

Our Prayer

Dear Lord and Savior Jesus Christ, You have commanded us to "Let little children come to me, and do not hinder them." We thank You for the blessings of children and for the privilege of being Christian parents and teachers. Help us in our responsibility and our opportunity to serve You and Your children. Give us wisdom in dealing with the challenges of child training; strength to persevere when disappointments and sorrows come; and love in dealing with our children and with each other. Give our children receptive minds and hearts, so they may believe in You and willingly submit to Your will. We also ask Your blessings on the programs of our school for this coming year, so that it will accomplish its purpose in serving the teaching mission of our church to the glory of Your Holy Name. Amen

Calvary Lutheran School Handbook

INTRODUCTION

The purpose of this booklet is to present the pertinent facts and policies of Calvary Lutheran School. It is in no way intended to cover all policies. Rather, it is hoped that enough information will be given to help you and your child become knowledgeable about the school's policies and procedures. We want your child's educational experience to be a pleasant and rewarding one. We are anxious to work with you and hope that this booklet will be of value in understanding Calvary's guidelines. Please keep this booklet and refer to it as necessary while your child is a student at Calvary.

HISTORY

Calvary Lutheran Church and School are part of the Lutheran Church-Missouri Synod. This denomination is able to trace its history of Lutheran Schools back to 1839 when immigrants established schools aboard the ships that brought them from Germany to America. Lutheran Schools comprise the largest Protestant parochial school system in the country. Baltimore Lutheran Middle and Upper School and over two dozen parish schools of sister congregations in Baltimore are a part of this system.

Calvary initiated a school with the opening of a Kindergarten at Park Drive and Creighton Avenue in 1949. A first grade was opened in 1954. One grade year was added until school reached its entire compliment of six grades and Kindergarten in 1959. The present school building was dedicated in 1957. In 1969, four classrooms were added so that all classes could be housed under one roof as it is today. Keeping with the trends in education, Calvary congregation elected to add a Pre-Kindergarten class for four year olds in September of 1972. Calvary completed the Maryland State Department of Education accreditation process in 1984 and became a state approved school. In 1987, the school again expanded and added a Pre-School program for three year olds. An Extended Care program was added in 1989 to accommodate our school families who need child care either before or after school. In 1999, our Kindergarten Program was expanded to a full day program. Beginning in the 2000 school year, Calvary decided to eliminate the 6th grade. Wrap around care for Pre-school and Pre-Kindergarten students was added, and an option for full or half-day Kindergarten was offered. Calvary has continuously operated a school for over 50 years.

CALVARY LUTHERAN CHURCH MISSION STATEMENT

In response to God's love in Jesus, we love and serve one another in congregation and community. We are a living presence of Christ through our community to all people. In our mission we will make disciples for Christ and grow in faith, empowered by the Spirit through celebration of Word and Sacrament.

How is this done? We study scripture, pray, worship, celebrate the sacraments, respond to each other's needs with love, educate children, assess community needs and seek to address each of them. All our actions enable us to reach out to other people, diligently proclaiming the good news of Salvation in Jesus, and witnessing His love at every opportunity.

Calvary Lutheran School Mission Statement

Lead Children to Jesus

Encourage academic excellence

Apply God's Word to all relationships

Develop disciples for Christ

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SCHOOL PURPOSE

Calvary Lutheran School is one of the congregation's educational arms. It extends the mission and ministry of the congregation.

The purpose of Calvary Lutheran School is to provide each student with a quality Christian education and to nurture him/her in his/her faith and life. The Christian home is the primary base for the Christian training of children and a Christian school complements this training. We believe that children who attend our school should be taught to know and love God and to understand God's plan of salvation. Instruction is doctrinal, Christ-centered and motivated by the Gospel and permeates every area of the curriculum and is infused throughout the entire school day. Our curriculum and all activities are developed around the premise that Jesus Christ is our Lord and Savior and in Him we have eternal life.

SCHOOL GOAL

The goal of Calvary Lutheran School is to see that each child develops to the fullest of his/her capabilities. Each activity and program is dedicated to our Lord and Savior, thus inspiring each student to dedicate all they do to glorify and serve Him.

PRINCIPLES OF CHRISTIAN TEACHING AND LEARNING

WE BELIEVE a Christ-centered school, in which all subjects, moral values, discipline, and extra-curricular activities are taught from a Christian point of view, can be more successful in developing a child's way of life, than any other agency except the Christian home.

WE BELIEVE Calvary Lutheran School, with its foundation firmly established in the saving Gospel of Jesus Christ and empowered by the Holy Spirit, offers to all students the highest quality Christian education, allowing each student to reach his/her fullest development educationally, morally, socially, and spiritually.

WE BELIEVE the quality of Calvary Lutheran School lies, to a great extent, with consecrated and dedicated teachers and their desire to love and nurture each student.

WE BELIEVE Calvary Lutheran School must carry out the Savior's command to go and make disciples of all nations.

WE BELIEVE Calvary Lutheran School follows the directive of our Lord; "Teaching them to observe all things whatsoever I have commanded you" and thus makes Him the focal point of its educational process.

WE BELIEVE that the school in all its teachings and practices subscribes to and supports the doctrines and doctrinal principles of the Lutheran Church-Missouri Synod.

WE BELIEVE that the future of the church, the community, and the country lay in the hands of the children.

Therefore as a Christian school, our school is one of the best agencies to:

Develop in children the necessary skills and attitudes to make them responsible citizens

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of their community;

Teach children their proper relationship to God and their fellow man;

Preserve its pupils to eternal life in the kingdom of God.

To those ends, Calvary Lutheran Church operates without profit, this elementary school to provide children quality instruction in all subjects in accordance with the tenets of biblical faith and in the interest of good citizenship.

ORGANIZATION OF THE SCHOOL

Calvary Lutheran School is a ministry of Calvary Lutheran Church, Baltimore, MD.

The congregation has provided a Board of Christian Education to provide for the management of the school and its programs on behalf of the congregation. The congregation elects the Chairperson and Board members.

Those who desire to address the Board should contact the Board chairperson at least one week before the meeting.

The congregation has established the position of school principal and delegates to that person the day-by-day management of the school's operation.

The Board's primary functions include:

1. Establishing policy,
2. Evaluating achievement of school goals,
3. Providing for financial support, and
4. Providing counsel and assistance to the principal.

SPIRITUAL NURTURE

Daily Devotions, Bible Readings, and Prayers

God's Word is highly valued at Calvary. Each school day begins with prayer and reciting of the pledges of allegiance and to the American Flag and the Christian flag. Classrooms gather at the beginning of the day for devotions, Bible readings, and prayer. Prayers are said at meal times, as the need and opportunity arise during the day, and at the close of the school day.

Midweek Chapel Services

Chapel services designed for children are held each week on Thursdays at 8:30 am. An offering is taken to benefit some worthy cause. Parents are welcome and encouraged to attend.

Attendance at Weekend Worship and Sunday School

It is important that home and school share common values. It is important that students and their families attend worship services together regularly and faithfully. Attendance is taken for student church and Sunday school attendance.

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THE INSTRUCTIONAL PROGRAM

EARLY CHILDHOOD EDUCATION

Our Early Childhood program provides a warm, loving and happy environment as each child grows, learns, lives, works and shares with others. We help each child form a satisfying self-image as (s)he becomes familiar with his/her own physical and mental ability while learning how to interact with other children. We also help children discover their place in God's world through their relationships with parents, family, the classroom community, the neighborhood community and their church communities.

PRE-SCHOOL

(Class size limited to 12 children and 2 teachers)

Classes for three year olds are carefully planned so that the children have plenty of free play with opportunities for interaction with peers and the teacher. In this flexible educational environment, they will gain confidence in their ability to choose and master activities. Each school day includes a worship time when children learn simple Bible stories, songs and prayers. We want each child to learn of Jesus' love, feel secure in God's love and care, and see himself as one of God's special little children. Children are exposed to many pre-reading skills and number skills through stories, books, dramatics, free play, songs, art and movement activities.

PRE-KINDERGARTEN

(Class size limited to 20 children and 2 teachers)

Our Pre-Kindergarten program, designed for four year olds, is a combination of both directed activities and free play where children develop kindness, fairness to others, learn to take turns and respect each other, follow directions, solve problems, investigate, and develop creativity and imagination. Love for Jesus and faith in Him as our Savior is developed each day as the children worship together, learn Bible stories, sing songs and pray.

Since children differ in their abilities, each child is accepted as one of God's children as (s)he is and learns from that point. Pre-reading, letter and number skills are introduced. The children spend their time "doing" activities. These include counting objects, naming letters and numerals and placing them in order, doing each task from left to right, and finishing a job begun, putting away toys and materials, following directions, recognizing colors and shapes, rhyming, matching, and using a variety of art media. We provide many experiences which take place through the senses to help children develop or improve their listening and speaking skills, build a larger vocabulary, and develop desirable speech habits. Calvary works toward having growth and learning take place in a happy Christian home away from home.

KINDERGARTEN (FULL-DAY)

(Class size limited to 20 children and 2 teachers)

First, and most importantly, our Kindergarten desires to lead children to love Jesus and trust in Him for every need. This is done through daily worship, Bible stories, songs and prayer. We help each child form a satisfying self-image as (s)he becomes familiar with his/her own physical and mental abilities and to develop a concern for the well-being of others in God's family.

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In math, the children will learn many concept words that are used to describe position, size, shape and quantity; match sets one-to-one; recognize, write, and place numbers 1-30 in order; become familiar with more and less; and work with sums and differences through 6. By the end of Kindergarten each child should have the confidence needed to move on to the study of numbers.

The Scott Foresman "Reading Street" series uses four areas to meet the needs of all children: oral language, shared reading, word work, and language arts. Because we know that young children thrive on routine, this program is developed through a familiar day to day and week to week routine. Quality literature is used, as well, as leveled readers to reach all children at different pre-reading and reading levels. In addition, Reading Street is a starting point for science and social studies units of study.

Using a large variety of learning games and manipulatives, children are given many kinds of experiences to help them in their visual and auditory perception and thinking skills. Since quality learning takes place in a comfortable environment, one of the goals of Calvary Kindergarten is that each child feels special in a happy classroom.

GRADES 1-5

The curriculum of Calvary Lutheran School is integrated totally into the Christian framework to prepare children to live totally integrated Christian lives. It is consistent with the objectives of the school. The curriculum maintains skills taught in previous years.

RELIGION - Teachings of Scripture applied as the rule and norm for life, Bible History and interpretation, and Memory Work. Students are encouraged to respond in a personal way to God's love for them.

LANGUAGE ARTS - Phonics, Reading, Creative Writing, Literature, English, Spelling and Handwriting

MATHEMATICS - Math concepts and processes, numbers, statistics, metrics, and application skills

SOCIAL STUDIES - World Geography, American and World History, Region and City studies, Current Events and map studies

SCIENCE - Textbooks, demonstrations and lab experiences are used to develop concepts and skills in both life and physical science. Fifth graders also take part in an Outdoor Education experience.

FINE ARTS - Classroom music, art, choir, handbells and instrumental music may be offered.

PHYSICAL EDUCATION - Physical fitness, games, athletics, fundamentals of sports and exercises, extra-curricular sports

TECHNOLOGY – School Technology Program teaches students computer skills in our computer lab to students in K-Grade 5.

Informal learning situations are promoted in a variety of ways. Pupils participate in chapel services, sporting events, school chorus and handbell groups and other special interest groups. Children sing at worship services, perform in programs, go on field trips, attend cultural events, and in other ways gain insights outside the instructional program of the classroom.

MUSIC

Weekly classroom music instruction is given to children in grades K-5.

In addition, children in grades 3,4,5 are given the opportunity to ring handbells in an after-school program that meets once a week. They are placed in groups based on their current musical ability.

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PHYSICAL EDUCATION/SPORTS

Each child in grades K-5 is expected to take full part in the physical education program offered at Calvary. Children who are restricted in any way need a note from their physician.

Physical Education uniforms are not required. However, children need to wear tennis shoes on their P.E. day.

Children in grades 3-5 are encouraged to participate in extra-curricular sporting activities, as they are offered. In the past, Calvary Students have had the opportunity to be involved in volleyball, floor hockey and track and field competitions held at Baltimore Lutheran School. Practices are held after school.

Students are expected to maintain acceptable grades while participating in any extra-curricular sports. Failure to do so could result in exclusion from the team.

OUTDOOR EDUCATION

The fifth grade participates in a program of outdoor education during the spring. This 2-3 day trip to a nearby camp provides opportunities for the study of God's world and the Bible in an outdoor setting. Costs are covered by Activity Fee and other additional fundraising as needed.

FIELD TRIPS

Each class will experience trips off the school grounds. These trips are for the extension of the learning process. Since field trips are part of the school day, students are expected to attend.

Teachers request parents to chaperon, based on the number needed for the trip. The students' costs for the field trips are covered by the Activity Fee, and adults cover their expenses which include bus rental, admission charges and other applicable costs.

Chaperons are seen as "volunteer teacher aides". All adults are given responsibility for a group of children. To allow thorough supervision, other children, ***including students' siblings*** are not to attend field trips.

School rules apply. Parents are asked to dress appropriately and are asked not to smoke or use cell phones.

To be fair to all children on the trip, chaperons are asked not to buy treats for any child (including their own).

The number of selected chaperons is the number that can ride on the bus with the students. Additional adults must arrange transportation for themselves. All attending adults are given chaperon responsibilities.

LIBRARY

Calvary students visit the school library regularly. Books are checked out for one week. A fine for each day that the book is overdue may be assessed. Lost books must be paid for after determining that the book cannot be located. The student will reimburse the school for the cost of the replacement. Students may not check out additional materials if they have overdue books or unpaid fines.

HOMEWORK

Homework is assigned work that must be completed in preparation for upcoming lessons. Limited homework will usually be assigned on evenings when church or other important gatherings take place.

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Homework is an asset for various reasons. It strengthens skills taught in the classroom or enriches a topic that has been studied. It helps develop initiative, strengthens good study habits and imparts responsibility. Children learn to appreciate an effective use of time and families experience a strengthening from interaction that centers on the homework activity.

HONOR ROLL

An academic Honor Roll is established for students in grades 2-5. Students with A's and no more than two B's among the letter grades on their report cards are eligible. Any grade below B in the marking period would make the student ineligible. High Honor Roll students are those students with all A's in the marking period.

GRADING SCALE

Grades 1-3

100-92 = A	+ = Outstanding
91-82 = B	- = Satisfactory
81-72 = C	Θ = Unsatisfactory
71-65 = D	NO MARK = Normal Progress
64-below = E	

Grades 4-5

E = Effort

+ = Outstanding
Θ = Unsatisfactory
NO Mark or ✓ = Satisfactory

A = Achievement

A = 100 - 94	C = 79 - 74
A- = 93 - 92	C- = 73 - 72
B+ = 91 - 90	D+ = 71
B = 89 - 84	D = 70 - 66
B- = 83 - 82	D- = 65
C+ = 81 - 80	E = 64 & below

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PROMOTION AND RETENTION

Pupils are promoted or retained on the basis of individual ability and achievement. Normally, promotion takes place when the child has accomplished passing class work and completed work requirements. A child should be retained only after due consideration is given to all factors involved and after consultation with parents, principal and other teachers who may teach the child.

Special problems, which occur with current students, such as speech difficulties, specific health deficiencies, emotional stress, physical handicaps, etc., shall be weighed with extreme care and with the understanding that, within a reasonable period of time, the child and the parent (s) must strive to make normal adjustments for enrollment to be maintained. Prospective students with special problems are brought to the attention of the Board of Education before admission.

In cases of extreme mental and/or emotional behavioral or academic difficulties, the parent must secure qualified professional assistance and notify the school of such action. The parents are also required to ask the professional to notify the school of its involvement in the correction of the problem. If parents fail to cooperate, immediate steps leading toward possible dismissal will follow using the following steps:

1. Review of the case by the teachers of the child with the Principal before presentation to the Board of Education.
2. The recommendation from number one above to the Board of Education for review and decision.

Should conditions warrant it after or during qualified professional treatment, a review by the teachers of the child and the Board of Education could still lead to dismissal. Conditions that may lead to dismissal may include the total effect on the class, the teacher, the school, the church and the degree of parental cooperation.

TESTING

To help the teacher analyze a student's abilities and needs, standardized mental maturity and achievement tests are administered on a regular basis. Diagnostic tests may be used to identify a specific strength or weakness. Parents may be asked to have their child tested by a specialist for in-depth diagnosis of a suspected learning problem.

ENROLLMENT and ADMISSION

Enrollment priority, when limited by space, is given in the following order:

1. Calvary member families – Member children will be offered enrollment for a given school year at any time, but preferably by the second week of January prior to the year of enrollment.
2. Current students and family – Re-enrollment of current students and enrollment of their siblings will be received through the second week of January prior to the year of enrollment.
3. Others – new applications will be received at any time; however, they will not usually be acted on until after the January deadline for members and re-enrolling families.

To be guaranteed placement in the fall semester, current students must re-enroll during the months of December and January of the previous school year. Siblings of current students will also be offered enrollment during December and January. Open enrollment begins the second week of January.

Enrollment in Pre-School is limited to 12, Pre-Kindergarten is limited to 20, and Kindergarten is limited to 20, Grade 1 through Grade 5 is limited to 25.

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State guidelines, the following apply to enrollment:

1. A child must be three by September 1 of the school year in which he/she begins Pre-School.
2. A child must be four by September 1 of the school year in which he/she begins Pre-Kindergarten.
3. A child must be five by September 1 of the school year in which he/she begins Kindergarten.

Application Process

An application for admission follows the steps listed below:

1. The parent or guardian must complete the application forms in full and return them to the school office with the registration fee. No application will be considered without the registration fee.
2. The parent or guardian must provide a copy of current school records so that an evaluation may be made of the student.
3. Based on the records, tentative acceptance is made or denied. Parents are informed by letter.
4. For the fall Semester, new student testing takes place in June and August. Calvary will arrange for each new student entering first through fifth to be tested at one of those times. For mid-year admission, the Principal will make the necessary arrangements with the family. The school will notify the family of final acceptance after this testing.
5. Acceptance of new students is provisional for the first six weeks of school.

A medical report and updated immunization record are required of all children enrolling or re-enrolling. All necessary forms are available in the office. Admission can be denied by state, local or school officials for having incomplete medical records on file in the school office.

PAYMENT OF TUITION

1. A tuition payment option MUST be selected as part of the enrollment process for each academic year from one of the following choices:

OPTION 1: Full payment of tuition directly to the school by July 1 which includes a discount.

OPTION 2: Full payment of tuition directly to the school by August 15. Payments not received by August 15 must pay a late fee of \$30.00 or must immediately go onto the F.A.C.T.S. payment plan.

OPTION 3: Monthly budgeted payments through a 10-month F.A.C.T.S. tuition payment plan from July through April. Automatic withdrawals will be made from your existing checking or savings account on the 5th and/or the 20th of each month, at your preference. An annual F.A.C.T.S. fee will be assessed directly by F.A.C.T.S. for this service. Late fees also apply. **Insufficient funds may result in termination of enrollment in Calvary Lutheran School.**

2. Students registering August 16 or later who choose the F.A.C.T.S. payment option; if the F.A.C.T.S. paperwork cannot be processed in time for the first month's withdraw, then the first month's tuition must be paid up **up front** prior to the first day of school or the first day the child attends.
3. If a family has selected the F.A.C.T.S. service, it is their responsibility to make certain that sufficient funds are available at the time of automatic withdraws. If a withdraw payment is denied due to insufficient funds, the Calvary office will notify the family that the tuition payment is due. If not paid

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within twenty days, the child will not be permitted to attend school until the account has been brought up-to-date. This is referred to as “exclusion”.

4. IN NO CASE WILL STUDENTS BE ADMITTED IF PAYMENTS ARE NOT ARRANGED BY THE STARTING DAY OF SCHOOL. EACH STUDENT MUST HAVE EITHER PAID TUITION IN FULL, OR MUST HAVE ALL F.A.C.T.S. PAPERS FILED BEFORE SCHOOL STARTS.
5. If a child from a family with tuition in arrears is dropped off for school, the child will not be permitted to attend school and the staff will notify Baltimore City Social Services of an abandoned child.
6. The Board of Christian Education reserves the right to require full cash payment from a particular family based on a prior year’s payment history. The family will be notified of such a decision by August 1.

Payment of Fees

Fees are due and payable by August 15 and if not received by this date shall be sufficient reason to refuse enrollment of the student.

Refund Policy

Written request must be made for any refunds.

The amount of tuition retained by Calvary is as follows:

- Up to (but not including) September 1 0% of full tuition
- September 1 through September 30 25% of full tuition
- October 1 through November 30 50% of full tuition
- December 1 through December 31 75% of full tuition
- After December 31, 2009, no reimbursement will be made for withdrawing your child(ren).

If a student is withdrawn from Calvary, all tuition is due to the school at the time of withdraw must be paid in full before records can be released. The request to withdraw a student **must** be made in writing.

No refunds will be made for the Registration Fee.

Any unused portion of the Activity Fee will be returned throughout the school year in the event that you withdraw your child(ren) from Calvary.

***School records, report cards, diplomas and the like cannot be released until all financial obligations to the school have been met. Fifth grade and kindergarteners will not participate in graduation exercises if all financial obligations are not met.**

Late Registration

Students registering in the school during the **First Quarter** will pay 100% of the tuition.

Students registering during the **Second Quarter** will pay 75% of the tuition.

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Students registering during the **Third Quarter** will pay 50% of the tuition.

Students registering during the **Fourth Quarter** will pay 25% of the tuition.

Students enrolling during the course of the school year will be charged in full for all fees other than tuition or already expended activity fees.

T.E.A.M.

(Temporary Emergency Assistance Monies)

Unforeseen circumstances occasionally arise in families, thereby making it difficult or seemingly impossible for children to continue to attend Calvary Lutheran School. It is our desire at Calvary Lutheran Church and School to assist families as we are able. If such dire circumstances should arise, families must, in writing, state their need, the factors contributing to their need for assistance, and a plan for how the family will resume payments after the use of temporary emergency assistance monies. Requests will be made directly to the principal.

T.E.A.M. monies may be offered, as funds are available.

NON DISCRIMINATION POLICY

Calvary Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship program, athletic and other school administrated programs.

PARENT TEACHER COOPERATION

Parent Responsibilities

Parents enroll their child(ren) in Calvary Lutheran School with certain expectations of the school. In order to provide the best possible education for the children, the home and the school need to work together toward the same goals. We feel these goals can best be met when parents:

1. Are regular in their own Church and Sunday School attendance;
2. Pray for the Church and its educational ministries;
3. Support school-sponsored activities and programs;
4. Encourage their children to be conscientious in everything they do and especially in their academic endeavors;
5. Fulfill their financial commitment to the school.

For Calvary, the education of a child is a cooperative effort. Teachers regularly inform parents of school progress and seek the parent's information about home experiences in order to achieve the purpose of Christian Education for each child.

School-initiated parent-teacher conferences are scheduled at least once during the school year. However, they may be scheduled at any time by either the teacher or the parent to discuss a child's performance. If you desire a conference, please make an appointment. Because of supervisory responsibilities, teachers are NOT available for conferences between 8:00 AM and 3:15 PM.

The report card attempts to present an accurate picture of a child's educational growth for the parents and for the child's school record. The main purpose of the reporting is to effect the further growth of the child.

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Achievement and effort are reported in relations to set standards other children and to the child's own ability. Behavior and attitudes are also evaluated. Grades are reported to parents by means of mid-quarter reports (Grades 2-5) and end of quarter report cards (K – Grade 5). The mid-quarter reports are intended to share the student's progress at the mid-point of the quarter. Report cards share final grades and related comments. Report cards are reviewed by the principal prior to sending them home. Parents are encouraged to contact the teacher to discuss the child's progress. Parents are to sign and return them after the first, second and third quarter, as well as the mid-quarter report. A copy will be kept in the child's school records. Pre-school and Pre-Kindergarten children do not have report cards; however, the teacher will provide written developmental and performance information for the parents at least twice during the year.

Parent-Teacher League

The Parent Teacher League (PTL) is an auxiliary organization whose main purpose is to aid the school in its mission to train children as disciples of Christ. During the course of the school year, the PTL organizes and runs major fundraisers. School parents are expected to help with these events. Proceeds are used to purchase new items for the school for which the normal budget does not allow.

Along with the fund-raisers, the PTL sponsors a number of events for teachers, students and families during the year.

1. Class parties may be set up in each classroom during the year. The Birthday Party for Jesus is held on the last day before Christmas break with the entire school participating.
2. The Fall Festival is a costume party with food, games and prizes held at the school on or near October 31.
3. The Spring Fair is a major fund-raising event that includes games, prizes, a bake table, food, crafts, entertainment, face painting and an auction. The Spring Fair is usually held in May.
4. Families are invited to attend a showing of a current G rated movie on selected evenings during the school year. Refreshments are offered at a minimal cost with no charge for the movie.
5. Other fund-raisers have included selling Sally Foster gift wrap and selling candy.
6. Teacher appreciation week happens during National Lutheran Schools Week and is a week of pampering the school's staff to show appreciation for their work.
7. Sponsoring special events and assemblies throughout the school year and securing special speakers for informative evening meetings.

All school parents are encouraged to become members of the PTL and are encouraged to become involved with this organization. The efforts of the PTL have allowed this school to continue on the course of quality education for its children.

ADMINISTRATION

Calvary Lutheran School, as an establishment of the congregation, is the concern of all members of the congregation. It is the congregational assembly that officially concerns itself with the development and maintenance of the school as well as all other phases of congregational life. The Church Council, as the congregation's executive committee, carries out the mandate of this official assembly. To give adequate attention to the details of operating and supervising all educational areas, a Board of Christian Education has been established and specific responsibilities for administration and supervision of the school have been given to this Board. The Principal is a participating member of the Board. Through him/her, the Board's programs

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and policies are implemented. The Principal is responsible for the general administration and supervision of the school. The Pastors, as "shepherds of the flock," have concern for all parts of the congregation's work including education in the school. Therefore the Pastors and the Principal carry on a team ministry to function effectively in providing a vigorous administration as the congregation performs its ministry.

THE TEACHERS

Teachers at Calvary are engaged in a ministry that upholds the doctrines of the Lutheran Church-Missouri Synod. Calvary's teachers teach by Christian principles from a Christ-centered viewpoint. The encouragement and sharing with others is done in a loving, trusting and forgiving spirit so that both teachers and pupils, realizing imperfections, grow together toward a more perfect Christian discipleship.

Teachers are academically trained and qualified, having graduated from nationally accredited colleges and schools of higher learning. Teachers attempt to keep abreast of current trends through continued study, particularly through in-service training and study for curriculum improvement.

SCHOOL HOURS

Children in Kindergarten through Grade 5 attend school daily from **8:20 a.m. until 3:00 p.m.** On scheduled half days of school children attend from **8:20 a.m. until 11:30 a.m.**

Pre-School (3's) children attend from **8:20 a.m. until 11:30 a.m.** on Monday/Wednesdays/Fridays. Pre-Kindergarten (4's) children attend school from **8:20 a.m. until 11:30 a.m.**

An extended day is available from **11:30 a.m. until 3:00 p.m.** to our Pre-school and Pre-Kindergarten children on their regularly scheduled school days.

The doors will open each morning at 8:00 a.m. Students should arrive between 8:00 and 8:15 am. During this time children should be in their classrooms preparing for their day. *Students should be inside the building by 8:15 a.m. each day. The tardy bell rings at 8:20 am.*

ARRIVAL and DISMISSAL

The large number of cars bringing and picking up children makes it necessary for us to establish procedures that we believe will allow for smooth flowing traffic and safety for all children. When dismissing large numbers of young children, it is vital that parents and students adhere to the guidelines for safety's sake. Thank you for your cooperation.

ARRIVAL – Children who arrive before 8:00am are not permitted in the building and are not supervised. Please do not drop off your child and ask him to wait in front of the entry doors. Instead, wait together in your car or use our Extended Care program (see Extended Care application for rates). **Children should enter the school building at the Marietta Ave. entrance each morning between 8-8:20am.** Please wait in the large parking lot on Marietta Ave. (across the street from our school building) until the 8:00am bell rings. **PLEASE DO NOT PARK OR STAND ALONG EITHER SIDE OF MARIETTA AVE. ALONG EITHER OF OUR PARKING LOTS.** Please do not double park or allow your child to cross the street unattended. Beginning at 8:00am, a school representative will generally be outdoors to assist children in getting out of their cars. Please drive your car along the small parking lot curb directly in front of our school building. You will be facing

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Northern Pkwy. Please pull up as far as you can! Once your child is out of your car, please move forward to wait for the traffic light and to allow for other cars to pull up to the curb. **IF YOU WISH TO PARK AND BRING YOUR CHILD INTO THE BUILDING**, please park in the large lot on Marietta Ave. or on Marietta Ave. beyond the parking lot and cross at the corner. You may also park on Northern Pkwy. If you park along Marietta Ave. in front of our neighbors' homes, please be considerate and do not block driveways.

DISMISSAL – Children are dismissed at 3:00pm, and will walk outside to their designated class waiting areas on the small parking lot just outside the school building on Marietta Ave. Teachers will supervise both the parking lot and will be curbside on Marietta Ave. to assist in putting children into their cars. **WHEN YOU ARRIVE TO PICK UP YOUR CHILD(REN) FROM SCHOOL, PLEASE WAIT ON THE LARGE PARKING LOT ON MARIETTA AVE.** (across the street from our building) **AND STAY WITH YOUR CAR!** When ALL of the children who are in your carpool are out with their classes, please drive through the Marietta Ave. gate and **PULL UP AS FAR AS YOU CAN ALONG THE CURB ON MARIETTA AVE. CLOSEST TO OUR BUILDING.** You will be facing Northern Pkwy. Once your carpool is loaded, proceed on your way. **UNDER NO CIRCUMSTANCES SHOULD PARENTS STAND OR PARK ON THE MARIETTA AVE. CURB LOADING AREA TO WAIT FOR THEIR CHILD(REN).** If you wish to park in the large parking lot, on Northern Pkwy., or on Marietta Ave. **BEYOND** our parking lots and wait for your child(ren), please wait to the right of the small parking lot entrance. **PLEASE DO NOT WAIT IN THE DESIGNATED CLASS WAITING AREAS** (where the curbs are), and please **DO NOT WAIT ON THE SIDEWALK IN THE LOADING AREA.** **NO PETS** should be brought onto the parking lot waiting area. If you do pull up to the curb on Marietta Ave. and discover that your entire carpool is not yet outside, you will be asked to move your car as a courtesy to others who are waiting behind you. (You may pull around the corner to Northern Pkwy. or you may turn onto Northern Pkwy. so that you can turn around and come back through the large parking lot on Marietta Ave.)

UNDER NO CIRCUMSTANCES should you pull onto the small lot to unload or pick up your child!

Once outside the building, children should not return inside unless directed by a teacher.

Supervision outside is not provided after 3:15pm. Children who are not picked up by 3:15pm will be placed into Extended Care. A fee will be charged and payment will be expected at the time of pick-up.

WALKERS – Those children who walk home from school should walk directly to their destination. Please send a note if your child is to walk home.

RAINY WEATHER DISMISSAL – On days when it is too wet to wait outdoors at dismissal time, the children will wait inside the school building. **PARENTS ARE ASKED NOT TO STAND ON THE SMALL PARKING LOT OUTSIDE THE SCHOOL BUILDING.** **RATHER, PLEASE STAY IN YOUR CAR AND PULL UP TO THE CURB** (following regular dismissal procedures). Teachers will send children outside as their rides arrive, and teachers will escort children to their cars. Please dress your child(ren) for rain so they are able to walk outside without getting soaked.

PRE-SCHOOL AND PRE-KINDERGARTEN children are dismissed at 11:30am. The children will wait on the sidewalk just outside the glass doors on the **Old Harford Rd. parking lot** where they should be picked up.

IF YOUR CHILD ARRIVES AT SCHOOL AT 8:20 am or later, please use the Northern Pkwy. entrance to the school building. Upon arrival children need to stop in the office to pick up a tardy note before proceeding to

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class.

EXTENDED CARE

Care is available before school for children enrolled in kindergarten through grade 5, beginning at 7:00 AM and after school until 6:00 PM. There is a charge for this service. All students arriving before 8:00 AM or being picked up after 3:15 PM are to use the extended care program. Fees are paid on a monthly basis. Pre-School and Pre-Kindergarten students may attend the “extended day program” from 11:30 a.m. – 3:00 p.m. on days when the child’s class meets in the morning. A \$10.00 per day (or portion thereof) will be assessed. After school care is available from 3-6 pm for our Pre-School and Pre-Kindergarten students on the days when the child’s class meets in the morning. Rates for this service are available through the school office.

ATTENDANCE/TARDIES

ABSENCES

Whereas regular, prompt attendance is a major contributor to successful academic achievement, frequent absences jeopardize academic success, denying the student maximum participation in the benefits of Calvary Lutheran School. For this reason, an attendance policy for the School has been developed.

Excused absences will include:

1. Illness, when substantiated by a note from the parent up to a five-day absence. Beyond five days, a doctor’s note is requested. In both cases the note should explain the nature of the illness and any restrictions that have been placed on the child. Extended restrictions should be set by doctor's note.
2. Death in the family
3. Hospitalization
4. Appearance in court
5. Severe weather conditions
6. Other reasons deemed acceptable by the school administration.

Students missing as much as 15% of class time within any grading period are subject to a warning of their attendance being reviewed by the child's teacher or the principal.

Students missing as much as 20% of class time within any grading period may be subject to a review of their promotion to the next grade by the principal and the child's teacher based on attendance. The final disposition will be determined by the school administration.

In any event, all absences need to be accounted for by telephone followed by a note by the parent/guardian of the student. A note sent ahead of an absence needs to explain the nature of the absence. Parent/guardian should call the office to report the absence no later than 9:30 a.m. the same day. Subsequent absences should be called in each day.

If a student is absent, the teacher will allow the student to make up work missed, whenever possible. This work is to be done within a reasonable time frame set by the teacher, generally not to exceed two make up days for each day absent. **The responsibility for making up work missed rests solely with the student.** A student may be denied the right to make up work missed in case of truancy, suspension and other unexcused absences. Parents may pick up children's make up work during non-class hours (between 3:00 and 3:15 PM). A phone call to the office asking the teacher to have the child's work ready for parental pick-up is requested.

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No absences (including partial day absences) are allowed for the perfect attendance award offered at the end of the school year.

TARDIES

Inasmuch as promptness is necessary to avoid class disturbances when in session, a tardy policy is developed.

Periods out of school up to two hours for a full day of school (one hour for partial days) will be considered a tardy.

Medical or dental appointments should be made, whenever possible, when school is not in session. However, in cases where this is not possible, dismissal from school up to two hours with a note from the doctor/dentist will be considered an early dismissal.

Any absence beyond two hours will be considered a partial day absence. Any absence beyond five hours will be considered a full day absence.

Each quarter, a student is allowed 4 tardies. After the fifth tardy, a one-day suspension will be imposed. The suspension will be served on the day immediately following the fifth tardy. Parents must sign and return each tardy slip sent from the school. All missed work must be made up and is the responsibility of the student. At the beginning of each quarter, the student's count returns to zero. If a student receives 2 suspensions during the same quarter due to excessive tardies, the Board of Christian Education will be informed and further action may be taken, including possible expulsion from Calvary.

All tardies are to be accounted for in a detailed nature, in writing, by the parent/guardian of the child upon entrance into the classroom.

A combination of no more than two (2) tardies **or** two (2) early dismissals is allowed for perfect attendance.

NOTES FROM HOME/MESSAGES

Please write and sign a note to the teacher explaining a child's absence or tardiness. Try to avoid medical appointments during school hours. However, if it is unavoidable, a note from the parent should verify the appointment. If there is a departure from a usual routine that a teacher should know, please write a note explaining it.

Messages to teachers or to the school office are best handled by a note sent with your child. If emergencies do arise, the secretary will see that the messages are given to the students. Messages to be delivered to a child or teacher before the close of school should be in the office by 2:30 PM.

CHANGES OF ADDRESS AND PHONE

Please notify the office promptly of any changes in your address or phone number. This includes work numbers and emergency contacts. If your child is ill or injured, it is essential that we get in touch with you immediately.

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INCLEMENT WEATHER

BECAUSE CALVARY LUTHERAN SCHOOL CLASSROOMS ARE NOW AIR-CONDITIONED, CALVARY WILL NOT FOLLOW BALTIMORE COUNTY'S HEAT-RELATED CLOSINGS

If bad weather arrives **before** school starts:

- ❖ Please listen to **WBAL Radio (1090 AM) or TV (channel 11)** for school closings or late starts. Calvary follows the Baltimore **County** School System for closings.
- ❖ It is important to keep listening. At times, Baltimore County will change from being delayed to being closed, as weather often worsens.
- ❖ In case of delayed openings, please contact “CALVARY KIDS” for **THEIR** before school schedule.

ONE-HOUR DELAYS

- ❖ If Baltimore County Schools open **1 hour late**, Calvary's doors will open at 9:00 a.m. Pre-Kindergarten and Pre-School **will meet**.

TWO-HOUR DELAYS

- ❖ If Baltimore County Schools open **2 hours late**, Calvary's doors will open at 10:00 a.m.
 - Pre-School and Pre-Kindergarten **will not meet**.
 - Kindergarten and grades 1-5 will begin at 10:20 a.m.
 - The school office will open at 10:00 a.m. Please reserve any questions you may have until you arrive at school.

EARLY DISMISSALS

When inclement weather begins during the school day

- ❖ Please turn on your radio and TV and listen for what Baltimore County Schools are going to do.
- ❖ If you do not have access to a TV or radio, then please designate someone in your family to listen for you and call you to let you know what Baltimore County is doing.
- ❖ **PLEASE DO NOT CALL CALVARY! WE DO NOT GET ADVANCE INFORMATION AND NEED TO LISTEN TO THE RADIO JUST LIKE YOU.** Please help keep our phone lines clear during these times.
- ❖ If Baltimore County closes early, Calvary will follow suit.
 - 3 hours early = 12:00 noon Calvary dismissal
 - 2 hours early = 1:00 p.m. Calvary dismissal
 - 1 hour early = 2:00 p.m. Calvary dismissal
 - Please contact “CALVARY KIDS” OR “SARAH'S SHINING STARS for THEIR after school care schedule.
 -

HELPFUL HINTS

- ❖ Please listen the day after a storm also. Baltimore County is a large county and some rural roads are very treacherous. Continue to follow the announcements for Baltimore County.
- ❖ Also, there are times when a Baltimore County closing or delayed start only affects the “Hereford Zone”. **We do not follow “Hereford Zone”** announcements.
- ❖ If the Baltimore County school calendar indicates that their school system is already closed on a day when Calvary is in session, and the weather is inclement, please listen to **WBAL TV or Radio** for an announcement specifically for “Calvary Lutheran School.”

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Be sure to allow for extra travel time to get your child (ren) to school on time. The tardy policy is in effect even in inclement weather.

ILLNESS/STUDENT HEALTH

The Baltimore City Health Department checks both vision and hearing for children in kindergarten, as well as all new students. Health records are kept for every child enrolled.

Children who are ill should be kept out of school. In addition to contagious diseases of all types, other conditions which exclude your child from attending school include: fever over 99.5 degrees, nausea, sore throat, severe cough, diarrhea, rashes (unless diagnosed by a physician as non-contagious), red or running eyes (suspected pink eye), undiagnosed swollen glands, or untreated head lice. Confirmed cases of head lice are to be reported to the classroom teacher and/or principal.

If a child becomes ill while in school, the child will not be allowed to remain. Arrangements for the child to be picked up from school will be made through the office. **IT IS VITAL THAT WE HAVE UP TO DATE PHONE NUMBERS FOR PARENTS AND EMERGENCY CONTACTS** in the event that it becomes necessary to contact you.

When your child is ill, please be sure that he/she is fever-free (without the use of medication) or that he/she has not been ill from stomach/intestinal ailments for at least **24 hours** before sending him/her back to school.

Please try to avoid medical /dental appointments during school hours.

In any event, all absences need to be accounted for by telephone and followed by a note from the parent/guardian of the student. Parent/guardian should call the office to report the absence NO LATER THAN 9:30am the same day. Subsequent absences should be called in each day.

SCHOOL MEDICATION POLICY

1. Pupils requiring medication at school shall be identified by the parents to the Principal. Where possible, that the school can assist, the principal shall then assume responsibility in designating school personnel in the administration of the medication.
2. For Prescription drugs, written statements, on file at the school, shall be required of:
 - a. The parents – who shall request and authorize the designated school personnel to administer the medication in the dosage prescribed by the physician.
 - b. The physician – who shall indicate the medication to be administered, the dosage to be given, the time (s) to be administered, length of time medication is to be administered, the purpose of the medication and the necessity for administration during school hours.
3. In the case of over-the-counter medication the parents shall request and authorize the designated school personnel to administer the medication. Such letter should also include the name of the medication to be administered, length of time medications is to be administered, dosage to be given, the purpose of the medication and the necessity for administration during school hours. We will not honor such requests without doctor's authorization beyond the third consecutive school day, or at the discretion of school administration.
4. The prescribed medication shall be kept in a secure place in the school. Only limited quantities if the

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medicine shall be brought to school at a time (generally the dose necessary for that given school day) and in a properly labeled, original containers.

5. The label on the medication shall contain the name and telephone number of the pharmacy, the pupil's name, name of the physician, name of the drug, dosage to be given, and time (s) to be given.
6. An accurate and confidential system of record keeping shall be kept for each pupil receiving medication. The records shall indicate the child's name, medication administered, dosage given, time and date given, and any unusual behavior of the pupil receiving the medication.
7. Under no circumstances shall school personnel provide aspirin or any other medication to students unless the criteria in items 1 to 5 above have been met. The diagnosis, treatment of illness, and the prescribing of drugs is never the responsibility of school personnel.
8. The administration of injections to students shall never be carried out by school personnel unless that individual is a licensed school nurse or doctor.
9. The first dose of any new prescription must be started outside of the school, because of possible side effects or drug allergy

Medication will not be handled by our staff without compliance with this policy, as we do not allow medication to be in school, and we do not allow teachers to administer medication apart from this policy.

The school provides medical aid for a minor injury that does not require a doctor's care. If a more serious injury occurs, parents are notified immediately and the school will take Red Cross First Aid measures to provide for the comfort of the child and the prevention of further injury. We ask that you provide emergency numbers of two people other than the parents who can be reached so that arrangements for immediate professional service can be made if this should be necessary.

In emergencies where time is an element, the child may be transported directly to the nearest hospital emergency room by ambulance accompanied by one of the Calvary staff. Parents or emergency contacts will be made in those cases. The final responsibility for the safe movement of a sick or injured child from the school to the home, doctor, or hospital will rest with the principal or his appointed representative.

FOOD ALLERGIES

Because we recognize the increasing number of children with severe food allergies, desiring to keep children safe while also allowing them to participate as fully as possible in the classroom and school culture, plans have been established to minimize the potential for allergic reactions in the school environment. Plans are available upon request.

STUDENT ACCIDENT INSURANCE

The registration fee includes student accident insurance for our student body. Generally, at school coverage includes a \$10,000 medical maximum for all school sponsored and supervised activities.

CONFIDENTIALITY OF STUDENT RECORDS

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In compliance with the State of Maryland, Regulations 13A.09.0908, Section H, Calvary has provided for the maintenance of and confidential handling of student records. Parental, or adult graduate (age 18) requests, in writing, will be required to access student records. A detailed copy of the policy governing student records is on file in the office and available for inspection by appointment with the principal.

REQUESTS FOR STUDENT RECORDS

Requests for copies of report cards or the release of student records to another school must be made in **writing** at least 72 hours in advance. Such requests must bear the signature of the parent/legal guardian. Requests are to be sent to the school office.

DRESS CODE

Calvary Lutheran School has instituted a Uniform Policy for grades K-5. Because education is a formal activity, not a playground or recreational one, more formal clothing is desirable.

Pre-School and Pre-Kindergarten are exempt from the Uniform Policy and are expected to follow only the items with an asterisk (*). Students in Grades K-5 must adhere to the following uniform policy.

BOYS - ACCEPTABLE

Navy or tan (khaki) straight leg, belted, DRESS slacks or shorts (cotton or cotton blends) (NO CORDUROY or CARGO STYLE OR JEANS STYLE)

White oxford shirts (cotton or cotton blends);

Solid Red, white, or navy polo shirts with collars;

Solid Red, white, or navy turtlenecks (cotton or cotton blends);

Solid Red, white, or navy long-sleeved sweaters - cardigan or pullover, to be worn over a shirt;

Solid Navy or white socks.

Calvary Sweatshirts

GIRLS - ACCEPTABLE

Navy or tan (Khaki) straight leg, belted, DRESS slacks (Capri length or full length) or shorts – (cotton or cotton blends) (NO CORDUROY or CARGO STYLE OR JEANS STYLE);

Navy or tan skirts (pleated or straight), of cotton or cotton blends (NO CORDUROY);

Navy or tan traditional "uniform" jumpers (pleated or straight) of cotton or cotton blends (NO CORDUROY)

White blouses with plain collars (cotton or cotton blends);

Solid Red, white, or navy polo shirts with collars;

Solid Red, white, or navy turtlenecks(cotton or cotton blends);

Solid Red, white, or navy long-sleeved sweaters - cardigan or pullover, to be worn over a blouse;

Solid Navy or white socks or tights.

Calvary Sweatshirts

***ACCEPTABLE FOR ALL STUDENTS, PS-GRADE 5**

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Street shoes or tennis shoes with socks or stockings.

Shoes must be at the ankle or below;

Sneakers/gummed soled shoes REQUIRED for outside activities.

Belts required for clothing made for belts.

***UNACCEPTABLE FOR ALL STUDENTS, PS-GRADE 5**

Shoes with tears, holes, rips, etc.

Shoes or boots above the ankle.

“Heelies” shoes (Heelies are not permitted with OR without the wheels.)

Cargo Pants

Sandals, moccasins, flip-flops, backless shoes

Rubber overshoes and outdoor boots (in class).

Hats, sweatbands and bandanas inside the school building.

Girls should not wear makeup. If they wear nail polish, it should be clear or pale pink. Girls should not wear dangling earrings. Necklaces and rings should not be gaudy or excessive. Boys should not wear earrings at all.

The first time a student is in violation of the Uniform Policy, a verbal warning will be given and a note will be sent home. Subsequent violations will result in a phone call to parents requesting proper clothing be brought to school. In the case of severe infractions, the student will be removed from the classroom until the proper clothing is brought to school.

WE ASK THAT ALL PARENTS be aware of weather conditions and have their children dress appropriately. Shorts may worn any time when the weather is warm. Clothes are to be neat, clean, and well-pressed, with the children's name printed on the inside label of outdoor attire.

In general, extremes are to be avoided and good taste be maintained. It should be understood that we reserve the right to make decisions regarding appropriate attire and hair styles. Acceptability of any questionable attire is subject to the discretion of the Principal, or a designated representative (i.e. teachers or substitutes, etc).

LUNCH/SNACK

Children bring their own lunches to school. Drinks are not provided. Sodas and drinks in glass bottles are not permitted. Microwaves are not available for use. Younger children have a snack time each day. Snacks should be healthy, nothing sweet, and should be able to be eaten in 5 to 10 minutes. The PTL sponsors a Pizza Day for the children once a week for a nominal fee. Other special lunches may be offered throughout the year.

MONEY

Any money sent to school with a child should be placed in an envelope which clearly indicates:

1. What the money is for
2. The amount
3. Who is paying the money.

Separate chapel envelopes are sent home for a chapel offering taken weekly.

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LOST AND FOUND

Please put name tags or write children's names in clothing. Lost and found items are held in the school office. Unclaimed articles are sent to Lutheran Mission Society at the end of the school year.

TOYS AND GAMES

Students are not permitted to bring toys or electronic games or devices to school. Such items can be confiscated by a teacher and will be returned to the parent upon request from the parent.

NEWSLETTER

A school newsletter is published monthly during the school year to keep parents informed of events and activities at Calvary. It is sent home at the beginning of each month with the children. Additional copies are available in the school office. **A weekly update, referred to as the Calvary Connection, is sent home on Thursdays (Friday for Pre-School).**

TELEPHONE RULES

Children are not permitted to use the phone in the office to make calls. If they are ill, the secretary will call parents. If children are to make a phone call during the school day, they will need permission from the teacher to make the call. Cell phone possession and usage is prohibited by students from **8:00 a.m. until 3:15 p.m.** or during any school sponsored event/activity.

VISITORS

Calvary School is open to visitors and encourages members and parents to visit the school while it is in session. In order to keep disruptions to a minimum, parents and visitors are asked to first stop in the school office. Arrangements should be made in advance with the teacher involved or the principal before a visit is made.

Between 8:00 a.m. and 4:30 p.m. (Monday-Friday), **all members, parents and visitors to our building are expected to report to the office** and present a **valid state issued ID**. This will be entered into a computerized system designed to provide alerts on people who may jeopardize the safety of our facility. Upon entering a valid ID into the system a building pass will be printed with your name, the reason for your visit, and your destination in the building. *Any non-staff member or student in the building who is not wearing a pass will be directed to the office to check in before being permitted to proceed to another part of our building.* Upon completion of your visit, the pass must be returned to the office where you will be signed out. This simple procedure will also assist us in identifying and accounting for all who are in our building in the event of an emergency, fire drill, or disaster. Your cooperation is requested and appreciated.

EMERGENCY DRILLS

The safety of students and staff is a high priority at Calvary. Drills are conducted for fire emergencies. Preparations are made for other safety issues such as bomb threat, intruder, etc.

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ASBESTOS

The facilities have been inspected for asbestos containing materials. The complete Management Plan is available for inspection in the school office

SEXUAL HARASSMENT PROHIBITION POLICY

Calvary Lutheran Church and School is committed to maintaining a learning environment that is free from sexual harassment and in which all employees, volunteers and students can work and study together comfortably and productively. Calvary Lutheran Church and School prohibits and will not tolerate any form of sexual harassment. Sexual harassment is any unwanted or inappropriate attention of a sexual nature that interferes with one's ability to do one's job or benefit from one's education.

It shall be a violation of this policy for any student, volunteer or employee of Calvary Lutheran Church and School to harass a student, or an employee through explicit or implicit conduct or communication of a sexual nature.

Calvary Lutheran Church and School will act to investigate all written and signed complaints of sexual harassment and will discipline anyone who sexually harasses a student, volunteer or employee of Calvary.

Any complaints regarding sexual harassment should be made to the principal. In the event that a complaint involves the principal the complaint should be made to the Senior Pastor of Calvary Lutheran Church.

SCHOOL PICTURES AND YEARBOOK

A photographer is made available to take pictures of the students. Individual and class photos will be taken. Several packet choices are available for purchase. All students have their individual picture taken in the fall for inclusion in the school yearbook. Class pictures are taken during the second semester. Yearbooks are distributed to all students in May.

SERVICE

Service becomes a natural part of school life. Children are led to help others, not only in school, but also in the community and the world. Teachers encourage Christ-like compassion and love for all people. As opportunity permits, teachers and students volunteer to serve others together and separately. Lutheran schools serve families in various ways and help parents carry out their parental responsibilities in Christian education.

Calvary Lutheran School Discipline Code

At Calvary, discipline is not thought of as punishment, but rather as training in proper attitudes, self-control, orderliness, and respect for each other. Children should be taught that Christian living suggests that they love and forgive one another, serve one another and respect one another's rights and privileges. Students are expected to act in a mature Christian manner. Proverbs 3:5-6 tells us that God will help us to live the proper way if we ask His wisdom and strength. Discipline guidelines will be shared with children at the start of the school year and periodically during the balance of the year so they know what is expected of them. A detailed copy of the school's discipline policy is on file and will be made available to all families.

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The home and school need to be dedicated to the training of children in a program of study, activity and living that is Christ-centered. With God's guidance we can work together in teaching children to accept the God-given responsibility to be imitators of Christ. (Ephesians 5:1) In order to accomplish this goal, teachers will stay in close contact with parents/guardians about the progress of each child.

Parents/guardians needing to communicate about their children should first make an appointment and speak with the teacher. If no satisfactory resolution of the problem can be reached, the matter then should be referred to the Principal.

**" TRAIN UP A CHILD IN THE WAY HE SHOULD GO,
AND WHEN HE IS OLD, HE WILL NOT DEPART FROM IT."
(PROVERBS 22:6)**

The purpose of Calvary's discipline code is to establish clear guidelines for students, parent(s)/guardian(s), volunteers, and administration in the area of Christian school conduct. These guidelines are designed to encourage and require students to conduct themselves in a respectful and Christ-like manner at all times. By implementing this discipline code, Calvary will strive to provide a safe and fertile Christian learning environment for all students.

Christian Discipline at Calvary does not include the use of physical force in any form to correct improper behavior but strives to change an individual's heart, so that he/she will no longer **desire** to engage in improper behavior.

These guidelines are in effect at **ALL** school-sponsored activities.

MINOR OFFENSES

EXAMPLES

Failure to perform assigned tasks

Unauthorized Eating/Drinking in class

Chewing gum on school property

Disturbance of another's property or possessions

Deliberately or repetitively inappropriate dress

Dishonesty in academics or speech

In-school possession of any toy, object, etc. disallowed by the school, (excepting guns, alcohol, drugs, etc., which are covered in major offenses)

Unauthorized sale or distribution of any item, (excepting guns, alcohol, drugs, etc., which are covered in major offenses)

RESPONSE

1. The teacher/staff member will handle minor infractions promptly in the way he/she feels is most beneficial and loving. Some recommended actions are as follows:

- a. Discuss the situation privately with the student and set limits and goals.
- b. Isolate the student's seating in the classroom.
- c. Walking for a specified increment of time at recess, etc.

2. If the staff member is unable to resolve the problem by these means, he/she will contact the parent(s)/guardian(s) by phone, (preferably), or by note and work cooperatively with the parent(s)/guardian(s) to

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set strategies to correct the infraction.

3. If initial home contact is unsuccessful in changing the child's behavior, a conference will be requested by the teacher with the parent(s)/guardian(s).

4. If the problem is not readily resolved or if disruption to instructions/activities is severe, the child may be sent to the office and the procedure for major offenses initiated. The minor offense has now become a major offense.

MAJOR OFFENSES

EXAMPLES

Repeated, unresolved minor offenses

Disrespect to anyone, (Failure to comply with any reasonable request made by the adult in charge; disrespect for or challenge of school's designated authority; disrespect towards classmates.)

Interruption/disruption of instruction in any way

Use of degrading, offensive, or inappropriate language or gestures

Fighting - physically or verbally

Theft/attempted theft

Smoking

Intentional or intended physical harm of any person

Possession of any weapon or deliberate, (even feigned), use of any object as a weapon

Possession of any materials of a pornographic nature

Triggering of fire alarm

Igniting matches or other flammable items

Possession of drugs or alcohol

Damaging/attempting to damage personal or school property, including graffiti

Unauthorized presence in any area of the building or departure from the assigned area without permission

Habitual disrespect for or challenge of school's designated authority

RESPONSE

FIRST OFFENSE

1. Teacher or adult in charge shall send the student to the school office along with a **written** report on standard discipline form. The administration shall hear and review all known facts about the situation.

2. The teacher or administrator will attempt to contact a parent(s)/guardian(s), to report the incident in order to develop a solution and to discuss likely consequences.

3. Each student involved will take home a letter from the administration describing the problem and requiring a parent(s)/guardian(s) signature along with written documentation of any further disciplinary action, (e.g. replacing damaged property or apology, etc.). Depending on the nature of the infraction, a conference may be requested by the administration.

4. The office will restore the child to class as soon as the **signed** acknowledgement letter is returned. If the **signed** acknowledgement letter is not returned the next school day, a parent/guardian will be contacted to pick up the student immediately. The student will remain at the office until a parent/guardian arrives.

5. Incident is recorded in child's active file.

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SECOND OFFENSE

1., 2.&3. Same as above.

4. A conference will be mandatory. If the appointment is not kept, the child **MAY NOT** return to school and the parent(s)/guardian(s) must reschedule. Suspension may result if incident is severe or indicates a developing pattern.

5. A record of both incidents will be kept in child's active file.

THIRD OFFENSE

1.,2.& 3. same as above

4. In the child's presence, the administration calls the parent(s)/guardian(s), informing them that this constitutes a third violation. According to the discretion of the principal, student is then suspended for no more than three school days. Parent(s)/guardian(s) must arrange for the immediate removal from school.

Failure to pick up the student will result in the following:

- 1. Immediate notification to the Board of Christian Education of the student's name and incident.**
- 2. Lengthening of the suspension.**

Suspension shall continue until a conference has been conducted among all involved parties as well as the teacher and administrator. Failure to do so will result in a longer period of missed work for the student.

MISSED ASSIGNMENTS: Parents may request, in writing, any work missed by a student during a suspension. If there is no written request by the parent, all assignments during the suspension will receive a failing grade. This is not the responsibility of the teacher.

Records of suspension remain part of student's permanent record.

ADDITIONAL OFFENSES

After suspension has occurred, any additional major violation of this code, (or an accumulation of minor violations), may precipitate either a second suspension, consideration for expulsion, or both, in that order. A second suspension will follow the same procedures as the first. In no case, however, will more than two suspensions occur without referral to the Board of Christian Education for consideration of expulsion.

EXPULSION

Expulsion from Calvary School will mean the removal from our roll effective on the date decided upon by the Board of Christian Education and continuing in effect until the end of the school year in which the incident occurred. The parent(s)/guardian(s) of the pupil being considered for expulsion will be requested to represent the pupil at a Board of Christian Education meeting before the decision to expel is final. However, Calvary School reserves the right to expel pupils immediately and without opportunity for appeal in very severe cases. Determination of "severe cases" is at the sole discretion of the Board of Christian Education. Once the decision to expel has been reached, no reconsideration for re-admission will be made until the following school year.

TUITION WILL NOT BE REFUNDED IN CASES OF EXPULSION.

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A pupil re-enrolled at Calvary School the September following an expulsion will enjoy all the rights and privileges that every other student receives. It is important to note, however, that as with any discipline code violation, the event that precipitated the expulsion will remain on active file at the start of the new school year and as such, would still be an element in the consideration of suspensions during the new school year as well as re-enrollment.

DEFINITION OF DISCIPLINARY TERMS

SUSPENSION - The student **stays home** and misses classes for a specified time increment, (one to three days), as determined by the discretion of the administrator. This punishment is put into effect after the Third Major Offense is committed.

EXPULSION - Student removed from Calvary's roll, effective on the date decided upon by the Board of Christian Education and continuing in effect until the end of the school year in which the incident occurred. This disciplinary action is put into effect after the student has been suspended twice and commits another major infraction.

In cases of **severe infractions**, (e.g. jeopardizing someone's personal safety, or building safety), Calvary's Principal assumes the right to waive the normal procedures and call for an immediate suspension of a student, or in rare extremes, possible recommendation for expulsion. The decision for immediate suspension shall be left to the discretion of the Principal upon review of all of the facts of the situation and upon conferring with the classroom teacher.

VOLUNTEERS AND DISCIPLINE

Volunteers assisting in any capacity in Calvary School are asked to report **any** infraction of the Discipline code by a student to the classroom teacher at the earliest opportunity.

Volunteers assisting are asked to refrain from making mention of the incident anywhere else, (including the parent(s)/guardian(s) of the offender), but to leave this decision to the classroom teacher. The classroom teacher will be responsible for any further disciplinary action.

Parent(s)/guardian(s) are also asked to respect and trust the discretion of the school personnel in handling any infringements that are not deemed acceptable Christian. behavior.

APPEAL PROCESS

In order to ensure fair treatment, every Calvary student reserves the right to request an appeal to a suspension or expulsion decision.

STEPS FOR APPEAL

1. Express your concern **in writing** and address it to the Chairperson of the Board of Christian Education. Place the letter in the mailbox labeled Board of Christian Education located in the back office.
2. Inform the Principal that you are requesting an appeal to the disciplinary action. The Principal **immediately** contacts the Chairperson to inform her/him that an appeal has been requested.
3. The Chairperson of the Board of Christian Education then contacts the rest of the Board members, (including the Pastor assigned to the Board of Christian Education), and the parent(s)/guardian(s), and the classroom teacher to set up a review meeting.
4. The appeal case will be heard with information given from parent(s)/guardian(s) and classroom teacher and/or

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staff person. Based on the Policies and Procedures in place, an appeal decision will be rendered by the Board of Christian Education that same night.

It is our challenge and responsibility as parent(s)/guardian(s), teachers, and administrators to create a positive and safe learning environment for all of the students at Calvary School. It is with this goal in mind that we have initiated this written discipline code. Along with God's guiding hand, we will make every effort to adhere to the standards that we have agreed upon.

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Discipline Form

Date: _____

_____ was in violation of the Discipline Code for the following major offense.
(Name of Student)

1. Repeated, unresolved minor offenses*
2. Fighting - physically or verbally
3. Theft/attempted theft
4. Smoking
5. Intentional or intended physical harm of any person
6. Possession of any weapon or deliberate, (even feigned), use of any object as a weapon
7. Possession of any materials of a pornographic nature
8. Triggering of fire alarm
9. Use of elevator without adult supervision and permission
10. Igniting of matches or other flammable items
11. Possession of drugs or alcohol
12. Damaging/attempting to damage personal or school property, including graffiti
13. Unauthorized presence in any area of the building or departure from assigned area without permission
14. Habitual disrespect for or challenge of school's designated authority
15. Dishonesty in academics (cheating)
16. Use of degrading, offensive, or inappropriate language or gestures.

***If a minor offense becomes a major offense, it remains a major offense for the remainder of the year.**

Description of Incident

_____ A parent conference is requested.

With Christian Concern,

Teacher _____ Principal _____

The office will restore student to class as soon as this acknowledgement letter is signed by parent/guardian and returned. If this acknowledgement letter is not signed and returned, the student will be placed on an "In House Suspension" until it is returned.

Parent's signature _____

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Technology Acceptable Use Policy

Dear Parent(s) and/or Guardian,

Calvary Lutheran School is happy to offer Internet access to its students and teachers. The Internet is a worldwide network. It connects millions of computers all over the world. It also provides thousands of resources for student to use in their classroom.

With access to computers and Internet sites all over the world also comes the potential availability of materials that some people may find objectionable. Calvary Lutheran School has taken precautions to ensure that students access only information that is consistent with the goals of our instructional program, and restrict access to controversial materials.

Students are expected to use responsible behavior when on the Internet. Calvary Lutheran School has created the following policy to make sure using the Internet is safe for all students. Please review and discuss this policy with your child.

Accepted Use Policy

Students shall:

Respect the computer equipment at all times

Students will respect copyright laws and intellectual property rights of others

Students will respect the privacy of others, and will not reveal their name, personal address or phone number, or that of other students. Nor will they post their picture or that of another student online

Students shall not:

Communicate with others on the Internet (e.g. visiting chat rooms, using instant messenger)

Attempt to override security measures and enter controversial sites

Use the Internet for non-school related activities

Download music and/or software without the authorization of the Computer Lab Instructor

Deliberately alter computer settings to which they have not been given access

The use of the Internet is a privilege, and unacceptable use will end this privilege.

Technology Rules and Regulations:

No one may use unauthorized copies of any software on computers belonging to Calvary Lutheran School.

No one may enter, use, copy, alter, or tamper with computer files or software belonging to another person or the school without the expressed permission of the owner of the files.

Theft or willful/irresponsible damaging of any computer facilities, equipment, or software belonging to Calvary

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Lutheran School is not permitted. The student/parents will be held responsible for the costs of repair and/or replacement of the hardware or software damaged.

I have read and understand the Accepted Use Policy and Technology Rules and Regulations for Calvary Lutheran School. The signatures below indicate that I agree to follow this policy. (Please return this form to the Computer Lab teacher).

Name of Student: _____

Signature of Student: _____ Date: _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian _____ Date: _____

Name of Teacher: _____