

Welcome to Calvary Lutheran School

PARENT'S PRAYER

Dear God, we parents humbly come to You

With all our hearts to make this earnest plea;

O Father, in the name of Your Dear Son,
We ask Your blessing on each daughter,
and son.

Help us to set small footsteps on the way
That leads to You, and may they never stray.

And then, by word and deed and truth
Help us to be a guide to those in youth.
Help each one grow in body, mind, and soul

Through Jesus Christ and reach this goal.

Alone we cannot do this greatest task
To raise a family, therefore, this we ask:
Give us a wise and understanding heart,
Your guidance, counsel, love, to us impart.

And where we fail, then in some other way

Supply their every need, from day to day.

Forgive our past mistakes, and may we be

Much better parents, strengthened
Lord, by Thee.

Lord, lead us and ours by Your
almighty hand

Till kept by You, before Your throne we
stand,

For this we pray; we and our family;

To be at last in heaven, all with Thee.

Amen.

FORWARD

This handbook has been prepared to guide you and your child in matters relating to Calvary Lutheran School (CLS). We urge

you to read it carefully and keep it as a handy reference on matters pertaining to our school.

ORGANIZATION

Calvary Lutheran School is established by resolution of Calvary Evangelical Lutheran Church. As such, the responsibility for the school belongs to the congregation.

In order that these responsibilities may be properly attended to, a Board of Education comprised of five members (three of whom are also members of the Church Council) is elected by the congregation. The Board of Education carries out the desires of the congregation, also making recommendations for improvement and growth.

Enrollment

ENTRANCE POLICY

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.

Calvary was established for the spiritual and secular education of the children whose parents are members of Calvary Evangelical Lutheran Church.

Applications for enrollment in Calvary are considered in the following order of preference:

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 in Calvary Lutheran School must also enroll themselves in and complete the Bible information classes offered by Calvary Ev. Lutheran Church during the first semester in which the child is enrolled. The purpose of this requirement is to avoid situations that would put the school in opposition to the parents' beliefs. Non-member children are required to participate in all Bible instruction classes and religious activities and are also encouraged to participate in all worship services at Calvary.

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.

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.

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 in spring, screening done before the beginning of the school year, 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 or February.

SCHOOL FEES AND TUITION

Parents of children attending our school are asked to pay a registration fee each year. It is through these funds that the curriculum is kept current and the students are provided with many of the items necessary for their complete Christian education. 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 the school teams are not charged this fee. Money collected will assist the

participants by providing them with uniforms and needed athletic equipment.

Milk is offered to all of our students for a minimal fee. This one-time expense will provide your child with milk for the entire year.

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 in Calvary There are four 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 one-third of the tuition on or before the opening day of school.
Pay one-third on or before December 15. Pay one-third on or before March 15.
- D. 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 or the student's report card will not be issued and the student's school transcript will not be made available for transfer.

The principal 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 not accepted.

SPECIAL DONATIONS

Money for special donations or memorials may be given directly to the school.

Such donations are appreciated and are used to purchase special teaching aids and equipment that are not covered by the school budget.

The School Day

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ARRIVAL-DISMISSAL

- All students start school at 8:00 a.m..
- Kindergarten dismissal is at 11:30 a.m.
- 1-8 grade dismissal is at 2:50 p.m.

Students should not arrive at school any earlier than 7:30 a.m. unless special written arrangements have been made with the child's teacher. Students enter school only through the north doors near the fellowship hall. Students are to remain in the hallway near the Fellowship Hall until the 7:40 a.m. bell rings. At 7:40 a.m., students may go to their classrooms.

At the end of the school day, all students are to leave the school grounds unless involved in an extra-curricular program. If it is necessary for any student to remain beyond dismissal time, he/she must have a note from a parent and the teacher must be informed in writing as to the reason prior to that day. (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.)

Teachers supervise students being picked up after school by parents for 10 minutes after dismissal.

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.

Students who have special after-school transportation arrangements must present a note from their parent(s) detailing the arrangements.

All students are to remain on the school grounds during the school day. Those who need to leave must have a permission slip from their parents stating the reason for leaving and/or receive permission from the teacher as the situation dictates.

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, however, to provide acceptable service for our students.

On days when Calvary Lutheran 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. A note must be presented to the principal for his signature before the start of the school day. The note, signed by the principal, will be given to the bus driver.

Those students who make use of the busing service should conduct themselves as God's children while on the bus.

SCHOOL ATTENDANCE

Because of the step-by-step methods used in developing a child's educational program, it is very important that the child be in attendance as regularly as possible. An absence that occurs during any important step can create great difficulties for the student.

Finding the proper amounts of time necessary to complete make-up work or tests during an already busy school day can become a problem for both student and teacher. We would, therefore, urge regular attendance on the part of every student.

TARDY

Students are to be in their classrooms when the school day begins (8:00 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 8:00 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

If your child will be absent, please inform his/her teacher prior to the school day so that the teacher will be aware of the absence. A written excuse is required for each absence.

The reason for the absence must be given in writing. Absences will be excused for the following reasons: illness, funerals, and medical appointments. In order to receive an excuse for any absence other than the reasons listed above, special arrangements must be made with the classroom teacher.

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. **To be announced.**

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. If writing a check, make it payable to Calvary Lutheran School. If a student will not be taking a lunch that had been ordered, or if the student is ill, it is the parent's responsibility to contact the school by 8:00 A.M. to cancel the lunch. If no contact is made by 8:00 A.M., no credit can be given for the missed lunch.

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 inservice 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, computers, 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 will be adding an *Accelerated Math* program in 2007-08 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 staffed by a WELS certified teacher and 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 Calvary principal and teaching staff along with the pastors and Board of Education will also explain to the parents of children with special education needs what educational opportunities Calvary can provide for you and your child.

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. Music: Calvary students in grades 5-8 may take band lessons and participate in a Saturday band program through KML.

Student Musical Opportunities

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SINGING FOR SERVICES

All school children will be asked to sing occasionally for church services. Parents will be notified of such occasions.

When the students are scheduled to sing, every effort should be made to be present. If your child(ren) will be absent, a valid excuse should be given to the teacher one week 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. Video taping 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 registration day. 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.

Please call or send a note to the director if your child is unable to sing with the choir.

The Junior Choir exists solely for the purpose of praising the Lord in song. With this goal before us, the Lord will surely bless our efforts.

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 hours for handchimes and before school for handbells. Each rehearsal is one hour in length. Interested students should sign up during the teacher home visits.

PIANO LESSONS

Students in grades 2-8 may take piano lessons during the school day, in conjunction with the piano lesson program authorized by the Board of Education. 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
God has blessed everyone with numerous talents and abilities, but not always to the same degree and in the same areas. He is praised when those talents and abilities are used to His glory. God wants us to use all our talents to the best of our ability. We can show our love for Him by guiding every facet of our life with this attitude.

Extracurricular activities are available to our students to help them become more well-rounded individuals. As the student's grade level increases, so do the number of extracurricular activities available to him or her. In all cases, however, we place our emphasis and priority on classroom effort over extracurricular efforts.

For that reason, those students who are

displaying their best efforts in the classroom will be considered eligible to participate in extracurricular activities. A student's best effort will be examined not only in academic work, but also in view of consistent Christian behavior and attitude.

If, in the opinion of the classroom teacher, a student is not using his or her talents and abilities to their fullest potential and to God's glory, then that student will be considered ineligible for a time determined by the classroom teacher, principal, and/or the Board of Education.

This policy is not intended to prohibit anyone from participating in extracurricular activities, but to motivate and encourage each of our Christian students to strive for his/her fullest potential as students richly blessed by a loving God. This policy will apply to all students who are eligible to participate in extracurricular activities.

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.

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.
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.

The C.F.I. wishes to assist parents who strive to bring their children up in the "nurture and admonition of the Lord".

Meetings start at 12:00 p.m and end at approximately 2:00 p.m. Notice of the meetings appears in the church bulletin and reminders are sent home with students.

SCHOOL NEWSLETTER

The oldest child in your family will receive a weekly newsletter concerning coming events and happenings at our school. Included will be announcements, important dates, athletic events, etc.

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 question concerning a particular grade, please contact the teacher for a consultation date.

Parents may call any teacher for an appointment to discuss any problems they might have. There are parent-teacher consultations for all students after the first quarter grading period. In special cases, the teacher may contact the parents.

Standardized tests are administered to determine students' strengths and weaknesses and to adjust teaching procedures accordingly.

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

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 regulations established. The faculty shall implement the policies of the Board of Education during the school day.

While the Word of God is applied in all areas of child guidance and development in the school, it still remains a fact that the child normally spends 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.

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 the Board of Education.

Parents should pursue such matters outside the regular school day.

Appointments with any member of the faculty or, if necessary, the principal and Board of Education will be gladly arranged.

The staff of Calvary Lutheran School has been called by you, the parents, to aid you in raising 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 godly 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. Encourage your child(ren) to respect their teachers.
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.

ROOM MOTHERS AND VOLUNTEERS

Room mothers (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 once each school year, usually during the first few weeks of school. Families or students are not obligated to make any purchases.

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 in the school office.

Student Responsibilities

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PERSONAL APPEARANCE

Parents are to remember modesty and Christian values in the clothing worn by their children. Neatness in appearance has been shown to have a positive affect on academic performance. The school principal will have the final determination whether the clothing worn by the students adheres to the following code of personal appearance.

1. Excessively worn, frayed, torn or dirty clothing is not allowed.
2. No tank tops, spaghetti straps, or shirts exposing bare midriffs are allowed. Tight fitting tops, or sexually revealing tops should not be worn. Sleeveless dresses and blouses may be worn.
3. Footwear must be worn at all times. Sandals without socks may be worn when shorts are

- allowed. Sandals with socks may be worn any time during the year.
4. Baggy and saggy pants may be worn as long as they remain at the waistline and do not expose underwear. Breakaway pants must remain snapped and shorts must be worn underneath.
 5. All music T-shirts, shirts with questionable slogans or pictures promoting alcohol, drugs, bars, tobacco products, astrology, satanic symbols, ying and yang symbols, or other suggestive or offensive clothing is not to be worn.
 6. Remember modesty as you choose the length of shorts and skirts. Extremes will not be allowed.
 7. Students are not allowed to wear any headgear (including sunglasses) in school during the school day.
 8. Boys are not to wear earrings.
 9. Visible body tattooing is not allowed.
 10. No pocket or billfold chains may be worn.
 11. Extremely baggy clothing will not be allowed, nor will other extremes in dress, hair style, and hair color that either draw attention to the student or become disruptive to the class or school environment.

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 policy for personal appearance.

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.

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.

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. In every way possible, the students are expected to assist the teachers and

custodian in keeping the building and property in good order.

TELEPHONE

During the school day, telephone messages will be taken by the school secretary while classes are in session, and the messages will be delivered at recess, lunch time or at the end of the school day. If an emergency occurs which requires that a message must reach a student immediately, the student will be contacted by the school secretary.

We request that the school phone be used by the students ONLY when there is an emergency. Students may only use the telephone with permission of a teacher. Students will be charged \$.50 for all non-emergency outgoing phone calls.

Students are not allowed to use cell phones at any time while in the school building. Cell phones are not to be taken outside for recess.

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.

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 judicious 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, or 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 be reflected in our approach to homework.

Students & the Community

FIELD TRIP POLICY

A school representative (classroom teacher, pastor, or school secretary) will accompany students on all field trips. Students are to only go on field trips with their own grade or classroom. The financial responsibility for field trips will be borne by the families of the students attending the field trip activity.

Chaperones/drivers are to be parents or guardians of students unless a special request for others to serve as a chaperones/driver is made with the school principal. Chaperones/drivers are only to transport the number of students in their vehicles that would equal the number of seat belts. Only one student per seat belt. Students under the age of ten are not to sit in the front seat of a car being used to transport students. Students who are 8 years old and

younger need to use booster seats if being transported in a car.

Chaperones/drivers are to maintain contact with the students during the field trip activity. Chaperones/drivers are to refrain from the following behaviors during the field trip activity: drinking of alcoholic beverages, smoking, and the use of inappropriate language. Chaperones/drivers must have up-to-date car insurance.

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 school devotions held in the church.

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.

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 as delineated below may be applied.

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, 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, 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 Tuesday or Thursday, whichever day more closely follows the date when the detention was given out. Thus, if a student receives a detention on Friday, he or she will serve the detention on Tuesday of the following week. All detentions are served in the principal's classroom. All detentions must be served before a student can participate in co-curricular activities the day the detention is to be 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 and the situation will be presented to the Calvary Lutheran Board of Education for review. Once the suspension has been served, the student begins again at zero (0) detentions.

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) guns, knives, utility knives, box cutters, etc.
- 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 will be the 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 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.

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. Growth and Development class conducted in the Spring by the Ozaukee Health Department is offered every other school year to all students in the 4th-8th grades. 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. Also see a copy of Assembly Bill 783 on the back of this page, which explains special guidelines for asthmatic students.

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.

Please refer to the detailed information regarding immunization sent to your home with the summer mailing. If you did not receive this information please contact the school office.

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 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 above reporting procedures.

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 only on radio station WTMJ (620 AM) and television station WTMJ Channel 4.

The Board of Education and the Principal have also established detailed plans for:

1. School Lockdowns
2. School Disasters
3. Natural Disasters
4. Terrorism
5. School Evacuations

**Any parent may contact the school Principal or Board of Education member for details.

RESPECT PARENTS RIGHTS

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

STUDENT
HANDBOOK

REVISED 7-25-07