from man must always have as its focus the desire to turn those being disciplined from the error of their ways and back onto the right track in their relationships with their Creator. Our beliefs form our values, which eventually determine our actions. If a particular action is deemed inappropriate, then we must identify and address the problem at the foundation, the belief system. That, in turn, will affect the values, resulting in the appropriate action in the life of the student.

Establishing clear boundaries, then being committed to following through when those boundaries are put to the test will ultimately provide a safe environment for every person involved. The disciplinary style at COS will be assertive in nature. It will also be implemented in such a fashion as to provide fairness and justice. The staff at COS wants to be sensitive to the Holy Spirit in order that disciplinary action can be carried out in a loving manner. With the Church, your family, and COS all working together in this important area, we can present a unified effort wherewith your children will enjoy a safe, structured, and pleasing environment while at school.

**"All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work." 2 Timothy 3:16-17**

**"For the word of God is living and powerful, and sharper than any two-edged sword, piercing even to the division of soul and spirit, and of joints and marrow, and is a discerner of the thoughts and intents of the heart." Hebrews 4:12**

### **Student Relationships**

#### *Student-Authority Relationships*

There should be a cooperative effort between teachers and parents in the area of discipline. Unless a teacher issues a directive that undermines parental authority or violates Scriptural principles, students are expected to obey such a directive the first time it is given. They may not agree with the directive, but they need to respond in a proper manner. Students should always maintain an attitude of respect toward all authority.

**"And we urge you, brethren, to recognize those who labor among you, and are over you in the Lord and admonish you, and to esteem them very highly in love for their work's sake. Be at peace among yourselves." 1 Thessalonians 5:12-13**

## 7.2

### Student Relationships

#### Students' Care of Facilities

#### Common Sense and Spiritual Discernment

#### Discipline for Elementary Students

#### *Student-Student Relationships*

No student has the right to inflict physical or verbal abuse on another student. No student has the right to interfere with the learning process of another student in any way.

**"Let each of you look out not only for his own interests, but also for the interests of others."**

Philippians 2:4

#### **Students' Care of the Facilities**

Destruction and misuse of school or church property will not be allowed. Students responsible for such actions will be expected to compensate fully. If students leave books and materials lying around or if they keep their lockers and/or desks in a sloppy manner, they may be fined.

**"And if you have not been faithful in what is another man's, who will give you what is your own?" Luke 16:12**

#### **Common Sense and Spiritual Discernment**

Students can avert many problems by just using common sense. For an even more reliable guide, the Holy Spirit has been given to lead us into all truth. (John 16:13) The response, "We don't have a rule that says...", will not be considered relevant.

**"If we live in the Spirit, let us also walk in the Spirit."**

Galatians 5:25

#### **Discipline for Elementary Students**

Most discipline will be handled in the classroom setting by the teacher. In cases of persistent and/or more serious misbehaviors—such as physical assault, cheating, lying, disrespect, and so forth—COS does support the policy of spanking. When this action becomes necessary, specific care will be taken:

1. To inform the parent before the discipline is applied
2. To provide counsel and instruction to the student with the goal of reaching the student's mind and heart, providing an opportunity for repentance and wisdom to enter
3. To help the student repent to God and any offended persons, and receive forgiveness
4. To pray with the student for wisdom, self-discipline, and evidence of the character of Christ in the student's life
5. To provide a witness from the school staff to observe the administration of the discipline

If parents do not wish school staff to administer corporal punishment, they will be given the option to come to school to administer it themselves, or to take the child home. Also, staff members will never administer corporal punishment to a student of the opposite gender.

Obviously, not all student misbehavior is serious enough to warrant a spanking. Therefore, the COS faculty is encouraged to deal with the spiritual and physical aspects of any misbehavior according to classroom procedures set forth at the beginning of the academic year.

### **Discipline for Secondary Students**

Students in the secondary grades are usually disciplined without the use of a spanking. If the parents and administrator agree that such discipline could prove effective for the individual, this measure may be used. In most situations, a verbal correction will be made to ensure that the student is aware of what would be the desired behavior in the instance addressed.

Misbehaviors which are judged to be potentially harmful to the student, the student body, or the staff can accelerate the discipline process. On the other hand, offenses which do not appear to be intentional, dangerous, or repetitious may be corrected without initiating this process. These determinations will be made by the school administrator, under the advisement of the staff and church Elders.

#### *Detentions*

Teachers may recommend students for detention. Upon review by the administrator, the student may be assigned detentions. Before-school detentions are normally scheduled for one hour before the beginning of school. Students are required to pay a \$5 fine for each detention hour served. It is recommended that students pay this from their own funds or that parents exact some form of work from the student at home to earn any monies they have remitted on the student's behalf. Failure to serve assigned detention periods will be considered an additional infraction and will result in further disciplinary action. The use of detention periods is meant to be a tool to assist students in gaining victory over unacceptable habits and behavioral patterns.

A student will be notified verbally and in writing when he has been given detention as a discipline. The student will be expected to be present on the day specified on the Disciplinary Action Form. This form is to be presented to the parent by the student so that parents are informed and so that transportation arrangements may be made. Such arrangements are the responsibility of the student and /or parent, not of the school. When the student reports to serve the detention, he should be prepared to present the monies required, along with the properly signed Disciplinary Action Form.

#### *Further Disciplinary Action*

If the need for more than verbal correction or detention arises, the following outline of disciplinary procedure will be pursued:

1. Significant offenses, particularly those involving disrespect or repetition of a concern which has already been addressed will result in a disciplinary action. A Disciplinary Action Form will be sent home to be signed by the parent and the student. Family conferences with the administrator are recommended.

## 7.4

### Discipline for Secondary Students

#### Closing Thoughts

2. If a student receives further related disciplinary action in one semester, an in-school suspension will result. The student must serve this suspension in the designated location on campus from 7:45 A.M. until 3:10 P.M., completely removed from the classroom and casual settings with other students. The student will be required to complete supplemental assignments by all teachers whose classes will be missed during the suspension. Supplemental assignments are not busy work, but are developed to enrich the student's understanding of courses being taken. The supplemental assignment is required in addition to any work that would normally have been required of the student during class during the day missed. If satisfactorily completed, supplemental assignments will not count against a student's grade; if done poorly, the teachers have the option of a) requiring the assignments to be redone or b) deducting the grade credit up to 100% of the assignment's point value. The student and at least one parent will need to attend a conference with the school administrator and any staff members whose participation is deemed necessary. This meeting is to take place on the day of the in-school suspension.
3. In the case where further need for disciplinary action is demonstrated in the same semester, a three-day suspension will ensue. In addition, the student will be placed on probational status. The student must make up all work missed during the suspension, AND he will receive supplemental assignments to complete during the suspension. Re-entry in to the school after a three-day suspension MUST be preceded by a conference between the administrator, the COC Elders, and any teachers whose participation is deemed necessary. The student involved and his parents must attend this meeting.
4. During that semester, if still further discipline is required, the student will be in violation of probation. The administrator will recommend the student for immediate expulsion. The elders of Christian Outreach Church will review the expulsion recommendation and decide on the appropriate course of action.

#### **Closing Thoughts**

Of course, we are persuaded of better things for you, brothers and sisters. Our desire and prayer at Christian Outreach School is to be the Lord's instrument to work with families to follow His commission to train up our children in His way, and to make them disciples of Jesus. We don't want to be legalistic, but to apply God's grace of salvation which also empowers us to live in righteousness and love, following the distinct calls and purposes that we each have in Him. We do this in humble submission to His Word and to one another in the unity that Jesus prayed that we would have.