

Welcome to Calvary Lutheran School

INTRODUCTION

This handbook was prepared so that you could fully understand the program of Christian education offered by Calvary Lutheran School. Please take the time to read this handbook. After you have read it, keep it in a convenient place for quick and easy reference. No handbook is able to answer all questions that may arise. If you have any questions not covered, please feel free to call the Principal or any Board of Education member as listed in your most recent congregational directory. We are all willing to help you with your concerns about your child's education.

General guidelines as well as school policies are found on the following pages.

*In Christ's Service,
Neil A. Schlieve, Principal
Calvary Lutheran School*

ORGANIZATION

Calvary Lutheran School is a ministry of Calvary Evangelical Lutheran Church. The church supports and oversees its operation. This is carried out by the Board of Education comprised of five members (three of whom are also members of the Church Council) elected by the congregation. The Board of Education carries out the desires of the congregation by setting school policies, making recommendations to the Church Council for school improvements, and overseeing the entire educational process (including the Principal and staff) to ensure that a Christ-centered, quality education is taking place.

Enrollment

ENTRANCE POLICY

Calvary Lutheran School admits students of any race, color, national and ethnic origin to all the 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 in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Calvary Lutheran School is for children of parents interested in Christian education. It is expected of all parents that they give their full cooperation to the pastor, principal, and teachers in the education of their children.

Applications for enrollment at Calvary Lutheran School are considered in the following order of priority when space is limited:

1. Children of Calvary Evangelical Lutheran Church when one or both parents are active communicant members of the congregation
2. Children of sister congregations of the Wisconsin Evangelical Lutheran Synod.
3. Children of parents who have no church membership.
4. Children (unsolicited) whose parents are members of other churches.

All non-WELS members who enroll their children at Calvary Lutheran School must enroll themselves in and complete a Bible information class offered by Calvary Lutheran Church during the first year in which the child is enrolled. The purpose of this is to avoid situations that would put the school in opposition to the parents' beliefs. Non-member children are required to participate in all religion classes and devotions. They are also to join their class in singing for church services at various times throughout the school year as noted on the school singing schedule.

Transfer students will be required to present academic and health records from their former school. In all cases, Calvary Lutheran School's administration shall reserve the right to determine the appropriate grade placement for the child.

KINDERGARTEN

Calvary requires children to be 5 years of age on or before August 31st. If the child's birth date falls within the month of September and a parent requests that his/her child be enrolled in kindergarten, such entrance would be contingent on the teacher's pre-kindergarten screening of the child and the approval of the principal.

Children entering kindergarten must have all of their immunizations up-to-date. Much of the information for new kindergarten students is handed out at a special "Kindergarten Round-Up" day held in January.

SCHOOL FEES AND TUITION

Parents of children attending our school are asked to pay a registration fee each year. All fees are to be collected during pre-registration or the first day of school. In cases of financial hardship, special arrangements can be made.

An athletic fee is charged for each student in grades 5-8 who participates in our school's sports program. This fee covers all sports and is for one year. Students who do not participate on school teams are not charged this fee. Money collected will assist the participants by providing them with uniforms and needed athletic equipment.

Children can purchase milk for the school year by paying a \$15 milk fee.

Children whose parents are members of Calvary Evangelical Lutheran Church do not pay tuition. The prayers and regular contributions of such parents help to maintain the school.

Tuition is charged for children of non-members enrolled at Calvary Lutheran School. There are three tuition payment plans to choose from:

- A. Pay the entire amount on or before the opening day of school.
- B. Pay one-half of the tuition on or before the opening of school.
Pay one-half on or before January 15.
- C. Pay tuition monthly, September through May. Payments are to be received during the first week of each month.

Fees and tuition must be paid in full by the end of the school year. Failure to do so may result in the withholding of report cards, the withholding of academic reports, or not being able to attend Calvary Lutheran School until the balance is taken care of.

The school office is to be informed of the payment plan chosen. Tuition payments are to be made to Calvary. Payments may be delivered to the school office or mailed to the school. Post-dated checks are not accepted.

SPECIAL DONATIONS

Money for special donations or memorials may be given directly to the school. Use of matching gifts from fraternal organizations or places of employment are also welcome to maximize one's gift to our school.

Such donations are appreciated and are used to purchase non-budgetary items.

The School Day

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ARRIVAL-DISMISSAL

- All students start school at 7:50 a.m.
- Kindergarten dismissal is at 11:30 a.m.
- 1-8 grade dismissal is at 3:05 p.m.

School doors are unlocked at 7:15 am. Students may enter the building at that time using the north doors by the Fellowship Hall. Students then wait in that hallway until the bell rings at 7:30 am. At 7:30 a.m., students may go to their classrooms.

At the end of the school day, all students are to exit the building using the north doors waiting for their rides home on the sidewalk. Only students participating in an extra-curricular activity or going to the After School Center (ASC) are allowed to remain on campus.

(The fact that a student has a brother or sister involved in an extra-curricular activity is not a legitimate reason for the student to remain on the school property after school.) Any students not picked up from school by 3:20 pm will be sent to our ASC for their safety and billed accordingly. You may refer to our After School Policy for more details. The school will not be held responsible for any occurrences of unauthorized activity or conduct after the teachers are no longer on duty supervising the parking lot.

All students are to remain on school grounds during the school day as we have a closed campus. Those who need to leave must have a note from their parents/guardians stating the reason for leaving campus. This should be done at the latest before school begins that day.

BUS TRANSPORTATION

Bus transportation is available to those who live within the boundaries of our bus routes. With the wide area in which we find our congregation's members living, we are finding it more difficult to transport all children who would like transportation. Every effort will be made to provide acceptable service for our students.

Please Note: With the Mequon-Thiensville School District's decision to go to Full Day Kindergarten, there will no longer be bus service for half-day

kindergarten students in the district. Instead, eligible parents will be reimbursed at the end of the school year via contract. A mailing from the MTSD should have been mailed to you already. Contact Mr. Schlieve if you have not received that letter. You may contact Mr. Schlieve with any questions on this. Calvary Lutheran School will assist in any way possible in making any arrangements necessary in aiding parents who experience any difficulty due to this district change. Please see Mr. Schlieve if this impacts you.

On days when Calvary Lutheran School has school and the Mequon-Thiensville public schools do not, there will be special bus routes for Mequon-Thiensville students. Parents will be notified when special routes will be used.

Teachers supervise students leaving Calvary on the bus. A teacher is present with students taking the bus until the last bus leaves Calvary. Any student taking a different bus route than the one assigned to him/her or being dropped off at another student's home must have a written note with parental permission. Those students who make use of the busing service should conduct themselves as God's children while on the bus.

SCHOOL ATTENDANCE

Children are expected to attend classes on a regular basis. Children who are not present at 7:50 am are considered tardy. Children will be marked absent according to half days and quarter days. Parents are also encouraged to notify teachers in advance of a planned absence or tardiness.

Parents are asked to consider the fact that bringing their children to school on time, and picking them up promptly after school, does much to teach them responsibility.

Parents are asked to notify the school before 7:30 am in the event their child is going to be absent. Please call the school office at 262-242-3870.

If a child has been absent because of a communicable disease (measles, chicken pox, German measles, mumps, whooping cough, scarlet fever, etc.), a release slip signed by your doctor or health department should accompany the child on his/her return to school.

TARDINESS

Students are to be in their classrooms when the school day begins (7:50 a.m.). Any students that are not in their classrooms at the start of the school day will be marked tardy. This will become part of the student's attendance record. If a child has 5 unexcused tardies in a quarter, the matter will be referred to the principal. For the student's safety, if the student arrives after the 7:50 a.m. bell, he or she must go to the school office to get a tardy slip in order to be admitted to his or her class.

ABSENCE FROM SCHOOL

We strongly recommend that students and their families do not take family vacations during days when classes are in session. Families are encouraged to plan their vacation(s) so students do not miss school.

If parents must plan their vacation during the school year, please consult with the teacher no less than two weeks prior to the student's absence about such plans so the teacher has adequate time to

gather assignments for the student. The reason for the absence must be given in writing.

If excessive unexcused absences do occur (seven), the parents will be contacted. If the absences continue, the Board of Education will be advised, and if the problem persists (fourteen unexcused absences), then excessive unexcused absences must, by state law, be reported to the county juvenile authorities.

HOT LUNCH PROGRAM

Calvary Lutheran School offers a hot lunch program for students in grades 1-8 and students in our ASC. Each month, a menu calendar is sent home to each school family. On the last day of each school week, a hot lunch envelope will be sent home with the oldest child in the family. Parents may then order hot lunches for their children for the next week by indicating on the envelope which days lunch is to be taken. Exact payment must be placed in the envelope and the envelope returned to school the first day of the school week. Checks are to be made payable to Calvary Lutheran School.

The School Curriculum

SCOPE

In our Christian school, we propose to neglect nothing that is generally considered essential to the curriculum of elementary education. We strive to perfect useful skills, cultivate cultural interests and develop social graces. Our school strives to do these things in the conviction that our children are precious gifts of God and must be properly prepared to take their place in the home,

in the community, and in all other wholesome relationships of human society.

CURRICULUM

By curriculum, we mean all the experiences of the child for which the school accepts responsibility. Our curriculum shall provide for the spiritual, mental, physical, and social needs of every child.

Our school meets the requirements of the State of Wisconsin and of the Wisconsin Evangelical Lutheran Synod.

In order to keep our course of instruction as current as possible and keep our teaching consistently Christ-centered, the faculty members hold staff meetings and attend conferences, summer school, workshops, and in-service training programs. With the best interests of the children in mind, and with a view to providing the most efficient and effective instruction possible, the curriculum is always subject to evaluation, study, and discussion by the faculty. Our curriculum consists of religion (Bible history, hymnology, catechism, memory work), the language arts (reading, composition, elements of oral communication, spelling, grammar, penmanship, literature), social studies (history, geography, social sciences), science (general science, earth science, life science, health), mathematics, technology, physical education, and the arts (music, music appreciation, art appreciation, techniques of art expression).

MEANS AND METHODS

In permitting God's Word to speak to our children in such a program of Christian education, we impress upon our children the Scriptural truth that all people are by

nature dead in trespasses and sins, having no ability to save themselves. Against this humbling background of sin and the curse of sin, we lead the children to the joy-inspiring Scriptural truth of the Gospel. Jesus Christ has redeemed all from sin and its curse and won full salvation and eternal life for them as a free gift. These truths are not merely expounded in direct study of God's Word, but are constantly permitted to stand and function as God's truth throughout every phase of instruction and training.

Additional Educational Opportunities

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MEDIA CENTER

Students at Calvary have the opportunity to integrate computer technology into their daily classroom lesson/activities. The students are taught keyboarding skills along with instructional software and subject research via the internet. Calvary makes yearly improvements to its computer usage in the classroom by integrating more and more computer technology across the curriculum at every grade level.

ACCELERATED READER

Calvary Lutheran School has the *Accelerated Reader* program for use by our students. The purpose of this program is to promote reading. The *Accelerated Reader* program will also improve the comprehension skills of our students and assist them in the development of the life skill of reading for leisure and enjoyment. An extensive library of *Accelerated Reader* books is located in the Media Center. Students are required to take part in this program. Each classroom has a set number of points that the student must

earn over the course of the school year. The exact requirements are explained by the teachers during the home visits.

ACCELERATED MATH

Calvary Lutheran School has the *Accelerated Math* program for use by our students. The purpose of this program is to enhance our curriculum and to be used as an assessment tool and for advancement.

ADVANCE LEARNING CENTER

The Advance Learning Center (ALC) is available for children who require short or long term assistance with their studies. The goal of the center is to enable students with academic needs to work up to their God-given abilities and to attain success at their own level. The faculty can provide more details to you if this program will fit your child's needs.

SPECIAL EDUCATION OPTIONS

Calvary respects the rights of parents with children having special educational needs. If requested, Calvary will assist parents in getting their child tested for special educational needs by the Mequon-Thiensville School District. If your child is found to have special educational needs, the Mequon-Thiensville School District will explain in detail the educational options and supportive services they can provide to your child.

ASSOCIATED LUTHERAN SCHOOLS

Calvary Lutheran is committed to Christian education. Therefore, our congregation supports this God-pleasing work on the high school level through

synodical support of Luther Preparatory School and by its membership in both the Kettle Moraine Lutheran High School and Wisconsin Lutheran High School federations.

Calvary strongly encourages our graduates to take advantage of the Christian education offered by Kettle Moraine Lutheran High School, Wisconsin Lutheran High School, or Luther Preparatory School by attending one of the schools during their high school years. Calvary congregation provides tuition assistance thru the Rev. Lindloff Scholarship Fund.

The students in our school participate in various activities (spelling, forensics, math, science, music, art, etc.) through the coordination of our area Lutheran high schools (Kettle Moraine Lutheran and Wisconsin Lutheran). Forensics: Calvary students take part in the KML Federation Grade School Forensics competition. The Forensics competition is on a two-year rotation. One year there is an individual competition, and the next year there is a team competition. Forensics is required for students in grades 5-8. Math: Calvary students take part in Math Meet competitions with other KML Federation Grade Schools. Calvary students also participate in the MLC Math Meet which is a team and individual competition of WELS students all over the country. These competitions are open to students in grades 5-8. Science and Art Fairs: Calvary students participate in the KML Federation Grade School Science and Art Fairs. The Science and Art Fairs are in alternating years. There is a local Calvary fair and then the first place winners are sent on to the KML fairs. These activities are open to grades 5-8.

Student Musical Opportunities

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SINGING FOR SERVICES

All school children will be asked to sing occasionally for church services. A singing schedule for the entire school year is given at the home visit.

When the students are scheduled to sing, every effort should be made to be present. If your child(ren) will be absent, a written excuse should be given to the teacher 4 days prior to the service.

Please remember that when children sing for church services the purpose is to enhance the worship service. Student behavior during church services should never be a distraction from the worship environment. Flash photography should not take place during the service. Videotaping should be done from the church balcony.

JUNIOR CHOIR

The Calvary Junior Choir is open to students in grades 5-8. Interested students should sign up on or before school orientation. The choir practices twice a week during school hours.

We respectfully ask your cooperation in bringing your child to church regularly as well as on such Sundays and special services when they are to sing. The choir members are expected to meet 15 minutes before the service begins. Parents are ask to excuse in writing to the director if their child will not be able to make a service.

HANDBELLS –HANDCHIMES

Calvary Handbell Choir is open to students in grades 7-8. The Handchime

Choir is open to students in grades 5-6. The choirs practice once per week, after school. Each rehearsal is one hour in length. Interested students should sign up during the teacher home visits or on Orientation Night.

PIANO LESSONS

Students in grades 2-8 may take piano lessons during the school day on campus from Mrs. Tiefel. Students are excused from class for their weekly lessons. All lessons and music fees are the responsibility of the parents. Fees are payable directly to the piano teacher.

GRADE SCHOOL BAND

Students in grades 5-8 are encouraged to join the Colt Band (for first-year musicians) or the Maverick Band. The grade school band program is available at Kettle Moraine Lutheran High School on Saturday mornings. Students are encouraged to become involved in such a worthwhile program where they have the opportunity to develop their God-given musical abilities to His glory!

BAND INSTRUMENT LESSONS

Students in grades 5-8 may enroll in the Kettle Moraine Lutheran High School Grade School Band lesson program. Individual lessons are given weekly at Calvary Lutheran School. Students are excused from class for their weekly lessons. Fees for lessons are payable directly to K.M.L.

Student Extra-Curricular Opportunities

ACADEMIC ELIGIBILITY POLICY

Students have a responsibility to do the best they can in every activity, to give

God all glory! While every student has differing gifts from their Lord, sufficient effort is possible by all students!

Included in this handbook is our Academic Eligibility Policy. Please read through this and ask your teacher any questions you may have on it.

CALVARY CHESS CLUB

The Calvary Chess Club meets in the spring of the school year after school for six weeks. The chess club is offered to students in grades 3rd-6th. Adult volunteers are welcome to help. A chess tournament is held at the last meeting.

Students in 7-8th grade have their own middle school chess club also in the spring. Mr. Schlieuwe organizes and runs this program.

SPORTS PROGRAM

Our school has the following interscholastic sports: basketball, cheerleading, softball, girl's volleyball, boy's soccer, cross country and a track and field day.

This program of interscholastic sports has been set up to help foster an attitude of Christian sportsmanship in the field of athletics for our students.

Since the main purpose of our school is to bring the students to their Savior and not to train athletes, certain requirements have to be met before being allowed to participate.

1. The student must be working to his/her God-given abilities in the classroom (see Academic Eligibility Policy)
2. The student must demonstrate the proper Christian attitude at

- school, in his/her daily life, at the practices, and in games.
3. Any student that signs up for any Calvary athletic team is expected to be at all practices and scheduled games. The coach must be notified if a student is unable to attend a practice or game due to a prearranged appointment, i.e., dentist, doctor, etc.
 4. If a student is not in school for the entire day of a game, he/she may not participate in that game or any other activity that is team-oriented.
 5. If a student does not abide by the above rules, the student may not participate on the Calvary team.

School/Parent Communication

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CHRISTIAN FAMILY INVOLVEMENT

Our C.F.I. is established for all members of our congregation, as well as for the parents of all children attending our school, as an opportunity to express their interest in and to grow in their knowledge of Christian education.

Our group meets once in the fall (presentation on educational topic) and once in the spring (planning / elections). We also plan various fellowship events throughout the year and run some fundraisers to support non-budgetary items for our school. Plan to attend our CFI functions and get involved in your school!

SCHOOL NEWSLETTER

The oldest child in your family will

receive a weekly newsletter (Comet Connection) concerning coming events and happenings at our school. Included will be announcements, important dates, athletic events, etc. This newsletter goes home on Tuesday of each week. Announcements to be included should be in the office by the Friday before.

STUDENT PROGRESS REPORTS

Report cards showing student progress are given four times per year.

Mid- quarter reports will also be sent home with the student at the mid-point of each quarter. Should the parent have any questions concerning a particular grade, please contact the teacher.

GRADING SYSTEM

The grading system used at Calvary Lutheran School is as follows:

- A... 93 -100 Excellent
- B... 86 -92 Good
- C... 78 -85 Fair
- D... 70 -77 Poor
- F... Below 70 Failure
- I ... Incomplete

When a student returns to school after an absence, it is the student's and parent's responsibility to find out what work the student has to make up. Any work that is not completed during the quarter will receive an "Incomplete" on the report card. The student will not pass on to the next grade until the incomplete work is finished.

Parent Responsibility

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CHURCH-HOME-SCHOOL COOPERATION

The school shall be under the supervision of the Board of Education and principal, which shall act by the authority of the congregation and in

accordance with established policies and procedures. The faculty shall carry out the policies of the school during the day under the supervision of the principal.

While the Word of God permeates in all instruction during the school day, children normally spend the largest portion of the day in the home. The parents are God's representatives in the home, and the school is an agency of the home and church. Therefore, the most effective Christian training will occur when home, church, and school are saying the same thing to the child by word and example.

Parents who have the welfare of their children at heart will see to it that their children attend school regularly and that every effort is made to avoid tardiness.

The teacher and parents should make every effort to cooperate in the best interest of guiding the child. Should a problem arise, we urge the concerned parents to confer first with the teacher involved following the procedures laid down in scripture by Jesus in Matthew chapter 18.

If the problem cannot be resolved satisfactorily between the child, the parents, and the teacher, then the principal should be consulted. If a satisfactory agreement has still not been reached, the parents should discuss the matter with all involved and a pastor. If the situation still has not been resolved, then the matter should be brought to the Board of Education, whose decision will be final.

Parents should try to plan such meetings outside the school day. In all matters of conflict, please remember that we are all dealing with God's people, and therefore to deal with the conflict in a manner appropriate to the will of God!

The staff of Calvary Lutheran School has been called by you, the parents, to assist you in training your child in a God-pleasing manner. You are following God's dictates: "Train up a child in the way he should go: and when he is old he will not turn from it." (Proverbs 22:6) The staff of Calvary Lutheran School will assist you in every possible manner in this important effort! However, you as parents can greatly aid your teachers in the training and education of your child.

Here are some ways in which you can help your teachers:

1. Let the Word of God be your guide in all phases of daily living.
2. Arrange regular family devotions, discussions of Christ Light religion lessons, and table prayers.
3. Strive to set a Christian example for your child(ren), so that their lives may be patterned after yours.
4. Be diligent in your prayers for the school and staff.
5. Attend church regularly with your children.
6. You as parents respect your school's teaching staff and encourage your child(ren) to do the same!
7. Encourage your child(ren) to

- show Christian kindness and courtesy in their relationships with their fellow students.
8. Encourage your child(ren) by showing genuine interest in their work and pride in their accomplishments. Try to attend events in which your child(ren) participate.
 9. Discourage your child(ren) from bringing distracting things to school.
 10. Provide your child(ren) with a nutritious breakfast every morning. Educational research has proven that this does, in fact, improve the child's learning abilities.
 11. Encourage your child(ren) to receive a sufficient amount of sleep for his/her age on school nights.
 12. Encourage and assist your child(ren) in setting up good study habits and in completing their assignments.

CHURCH ATTENDANCE

In accordance with the principles of our Christian school, we encourage our students to attend church services regularly. We instill in our children love 'for preaching and His Word' and also encourage parents to demonstrate this love in their own family. Our school does take church attendance and records it on the quarterly report cards.

ROOM PARENTS AND VOLUNTEERS

Room parents (usually two per classroom) assist the class with activities such as class parties, field trips, and tabulation of incidental classroom fees. These may vary according to the needs of each classroom.

SCHOOL PICTURES

School pictures are taken each year by Lifetouch. Our fall pictures take place in October and our spring pictures take place in March. Please look for information on both opportunities throughout the school year.

FUNDING ACTIVITIES

There are a number of fund raising activities that are carried out each year at Calvary. A list of those activities is available for families at School Orientation.

Student Responsibilities

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DRESS CODE POLICY

Students are expected to show who they are as God's children in their own personal appearance. To assist in that regard our school has a dress code policy. You may refer in this handbook to our policy for the 2009-2010 school year. Please remember that when differences of opinion exist, the administration's decision will be respected!

Students will be allowed to wear shorts/capris to school during the first and fourth quarters regardless of the temperature. The teacher may allow shorts for special field trips. If this is the case, the teacher will inform the parents. Shorts/capris chosen for school and/or field trips should be consistent with our dress code policy. Students in grades 5-8 are required to dress appropriately for gym class. Students are urged to change into a different T-shirt or sweatshirt and shorts or sweatpants than those worn during the school day. For maintenance and safety reasons it will be mandatory for all students using the gym to wear soft-soled shoes that will not slip on or

mar the floor. Tennis, gym, or running shoes are preferred.

RECESS CLOTHING

If the temperature is below 55 degrees, jackets must be worn. Long sleeves may be worn at a temperature of 55- 60 degrees. Short sleeves may be worn at a temperature over 60 degrees. If temperatures warrant and jackets are not worn, the student will stay in for recess. If the temperature is above zero with the wind-chill, students will go outside for recess. *All students must go outside for recess* unless excused in writing by a parent/guardian or kept in by a teacher.

CARE OF PROPERTY

Students are expected to take care of their school and the equipment which has been provided for their education. Thus, they are expected to pay for any damage to books, desks, and other property which occurs beyond normal wear. The fine system for books is as follows:

Lost books = replacement plus postage
Ripped pages = \$.25 per page
Pen marks = \$.05 per page
Broken spines = ½ replacement plus postage

This list does not cover all situations. Each teacher will make individual judgments in consultation with the principal when necessary.

In order to prolong the life of textbooks, book covers are required for all school-owned hard-covered books. In covering books, care must be taken so that the book cover is not taped to the book itself. This would damage the book

when the cover is removed. Book covers that stick to the books are not to be used. Students are expected to assist the teachers and custodian in keeping the building and property in good order.

TELEPHONE

We request that the school phone be used by the students ONLY when there is an emergency. Students may only use the telephone (in the office) with permission of a teacher. Students will be charged \$.50 for all non-emergency outgoing phone calls. Messages for students will be taken by the secretary and delivered promptly at an appropriate time.

Students are not allowed to use cell phones during the school day. Failure to follow this guideline will result in the confiscation of the cell phone and a possible detention.

Each child should make arrangements with parents prior to the school day concerning means of getting home, visiting at a friend's house for the afternoon or evening, or other matters involving after-school hours. Please refer to the After School Policy for additional information.

HOMEWORK

We recognize that learning is not confined to the classroom setting, as many areas of the curriculum require application outside the walls of the school in order to become truly meaningful.

Most skill subjects require practice and repetition, and these are usually acquired only after many years of conscientious effort. Individual interests and pursuits

of adulthood are frequently anchored in subjects explored at the elementary school level and fostered by interested parents and teachers.

Homework is a vehicle which can enable the school to reinforce skills, capitalize on individual interests, strengthen teacher-child-parent relationships, and improve student application to learning. The teacher's use of homework assignments appropriate to the subject, grade level and the individual student's maturation can be of significant value to pupil growth in knowledge and skills. Teachers attempt to assign homework in such a manner that the purpose of the assignment is evident, the directions understood, and the task of a length appropriate to the age and ability of the student.

Teachers aim to provide for enrichment and creative ability as well as needed practice, drill, and research. Under normal circumstances, homework is not given as "busy work" or as a punishment. For parents, the following suggestions should be considered:

1. Help the student to develop a good attitude and regular habits about completing homework. Be supportive, but permit the student to do his/her own work.
2. Discuss the teacher's homework policy and check during parent-teacher conferences on the completion and the quality of assigned schoolwork.
3. Assume responsibility to assure that your child completes required assignments missed during any extended absence from school.

4. Inform the teacher if there are any extenuating circumstances which account for an incomplete assignment.
5. Look at the homework being completed at home, periodically check the assignment notebook, and review the corrected papers as they come home.
6. Be positive! Do not degrade or ridicule your child's intelligence when he/she cannot understand something. *Don't make light of a difficult subject because you had trouble with it when you were in school!*
7. Our Christian attitudes should show themselves in everything we do – even homework! Please remind your child of that even when completing a challenging assignment!

Students & the Community

FIELD TRIP POLICY

Classrooms will go on various field trips throughout the course of the school year. Notes from the teacher will go home explaining details of each trip. Please refer to the Field Trip Policy and the Chaperone / Driver Policy in this handbook for more details.

MISSIONS

Each year, Calvary Lutheran School students have an opportunity to help in carrying our Christ's command, "Go and teach all nations..." by bringing offerings to support a WELS mission endeavor. Offerings are to be brought to our weekly chapel services held in the church each Friday.

School Discipline

GENERAL DISCIPLINE

GUIDELINES

Discipline is derived from the word disciple meaning "to teach". Therefore at Calvary Lutheran School we do not think of discipline as punishment but rather as teaching self-control and Christian attitudes. Teachers deal with each student in accordance with the teachings of Christ. Part of that directive is to meet directly with students and parents involved to take care of and resolve conflicts swiftly. The Board of Education has given the authority to the principal to do just that (with students individually or with multiple students involved in a situation) in order to resolve these same conflicts. The rights of the teacher and administration will be respected in order to allow that process to take place.

Our attention will be focused on the problem and not the student. No one will be allowed to strike a student. No one will be allowed to humiliate a student. No one will use denial of food or necessary activities as a punishment or to manipulate a student.

We will try to anticipate problems and redirect student's activities. We will narrow choices as necessary. Positive words will be used to encourage positive behavior.

If a student is exhibiting an inappropriate behavior, we will tell the student that they need to stop, explain why the behavior is unacceptable and offer reasonable alternatives. Logical and natural consequences will be used to help in modifying the troubling behavior.

ITEMS NOT TO BE BROUGHT TO SCHOOL

These items should not be brought to school: any kind of weapon (real or toy) including guns, knives, utility knives, box cutters, fireworks, matches, lighters, smoking materials, alcohol, illegal drugs or drug paraphernalia, gambling devices, *pocket knives*, gum, laser pointers, large sums of money, noise makers, pornographic literature or pictures, other inappropriate magazines or music, and any other items that could cause a disturbance. The Thiensville Police Department will be notified if the situation warrants it.

DETENTION POLICY

Students in grades 4-8 that exhibit behavior contrary to appropriate Christian conduct may be subject to a detention. Detentions may be given out by a teacher, in consultation with the principal, for the misuse of God's name, disrespect shown to called workers or others in authority, late work, destruction of school property, and physical or verbal behavior that puts other students at risk of harm or abuse. The purpose of the detention is to make the student realize the seriousness of the offense and to seek forgiveness.

When a detention is given to a student, the teacher involved will fill out a detention form. This form explains the reason the detention is being given out and when the detention is to be served. The form is signed by the teacher involved and the principal. The form is sent home with the student and is to be signed by a parent or guardian and returned to the principal the next school day. The teacher involved will contact the parents that day to explain what took place that caused the detention to be

given. When a student receives a detention, a copy of the detention form is placed in the student's file for the remainder of that school year. Once the school year is completed, all detention forms are removed from the files of students.

A detention will be served from 3:00 to 3:30 on any day Monday-Thursday that closely follows the date when the detention was given out. Teachers will take parent's schedules into consideration when scheduling detentions, but will offer no guarantees. Detentions are served in the designated classroom for that day, and students may not participate in co- curricular activities until the detention has been served. Parents are responsible to transport the student home after the detention is served.

If a student receives three (3) detentions during the course of one school year, the student will automatically be suspended from school for one day. If a student receives six (6) detentions in a school year the situation will be presented to the Calvary Lutheran Board of Education for review of enrollment status.

DISCIPLINE

The teacher shall have the authority to exercise appropriate disciplinary measures to the degree dictated by the severity of the circumstances. Students may be suspended from the school who:

- a) Show themselves incorrigible in spite of earnest admonition and reasonable punishment
- b) Are detrimental to the other students and who, by misconduct, give evidence that the Word of God has not penetrated their hearts, for

- there is but One Master to be served
- c) Are habitually truant
 - d) Willfully or carelessly damage or destroy school or personal property
 - e) Are found using smoking material
 - f) Are found **using or possessing** any illegal chemical substance (drugs or alcohol) or paraphernalia.
 - g) Are found possessing a weapon (real or toy)
 - h) Are found engaging in bullying, hitting, punching or fighting.
 - i) Are found engaging in any inappropriate sexual behavior or touching.

Suspension of a student will be initiated by the principal. Permanent dismissal may result when a student persists in his/her pattern of misconduct.

During the suspension period, the Board of Education will review the case and decide if the case is serious enough to warrant expulsion.

The following is our expulsion procedure:

1. First step: A discussion of the problem by the Board of Education is followed by a written communication from the chairman of the Board of Education to the family of the student in question formally indicating the problem. The letter will also point out the following procedure if the problem is not corrected.
2. Second step: A meeting of the parents, the Board of Education, pastor, teacher, and principal will take place to attempt to solve the problem. The child may be asked to attend part of the meeting.
3. Third step: The actual expulsion takes place. This step is to be enacted if the desired effect does not take place

- after Step 2 has been followed.
4. There will be continued follow-up by the pastor and principal after Step 3 has been taken, so that the child is not totally divorced from his/her church life as well as school influence.

The Board of Education will make the final decision on all dismissals. Appeals can be made to the BOE's chairman whose decision is final!

Student Safety

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HEALTH SERVICES

The Ozaukee Department of Health personnel make periodic visits to our school to conduct vision, hearing screenings, and Scoliosis screening each year and other health screenings as needed. Vision screening in the Fall is provided for students K-8th grade. Hearing screening (also in the Fall) is providing for students in 4K- 3rd grade as well as new students in the upper grades. Scoliosis screening in the beginning of the New Year is offered to girls in 6th and 7th grades and boys in the 8th grade. The Ozaukee Health Department is available at all times to offer assistance for any other school health issues, questions or emergency.

MEDICINE AT SCHOOL

Teachers are not to dispense any medicine to students unless a note of permission and circumstances is sent from the parents. All medication (including cough drops) is to be held by the child's teacher. A medication form is available from the office if the need arises. Also please fill out the asthma form for students with inhalers at school. A copy of both forms is available from the school office.

IMMUNIZATION

Parents! Please be aware that the Wisconsin Student Immunization Law requires for students, grades K-8, various doses of vaccine for diphtheria, tetanus, pertussis/whooping cough, polio, Hepatitis B, measles, mumps, rubella and chicken pox.

The month, day and year of each immunization must be entered on the Student Immunization Record and submitted to the school.

SEXUAL/PHYSICAL ABUSE POLICY

Calvary Lutheran School will not tolerate any "bullying", punching, hitting or fighting between individuals. Calvary will also not tolerate any inappropriate touching, or sexual exposing of one's self to another, or sexual activity by any individual in the school or on school grounds. These types of activities will be reported to the school principal, the pastors, the Board of Education and/or the Thiensville Police Department for investigation. Teachers noticing any student coming from home with unexplained marks, bruises, sores, wounds, injuries, physical neglect, emotional distress/neglect etc. will follow the Mandatory Reporter procedures required by law.

FIRE DRILLS/SAFETY & HEALTH INSPECTIONS

Fire drills are conducted on a monthly basis in all types of weather. Many of the fire drills are monitored/critiqued by the Thiensville Fire Department. The Thiensville Fire Department also conducts unannounced safety and health

inspections of the school, usually once in fall and once in the spring of each school year. Reports on all fire drills/safety and health inspections are on file in the school office. Contact the school principal for further details.

EMERGENCY SCHOOL CLOSING

School will be canceled if the Mequon-Thiensville public schools are closed for weather conditions. Calvary Lutheran School may also be closed when the Mequon-Thiensville schools remain open. If classes at Calvary will not be held, the announcement of "Calvary – Thiensville is closed" will be made on radio station WTMJ (620 AM), television station Fox 6, and television station TMJ Channel 4. Decisions to close will be done as early as possible and most often will be announced before 6:30 am.

RESPECT PARENTS RIGHTS

Calvary Lutheran School and its staff and administration respects and honors the legal rights of all parents and students in the educational process.

EMERGENCY PROCEDURES

Calvary Lutheran School has procedures in place for dealing with emergency situations. You may find that listing in this handbook or see Mr. Schlieve for details.

AFTER SCHOOL CENTER

Our school operates an After School Center (ASC) for the benefit of our school families. Each day school is in session, our ASC operates from 11:30 am until 6 pm offering structured care for the students of our school once school has dismissed for the day. To sign up for our program you can see Mr. Schlieve for a registration form and then

make a \$100 deposit to begin your account with our program. Then as your child uses our program, your money is taken out until your account needs replenishing. Our ASC staff then notifies you of that fact, and you then go forward from that point. It's just that simple!

Anyone from 3K to 8th grade can use our program, and new this year friends of our school may send their children (of school age) to our program as well. Preschool and Kindergarten students may then also sign up for hot lunch while at ASC.

See Mr. Schlieve for details on how to get started. Cost is \$4.00 per hour of care offered per student. Hours are broken down into 30 minute halves.

POLICIES FOR CALVARY LUTHERAN SCHOOL

On the following pages you will find policies that help to govern the smooth operation of our school. You may at any time contact Mr. Schlieve or any of the Board of Education members with any questions or comments on any of these policies.

It is impossible for any organization to have a policy that covers any and all situations that may arise. For situations that arise where no distinct policy governs unilaterally, the principal in consultation with the pastors, faculty, and Board of Education will make decisions based on the good and welfare of the school community to God's glory!

STUDENT
HANDBOOK

REVISED 8-4-09