



Parent-Student
HANDBOOK



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WELCOME

Dear families of Mt. Calvary Lutheran School,

Welcome to the new school year! We are excited about the wonderful opportunities we have to partner together in the education of your children. In order to answer common questions and enable us to minister effectively to the students, this Parent - Student Handbook explains procedures and policies and serves as an excellent reference tool for families. Please keep this handbook in a convenient location so that you can refer to it as questions arise. When in doubt about a correct procedure concerning a matter, please consult this handbook, your child's teacher, or the school office.

We take confidence that God is working through all of us as we work together for the benefit of the children He has placed in our care. The school's goal is for each student to grow spiritually within a community of believers, to develop Christian character, to serve others, and to excel academically. This is accomplished by providing the best possible environment for the sharing of Christ's love while striving for excellence in academic education. With the parents, faculty, staff, and administration all working together, we are confident that God will continue His work through us in His plans for Mt. Calvary's future generations.

May God bless all the members of Mt. Calvary's community as we journey together throughout the school year. We have much to be thankful for today and every day. We have the greatest message ever to share with you, your children, and our community: Jesus Christ our risen Savior and Lord.

May God bless you and your family!

In His service,
Mt. Calvary faculty and staff

MT. CALVARY LUTHERAN SCHOOL

Diamond Bar, California

Mt. Calvary Lutheran School is one of a system of about 2500 schools operated by congregations of the Lutheran Church – Missouri Synod (www.lcms.org) in the United States and Canada. These schools are staffed with approximately 18,000 teachers, many who have been trained in universities maintained by the Lutheran Church – Missouri Synod.

The school is a member of the Synod's *Pacific Southwest District* (www.pswcic.org). The District employs a full-time consultant for schools. Coordination is achieved through Principals' Conferences and Teachers' Conferences.

Mt. Calvary Lutheran Church established its Christian day school in 1983 in order to provide the children of Mt. Calvary's congregation with a Christian education. Today, Mt. Calvary Lutheran School provides a Christian education for children in the congregation, other Lutheran congregations, and other Christian denominations. The school also exists as a mission outreach to the surrounding communities. Mt. Calvary Lutheran School has grown from five classrooms with five teachers to nine teachers in nine classrooms with a library and computer lab. Mt. Calvary Lutheran School provides instruction in grades kindergarten through eighth grade. Extended child care is also available year round.

Specific features of Mt. Calvary Lutheran School include qualified Christian teachers who share their faith with the children, instruction in the Word of God and application of God's Word to secular subjects. Additional features include an emphasis on placing Jesus and others first in one's life and a curriculum that develops a strong academic basis for future studies in high school.

MISSION STATEMENT

Providing a Christian education of excellence where students **C.A.R.E.**

PURPOSE

To provide a thorough instruction to God's Word so that the children may learn God's will, and trust Him as their living, loving Savior. To assist the home in carrying out God's commands: "Train up a child in the way he should go, and when he is old, he will not depart from it." *Prov. 22:6*; and "Bring up your children in the nurture and admonition of the Lord." *Eph. 6:4*

PHILOSOPHY

Mt. Calvary Lutheran Church and School believes that its primary mission is to lead children and adults to develop a devotion and trust in God as their

- Creator:** All things are created and preserved to glorify God. *Psalms 19:1*
- Redeemer:** God's plan of salvation through His Son, Jesus Christ shows the glory of His love. *John 3:16*
- Sanctifier:** God for His own glory through His Holy Spirit works a new life in every Christian. *1 Peter 4:14*

As Christ is the center of the church and school, so He is the center of the educational philosophy and directs all teaching and learning experiences.

GOALS

Mt. Calvary Lutheran School strives to develop the child's individual abilities, to educate for citizenship, to provide and maintain the highest academic standards, to improve human relationships, and to minister to individual and family needs.

EXPECTED SCHOOLWIDE LEARNING RESULTS

Mt. Calvary Lutheran School sets forth the following expectations of all of its students. These expectations are taught throughout the curriculum and are at the heart of student learning.

Mt. Calvary Lutheran School
Where Students **C.A.R.E.**

Christian Values – Students will develop personal characteristics that reflect the character of Christ in their lives.

Students will:

- Reflect a Christ-like attitude in daily living.
- Understand the concept of God's forgiveness.
- Understand the Biblical concept of law and gospel according to Lutheran doctrine.
- Practice a personal relationship with Jesus Christ through the power of the Holy Spirit, prayer and the means of grace.

Academic Advancement – Students will demonstrate academic growth.

Students will:

- Be critical thinkers and problem solvers.
- Develop effective organization and study skills.
- Achieve expected academic skills to ensure successful academic progression.
- Express acquired knowledge on a wide variety of subjects.
- Demonstrate technological skills in academic subjects.

Responsible Citizens – Students will develop social and emotional skills that will encourage them to become responsible members of society.

Students will:

- Be responsible servants giving back to the school and community.
- Apply learning skills to life's social, emotional, and physical challenges.
- Accept responsibility and demonstrate self-discipline for their words, actions, and learning.
- Work cooperatively with understanding and consideration in a culturally diverse setting.

Effective Communicators – Students will be able to communicate their knowledge and ideas effectively.

Students will:

- Read, write, and speak clearly, critically, and effectively.
- Utilize technology and the arts for communication.
- Act as objective and critical listeners.

ADMINISTRATION

Mt. Calvary Lutheran School is owned and operated by members of Mt. Calvary Lutheran Church. Final authority for all decisions is vested in the Voters' Assembly. General policies are developed by the Board of Education. The principal carries out administrative functions.

ACCREDITATION

Mt. Calvary Lutheran School is fully accredited by the Schools Commission of the Western Association of Schools and Colleges and by the National Lutheran School Accreditation. Mt. Calvary is visited by these agencies on a regular basis to assure continuing academic excellence and to maintain the accredited status.

ENROLLMENT POLICY

Non-Discrimination Statement

Parents desiring a thorough Christian education for their children may apply for enrollment. 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, age, sex, color, disability, nationality, and ethnic origin in administration of its educational policies and other school administered programs.

All new students are required by state law to show evidence of having had proper dosages of DPT, Polio, Hepatitis B, and MMR inoculations.

Kindergarten – First Grade

To be eligible for kindergarten, the child must be five years old by September 1st of the current school year; or the child must be six years old by September 1st for first grade. All prospective kindergarten students will be given a test to assess their developmental skills in the areas of motor coordination, visual and auditory perception, and language development to determine readiness for kindergarten. Also, a readiness test will be administered to all prospective first grade students. A copy of the child's birth certificate, all required immunizations and health screening forms and fees must be presented before a student is officially accepted.

Behavioral, financial and academic requirements need to be met first before students can be considered for enrollment or re-enrollment.

Children are eligible for enrollment in the following order of preference:

1. Returning students who are members of Mt. Calvary.
2. Returning students who are not members of Mt. Calvary.
3. Siblings of current students.
4. Mt. Calvary members.

Grades Second through Eighth

Students transferring to Mt. Calvary Lutheran School are accepted based on teacher referral, transcript of records, and testing. Mt. Calvary Lutheran School is not intended to serve as a disciplinary school or a school for exceptional children. Such cases need specialized care that this school is not able to furnish.

Behavioral, financial and academic requirements need to be met first before students can be considered for enrollment or re-enrollment.

Children are eligible for enrollment in the following order of preference:

1. Returning students who are members of Mt. Calvary.
2. Returning students who are not members of Mt. Calvary.
3. Siblings of current students.
4. Mt. Calvary members.

Registration

All enrollments are for a one-year term and pre-registration is necessary for re-admittance for all students each year. Re-enrollment forms will be available to parents of enrolled students in the early months of the new school calendar year. This form should be returned immediately with the required registration fee. Registration fees are NON-REFUNDABLE.

Acceptance of returning students will depend upon the following:

1. Practice of good Christian citizenship and cooperation with faculty and staff members in all behavior and academic areas.
2. Completion of daily assignments and academic performance (see Academic Standards).
3. Behavioral record during the past year.
4. Attendance and tardiness.

Application forms will be available to parents of non-enrolled children who are interested in acquiring a Christian education for their children. All new pupils in grades one through eight will be tested before consideration for acceptance will be made. Grade placement will depend upon the child's achievement level.

SCHOOL ATTENDANCE

Classes begin daily at 8:00 am and are dismissed at 3:00 pm or 11:30 am on minimum days. State law requires that elementary students attend each day.

Parents are to report an absence by calling the school office that day before the start of school.

The practice of taking students out of school for family vacations and other events is discouraged. Teachers are to be notified one week in advance of this type of absence. The teacher is to set a date when the work missed during the absence is to be completed. Parents are responsible for supervising the student while he/she makes up the studies that are missed during the absence.

A student is marked absent for a full day if he/she misses three and one half or more hours on a school day.

A student is marked absent for a half day if he/she is tardy to school by one and one half or more hours. A student is marked absent for a half day absence if he/she leaves the classroom and/or school one and one half hours or more prior to the end of the school day. (see also Health)

Excused Absences

There are times when a student will not be able to attend classes for valid reasons. Illnesses, death in the family, doctor appointments that cannot be scheduled after school hours or a family emergency are examples of excused absences.

Unexcused Absences

When students miss school for other reasons, the absence is unexcused. Staying home to take care of siblings, refusing to go to school or skipping school for the day are examples of unexcused absences. If the parent has not contacted the school on a day the student is absent, the absence is considered unexcused.

According to California Education Code Section 48260, any student absent from school without a valid excuse for three full days in one school year is considered a truant. After three unexcused absences, a conference will be scheduled between the parents and the school to implement a plan for acceptable attendance. If this does not result in acceptable attendance, the school will collaborate with the Los Angeles County Office of Education. The principal will inform the Board of Education when the Los Angeles County Office of Education has been contacted.

Tardy

Students are marked tardy if they arrive after 8:00 am. Each student arriving after 8:00 am must report to the school office and receive a tardy slip to be given to his/her teacher. For each tardy in excess of 3 per quarter, a \$10 fee will be assessed. If this does not result in an acceptable attendance, the principal will refer the problem to the Board of Education.

An excused tardy will be granted for medical and dental appointments when official verification is received from the doctor or dentist. Parents should request this at the time of the visit. Frequent appointments of this type during the school day are detrimental to the student's class work and should be kept to a minimum.

Leaving School Grounds

Students who need to leave the school grounds during any time of the school day for any reason are required by law to be signed out in the school office by a parent or legal guardian. Students who return to the school grounds later that day must go to the school office to be signed in.

Students who have been signed out to go off campus for lunch will be considered tardy if they are not signed in and returned to class by the end of the specified school lunch/recess period. In kindergarten through third grade this period ends at 12:15 pm; in fourth and fifth grade this period ends at 1:00 pm and sixth through eighth grade this period ends at 12:45 pm.

CURRICULUM

Mt. Calvary Lutheran School has been established to provide a total Christian education program as follows:

1. RELIGION: Worship, Bible Study, Catechism, and Church History
2. MEMORY WORK: Bible verses and Luther's Small Catechism
3. LANGUAGE ARTS: Reading, Phonics, English Grammar, Spelling, Penmanship, and Writing
4. MATHEMATICS: Including Pre-Algebra, Algebra, and Geometry
5. SOCIAL STUDIES: Geography, History, and Current Events
6. SCIENCE: Earth, Life, and Physical
7. ART
8. PHYSICAL EDUCATION
9. FOREIGN LANGUAGES (4-8 Rosetta Stone®)
10. ELECTIVES (middle school)
11. TECHNOLOGY

HOMEWORK

In kindergarten through eighth grade, homework is used to reinforce concepts learned at school.

Purpose of Homework

1. To promote and develop healthy study habits so that students will be better able to use the time and academic gifts which the Lord has given.
2. To reinforce learning that is linked to classroom instruction.
3. To strengthen and develop techniques in research.

Gradelink

This is the primary means of communication between home and school. Parents and students can access grades, performance, conduct, teacher comments, and up-coming assignments online. 'Automatic Grade Monitoring' allows parents to automatically receive emails about their student's current progress. School news, a bi-weekly school newsletter, and class communication is also available on this site.

Academic Standards / Grading Scale Guidelines

Student work whether test, quiz, homework, performance, class work, etc. will be weighted accordingly based on subject and/or grade level.

Letter grades will be given in grades first through eighth grade.

For students in grades fourth through eighth, grade point averages (GPA) will be calculated at the completion of each academic quarter in accordance with the following scale.

A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00

In order to best develop the God-given gifts and to ensure academic success students are given a math placement exam. Based on the results of this test a student may be placed in a class that is above the student's homeroom grade level. A student placed in an advanced math class level will be expected to maintain a B or better grade to remain in an advanced math class. Advanced math classes will be based on a 5 point scale.

A = 5.0	B = 4.0	C = 3.0	D = 2.0
A- = 4.67	B- = 3.67	C- = 3.67	D- = 2.67
B+ = 4.33	C+ = 3.33	D+ = 2.33	F = 1.00

Mt. Calvary also reserves the right, based on the math placement exam, to place a student in a class that is below the student's homeroom grade level.

Although all classes at Mt. Calvary are important in the development of the well-rounded student, calculation of GPA will reflect the amount in time given each curricular subject. The following list categorizes each curricular area with its weighted value.

<u>Subject</u>	<u>Weighted Value</u>
Religion	4
Memory	4
Math	4
Literature / Reading	4
Spelling	4
Language Arts	4
Science	4
Social Studies	4
Elective (in middle school only)	2
Foreign Language	2
PE	2
Technology (in middle school only)	1
Art	1

To calculate GPA use the following procedure:

1. Multiply numerical grade value by the weighted value of the subject.
2. Find the sum of all calculated values.
3. Divide the total of calculated values by the sum of the weighted subject values.

SUBJECT	LETTER GRADE	GRADE VALUE	WEIGHTED SUBJECT	CALCULATED TOTAL
Religion	A+	4.00	4	16.00
Memory	A	4.00	4	16.00
Math	A-	3.67	4	14.68
Literature / Reading	B+	3.33	4	13.32
Spelling	B	3.00	4	12.00
Social Studies	B-	2.67	4	10.68
Science	C+	2.33	4	9.32
Language Arts	C	2.00	4	8.00
Elective (Middle School)	C-	1.67	2	3.34
Foreign Language	D+	1.33	2	2.66
P.E.	D	1.00	2	2.00
Art	D-	0.67	1	0.67
		39.00		108.67

(Sum of weighted values)

(Sum of calculated values)

$$108.67/39 = 2.79 \text{ GPA}$$

For grades 3 thru 5 who do not have the elective classes, the sum of the weighted values is 37 & sum of calculated values is 105.33.

Academic Probation

1. Each student in grades fourth through eighth is expected to meet certain academic requirements. If a student does not meet these requirements, he/she will be placed on academic probation. A student will be placed on academic probation for any of the following:

- A. An aggregate Grade Point Average (GPA) of 1.67 for an academic quarter.
- B. Receiving a failing grade (F) in ANY subject during an academic quarter.

2. If a student is placed on academic probation, the following will occur:
 - A. The student and his/her parents must meet with the teacher to determine an individual plan of action.
 - B. The student is ineligible for all extra-curricular activities for the entire academic quarter. Extra-curricular activities will be considered any school sponsored activity i.e. athletics, cheerleading, middle school nights out, student council, etc.
3. If a student goes on academic probation for a second academic quarter, the student and his/her parents must meet with the teacher and principal to determine an administrative plan of action.
4. If a student goes on academic probation for a third academic quarter, the student and his/her parents must meet with the teacher, the principal and a representative from the Board of Education.
5. If a student goes on academic probation for a fourth academic quarter, the student and his/her parents must meet with the teacher, the principal, and a representative from the Board of Education to determine the student's continued enrollment at Mt. Calvary Lutheran School.
6. Academic probation does not apply to a student who has been diagnosed with a learning disability. A trained, qualified expert, approved by the school, must make that diagnosis. Further testing may be required as the student progresses through each grade. Academic probation could still apply, however, to a student who does not turn in required assignments or completes those assignments without an appropriate level of effort.

Academic Cheating Policy

Cheating will include the following behaviors:

1. Copying or allowing homework to be copied.
2. Cheating on quizzes or exams, i.e. stealing test materials, using cheat notes, copying answers or allowing answers to be copied. The first offense with homework, quizzes, or tests will be handled by the teacher observing the behavior, giving a "0" or "F" on the quiz/test and issuance of a detention. Repeated occurrences of cheating will result in a parent conference and may include a suspension or expulsion.

Absent Work

When a student has an excused absence from school he/she will have one day for each day of absence to complete missing work and turn it in for full credit. For example, if a student is absent from school on Monday and Tuesday, all missing work must be completed and turned in by Friday morning at 8:00 AM. Thereafter, it will be treated as late work. All work relating to unexcused absences is subject to the discretion of the teacher.

STUDENT EVALUATIONS

Student Agendas

Students in grades first through eighth are required to have a Premier School Agenda. The agenda allows the students to develop personal responsibility in the area of organization. The students are required to write down their daily assignments in the agenda. If an assignment is not completed on time (not due to an absence), the teacher will circle the assignment in red in the agenda. When the assignment is turned in, the teacher will initial and date the red circle. Parents will also be able to monitor this through the 'Automatic Grade Monitoring' feature of the online Gradelink service.

Report Card Distribution

Mt. Calvary Lutheran School operates on a four-quarter system. The first quarter report card is given to parents at the Parent Conference scheduled at the end of the first quarter. The second and third quarter report cards are given out to the students on the Friday following the end of each quarter. The final quarter report is mailed home.

Standardized Testing

All students in first through eighth grades are given the Iowa Test of Basic Skills test during the fall of each school year. A Cognitive Ability Test will also be given in the first, third, fifth, and seventh grades.

GOOD STUDY HABITS

Studying can be interesting, enjoyable, and useful. It all depends on how a child approaches it. Studying is learning. A child is learning things all the time, every day of his/her life. The child studies because there is something he/she wants or needs to know. Studying can provide the child with the satisfaction of knowing as well as the pleasure of putting that knowledge to good use. Good study habits are learned, and parents can help a child develop good study habits by:

Knowing the Goal - The child should keep written track of all assignments in his/her agenda. This will help him/her know exactly what needs to be done and when it is due. Knowing the goal when beginning an assignment will keep the student from wasting time doing unnecessary work.

Setting a Specific Time - Setting a certain time each day to begin working at assignments will help establish a habit.

Having a Specific Place - A special place where there will be few interruptions is important. The students should avoid using radios, CD, DVD and MP3 players, television, and phones while working on assignments.

WORSHIP LIFE

Since Mt. Calvary is a Christian school, all children enrolled are expected to give evidence of their faith by regular attendance at worship. Although members of other church bodies are not expected to attend Mt. Calvary, parents are always welcome. If parents have no home church, Mt. Calvary invites anyone to attend here. This will encourage parents to understand better the doctrines taught to their children in school.

Chapel services are normally held each Wednesday at 9:00 am. Parents are cordially invited to attend these morning chapel services.

An offering is taken to train the children in Christian giving for church, mission work, and other charitable purposes. The offerings that are received are donated to charitable causes.

Children's baptismal birthdays will be celebrated during chapel worship. Any child and/or parents not currently baptized are encouraged to discuss baptism with the Pastor or any teacher.

From time to time, various choirs will sing during the Sunday morning worship services. Non-member families are requested to cooperate on these occasions. If participation is impossible because of a previous commitment, a note to the child's teacher is an expected courtesy.

Parents of children enrolled at Mt. Calvary who are not members of the Lutheran Church are encouraged to attend an orientation program conducted by the Pastor of the church so that they may be aware of what Lutherans believe, teach, and confess and how this is demonstrated in our parish and school. These classes are offered periodically throughout the year.

CONSULTATION

Ordinarily, parents and teachers should feel free to discuss and mutually solve problems for the benefit of the child.

If consultation is desired, parents should make an appointment with the teacher. **Please refrain from meeting and/or calling a teacher who is teaching in the classroom; this generally means during normal school hours 7:45 am – 3:15 pm.**

The principal will generally be available for consultation between 8:00 am – 5:00 pm by appointment.

If the normal parent-teacher consultation is not satisfactory, the following additional steps should be taken:

1. The parent should speak to the principal only after FIRST having met with the teacher in a formal manner.
2. The parent should request a principal-teacher meeting.
3. The parent should request an interview with the Board of Education by writing their concerns in a letter and giving it to the Board Chair with a copy also given to the principal and teacher.

No matter how hard the school tries, problems are bound to arise. When such an occurrence happens in a child's class, **talk to the teacher first**. Teachers appreciate that courtesy because it may be something of which they are not aware, or they might be attempting to solve the problem in a way unknown to parents. If a parent has discussed the matter with the teacher and a solution has not been reached, the matter then should be brought to the attention of the principal.

GENERAL STUDENT RULES

School

1. All visitors must register in the school office.
2. Students should leave rocks, sticks, dirt, sand, flowers, and plants alone.
3. Students should only use appropriate God pleasing language.
4. Students can only play and eat in designated areas.
5. Students must remain on school grounds during school operating hours.
6. Students must WALK on walkways, blacktop areas, in classrooms, and the quad area.
7. Toys and pets may only be brought to school if special arrangements have been made with the teacher.
8. No play guns or knives are permitted.
9. When using the stairs, students must walk to the right.
10. Fighting or "play-fighting" is prohibited and subject to suspension irrespective of whom may have initiated the confrontation.
11. Gum chewing is not acceptable on the school grounds at any time. **A \$5 fee will be assessed for each offense.**
12. Electronic devices, toys, and other similar items are not permitted at school unless approved by the classroom teacher.
13. Cell phones are not permitted to be used during school hours without teacher permission. They must remain inside lockers or backpacks at all times. Any cell phones used without permission will be confiscated and must be redeemed by a parent.
14. Students may not sell items at school unless it is an organized fund-raiser approved by the classroom teacher.

Classroom

1. Students are expected to maintain orderly desks, tables, and lockers.
2. Students are not allowed in the classroom at any time unless an adult is present.
3. Unsupervised play in the class is not permitted.
4. Students are to follow each teacher's specified rules.

Playground

1. Students are expected to be considerate and practice Christian love to each other at all times.
2. Students cannot kick other students, spit, or throw rocks.
3. Baseballs are not permitted on the school grounds.
4. Students are responsible for keeping the playground neat and tidy.
5. Students must stay off of landscaped hills.
6. When students cross from the upper play area, they must stop and look before crossing.
7. When playing, students must follow rules identified by teacher/supervisors.

Restroom

1. Students should not play or loiter in the restroom.
2. Students must have teacher's/supervisor's permission to use the restroom.
3. Students are responsible for keeping the restroom neat and tidy.
4. Students should talk quietly in the restrooms.

Before/After School

1. All students arriving before 7:45 am must go directly to School Age Care.
2. Students are to be picked up and dropped off in designated areas only.
3. Students must carry skateboards/scooters while on school grounds and store in an area designated by the classroom teacher.
4. Students must walk bikes on school grounds and store them adjacent to the fence outside of the front entrance to the church building.
5. Once a child has left the school site to go home, he/she may not return until the next day.
6. **Anyone walking to or from school must indicate on registration form.**

DISCIPLINE

To discipline means to make a disciple or follower. That implies that someone follows an example willingly rather than because he or she is forced to. Mt. Calvary Lutheran School's goal is that students follow the loving example of Jesus Christ. This means loving **J**esus first, **O**thers second, and **Y**ourself last. (J.O.Y.) It means being willing to help and serve others.

Mt. Calvary Lutheran School is committed to a cooperative effort with parents and children to provide an atmosphere that is God pleasing. Characteristics of such an atmosphere include the following:

1. Students who demonstrate their faith in Christ through their words and actions.
2. Students who exhibit pride in their school, their own learning and accomplishments, and the accomplishments of their schoolmates.
3. Students who respect their teachers, staff, parents, fellow students, school and themselves.
4. Students who know and obey the rules and decisions of those in authority.
5. Students who are accountable for their own actions and realize that with privileges there are always responsibilities.

Consequences of Misconduct

Mt. Calvary Lutheran School must foster an orderly environment in which disruptions do not interrupt learning. Students must be given opportunities to practice responsibility and to accept reasonable exercise of authority. Good education cannot proceed without good discipline, fairly and consistently applied. Student misconduct in the school buildings, on the school grounds, or at school related activities will be cause for discipline. The teachers and the principal will hold students accountable for any failure to obey school rules.

Possible consequences of misconduct include, but are not limited to, the following:

1. Christian counsel and verbal reprimands from school authorities.
2. Loss of privileges for students.
3. After school detention.
4. Short term suspension from school (1 day) and required activation into the *Restoration Ministry Program*.
5. Long term suspension from school and parent counseling.
6. Expulsion from Mt. Calvary School.

Detention

All detentions must be served after school on the following day unless other arrangements have been made. All detention slips must be signed and returned the next day. Failure to return a detention slip signed may result in a second detention.

Detentions are served after school in the assigned classroom. **Detentions begin at 3:15 PM.** Failure to report may result in a second detention. Detentions may vary in length not to exceed 30 minutes. Normal SAC fees and charges will apply to those students not picked up immediately after serving his/her detention.

Three detentions in one quarter will result in a student being suspended from school for one day.

Restoration Ministry Program

The goal of the school's *Restoration Ministry Program* is to encourage and uphold a behavioral-at-risk student. When a student is at step one of the school's suspension procedure, a meeting with the student, parents, teacher, and principal will be held. At that time, a restoration minister will be assigned to the student. The restoration minister will be the pastor or someone assigned.

The restoration minister's role will be to encourage, pray for, and regularly communicate with the at-risk student and his/her family. It is hoped that the student, throughout his/her entire probation period, will be able to move away from the negative behaviors and attitudes, and leave the probation period feeling positive, motivated and forgiven.

Suspension

Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed, or a serious offense is committed. A suspension may be up to ten days. A suspension will be away from campus unless specified by the principal. When a student is suspended, the parents will be notified in writing of the suspension. All suspensions will have a required conference with all parties involved and the principal. All work missed due to the suspension must be done.

The following criteria will be used for suspension:

1. Causing or attempting to cause damage to school or private property, or stealing school or private property.
2. Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of school personnel, or assault and battery upon a student, either physical or verbal, while on school premises or while under the authority of school personnel at any time or place.
3. Possession, use, or sale of illegal drugs or substances, tobacco, or liquor on the school premises or elsewhere. A mandatory minimum suspension of five days is required for investigation followed by expulsion upon commission of a first offense. Expulsion may only be overturned by a unanimous vote of the Board of Education, principal and senior pastor, with each body representing one vote.
4. Possessing, selling or otherwise furnishing any firearm, knife, explosive, destructive device, or other dangerous object. A mandatory minimum suspension of five days is required for investigation followed

by expulsion upon commission of a first offense. Expulsion may only be overturned by a unanimous vote of the Board of Education, principal, and senior pastor, with each body representing one vote.

5. Attempted/committed harassment or sexual harassment.
6. Accumulation of three detentions during one academic quarter.
7. The school may suspend or expel pupils for misconduct when other means of correction fail to reestablish proper conduct.

A suspension will be administered at the discretion of the principal except as defined above.

Expulsion

Expulsion is used as a last resort when other discipline measures have failed or the seriousness of the offense is such that expulsion is called for. All guidelines used in the suspension procedures will be used also in expulsions.

Appeal Procedure

If parents feel that their child's rights have been denied, the following guidelines shall be used to assure fairness to all:

1. The student/parent shall first contact the party with whom there is a difference and attempt to peacefully resolve the difference.
2. If the student/parent member feels that satisfaction has not been gained following a meeting with the party in which they have a difference, he/she shall contact the school principal and state his/her grievances.
3. If the person(s) feels that no satisfaction has been gained, he/she shall contact, **in writing**, the Chairperson of the Board of Education, and request a conference with the Board. The Chairperson of the Board shall convene a special Board meeting of all concerned parties within seven days to hear the concerns of all involved. The Board will consider its decision as final in such disagreements.
4. Problems not settled using these procedures are now in the realm of spiritual matters. The pastors and Board of Elders and ultimately the congregation then handle these matters.

HOME/SCHOOL RELATIONSHIPS

Parents and teachers must mutually support each other to be most effective in the rearing of children whose conduct will be pleasing to God. To that extent teachers will not discredit the child-rearing procedure of parents in the presence of their students, but will always be supportive of parents. Likewise, parents must neither discredit teachers of their educational efforts, but must always be supportive in the presence of their children.

Good communication between home and school is vital for the effective education of children. Parents and teachers should always look for the positive areas of growth and improvement in children rather than simply dwelling on the negatives. Parents and teachers are encouraged to contact each other with questions or concerns about lessons, expectations, procedures, conducts, etc. This contact is best done on a personal basis, but may also be done through a letter or a phone call. If a conference is desired, it needs to be scheduled ahead of time with the teacher.

Uniform Code

The primary purpose of the school uniform code is to assure that the students of Mt. Calvary Lutheran School are neat, clean, and well-groomed for all school activities, thus advancing an organized, prepared approach to successful academic accomplishment. Uniforms provide uniformity, thus eliminating the distraction of competition and emphasis on dress. Students are expected to be in full uniform at all times, except on designated non-uniform days. Students attending school dances must abide by the free dress code. The free dress code is required for school functions when the uniform is not required. Parents are responsible to see that their children are dressed in accordance with the code.

Other Uniforms for Boys and Girls

Approved uniforms of groups affiliated with Mt. Calvary Lutheran School (i.e., Scouts, Choirs, and Cheerleaders) may be worn on appropriate days.

Uniform Purchase Information

Dennis Uniform Manufacturing Company
22825 Savi Ranch Road, Yorba Linda, CA 92887
Phone: (714) 637-8928 Fax: (714) 637-8241

www.dennisuniform.com **All uniform items with the Mt. Calvary Logo must be purchased from Dennis.**

Basic Rules

Khaki and navy bottoms may be purchased from any designated uniform line of clothing. (i.e. JC Penney, Target, Old Navy, Kohl's, etc.)

All logo polo shirts and Dunbar Plaid must be purchased from Dennis Uniform. In addition, all P.E. clothes for grades 4 through 8 (including optional sweats) must be purchased from Dennis Uniform.

All outerwear must follow the Free Dress Code guidelines. Inappropriate pictures, symbols, or words may not be worn.

All cardinal red and navy polo shirts must have the school logo.

All students must have one polo shirt with the school logo.

Pants, shorts, and skirts must be fitted and worn at the natural waistline. Shorts and skirts may not be more than 3 inches above the top of the knee (front and back). **No sagging pants, shorts, skirts, or skorts. Pants may not drag on the floor. No skinny cut or jegging style pants.**

No frayed hems or holes in clothing permitted.

No type of body tattoos may be worn.

No inappropriate self-alterations.

Socks or hosiery must be worn at all times and must be coordinated with the school uniform.

Students must wear proper undergarments. **UNDERGARMENTS MUST NOT BE VISIBLE.**

Gang-related apparel (i.e. metal neck chains and wallet chains) may not be worn. Girls may only wear stud earrings. Boys are not permitted to wear earrings. Those unacceptable items not addressed in the uniform code will be dealt with on an individual basis. It is not possible to anticipate every style, trend or haircut.

Boys

Shorts: flat front or pleated – khaki, navy

Long pants: khaki, navy, or navy corduroy (flat front or pleated)

Polo shirts: short or long sleeve – white, red, navy

Oxford shirts: short or long sleeve – white

Turtle necks: white, navy, red

Girls

Jumpers, skirts, skorts: Khaki, navy, Dunbar Plaid; black, white, or navy Lycra shorts or leggings may be worn under skirts/jumpers, not exceeding the length of the skirt/jumper.

Shorts, long pants: flat front or pleated – khaki, navy

Peter Pan blouses: short or long sleeve – white

Polo shirts: short or long sleeve – white, red, navy

Turtle necks: white, navy, red

Hair accessories: Hair accessories must be coordinated with the school uniform.

Makeup: No makeup of any kind is permissible for students in grades kindergarten to fifth. Girls in grades sixth to eighth are allowed to apply light makeup in moderation and in keeping with the image of a young Christian lady.

Boys and Girls

Belts: plain black, brown, navy, khaki with a plain buckle (May be purchased anywhere.)

Shoes: Shoes must be flat with a closed toe and closed heel. Tennis, athletic, or oxford (Girls – also T-strap or Mary Jane style) No heel may exceed 1 inch in height. Shoes must be laced and tied tightly outside of the shoe. Shoes should not come off the student’s feet while running and playing. Socks or hosiery must be worn at all times. **No open-toes, backless shoes, slip-ons, steel toe boots or shoes with wheels.**

Hair: Hair must be clean and neatly groomed. Students’ grooming that draws undue attention to the wearer is prohibited (i.e.: no spikes or Mohawks or excessive/colored gel). Hair must be natural tones only. Hair must not have any inscriptions cut into it. Boys’ hair may not be gathered with rubber bands or other devices and may not exceed the earlobe on the side or the top of the collar in the back.

Free Dress Rules

In keeping with the school uniform policy, the following rules will apply to free dress days:

1. No halter tops, tank tops (no bare shoulders), short crop tops, miniskirts, short shorts, cut-offs, frayed jeans with holes (shorts or pants), or beach-type shorts are permitted.
2. The only type of collar-less shirt permitted will be of a t-shirt style.
3. Shirts for boys and girls must be properly sized and are able to be tucked inside their skirts, shorts, capris or pants.
4. Pants, shorts, skorts and capris must be fitted and worn at the natural waistline. Denim is allowed. Tattered or torn clothing is not allowed.
5. Length of pants, dresses, skirts, skorts, and shorts for all boys and girls will be consistent with the uniform regulations.
6. Shoe guidelines will be consistent with the uniform regulations.
7. Any item of clothing with inappropriate pictures, symbols, or words may not be worn.

Spirit Day Dress

On designated spirit days, denim which meets the free dress rules may be worn with the **current school year’s** theme based spirit shirt.

PE Dress

For students in grades 4 through 8 who are required to change in the afternoon for PE or after school sports event, wearing Mt. Calvary sweats over their PE/uniform clothes is permissible. All other students must wear school uniforms.

Uniform/Dress Code Enforcement

Disregard for the uniform/dress code will result in the following:

- | | |
|---------|---|
| Step #1 | Student will receive a Uniform/Dress Code Violation, to be signed and returned the following day. This is a warning. |
| Step #2 | The second and any following offense, the student will receive a Uniform/Dress Code Violation to be signed and returned and the parents will be called to bring the student appropriate attire. |
| Step #3 | The third and any following offense, the student will remain in the office until a parent brings appropriate attire. This could affect school attendance and/or parents being charged for the purchase of used uniforms from the uniform store. |

Free Dress is allowed on minimum days on Fridays ONLY. Those students receiving a uniform violation prior to the free dress day will forfeit free dress and will come to school in uniform.

GENERAL INFORMATION

Athletic Policy

It is the goal of the athletic department at Mt. Calvary to provide opportunities for students to use their God-given athletic talents in a safe environment.

Playing athletics is a privilege for students who can demonstrate academic and behavioral conduct. Students are encouraged to tend to their academic studies first and foremost, and add athletics on top of the regular workload. In respect to this, the following academic guidelines are set forth for athletes to adhere to:

1. No athlete can be on academic probation.
2. No Failing Grades (F) in ANY subject on a weekly basis. If a student receives a failing grade on a weekly basis, the student may not participate in his/her sport in any way for the entire following week. For example, if a student receives an F in any subject, he/she may not participate in his/her sport the following week (Monday through Saturday). He/she must improve that grade(s) or he/she will remain on probation until it is no longer an F.

Student athletes are representing not only themselves, but also Mt. Calvary. In regards to this dual role the following behavioral guidelines apply to all athletes at Mt. Calvary:

1. If a student/athlete receives a detention, the student/athlete is not able to play the first part of his/her sporting event (first game of a volleyball match, first half of a football game, first half of a basketball game, or the first 2 events of the track meet).
2. The coach or athletic director reserves the right to impose additional consequences depending on the severity of the detention or the amount of the detentions. For example, a coach may have a policy of not letting the athlete participate in the sport after the second detention.

Athletics is a way for all students, whether playing them or cheering others on, to have something besides academics as part of their overall school experience. It is a way to learn how to get along with others, as well as the ability to lose graciously. Finally, athletics is one of the many ways students are able to demonstrate the talents God has given and to model God's love in Christ Jesus.

Bicycles

Bicycles may be ridden to school provided they are parked and locked to the railing in front of the church. They are not to be ridden on the parking lot, driveway, playgrounds and sidewalks. All bike riders are to enter the school grounds walking their bikes. Because of after school traffic on the hill, homeward-bound students must walk their bicycles to the bottom of the hill. **The school accepts no liability for bicycle damage or theft.**

Birthdays

Birthdays may be celebrated at school with a snack for the class, such as one of the following: cupcakes, cookies, granola bars, donuts, etc. that can be handed out individually by the child. Simplicity is preferred rather than extravagance, and nutritious food is encouraged. Summer birthdays can be celebrated in the same manner during the school year. **Invitations to birthday parties may be distributed at school if either the whole class or all boys/girls are invited, otherwise please mail the invitations to the children's home. Please be sensitive to the fact that there will be hurt feelings when certain children are not included.**

Bullying Policy

Mt. Calvary Lutheran School is committed to creating a safe, caring, respectful learning environment for all students. Bullying of students in school is strictly prohibited and will not be tolerated. "School" includes school building, school grounds, and school sponsored social events, trips, sporting events, etc. Reported

incidents of bullying will be investigated promptly and thoroughly by teachers, staff, and school administration.

Bullying is a pattern of aggressive, intentional, or deliberately hostile behavior that occurs repeatedly over time. Behaviors normally fall into three categories: physical, emotional, and verbal. These may include, but are not limited to the following: intimidation, assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures, and actions, false accusations, hazing, social isolation, and cyber-bullying.

Bullying can be

- **Emotional** being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- **Physical** pushing, kicking, hitting, punching or any use of violence
- **Racist** racial taunts, graffiti, gestures
- **Sexual** unwanted physical contact or sexually abusive comments
- **Homophobic** because of, or focusing on the issue of sexuality
- **Verbal** name-calling, sarcasm, spreading rumors, teasing
- **Cyber** all areas of internet, such as email and internet chat room misuse, mobile threat by text messaging and calls, misuse of associated technology (i.e. camera & video facilities)

Objectives of the Bullying Policy are

- All teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- Mt. Calvary Lutheran School takes bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

These procedures will be followed in cases of bullying

1. Students need to report bullying incidents to teachers or staff.
2. In cases of serious bullying, the incidents will be recorded by teachers or staff.
3. In serious cases, parents will be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted in extreme cases.
5. The bullying behavior or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behavior.

To ensure that bullying does not occur on the school campus, Mt. Calvary will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students.

Teachers will discuss this policy with the students in age-appropriate ways and assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Teachers will emphasize the following:

- Any student who engages in bullying may be subject to disciplinary actions up to and including expulsion.
- Students are expected to immediately report incidents of bullying to their teacher or staff in charge.

- Students can rely on teachers and staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. Mt. Calvary Lutheran School prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Child Abuse Reporting Obligations

In accordance with California law, the school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In the very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Conflict Resolution Policy

Mt. Calvary Lutheran School believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

Teachers will provide age appropriate conflict resolution education and problem solving techniques into the classroom discussions. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment.

Mt. Calvary Lutheran School will provide teachers with training to develop the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior and resolve interpersonal and intergroup conflict.

Drop Off/ Pick-up Procedures

There are only two proper ways to drop off students in the morning. The first way is to park in an open parking space and walk to the classroom or School Age Care room. The second way is to pull into one of the two designated morning drop off areas. If you are using the drop off/pick up areas **the student must be able to exit or enter the car without assistance**. The first designated area is to the east of the gym and marked by orange parking cones. The second designated area is in the north parking lot adjacent to the outdoor eating area.

Because of the obvious danger to students and resulting traffic jam coming up the hill, dropping off or picking up in front of the middle school classrooms is NOT ALLOWED.

There are two ways to pick up students. The first way is to park in an open parking space and either walk to the pick-up area or wait for the student to walk to the car if parked in the north parking lot pick-up area. The second way is to drive through the designated pick up area north of the school and adjacent to the outdoor eating area. All students not picked up within 15 minutes of the close of the school day will be checked into School Age Care.

Emergency

Parents are notified immediately of serious injury or sudden illnesses that occur during school hours. Parents must notify the school office when there is a change of phone number or persons to be contacted. It is

understood that enrollment at Mt. Calvary confers upon the school the obligation to select emergency care providers in the absence of the school's ability to reach the parents and that no liability would attach to such a decision in the event that the parents cannot be reached.

Exchange Student Policy

The mission for the invitation for students to attend Mt. Calvary Lutheran School on a limited basis is: (1) to reach out to the un-churched to provide exposure to the gospel as a fulfillment of our Mt. Calvary Lutheran Church and School main mission. (2) To expose current attending students to other cultures and teach them to be good ambassadors for our mission work. This may also help to teach and reinforce Christian tolerance and acceptance among our community. (3) To expose the kindness of American culture to the exchange students who are temporary guests during their visitation. To that end the following policies and procedures for visiting students will be enforced:

1. Class Size: Class size is limited. The class size should not be so large that it affects the education and the normal operation of the classrooms at Mt. Calvary Lutheran School. Therefore, no more than three (3) visiting students will be allowed per classroom/grade.
2. Age Appropriateness: All visiting students should attend classes that are age appropriate. Visiting students should attend class with those classes/grades that are in the same age group as their counterparts at Mt. Calvary Lutheran School. No visiting students should be younger than five (5) years of age or above the age of fourteen (14).
3. Program Leaders and Liaison: Program leaders or liaisons from the sponsoring agency or program must be present and accessible on campus at all times that the visiting students are on campus. There must be a minimum of one (1) leader/liaison who must be proficient in the English language to facilitate translations to visiting students and Mt. Calvary Lutheran School staff and students. The leaders/liaisons must follow and enforce the rules, regulations and standards of Mt. Calvary Lutheran Church and School, as outlined in this Handbook.
4. Student Behavior and Dress Code: All visiting students must follow existing policies for standard and behaviors as outlined in this Handbook. The Handbook will be provided to the agency or program representative prior to visitation and attendance by visiting students. The communication of this information to the visiting students and families is the responsibility of the agency or program representative. The use of electronic devices is not permitted during class time, except devices approved for translation. Visiting students must follow the Mt. Calvary Lutheran School uniform guidelines: khaki or dark blue pants or skirts; burgundy, white or blue polo shirts with collars OR may wear the regular school uniform of the home school from which the visiting students attend. Visiting students who misbehave are subject to the same disciplinary procedures as regular Mt. Calvary Lutheran School students, as outlined in this Handbook. (see Discipline, pg. 17)
5. Agreement: The agency or program submitting application for visiting students will agree to these policies and procedures for the attending students and will be responsible for enforcement of these policies and procedures, including those outlined in this Handbook. This agreement must be completed prior to any visitation.
6. Fees and Expenses: The agency or program submitting application for visiting students will agree to pay the fees associated with the program and school attendance. Tuition, fees and registration materials are available from the school office or School Age Care director, as appropriate for the program or classroom visitation. All fees are to be paid as agreed upon prior to completion of visitation. All appropriate fees are the responsibility of the agency or program submitting application for the visiting students.
7. School Age Care and Summer Program: The policies and procedures for visiting students apply to Elementary/Middle School and the School Age Care programs, including summer programs and summer school. The dress code may be more liberal for summer programs as school uniforms are not required in summer programs. The visiting students should follow the appropriate dress code for the attending students in the regular program.
8. Administration of Policy and Procedures: It is the responsibility of all Mt. Calvary Lutheran Church and School staff to administer this policy as outlined in the Board Policy and as outlined in this

Handbook. It is the responsibility of the agency or program sponsors and their representative leaders/liaisons to enforce this policy with the visiting students whenever necessary and in response to Mt. Calvary staff direction or request.

- 9. Changes to this Policy: Changes or modifications to these policies may be completed at any time with the approval of the Board of Education by majority vote.**

Family Educational Rights and Privacy Act (FERPA)

The law defines educational records as all records that schools or an educational agency maintains about students. FERPA gives to parents the right to view and confirm the accuracy of educational records, and to ensure that information can be released only for specific and legally defined purposes. This law applies to all private and public schools that accept federal funds. As a result, Mt. Calvary Lutheran School is in full compliance of this law. These rights are extended to parents of minors. At the age of 18, they are transferred to the student. A detailed summary of FERPA may be found in the office for parental review.

Field Trips

To enhance the learning experience, field trips may be taken throughout the school year. All school sponsored field trips are the responsibility of the classroom teacher to organize and must be consistent with the school curriculum. The teacher will attend school sponsored field trips. Parents may suggest field trip options, but the ultimate decision is up to the teacher. For such trips, parents are to sign a Field Trip Consent Form. Parents may be needed to drive or help supervise. If private vehicles are used for transportation, drivers must have adequate liability insurance coverage.

Finger Printing Policy

Mt. Calvary seeks to provide a safe and secure environment for the children and youth who participate in our programs and activities. All paid staff, hired contractors, and ongoing volunteers who desire to work with children participating in our programs and activities will be screened.

First Aid

Minor first aid will be administered through the office. (See Medical Treatment/Emergency Consent Form.)

Harassment Policy

Mt. Calvary Lutheran School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student or staff is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile, or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any of the following:

Verbal Harassment – derogatory comments and jokes or threatening words spoken to another person.

Physical Harassment – unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual Harassment – derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings or gestures.

Sexual Harassment – unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of a student's academic status or progress.
2. Submission to or rejection of such conduct by a student is used as the basis of academic status or progress.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or of creating an intimidating, hostile, or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to, any of the following:

1. Making unsolicited sexual advances and propositions.
2. Using sexually degrading words to describe an individual or an individual's body.
3. Displaying sexually suggestive objects or pictures.
4. Telling inappropriate or sexually related jokes.
5. Making reprisals, threats of reprisals, or implied threats, or reprisals following a negative response to sexual advances.

It is the responsibilities of Mt. Calvary Lutheran School to

1. Implement this policy through regular meetings with all administrators, including the pastor, ensuring that they understand the policy and its importance.
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school towards its strict enforcement.
3. Remain watchful for conditions that create or lead to a hostile or offensive school environment.
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to

1. Conduct himself or herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
4. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

The following procedures must be followed for filing and investigating a harassment claim by a student:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately the student will report the harassment to the teacher or principal.
2. The student alleging harassment will be asked to complete a formal, written complaint. If the claim is against an adult or staff person, established procedures will be followed. If the claim is made by a student against another student, the claim will be investigated thoroughly by the principal and teacher, involving only the necessary parties.
3. Once the facts of a claim against a student have been gathered, the principal will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.
4. If the complaint is against a non-employee or non-student, such as a parent, church member, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

Lost and Found

Please mark all clothing items and lunches. Lost articles may be claimed after school in the School Age Care room. Any article left for more than two weeks will be given to charity.

Lunches

Children can bring lunch or buy hot lunch. Hot lunches are ordered on a monthly basis. Lunches brought from home should be ready to eat; **students do not have access to a refrigerator, stove, or microwave.**

Lutheran High School

Our school is closely allied with Lutheran High School of La Verne. Graduates of Mt. Calvary are encouraged to attend Lutheran High School for their high school years to continue their Christ-centered education. Lutheran High School is located at 3960 Fruit Street in La Verne and can be reached at 909-593-4494.

Lutheran High School combines all the vital elements of a quality education with the highest ideals of Christianity. Being a Christian school in the Lutheran tradition, each student becomes part of a Christian environment, a community under the guidance of competent and concerned teachers. The curriculum offers students the opportunity for a well-rounded high school experience and preparation for college.

Medication

All medication must be turned in to the office in its original prescription container. Medications must be marked with the student's name and be accompanied by Mt. Calvary's Medical Release Form. If medications have to be refrigerated, the parent must clearly mark it as such.

Natural Disaster

The emergency plan for Mt. Calvary Lutheran School is in place. During the school year the children will participate in fire, earthquake, and intruder drills. In the event of a natural disaster, Mt. Calvary Lutheran School will ordinarily follow the direction of the Pomona School District as to the opening or closing of the school.

Parent Classroom Visitation

Any parent wishing to visit a classroom must arrange for such a visit with the teacher in advance. (see also Visitor Policy, pg. 29)

Parent Participation Hours (Volunteering)

The Parent Teacher League (PTL) conducts a **mandatory** Parent Participation Program aimed at getting more parents involved in the school. The elected officers of the P.T.L. Board define the specifics of the program for the upcoming school year. In general the program requires each family unit to **donate at least 20 hours** of service to the school (specifics about what qualifies and how to report these service hours are determined by a special PTL committee). Parents who cannot provide these service hours will be required to pay **\$10/hour** for each hour of service not provided. Examples of ways to accrue Parent Hours include but are not limited to the following:

- Room Parent
- Chaperones for field trips – (2 hours for a half day trip; 3 hours for a full day trip)
- Helping in the classroom
- Overnight trips – (maximum 10 hours regardless of the duration of the trip)
- Donations – (copy paper, office or classroom supplies, other needed items: \$10 in donations equals 1 parent hour)

In order to receive credit for parent hours, parents must fill out the **“Parent Hours Form”** which is available in the office or on the school's website.

Parent-Teacher Conferences/Reporting

Mt. Calvary Lutheran School operates on a quarter system with four evaluation periods. Report cards are issued at the end of each quarter. Mandatory parent-teacher conferences are scheduled at the end of the first quarter. Additional conferences may be scheduled on the basis of need, either by parent or teacher request.

School and Personal Property

Students must secure all personal and school-issued property as directed by faculty and staff, in accordance with classroom and school procedures. **The school assumes no responsibility for the loss or theft of such articles.**

Soft Drinks

Students in kindergarten through fourth grade are not allowed to consume soft drink products during the academic school day. Milk, juice, or water as beverages for students in ALL grades is strongly recommended.

Telephone

A child may use the phone with a teacher's permission.

Transportation

Mt. Calvary does not have a bus service. The school encourages car-pooling.

Visitor Policy

Because the safety of the students (your children) and employees is a top priority, **ALL** visitors, including parents, must sign in at the school office and obtain a visitor badge **during regular school hours**. **No visitors are allowed to be inside the school without a visitor's pass; this includes parents dropping off a student after class has started and/or picking up a student from his/her classroom before school has been dismissed. A visitor badge must be worn in a visible location at all times when on school grounds during school hours. Anyone without a pass will be directed to the office to obtain one.** Mt. Calvary asks that everyone follows this procedure with courteous behavior. Failure to comply will result in the administration taking their behavior as a serious safety incident. Mt. Calvary will not tolerate anyone jeopardizing our security plan. All children and employees will be safe at Mt. Calvary Lutheran School.

It is very important to the children that everyone share in his/her school life; therefore, all are invited and encouraged to visit the school for special programs, serve as a volunteer, or have lunch with the children. Visitors **MUST** sign in at the office when they arrive and sign out when they leave.

Visitors are **NOT** allowed to disrupt class during instruction time. **If anyone wishes to visit the student's classroom during instruction time, they must call the office and/or contact the teacher to arrange a time for a classroom visit.** If anyone wishes to have a conference with a member of the school staff, please call 861-2740, ext. 0, for an appointment. Teachers are available **by appointment only**. To keep class interruptions to a minimum, messages to students will be delivered at a convenient time. Lunches or other items will be left with office personnel who will see that it is delivered to the student.

HEALTH

1. Do not send a child to school if the following symptoms are present: fever, constant headache, earache, upset stomach, vomiting, watery eyes, acute cold, swollen glands, sneezing, coughing, sore throat, runny nose, red and discharging eyes, flushed or pale skin, drowsiness, or chills.
2. If a child has been absent due to a fever above 100 degrees, wait a minimum of 24 hours of a normal temperature before returning to school.
3. Children with head lice are kept out of school until treated.
4. Make sure all emergency information made at registration is kept up-to-date.

5. Refer to the following chart for information regarding recommended time away from school for communicable diseases

Communicable Disease Chart

DISEASE	EXCLUSION OF CHILD	INCUBATION
Chicken Pox	7 days after appearance of first blisters	14 – 21 days
German Measles (Rubella)	4 – 7 days from onset of catarrhal symptoms	10 – days
Red Measles	7 days after rash appears	10 – 14 days
Mumps	Until swelling is gone	5 days
Streptococcal Infection (Scarlet Fever, Strep Throat)	7 day from onset, except when treated by a physician with antibiotics, such cases may be released by a doctor upon clinical recovery	5 days
Whooping Cough	21 days after first severe coughing spell	7 days
Fifth Disease	The contagious period comes before the rash appears. Once the rash appears, a child is no longer contagious. Rash lasts from 1 – 3 weeks.	4 – 28 days

This information has been provided by the California State Department of Public Health.

SCHOOL FEES

Registration Fees

The curriculum fee is \$500.00 (non-refundable) per student. All students are also assessed a \$125.00 technology fee.

Tuition

Please refer to the current tuition rates at mcldb.org or in the front office.

Tuition is payable in equal installments as specified on the Tuition & Fees Schedule. Each installment is due on the 10th or the 20th of each month. The final payment is due in May of the following year. (See Tuition & Fees Schedule for other payment options.)

A service charge of \$30.00 will be assessed for ALL late payments and returned checks for ANY reason. Additionally, a service charge of \$30.00 will be assessed for each successive month a payment remains delinquent.

Tuition accounts must be kept current or students may be suspended from class or other programs until the account is paid in full.

Prepaid Tuition Program

The school offers a prepaid tuition program. A \$50.00 reduction in annual tuition will be applied if the annual tuition payment is received no later than July 10th for the following school year. Payments can be made by cash, checks, or credit card.

Additional Fees and Charges

A separate invoice will be mailed for charges incurred in the previous month. All invoices are past due/delinquent if not paid by the last day of the month.

Delinquent Account Policy

Non-payment of tuition or fees is a breach in the parent or guardian's obligation to Mt. Calvary Lutheran School. If there is a non-payment of tuition or fees, an acceptable alternative arrangement must be approved in writing prior to the last regular day of school. If the financial obligation is not met, the school will take the following action(s):

- Student may not attend classes if tuition is more than 15 days past due unless suitable arrangements are approved by the school office.
- An account that is past due in the amount of \$1,000 or beyond 60 days will have a consequence that the child or children of the delinquent family will not be permitted to attend class on the first day after the delinquency. The student(s) will remain absent until such time that the account is paid current or other arrangements are approved by Mt. Calvary leadership. Methods of payment include cash, check, money order, credit card and enrollment in the Simply Giving program.
- A student's report card may be withheld until the family's account is current and grades will not be available via the website.
- Readmission the following school year may not be permitted if the account is not brought current.
- A student's diploma may be withheld.
- Mt. Calvary Lutheran School has the right to legal action for the non-payment of tuition and parents or guardians will be responsible for costs of collection, including court expenses and reasonable attorney's fees.

The school declares exception to Federal Education Rights and Privacy Act. Records are NOT released if financial obligations are delinquent.

Simply Giving Automated Tuition Payment Program

Mt. Calvary Lutheran School uses the Simply Giving automated tuition payment program. All families, except those that will make full payment in advance, are required to participate in this program. Please contact the school office with any questions regarding tuition.

Education Assistance Offerings

Mt. Calvary Lutheran School offers two education assistance offerings to assist Church and School families with extraordinary financial hardships.

Mt. Calvary Lutheran School Assistance Fund: This fund is supported through the Mt. Calvary Lutheran Church and School budget. These funds are available to assist families with financial needs for day school tuition and registration fees. Applications can be obtained online at mcldb.org. Applications are dealt with confidentially and mailed directly to Financial Aid for School Tuition ([FAST](#)) no later than May 31st for evaluation. Envelopes for mailing the application are available in the school office. FAST submits its recommendations to the Board of Education.

Jesse Fund: This fund is a memorial fund supported by contributions. These funds are made available to assist families with financial needs for the day school tuition and registration fees. Applications are available throughout the school year and can be obtained from the church office. Completed

applications are submitted to the executive committee of the Church Council for consideration. Contributions to the Jesse Fund can be directed to the church or school office.

SCHOOL-AGE CARE

Purpose

To provide a safe and happy Christian environment that offers age appropriate educational and recreational activities, and a caring staff who understands and nurtures positive growth in children and youth.

Hours

Regular School Days:	6:30 am – 7:45 am 3:00 pm – 6:00 pm
Minimum Days:	6:30 am – 7:45 am 11:30 am – 6:00 pm
Vacation Days:	6:30 am – 6:00 pm

Holidays

SAC will observe the following holidays by being closed:

- Labor Day
- Thanksgiving Day and the Friday after
- Christmas Eve
- Christmas Day
- New Year's Day
- Memorial Day
- Independence Day

Snacks at SAC

Afternoon snack is served at 3:30 pm on regular school days.
On minimum days, snack is served at 3:00 pm.

Program Activities

- Activities Centers in the SAC room
- Gym Activities
- Homework Center
- Outdoor Play Areas
- Enrichment Classes

Kids' Camp

Kids' Camp is a summer day camp program based on exciting weekly activity themes, field trips, and the celebration of God's Word. All children 5 through 12 years of age are invited to attend.

Sign-in and Sign-out Procedures

Children attending School-Age Care are required by law to be signed-in and signed-out **by a parent or legal guardian**. The names of other persons who are permitted to pick-up a child must be written on his/her Information Card. Persons unfamiliar to the School-Age Care staff should be prepared to show some form of identification, preferably a driver's license. In an emergency, a written note is required if a person not listed on a child's Information Card must pick-up a child, or this information can be faxed to the office at (909) 861-5481. Children who wish to visit other children's homes after school are required to make plans in advance so that all paperwork may be filled out and delivered to School-Age Care.

Fees

Students who are picked up before 3:15 pm will not be charged for School Age Care.

Please refer to our current Fee Schedule at mcldb.org or in the school office. There is also a Full Year Contractual Agreement option available by request in the office. Reservations for full day care will be taken on a sign-up sheet located in the SAC room on the podium.

Late Fees

Rates after 6:00 pm are \$10.00 for each 15-minute period of time or portion thereof.

6:05 – 6:15	\$10.00
6:16 – 6:30	\$20.00
6:31 – 6:45	\$30.00
6:46 – 7:00	\$40.00

Billing and Payments

SAC invoices will be mailed no later than the 10th of each month for the previous month. Invoices are due upon receipt and are past due/delinquent if not paid by the last day of the month. Failure to pay on time may result in loss of the privilege of attending SAC until account is paid in full. Students attending SAC with past due/delinquent accounts may be sent to the office and parents will be notified. A service charge of \$30 will be assessed for ALL late payments and returned checks for ANY reason. Additionally, a service charge of \$30 will be assessed for each successive month the payment remains delinquent.

MT. CALVARY LUTHERAN PRESCHOOL

License # 191503710

Philosophy for Early Childhood Education

So that the children may “*Grow in the grace and knowledge of our Lord and Savior Jesus Christ.*” 2 Peter 3:18

Mt. Calvary Lutheran Preschool believes the following:

- Early childhood education is an integral part of a congregational mission and ministry.
- Early childhood education is a significant avenue for congregational mission outreach in the community.
- Early childhood education is a ministry to the families of young children by providing a parent program designed for support, encouragement and opportunities that enhance the educational and developmental processes already present in the home.
- The young child is a gift from God and learns best about God’s world through experimentation and exploration. Therefore, the early childhood program plans developmentally appropriate activities and values play as an avenue for learning.
- Each child is a unique and special child of God and the early childhood program encourages his/her self-esteem and individuality. The early childhood program, therefore, subscribes to sequential learning and while learning is encouraged, it should not be hurried.

Hours

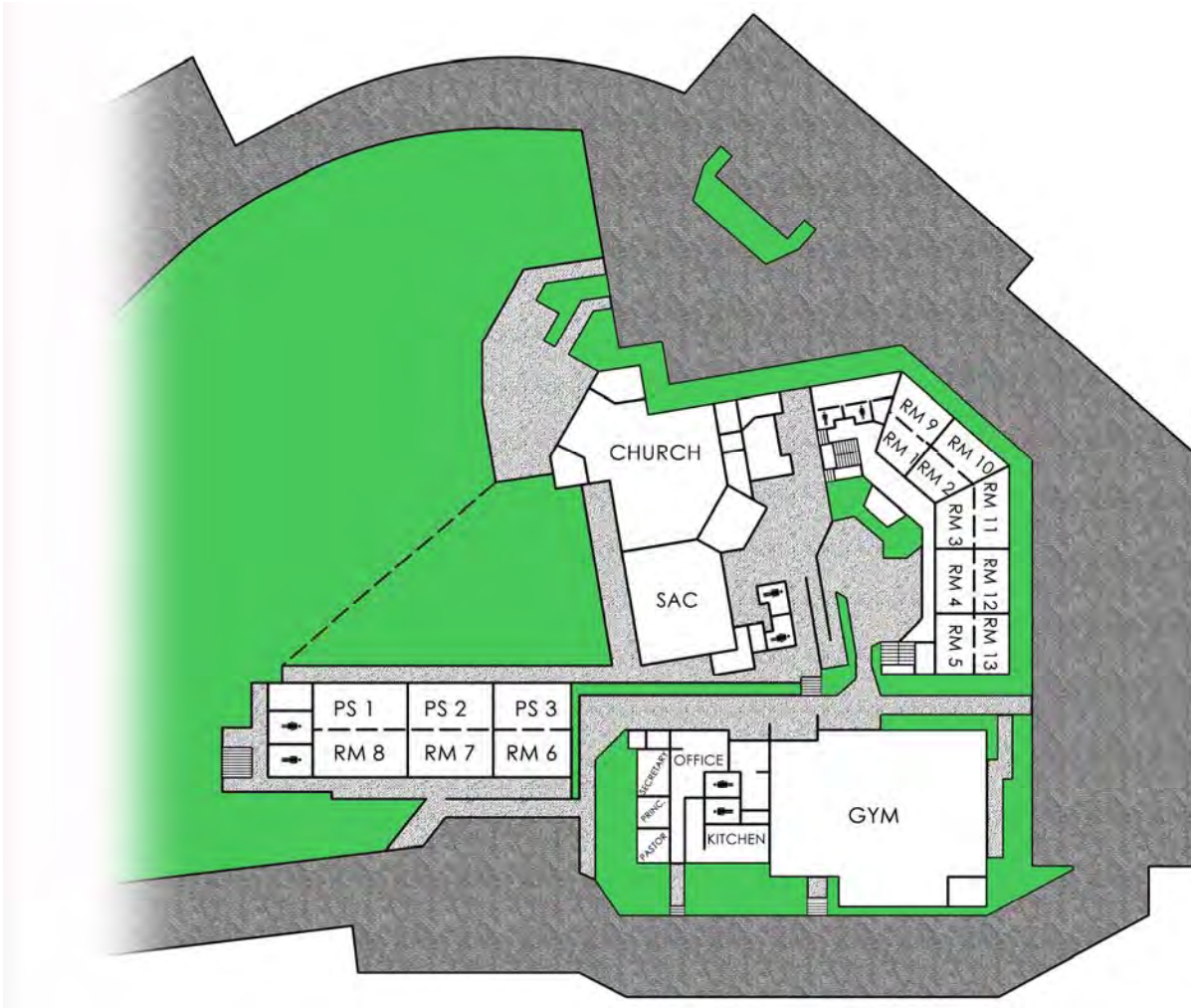
The hours of the preschool are from 6:30 am – 6:00 pm. After 6:00 pm, a late fee of \$10.00 will be charged for every portion of 15 minutes until the child is picked up.

Mt. Calvary Lutheran Preschool is a part of the ministry of Mt. Calvary Lutheran Church. The entire family is invited to worship at Mt. Calvary Lutheran Church each Sunday. Worship opportunities are at 8:00 am and 10:30 am. Children are encouraged to attend Sunday School at 9:15 am during the Adult Bible Study.

For rates, registration fees, and other information, please refer to the Preschool Handbook and the Rate and Fees Schedule.

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

MT. CALVARY LUTHERAN CHURCH AND SCHOOL MAP



CONTACT INFORMATION

Mt. Calvary Lutheran Church and School
23300 Golden Springs Drive
Diamond Bar, CA 91765

School Office: (909) 861-2740

School Fax: (909) 861-5481

Website: www.mcldb.org

Email: admissions@mcldb.org