

Mount Calvary

Family Handbook

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This handbook is the property of

Mount Calvary Evangelical Lutheran Church and School

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Mission and Vision

Mount Calvary Lutheran School assists families to *“train a child in the way he should go, and when he is old he will not turn from it”* (Proverbs 22:6); to serve the Lord by loving each other, building each other up, and reaching out with the Gospel.

“Then Jesus came to them and said, ‘All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.’” (Matthew 28:18-20)

Objectives

Mount Calvary Lutheran School exists to carry out this commission of our Lord to his church by nurturing those entrusted to its care to know Christ and make Christ known by:

- Being Christ-centered
 - The faculty is committed to Christ and our school through spiritual & professional growth
 - Draw prospective families towards Mount Calvary by providing a quality Christian education (spiritual and academic)
 - Establish a reputation of academic excellence in the community
 - Reach out to children and the families in the community with God's message of salvation
- Encouraging lifelong Christian education
 - Encourage lifelong Christian education for the family, including the PreK-12 opportunities available to families
 - Cultivate a love and desire for WELS secondary schools

Section I: Enrollment & Tuition

Nondiscrimination Policy

Mount Calvary Lutheran School gives families the opportunity to heed the Lord's command, *"Let the little children come to me and do not hinder them."* (Mark 10:14) God has made Mount Calvary Lutheran School responsible for teaching as many children as possible about their Savior. Keeping with the Christian purpose of the school, parents of Mount Calvary Evangelical Lutheran Church are strongly encouraged to enroll their children.

Mount Calvary Lutheran School seizes every opportunity to use its school as an active mission arm of the congregation. As the Lord loves all children and wants them to hear His saving Gospel, Mount Calvary Lutheran School opens its doors to non-member students of every race, color, and national and ethnic origin for all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, or national or ethnic origin in administration of education policies, admission policies, scholarship and loan programs, athletics, or other school-administered programs.

Should the size of the facility and financial capability necessitate limiting enrollment, Mount Calvary Lutheran School establishes the following priority guidelines in accepting students:

1. School families enrolled during the previous school year
2. Children of Mount Calvary Evangelical Lutheran Church
3. Children of parents who are in the process of becoming members of Mount Calvary Evangelical Lutheran Church
4. Children from other area WELS congregations
5. Other non-member children

All applications are subject to annual approval by the pastors, principal, and Board of Christian Schools. Mount Calvary Lutheran School reserves the right to terminate a child's enrollment at any time for disciplinary or doctrinal reasons.

Entrance Requirements

In Christian education, the church, home, and school work together. It is essential that certain requirements be met by parents and students to ensure a child's education is consistent and carried out in a decent, orderly, and God-pleasing manner.

Kindergarten - Children entering kindergarten must be five years of age on or before Sept. 1 per state law. Children entering kindergarten must be developmentally ready for a structured school experience. Parents may request an assessment to help determine a child's readiness for Kindergarten. A nominal fee may be charged at the time of the screening and will be credited toward education fees should you enroll your child.

1st - 8th Grade - The school reserves the right to determine the grade placement of a child through formal or informal assessments. If the school is provided appropriate documentation of achievement (grades from previous school or homeschooling assessments and documentation), Mount Calvary Lutheran School may waive the assessment process. Mount Calvary Lutheran School staff shall determine the appropriateness of the documentation.

Tuition & Fees

A Christian education is priceless. It is an investment in the future of children and the church. A Christian education lasts forever. Unlike most things on which money is spent, a Christian education pays eternal dividends. For specific fees, please refer to the Mount Calvary Lutheran School Educational Fee Structure available for the given school year.

Families are required to sign up for an automatic payment plan and ensure that the payment method chosen for that plan is available and active and has the available funds or credit limit to cover payments for the duration of the payment plan chosen. Through FACTS, parents will have the capability of handling all fees (tuition, technology, milk, field trips, Cardinal Care) online. All delinquent accounts are issued a monthly late charge by FACTS Management until an account is made current. Tuition assistance for Mount Calvary members may be available upon completion of financial aid materials and approval by the Board of Education. All tuition payments and school fees must be fully paid from the previous school year before enrollment can be finalized for the following school year.

Section II: Home, School, and Church

Home and School Cooperation

God gives the primary responsibility for the spiritual care and training of children to parents. He gives Christian parents the responsibility to use God's Word as their guiding light in the home to encourage, nurture, and train their children in their discipleship to Jesus.

"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates." (Deuteronomy 6:6-9)

It is imperative that each family worship together at church each week.

"Come, let us bow down in worship, let us kneel before the Lord our Maker." (Psalm 95:6)

Parents are to set a Godly example in all things according to God's Law and Gospel. By enrolling their children at Mount Calvary parents/guardians agree to support the staff in carrying out Christian discipline for their children. Christian discipline is most effective when children see their parents and teachers working together, supporting and trusting one another's decisions, and speaking well of each other even in times of conflict or challenge.

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

Mount Calvary Lutheran School considers family spiritual training so essential that it reserves the right to terminate enrollment when such cooperation is lacking.

Worship Attendance

Mount Calvary students are taught God's commandments including, *"Remember the Sabbath day by keeping it holy. What does this mean? We should fear and love God that we do not despise preaching and His Word, but regard it as holy, and gladly hear and learn it."* (Third Commandment and explanation, Luther's Small Catechism) Likewise, God's Word encourages: *"Let us not give up meeting together, as some are in the habit of doing, but let us encourage*

one another – and all the more as you see the Day approaching.” (Hebrews 10:25) As redeemed children of God, it is a privilege to thank, praise, serve and obey Him.

Regular, frequent attendance at worship opportunities is an important part of every Christian’s spiritual training. Worship reinforces the Bible studies in school, brings the family together around the Word, and provides opportunities for fellowship with Christians. The Holy Spirit uses activities like these to aid the spiritual growth of those involved. In addition, students have the privilege to sing in church several times throughout the year. Students are strongly encouraged to join their classmates in praising God at Mount Calvary on these scheduled opportunities for worship.

Singing in Church

All classrooms of Mount Calvary will periodically be scheduled to sing in worship services. Student attendance at these services is expected and all students will take part in learning and practicing the songs. Parents should notify the classroom teacher if a student is unable to attend a singing event.

Catechism & Confirmation

Mount Calvary students in grades 5-8 will be required to take catechism classes as part of their religious instruction. These classes focus on the teachings and truths of the Bible.

Students who are members of Mount Calvary Lutheran Church will work toward being confirmed as a member of the congregation during their 8th grade year. The parents of any students who are not members of Mount Calvary Lutheran Church should speak to a pastor about church membership and confirmation if they desire their child to be confirmed during their 8th grade year as a member of Mount Calvary Lutheran Church.

Section III: Student Life

Homework

Homework is an important part of the educational process. Children receive homework in order to complete work not finished in school, reinforce skills taught, and enrich classroom activities. Parents are asked to provide a quiet time and place for students to study.

Christian parents and teachers alike should impress upon their children that schoolwork is a God-given task at this time in their lives, not just a grade. Encourage children to work faithfully, honestly, and to the best of their God-given ability.

Students are provided with an assignment notebook. Please check with the specific teacher concerning their procedures on use of the assignment notebook. Replacement books are available for purchase.

Academic Integrity Policy

Plagiarism Policy

Plagiarism is defined as submitting someone else's work, ideas, images, or language as one's own without proper acknowledgment. Examples of plagiarism include, but are not limited to: *Direct Copying*: Copying word-for-word from a book, article, website, or another student's assignment without using quotation marks and citing the source.

Paraphrasing Without Citation: Rewording someone else's unique ideas or arguments and presenting them as your own original thoughts without giving credit.

Collusion: Submitting work as your own that was heavily contributed to or entirely completed by a parent, tutor, peer, or AI tool.

Patchwork Plagiarism: Stitching together sentences or phrases from various sources to create a "new" paragraph without proper citations.

Self-Plagiarism: Submitting an assignment for a current class that you already submitted and received credit for in a previous class.

Consequences and Disciplinary Actions

When plagiarism is identified, the school will respond with a balance of Law and Gospel—ensuring the student understands the gravity of the infraction through firm consequences, while offering pastoral guidance to restore the student in grace.

First Offense

Academic Penalty: The student will receive an immediate grade of zero on the assignment.

Restoration Opportunity: To ensure learning still takes place, the student must rewrite or redo the assignment during a detention. The maximum grade allowed on the resubmitted work will be 50%.

Notification: The teacher will document the incident, and parents will be formally notified via email or phone call.

Second Offense (Within the same school year)

Academic Penalty: The student will receive a permanent zero on the assignment with no opportunity to resubmit for credit. To ensure learning still takes place, the student must rewrite or redo the assignment under teacher supervision.

Administrative Action: A mandatory conference will be held involving the student, parents, teacher, and school administration.

Disciplinary Record: The incident will be placed on the student's behavioral record, and the student may face an in-school suspension.

Third Offense

Administrative Review: The student will be immediately referred to the Principal.

Severe Disciplinary Action: A third offense demonstrates a systemic refusal to uphold the school's Christian standards. Consequences may include out-of-school suspension, loss of leadership positions/extracurricular eligibility, or expulsion from Mount Calvary Lutheran School.

Artificial Intelligence (AI) Policy

Purpose and Philosophy

At Mount Calvary, our mission is to nurture students in their faith and academic excellence, preparing them to use their God-given gifts to serve others. Scripture reminds us, "Whatever you do, work heartily, as for the Lord and not for men" (Colossians 3:23). Academic growth requires personal effort, critical thinking, and honest struggle.

While Artificial Intelligence (AI) tools (such as ChatGPT, Google Gemini, and automated essay generators) are expanding in the secular world, their use in an educational environment presents significant dangers to a student's cognitive, moral, and spiritual development. Therefore, to protect the integrity of our learning environment, the use of AI tools for any school assignments is strictly prohibited.

Policy and Restrictions

Absolute Prohibition: Students are completely prohibited from using AI tools to brainstorm, outline, draft, write, or edit any portion of their academic work (including essays, math

problems, research projects, and art), unless explicitly directed by a teacher for a specific, controlled classroom demonstration.

Detection and Verification: Faculty members utilize professional judgment, stylistic baseline comparisons, and AI-detection software to review student submissions. If a teacher suspects AI use based on a sudden shift in writing style, vocabulary, or the inclusion of fabricated data, the burden of proof falls on the student to show their authentic process (e.g., version history, research notes, or an oral defense of the work).

Disciplinary Actions

Violations of this AI policy will be treated with the same severity as traditional cheating and plagiarism, handled in a spirit of Christian law and Gospel:

First Offense: The student will receive a zero on the assignment. A mandatory parent-teacher conference will be called to discuss the importance of academic honesty, and the student will be required to redo the assignment under teacher supervision for a maximum grade of 50% (or for feedback only, at the principal's discretion). Student will serve a detention.

Second Offense: The student will receive a zero on the assignment with no opportunity for makeup. The incident will be recorded on the student's permanent disciplinary file, and a suspension (in-school or out-of-school) may be issued.

Subsequent Offenses: The matter will be referred to the administration for review, up to and including expulsion from Mount Calvary School.

Extended Learning & Specialized Education

Extended Learning is offered to students who may require an alternate or adjusted course of study in different subjects. This includes students who need small group or one-on-one tutoring to help them succeed, as well as students who would benefit from advanced work. This extended learning takes place during class hours, but outside of the regular classroom, at designated times during the school day. The parents, teachers, and extended learning coordinator work together to ensure any student needing a specialized course of study can be accommodated.

Parents will be contacted for permission to assess their child if there is a suspected need for extended learning or additional support. Results of any assessments will be shared with parents and used by the Mount Calvary staff to co-design a learning plan to best meet the needs of the student. The plan will be carried out as a home and school team.

Report Cards

Report cards will come home quarterly as published in the calendar portion of the weekly newsletter. Current grades are always available on the parent portal on FACTS. Upon review of grades, the parents or guardians sign and return the report card envelope to the classroom teacher.

The following grading scale is used at Mount Calvary for all subjects:

A+	99-100
A	95-98
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

Grade-Level Retention

At Mount Calvary, our goal is to provide each student with a developmentally appropriate education and meet each student where they are in their learning. Students will grow most effectively when they are taught at their current level of academic development.

When a teacher has concerns about a student's readiness to move forward to the next grade level, a meeting will be called with the parents or guardians of that student prior to the end of the 3rd quarter of the current school year. At this meeting, specific concerns and evidence will be shared regarding why retention at the current grade level is being considered for the following school year.

A recommendation for grade level placement for the next school year will be made by the classroom teacher with input from the principal as needed by the final day of each school year.

This recommendation will be made based on what will be best for the continued growth, development, and academic welfare of the student as determined by the professional opinions of the classroom teacher and the principal. A learning plan will be written and carefully followed by the child's full education team for any student for whom retention was considered or carried out to ensure success and a clear plan for meeting the child's needs in future school years.

During a student's time at Mount Calvary, a family may choose to go against the staff recommendation for retention at a grade level one time. If a student is recommended for retention for a second time in future school years, the student will be required to be in the recommended grade level if they wish to continue their enrollment at Mount Calvary into the following school year.

Extracurricular Activities

Mount Calvary Lutheran School realizes the importance of students using their God-given talents through participation in athletics and extracurricular activities. The school also realizes that academics come first and asks families to do the same.

Participation in athletics and extra-curricular activities is a privilege; a student wishing to take part in the programs of Mount Calvary Lutheran School must:

- be enrolled in Mount Calvary Lutheran School
- have all fees and tuition payments up-to-date, including Cardinal Care
- make an honest use of their God-given academic talents
- adequately meet classroom responsibilities
- be in school on the day of the activity unless an approved, excused absence is given
- complete any late assignments before participating in any practice or game
- maintain a 2.0 or higher grade point average (GPA) without any F's, on mid-quarter or quarter report cards.

Should a student become ineligible, the Athletic Director, as advised by the classroom teacher, will contact the parents explaining why they are ineligible and what will be required to regain eligibility.

Failure to meet any of these requirements may make the student ineligible for all extra-curricular activities until such time the student has displayed a consistent effort in meeting the above requirements.

Failure to follow these rules may result in disciplinary action, including suspension from partial or full games, extra-curricular activities and events, or entire seasons.

Section IV: Parent Participation

Parent-Teacher Conferences

Parent-teacher conferences are held following the first quarter of the school year. During the conference, topics discussed include the child's general progress, attitude toward and cooperation with their teacher and fellow schoolmates, and their work and study habits. These conferences are scheduled as another aid toward better home and school communication for the lasting benefit of the child. Every effort should be made to have both parents present. Additional conferences may be scheduled by parents and teachers at any time during the school year.

Parent Volunteers

Parent volunteers are an important part of school. Many volunteer opportunities are available including field trips, small group activities, assisting teachers with course material preparation, Parent's Hot Lunch (once per month), assisting in running athletic activities, etc. Commitment to Christian education requires families to volunteer time and talents in service to the school on a regular basis. Please contact the classroom teacher or the school office for volunteer opportunities.

Visitor Policy

All visitors must first stop in the main office after ringing in and entering the school building to sign in and receive a visitor badge.

Rather than family members going directly to classrooms or the lunchroom to drop off items or pick up their child for an appointment, a member of the office or school staff will bring the student to the main office to meet their family member there.

If a family member would like to join their child for lunch or observe in their child's classroom, permission must be requested from both the classroom teacher and the principal at least 24 hours in advance. An email addressed to both the teacher and the principal is a helpful way to

make this request. For the good of order and focus at school, families are encouraged to limit these types of visit requests.

Parent Communication

Parents should use email to communicate with teachers. Any urgent matters should be directed to the school office.

Section V: School Procedures

Daily Schedule

7:00 AM	Cardinal Care Opens
7:30 AM	School Doors Open
7:45 AM	Classes Begin
3:00 PM	Classes Dismiss
6:00 PM	Cardinal Care Closes

All school doors will remain locked until 7:30 AM except the Cardinal Care entrance door. All non-bus students who arrive before 7:30 AM must enter through the Cardinal Care door and be checked into Cardinal Care. Parents will be charged for their time in Cardinal Care. Students riding the bus will be dropped off in the morning at the Cardinal Care door and checked into Cardinal Care. However, bus students will not be charged for Cardinal Care.

Please cooperate with the teachers by having children to school on time to avoid disturbances during morning devotion. Students who are not in their classroom by 7:45 A.M. will be marked tardy for the day. Upon arrival, students are encouraged to avoid disruptive behavior and follow established classroom procedures. Playing on the playground is not permitted before or after school.

Children should be picked up promptly at 3:00 PM. Children not picked up by 3:15 PM will be checked into Cardinal Care, and their parents are billed accordingly.

Children may be required to spend additional time after school if they are behind in their work, require discipline, or need extra help. Parents are notified if their child needs to remain after school. Most after-school detentions occur from 3:00-4:00 PM and are held regardless of planned after-school activities.

Cardinal Care

Cardinal Care is open from 7:00-8:00 AM and is available to children enrolled at Mount Calvary Lutheran School and Preschool. Cardinal Care reopens after Preschool dismisses, and remains open until 6:00 PM. Please contact the school office for information about registration and hourly rates for Cardinal Care. In order for a child to participate in athletics and extracurricular activities, all Cardinal Care fees must be current. All rules regarding dress, electronic devices, conduct, etc. while a student utilizes Cardinal Care are consistent with Mount Calvary Lutheran School's policies as listed in the Family Handbook.

Absences

By state law, all school-age students are required to attend school every day that school is in session. Exceptions are made only for illness, family emergency or medical appointments.

Pursuant to 118.15(3)(c), Wis. Stats., a parent may excuse a student in writing for up to 10 days in a school year. The excuse must be submitted to the school prior to the absence. The specific reason for an absence is expected to be stated. The excused student is required to complete any coursework missed during the absence.

According to the Wisconsin Department of Public Instruction, students absent more than 10% of the total school days in a given year when totaling up both excused and unexcused absences will be considered "Chronically Absent." The Board of Education will be informed of any families with chronically absent children. The Board of Education may request a meeting with the parents of any chronically absent students to address attendance challenges and set goals for improving school attendance for future years that must be met in order for enrollment to continue.

Time out of the classroom means that valuable academic experiences are missed. Personal family days and vacations should be planned for non-school days whenever possible.

On the day the absence occurs, a parent must notify the school office by calling 547-6720 Ext. #228 or the student's teacher before 7:45 a.m. to explain the reason for the absence. No written excuse is required if a notification is given prior to the start of the school day. To ensure the student's safety, the school will work to contact families when a phone call has not been received.

If the school is not notified concerning an absence by 7:45 A.M., the absence will be marked unexcused on the student's permanent record. To change the absence to excused, a written

excuse signed by a parent must be presented when the student returns to class and should contain the student's name, grade, a complete explanation for the absence, and the specific days covered by the excuse.

Attendance for all school field trips is expected unless a special circumstance or condition would prevent a student from participating. Field trips are purposefully planned to build upon the learning taking place in the classroom. A child not present at school or on the trip will be marked absent. Alternative learning activities at school will be arranged as a substitute for a field trip if needed.

The Mount Calvary Lutheran School principal follows 118.16, Wis. Stats., and 11.065, Waukesha City Code, when unexcused absences occur for part or all of five or more days on which school is held during a semester.

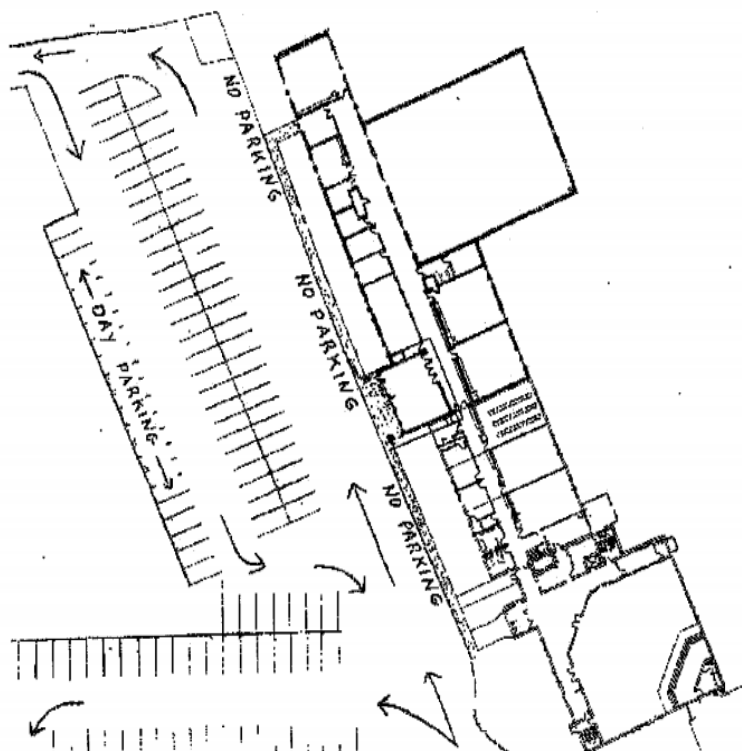
Tardiness

Students are expected to be in their classroom before 7:45 AM. Every effort should be made to have children arrive at school on time. Please plan extra travel time for inclement weather. Occasional tardiness may occur due to unusual circumstances. However, teachers will contact parents to express concern when a student has reached five tardies in one school quarter. Upon reaching ten tardies in a school quarter, a mandatory parent meeting with the principal will be called to work through a plan to avoid further late arrivals to school.

Pickup

A traffic flow pattern has been designed to keep students safe at the time of dismissal from school. Parents are requested to pick up students according to the traffic flow map below

When the orange cones are in place, we ask that vehicles remain opposite the cones until they are removed. The appropriate students will remove the cones as promptly as possible. Parents are requested to keep the front of the main entrance clear at all times, as this area is considered a fire lane. Please do not park in front of the main entryway at any time.



Student Illness/Accident

A student who is noticeably ill or feverish should not be sent to school until the child has been symptom free for 24 hours without the aid of medication. A child who has a fever, has thrown up, presents the symptoms of pink eye, or the symptoms of another transmissible illness should remain at home for at least 24 hours, until the risk for transmission is minimal, or until a doctor has cleared them to safely return. If a child becomes noticeably ill during the school day, the classroom teacher will call and ask the child's parents to take the child home.

Parents will be notified of any significant injury that occurs to their child at school. Appropriate measures will be taken based upon medical necessity and the parents' wishes.

When an accident occurs at school which necessitates the student wearing some form of a brace or using crutches, parents are asked to phone or send a note, preferably from the doctor. The note should include the limitations placed on the child's physical activity along with a timetable for the brace/crutches. Students are expected to participate in Physical Education activities at school unless a doctor's note is provided which details the limitations of their participation.

Dispensing Medicine

The faculty has received proper training to administer medication and emergency care according to the revised statute, Administration of Drugs to Pupils and Emergency Care. If it becomes necessary for a student to take prescription or non-prescription medication at school, contact the school or visit the website to obtain a form which gives authorization to administer medication by school personnel. There are different forms for prescription and non-prescription medication. The proper form must be filled out by the student's physician or parent. No medication may be administered without proper authorization. Authorization must be in written form only. Verbal authorization will not be accepted.

All medications must be in a prescription bottle from the pharmacy with the student's name, name of prescriber, name of medication, dose, effective date, and the directions to administer medication. Non-prescription medicine must be in the original package with a list of active ingredients, and recommended dosage. Non-prescription medication may only be administered in higher than recommended dosages by written approval of the medical provider and parent or guardian. All medication is provided by the parent or guardian. All prescription and non-prescription medications (including cough drops, acetaminophen, and ibuprofen) must remain in the teacher's possession until the parent requests the medication is returned.

School Closings

Mount Calvary Lutheran School automatically closes when the Waukesha Public Schools are closed due to inclement weather. Please tune to the local affiliates (ABC, NBC, CBS or FOX) for school closing announcements. Most stations also publish closings on their websites.

Electronic Announcements

Mount Calvary will use FACTS to alert families of special announcements, school closings, etc. Parent/Guardian home and cell numbers indicated on our emergency contact forms will be programmed to receive notifications. We are unable to use work phone numbers for this purpose. Parents should notify the school office and update their family's FACTS account with phone number and contact information changes during the year.

Dress Code

Your children are young Christian ladies and gentlemen; they will dress in attire that is acceptable in the eyes of their Savior and gives a clear witness of their faith. A school is a professional setting and students will dress for success and use common sense and good judgment when determining what is appropriate - wearing clean, non-tattered clothing. Students' dress and grooming should not interrupt education, cause a discipline problem, or attract inappropriate attention. All of the below dress code will be in place at all church and school events.

The following statements serve as our dress code:

1. Dress with Christian modesty and student professionalism. Any revealing clothing is prohibited and no undergarments can be exposed or should ever be seen including when bending over or raising arms.
2. Skirts and shorts are permitted year-round but may not be used as an excuse for staying inside during an outdoor activity, including recess. Skirts and shorts should be of a proper length to accommodate walking, sitting at a desk comfortably, and bending or kneeling. We realize that there are a variety of styles and that the size of the student can greatly affect the type of clothing the student may wear. However, skirts and shorts worn by students cannot be shorter than mid-thigh. Shorts should always be visible under any tops.
3. Loungewear, including pajamas, hospital attire, and slippers is not permitted.
4. No writing on the seat of the pants. Pants should be appropriately modest and should never show undergarments.
5. No shirts are allowed that display any form of drugs, alcohol, tobacco, the names of bands or individual musical performers, or realistic firearms. Shirts that contain

derogatory statements in general, or toward specific topics or groups (including school) will also not be allowed.

6. All clothing should fit appropriately.
7. No bare midriffs, strapless shirts or dresses, cutoff shirts, spaghetti-strap tops, or tops that are too revealing (excessively low cut or tight).
8. Hats and hoods will not be worn while inside the building.
9. If during the course of a school year, a new clothing style or trend emerges that is determined by the school administration to be inappropriate, the school reserves the right to amend the standards of dress and personal appearance policy.
10. All students must have a separate pair of inside-only shoes that are worn in the gym only. These shoes can be kept at school. All students in grades 3-8 will be assigned a locker where they may keep these shoes.
11. Any open-toed shoes (such as flip-flops) cannot be worn in school. Socks or tights must be worn at all times for reasons of health and safety.
12. Girls in grades 5-8 may wear make-up that is light and modest.
13. All deodorant spray cans and bottles/jars of perfume must remain at home. We ask that students bring along stick deodorant rather than body spray products to use after gym classes, recess, or athletic practices.

This dress and personal appearance policy is actively and consistently enforced throughout the school. A student coming to school with improper dress or appearance of any kind is subject to the following:

For all violations: The student will be provided an article of clothing to put over the top of the clothing that violates the dress code until the student's parents are contacted to provide a change of clothes. Continued violations result in a student receiving a demerit.

Field Trips

Chaperones and drivers may also be needed for field trips throughout the year. All drivers need to provide a photocopy of proof of insurance and a valid driver's license to be kept on file with the school. Non-parent drivers must be 21 years of age or older. Chaperones are required to refrain from the use of all tobacco and alcohol products during the course of the trip.

Child Safety Seat Law

Wisconsin issued a child safety seat law, effective June 1, 2006. Preschool- and school-age children attending school related activities must adhere to this law. The tiered structure as it applies to Mount Calvary students is as follows:

- Forward-facing child safety seat in the back seat* is required when the child:

- Is at least 1-year-old but less than 4-years-old.
- Weighs at least 20 pounds but less than 40 pounds.
- Booster seat is required when the child:
 - Is at least 4 years old but less than 8 years old.
 - Weighs at least 40 pounds but less than 80 pounds.
 - Is not 57 inches (4 feet, 9 inches) or taller.
- Safety belt is required when the child:
 - Is 8 years old or older or weighs 80 or more pounds or is 57 inches or taller.

*Child safety seat must be in the back seat if the vehicle is equipped with a back seat.

Busing

Busing is available for some students in the Waukesha, Pewaukee and Kettle Moraine School Districts. Contact the school office for busing maps. Christian behavior is required to remain an eligible bus rider. This is a good application for Word of God lessons. Students are Christ's ambassadors, representing their Lord as well as Mount Calvary on the bus. No fooling around will be tolerated.

Food and Drink

Students have two choices for food at lunch. Students may bring a lunch from home or order from our contracted food provider by the stated monthly deadlines. The proper care of food brought from home by a student is the responsibility of the student and parent/guardian. The contracted food provider will provide meals which meet nutritional standards and is responsible for the appropriate delivery.

Mount Calvary parents provide a school lunch once a month. Students may purchase these meals on a month by month basis. This meal is prepared and served by parent volunteers each month. This must be ordered through FACTS by the stated monthly deadlines.

Students should not trade, share, or give away the food they have for their lunch. If a student has forgotten or does not have a lunch, they should notify their teacher.

Milk is available to students through the Special Milk Program. Costs will be determined for the school year after a contract has been awarded to a distributor. Mount Calvary is responsible for the proper storage and distribution of the milk purchased for a student. Students need to receive and drink this milk if milk was ordered for a semester. Parents should contact the school if there is to be a change in regards to the milk program or if a student no longer wants to receive milk.

Faculty members may decide whether a classroom will eat in their classroom or in the Fellowship Hall. The monthly meal provided by our parents will be eaten in the Fellowship Hall.

Water will be the only outside beverage allowed in the school during the school day.

Food brought for snacks during the school day or after school, as well as treats brought to school for special days (i.e. birthdays and holidays), are encouraged to be nutritious and avoid dyes.

Food brought in for lunches (excluding packed lunches) should be communicated to the child's teacher and not shared with other students.

Electronic Devices

- Electronic devices (including all cell phones and smart watches which allow for texting communication or internet access directly on the device such as an Apple watch or Galaxy watch) are to be left in one's backpack/book bag and powered down from the time a student arrives at school until the school day has ended.
 - All after school activities i.e. athletic practices and academic clubs are an extension of the school day and therefore the above expectations still apply. Competitions/games/events are excluded.
- Communication devices should only be used by students after school for the sole purpose of communicating school plans with family via a phone call or text after receiving the permission of a teacher. When a cell phone is seen being used at the curb at pick-up time, teachers may ask at any time to view the phone to verify that it is being used appropriately. Other activities such as watching videos, sharing images, taking photos, or visiting websites will not be done on personal devices while the student is on school property during normal school hours.
- Electronic devices that are used inappropriately or at times they are not allowed, will be taken to the principal. The devices must be picked up by a parent or guardian from the principal. Repeated offenses will result in a loss of privilege to bring a device to school.

Internet Use

While the Internet is a tremendous educational tool, it also presents certain dangers. It can provide opportunities for sinful and/or illegal activities (such as exposure to pornography and access to gambling). Because of the limited restrictions of what can and cannot be placed on

the Internet, the quality and validity of the Internet varies greatly. Our students will need to learn how to distinguish between worthwhile and less worthwhile sites. It is also imperative that our students understand that as they use the Internet, they must “... *take captive every thought to make it obedient to Christ*” (2 Cor 10:5b). They will be taught to exercise common sense and good Christian judgment.

Although we use a filter, there is no way to completely block undesirable sites. Therefore students will only be allowed on the Internet under the supervision of a teacher or staff member. Students will be required to have the written permission of their parents (Technology Use Policy Consent Form) to use the Internet. In the classroom, the students will be informed of appropriate and inappropriate uses of the Internet and the consequences of not caring for computers, Chromebooks and other electronic devices.

Facility/Equipment Care

The school, grounds, and equipment (athletic, technology, etc.) are gifts from God. Being faithful stewards of the Lord’s bountiful blessings, staff, students, and families shall use God’s blessings of the school, grounds, and equipment for their intended use to give glory to God alone.

Appropriate action will be taken by members of the faculty to correct the improper stewardship of God’s gifts. Families and students are asked to use Christian love to encourage proper use of God’s blessings at Mount Calvary Lutheran School and Cardinal Care. Repeated or more serious infractions are reported to the principal who may take further disciplinary action. If damage to school or church property occurs, whether accidental or deliberate, the Board of Education will be notified, then contact the student’s parents to seek reimbursement for the damage.

Winter Sledding

Mount Calvary is blessed to have a great sledding hill on campus behind our school building. Sledding is an activity that many of our classrooms will participate in at recess when snow accumulation and weather conditions are favorable for the activity. A concern for safety of the sledding activity and a desire to err on the side of caution in keeping students safe will guide all decisions made by staff about behavior on the sledding hill. Only plastic, torpedo-style sleds will be used and kept at school.

Section VI: Student Behavior

Expectations

The Word of God serves as the guide for all activities at Mount Calvary Lutheran School. School behavior will be governed by the Student Behavior Expectations Contract (page 27). The Gospel of Christ's saving work provides the motivation for following that guide. Children are expected to conduct themselves in a manner consistent with God's Word at all times. Mount Calvary Lutheran School intends to guide children in developing self-discipline so that all children may achieve maximum benefit from their education and, in turn, prepare themselves for their future roles in God's church and the community. Corporal punishment is not considered a tool of discipline at Mount Calvary Lutheran School.

Discipline

The discipline of a child should be viewed as a positive procedure done out of Christian love. Respect should exist among children, parents, and teachers. Discipline issues arise as the children, parents, and faculty of Mount Calvary are sinful human beings. When a discipline issue becomes apparent, the classroom teacher and/or principal immediately deals with the issue. Discipline issues are dealt with on a case by case basis as levels of sanctification among individuals involved may differ greatly. Teachers will keep a written record of persistent issues, including dates, times, problems, and solutions which have occurred in the classroom. This documentation serves as an unbiased historical record of the issue.

Escalation of Discipline

Below are guidelines for the escalation of serious discipline problems. **NOTE:** In the instance of especially serious misbehavior or disrespect; steps may be skipped.

Step 1 - Teachers will give verbal reminders and warnings to students not adhering to the behavior expectations outlined in this handbook and the classroom teachers' management plan.

Step 2 - Teachers will use appropriate interventions or consequences during the school day for repeated behaviors not adhering to our Behavior Expectations Document that continues even after a verbal reminder or warning.

Step 3 - When basic interventions and simple consequences carried out at school fail to correct student behavior, the student will be sent to the principal and the student will receive a demerit* for their actions. Parents will be notified of the behavior issues so that they can also encourage and work with their children towards more positive behavior.

Step 4 - After a student receives 5 demerits in a quarter, the student will serve an after school detention, 3:00-4:00 PM.

Step 5 - After a student receives 10 demerits in a school year, the student will serve a one day suspension.

***Demerit**

A demerit is an official disciplinary mark issued to a student for a violation of the school's code of conduct or classroom expectations. These demerits can be viewed in the parent portal of FACTS.

Suspension

A suspension is an imposed temporary absence from school given only with the consent of the principal and with the support of the Board of Education Chairman. A suspended child is readmitted only after a consultation with the parents, teacher, principal, and Board of Education.

Expulsion

Expulsion is the permanent removal of a child from school and is to be considered an instrument of last resort. Expulsion is only permitted upon the approval of the principal, the pastor(s), and the Board of Education after consulting with the parents in writing. An expulsion occurs only after all attempts have failed.

Expulsion does not remove a child from the congregation, nor from religious training. However, it is a serious matter and should only be used after thoughtful prayer and consideration.

Grounds for suspension or expulsion include, but are not limited to:

- repeated refusal to do school work
- repeated disruptions in the classroom, school, bus, or playground
- fighting, hitting, punching, kicking, or attempting to physically harm another student

- repeated and/or deliberate truancy
- vandalism or theft
- persistent lying or cheating
- emotional, physical or sexual abuse and harassment
- bringing a weapon to school, on the bus, or anywhere on church or school property
- an overt act of misconduct
- bringing illegal drugs to school, on the bus, or anywhere on church or school property
- immoral sexual activity
- repeated disrespect and/or defiance, including refusal to accept correction/instruction
- ongoing cursing, swearing, or vulgarity

Behavior Off School Property

Children carry the name of the Savior everywhere they go and to everyone they meet. Their behavior and example must glorify God and lead those around them closer to Jesus. Students must maintain this behavior during all off-site activities, including field trips, academic competitions, and athletic events. Children that walk to and from school are asked to remain on the public sidewalks and not cut through neighbors' yards.

Leaving School Grounds

Children are not permitted to leave the school premises during school hours unless written permission is given by a parent. Whenever such permission has been granted, full responsibility for the child rests on the child and their parents.

Weapons, Drugs, Alcohol, and Tobacco Products

A student who brings any type of authentic or replica handgun, knife, or other weapon onto the school premises will be suspended immediately from school. In addition, if a student is determined to be using, under the influence of, or in the possession of intoxicating beverages, illegal drugs, tobacco products, or inhalants used for sniffing, the student will be suspended immediately from school. Parents will be notified immediately. The Board of Education will then meet to take the necessary steps for correcting the situation.

Misunderstandings and Conflicts

Brothers and sisters in Christ strive to treat each other with love, respect, and patience. As in all matters, it is important that the Lord is first approached in prayer, asking Him for patience, a forgiving heart, and a desire to do what is pleasing in His sight.

When misunderstandings occur, God's Word gives the formula to solve them: *"If your brother sins against you, go and show him his fault, just between the two of you."* (Matthew 18:15) Christian love demands that the matter be discussed privately, and not with other parents or members of the congregation. This becomes gossip. Always consider teachers as loving and approachable. If issues or questions arise, teachers stand ready to assist in the following Godly approach. Go to them first.

Parents are encouraged to discuss matters personally with teachers. Parents are welcome to come in before or after school and are welcome visitors in their child's classroom. A call prior to the visit is appreciated so materials may be gathered for the parent, and the teacher can inform the parent of the specific happenings during the time of the visit.

If the matter is sports related, the athletic director would be the next step in seeking a God-pleasing solution. If the matter is not resolved, this is the time for families (and perhaps the teacher involved) to sit down with the principal to work out a Godly solution. The Board of Education can become involved if a situation remains unresolved. The goal is to address and resolve issues at the lowest possible level in a Christian manner.

Individuals may bring concerns to the Board of Education at any regularly scheduled meeting. Individuals are asked to make their intentions known to the chairman so appropriate time may be scheduled on the agenda. The Board of Education will take information under advisement and make a decision. Individuals may receive clarification of their concern/issue from the Board of Education at any regular meeting.

Bullying & Harassment Policy

Bullying is more than occasional disagreements, differences of opinion, or conflicts that occur between friends, peers, or classmates. These are typical situations that arise in every classroom each school year for which the staff will teach and practice with students the important life skills of conflict resolution strategies, apologizing when offense is given, and sharing forgiveness.

Bullying will be defined as when:

- The target is repeatedly being hurt or harmed by unwanted words or behavior.
- The person bullying has a purposeful goal or intent to cause harm. Bullying is not accidental.
- The target has a hard time stopping or preventing the unwanted behavior.
- The offending student is ignoring requests for a behavior to stop or continuing on with hurtful actions despite knowing the target student is being hurt or bothered.

Bullying and harassment come in four main forms: Physical, Verbal, Non-Verbal, Intimidation.

The following steps will be taken as appropriate when dealing with incidents that involve harassment or bullying to any degree:

1. Harassment or bullying claims should be reported to administrators, teachers, aides, and other staff.
2. The principal will speak with all concerned and record what is shared.
3. The parents/guardians of both the student being targeted by bullying and the student doing any bullying will be contacted to assist with ensuring any negative behavior quickly ceases
4. Punitive measures will be used as appropriate and in consultation with teachers and parents but not limited to:
 - a. Official warning
 - b. Detention out of classroom
 - c. Exclusion from certain activities, e.g. recess
 - d. Short-term in-school suspension
 - e. Out of school suspension
 - f. Expulsion

All adults in the school, including administrators, teachers, aides, and other staff, need to help in the prevention of harassment and bullying.

Section VII: Student Protection and Privacy

Child Abuse & Neglect

Mount Calvary Lutheran School staff follows Wisconsin State Law when child abuse or neglect is suspected. If a Mount Calvary Evangelical Lutheran School staff member or volunteer is alleged to have abused a student of Mount Calvary Evangelical Lutheran School, the following steps are taken:

1. The following people are to be contacted immediately:
 - a. the principal,
 - b. the pastor(s) of the congregation,
 - c. the pastor(s) of the congregation where the child who was allegedly abused is a member (if another church),
 - d. all members of the Board of Education at Mount Calvary
 - e. the Mount Calvary congregational president
2. Within 24 hours, the principal, in consultation with the chairman of the Board of Christian Schools of Mount Calvary Evangelical Lutheran School, contacts the following:
 - a. Waukesha law enforcement agency
 - b. Mount Calvary Evangelical Lutheran School's legal counsel
 - c. appropriate synodical and WELS district officials.

In the event that the principal is the alleged abuser, the chairman of the Board of Education makes the above contacts.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) sets out requirements designed to protect the privacy of parents and students. Specifically, the statute governs (1) access to records that educational agencies and institutions maintain and (2) the release of such records.

Since the FERPA accords rights to parents relative to their minor children's educational records, schools must make certain that they properly identify the parents or legal guardians.

The FERPA regulations state in Section 99.3 – Definitions: "Parent" includes a parent, a guardian or an individual acting as a guardian of a student in the absence of a parent or guardian. An educational agency or institution may presume a parent has the authority to exercise the rights inherent in the Act unless the agency or institution has been provided with evidence that there is a state law or a court order governing such matters as divorce, separation or custody, or a legally binding instrument which provides to the contrary.

The FERPA deals with a parent's rights of access and control over a child's educational record. Therefore, for purposes of the FERPA, a school must accord a natural parent the rights the Act accords him/her unless the courts or a responsible party has provided Mount Calvary Lutheran School a legally binding document that specifically removes that parent's right to have knowledge about and participate in his/her child's educational process.

Any record (in handwriting, print, tape, film, or other medium) maintained by Mount Calvary Lutheran School which is directly related to a student may be inspected and reviewed by parents upon request.

Asbestos

The Asbestos Hazard Response Act passed by Congress stated that all schools in the United States be tested for asbestos-containing building materials. Materials tested for asbestos at Mount Calvary Lutheran School all were negative. Official inspection findings and management plans are available for review during regular business hours in the church and school office. Any request to view the plan will be honored within five working days.

As a student of Mount Calvary, I will...			
	...be safe...	...be kind...	...serve...
...in my Classroom	...by walking when I move around the room ...by keeping my space clean & clear ...by putting things away when I am finished with them ...by using supplies & materials appropriately	...by speaking & acting politely to my classmates ...by being respectful & cooperative with my teacher ...by keeping my body under control & to myself at all times ...by not disrupting others' learning with my words or actions	...by treating classroom property with respect & care ...by helping others however & whenever I am able ...by following my classroom's rules ...by encouraging others to meet (or exceed) these expectations
...at Recess...	...by using playground equipment responsibly & appropriately ...by avoiding "off limits" areas such as the dumpsters, parsonage property, flower beds, & parking lot ...by staying in control of my body at all times, & not playing roughly or hurting others	...by respecting my classmates, their space, & their activities with my words & actions (sportsmanship, sharing, patience, etc.) ...by including others in my games & activities ...by leaving toys & fidgets at home or in the classroom where they belong	...by going to & coming from recess quickly, calmly, & quietly ...by returning all equipment to its proper place when I am done with it or when recess is over ...by actively keeping our campus clean & free of litter or other messes
...in the Bathroom & Locker Rooms...	...by using the bath & locker rooms <i>only</i> for their intended purpose ...by using all facilities (toilet, sink, soap dispensers, paper towels, lockers etc.) responsibly and appropriately ...by going to & coming from the bathroom quickly, calmly, & quietly	...by behaving appropriately at all times ...by being patient, calm, & quiet in the bathroom & locker rooms, especially if I am waiting for my turn ...by keeping my body under control & to myself at all times	...by washing my hands when I am finished ...by cleaning any messes I make or notice in the bathroom & locker room OR, if I can't, telling a teacher about it right away ...by encouraging others to meet (or exceed) these expectations
...in the Hallways...	...by walking while in the hallway ...by staying to the right side of the hallway & staying in line if I am with my class ...by going quickly, quietly, & calmly directly to & from my destination	...by not disrupting others' learning with my words or actions ...by keeping my body under control & to myself at all times ...by being patient, calm, & quiet while in the hallway, especially if I am waiting in line	...by cleaning any messes I make or notice in the hallway OR, if I can't, telling a teacher about it right away ...by encouraging others to meet (or exceed) these expectations
...in the Lunch room...	...by staying in my seat unless given permission to leave it ...by walking while in the lunchroom ...by eating my own food efficiently & neatly ...by calmly throwing away my garbage & cleaning up messes ...by not throwing or tossing food, packaging, utensils, etc.	...by being calm & polite to others with my words and actions ...by keeping my conversations at a reasonable volume, as well as positive & God-pleasing ...by being patient, calm, & quiet, especially when waiting in line for hot lunch, microwaves, or to be dismissed	...keeping the lunchroom as clean as I can, & encouraging others to do the same ...by dutifully, carefully, & gladly carrying out my cleanup job(s) ...by being polite & thanking all hot lunch staff