

PREFACE

This handbook is a guide for parents – a useful tool in becoming acquainted with the educational programs, policies and personnel and curriculum of Mt. Calvary Lutheran School. It has been designed to help promote home and school relationships – please read it carefully. At Mt. Calvary, we treasure our partnership with parents and this handbook is one of many tools that help cultivate positive, supportive partnerships.

STATEMENT OF NONDISCRIMINATION

Mt. Calvary Lutheran School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin.

NON-PROFIT STATUS

Mt. Calvary Lutheran School is a 501©3 organization and operates not for profit.

Mt. Calvary Lutheran School *“Bringing Hope to the Heart of the City”*

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I. ORGANIZATION AND ADMINISTRATION

A. The Lutheran School System

Mt. Calvary is one of more than 2,090 Missouri Synod Lutheran Schools in the United States and Canada with synodical headquarters in St. Louis, Missouri. These schools are staffed by over 15,548 teachers, most trained by our synodical colleges.

Mt. Calvary Lutheran School is associated with 26 Missouri Synod schools in the Milwaukee area. These schools are coordinated by the Milwaukee Outer City Lutheran Principals Association and the South Wisconsin District Department of Education. These schools provide Lutheran Christian education - preschool through twelfth grade in 24 elementary schools and two high schools.

B. State of Wisconsin Department of Public Education

Mt. Calvary Lutheran School meets the requirements of the Department of Public Instruction and the Milwaukee Public School System. We greatly respect our public school system for the work it does. Mt. Calvary exists not in opposition to the public school system, but for the purpose of supplying a Christian education that the public school system, by its very nature, is unable to offer.

Mt. Calvary Lutheran School seeks to achieve the highest objectives of elementary education. Measured by results of standardized achievement tests, by later proficiency in high schools and colleges, these objectives are achieved by the graduates of our school. From the general education viewpoint, therefore, Mt. Calvary Lutheran School compares very favorably with the schools of our city and community.

C. Administration of Mt. Calvary Lutheran School

The policies of Mt. Calvary Lutheran School are controlled by Mt. Calvary Lutheran Church (the Voters' Assembly being the governing body of the congregation) through its Mission and Ministry Council and Board of Education. The Board of Education is responsible for the formulation of policy pertaining to the school. The day-to-day administration of the school is the responsibility of the principal.

II. BELIEF STATEMENT

A. Mission Statement

Mt. Calvary Lutheran School is dedicated to teaching God's children through His Word to be Christ-like witnesses and productive members of society.

B. Our Credo (What we believe about Christian education)

We believe that Christian education promotes the welfare of the whole man in that it prepares for every area of human life while keeping Christ in the center of that life, and it provides, through the influence of Christian teachers, the opportunity for a proper relationship to God and fosters a proper relationship to one's fellow man.

Christian education offers a proper perspective in a troubled world by providing contact with the motivating power of the Gospel - the good news of Jesus Christ, education for God-fearing, active Christian citizens to witness to all of society, and Christ-like examples for children to follow as they come in contact with those around them in everyday life.

A Christian school is unique in that, while it conforms to the traditions of American democracy, it is the only formal educational agency that gives Christ the central place in the daily training of the child. We believe that the Christian elementary school is effective in providing a quality program of education because it is blessed by God, is served by dedicated teachers, and receives the cooperation of Christian parents.

We therefore believe that the Christian elementary school will reinforce and coordinate the various efforts of the church, home, and community in providing the individual child with the influences and opportunities that will adequately equip him/her to meet his/her spiritual and secular needs.

C. Philosophy Statement

Christian education is achieved through the Word of God with the power of the Holy Spirit. God's purpose in education is to lead all people to a life of Christian discipleship as stated in the Great Commission (Matt. 28:19) and to eternal life in Heaven. (Tim. 2:4)

Mt. Calvary Lutheran School, working together with church, home and community, is committed to teaching the whole child of God. We acknowledge that each individual is unique and had God-given abilities and talents that need to be developed that they may be used to serve God and all people in God's world.

Professional Christian teachers, in the context of Christ's love, will educate each child in all aspects of spiritual, intellectual, physical, social and emotional development.

Each child will be educated...

Spiritually, through being exposed daily to the Word of God and its application to life.

Intellectually, through being prepared to utilize his or her potential as a creative and critical thinker and understanding how this thinking is influenced by God's Word.

Physically, through training, developing, and maintaining the body as a temple of the Holy Spirit.

Socially, by learning to deal with one another in a Christian manner and recognizing each believer as an equal member of God's family regardless of culture or heritage.

Emotionally, by recognizing that each child of God is able to accept himself or herself and others because God, in Christ, first loved them.

As teachers, we believe that the family has prime responsibility for the child's education, and we are here to assist in that task.

As Christian teachers, we know that education is complete only when it is experienced in an atmosphere of God's love. Therefore, our goal is not only to prepare students to become productive members of society, but also to be Christ-like examples and positive witnesses for our Lord.

III. SPIRITUAL GROWTH

A. Worship Attendance

Worship is a very important part of Christian living. For this reason, school families are strongly encouraged to worship regularly in their home congregation. If you have no church home, you are always welcome to worship with us at Mt. Calvary Lutheran Church. Our worship service is at 9:00 a.m. with Sunday School and Bible classes at 10:15 a.m.

B. Bible Class & Sunday School

Bible class is held Sundays at 10:30 A.M. and Wednesdays at 10:15 A.M. These studies of the books of the Bible and other topics related to the Christian faith serve to deepen our understanding of God and strengthen faith. A newcomer's Bible class also meets at various times during the year for those who wish to learn more about Lutheran doctrine. Sunday School is held at 10:30 A.M. for students in 4K-8th grade.

C. Confirmation Instruction

Confirmation instruction is a special course of preparation that gives 7th & 8th grade children the opportunity to grow and mature in Christian faith and in understandings of the teachings of the Lutheran Church. Confirmation class is held on Sunday mornings from 10:15-11:15 and is available to members and non-member students. Following completion of the confirmation course of instruction, students may become confirmed members of Mt. Calvary Lutheran Church.

IV. ACADEMIC PROGRAM

A. Curriculum

In keeping with the purpose of Mt. Calvary Lutheran School, the curriculum is based on God's Word as revealed in the Bible. Therefore, children attending our school receive a thorough course in Bible history and doctrine with application to daily living.

Religion, however, is not just a segregated subject in the day's work; rather its influence is evident in all other subjects taught. In fact, we hold that only in keeping with the revealed truth of God's word can all secular subjects be properly understood and rightly applied.

In keeping with the Christian philosophy and with respect to the education requirements of the State of Wisconsin, our children receive a thorough education, not only in the area of religion, but also in the following areas.

Computer Science - keyboarding, remedial and enrichment instruction in other subjects.

Education for Employment and Environmental Awareness - Integrated across the curriculum in grade K-8.

Fine Arts -Music education, choir, band, art, and drama

Language Arts - Reading, grammar, creative writing, handwriting, and spelling.

Mathematics - Number usage, arithmetic, metrics, geometry, algebra, calculator usage, and problem solving.

Physical Education - Exercise, dance, team sports, lifetime activities.

Science / Health / Wellness - General science, health, safety, drug education, AIDS education.

Sex Education – Taught from a factual, Christian perspective in Gr. 5-8. Parents receive notification when this curriculum is going to be used and must give permission for their child to participate.

Social Science - Geography: map and globe skills, history: United States and World, citizenship, current events, economics, and political science.

B. 4K and 5K Programs

The 4K and 5K programs are designed to meet the spiritual, emotional, physical, and intellectual development of each child. A balance of individual and group activities helps the young child develop a positive self image about him/herself by listening, sharing, obeying, and working together in a Christian environment.

C. Enrollment

Enrollment in each class is as follows:

4K:	14 students
5K:	18 students
Grades 1 & 2:	20 students
Grades 3 & 4:	22 students
Grades 5, 6, 7, 8:	25 students

Changes are left to the discretion of the administration.

V. ADMISSION POLICIES AND PROCEDURES

A. Tuition

The cost of tuition is \$6400 based on the reimbursement rate of the Milwaukee Parental Choice Program. A sliding scale for tuition is based on family income and household size. Proof of income (federal tax form) must be submitted to determine a family's cost of tuition.

All fees are to be paid on a ten-month plan, beginning August 1 and ending May 1. Tuition has been established by the Board of Education for members of Mt. Calvary Lutheran Church and non-members:

Income Level	Non-Member	Member
Choice or Below	\$ 2,560	\$ 1,280
1.5 x Choice or Below	\$ 3,200	\$ 1,600
2 x Choice or Below	\$ 3,840	\$ 1,920
2.5 x Choice or Below	\$ 4,480	\$ 2,240
3.0 x Choice or Below	\$ 5,120	\$ 2,560
3.5 x Choice or Below	\$ 5,760	\$ 2,880
4.0 x Choice or Above	\$ 6,400	\$ 3,200

B. Tuition Payment Policy

Tuition is due, starting August 1, and each month through May 1. In signing "Our Covenant for Christian Education" form, you have obligated yourself to faithfully make tuition payments according to the monthly schedule. Upon registering your child, we require you to accept responsibility concerning your financial obligation. If a problem occurs, you are responsible for notifying the school before you fail to meet the monthly tuition obligation.

Please contact the school secretary about special payments and late payments. Parents who are 2 months or more months behind in tuition payments will be contacted by the principal. Families who do not meet agreed upon payment arrangements will be referred to the Board of Education. Every effort in keeping payments current is appreciated.

All tuition and other fees (Extended Care, hot lunch, sports) must be paid on or before June 1st. Report cards, diplomas, and permanent records will be held until all remaining balances are paid in full.

C. Checks Returned for Non-sufficient Funds

A \$15 processing fee will be charged for any check returned marked NSF or Account Closed. If a second NSF check is received, all future payments will be accepted by cash or certified check only. This policy covers any payments for any and all fees relating to Mt. Calvary Lutheran School.

D. Tuition Assistance Programs

Milwaukee Parental Choice Program

The Milwaukee Parental Choice Program gives children from low-income families the opportunity to attend private schools. The state will pay the tuition of the child if the income of the parent is at or below the Parental Choice Program Guidelines. The children must be eligible for free or reduced lunch.

The state pays only the required tuition for children. Parents must pay for uniforms, gym uniforms, lock fees, Extended Care fees, and all other fees.

Registration Process:

New Parents: Parents must complete an application form for each child. If more students apply than spaces available in each grade, the selection process will be determined by a random selection.

Parents will be notified within 60 days as to whether or not their child was selected.

Current Parents: Each year, parents must complete an application form for each child accepted into the CHOICE program the previous year. Parents must also be in compliance with income guidelines.

All parents, both those in the CHOICE program and those not in the CHOICE program must comply with Mt. Calvary Lutheran School's policies and procedures regarding parent meetings, parent teacher conferences and other parent involvement activities.

E. Statement of Non-Discrimination

Mt. Calvary Lutheran School admits students of any race, color, national or 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 or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

All pupils entering the school are obligated to take the required courses offered in the curriculum and to submit to all rules and regulations of the school.

F. Appeals Process

Under 119.23(2)(a), a pupil must reside in the city of Milwaukee and meet the income requirements defined below to qualify for the Milwaukee Parental Choice Program. 119.23(3)(a) states that a school must, "Within 60 days after receiving the application...notify the applicant, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include the reason." A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery.

Under Mt. Calvary Lutheran School's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the Board of Education that the applicant was improperly rejected. The evidence must include income and residency documentation. The school administrator shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

G. Transfer Credit Policy

Mt. Calvary Lutheran School will consider accepting school credit from other educational institutions to the extent that coursework at the previous institution is documented and in accordance with Mt. Calvary's academic standards as adopted under 118.30(1g)(a)3. All final determination for acceptance or rejection of transfer credits shall be made at the discretion of the school's principal.

H. Age Requirements

A child entering Four Year Old or Five Year Old Kindergarten must meet the age requirement on or before September 1, in the year of enrollment. A child entering first grade must be six years of age on or before September 1 in the year of enrollment. Proof of birth date is required upon registration of the child. Children must be toilet trained.

I. Testing for Placement

Students entering above kindergarten level are required to take a standardized test to assist in determining grade placement. Final determination of grade placement shall be made by the school administration.

J. School / Family Covenant

A requirement for the enrollment of a child at Mt. Calvary Lutheran School is a commitment on the part of the parent toward total involvement in the educational life of the child. Parents are asked to sign a commitment form (Our Covenant for Christian Education) that addresses four areas of commitment: 1) Commitment To Provide A Supportive Christian Home/Family, 2) Commitment To Be A Serving Family, 3) Commitment To Be A Worshiping Family, 4) Commitment Of Financial Stewardship To My Lord. When the home views the

school and church as agencies committed to assisting them in the responsibility of Christian nurture and training, parents can be confident that God will bless their efforts.

VI. ATTENDANCE / ABSENCE FROM SCHOOL

A. School Hours

- 7:45 - School doors unlocked
- 8:00 - Classes begin
- 3:00 - Classes dismiss

B. Parent Responsibility for School Attendance

State law requires that students be regular and punctual in their school attendance. In many cases, a parent's attitude about the importance of school attendance and punctuality may be reflected in the habits and attitudes a child has at school. Parents should carefully read the school attendance policy below.

C. Attendance Policy

Regular attendance at school is an important factor in a child's academic success. As a result, the school reserves the right to not allow a student to re-enroll for the following year if there has been a pattern of unexcused absences. Unexcused absences result from failing to contact the school to report an absence and for reasons other than illness or family emergency. Students who miss more than 20 days of school may be retained in that grade for an additional year.

The Principal will work with families experiencing a significant number of unexcused absences. The Principal's actions may include but are not limited to the following:

1. Written notice to the parent/guardian regarding the problem.
2. Telephone conference with parent/guardian to discuss the problem and identify solutions.
3. Meeting in person with parent/guardian to discuss the problem and identify solutions.
4. Meeting with the Board of Education and parent/guardian to discuss the problem and determine next steps in resolving the problem.

Excessive absences from school will be reported to the District Attorney's Office.

Half Day Attendance - Students who miss a half day or more of school will not be allowed to participate in after-school activities that day.

D. Absence from School

1. **Sickness**
Please do not send an ill child to school. Our school does not have the facilities to care for children who are ill and other students are exposed to the illness as well. Should your child become sick while at school, please pick up him/her promptly (Please keep your emergency and home numbers up to date.) Please be certain that arrangements have been made for the care and keeping of a child who becomes ill during the school day.
2. **Appointments: Doctors and Dentists**
Please schedule doctor and dentist appointments for a child outside of school hours as often as possible. Consult the school calendar to determine days when school is not in session, providing opportunities for such appointments. If an appointment must be made during school hours, please provide teachers with a written excuse prior to the absence.
3. **Vacations**
For all practical purposes, family vacations should be scheduled so as not to interfere with children's attendance at school. If this is not possible, your cooperation is requested in keeping us informed of planned trips during the school year so that teachers may plan accordingly for the

times when your child is away from the classroom. Homework assigned during the child's absence must be completed in the time frame established by the teacher.

E. Homework as a Result of Absence

The school is not responsible for providing homework assignments in advance of an anticipated absence. All homework assignments must be completed upon the child's return to the classroom. The number of days absent will be the number of days given to complete assignments.

In extended illnesses, provision should be made by parents to obtain daily assignments and needed books from the teacher. In the event that a child misses school due to a suspension, attendance at 3:15 School is required in order to complete missed homework assignments.

F. Tardiness / Punctuality

The ultimate responsibility for being on time to school remains with the family. The school day begins at 8:00 A.M. and children must be in their classrooms and ready to begin work at that time. Children who arrive after the beginning of the school day are not able to start their day with the best possible chance for success. In addition, tardiness on the part of one student disrupts the learning environment for all students in the classroom. Therefore, Mt. Calvary has developed the following policy to encourage parents to make every effort to have their child at school prior to the beginning of the school day.

Mt. Calvary will positively reinforce students who are consistently on time for school. In addition to individual classroom incentives and rewards, students who have no tardies for a given month will receive a non-uniform day at the end of each month.

Consequences for Tardiness within the Same Quarter:

Tardies 1-4: Excused

Tardies 5-7: Student serves detention during the day of each tardy

Tardies 8 or more: Student will not be permitted to enter class on that day. Students will only be admitted to class the next day and any day thereafter if the parent has met with the administrator at 7:30 am to discuss the problem and indicate a solution.

4K and 5K students who have 5-7 tardies in the same quarter will miss activities during the school day such as recess, computers, or gym.

If habitual tardiness continues, the issue will be addressed by the Board of Education who reserves the right to withdraw students' enrollment if the problem is not corrected.

G. Arrival and Departure

Students who arrive at school before 7:30am must go to morning Extended Care. Students arriving between 7:30 and 7:45 a.m. are to wait at the main school entrance.

Unless involved in after school activities, detained by a teacher, or enrolled in the Extended Care Program, students are expected to leave the school premises, including playground areas, immediately after dismissal.

Students are to be picked up after school no later than 3:15 p.m. Students who are not picked up by this time will be sent to Extended Care and charged for their time in the program. **If students are not registered, the fee will be at a rate of \$10.00 per hour.**

When after school activities necessitate a child's remaining at school, he/she must stay in the school building in designated locations under the supervision of the teachers. Children are not permitted to play on the play areas before or after school.

Parking or stopping your car on the south side of Locust Street adjacent to our school building or on the east side on 53rd Street for the purpose of loading or unloading passengers is illegal and police may issue tickets.

Parking is permitted on the west side of 53rd Street or on the east playground.

H. Leaving the School Premises

A student is to remain on the school grounds from the time of arrival until he/she leaves school for the day.

VII. STUDENT ACHIEVEMENT & REPORTING AND GUIDING PROGRESS

A. Homework

Mt. Calvary believes homework is important for the following reasons:

- 1) It builds responsibility in our children through taking home and returning completed work.
- 2) It gives additional practice on skills taught in school
- 3) It gives parents the opportunity to observe both a child's assignments and the skills he/she uses to complete those assignments.
- 4) It can encourage children to develop at their own ability levels by completing specially assigned work.
- 5) It enables completion of projects.

A suggested homework time frame is as follows:

1 st and 2 nd grades:	10-20 minutes
3 rd and 4 th grades:	30-40 minutes
5 th and 6 th grades:	50-60 minutes
7 th and 8 th grades:	60-90 minutes

Parents are not to do their child's homework for them. Parents are expected to review their child's homework for neatness, completeness, accuracy, and help them when necessary. We encourage an environment for study which would include proper lighting, few distractions such as TV or radio, and parental supervision stressing neatness, following directions, accuracy, and completion of assignment.

Failure to complete homework assignments is taken extremely seriously because it prevents academic success. Consequences are as follows, based on the number of days with missing assignments in the same quarter:

- | | |
|--|--|
| 1-4 days with any incomplete assignments: | Parent contact made by a teacher. |
| 5 th day with any incomplete assignments: | Student assigned to required 3:15 School |

Homework assignments resulting from a suspension from school, require attendance at 3:15 School until all assignments have been completed.

B. 3:15 School

3:15 School offers a quiet place for students to do homework for one hour after school. It is designed as a resource to resolve on-going challenges of missing and/or incomplete school work. Students will be assigned to 3:15 School if they have missing homework. Students may also attend upon mutual agreement by the teacher and parent. Students will not be permitted to stay without previous arrangements (at minimum, the day before) being made between home and school. While a teacher supervises this after school hour and may be able to offer limited help with homework, 3:15 School is not individual tutoring.

Siblings of students who are in 3:15 School, Title I, or after school tutoring are permitted to stay for 3:15 School if necessary.

Students attending 3:15 School must remain until it dismisses at 4:15. Students remain assigned to 3:15 School until they have made significant progress on late or incomplete school work. Students continue to attend 3:15 School until the classroom teacher and parent collaborate to determine the need for 3:15 School no longer is there. When students are assigned to 3:15 School, they may not be permitted to participate in athletics or after school activities unless they receive permission from the teacher, coach and/or facilitator.

When 3:15 School ends at 4:15, students must be picked up or walk home immediately. Any students who remain on school grounds must go to Extended Care and will be charged for the time spent there.

Please note: There will be no 3:15 School on Mondays due to faculty meetings and staff development. 3:15 School is not a substitution for Extended Care.

C. Assignment Notebooks

Children in grades 3-8 are given one assignment notebook at the beginning of the school year. They are to be kept for the entire school year to keep track of assignments for a more effective and successful school experience.

D. School Supplies

Initial school supplies including pens, pencils, folders, notebooks, etc., are provided for each student by the school. However, replacements are the responsibility of the student and parent. Students are expected to be prepared with all needed school supplies on a daily basis in order to complete their work and participate in class.

E. Preparation for Class

It is the student's responsibility to be prepared for class each day with the necessary supplies.

F. Progress Reports and Report Cards

Mid-quarter reports are issued midway through each quarter in grades 5-8. A report card is issued to every student in grades 4K through 8 at the end of each quarter.

G. Grades

Grades 1 and 2 use a grading system of "G" (Good), "S" (Satisfactory), and "N" (Needs Improvement).

Report cards using the following grading scale are used in grades 3 through 8.

- 100-93% = A
- 92-84% = B
- 83-74% = C
- 73-65% = D
- 64% and below = F

H. Parent - Teacher Conferences

At the end of the 1st and 3rd Quarters, parents are required to come to school for a scheduled conference with the teacher to discuss their child's progress. The teacher or the parents may initiate additional conferences at any time.

I. Testing

Mt. Calvary Lutheran School recognizes the need for utilizing various tools that will make our guidance of pupil progress and adjustment more effective. Standardized achievement tests are administered each year to determine pupil, class, teacher, and school strengths and weaknesses. The "Wisconsin Forward" standardized test is used in grades three through eight to measure mastery of academic areas.

J. Honor Roll

Mt. Calvary recognizes high academic achievement for students in grades three through eight by publishing the names of High Honor Roll (3.5-4.0 GPA) and Honor Roll(3.0-3.49 GPA) students at the end of each quarter.

K. Social Worker / Counseling

A full time social worker is on staff at Mt. Calvary. The social worker facilitates classroom presentations on problem solving, managing emotions, etc and also sees a limited number of students for individual counseling.

L. Promotion / Retention

Mt. Calvary has standards for promotion in order to ensure all students are prepared to move to the next grade level. Promotion decisions are based on students' readiness as noted on report cards, test scores, attendance, developmental readiness, and other measures.

Academic Standards: Student growth is measured against the standard set by the state of Wisconsin for each particular grade level. A student must be at or above grade level in reading and have passing grades in all subjects. However, if a student is no more than one grade level below in reading, the student may be advanced at the discretion of the administrator. A student must not have an average grade of lower than a D in two core subjects in order to be promoted. Core subjects are English, reading, math, social studies, and science.

Standardized Testing: Minimal performance in any core areas on the standardized test is reason for retention and the student will only be moved on to the next grade at the administrator's discretion.

Attendance: Students missing 20 or more days of a school year may be retained.

Developmental Readiness: Developmental readiness will be determined by organizational skills, social skills, and emotional readiness in the current grade level. The teacher and administrator will promote students based on observations in these areas throughout the year.

VIII. COMMUNICATION BETWEEN HOME AND SCHOOL

A. Family Folder

A family folder will be sent home each Thursday with the oldest child in the family. This folder contains the school newsletter and other important communication from the school. The family folder is to be emptied and returned to school each Friday.

B. School News

A school NEWSLETTER is published on Thursday of each week. The school depends on the newsletter to deliver certain vital information including the lunch menu, days off, sporting events, and other news. Please establish a routine on Thursdays, asking for the NEWSLETTER and reading it weekly.

C. Classroom Visits

Parents are welcome to participate in daily activities at the school. Parents may also observe their children's classes provided that the observation is scheduled in advance or the parent has received permission from an administrator. The administrator is committed to providing teachers with advanced notice of guests in the classroom. This is not only done as a courtesy to teachers, but also to ensure that the educational process is not disrupted. Parents may be denied the opportunity to observe if school administration has determined that there is a negative impact on the educational process. All visitors to the school must sign in the school office and wear a visitor badge.

D. Consultation with Teacher or Principal

Consultations with the teacher or principal are always welcome. The daily schedule of school staff is crowded, and an unannounced consultation cannot always be given adequate attention and consideration. Therefore, an appointment is necessary.

IX. EXTRACURRICULAR ACTIVITIES

A. Athletic Program

Mt. Calvary Lutheran School participates in the Milwaukee Lutheran Elementary Athletic Association in flag football, basketball, and track for 5th through 8th grade boys; and volleyball, basketball, and track for 5th through 8th grade girls.

At the 5th & 6th grade level, emphasis is placed on competition, teamwork, improvement of individual skills, and good sportsmanship. All team members will get the opportunity to participate.

At the 7th & 8th grade levels, participants are encouraged to be productive members of the team regardless of their role. An emphasis is placed on team strategies and on developing special gifts that God has granted each child. Games and matches generally become more competitive and winning the game becomes more of an emphasis. Coaches make an attempt to play every child in each game but in some cases, the amount of playing time may be restricted (based upon the abilities or the participant), especially during tournaments.

Parental Responsibilities Toward our Athletic Program

The athlete's parents or guardians are responsible for the following:

- Mt. Calvary athletes must be covered by parent or guardian insurance plans.
- Parents provide transportation to and from games and practices. Children should be picked up promptly at the conclusion of games or practices.
- Siblings of student athletes may not attend practices. If siblings remain at school, they will be sent to Extended Care and charged for their time there.
- Be a supportive spectator toward the opponent, coaches, officials and referees and other spectators.
- Be able to accept athletes' mistakes with patience and understanding.
- Respect the coaches' decisions. If you have a concern, speak with the coach apart from the game environment, concerning your differences.
- Stress academic success and Christian behavior as well as success in athletics.
- Keep the uniform clean and neat.
- Sign and return parental permission slips. Permission slips must be signed before children may participate in interscholastic sports.

Athletic Code for Mt. Calvary Lutheran School

In the interest of promoting physical and personal development for students, the following regulations have been established. These regulations will promote the values of good physical conditioning, teamwork, respect, and fun.

1. To be eligible for athletics, students must:
 - a. have a grade average not lower than 2.0 (C)
 - b. have no F grade in any subject on a quarter or mid-quarter report.
Qualified Eligibility: If a student has a grade of F or a grade average of less than 2.0 (C), the student's eligibility may be qualified. This means that he/she may participate as a regular member of a team if he/she upholds the improvement plan established by parents, teachers, and administration.
 - c. consistently complete work on time and use God given talents to the fullest.
 - d. show proper respect toward the pastor, teachers, all Mt. Calvary staff, and others placed in authority.
 - e. be a positive Christian role model to others at all time, but especially at athletic events.
2. Uniform Replacement
Care and upkeep of uniforms is the responsibility of the participants. Students must pay for damaged or lost school athletic uniforms.

3. Practices

Athletic practices are CLOSED to anyone other than players and coaches. Extended Care is available for other children waiting for a brother or sister in practice. Parents who arrive early to pick up their children or wish to speak to the coach are asked to wait in the hall near the gym entrance.

Coaches will begin and end practices on time. To help make this possible, please be aware of your child's practice and game schedule.

4. Discipline

Depending on the severity of the problem, problems in conduct will be handled by the coach, the Athletic Director, or the Principal.

B. Gym Uniforms / Locks

Gym uniforms are required for both boys and girls in fifth through eighth grades. The uniform for gym consists of a white t-shirt and blue athletic shorts and must be provided by the family. A lock can be rented for the year for \$5.00.

C. Choir Program

The Joyful Noise (Gr. 5-8) and New Song (Gr. 2-4) choirs are electives offered to students in Grades 2-8. The choirs sing about every six weeks. Membership in the choir is a commitment to faithful participation at all singing events. A published choir schedule is sent home to parents (September and January) as a reminder of that commitment. Absences must be excused in writing by a parent. Individual classes also sing in church twice per year.

D. Field Trips

Field trips allow the students to get acquainted with community resources and provide educational experiences that will enhance classroom learning activities. A permission slip with information will be sent home and must be signed and returned to the teacher in order for any child to participate. In some cases, parent chaperones may be requested. Adults must sign an agreement form concerning responsibilities of a Mt. Calvary chaperone.

E. Safety Cadets

Upper grade students form a safety patrol that operates under the direction of the Milwaukee Safety Commission. The primary responsibility of safety cadets is to help students cross at the intersections of Locust Street, 53rd Street, and the alley.

F. Clubs and Hobbies

Students are encouraged to participate in clubs and groups that are organized throughout the year. Each group establishes its own requirements for student participation.

X. SCHOOL DRESS CODE

A. General Information Grades 4K - 8

The initial responsibility for compliance with the school dress code is with the parents. Parents/ guardians are expected to ensure that their child arrives at school each day in clean clothes which follow the school dress code. Students should also come to school showing evidence of good personal grooming and hygiene. Weather appropriate clothing should be worn each day. All children must be prepared to go outside during the school day. This includes having boots, hats, mittens, and scarves as needed.

B. Grades 4K - 8 Dress Code Policies

SHORTS / SKORTS / CAPRIS - May be worn in August, September, May, and June according to the parent's discretion and appropriate for the weather. Shorts must be navy or khaki and fall at the to

of the knee. Leggings may not be worn under shorts, skirts, or skorts.

PANTS / BELT - All pants, shorts, skorts, capris, and skirts must be navy or khaki. No jeans, jean styles, joggers, carpenter pants or cargo pants are permitted. Pants, shorts, skorts, and capris must be worn with a solid color belt. (PLEASE NOTE: Belts are not required for 4K and 5K students.)

POLO SHIRTS – Polo shirts must be either Mt. Calvary shirts or solid color polo shirts in the following colors: navy, forest green, or red. All shirts must be worn tucked into pants, skirts, shorts, or skorts. White or black turtleneck or long sleeved shirts can be worn under the polo shirts in the cooler weather. (No colored or printed shirts are permitted.)

SWEATERS / SWEATSHIRTS / VESTS - Solid color zip-up hoodies (navy, red, or forest green) may be worn. Uniform sweater vests or button down uniform sweaters (navy, red, or forest green) may also be worn. A uniform polo shirt must be worn under sweatshirts, sweaters, and vests.

SOCKS - Patterned, striped, or mismatched socks are not permitted with shorts, skorts, or skirts.

SHOES - Must be tennis shoes or dress shoes (no more than a one inch heel permitted). All shoes must be closed toed and have a strap on the back. No high heels, boots, flip-flops, crocs, or backless shoes will be allowed (even on designated non-dress code days).

JEWELRY – Earrings are allowed only in ears; body piercing is not allowed. Only stud earrings may be worn. Hoop earrings, fashion necklaces, fashion glasses, bracelets, rings, and other accessories are not permitted (even on designated non-dress code days).

PURSES – Purses may not be brought into the classroom or carried from class to class. Any purse brought to school must be kept in a school bag.

MAKE-UP & NAILS - Make-up and artificial nails are not permitted.

SCENTED PRODUCTS - No scented lotions, creams, or perfumes may used at school.

HAIR – Extreme haircuts/styles that draw significant attention to the student including, but not limited to, streaks, coloring, or symbols / lines shaved or painted into the hair are not permitted.

Students who arrive at school out of dress code on 5 or more occasions during a marking period will receive consequences which may include but are not limited to missing recess/fun activity and serving a lunch detention. Students who come to school out of dress code may also not be permitted to be into the classroom until they comply with the dress code.

Mt. Calvary will positively reinforce students who consistently come to school in full dress code.

XI. LUNCH PROGRAM & FEES

A. Hot Lunch

Milwaukee Public School lunch program is available to Mt. Calvary students in grades 4K - 8 on a daily basis. Tickets are sold only in blocks of 5 or 10 and must be purchased on Monday. If the child is ill he/she may purchase tickets on the first day back. Please place lunch money in an envelope with the child's name and grade on it and have your child give it to the teacher. Milk is included in the meal. Ticket prices (subject to change) are: 5 tickets for \$14.25 or 10 tickets for \$28.50.

Parents may apply for free or reduced price lunches. The guidelines for this program are determined by the Federal government. Reduced price tickets are sold at 5 for \$2.00 and 10 for \$4.00.

Ticket reminders are sent to parents weekly through the Family Folder on Thursdays. Parents are responsible for monitoring children's use of tickets and purchasing tickets when needed.

B. Cold Lunch

Students bringing their own lunch will not have access to a means of warming or heating their food. Mt. Calvary encourages students to bring nutritious lunches and prohibits the following items: fast food, gum, candy, and soda.

C. Milk Fee

Milk is available to all students at Mt. Calvary. Milk tickets are purchased in blocks of 20 for \$5.00.

XII. MT. CALVARY LUTHERAN SCHOOL EXTENDED CARE PROGRAM

A. Philosophy

Mt. Calvary Lutheran Church and School believes that it is the church's responsibility through people, programs and resources to help meet the needs of young people and their parents. Through the Extended Care Program, we offer Christ-centered care to children who are in need of before and after school supervision.

B. Goals

- 1) To provide a safe, secure and loving environment where the Lord is always present.
- 2) To provide a structured program with plenty of choice of activities, a relaxed pace and time for children to unwind, be themselves and select activities.
- 3) To provide a variety of age-appropriate activities that are different from the school day.
- 4) To employ loving and caring adults who listen to the child's needs, give support and encouragement and provide flexibility as needed.

C. Policies and Procedures

- 1) Admission: Parents must complete an enrollment form and submit a \$20.00 per child registration fee. Children must be enrolled students of Mount Calvary Lutheran School. **NOTE:** Although use of the Extended Care program is voluntary, for the safety of our children, students on school grounds after 3:15 p.m. will go to Extended Care for supervision and parents will be charged for such care. **(If the students are not enrolled in the program, charges are at the rate of \$10.00 per hour.)**
- 2) Program Hours: The program is open only when school is in session: 7:00 a.m. - 7:45 a.m. and 3:00 p.m. - 6:00 p.m.
- 3) User Fees: To use this program, there is a fee of \$4.00 per hour for the first child. The second child in a family is charged \$3.00 per hour. The third or more children in one family are charged \$2.00 per hour. Fees will be calculated to the nearest ½ hour. Any part of a half hour is charged as a half hour. A late fee of \$5.00 per 10 minutes is charged for a child who is left at the program after 6:00 p.m. The late fee is in addition to the regular fee.
- 4) Billing: Extended Care statements will be sent home with your student weekly. Bills will be sent on the 10th and 25th day of the month. Payments are due on the 15th and 30th of the month.
- 5) Late or Delinquent Payments: Mt. Calvary expects that all bills will be paid at the time they are due. If no payment is made by the due date, the following procedures will be in effect:
 1. A written payment agreement will be required which states the family's plan for the timely payment of the arrearage in addition to making payments on current charges.

2. If the payment agreement is not received or upheld, your child will be suspended from the Extended Care Program until the bill is paid in full and an additional \$30.00 reinstatement fee is paid. (This fee will be held in the event of future non-payment of bills and will be refunded at the end of the year if not used.)
 3. Following reinstatement to Extended Care, it will be required that the family prepay in order to make use of Extended Care services.
- 6) Arrival and Pickup: In the morning, children are to ring the doorbell at the playground entrance door entrance and wait to get buzzed in at the playground entrance.
- After school, children should immediately go to the Extended Care room (lunchroom). When you pick up your child from the Extended Care Program, **you are required to enter Extended Care to pick up your child(ren)**. This is for the safety of your child(ren). If someone will be picking up your child(ren) who is not listed on the enrollment form, please sure to send a note with your child(ren) saying that particular person has your permission to do so.
- 7) Behavior Expectations: Students are held to the same level of expectations for behavior as during the school day. Consequences will be consistent with that of the school discipline policy.
 - 8) Outstanding Balances: When families have past due balances from a previous school year OR have past due balances of 60 days or more, students will not be permitted to participate in field trips, sports, or other extra curricular activities until the outstanding balance has been paid in full.

XIII. STUDENT BEHAVIOR

A. Christian Discipline

Appropriate discipline supports the learning process. Our standards are based upon God's Law, the Ten Commandments, and the Gospel, the love and forgiveness freely given through our Savior, Jesus.

School Discipline Procedures

To obtain the best teaching-learning situation in our school, certain rules apply both in the classroom and in the school in general. As a student at Mt. Calvary Lutheran School, I will:

1. Respect God and His Word
2. Respect those in authority
3. Respect classmates and others
4. Respect myself and my God-given talents
5. Respect the learning process
6. Respect the school, personal property, and the property of others

These rules are taught to students from the first day of school. Teachers may distribute a printed copy of individual classroom rules, rewards, and consequences to parents and students. Where there is a willful refusal to conform, the following steps shall be taken which may lead to the suspension or expulsion of the pupil:

- a. Warning to the pupil by the principal
- b. Conference with pupil, teacher, and principal
- c. Suspension for a period of time (with parent consultation necessary for re-admittance)
- d. Referral to Board of Education for possible expulsion

Students who disrupt the teaching and/or learning environment on a consistent basis may be dismissed from Mt. Calvary Lutheran School.

B. Student Expectations

Mt. Calvary Lutheran School's main priorities are to proclaim the Gospel message of salvation and the teaching and learning of the intended curriculum for all students. To ensure that all students have an opportunity to learn, we are committed to maintaining a safe environment, an orderly environment, and a productive classroom environment for all students, including misbehaving students.

The discipline process at Mt. Calvary Lutheran School is designed to teach, model, and use appropriate consequences to bring about the responsible behaviors necessary to ensure a safe, orderly, and productive learning environment by changing unacceptable behavior to acceptable behavior. To accomplish this, we need the support of all staff, students, and parents.

PART I. EXPECTATIONS

To maintain a safe, orderly and productive classroom environment, staff, students, and parents will be expected at all times to:

- * demonstrate self-respect, respect for others, and respect for all things in their environment;
- * help maintain for all individuals at school and at school-related activities safe and orderly environment through the use of self-discipline
- * handle all conflicts without the use of violence or threats of violence and with respect for the rights of all
- * be on task at all times while in the classroom or other learning activities;
- * complete all academic tasks; and
- * assist misbehaving students to change their unacceptable behavior to acceptable behavior.

PART II. LEVELS OF MISBEHAVIOR

The identified levels address the three branches necessary to provide a positive and productive teaching and learning environment (safe, orderly, and academically productive environment).

Level 4: Safe Environment. There are no behaviors that are intended to be physically and/or mentally threatening to others and/or are illegal. Behaviors that contribute to an unsafe environment will not be tolerated and will be dealt with immediately. The following are examples of misbehavior that cause a school environment to be unsafe:

- * Weapons - possession of or use of (including objects used as weapons)
- * Theft
- * Fighting - assault or battery of any kind
- * Disrespect toward an adult
- * Alcohol/Drugs (sale or use of)
- * Sexual harassment of any kind including inappropriate touching and language
- * Arson
- * Explosive devices
- * Gang related activity

Level 3: Orderly Environment: There are no behaviors outside the classroom that are not intended to be physically or mentally threatening to others, are not illegal, and do not interfere with teaching and learning, but do negatively affect an orderly environment. The following are examples of Level 3 misbehavior.

- * Disruptive behaviors in the hallway
- * Disruptive behaviors in the cafeteria
- * Disruptive behaviors at a school activity
- * Disruptive behaviors
- * Skipping school, tardiness, truancy
- * Gambling
- * Inappropriate use of bicycles, roller blades, skateboards, etc.
- * Unauthorized solicitation (selling unauthorized items at school)
- * Inappropriate literature
- * Filing false emergency reports

- * Destruction or defacement of property
- * Tobacco (possession or use of)
- * Inappropriate display of affection
- * Dress code violations
- * Intimidation, extortion, threats

Level 2: Productive Classroom Environment: There are no behaviors that occur in the classroom and interfere with the learning of others. The following are examples of Level 2 misbehavior:

- * Failing to follow reasonable request of the teacher
- * Talking out
- * Horse play
- * Tantruming
- * Disturbing another student in any way
- * Being out of seat without permission
- * Showing disrespect or defiance
- * Using equipment improperly

Level 1: Productive Personal Environment: Misbehavior that occurs in the classroom affects only the disruptive student. The following are examples of Level 1 misbehavior:

- * Not having appropriate equipment and materials
- * Sleeping
- * Being off task, but not disrupting others
- * Failing to turn in homework, failing to complete assignments
- * Failing to dress out for P.E.

PART III. NON-NEGOTIABLE BEHAVIORS

Mt. Calvary Lutheran School has developed three (3) school policies that identify behaviors that cannot and will not be tolerated from any student.

VIOLENCE-FREE POLICY

It is everyone's responsibility to keep our school free of violent acts of any kind. Students, staff, parents, and guests have the right to feel safe in all school buildings and at any school-sponsored activity. To help ensure a violence-free environment, the school has adopted a zero-tolerance stance concerning the following:

A. The Possession of a Weapon

Definition: Weapon means a firearm, loaded or unloaded, a replica firearm, knuckles, knife, chains, clubs, throwing star, incendiary or exploding device or any other article that is commonly used, or is designed, to inflict bodily harm.

Consequences: Suspension with the possibility of five (5) day suspension with a hearing for possible expulsion and possible notification of the police. Possession of a firearm of any kind will result in a five (5) day suspension with a hearing with the recommendations for expulsion and notification of police.

B. The Use of a Weapon or Other Objects Used as a Weapon

Definition: Use of a weapon or other objects that are not weapons, but are used for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm is prohibited at all times on school premises before, during, or after school or at any school-sponsored activity,

regardless of where held. Examples include belts, combs, pens, pencils, files, compasses, scissors, and bats.

Consequences: Five (5) days out of school suspension with a hearing for possible expulsion and notification of police.

C. Involvement in a Fight

Definition: Two or more individuals engaged in any physical contact that expresses anger and which may cause physical harm.

Consequences: Out-of-school suspension for at least one (1) day with the possibility of five (5) day suspension with a hearing for possible expulsion and possible notification of police.

D. Assault or Intimidation of an Individual(s)

Definition: Any physical attack or threat of a physical attack on another individual(s) to extort items or favors, induce fear, or for any other reason.

Consequences: Out-of-school suspension for at least one (1) day with the possibility of a five (5) day suspension with a hearing for possible expulsion and possible notification of the police.

ACADEMICALLY PRODUCTIVE CLASSROOM POLICY

To ensure a positive learning environment, no student will be allowed to continue to disrupt the learning opportunity of other students or the teacher's responsibility to teach. Whenever a student is asked to stop a behavior deemed disruptive by the teacher, the student will be expected to stop such behavior immediately. Tantruming (including yelling, stomping, kicking, hitting, etc.) at any age level is not acceptable and will be addressed in a timely manner in order to maintain a productive environment for teaching and learning.

The teacher will go through the following procedures when a student is disrupting the learning of others:

1. The teacher will identify the disruptive behavior and ask the student to discontinue the behavior immediately.
2. If the student stops the behavior, the teacher will continue with the learning activity.
3. If the student does not immediately respond to the teacher's request, he/she will be asked to go to another area of the classroom or sit in another location to calm down.
4. If the student chooses not to comply, someone will escort the student out of the classroom to the office.

Minimum consequence: Parent conference

Maximum consequence: Out-of-school suspension for one (1) to three (3) days

Behaviors which may lead to an in-school suspension include, but are not limited to:

- *Saying "no" to any staff member when given a reasonable request
- *Verbal or nonverbal actions displaying blatant disrespect (rolling eyes, tisking, yelling at any staff member)
- *Verbally abusing other students or putting down other students

ALTERNATIVE LEARNING POLICY

Mt. Calvary Lutheran School's priority of teaching and learning the intended curriculum still applies when a student chooses to misbehave. Students who choose to misbehave will not be excused from the first priority of teaching and learning the intended curriculum. The misbehaving student may be placed in any of two possible learning activities:

1. Cool down space that provides the student with the opportunity to work on basic skills
2. Attending 3:15 School in order to provide the student an opportunity to make up the assignment(s) missed due to his/her misbehavior.

If assigned to one of these learning activities:

1. The student will be expected to report to the designated area at the assigned time. If a student is sent to another location, he/she is expected to go directly there.
2. The student will be expected to follow all school rules and procedures
3. The student will be expected to not disrupt the teaching or learning of others.

Failure to comply with the above expectations will result in the following consequences:

Minimum consequence: The student will be asked to leave the learning activity with the invitation to return if he/she has been assigned for another day.

Maximum consequence: The student will be exempt from any future participation in any of the alternative learning activities.

C. General Behavior for all Students

In order to maintain the orderly environment expected for Level 3, certain rules of conduct must be maintained by all students. Below are examples of what will be expected behavior of all students.

1. Expected Hallway Behavior

- * Move quietly on the right side of the hallway
- * Walk
- * Take a minimal amount of time to line up
- * Keep hands and feet to yourself

2. Expected Behavior During Assemblies

- * Move quietly
- * Sit down and remain seated
- * Be respectful of adult and the presenter
- * Keep hands and feet to yourself

D. Bullying / Harassment

Mt. Calvary is committed to making our school a safe and caring place for all students. We will treat others with respect and will not tolerate bullying. Bullying and harassment are in the eye of the beholder. Bullying is when a person repeatedly (or in a single, severe incident) hurts, frightens, threatens, or excludes another person in one of the following ways:

1. Physical – Harmful actions against a person's body or property.
2. Verbal – Using words that are hurtful.
3. Non-verbal – Harmful body language, gestures or writing.
4. Intimidation – Behaviors or repeated acts which cause fear, physical discomfort or psychological discomfort.
5. Cyber – Using technology (including phones) to intimidate, threaten, or degrade.

The following steps will be taken when dealing with bullying / harassment incidents.

Appropriate action may include but is not limited to:

- Documentation of incident
- Notification to parents
- Official warning
- Exclusion from activities
- Detention
- Suspension
- Expulsion

Any retaliation toward those who report bullying / harassment will be subject to further disciplinary action.

E. Sexual Harassment

Any student who feels he/she has been subjected to harassment should contact any adult on the school staff. The person who has been notified of the incident must immediately report this information to the principal or pastor. An investigation will be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary action
- Professional counseling
- Referral to the School Social Worker
- Referral to outside agencies
- Probation / Suspension / Expulsion

To the extent a complaint of sexual harassment involves sexual contact or the apparent infliction of physical or emotional damage on the student, the appropriate civil authorities will be notified in accordance with Section 48.981 of the Wisconsin Statutes. No retaliation against a student or adult for reporting harassment will be tolerated.

F. Suspension

The administrator reserves the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of school policy. These range from one to five days, depending on the severity of the offense. Any student who is suspended is prohibited from participation in any school activity on or off school grounds. The student may not be permitted to return to class until a conference has been held with the parent / guardian. Suspensions are either in-school or out of school depending on the offense and at the discretion of the administrator.

The school will not provide anticipated homework assignments that will be missed during the time of suspension. All homework assignments must be completed upon the child's return to the classroom. The number of days suspended will be the number of days given to complete assignments.

G. Expulsion

Expulsion is a legal termination of a student's privilege to attend school. Under Wisconsin state law, that student is required to attend another school. Only the administrator and Board of Education have the right to expel a student. Official transcripts will be released only after all outstanding financial obligations (tuition, hot lunch, extended care fees) have been met and all school property has been returned. Any student expelled or withdrawn may not be on Mt. Calvary Lutheran School property or be present at school functions without the permission of the administrator.

H. Due Process

Students who are expelled or suspended may appeal their disciplinary action. Appeals are directed and handled by the Board of Education. Appeals must be submitted to the school office in writing within 5 days of the decision.

XIV. DEALING WITH A PROBLEM AT MT. CALVARY

Problems pertaining to school life should be approached with a feeling of Christian charity and understanding of all parties involved. Generally, a solution can be easily reached. Please first discuss any problem with the classroom teacher before contacting the principal. If no satisfaction is gained after talking with the teacher, then consult with the principal. The next step is to discuss the matter with the pastor and, if necessary, the Mt. Calvary Board of Education. This procedure most nearly conforms to the process outlined in the Bible, in Matthew 18. Discussion with the teacher usually solves problems caused by incorrect information and/or misunderstandings.

XV. HEALTH

A. Required Immunizations

Any student admitted to any elementary or into any day care center or nursery school in the State of Wisconsin shall present written evidence to the school of having completed immunizations for each vaccine required for the student's age.

Parents are responsible for getting the needed immunization records to the school upon enrollment. The immunization requirement is waived if the student's parent, guardian, or legal custodian submits a written statement to the school objecting to the immunization for reasons of health, religion, or personal conviction.

The school must notify the district attorney of any student who fails to present written evidence of completed immunizations or a written waiver within 30 days after being admitted to school.

B. Contagious Diseases

Parents are required to notify the school when a child contracts any of the following contagious diseases: chicken pox, measles, mumps, head lice, ringworm, impetigo, or pink eye. A student must remain at home until the disease process is over. If parents have any questions about a particular disease call the Keenan Health Center at 226-8840. The Health Department only takes a head count on chicken pox. They will also check students if you suspect had lice.

C. Medication

If a child needs to take medication during the school day (throat lozenges or prescription drugs), a written note with complete instructions and permission to administer signed by the parent or guardian must be sent to school. Please include the number of days this is expected to continue. The school is not at liberty to dispense any medication without the written permission of the parent(s). Prescription, non-prescription, and inhaler consent forms can be obtained from the homeroom teacher or school office. All medications and consent forms are to be given to the school office.

D. Student Accidents

If a student is injured due to an accident or as a result of an athletic team injury, and not resulting from the negligence of the church or school, the student's family (and their personal health insurance) is solely responsible for any and all related costs.

XVI. SPECIAL EVENTS

A. Black History Program

Each year our school concludes Black History Month with a celebration incorporating music, dance, and significant African Americans throughout history. Projects from each class's activities during the month are also on display.

B. Closing Service and Graduation

The school year culminates with parents and children coming together in a final closing worship service. Part of the service includes the graduation of our 8th graders. Graduates are invited to the school gymnasium for a brief reception, planned by the children and parents of the 7th grade.

C. Children's Christmas Service

The Children's Christmas Service is an evening worship service involving all the children of our school. Through song and recitation, the children tell the story of Christ's birth.

D. Fine Arts Program

This year's program will highlight the talents of 4K-8th grade students in the areas of fine arts. Artwork from each class will also be put on display. Individual class presentations are also featured.

E. Fundraisers

Fundraisers are sponsored and planned to provide monies to purchase educational programs and equipment that are not budgeted through the church or school accounts. The parental support of these efforts is always appreciated.

F. Graduation

Only 8th graders who have completed all of their academic and educational requirements are eligible to graduate and participate in the graduation ceremony. Information regarding fees for graduation will be provided to eighth grade students in late April. This fee includes robe rental and altar flowers.

G. National Lutheran Schools Week

Mt. Calvary Lutheran School is one of 2,090 Lutheran Schools enrolling 255,333 children throughout the United States. Each year, Mt. Calvary joins with these schools in observing National Lutheran Schools Week.

The emphasis of this week's activities centers on the rich heritage of the Lutheran school system and many blessings Mt. Calvary enjoys as part of the system.

National Lutheran Schools Week is observed at Mt. Calvary Lutheran School the last week of January each year.

H. Recognition Night

Recognition Night is held in the spring of the year and recognizes the athletic and musical talents of children in our 5th through 8th grades.

XVII. MISCELLANEOUS

A. Lost and Found

Please mark all children's clothing, especially in preschool and primary grades, clearly. The lost and found box is located in the school office. Unclaimed items are donated to charity each quarter.

B. Illegal Substances

It is the policy of Mt. Calvary Lutheran School that any student having in his/her possession of alcohol or any illegal drugs or substances will face immediate suspension. Further discipline may follow based on action by the Board of Education.

C. Bicycles

Bicycles are to be securely locked in the space provided.

D. Personal Property at School

Unless needed for a useful purpose, radios, CD players, electronic games, toys, etc. should be left at home. Items such as these will be confiscated if they become a nuisance and cause disturbance. Valuable useful items will be returned at a later date; others may not be returned. Please do not bring any item of value to school unless requested by the teacher.

E. Sale of Items

No item is to be sold on church or school property unless approved by the congregation's Mission and Ministry Council. Requests for this approval may be made through the school principal.

F. Gum Chewing

Gum chewing is not permitted in the school building or play areas during regular school hours.

G. Healthy Snacks

Children are permitted to bring healthy snacks to school to eat at times designated by the classroom teacher. Healthy snacks include fruit, vegetables, crackers, cereal, etc. Students will not be allowed to eat candy, chips, baked desserts, etc. during the designated snack time.

H. Cell Phones & Personal Electronics

Students may be allowed to bring cell phones to school at the discretion of their parents and for the intended purpose of communication between home and school. Cell phones and electronics are to be handed in daily to the classroom teacher or school office. Phones may not remain in the possession of students during the school day (not kept in pockets, school bags, desks, lockers, etc.). Cell phones and electronics are not to be used on the school campus (before, during, or after school) without the permission of a staff member.

Mt. Calvary is not responsible for lost or stolen items during the school day or at school sponsored events.

I. Use of Playground & Outdoor Space

Pupils are not to play on the play area before or after school. Use of roller skates, skateboards, and bikes is not permitted on the school grounds. Throwing of snow, ice, or gravel on the grounds is forbidden at all times.

J. Parking

Parking or stopping your car on the south side of Locust Street adjacent to our school building or on the east side of 53rd Street for the purposes of loading or unloading passengers is illegal. Violators will be ticketed. Parking is permitted on the west side of 53rd Street or on the east playground.

K. School Phone Number

The school phone number is **873-3466**. Parents are asked to use this phone number when calling the school. Understand that teachers are unavailable for phone calls during the school day as a result of responsibilities with students. If it is necessary to contact the classroom teacher (or your child) during the day, you will be asked to leave a message in order to maintain valuable teaching and learning time.

L. Emergency School Closing

If poor weather or major equipment failure forces the cancellation of classes for a day, Mt. Calvary School will close if:

1. Milwaukee Public Schools close.
2. Mt. Calvary is announced separately

School closings will be broadcast on television channels 4, 6, and 12.

M. Change of Address and Telephone Numbers

Please inform the school office immediately when you have a change of address or telephone number at work or at home. Also notify the school office if your employment status changes so we can make the necessary changes in our emergency information file.

N. Target “Take Charge of Education” Program

Mt. Calvary School supporters are asked to consider using a Target Red Card Visa card. Customers receive five percent off every Target purchase and Mt. Calvary receives one percent of purchase when you designate Mt. Calvary as your school of choice. This is another simple way to support our school.

O. Use of Pictures / Photo Release

By enrolling your child at Mt. Calvary Lutheran School, you have granted general permission for still and live photography to be taken by Mt. Calvary for purposes of marketing, public relations, and the school yearbook. No names will be used with the pictures without your written consent.

Any family who does not wish pictures of your child/ren to be used for the purposes explained above must notify the school office in writing.

P. Visitors to the School

All visitors, including parents and relatives, must sign in at the school office and wear a Visitor’s Name Tag. Please return the name tag to the school office prior to leaving the building.