

MOUNT CALVARY LUTHERAN SCHOOL



PARENT HANDBOOK

Mount Calvary Evangelical Lutheran School assists families to train children in the way they should go (Proverbs 22:6); to serve the Lord by loving each other, building each other up, and reaching out with the gospel.

In carrying out our mission Mount Calvary Evangelical Lutheran School provides
“Quality Education Centered on Christ”;
the entire day is focused on Christ and all subjects are taught in the light of God’s Word, the Bible.

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VISION OF MOUNT CALVARY LUTHERAN SCHOOL

Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." (Matthew 28:18-20)

Mount Calvary Lutheran School exists to carry out this commission of the Lord to His church by nurturing those entrusted to its care to know Christ and make Christ known by:

- being Christ centered,
- communicating the blessings of Christian education to families and church members at large,
- cultivating an outreach mindset,
- encouraging lifelong Christian education

OBJECTIVES

Being Christ Centered

- * A faculty committed to Christ and our school through spiritual & professional growth
- * The study of God's Word is our first priority
- * All classes are taught from a Scriptural viewpoint
- * Students have opportunities to share Christ
- * Assist families in carrying out their God-given responsibilities to keep their families growing in Christ
- * Students are prepared for productive Christian lives in the home, school, and community.

Outreach Mindset

- * Make Mount Calvary a magnet for quality Christian education (Spiritual and secular)
- * Establish a reputation of academic excellence in the community
- * Reach out to all children in the community with God's message of salvation

Acknowledging the Blessings of Christian Education

- * Members are encouraged to use the Lutheran Elementary School
- * Active recruitment of people from Mount Calvary and outside of our Mount Calvary family for Christian education
- * Communicating to the congregation the needs for commitment to Christian education
- * Staff and congregation create a climate of professional development with continuing education at the heart

Lifelong Christian Education

- * Encourage Christian education for the family from birth to grave including the PreK-12 opportunities available to families
- * Cultivate a love and desire for WELS secondary schools



ENROLLMENT AND TUITION

Enrollment and Non-Discrimination Policy

Mount Calvary Lutheran School gives families the opportunity to heed the Lord's command, ***"Let the little children come to me and do not hinder them."*** (Mark 10:14) God has made Mount Calvary Lutheran School responsible for teaching as many children as possible about their Savior.

In keeping with the Christian purpose of the school, parents of Mount Calvary Evangelical Lutheran Church are strongly encouraged to enroll their children.

Mount Calvary Lutheran School seizes every opportunity to use its school as an active mission arm of the congregation. As the Lord loves all children and wants them to hear His saving Gospel, Mount Calvary Lutheran School opens its doors to non-member students of every race, color, and national and ethnic origin for all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, or national or ethnic origin in administration of education policies, admission policies, scholarship and loan programs, athletics, or other school-administered programs.

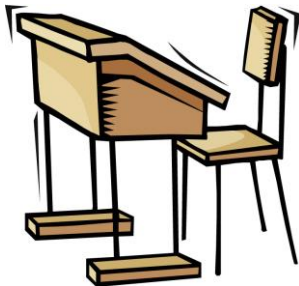
Should the size of the facility and financial capability necessitate limiting enrollment, Mount Calvary Lutheran School establishes the following priority guidelines in accepting students:

1. Children of Mount Calvary Evangelical Lutheran Church
2. Children of parents who are in the process of becoming members of Mount Calvary Evangelical Lutheran Church
3. Children from other area WELS congregations
4. Other non-member children

All applications are subject to annual approval by the pastors, principal, and Board of Christian Schools. Mount Calvary Lutheran School reserves the right to terminate a child's enrollment at any time for disciplinary or doctrinal reasons.

Entrance Requirements

In Christian education, the church, home, and school work together. It is essential that certain requirements be met by parents and students to ensure a child's education is consistent and carried out in a decent, orderly, God-pleasing manner.



Kindergarten Enrollment Children entering kindergarten shall be five years of age on or before Sept. 1 per state law. Children entering kindergarten must be developmentally ready for a structured school experience as determined through the formal assessments given during the kindergarten screening process. Screening takes place every spring. A nominal fee is charged at the time of the screening and will be credited toward education fees should you decide to enroll your child.

1st through 8th Grade Enrollment The school reserves the right to determine the grade placement of a child through formal or informal assessments. If the school is provided appropriate documentation of achievement (grades from previous school or homeschooling assessments and documentation), Mount Calvary Lutheran School may waive the assessment process. Mount Calvary Lutheran School staff shall determine the appropriateness of the documentation.

Tuition and Fees

A Christian education is priceless. It is an investment in the future of children and the church. A Christian education lasts forever. Unlike most things on which money is spent, a Christian education pays eternal dividends.

For specific fees, refer to the Mount Calvary Lutheran School ~ Educational Fee Structure available for the given school year.

Payment Policy

Mount Calvary Lutheran School reserves the right to suspend service to any child because of non-payment of tuition monies when due. In cases of financial hardship, special payment provisions can be arranged by contacting the Board of Christian Schools.

- All outstanding tuition and fees under selected payment plan must be paid before a child is allowed to participate in any extra-curricular activities, including athletics.
- All outstanding tuition and fees must be paid in full prior to graduation.
- All outstanding tuition and fees must be paid in full before a child receives a final report card or transcripts.
- All outstanding tuition and fees from the previous school year must be paid in full prior to registration for the upcoming school year or registration is denied.

All Mount Calvary School and Preschool families **will be required to enroll in the FACTS Tuition Management program** for payment of tuition and school fees. Through FACTS parents will have the capability of handling all fees (tuition, technology, milk, field trips, Cardinal Care) online. All delinquent accounts are assessed a late charge per month by FACTS Management until an account is made current. Tuition assistance for Mount Calvary members may be available upon completion of financial aid materials and approval by the Board of Christian Schools.



HOME, SCHOOL AND CHURCH

Home and School Cooperation

God gives the primary responsibility for the spiritual care and training of children to parents. He gives Christian parents the responsibility to use God's Word:

- as their guiding light in the home.
These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates. (Deuteronomy 6:6-9)
- to encourage children in their faith.
- to nurture and train them in their discipleship to Jesus through the Word of God.

It is very important that each family:

- worship together at church each week.
Come, let us bow down in worship, let us kneel before the Lord our Maker. (Psalm 95:6)
- be regular and frequent guests at the Lord's Supper.
- reflect their love for the Savior in their stewardship life.
Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God – which is your spiritual worship. (Romans 12:1)

Parents are to set a Godly example for their children in all things according to God's Law and Gospel.

Train a child in the way he should go, and when he is old, he will not turn from it. (Proverbs 22:6)

Mount Calvary Lutheran School considers family spiritual training so essential that it reserves the right to terminate enrollment when such cooperation is lacking.

Worship Attendance

Mount Calvary students are taught God's commandments including, ***Remember the Sabbath day by keeping it holy. What does this mean? We should fear and love God that we do not despise preaching and His Word, but regard it as holy, and gladly hear and learn it.*** (Third Commandment and explanation, Luther's Small Catechism) Likewise, God's Word encourages, ***Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another – and all the more as you see the Day approaching.*** (Hebrews 10:25) As redeemed children of God, it is a privilege to thank, praise, serve and obey Him.



Regular, frequent attendance at worship opportunities is an important part of every Christian's spiritual training. Worship reinforces the Bible studies in school, brings the family together around the Word, and provides opportunities for fellowship with Christians. The Holy Spirit uses activities like these to aid the spiritual growth of those involved. In addition, students have the privilege to sing in church a few times throughout the year. Students are strongly encouraged to join their fellow classmates in praising God at Mount Calvary on these scheduled opportunities for worship. The Board for Spiritual Care, Board of Christian Schools, and faculty, as well as other caring Christians, encourage families to be faithful worshipers in the House of God.

STUDENT LIFE

Homework

Homework is an important part of the educational process. Children receive homework in order to complete work not finished in school, reinforce skills taught, and enrich classroom activities. Parents are asked to provide a quiet time and a quiet place for students to study.

Christian parents and teachers alike should impress the following upon the children:

- Don't do schoolwork just to obtain good grades. Rather, view assignments as a God-given task in this time of life.
- Work faithfully, honestly, and to the best of the ability that God has given.

Students in grades 3-8 are provided with an assignment notebook. Please check with the specific teacher concerning their procedures on use of the assignment notebook. Replacement books are available for purchase.

Extended Learning

Extended Learning is offered to students who may require an alternate or adjusted course of study in different subjects. This includes students who need small group or one-on-one tutoring to help them succeed, as well as students who would benefit from advanced work. This extended learning takes place during class hours, but outside of the regular classroom, at designated times during the school day. The parents, teachers, and extended learning coordinator work together to ensure any student needing a specialized course of study can be accommodated.

Athletics and Extra-Curricular Activities

Mount Calvary Lutheran School realizes the importance of students using their God-given talents through participation in athletics and extra-curricular activities. The school realizes that academics come first.

Participation in athletics and extra-curricular activities is a privilege. Any student wishing to take part in the programs of Mount Calvary Lutheran School must:

- be enrolled in Mount Calvary Lutheran School;
- have all fees and tuition payments up-to-date, including Cardinal Care;
- make an honest use of their God-given academic talents,
- meet classroom responsibilities before participating in any athletic or extra-curricular program;
- be in school on the day of the activity unless an approved, excused absence is given;

If it is determined a student is not making use of his/her God-given academic talents, that student will be placed on probation. When a student is placed on probation the following will apply:

- All homework must be handed in on time;
- The student must be making the best use of his/her time in class;
- The student must make an effort to use their academic gifts to the best of their ability;
- Have a satisfactory attendance record

Failure to meet any of these requirements while on probation, will make the student ineligible for all extra-curricular activities until such time the student has displayed a consistent effort in meeting the above requirements.

Failure to follow these rules results in disciplinary action, including suspension from partial or full games, extra-curricular activities/events, or entire seasons.





Report Cards

Report Cards The reports will come home as published in the calendar portion of the weekly newsletter. Updated grades are available at closer intervals as requested by parents or suggested by teachers.

Report cards are issued every quarter. Upon review of grades, the parents or guardians sign and return the report card envelope to the classroom teacher.

The grading scale is as follows: A+ (100), A (96-99), A- (94-95), B+ (92-93), B (88-91), B- (86-87), C+ (84-85), C (80-83), C- (78-79), D+ (76-77), D (72-75), D- (70-71), F (0-69). Some grades are also reported as I (incomplete), E (exceptional), S (satisfactory), N (needs improvement) and U (unsatisfactory). The child's age and specific subject determine what grading scale is used. See the classroom teacher for specific inquiries.

PARENT PARTICIPATION

Parent-Teacher Conferences

Formal Parent-Teacher conferences are held following the first quarter of the school year. During the conference, topics discussed include the child's general progress, attitude toward and cooperation with his/her teacher and fellow schoolmates, and work/study habits. These conferences are scheduled as another aid toward better home and school communication for the lasting benefit of the child. Every effort should be made to have both parents present. Additional conferences may be scheduled by parents and teachers at any time during the school year. Phone calls in addition to email may serve well for parents and teachers to stay in touch.

Parent Volunteers

Parent volunteers are an important part of school. Many volunteer opportunities are available including field trips, small group activities, assisting teachers with course material preparation, Mom's Hot Lunch - hot lunch (once per month), etc. The Commitment to Christian Education requires families to volunteer time and talents in service to the school on a regular basis. Please contact the classroom teacher or the school office for volunteer opportunities.

Home and School Society

Home and School Society (H&SS) is the parent-teacher organization for Mount Calvary Lutheran School. H&SS exists to assist the Mount Calvary Lutheran School faculty and Board of Christian Schools in execution of goals for the school, while promoting positive school family involvement. Fundraising efforts include Mount Calvary Scrip, Funds for Education, and the school's "Wish Tree." The H&SS sponsors various activities, speakers, and opportunities for fellowship throughout the year. Everyone is welcome and encouraged to participate in H&SS activities and opportunities.

SCHOOL PROCEDURES

Daily Schedule

7 a.m.	Cardinal Care opens
8 a.m.	School doors open
8:30 a.m.	Classes begin
3:30 p.m.	Classes are dismissed
6 p.m.	Cardinal Care closes



Children who arrive at school prior to 7:45 AM should be checked into Cardinal Care, and their parents are billed accordingly for the service.

Please cooperate with the teachers by having children to school on time so there is no disturbance during the morning devotion. Upon arrival, students are encouraged to avoid disruptive behavior and follow established classroom procedures. Playing on the playground is not permitted before or after school.

Children should be picked up promptly at 3:30 p.m. Children not picked up by 3:45 p.m. will be checked into Cardinal Care, and their parents are billed accordingly.

Children may be required to spend additional time after school if they are behind in their work, require discipline, or need extra help. Parents are notified if their child needs to remain after school. Most after school detentions occur from 3:30-4 p.m. and are held regardless of planned after-school activities.

Cardinal Care

Cardinal Care is available to children enrolled at Mount Calvary Lutheran School and Preschool. Cardinal Care is open in the mornings from 7-8 a.m. for grade school students and until 8:30 a.m. for preschool students. Cardinal Care reopens after preschool classes dismiss. Cardinal Care closes at 6 p.m.

Please contact the school office for information about registration and hourly rates for Cardinal Care. In order for a child to participate in athletics and extra-curricular activities, all Cardinal Care fees must be current. All rules regarding dress, electronic devices, conduct and alike while a student utilizes Cardinal Care are consistent with Mount Calvary Lutheran School's policies as listed in the Parent Handbook, as it applies to your child when they are in school.

Absences

By state law, all school-age students are required to attend school every day that school is in session. Exception is made only for illness, family emergency or medical appointments. The specific reason for an absence is expected to be stated.

Pursuant to 118.15(3)(c), Wis. Stats., a parent may excuse a student in writing for up to 10 days in a school year. The excuse must be submitted to the school prior to the absence. The specific reason for an absence is expected to be stated. The excused student is required to complete any coursework missed during the absence.

Time out of the classroom means that valuable academic experiences are missed. Personal family days and vacations should be planned for non-school days.

On the day the absence occurs, **a parent must notify the school office by calling 547-6740 Ext. #228 before 8:30 a.m. to explain the reason for the absence.** No written excuse is required if this is done.

To ensure the student's safety, the school works to contact families when a phone call has not been received.

If the school is not notified concerning an absence, the absence is marked unexcused on the permanent record. To change the absence to excused, a written excuse signed by a parent must be presented when the student returns to class and should contain the student's name, grade, a complete explanation for the absence, and the specific days covered by the excuse.

On days where a class is on a field trip or participating in another student activity, a child not attending the school-related function or field trip must be at school and involved in another classroom as determined by the staff. Missed activities do not mean a day off from school. Students not joining in the group activity or not present at school receive an unexcused absence.

The Mount Calvary Lutheran School principal follows 118.16, Wis. Stats., and 11.065, Waukesha City Code, when unexcused absences occur for part or all of five or more days on which school is held during a semester.

Tardiness

Students are expected in their seats before 8:30 a.m. Every effort should be made to have children arrive at school on time. Please plan extra travel time for inclement weather.

Classes begin their day with devotion. It is important for children to participate in this most important part of their day. Students arriving late interrupt the entire class.

Occasional tardiness may occur due to unusual circumstances. Classroom teachers will work with the principal to address cases of chronic tardiness. Persistent tardiness may result in after-school detention.

Picking Up Students

A traffic flow pattern has been designed to keep students safe at the time of dismissal from school. Parents are requested to pick up students according to the traffic flow map found in the appendix at the back of this handbook.

When the orange cones are in place, we ask that vehicles remain opposite the cones until they are removed. The appropriate students will remove the cones as promptly as possible. Parents are requested to keep the front of the main entrance clear at all times, as this area is considered a fire/emergency lane.

Please do not stop or park in front of the main entryway at any time.

Student Illness/Accident at School

A student who is noticeably ill or feverish should not be sent to school until the child has been symptom free for 24 hours. If a child becomes noticeably ill during the school day, the classroom teacher calls and asks the child's parents to take the child home. Parents are notified of any significant injury that occurs to their child at school. Appropriate measures are taken based upon medical necessity and the parents' wishes. When an accident occurs at school which necessitates the student wearing some form of a brace or using crutches, parents are asked to phone or send a note, preferably from the doctor. The note should include the limitations placed on the child's physical activity along with a timetable for the brace/crutches.

Dispensing Medicine

The faculty has received proper training to administer medication and emergency care according to the revised statute, Administration of Drugs to Pupils and Emergency Care. If it becomes necessary for a student to take prescription or non-prescription medication at school, contact the school or visit the website to obtain a form which gives authorization to administer medication by school personnel. There are different forms for prescription and non-prescription medication. The proper form must be filled out by the student's physician or parent. No medication may be administered without proper authorization. Authorization must be in written form only. Verbal authorization will not be accepted.

All medications must be in a prescription bottle from the pharmacy with the student's name, name of prescriber, name of medication, dose, effective date, and the directions to administer medication. Non-prescription medicine must be in the original package with list of active ingredients, and recommended dosage. Non-prescription medication may only be administered in higher than

recommended dosages by written approval of medical provider and parent or guardian. All medication is provided by the parent or guardian. All prescription as well as non-prescription medications (including cough drops, acetaminophen, and ibuprofen) remain in the teacher's possession until the parent requests the medication is returned.

School Closing

Mount Calvary Lutheran School automatically closes when the Waukesha Public Schools are closed due to inclement weather. Please tune to the local affiliates (ABC, NBC, CBS or FOX) for school closing announcements. Most stations also publish closings on their websites.

Communication with Our Families

Mount Calvary will use the capability in *Sycamore* to alert families of special announcements, school closings, and so forth. Parent/Guardian home and cell numbers indicated on our emergency contact forms will be programmed to receive notifications. We are unable to use work phone numbers for this purpose. Parents should notify the school office with phone number changes during the year.

Shoe / Footwear Policy

In order to control the dragging of dirt into the building, children need to have a lightweight, inside-only pair of shoes to wear in the classroom. These shoes can be kept at school. As the students also need a pair of clean, non-marking athletic shoes for gym class, most students choose to use their gym shoes as their inside-only shoes. Flip flops are not considered acceptable footwear for school time. Socks, nylons or tights, must be worn at all times for reasons of health and safety.

Standards of Dress and Personal Appearance

Your children are young Christian ladies and gentlemen. Therefore, they will want to dress in attire that is acceptable in the eyes of their Savior and give a clear witness of their faith. Furthermore, a school is a professional setting and students will want to dress for success and use common sense and good judgment when determining what is appropriate, wearing clean, non-tattered clothing. Students' dress and grooming should not interrupt education, cause a discipline problem, or attract inappropriate attention to an individual. The following statements will serve as our dress code.

1. Dress with Christian modesty and student professionalism. Any revealing clothing is prohibited and no under garments can be exposed or should ever be seen including when bending over or raising arms.
2. In order to control the dragging of dirt into the building, children need to have a lightweight, inside-only pair of shoes to wear in the classroom and gym. These shoes can be kept at school. Flip flops are not considered acceptable footwear for school time. Socks, nylons or tights must be worn at all times for reasons of health and safety.
3. Clothing classified as lounge wear, including pajamas, hospital pants, and slippers are not permitted.
4. Skirts and shorts are permitted year-round but may not be used as an excuse for staying inside during an outdoor activity, including recess. Skirts and shorts should be of a proper length to accommodate walking, sitting at a desk comfortably, and bending or kneeling. We realize that there are a variety of styles and that the size of the student can greatly affect the type of clothing the student may wear. We do not wish to put an exact limit on the length of skirts or shorts, however, skirts and shorts worn by students in grades 5-8 cannot be shorter than mid-thigh. A good approximate gauge of this is for the student to put their hands at their side and their shorts should be longer than their fingertips. This is the guide that will be used unless a parent discusses with the principal prior to wearing the article of clothing regarding longer than usual arms/hands/fingers of their child. If any member of the staff feels that a particular skirt or short is not proper, the student and the parents will be informed.
5. Sleeveless shirts are only allowed when a sleeved shirt is worn over or under them. Strapless shirts or dresses are not allowed.
6. "Stretchy" type pants that are form fitting are permitted if worn under skirts and shorts or if the seat of the pants is covered by a shirt, blouse sweater etc. The outer attire must still be of appropriate length. Skirts and shorts still need to be a proper length to accommodate walking,

sitting at a desk comfortably, and bending or kneeling. As was mentioned before, we do not wish to put an exact limit on the length of skirts or shorts, however, skirts and shorts worn by students in grades 5-8 cannot be shorter than mid-thigh. A good approximate gauge of this is for the student to put their hands at their side and their shorts should be longer than their fingertips.

7. No writing on the seat of the pants.
8. No cut-off shirts can be worn. No shirts are allowed that advertises any form of drugs or alcohol or tobacco. Shirts that contain derogatory statements in general, or toward specific topics or groups (including school) will also not be allowed.
9. Make-up worn by girls must be light and modest. If it is deemed in excess by school faculty, the girl is asked to remove it. Repeat offenders are not allowed the privilege.
10. Sports jerseys and athletic pants may be worn but should fit appropriately (i.e. not baggy or form fitting).
11. No bare midriffs or tops that are too revealing (excessively low cut or tight);
12. All of the above will be in place at all church and school events.
13. If any inappropriate attire is worn to school, the student will need to change to appropriate attire immediately. This may include the gym uniform if need be or clothing provided by the teacher.

If during the course of a school year, a new clothing style or trend emerges that is determined by the school administration to be inappropriate, the school reserves the right to amend the standards of dress and personal appearance policy.

The teachers judge the appropriateness of the students' dress or appearance. Teachers will always have the final say in inappropriate attire. This dress and personal appearance policy is actively and consistently enforced throughout the school. A student coming to school with improper dress or appearance of any kind is subject to these consequences:

- Parents are contacted at home or work, requested to bring a proper set of clothing or, if available, the student changes into his/her gym clothes.
- A student frequently violating the dress code is subject to further school discipline. Parent cooperation helps strengthen the partnership to train children in values that reflect love for Christ.

Field Trips

During the course of the school year, classrooms will be involved in a number of off campus activities which offer opportunities for students to demonstrate the meaning Jesus Christ within their lives. Notes about each activity will share the details a parent needs to know in regards to each activity/trip. Parents who do not wish their child(ren) to participate on a specific trip/activity will need to contact the teacher and let them know. Children not attending class trips/activities are expected to be at school on that day and integrated into another classroom. A child not in attendance on a trip/activity day will receive an unexcused absence which needs to be made up.

Chaperones and drivers may also be needed for field trips throughout the year. All drivers need to provide a photocopy of proof of insurance and a valid driver's license to be kept on file with the school. Non-parent drivers must be 21 years of age or older. Chaperones are requested to refrain from the use of tobacco products during the course of the trip.

Child Safety Seat Law

Wisconsin issued a child safety seat law, effective June 1, 2006. Preschool- and school-age children attending school-related activities must adhere to this law. The tiered structure as it applies to Mount Calvary students is as follows:

- **Forward-facing child safety seat in the back seat* is required when the child:**
 - Is at least 1-year-old but less than 4-years-old.
 - Weighs at least 20 pounds but less than 40 pounds.
- **Booster seat is required when the child:**
 - Is at least 4 years old but less than 8 years old.
 - Weighs at least 40 pounds but less than 80 pounds.
 - Is not 57 inches (4 feet, 9 inches) or taller.

- **Safety belt is required when the child:**
 - Is 8 years old or older or weighs 80 or more pounds or is 57 inches or taller.
- **Child safety seat must be in the back seat if the vehicle is equipped with a back seat.*
- **Children 12 and under will ride in the back seat of vehicles on field trips.**

Busing

Busing is available for some students in the Waukesha, Pewaukee and Kettle Moraine School Districts. Contact the school office for busing maps.

Food and Drink

Students have two choices for food at lunch. Students may bring a lunch from home. The proper care of food brought from home by a student is the responsibility of the student and parent/guardian.

Mount Calvary has also contracted with **4 P's in a Pod** to provide meals which meet nutritional standards. **4 P's in a Pod** is responsible for the appropriate delivery and providing appropriately trained servers of these meals.

Mount Calvary Moms provide a school lunch once a month. Students may purchase these meals on a month by month basis. The moms are responsible for preparing and distributing these meals.

Milk is available to students through the Special Milk Program. Costs will be determined for the school year after a contract has been awarded to a distributor. Mount Calvary is responsible for the proper storage and distribution of the milk purchased for a student. Students need to receive and drink this milk. Parents need to contact the school if there is to be a change in regards to the milk program.

Faculty members may decide whether a classroom will eat in their classroom or in the Fellowship Hall. Faculty will monitor students as to keeping the area where they have eaten clean. The monthly meal provided by our moms will be eaten in the Fellowship Hall. Students are to eat their food without giving away or trading of food.

Food brought for snacks during the school day or after school, as well as treats brought to school for special days (ie. birthdays and holiday), are encouraged to be nutritious.

Gum should not be brought to school. Food and drink may only be consumed in areas designated by the classroom teacher. No use of the vending machine will be allowed during the school day except to purchase water.

Telephone

Parents are urged not to call students or teachers at school during class time unless a voicemail message is being left. Cases of emergency are an obvious exception. Children are expected to plan ahead to avoid the necessity of calling home during the school day.

Electronic Devices

Cell phones, two-way communication devices, and music players are only allowed before 8:00 a.m. and after 3:30 p.m. During the hours of 8:00 a.m. and 3:30 p.m. electronic devices should be kept in the student's backpack. No cameras, video recorders, or other devices that can be used to record or transfer images, may be used in Mount Calvary Lutheran School, locker rooms, or restrooms. Any devices found out of the backpack during the day are confiscated by the teacher. Parents may pick up confiscated items from the principal at the end of the school day.

Electronic book readers and electronic learning tablets are exempt from this ban based on permission from the principal and classroom teacher. The restriction on the use of other electronic devices for a special class project may be waived during the time of the project as approved by the principal and teacher. Following the project, the restriction on the electronic devices goes back into effect.

Electronic devices can be easily damaged or lost. Having and using these devices at school can develop a liability for the student and the school. Mount Calvary does not accept responsibility for any personal electronic devices on school property.

Technology

The Internet is a communication network which allows users to access information stored on computers around the world. It also provides a means for fast and inexpensive communication between people via electronic mail (e-mail). Mount Calvary is making the privilege of using this powerful tool, the Internet, available to its students. The Internet will enable our students and staff to expand their research, and it will allow them to obtain current information in a timely fashion.

Because of the nature, the Internet presents certain dangers. It provides opportunities for sinful and/or illegal activities (such as exposure to pornography and access to gambling). Because of the limited restrictions of what can and cannot be placed on the Internet, the quality and validity of the Internet varies greatly. Our students will need to learn how to distinguish between worthwhile and less worthwhile sites. It is also imperative that our students understand that as they use the Internet, they must “... *take captive every thought to make it obedient to Christ*” 2 Cor 10:5b NIV. They will need to exercise common sense and good Christian judgment.

Although we use a filter, there is no way to completely block undesirable sites. Therefore, students will only be allowed on the Internet under the supervision of a teacher or staff member. Students will be required to have the written permission of their parents (Technology Use Policy Consent Form) to use the Internet. In the classroom, the students will be informed of appropriate and inappropriate uses of the internet and the consequences of not caring for computers, Chromebooks and other electronic devices.

Facility Care

The school, grounds, and equipment are gifts from God. Being faithful stewards of the Lord’s bountiful blessings, staff, students, and families shall use God’s blessings of the school, grounds, and equipment for their intended use to give glory to God alone.

Appropriate action is taken by members of the faculty to correct the improper stewardship of God’s gifts. Families and students are asked to use Christian love to encourage proper use of God’s blessings at Mount Calvary Lutheran School and Cardinal Care. Repeated or more serious infractions are reported to the principal who may take further disciplinary action. If damage to school or church property occurs, whether accidental or deliberate, the Board of Christian Schools is notified. The Board of Christian Schools contacts the student’s parents to seek reimbursement for the damage.

STUDENT BEHAVIOR

Expectations of Students

The Word of God serves as the guide for all activities at Mount Calvary Lutheran School. The Gospel of Christ’s saving work provides the motivation for following that guide. Children are expected to conduct themselves in a manner consistent with God’s Word at all times. Mount Calvary Lutheran School intends to guide children in developing self-discipline so that all children may achieve maximum benefit from their education and, in turn, prepare themselves for their future roles in God’s church and the community. Corporal punishment is not considered a tool of discipline at Mount Calvary Lutheran School.

Discipline

The discipline of a child should be viewed as a positive procedure done out of Christian love. Respect should exist among children, parents, and teachers.

Discipline issues arise as the children, parents, and faculty of Mount Calvary are sinful human beings. When a discipline issue becomes apparent, the classroom teacher and/or principal immediately deals with the issue. Discipline issues are dealt with on a case by case basis as levels of sanctification among individuals involved may differ greatly. Teachers keep written record of persistent issues, including dates, times, problems, and solutions which have occurred in the classroom. This documentation serves as an unbiased historical record of the issue.

Suspension

A suspension is an imposed temporary absence from school given only with the consent of the principal in conjunction with the pastor(s) and Board of Christian Schools. A suspended child is readmitted only after a consultation with the parents, principal, the pastor(s), and the Board of Christian Schools.

Expulsion

Expulsion is the permanent removal of a child from school and is to be considered an instrument of last resort. Expulsion is only permitted upon the approval of the principal, the pastor(s), and the Board of Christian Schools after consulting with the parents in writing. An expulsion occurs only after all attempts have failed.

Expulsion does not remove a child from the congregation, nor from religious training. However, it is a serious matter and should only be used after thoughtful prayer and consideration.

Grounds for suspension or expulsion include, but are not limited to:

- repeated refusal to do school work;
- repeated disruptions in the classroom, school, bus, or playground;
- fighting;
- repeated and/or deliberate truancy;

Grounds for suspension or expulsion continued:

- vandalism or theft;
- persistent lying or cheating;
- emotional, physical or sexual abuse and harassment;
- bringing a weapon to school, on the bus, or anywhere on Mount Calvary Evangelical Lutheran Church and School property;
- an overt act of misconduct;
- bringing illegal drugs to school, on the bus, or anywhere on Mount Calvary Evangelical Lutheran Church and School property;
- immoral sexual activity;
- repeated disrespect and/or defiance, including refusal to accept correction/instruction; and
- ongoing cursing, swearing, or vulgarity.

Behavior Off School Property

Children carry the name of the Savior everywhere they go and to everyone they meet. Their behavior and example must glorify God and lead those around them closer to Jesus. Students must maintain this behavior during all off-site activities, including field trips, academic competitions, and athletic events. Children that walk to and from school are asked to remain on the public sidewalks and not cut through neighbors' yards.

Leaving School Grounds

Children are not permitted to leave the school premises during school hours unless written permission is given by a parent. Whenever such permission has been granted, full responsibility for the child rests on the child and their parents.

Weapons, Drugs, Alcohol, and Tobacco Products

A student who brings any type of authentic or replica-style handgun, knife, or other weapon onto the school premises is suspended immediately from school. In addition, if a student is determined to be using, under the influence of, or in the possession of intoxicating beverages, illegal drugs, tobacco products, or inhalants used for sniffing, the student is suspended immediately from school. Parents are notified immediately. The Board of Christian Schools then meets to take the necessary steps for correcting the situation.

Misunderstandings and Conflicts

Brothers and sisters in Christ strive to treat each other with love, respect, and patience. As in all matters, it is important that the Lord is first approached in prayer, asking Him for patience, a forgiving heart, and a desire to do what is pleasing in His sight.

When misunderstandings occur, God's Word gives the formula to solve them: *If your brother sins against you, go and show him his fault, just between the two of you.* (Matthew 18:15) Christian love demands that the matter be discussed privately, and not with other parents or members of the congregation. This becomes gossip.

Parents are encouraged to discuss matters personally with teachers. Parents are welcome to come in before or after school and are welcome visitors in their child's classroom. A call prior to the visit is appreciated so materials may be gathered for the parent, and the teacher can inform the parent of the specific happenings during the time of the visit.

Always consider teachers as loving and approachable. If issues or questions arise, teachers stand ready to assist in the following Godly approach. Go to them first. That is the loving thing to do, and God says: *Do everything in love.* (1 Corinthians 16:14)

If the matter is sports related, the athletic director would be the next step in seeking a God-pleasing solution. If the matter is not resolved, this is the time for families (and perhaps the teacher involved) to sit down with the principal to work out a Godly solution. The Board of Christian Schools becomes involved if a situation remains unresolved. The goal is to address and resolve issues at the lowest possible level in a Christian manner.

Individuals may bring concerns to the Board of Christian Schools at any regularly scheduled meeting. Individuals are asked to make their intentions known to the chairman so appropriate time may be scheduled on the agenda. The Board of Christian Schools will take information under advisement and make a decision. Individuals may receive clarification of their concern/issue from the Board of Christian Schools at any regular meeting.

STUDENT PROTECTION, PRIVACY AND PROCEDURES

Child Abuse Reporting

Mount Calvary Lutheran School staff follows Wisconsin State Law when child abuse is suspected. If a Mount Calvary Lutheran School staff member or volunteer is alleged to have abused a student of Mount Calvary Lutheran School, the following steps are taken:

When abuse is reported, the following people are contacted immediately:

- the principal,
- the pastor(s) of the congregation,
- the pastor(s) of the congregation where the child who was allegedly abused is a member (if it is another church),
- all members of the Board of Christian Schools at Mount Calvary Lutheran Church, and
- Mount Calvary Lutheran Church congregational president.

Within 24 hours, the principal, in consultation with the chairman of the Board of Christian Schools of Mount Calvary Lutheran School, contacts the following:

- Waukesha law enforcement agency,
- Mount Calvary Lutheran School's legal counsel, and
- appropriate Synodical and WELS district officials.

In the event that the principal is the alleged abuser, the chairman of the Board of Christian Schools makes the above contacts.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) sets out requirements designed to protect the privacy of parents and students. Specifically, the statute governs (1) access to records that educational agencies and institutions maintain and (2) the release of such records.

Since the FERPA accords rights to parents relative to their minor children's educational records, schools must make certain that they properly identify the parents or legal guardians.

The FERPA regulations state in Section 99.3 – Definitions: "Parent" includes a parent, a guardian or an individual acting as a guardian of a student in the absence of a parent or guardian. An educational agency or institution may presume a parent has the authority to exercise the rights inherent in the Act unless the agency or institution has been provided with evidence that there is a state law or a court order governing such matters as divorce, separation or custody, or a legally binding instrument which provides to the contrary.

The FERPA deals with a parent's rights of access and control over a child's educational record. Therefore, for purposes of the FERPA, a school must accord a natural parent the rights the Act accords him/her unless the courts or a responsible party has provided Mount Calvary Lutheran School a legally binding document that specifically removes that parent's right to have knowledge about and participate in his/her child's educational process.

Any record (in handwriting, print, tape, film, or other medium) maintained by Mount Calvary Lutheran School which is directly related to a student may be inspected and reviewed by parents upon request.

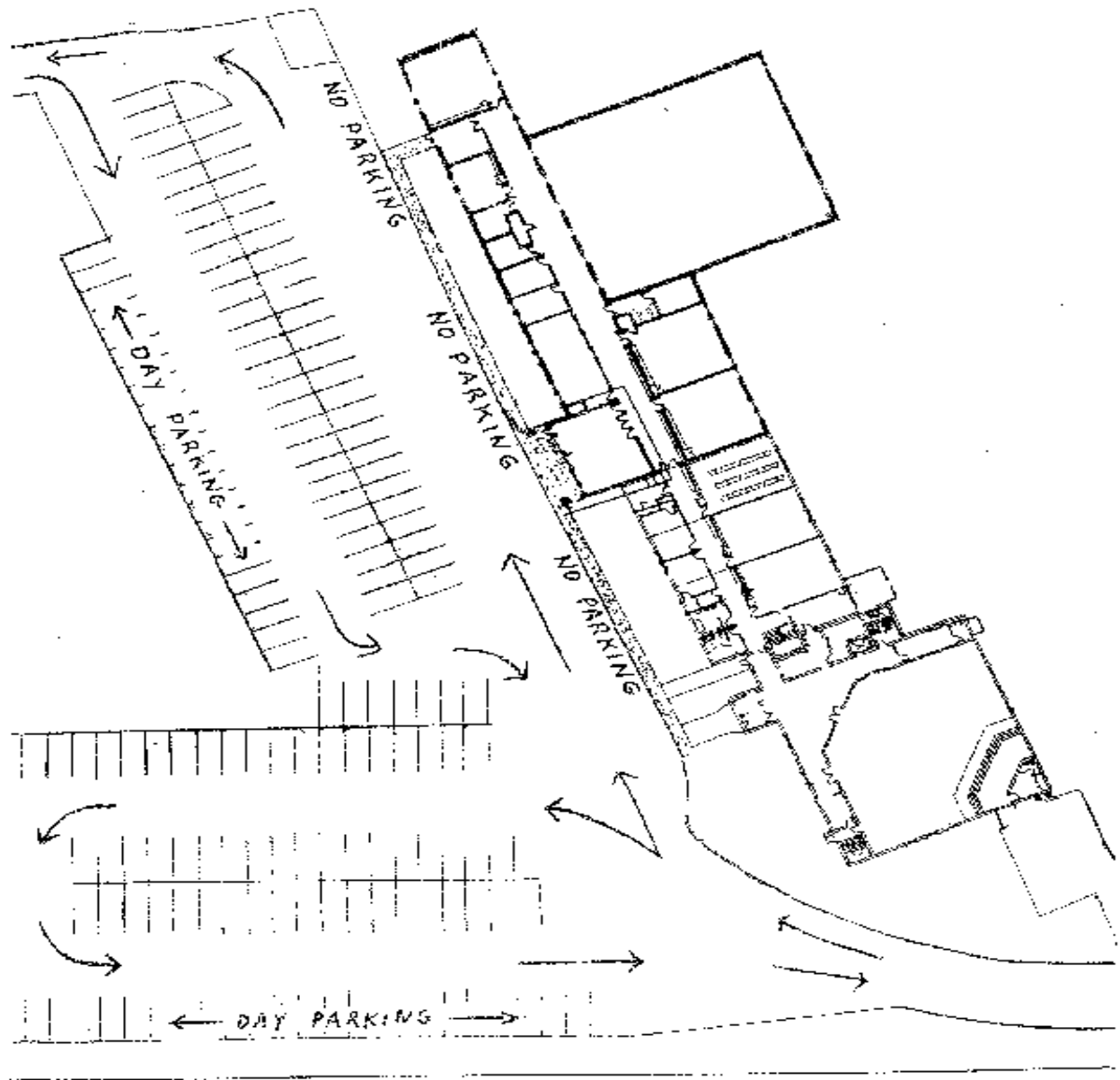
Asbestos

The Asbestos Hazard Response Act passed by Congress stated that all schools in the United States be tested for asbestos-containing building materials. Materials tested for asbestos at Mount Calvary Lutheran School all were negative.

Official inspection findings and management plans are available for review during regular business hours in the church and school office. Any request to view the plan is honored within five working days. Copies of the documents are available at the church and school office at 10 cents per page.



Appendix – Traffic Flow chart



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Then Jesus came to them and said,
 "All authority in heaven and on earth has been given to me.
 Therefore go and make disciples of all nations, baptizing them in
 the name of the Father and of the Son and of the Holy Spirit, and
 teaching them to obey everything I have commanded you.
 And surely I am with you always, to the very end of the age."
 (Matthew 28:18-20)
