



Mt. Calvary
Lutheran Church
& School



Parent-Student HANDBOOK

2023-2024

Empowering Students: United in Christ!



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WELCOME FROM THE PRINCIPAL



Dear Eagle Families,

"Rock Solid" is our theme for the 2023-2024 school year. This theme is based on Psalm 18:2: "The LORD is my rock and my fortress and my deliverer, my God, my rock, in whom I take refuge, my shield, and the horn of my salvation, my stronghold. (ESV) To emphasize our theme, I would like to share a story with you.

Several years ago, a friend bought a brand new house. He and his family were so excited to move in and to make it their home. Not long after moving in, they noticed cracks in the walls. The cracks grew larger and gaps appeared in the corners and seams of the house. Soon thereafter, they could no longer open the front door. The house was "moving." After a great deal of surveying by various contractors it was determined that the foundation of the house was not properly done. The house was built on clay that was not compacted correctly. Thousands of dollars were spent to make the house right. Just like the example of the house falling apart because of the lack of a solid foundation, our lives can fall into the same trap. God gives us eight promises in this passage of how He is the Rock in our lives.

- God is my rock.
- God is my fortress.
- God is my deliverer.
- Our God is my God.
- God provides refuge.
- God is my shield.
- God is the horn of my salvation.
- God is my stronghold.

As we begin this journey of the 2023 academic year, our 40th year in ministry, we do so knowing that these eight promises are for us. We go forward in confidence knowing that our faith is firmly planted on the Rock, Jesus Christ!

I thank you in advance for your partnership as we learn, grow, and build our foundation in this new school year. I am excited to serve you, your student, and your family. Together, we can accomplish much as we stay focused on "our Rock".

Blessings.

In Christ,

Deryl Maxwell

Deryl R. Maxwell
Principal

WELCOME FROM THE PASTOR



“The Lord is my rock and my fortress and my deliverer...my stronghold. (Psalm 18:2)”

Allow me to introduce you to our church, where it is our mission to be equipped by the Word of God to engage and serve the community. If you are looking for a spiritual home where you can grow, connect, and deeper rooted into the Word of God, then look no further. We open our doors wide to embrace you in Christ' love and acceptance.

At our church, we are passionate about establishing a faith community where lives are changed through the power of the Word. We eagerly provide a nurturing environment where you and your children can explore and deepen your relationship with God.

No matter your background, story, or the journey that has brought you here, we invite you to join us as we seek to live out our faith in meaningful ways. Together, we strive to support and uplift one another, while also reaching out to serve our local community and beyond.

- ❖ English Worship Service: Sunday 9:00-10:15 am
- ❖ Chinese Mandarin Worship Service: Sunday 10:30-11:30 am

Children's church (Sunday School) is ready for you at each service. Jesus said, “Come to Me, all who are weary and burdened, and I will give you rest. (Matthew 11:28)” We are excited to meet you, to walk alongside you, and to share in the blessings that await us on this Rock Solid journey of faith.

With Blessings,

Pastor Luke Huang



HISTORY AND VISION

Mt. Calvary Lutheran School is one of a system of about 2,500 schools operated by congregations of the [Lutheran Church – Missouri Synod](#) in the United States and Canada. These schools are staffed with approximately 18,000 teachers, many of whom have been trained in universities maintained by the Lutheran Church – Missouri Synod.

The school is a member of Synod's [Pacific Southwest District](#). The District employs a full-time educational executive director for schools. Coordination is achieved through Principals' Conferences and Teachers' Conferences.

Mt. Calvary Lutheran Church established its Christian day school in 1983 to provide the children of Mt. Calvary's congregation with a Christian education. Today, Mt. Calvary Lutheran School offers Christian education for children in the congregation, other Lutheran congregations, and other Christian denominations, as well as children who are seeking a quality Christian education. 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 twelve teachers in ten classrooms with a library and Student Support Center. Mt. Calvary Lutheran School provides care and instruction for Infants 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 solid academic basis for future studies in high school.

Mt. Calvary is equipped and ready to serve today's generation of students and is focused on building for future generations. The school has a vision of providing each student with a "4C's education centered on 1": Critical Thinking; Creativity; Communication; Collaboration and all is Christ-Centered."

MISSION STATEMENT

"In partnership with its parents and stakeholders, Mt. Calvary Lutheran School strives to empower a diverse community united by Christ and to establish a strong foundation of academic excellence."



PURPOSE

To provide a thorough, Christ-centered 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 believe that its primary mission is to lead children and adults to develop 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, 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 abilities, educate for citizenship, provide and maintain the highest academic standards, improve human relationships, and minister to individual and family needs.

ADMINISTRATION

The Board of Education governs the school. This board is comprised of members of Mt. Calvary Lutheran Church and selected by the Voter's Assembly. There are four advisory members (the Principal, Pastor, Congregational President, and Chairman of the Board of Elders) and the elected individuals. The board meets monthly to review and establish policy and monitor progress.

The school is under the general supervision of the Principal. The Principal is responsible for the day-to-day operations of Mt. Calvary Lutheran School, Infant-8th Grade.

FACULTY

Our teachers are the main strength of the school. The teachers are employed by Mt. Calvary Lutheran Church and are accountable to the school principal, and they are teaching ministers of the church. Faculty members have earned degrees in education, and many have earned advanced degrees and/or continuing education credits.

Their Christian instruction and guidance is a ministry to children and parents. They teach and evaluate, plan and prepare, relate and counsel, pray and care. Their communication with parents is key to effective education. Pray for them, support their decisions, and give them respect, love and encouragement.

ACCREDITATION

Mt. Calvary Lutheran School is fully accredited by the Western Association of Schools and Colleges (WASC) and the National Lutheran School Accreditation (NLSA). Mt. Calvary is visited by these agencies regularly to ensure academic excellence and maintain the accredited status.

The school recently underwent the self-study process and received full accreditation status in Spring 2023.



STUDENT LEARNER OUTCOMES

The stakeholders have developed and affirmed the following Student Learner Outcomes for the school (est. Spring 2022).

GRACE

Global Awareness

- Understands and addresses global issues
- Maximizes God-given gifts in service to humanity
- Lives the Great Commission

Responsible Citizens

- Participates productively in the community
- Abides by the law
- Exercises rights and duties of a citizen

Academic Excellence

- Thinks critically
- Embraces rigor
- Solves problems with innovation

Christ-Centered

- Follows Christ
- Loves God's Word
- Leads with a servant's heart

Effective Communicators

- Listens with empathy
- Expresses ideas with clarity
- Employs technology and the arts to share information

"We teach students at Mt Calvary to be Globally Aware Responsible Citizens who attain high Academic Achievement with Christ in their Center to Effectively Communicate the message of God's GRACE. According to our mission from Jesus, "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age."

ADMISSIONS POLICY

NON-DISCRIMINATION STATEMENT

- Parents desiring a thoroughly 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. It does not discriminate based on race, age, sex, color, disability, nationality, and ethnic origin in the 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, Tdap, and MMR inoculations.

THE ADMISSIONS PROCESS (NEW STUDENTS)

- ☐ Take a Tour with:
 - ☐ Preschool Director; or
 - ☐ Admissions Director (K-8)
- ☐ Complete online application (K-8)
 - ☐ Fee \$TBD (Includes entry assessment)
 - ☐ **Grades 1-8** - Submit a copy of the most recent report card and a copy of the most recent standardized test if applicable and a Teacher Recommendation (include form)
 - ☐ Schedule an assessment with a grade-level teacher or administrator or designee
 - ☐ Schedule an interview with the Principal/ Preschool Director (if needed for preschool)
 - ☐ **If approved** - complete the acceptance packet
 - ☐ Completed Registration
 - ☐ Birth Certificate
 - ☐ Registration Form - Online and “clicked over”
 - ☐ Deposit of \$TBD (Registration and Curriculum Fee)

TRANSITIONAL KINDERGARTEN

The TK program is designed for students whose fifth (5th) birthday falls between September 2 and April 2. This is the first year of a two year Kindergarten program that enables students who are prepared to begin the elementary school experience. The curriculum is similar to, but modified to meet the needs of the TK student.

KINDERGARTEN – FIRST GRADE

To be eligible for Kindergarten, the child must be five (5) years old by September 1 of the current school year; or the child must be six years old by September 1 for first grade. All prospective Kindergarten students will be given a test to assess their developmental skills in 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.
5. Members of the Community

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.
5. Members of the Community

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 calendar year. All the required registration forms and collection of fees are online, and registration and Admission fees are **NON-REFUNDABLE**.

Acceptance of returning students will depend upon the following:

1. Practice 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 (online) will be available to parents of non-enrolled children 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, and 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 (Grades 5-8 will dismiss at 3:15 PM) or 11:30 am on minimum days. State law requires that elementary students (6 years +) attend each day. TK and Kindergarten students are strongly encouraged to follow the same guidelines and attendance is recorded.

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**. A student is marked absent for a full day if they miss three and one half or more hours on a school day. Teachers are to be notified one week in advance of this type of absence, and 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 they make up the missed studies during the absence.

A student is marked absent for a half-day if they are tardy to school by one and one half or more hours. A student is marked absent for a half-day absence if they leave the classroom and/or school one and one-half hours or more before 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 satisfactory 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 coming after 8:00 am must report to the school office and receive a late slip to be given to their teacher. For each tardy of more than three per quarter, a \$10 fee will be assessed and is due upon receipt. 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 the doctor or dentist receives official verification. 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 classwork 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 by a parent or legal guardian.

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 grade level lunch/recess period.

ACADEMIC PROGRAM

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

Core Curriculum

- **Religion:** Worship, Bible Study, Catechism, and Church History,
 - Memory Work
- **Language Arts:** Reading, Phonics, English Grammar, Spelling, Penmanship, and Writing
- **Mathematics:** Including Pre-Algebra, Algebra, and Geometry
- **Social Studies:** Geography, History, and Current Events
- **Science:** Earth, Life, and Physical

CoCurricular Curriculum

- Art
- Physical Education
- Foreign Languages - Spanish Grades 4-8
- Explorations (Grades 5-8)
- Technology

HOMEWORK

In Transitional Kindergarten through Eighth grade, homework is used to reinforce concepts learned at school and is intended to:

- 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.
- To reinforce learning that is linked to classroom instruction.
- 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 upcoming assignments online. 'Automatic Grade Monitoring' allows parents to automatically receive emails about their student's current progress. Various school newsletters can also be available in Gradelink.

ACADEMIC STANDARDS / GRADING SCALE GUIDELINES

Student work, whether a test, quiz, homework, performance, classwork, etc., will be weighted according to the subject and grade level.

Letter grades will be given in grades First through Eighth grade.

Grade point averages (GPA) will be calculated after each academic quarter per the following scale for grades Fourth through Eighth.

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

To best develop the God-given gifts and 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.

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

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

SUBJECT WEIGHTED VALUE

Weight	Subject
4	Religion
4	Memory
4	Mathematics
4	Literature/Reading
4	Spelling
4	Language Arts
4	Science
4	Social Studies
2	Explorations (MS)
2	Foreign Language
2	Physical Education
1	Technology (MS)
1	Art

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.

ACADEMIC PROBATION

1. Each student in grades fourth through eighth is expected to meet specific academic requirements. If a student does not meet these requirements, they 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 their parents must meet with the teacher to determine an individual plan of action.
 - b. The student is ineligible for all extracurricular activities for the entire academic quarter.
Extracurricular 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 their 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 their 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 their parents must meet with the teacher, the principal, and a representative from the Board of Education to determine their 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. However, academic probation could still apply 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 responses 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 the student will be required to make up the work and can earn up to 60% for the grade.
3. 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, they 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 at 8:00 AM. After that, 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. (Middle School students will be transitioning to the use of Google Calendars for assignments. 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 monitor this through the 'Automatic Grade Monitoring' feature of the online Gradelink service.

GOOGLE CLASSROOM

Google Classroom is a Student Learning Management System that operates via the student's Google account that they receive upon enrollment. While the system is not used at all grade levels, it is being phased into the school over the next few years. Google Classroom allows the instructor to deliver instructional materials and receive student work via the Classroom platform. In addition, it allows for the teacher to provide feedback through comments and grades.

REPORT CARD DISTRIBUTION

Mt. Calvary Lutheran School operates on a four-quarter system. All report cards will be available via Gradelink at the end of each quarter. The publication dates are as follows:

- Quarter 1 - October 18, 2023
- Quarter 2 - December 27, 2023
- Quarter 3 - March 13, 2024
- Quarter 4 - May 22, 2024

STANDARDIZED ASSESSMENTS

Mt. Calvary will be implementing MAP Growth Assessments for the 2023 academic year. These assessments will be administered three times a year (Fall, Winter, Spring). Instructors will have instant access to results which are nationally normed and then be able to implement relevant strategies to provide instruction that will enhance student learning and the instructors will be able to track growth throughout the year.

GOOD STUDY HABITS

Studying can be interesting, enjoyable, and valuable. It all depends on how a child approaches it. Studying is learning. A child is learning things all the time, every day of their life. The child studies because there is something they want or need to know. Studying can provide the child with the satisfaction of understanding and 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 their agenda, and this will help them 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 particular time each day to begin working on assignments will help establish a habit.

Having a Specific Place - A special place where there will be few interruptions is essential. Students should avoid using social media, gaming, streaming, cell phones, and other devices not part of the assignment.

WORSHIP LIFE

Since Mt. Calvary is a Christian school and a church's mission outreach, 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 better understand the doctrines taught to their children in school.

Chapel services are typically held each Wednesday at 8:15 AM (unless otherwise noted). Parents are 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 or parents not currently baptized are encouraged to discuss baptism with the Pastor, Principal, or teacher.

From time to time, various choirs will sing during the Sunday morning worship services. All ~~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.

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 to be aware of what Lutherans believe, teach, and confess how this is demonstrated in our parish and school. These classes are offered periodically throughout the year. A Worship Scholarship program is in place and the details are published in the Tuition and Fees section of this handbook.

CONSULTATION

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

If consultation is desired, parents should make an appointment with the teacher. **Please refrain from meeting or calling a teacher in the classroom; this generally means during regular school hours, 7:45 AM – 3:15 PM.**

The Principal will generally be available for consultation between 8:00 AM – 4:30 PM by appointment. If the regular 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 formally met with the teacher.
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 they are unaware of, 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 issue should be brought to the principal's attention.

GENERAL SCHOOL 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, staying to the right, on stairways, walkways, blacktop areas, 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. Fighting or “play-fighting” is prohibited and subject to suspension irrespective of who initiated the confrontation.
10. Gum chewing is not acceptable on the school grounds at any time.
11. Electronic devices, toys, and other similar items are not permitted unless approved by the classroom teacher.
12. **Cell phones are not permitted to be used during school hours without teacher permission, and they must remain inside lockers or backpacks at all times. Any cell phones used without authorization will be confiscated and must be redeemed by a parent. (This may include the use of smart watches and other devices.)**
13. 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 for 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 and lunch areas 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 the rules as articulated by teachers/supervisors.

RESTROOM

1. Students should not play or loiter in the restroom.
2. Students must have the teacher’s/supervisor’s permission to use the restroom.
3. Students are responsible for keeping the restroom 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 on school grounds and store them 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, they may not return until the next day.
6. **Anyone walking to or from school must indicate on the registration form.**

CYCLE OF DISCIPLINE AND MINISTRY

Mt. Calvary strives to promote a culture where kindness, common courtesy, and respect are normative behaviors. As a result, Mt. Calvary Lutheran School students are held to biblical standards of conduct to grow and display Christ-like character. 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 learning and accomplishments, and the achievements 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 actions and realize that with privileges, there are always responsibilities.

All discipline by school authorities is tempered with love and administered in the student's best interests at heart. Students are expected to follow the policies and rules of the school and are held accountable for their behavior. Mt. Calvary reserves the right to determine, in its sole discretion, the appropriate consequences in all disciplinary cases based on the facts of each case.

The school's teachers take measures in the classroom and on the Mt. Calvary campus to ensure that the school atmosphere remains positive and focused on education. Ordinarily, a word of counsel from the teacher to the child is sufficient to correct the student conduct issue. If necessary, the teacher will contact the student's parent to obtain assistance in fixing the student's conduct issue. In certain instances, it will be necessary to contact the school administration, who will gather information and communicate with and counsel the student, teacher, and parents to create a strategy designed to resolve conflict issues and ensure the student's success. School administration will determine the appropriate steps, including, but not limited to, some form of a further conference, apology, and some form of a behavior contract, and if necessary, discipline. In some circumstances, a student may be referred to an outside counselor to assist in rectifying the student's conduct issues. Discipline may include but is not limited to an after-school detention, probation, suspension, and rectification of damages and/or expulsion. The decision to suspend or expel a student may not occur without the approval of the principal.

The Cycle of Discipline and Ministry is formulated to provide a guideline for the teacher and student in resolving differences that hinder learning in the classroom or hinder a safe environment on the Mt. Calvary campus. In conflict situations, persons involved should take steps to resolve the problem by following our Lord's direction, as found in Matthew 18:15-17. This Biblical process is the foundation of building positive relationships through Collaborative Problem Solving (CPS).

This process appears in the first four steps of the CPS plan:

1. Teacher-Student
2. Teacher-Student-Parent
3. Teacher-Student-Parent-Principal
4. Student-Parent-Principal

The principal will determine the next steps towards a resolution for the student and their family. These steps may include suspension or expulsion.

Suppose the school learns that a student is engaged in conduct unbecoming a Christian outside the regular school hours, including but not limited to activities that damage school property, harass staff, or damage the school's reputation, including social media. In that case, the school will take action under this policy.

A parent's unsupportive behavior toward the faculty, staff, administration, and/or violation of or disregard for the school's mission, values, rules, or administration decision may also be grounds for discipline, including expulsion of the student.

OFF-CAMPUS SCHOOL EVENTS

Students are expected to behave as they would on campus when attending off-campus school activities such as field trips, athletic events, service activities, or the like as they represent our school and the Lord. The appropriate attire is required as specified by the designated school authority.

SCHOOL JURISDICTION

The guidelines and policies contained in this Handbook apply whenever a student is under the school's jurisdiction. Students are generally considered to be under the school's jurisdiction when:

- On the school grounds (campus)
- On or off-campus at school-related events, including but not limited to athletic events, field trips, or service activities.
- Please note: There may be circumstances when the school will impose disciplinary consequences on students for actions that occur out of the school's normal jurisdiction where those actions negatively impact the school, including but not limited to its students, members of the community, or the school's reputation.

DISCIPLINE STRUCTURE

As a Christian school, we believe it is essential that each student understands the importance of and learns to submit to authority so they can, in turn, submit to God's will and authority. God's Word is not just judgment but forgiveness and grace. Mt. Calvary Lutheran School administration reserves the right to discipline students appropriately.

- Detention: This is time outside of class spent separated from peers. Students are encouraged to use this time to reflect on behavior choices.
- Behavior Contract: Established as dictated by a pattern of behavior for which alternate means of correction have not brought about permanent change and alignment to school conduct standards. The contract outlines expectations according to a discipline plan with a timeline, including probation.

- Suspension: Assigned for major and flagrant infractions in or out of the classroom. This is time served either at home or in school at the discretion of the administration. It can vary in length from one to five days. It is an unexcused absence.
- Expulsion: A student is dismissed from Mt. Calvary Lutheran School.

The “Cycle of Discipline and Ministry” goal is to encourage and uphold an at-risk student. The administration will strive to implement a support structure that may involve the Pastor. It is hoped that the student will be able to move away from the negative behaviors and attitudes throughout their entire probation period and leave them feeling positive, motivated, and forgiven.

The School reserves the right to determine, in its sole discretion, the appropriate consequences in all disciplinary cases based upon the facts of each case.

Because of the severity of the behavior, **Major Offenses** will be handled by an administrator on a case-by-case basis. Parents will be notified whenever suspension, probation, or expulsion is necessary. **Major Offenses** include, but are not limited to:

- Possession or participation in the use of alcohol, tobacco, or illegal drugs or related paraphernalia while on campus or at a school-sponsored event
- Possession of obscene materials while on campus or the transmission/sharing of such material with other Mt. Calvary Lutheran School students
- Possession or participation in the use of a dangerous weapon or ammunition while on campus
- Possession of toys used as a representation of a weapon
- Possession or participation in the use of matches, lighters, fireworks, or other explosive devices while on campus
- Making criminal or terroristic threats against the school, Mt. Calvary Lutheran School students, families, guests, or personnel
- Flagrant use of a digital device to violate the privacy rights of others (see Digital Devices & Social Media Use Policy)
- Lying, not speaking the truth
- Cheating on tests, quizzes, or assignments
- Bullying or harassment
- Stealing
- Destruction of personal or school property
- Use of profanity or offensive language (including gestures and actions)
- Inappropriate physical behavior
- Fighting or encouraging to fight

Students who know the above offenses, who fail to report incidents to staff, teachers, or faculty may be subject to discipline.

The school may search desks, lockers, and apparel when it believes there has been a violation of school policy or conduct contrary to its values; it may also seize personal property if deemed necessary.

Bullying, demeaning, taunting, intimidation, threats of violence, and other disruptive behavior on our campus will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Reports of incidents should be made to the supervisor in charge. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of harm.

In extreme cases, students may be subject to criminal or civil penalties. Mt. Calvary Lutheran School will cooperate with law enforcement officials if a law is broken.

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, and 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 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 is not allowed. A mandatory minimum suspension of five days is required for an 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 objects. A mandatory minimum suspension of five days is required for an 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 disciplinary measures have failed, or the seriousness of the offense is such that expulsion is in order. All guidelines used in the suspension procedures will also be used 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 resolve the difference peacefully.
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, they shall contact the school principal and state their grievances.
3. If the person(s) feels that no satisfaction has been gained, they 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.

ANTI-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 the school building, school grounds, school-sponsored social events, trips, sporting events, etc. Reported incidents of bullying will be investigated promptly and thoroughly by teachers, staff, and school administration.

"During their school careers, many students are involved with teasing or aggressive behavior as either a perpetrator or a target. School staff must be aware of children's taunts that occur from time to time and acknowledge injured feelings and issues in dispute. Taunting/teasing becomes a concern when hurtful or aggressive behavior toward an individual or a group appears to be unprovoked, intentional, and (usually) repeated. Bullying among children may occur in a variety of hostile acts that are carried out repeatedly over time. The acts involve a real or perceived imbalance of power, with the more powerful child or group attacking the less powerful ones. Bullying may be "physical" (hitting, kicking, spitting, pushing), "verbal" (taunting, malicious teasing, name-calling, threatening), or "psychological" (spreading rumors, manipulating, social relationships, or promoting social exclusion, extortion, or intimidation," and can be carried out in person or through electronic means. To avoid confusion or doubt about what constitutes bullying behavior, researcher Ken Rigby proposes this definition of bullying."

(Source – "Bullying at School" Counseling and Student Support Office, California Department of Education.)

Bullying is a desire to hurt, a hurtful action, a power imbalance, repetition (typically), unjust use of power, evident enjoyment by the aggressor, a sense of being oppressed on the part of the target.

- 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 the internet, such as email and internet chat room misuse, a mobile threat by text messaging and calls, misuse of associated technology (i.e., camera & video facilities)

- Objectives of the Anti-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 the school policy on bullying and follow it when it is reported.
 - All pupils and parents should know the school policy 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 asked to come into 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 violate 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 thoroughly and confidentially.
- Suppose the complainant student or the student's parent feels that an appropriate resolution of the investigation or complaint has not been reached. In that case, the student or the student's parent should contact the principal. Mt. Calvary Lutheran School prohibits retaliatory behavior against any complainant or any participant in the complaint process.

HARASSMENT POLICY

Mt. Calvary Lutheran School is committed to providing a learning environment 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 hostile school environment or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur at any time during school or school-related activities, and 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 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 retaliation, implied threats, or retaliation following a negative response to sexual advances.

It is the responsibility of Mt. Calvary Lutheran School to

1. Implement this policy through regular meetings with all administrators, including the pastor, to understand the policy and its importance.
2. Make all faculty, staff, students, and parents aware of this policy and its commitment to 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 themselves in a manner that contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Immediately informing anyone harassing them that the behavior is offensive and unwelcome.
4. If informed they are perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, 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 tell the individual causing the harassment that their 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 a student against another student makes a claim, the principal and teacher will investigate the claim thoroughly, 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.

HOME/SCHOOL RELATIONSHIPS

Parents and teachers must mutually support each other to be most effective in rearing 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 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 personally but may also be done through a letter, email, or phone call. If a conference is desired, it needs to be scheduled ahead of time with the teacher.

DRESS CODE AND 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 for seeing that their children are dressed per 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 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 DRESS GUIDELINES

- 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, and pants may not drag on the floor. No skinny cut or jegging style pants.**
- No frayed hems or holes in the clothing are permitted.
- No type of body tattoo 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, and 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, and boys are not permitted to wear earrings. Those unacceptable items not addressed in the uniform code will be dealt with individually. 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 should be worn under skirts/jumpers.**
- **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 keeping with the image of a young Christian lady.

BOYS AND GIRLS

- **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 one 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-on, 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, Mohawks, or excessive/colored gel). Hair must be natural tones only, and hair must not have any inscriptions cut into it.
- **Sweatshirts & Jackets:** Sweatshirts other than approved Mt. Calvary logo sweatshirts may **NOT** be worn. This includes any "jacket" that consists of sweatshirt material. A zipper does not mean that the sweatshirt is a jacket. Jackets worn on campus do NOT need to be purchased through one of our vendors, although it is a nice option. No jacket may be worn in the classroom without special permission from the teacher. Sweatshirts with the MCL logo are available through Dennis Uniforms. (Updated June 2023)
- **Sweaters:** Cardigan-style sweaters may be worn inside or outdoors and must be Cardinal Red, Navy Blue, or White. (Updated June 2023)

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 appropriately sized.
4. Pants, shorts, skirts, and capris must be fitted and worn at the natural waistline. Denim is allowed. Tattered or torn clothing is not permitted. This includes clothing that does not have a hem.
5. The 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 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 that 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 must change in the afternoon for PE or after-school sports events, wearing Mt. Calvary sweats over their PE/uniform clothes is permissible. All other students must wear school uniforms.

UNIFORM/DRESS CODE ENFORCEMENT

Disregarding the uniform/dress code will result in the student entering the Cycle of Discipline and Ministry.

1. Teacher-Student
2. Teacher-Student-Parent
3. Teacher-Student-Parent-Principal
4. Student-Parent-Principal

Free Dress is allowed on minimum days on Fridays ONLY. Before a free dress day, students receiving a uniform violation may forfeit free dress and come to school in uniform.

GENERAL INFORMATION

ATHLETIC POLICY

The athletic department at Mt. Calvary's goal is to allow 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 to the regular workload. In respect to this, the following academic guidelines are set forth for athletes to adhere to:

1. Athletes who are on academic probation may not participate.
2. No Failing Grades (F) in ANY subject weekly. If a student receives a failing grade weekly, the student may not participate in their sport in any way for the entire following week. For example, if a student gets an F in any subject, they may not participate in their sport the next week (Monday through Saturday). They must improve that grade(s) or 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 detention, the student/athlete is not able to play the first part of their sporting event (first game of a volleyball match, first half of a football game, first half of a basketball game, or the first two 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 not let the athlete participate in the sport after the second detention.

Athletics is a way for all students to have something besides academics as part of their overall school experience, whether playing them or cheering others on. It is a way to learn how to get along with others and the ability to lose graciously. Finally, athletics is one of the many ways students can demonstrate the talents God has given and 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 omitted.**

CHILD ABUSE REPORTING OBLIGATIONS

Following 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 a severe and legally narrow area, the school will not contact parents before 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 disagree openly. 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 in classroom discussions. This is an essential 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 student's knowledge, attitudes, and skills 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 the designated morning drop-off area. If you are using the drop-off/pick-up areas, **the student must be able to exit or enter the car without assistance.** The designated area is on the north side of the campus, entering through Gate #4..

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.

EMERGENCIES

Parents are notified immediately of serious injury or sudden illnesses that occur during school hours. Parents must inform 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 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 if the parents cannot be contacted.

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's primary 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:
 - a. Class Size: Class size is limited, and the class size should not be so large that it affects the classrooms' education and regular operation at Mt. Calvary Lutheran School. Therefore, no more than three (3) visiting students will be allowed per classroom/grade.

- b. Age Appropriateness: All visiting students should attend age-appropriate classes. Visiting students should attend class with those classes/grades 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).
- c. 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 proficient in English 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.
- d. Student Behavior and Dress Code: All visiting students must follow existing policies for standards and behaviors as outlined in this Handbook. The Handbook will be provided to the agency or program representative before 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 for 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 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)
- e. Agreement: The agency or program submitting applications for visiting students will agree to these policies and procedures for the attending students and be responsible for enforcing these policies and procedures, including those outlined in this Handbook. This agreement must be completed before any visitation.
- f. Fees and Expenses: The agency or program submitting applications 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 before the completion of visitation. All applicable fees are the responsibility of the agency or program submitting applications for the visiting students.
- g. 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 visiting students should follow the appropriate dress code for the attending students in the regular schedule. The dress code may be more liberal for summer programs as school uniforms are not required in summer programs.
- h. 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 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's direction or request.
- i. **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 maintain about students. FERPA gives parents the right to view and confirm academic records' accuracy and 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 with this law. These rights are extended to parents of minors, and 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.

FINGERPRINTING 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.

LOST AND FOUND

Please mark all clothing items and lunches. Lost articles may be claimed after school in the Office, and 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 monthly. Lunches brought from home should be ready to eat; **students do not have access to a refrigerator, stove, or microwave.**

HEALTH, MEDICINE, AND FIRST AID

Our school office is equipped with first aid supplies for emergencies. If a child is sick or injured the school will take whatever steps necessary to obtain emergency medical care if warranted. The steps may include, but are not limited to:

- Attempt to contact a parent or guardian.
- Attempt to contact the child's physician.
- Attempt to contact a parent through any of the persons listed on the emergency information form.
- If we are unable to contact a child's parent, physician, or any person listed on the form, or if we feel the sickness or injury is serious, we may call paramedics. Any expenses incurred under this procedure will be the responsibility of the child's family.

The school administrative assistants are not registered nurses, but will do their best to deal with general minor injuries and illnesses. They, along with the rest of our staff, are trained in first aid and CPR on a regularly. Injuries and illnesses brought into the school office are logged on a health form. In the event of a medical emergency, the school office will call 911 first, then the child's parents.

Below are guidelines followed in the school office about injuries and illnesses:

- In the event of any injuries to the child's head, the school office will call the parents so that the student can be watched at home. In the event of a severe head injury or possible concussion, we will ask the parent to pick up the child and seek medical help. An injury report will be prepared and sent home.
- In the event of any potential dislocated or broken bones (non-emergency), the school office will ask the parent to pick up the child and seek medical help. An injury report will be prepared and sent home.
- If there are occasional headaches or minor injuries that require pain relief, the school office will call the parents to receive permission to give Advil or Tylenol.
- If a child needs pain relief medication regularly (i.e. braces, migraines) the school office will require a medication release for dispensing the medication.
- ALL PRESCRIPTION MEDICATIONS must be administered by the school nurse or other designated school personnel.

- According to California Educational Code, medication can be given at school only under the following conditions:
 - 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 mark them as such.
 - Medication must be prescribed by a physician.
 - A written statement from the physician must be on file at school stating:
 - a. method of administration
 - b. amount of medication
 - c. time schedule for administration
 - Written statement from the parent/guardian requesting assistance in administering medications per doctor's orders.
 - Medications will be kept in the school office - no medications will be permitted to remain in a student's possession.
 - Physician/dentist forms are available in the school office.
 - The above regulations apply to over-the-counter medications such as aspirin, Tylenol, cough syrup, etc.
 - A student choosing to take NON-PRESCRIPTION medication by himself/herself with or without parent permission will be doing so at his /her own risk and the school assumes no liability for possible complications which may arise.
 - AT NO TIME is a student or unauthorized faculty or staff member permitted to provide or administer prescription or non- prescription medication to a student.
 - A student needing to leave the premises during the school day due to illness shall FIRST report to the school office, which will then contact the parent/guardian for clearance or permission to leave.
 - If a student is sick with a fever, they must stay home until they are fever free (without medication) for 24 hours or more. A temperature of 100.4° F or higher is considered a fever.
 - If a student contracts head lice, you must contact the school office. A student must be nit free and checked by the school's administrative assistants before returning to class.
 - 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.
- *The school office staff **may not** provide cough drops, skin cream, vaseline, etc. Only bandaids, water, and ice can be provided without **express written permissions** in place.*

COMMUNICABLE DISEASE CHART

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

DISEASE	EXCLUSION OF CHILD	INCUBATION
Chicken Pox	Seven days after the appearance of the first blisters	14 – 21 days
German Measles (Rubella)	4 – 7 days from onset of catarrhal symptoms	10 – days
Red Measles	Seven days after the rash appears	10 – 14 days
Mumps	Until swelling is gone	Five days
Streptococcal Infection (Scarlet Fever, Strep Throat)	Seven days from the onset, except when treated by a physician with antibiotics, such cases may be released by a doctor upon clinical recovery	Five days
Whooping Cough	21 days after the first severe coughing spell	Seven 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
COVID 19	Must stay home in isolation for five days from onset. Upon return, the student must wear a face covering for an additional five days or until a negative test result is provided.	5-10 days

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

EMERGENCY PLANS

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 a natural disaster, Mt. Calvary Lutheran School will ordinarily follow the Pomona School District's direction as to the school's opening or closing.

PARENT CLASSROOM VISITATION

Any parent wishing to visit a classroom must arrange for such a visit with the teacher in advance.

PARENT PARTICIPATION HOURS (VOLUNTEERING)

The Parent Teacher League (PTL) conducts a **mandatory** Parent Participation Program to get more parents involved. 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 offered. 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 whole 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 one parent hour)

To receive credit for parent hours, parents must fill out the ***“Parent Hours Form,”*** available on Gradelnk under the login.

PARENT-TEACHER CONFERENCES/REPORTING

Mt. Calvary Lutheran School operates on a quarter system with four evaluation periods. *Electronic report cards* are issued at the end of each quarter. Mandatory parent-teacher conferences are scheduled at the end of the first quarter. Additional meetings may be planned based on enrollment needs, 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, following 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, and the school encourages carpooling.

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 or picking up a student from their classroom after 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. The safety and well-being of our students and staff are paramount.

It is imperative to the children that everyone shares in their 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 or contact the teacher to arrange a classroom visit.** If anyone wishes to have a conference with a school staff member, please call (909) 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 given to the student.

ELECTRONIC ACCESS VIA GATES

All families are assigned a code which can be obtained by contacting the school office. The code is good from 6:30 AM to 6:00 PM on school days. Misuse of this code will result in having the code disabled. **Students should not have access to these codes.**

SCHOOL TUITION AND FEES

REGISTRATION FEES

Registration Fee

- New Student = \$500
- Returning Student = \$400

Family Registration Fee not to Exceed

- New Students = \$1,200
- Returning Students = \$1,000

Technology Fee

- K-4 - \$175
- 5-8 - \$275

All fees are per student and **non-refundable**. Payment by credit card will incur a 2.75% processing fee. Registration Fees include curriculum fee, PTL Membership, spirit shirt, classroom agenda, student district fee, student ID card, yearbook, earthquake supplies, Scholastic Magazine (K-2), and student Bible (3-8). The Technology Fee covers costs incurred to supply Chromebooks, Technology Resources, and Internet connectivity.

TUITION

TK - 8 Tuition - Mt. Calvary Partners

1st Child	2nd Child (5% discount)	3rd Child (25% Discount)
\$7,820 10 mos = \$782	\$7,430 \$15,250 10 mos = \$1,525	\$5,865 \$21,115 10 mos = \$2,112

TK - 8 - Mt. Calvary Members (10%*) Worship Scholarship

1st Child	2nd Child	3rd Child
\$7,038 10 mos = \$704	\$6,686 \$13,724 10 mos = \$1,372	\$5,278 \$19,002 10 mos = \$1,900

TK (Half Day); Mt. Calvary Partners

1st Child	2nd Child	3rd Child
\$3,910 10 mos = \$390	\$3,715 \$7,625 10 mos = \$765	\$2,932 \$10,557 10 mos = \$1,055

TK (Half Day); Mt. Calvary Members Worship Scholarship

1st Child	2nd Child	3rd Child
\$3,520 10 mos = \$350	\$3,345 \$6,865 10 mos = \$690	\$2,640 \$9,505 10 mos = \$950

The Worship Scholarship

- There are over 60 worship opportunities at Mt. Calvary each year. In the meantime, there are approximately 40 opportunities during the school year.
- Families must be engaged in worship for 20 services per year to receive the discount.
- Families must apply for the Worship Scholarship before July 1 to be approved by:
 - Principal
 - Pastor
 - Board of Elders

Payment Structure

- 10 Months - July - May (Exclude February - Registration Month)
 - Must be automated
 - 10th or the 20th split in half
- Bi-Annually - July & January - 3% Discount
 - By Check/Cash
 - ACH

- Annually - July or upon enrollment - 5% Discount
 - By Check/Cash
 - ACH

**Payment by credit card will incur a 2.75% processing fee.*

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 August 8 (Due August 1) for the following school year. Payments can be made by cash, checks, or credit card.

ADDITIONAL FEES

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 of 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 before the last regular day of school. If the financial obligation is not met, the school will take the following action(s):

- Students may not attend classes if tuition is more than 15 days past due unless the school office approves suitable arrangements.
- An account that is past due for \$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. Payment methods include cash, check, money order, credit card, and the Simply Giving program enrollment.
- 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. Parents or guardians will be responsible for collection costs, including court expenses and reasonable attorney's fees.

The school declares an 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 who will make full payment in advance, must 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](#)) for evaluation no later than May 31st. FAST submits its recommendations to the Board of Education.

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 and Other Closures

SAC will be closed on the stated holidays and other days as listed here.

- Labor Day - 9/1 & 9/4
- Veterans Day - 11/10
- Thanksgiving - 11/23 & 11/24
- Christmas Day - 12/25
- New Year's Day - 1/1/24
- MLK Day - 1/15
- Presidents Day - 2/19
- Good Friday - 3/29
- End of School Year - 5/17, 5/20, & 5/21
- Memorial Day - 5/27
- Independence Day - 7/4 & 7/5

SNACKS AT SAC

Please provide your child with an afternoon snack..

PROGRAM ACTIVITIES

- Activity 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**. 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. The names of other persons who are permitted to pick up a child must be written on their Information Card. Children who wish to visit other children's homes after school must make plans in advance to fill out all paperwork and deliver it to School-Age Care.

BILLING, PAYMENTS, AND FEES

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 the 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.

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 [on the school's website](#) or in the school office. There is also a Full Year Contractual Agreement option available by request in the office. Reservations for vacation days will be taken on a sign-up sheet located in the SAC room on the podium.

Fees

Usage	1st Child	2nd Child	3rd Child
School Days**	\$15 per hour	\$12 per hour \$27	\$10 per hour \$37
Vacation/Full Days**	\$65 per day	\$50 per day \$105	\$40 per day \$145

No quarter/half/three quarter hour rates allowed.

Monthly Rates

Usage	1st Child	2nd Child	3rd Child
Monthly*	\$340 per month	\$270 per month \$610	\$220 per month \$830

**Annual agreement and commitment required for the monthly plan available to registered students ONLY must be received by August.*

Late Pick Up Fees (per child)

\$10 (6:05-6:15 PM)	\$20 (6:16 - 6:30 PM)	\$30 (6:31-6:45 PM)	\$40 (6:46-7:00 PM)
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Summer Program Fees

Registration Fee - \$75 (Before May 15); Registration Fee - \$100 (After May 15)

Usage	1st Child	2nd Child	3rd Child
Weekly	\$210	\$170 \$380	\$135 \$515
Daily	\$65	\$50 \$105	\$40 \$145
Hourly	\$15	\$12 \$27	\$10 \$37

Payment by credit card incur a 3.00% processing fee. SAC invoices for the previous month's services will be mailed no later than the 10th of each month. Invoices are due upon receipt and are past due if not paid by the last day of the month. Failure to pay on time may result in losing the privilege of attending SAC until the account is paid in full. A service charge of \$30 will be assessed for ALL late payments and returned checks for any reason. Late charges will continue to accrue every month until the account is current. The monthly SAC rate requires an annual commitment.

SAC invoices will be mailed no later than the 10th of each month for the previous month's service. Invoices are due upon receipt and past due if not paid by the last day of the month. Failure to pay may result in loss of the privilege of attending SAC until the account is paid in full. A service charge of \$30 will be assessed for ALL late payments and returned checks for any reason. Late charges will continue to accrue every month until the account is current.

Mt. CALVARY LUTHERAN EARLY CHILDHOOD CENTER

License # 191503710

Infant License # 198020075

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 their self-esteem and individuality. Therefore, the early childhood program subscribes to sequential learning, and while learning is encouraged, it should not be hurried.

HOURS

The hours of the Infant Program and 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 9:00 AM (English) and 10:30 AM (Chinese)

Please refer to the [Preschool Handbook](#) and the Rate and Fees Schedule for rates, registration fees, and other information.

“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.mcladb.org

Email: admissions@mcladb.org