

FACULTY PROCEDURE MANUAL
CALVARY LUTHERAN SCHOOL



July 2020

Table of Contents	
FACULTY PROCEDURE MANUAL	1
CALVARY LUTHERAN SCHOOL	1
INTRODUCTION	10
Mission of Calvary Lutheran Church	10
Vision of Calvary Lutheran Church and School	10
Mission of Calvary Lutheran School	10
Calvary Lutheran School's Philosophy	11
Objectives of Calvary Lutheran Church and School	12
CONGREGATION AND SCHOOL STRUCTURE	14
Administration/Leadership	14
Principal	14
Teachers	14
Administrative Assistant	15
Librarian	15
Substitute Teacher	15
Student Teachers	15
Other Staff	15
Dealing with Calls and Other Offers of Employment	15
Dismissing a Teacher	16
Faculty Conduct	16
TEACHER	17
Arrival/Departure	17
Additional Duties	18
Compensation	18

Car Duty	18
Playground Duty	18
Playground Courtesy	18
Specific Playground Guidelines	18
Building Security	19
Class Routines, Class Schedules	20
Code of Student Conduct (Discipline)	20
Positive Expectations	21
Communication	21
Telephone/Voice Mail	21
Cell Phones	22
E-Mail	22
Emergency Notifications	22
Emergency Weather Closings	22
Weekly Warrior	22
The Week Ahead	22
Computers	22
Classroom	22
Computer Lab	23
Computer Projector	23
Printer Locations	23
Conferences	23
Parent Teacher Conferences	23
Missouri District Conference	23
Other Conferences	23

Curriculum	24
Disasters/Drills	24
School Bus Emergency Evacuation Procedures	24
Fire Drill Procedures	27
Tornado Drills	28
Dress Code	29
Facilities	29
Reservation of Spaces During the School Day	29
Reservation of Spaces Before or After the School Day	29
Field Day	29
Field Trips	29
Requests	29
Money	30
Transportation	30
Bus Requests	30
Personal transportation	30
Qualified Drivers Certificate criteria for each person is as follows	30
Number per Year	31
Permission	31
Field Trip Day	31
Film Use Policy	31
Grading	32
Academic Accountability and Grading	32
Grading Scale	32
Grade Reports	33

Standardized Achievement Tests	34
Stanford Achievement Tests	34
Otis-Lennon Tests	34
Student Retention or Promotion	34
Graduation Requirements	34
Homework	35
Objectives of Homework	35
Homework Accountability	35
Plagiarism	37
Health	37
Student Health	37
Universal Precautions Policy	38
Definitions	39
Policy	39
Procedures	39
CPR	40
Emergency Care Form	40
First Aid	40
First Aid Supplies	40
Medication	40
Other	41
Legal	41
Child Abuse Reporting	41
Copyright Laws	41
License	42

Lesson Plans	42
Lunch	42
Hot Lunch Program	42
Kitchen/Cafeteria Guidelines	43
Wellness Policy	43
Media Equipment	44
Media Equipment Locations	44
Meetings	44
Department Meetings	44
Faculty	44
Beginning of Year	44
Back to School Meet and Greet	44
Middle School Back to School Night	44
End of Year	45
New Students	45
Home Visits	45
Assignment of a New Student	45
Testing	45
Observation, Evaluation of Instruction	45
Office Equipment	46
School Copy Machine	46
Laminators	46
Paper Cutters	46
Ellison Die Cut	46
Parking	47

Personnel Manual	47
Conflict Resolution	47
Illness/Requesting a Substitute Teacher	47
Sick Days	47
Time Sheets	48
Vacations	48
Record Keeping	48
Attendance	48
Attendance/Tardy	48
Absence	48
Late Arrival	49
Leaving During School Hours or Excused Late Arrivals	50
Grades	50
Church Attendance	50
Calvary Lutheran Church and School Evangelism Plan	50
Repairs	55
Emergency	55
Regular	55
Supplies	56
Classroom Allocation	56
Purchasing	56
Ordering/Check Requests	56
Reimbursement	56
Tax Exempt	56
Location/Storage	56

School Supply Lists	56
Visitors	57
Check-in Procedure	57
Volunteers	57
Parent Teacher League	57
Worship	57
Chapel	57
Classroom Worship	58
Faculty Devotions	58
Yearbook	58
Yearbook Purchase	58
STUDENT	59
Address and Phone List	59
Athletic Policies	59
Athletic Program Philosophy	59
General Athletic Guidelines	59
Classroom Parties	60
Christmas	60
Valentine's Day	60
Other Parties	60
Christian Character Traits	60
Stewardship of Property	61
Character Development	62
Co-Curricular Activities	63
Band/Instrumental Music	63

Voice Choir	63
Chime Choir	63
Bell Choir	63
Academic Competitions	63
Programs and Performances	63
Gathering of Talents	63
Conflict Resolution	64
Personal Relationships	65
Discipline-Core Beliefs	65
Discipline-School-Wide Consequences	66
Minor Infractions	66
Detention	66
No-Privilege List	67
In-School Suspension	67
Out-of-School Suspension	67
Expulsion	68
Dress Code (Students)	68
Dress Guidelines	68
Student Uniform Policies	68
SPECIFIC REQUIREMENTS FOR BOYS	69
SPECIFIC REQUIREMENTS FOR GIRLS	69
Early Dismissal	71
Extended Care	71
Grade Level Assignment	71
Promotion of Students	71

Conditional Promotion of Students	71
Health	72
Medical	72
Emergency	72
Library	72
Library Usage	72
Accelerated Reader Program	72
Accelerated Math Program	73
Book-It Program	73
Party Invitations	73
Permanent Records	74
CUM Files	74
Health Records	74
Recognitions and Awards	74
Harold Dunklau Award for Student Excellence	74
President's Academic Excellence Awards	74
Sports' Participation Awards	74
President's and National Physical Fitness Awards	74
Dr. Walter Breithaupt Scholarships	74
Elaine Shonkwiler Award	75
Eric W. Goeglein Scholarship	75
The CLS Warrior Scholarship	75
Principal Honor Roll	75
Honor Roll	75
Spelling Bee Award	75

Science Fair Awards	75
Geography Bee Award	76
End of the Year Awards	76
Releases	76
Directory Information	76
Picture and Text Release	76
Special Academic Services	76
Enrichment	77
Public School District	77
Special Needs	77

INTRODUCTION

This handbook should be consulted regularly, and its directions followed to promote efficient and effective functioning of the staff and the school. The contents have been compiled and revised by various teachers, principals and Boards of Christian Education of Calvary Lutheran Church throughout the history of the school. This handbook is not intended to be all-inclusive.

The handbook is subject to on-going revision. Suggestions for change are to be brought to faculty meetings. Items which are to be included on the faculty agenda should be given to the principal by 8:30 am on the day of the meeting.

If for a specific reason a teacher finds it necessary to make an exception to the policies stated in the handbook, the principal should be consulted.

Mission of Calvary Lutheran Church Kansas City, Missouri

We are here to share the love of Christ, and to share the message of salvation through Him.

Vision of Calvary Lutheran Church and School

We are seeking, by the Grace of God, to grow in love as committed disciples of the Lord Jesus Christ calling, nurturing and empowering Christians for service.

We view ourselves as a group of dedicated and caring individuals, effectively sharing the love of Christ with one another and with all others that we have contact with. We want others to view us in that same way. In this regard, we are committed to the following:

To faithfully follow the Word of God, The Sacred Scriptures, in its truth and purity as set forth in all the symbolical books of the Lutheran church;

To exemplify the Christian faith and life, to function in an atmosphere of love and order characteristic of the Body of Christ at work, and to lead others toward Christian maturity;

To show a due concern for all phases of ministry.

Mission of Calvary Lutheran School Kansas City, Missouri

Calvary Lutheran School supports parents in fulfilling their God-given responsibilities by creating a Christ-centered environment where students are challenged, encouraged, and enabled to be life-long learners and grow

spiritually, physically, academically, culturally, emotionally and socially.

To accomplish this mission, the school resources will be allocated across the curriculum to enable all students to demonstrate:

Spiritual Growth - Being a witness to Christ and His plan of salvation through their words and actions.

Physical Growth - Recognizing that their bodies are temples of the Holy Spirit and to live according to God's purpose.

Academic Excellence - Acquiring academic skills and knowledge necessary to make them problem-solvers and independent thinkers.

Cultural Awareness - Respecting various cultures and their arts and customs.

Emotional Maturity - Acknowledging their uniqueness as a child of God and demonstrating that uniqueness by responding appropriately to each situation.

Social Awareness - Recognizing their responsibilities to those around them.

Calvary Lutheran School's Philosophy

When Christ gave His Great Commission (Matthew 28:19-20), He intended for all of His followers to "go and teach" about Him. This Great Commission has been served here in Kansas City, in part, by the establishment of Calvary Lutheran Church and School. Calvary Lutheran School is a vital, growing part of the ministry of Calvary Lutheran Church, in that it brings the Gospel to students and parents alike in its varied programs.

All people have sinned and need to receive the loving forgiveness of God, but "how can they believe in the One of whom they have not heard? And how can they hear without someone preaching to them?" (Romans 10:14 NIV)

To this end, Calvary Lutheran Church, in 1948, founded a school to teach about God, as well as about His world. Calvary Lutheran Church's continued support has reinforced the Christian nurturing begun at home. It has also led to many students and parents meeting Jesus for the first time.

Calvary Lutheran School does this by following the Scriptures as our first and foremost teacher's manual. We teach the doctrines of Christianity espoused by the Lutheran Church - Missouri Synod (LCMS).

The following is a brief **statement of faith**.

- God created and still preserves the world.
- Man sinned and ruined our relationship with God.
- God's Son came to earth to live, die and rise again as a perfect Sacrifice for sinful people.
- The Holy Spirit works faith in people's hearts through the hearing of God's Holy Word and Baptism.
- This faith is strengthened by Holy Communion and further study of Scripture, with the Spirit's guidance.
- This faith leads us to live sanctified lives to God's glory and for the good of others.
- This faith is also the key to heaven's doors where we will spend eternity with our gracious and loving God.

Because Calvary Lutheran Church believes the above teachings, they continue to support a school where each day's theme revolves around the cross. This theme is then reflected in all aspects of the education offered at Calvary Lutheran School i.e. the development of one's spiritual, social, physical, emotional, creative, and intellectual capabilities into a reasonable God-pleasing individual prepared for a Christian life on this earth and life hereafter.

Therefore, the goals of Calvary Lutheran School are the following:

- To use professional, Lutheran Church - Missouri Synod trained or approved, and state certified teachers, who know and love their Lord and who live their forgiveness every day.
- To point the students to God's love - on the cross and in the world - by making the lessons extensions of God's presence in their lives.
- To extend the influence of God's love into the students' homes by close communication with parents and strong encouragement of regular worship and prayer, along with faithful service to God.

Due to these goals, Calvary Lutheran School is a growing, loving, Spirit-breathing stronghold of God's mercy where children can come to Jesus and then take Jesus out with them.

Objectives of Calvary Lutheran Church and School

Our primary objective is to train the child in the Word of God. In order to accomplish our objective, cooperation is needed from students, parents, teachers, and pastors. We have divided our primary objective into four parts.

- I. *The child will grow in his relationship with God.*
 - A. The child will develop a growing knowledge of the Triune God, and will be able to express his knowledge orally and in writing. (*2 Peter 3:18*)
 - B. The child will develop a growing trust in Jesus Christ as their personal Savior from sin, and will turn to Him in repentance, asking for forgiveness. (*Luke 1:77, Acts 26.18, Ephesians 1:7*)

- C. The child will develop an increasingly worshipful, sanctified life, and will show this by improved weekly family worship attendance, Bible study, and prayer life. (*Acts 2:42ff, I Corinthians 14:26*)
 - D. The child will develop an increased ability and desire to use God's word to make moral, ethical, and other real-life decisions. (*Ezekiel 44:24*)
 - E. The child will increasingly trust in God for all wants and needs, whether they are spiritual, physical, material, intellectual, emotional, social, aesthetic, or of nature or of government, and will also increasingly thank God for all blessings received, and will make this thankfulness evident in word and action. (*Philippians 4:16, I Timothy 2:1*)
- II. *The child will grow in relationship to himself.*
- A. The child will develop good stewardship of all his talents and abilities, and will show this by working at least equivalent to his ability as indicated by test results. (*Mathew 25*)
 - B. The child will develop logical, scientific, and creative thinking habits, gain knowledge and communication skills, and acquire significant elements of his cultural heritage to the extent that he can compare favourably in test results with other students of similar age and grade level. (*Luke 2:52*)
 - C. The child will understand his emotions and what affects them, and will control them through trust in Christ and with the help of the Holy Spirit. (*Matthew 1:20*)
 - D. The child will develop an understanding of his body and how it works, will appreciate it as a gift of God, and will increasingly accept responsibility for its health, safety and recreation. (*I Corinthians 6:19*)
 - E. The child will speak and act appreciatively of the beauties of nature and the fine arts, and will have the ability and the desire to express himself creatively in different fine-art media. (*Psalms 104*)
- III. *The child will grow in his relationship with others.*
- A. The child will recognize all people to be God's creation and will by word and action show love, forgiveness, respect, courtesy, cooperation and consideration toward all people. (*I John 4:1-10*)
 - B. The child will be concerned for the spiritual welfare of all people and will show his concern by communicating to others by word and action his knowledge of God's saving grace and by supporting through word and action the mission endeavours of the church. (*Matthew 28:18-20*)
- IV. *The child will grow in his relationship toward God's creation.*
- A. The child will increasingly see and appreciate nature as God's creation, and will therefore also increasingly use God's gifts of nature in a way that would glorify God and serve people. (*I Corinthians 10:31*)
 - B. The child will increasingly show concern and respect and give praise for God's gifts of material goods, be they manufactured, invented, or a scientific development from one of God's gifts. (*Revelation 4:11*)

CONGREGATION AND SCHOOL STRUCTURE

Administration/Leadership

The administration of Calvary Lutheran School rests primarily with the voting membership of Calvary Lutheran Church. The affairs of Calvary Lutheran School and Early Education Center are directly governed by the policies established by the Board of Christian Education, which is elected by the voting membership of the Church. Calvary Lutheran Church grants voting privilege to all communicant members eighteen years of age and older and who have signed the constitution of Calvary Lutheran Church. The principal, is the Chief Executive Officer of the School, works closely with the administrator of Early Education Center and other school staff to supervise and administer the school program and carry out the policies that are set by the Board of Christian Education, through support of the Parish Planning Council (PPC) and the Voters Assembly. The Board of Christian Education secures qualified staff to operate and teach in the school.

The Calvary congregation is organized under the authority of a Voters Assembly which is responsible for the basic administration of the parish. Individuals are elected to various boards, who assume leadership under the Voter's assembly to carry on the successful and timely business of Calvary's various ministries and operations.

Principal

The principal provides leadership and guidance to the staff of Calvary Lutheran School; administrate and supervise curriculum, instruction, discipline, and scheduling; maintain Synodical, state, and local reports, accreditations and/or certifications. The principal also safeguards the assets of the school, and secures the overall quality of education. The principal is responsible to the Board of Christian Education, and the pastor.

Teachers

Each teacher provides instruction, supervision, guidance and discipline; assumes a general attitude of responsibility for all school children regardless of grade level; and carries out established policies and procedures outlined in this booklet. The teacher teaches classes or grade levels as assigned and participates in additional duties necessary to operate the school. The teacher keeps the principal informed of compelling matters concerning the school, its pupils and/or parents, special projects and anything outside routine matters. Professional competence in teaching is maintained. The teacher demonstrates personal faith to the students through active involvement in corporate worship, Holy Communion, and Bible study. The teacher is responsible to the principal and the Board of Christian Education.

To develop a smoothly functioning team of ministers of the Word, teachers need to encourage one another in their faith and in their work. They should speak well of one another and join cooperatively in a united, joyful effort to promote Christian education at Calvary Lutheran School, and in Christ's Kingdom at large. Disagreements among the staff should be discussed first on an individual basis; if further help is needed, then with a small group of staff members including the principal; or, finally in faculty meetings rather than with other members of the congregation or school community. Specific difficulties should be worked out through proper channels beginning with the Scriptural guidelines “. . . between thee and him alone.” If disagreements still cannot be worked out between staff members at an individual meeting, a group meeting with the principal in attendance, and a faculty meeting about the disagreement have been held, the final recourse is to the Board.

Administrative Assistant

The Administrative Assistant maintains the school office, school and pupil records, and administers the school computer system, keeps academic and health records, serves as the school accountant, i.e., chapel, special accounts; monitors morning lunch count and notifies the kitchen; records attendance and calls families that have not left a message on the school line; The administrative assistant also orders school supplies, textbooks, workbooks, classroom, science, office, and sick room supplies; organizes and types correspondence for principal and school activities, acceptance letters, and forms for all new families, sends out information packets, arranges bus drivers for field trips, sorts and distributes all incoming mail and packages for the school; counts and distributes flyers/informational bulletins to student body; maintains copy machines and laminators; supervises volunteers in areas of the school office and special projects; provides first aid; dispenses medication; and other jobs as needed. The Administrative Assistant reports to the principal.

Librarian

The Librarian maintains the library; orders, and prepares books for the library and audio-visual materials chosen by the teachers; assures orderly check-out procedures, and coordinates volunteers. The Librarian is responsible to the principal. This is currently an additional duty done by two teachers.

Substitute Teacher

The substitute teacher is responsible for maintaining classroom curriculum, routines, and discipline in the event of a teacher's absence. The substitute teacher is responsible to the principal.

Student Teachers

Calvary Lutheran School has the opportunity to serve as off-campus training for the Concordia University System. Seniors at the college level are occasionally assigned to Calvary classrooms and other parish activities for training experience/clinical education. The student teachers report to the assigned teacher and the principal.

Other Staff

The principal in conjunction with the Board of Christian Education, is responsible for hiring, outlining duties, supervision, and dismissal of other positions in their respected areas of

responsibility. These positions may include such areas as physical education teacher, band director, language arts teacher, music teacher, enrichment teacher, art teacher, etc.

Dealing with Calls and Other Offers of Employment

Since teachers are Called by the Holy Spirit to serve at Calvary Church and School, their first duty is to its members and students. If another congregation, school, or place of employment issues a Call or employment offer, the principal needs to be informed immediately, as he/she is the responsible administrative officer of the congregation. In the absence of the principal, consult with the Chairman of the Board of Christian Education, pastor(s) and the Chairman of the Parish Planning Council.

The teacher's next duty is to the Calling congregation. Prompt acknowledgement of receipt of the Call, request for prayer and counsel from its members, and following acknowledged procedures in dealing with Calls are professional duties.

Prayer and counsel are the correct procedures to follow in dealing with either a Call or job offer. Final decision after much prayer and counsel with the pastors, principal, Board Chairman and members, and officers of the congregation is the responsibility of the teacher. If the decision, compelled by the Holy Spirit, is to accept a Call or employment offer, the teacher must next obtain a peaceful release from the congregation, and go through established channels of transfer and installation after informing district officials. Because of the hardships on the ministry of Calvary Church and School by untimely decisions to terminate ministry, teachers are highly encouraged to avoid Calls/transfers close to the beginning of the school year.

Dismissing a Teacher

Unfortunately, in a less than perfect world, guidelines must be established for dismissing a teacher when necessary. There are five reasons for dismissing a teacher: Persistence in teaching false doctrine, gross incompetence/deliberate unfaithfulness in performance of duties, offensive conduct/a scandalous life, willful neglect/inability to perform official duties of official duties and domineering in office.

Matthew 18 shall serve as a guide in dismissing a teacher. Whenever feasible, the steps shall proceed as follows: Teacher meets with principal and/or pastor; teacher meets with pastor and/or other staff members; teacher meets with the Board, which determines the outcome of the case. The teacher may meet with the Voter's Assembly as an appeal body.

Faculty Conduct

A teacher in Calvary Lutheran School is a role model for children, parents, and fellow staff members. The way a teacher works with parents, the cleanliness and orderliness of their classroom and/or office, the courteous way the teacher addresses their students, the

enthusiasm a teacher displays going about daily tasks, the attractive attire worn each day, and the regular attendance at worship services and events are some important areas for witnessing. Unfortunately, or fortunately, parents and students accept us for what we do rather than for what we say.

As children of a loving Father, let us strive to hold high standards so that when people see us they see a part of Christ in us also!

TEACHER

Arrival/Departure

- Faculty should be on duty at or before 7:35 am. Faculty devotions begin daily at 7:35 am. Teachers take turns leading devotions.
- At 7:00 am, extended care student's check-in at the designated location, where a faculty member will provide supervision. (Faculty are assigned one day per week)
- At 7:55 am students should proceed directly to their classrooms. Teachers should be in their classrooms at 7:55 am to greet students and supervise activities in their classroom.
- School begins at 8:10 am.
- The classroom schedule should be posted in the classroom where students can easily see. One copy of the schedule should be filed in the school office before the first day of classes.
- School chapel services are held one day each week at a designated time and location. Seating for chapel services will be planned by the faculty at the beginning of each school year. Leaders of the chapel services include Calvary faculty members and area Lutheran pastors. Chapel offerings are taken at each chapel service and given to various Christian organizations.
- Teacher Departure from Campus during school hours must be approved by the Principal.

For specific Dismissal location see map in Appendix.

- Teachers are assigned supervisory duties after school. Teachers should be at their assigned places until 3:45 pm. Students who are not picked up by 3:45 pm should be sent to the Extended Care program in the cafeteria.
- Teachers who are assigned supervisory duty in the parking lot are responsible for monitoring students and making sure that the students are picked up by a person who is on the approved list of adults to pick up that child.
- Teachers are expected to remain in the building after school for at least 30 minutes after dismissal unless other arrangements have been made with the principal. When school is dismissed early because of snow or another emergency, teachers should remain at school until the principal has approved their departure.

Additional Duties

Other additional responsibilities involved in the school programs are shared by the teachers. Teachers volunteer for these duties. These duties include: Christmas service; yearbook; faculty minutes; special music/concerts; chapel offerings; National Lutheran Schools Week; Academic Meet; Spelling Bee; Mathletics, Geography Bee, and other contests; workroom cleaning; and other committees as necessary for the school year or programs.

Compensation

Teachers receive no extra compensation for any additional duties or positions unless such compensation is specifically documented in their Call contract or other written agreement with Calvary. The additional responsibilities are considered normal staff duties and do not affect the teacher's compensation. Likewise, congregational leadership responsibilities outside the school, do not affect compensation unless specifically documented.

Car Duty

Car duty is shared by all day school teachers. A schedule is completed in August, by the teachers, for the school. Refer to school handbook for loading and unloading instructions.

Playground Duty

Playground supervision is the responsibility of the classroom teachers. Students are never allowed outside without direct supervision.

Playground Courtesy

Courtesy is contagious; on the playground...

- play fair
- abide by the rules
- be good sports
- keep your hands to yourself
- use good manners
- speak kindly about your playmates
- refrain from running through the games of others
- keep away from classroom windows

Specific Playground Guidelines

Playground:

- No kicking or pretend karate or other combat games
- No tackling games or fighting
- No pushing by children
- No action of any kind designed to irritate neighbors' pets or throwing things into the neighbor's yard
- No throwing rocks, sticks, snowballs, etc.
- One child at a time on slide
- No Screaming or Screeching

Bars:

- Both hands on bars at all times
- No flips without hands
- No standing on top of the bars

Supervising teachers have discretion at all times to modify the play environment. Equipment present on each play area may allow for variations on these guidelines.

All playground areas are closed before and after school unless a student is participating in Extended Care or is under parental supervision.

Building Security

It is the duty of everyone employed by Calvary Lutheran Church and School, who have keys/codes to the facilities to be responsible for building security. This includes ushering unauthorized persons from the building, turning on/off lights, and unlocking/locking doors, and disarming/arming the security system where alarms exist.

- Do not take for granted that the security system is either on or off.
- If you do not know how the system works, ask the principal for instructions.
- Three false alarms a year are allowed for the entire building, thereafter, a fee is charged.
- If you accidentally set off the alarm and the police respond, you must report this incident to your supervisor and/or the principal for police log-in documentation.

Arming

Close all protected doors and windows and stop movement in areas covered by motion detectors.

The "System Ready-Type Code to Arm" message should be on the LCD display. The system cannot be armed unless the "System Ready-Type Code to Arm" message is displayed.

Enter a 4 Digit Security Code.

-If the security code was entered incorrectly nothing will happen.

-If the code was entered correctly but the system was not secure due to an open zone, the keypad will beep quickly followed by a steady tone. will not arm completely.

-If code is entered correctly the system will begin beeping.

-You have 30 seconds to exit and secure the door.

Disarming

Enter the premises through the designated exit-entry door. The keypad buzzer will be on and the red "Armed" button will be visible. Go to the keypad and enter the 4-digit security code. If an error is made in entering the code, the beeping will continue. Enter code again. The red "Armed" light will go out and the keypad buzzer will stop. The correct security code must be entered before the allowed entry time expires. If you set off the alarm, notify the principal immediately. Alarm company will immediately call designated people of intrusion. Prompt notification of Principal will keep police from being dispatched.

Class Routines, Class Schedules

Each teacher develops a weekly schedule and a daily routine for his/her class.

The weekly schedule includes the times of school subjects and activities. Each teacher's weekly schedule is required to be submitted to the principal prior to the beginning of the school year and updated as changes occur.

The daily routine/expectations outline classroom operation. A copy of classroom daily routines/expectations are submitted to the office prior to the beginning of school and updated as changes occur.

When temporary schedule changes may interfere with other classes, the principal is notified.

Special activities will alter schedule and routine throughout the year (i.e., Christmas worship, school musical, field day, etc.). Please notify the office of any changes.

Code of Student Conduct (Discipline)

A successful and effective school is characterized by its positive qualities. All effective educational institutions have one important positive quality in common: good student conduct. The existence of disciplined environment facilitates the development of the school climate necessary for other positive attitudes and qualities to flourish.

It is the intent of Calvary Lutheran School's Board for Christian Education – Day School, the administration, faculty and staff, parents and students to promote an educational climate that encourages positive school qualities to grow, as a child of God, thrive and succeed. Good student conduct is possible only when expectations for student behavior are clearly set forth and consequences for failure to meet expectations are explicit and consistently administered.

The establishment of rules and procedures to govern student conduct is a responsibility that the school shares with its parents. To meet that responsibility, a code of student conduct has been created to govern matters of student discipline. The school and parents also share the responsibility to communicate expectations, rules, procedures and consequences of infractions to students. This shared responsibility, in the context of mutual support and understanding, linked by timely communications and cooperation, is critical to the success of an effective student discipline program.

A school discipline program, however well-intentioned and directed, can never approach the degree of influence that a parent has on a child. If this influence is neglected, the school's task becomes more difficult. When the objectives of the school and family are mutually consistent, the task of the school becomes obvious to the student.

Students, likewise, are expected to understand and abide by the expectations and consequences established for their safety and welfare by maintaining a personal code of

proper behavior. The cooperation among students, parents and school is the basis for good student discipline and a positive learning climate.

Our faculty, in keeping with God's Word, strives toward positive relationships. A student who makes a mistake will be dealt with in a loving, caring manner so that change and self-discipline become possible.

Sometimes, however, caring and forgiveness fail. A student may continue to choose inappropriate behavior. When this first becomes evident, the progressively oriented disciplinary policy will take effect.

The Calvary Lutheran School Code of Student Conduct and Disciplinary Response applies when Calvary students are at school, at school-sponsored events, and/or while guests at other schools.

Up-to-date records will be maintained regarding disciplinary referrals and accompanying corrective disciplinary actions. Such actions will be taken into consideration on a cumulative basis over the total enrollment period of the student at the school.

Positive Expectations

Discipline may have negative connotations for some. Calvary Lutheran School tries to promote positive student conduct by implementing a program that promotes positive values of proper student behavior. This program lasts throughout the school year and is used as a preventative to disciplinary problems.

The program takes on different approaches to meet the needs of the students. Essay contests (ex. Kindness is Contagious), PTL programs, assemblies, class discussions, and inspirational Quotes of the Day posted in high-visibility areas are possible vehicles to promote positive student conduct.

DISCIPLINE can and should be TAUGHT as well as ADMINISTERED. The general goal of a positive student conduct program is expanded communication and awareness of discipline in an effort to keep it in the active perception of a successful school and home environment. (See Code of Student Conduct complete booklet for specific behaviors and consequences)

Communication

Telephone/Voice Mail

Children may use classroom phones only with the teacher's permission. If a student calls a parent, please have them leave a message if no one answers, and call the office to let us know who is expecting a call. The office will forward the call to the classroom when the parent calls back. Teachers are encouraged to check voice mail by 3:00 pm each school day for messages from parents to children.

If children are ill the classroom teacher should send to office with a note. The office will call parents for pick-up when necessary. Students are not to come to the office without a note

from the teacher. Classroom teachers should not send children home without discussion with Office Administration.

Cell Phones

Cell phones are not to be used by teachers during the day when they are responsible for the supervision of students. If special circumstances arise, discussion with principal must occur.

Student cell phones are not to be used during school hours, at Extended Care or VERB. In Middle grades, cell phones are collected by the teacher daily and secured till end of day.

E-Mail

Every classroom teacher at Calvary Lutheran School receives an e-mail address @calvarykc.com (normally, initial of first name and full last name). Most internal correspondence from the school office is sent via e-mail. Teachers are encouraged to check messages several times a day.

Emergency Notifications

In the event of an emergency where the faculty and student body need to be notified, information will be sent out through, PraxiSchool (email, and texts based on what the family has selected, displayed on local television, radio stations, and on the header of school website.

Emergency Weather Closings

The emergency weather closings will be announced on TV and Radio Stations. Teachers will be notified through the PraxiSchool notification system. A posting on the school website will also be done after other notification systems have been contacted.

Weekly Warrior

The Weekly Warrior is developed and ready for distribution on every Thursday of the school year. Typically, the Weekly Warrior is emailed to all families, however a hard copy will be given to families requesting a copy. If you wish to include any article or calendar of event, please have it to the school office by **Tuesday at 3:00 pm**.

The Weekly Warrior is also located on PraxiSchool

The Week Ahead

The "Week Ahead" is updated and sent to each teacher by email. The Week Ahead is also saved on the Google drive, year, and quarter. It is updated every Friday.

Computers

Classroom

Each teacher has a computer located in his/her classroom for his/her use. Policing student's use of this computer is the responsibility of the classroom teacher. Most classrooms have computers for student use.

Computer Lab

Class times for the computer lab are assigned prior to first day of school.

There is a laptop mobile cart located in upper grade foyer for use by students as directed by classroom teacher.

Computer Projector

Computer projectors are in each classroom. The projectors are connected to the classroom's Smart Board, and the teacher's computer.

Printer Locations

Printers that can be accessed through the Intranet network are found in the following locations: Computer Lab, school office workroom, the Upper Grade foyer and various classrooms throughout the building.

Conferences

Parent Teacher Conferences

All grade levels, kindergarten through eighth grade, have parent-teacher conferences at the end of 1st and 3rd quarters. These are usually held two weeks after the end of the quarter. Teachers may also need to meet with parents for specific subject area(s) that are taught.

Missouri District Conference

All full-time teachers attend all teachers' conferences of the Missouri District. Part-time teachers, student teachers, and aides attend if designated by the principal.

Approved expenses (hotel and meals) are paid for those required to attend this conference.

Other Conferences

When a member of the school personnel is authorized to attend a conference, professional meeting, or to make a trip on school business, the person is reimbursed for all approved expenses, subject to the following:

- ✓ Prior approval of the trip and covered expenses are obtained from the Board of Christian Education. No expenses are reimbursed if expenses are provided by another source.
- ✓ Automobile mileage expenses are reimbursed at the current IRS mileage allowance.
- ✓ Lodging expenses are reimbursed at actual costs excluding personal calls, room service, etc.
- ✓ Meal expense allowance does not exceed the amount predetermined by the Board of Christian Education.
- ✓ Registration fees are reimbursed.
- ✓ Vouchers, with receipts, for reimbursement of expenses are filed on forms provided by the finance office and submitted for approval within five working days after returning from the event.

Curriculum

The Christian faith is also taught as a way of life thereby permeating the whole curriculum. Though CLS uses textbooks similar to those found in community schools, Christian interpretation and insight are added to all subject areas. This well-rounded program of studies includes Religion, Language Arts (reading, spelling, creative writing, English grammar, and handwriting), Social Studies (geography, history, government, United States and Missouri constitution, and other areas), Science, Mathematics, Physical Education, Health, Art, Music, Spanish, and Technology instruction.

Calvary's curriculum meets or exceeds the requirements of the State of Missouri and the Curriculum Guides for Lutheran Elementary Schools. Students are also offered co-curricular opportunities to participate in choirs, instrumental band, clubs, team sports, news writing, etc.

Curriculum for all subjects is selected by faculty after careful evaluation on a rotational basis. Curriculum Guides for all subjects are written and revised by faculty and Board of Christian Education.

Disasters/Drills

Please refer to the Crisis Manual for additional information on tornado, natural disaster and fire drills.

School Bus Emergency Evacuation Procedures

Note: The following is instructions for the bus driver to use in an emergency. However, it would be good for you to know and be aware of the procedures.

Planning for emergencies and knowing what to do at the time of an emergency will prevent panic and confusion. When a large number of passengers are moving rapidly to evacuate a bus, there is always the possibility of panic and injury. The safety of the students is to be given first priority. In the majority of emergency situations, the bus is the safest place for the passengers unless extenuating circumstances warrant evacuation from the bus.

The following are examples of serious types of emergencies that may require emergency evacuation. In most cases, the front door evacuation is the safest.

Front-end accidents - Determine which of the exits may be used. Check for any serious injuries. Look for fire.

Rear-end accidents - Follow the same procedures for a front-end accident. Do not use the rear exit. Look for fire.

Broadside accidents - Determine which exit may be used. Follow the same procedures as for front/rear-end accidents.

Rollover accidents - Remain as calm as possible; use rear exit, roof hatches, if available, and windows along top if they are free of broken glass. If fire does not exist and the bus is not lying on the front door side, this exit may also be used. Follow steps outlined for

front/rear-end evacuation.

Fire - Follow the evacuation procedures outlined for rear-end and front-end accidents. Use the exit furthest from the fire. Above all, do not panic. Many injuries are caused by panic rather than by fire itself. This can be avoided if everyone stays calm.

Railroad crossing - Use front-end or rear-end accident evacuation procedures. Stay clear of all traffic, and keep students in a group. DO NOT re-enter the bus. Have students move away from tracks, in the direction of an oncoming train.

Blizzard - (visibility zero) Remember it is warmer inside than out.

Flood waters - Remain calm. Do not drive through water rushing across the roadway unless instructed to do so by a law enforcement officer. If vehicle stalls in shallow water, notify dispatch. Evacuate passengers if water is not above their knees.

Reminder: *Under no circumstances should any student move another student who is injured without the permission of the bus driver or emergency responder attending the accident. The driver needs to be aware of language barriers and prepare ahead of time to address the situation.*

General Procedures for Evacuations

Follow these general procedures in any evacuation. Above all—remain calm. Evaluate the situation.

- Is evacuation necessary?
- Injuries?
- Which exit is best to use?
- Determine a safe waiting area.
- Notify proper authorities.

There may be different procedures and practices between practice drills and real evacuations.

Secure Vehicle

1. Set parking brake.
2. Put transmission in reverse (manual) or neutral (automatic).
3. Turn off engine.
4. Turn on 4-way hazard lamps (if operable).
5. Test front service door to see if it is working before making any announcements.

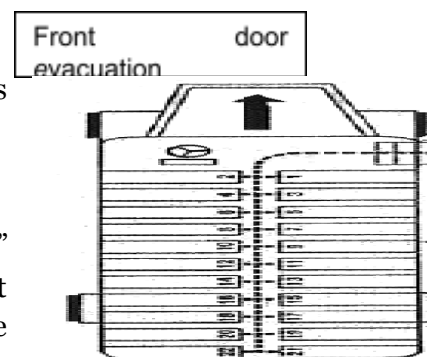
Front Door Evacuation

Emergency Evacuation Using Front Door

1. Notify the proper authorities and school administrators as soon as possible.
2. Driver should stand and face students.
3. Get students' attention - speak clearly and concisely.
4. Announce - "Remain seated, emergency evacuation, front door." Tell students the location of the safe waiting area, at least 100 feet or more from the bus and roadway. Students should be supervised, if possible.
5. Evacuate the bus by dismissing students.

If possible, give the first aid kit(s) to the first two responsible students exiting the bus. Do not impede the flow of the students exiting.

Begin at the front of the bus, starting at the right side; alternate side-to-side, row



- by row until students have exited the bus.
6. Check each seat to make sure all students have evacuated the bus.
 7. Account for all students.
 8. Render first aid if necessary.

Rear Door Evacuation

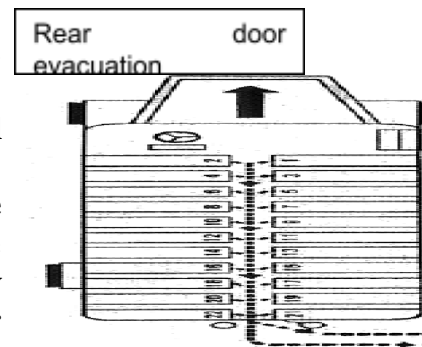
Emergency Evacuation Using Rear Door

Use the rear door when front door evacuation is impossible or unsafe to use, or when it is imperative to evacuate as quickly as possible by using rear exits.

1. Notify proper authorities and school administrators as soon as possible.
2. Announce, "Remain seated, emergency evacuation, rear door." Tell students the location of the safe waiting area.
3. Assign two (2) "helpers" to assist students. Have them "sit" on the floor at the emergency door and "scoot" out of the door onto the ground. One helper is positioned with their back to the emergency door, so door will not swing against the students. The other helper is positioned on the other side of door area.
4. Helpers need to hold a hand open, palm upward and extended for the student to place his/her hand on it. The other hand will support the upper part of the arm of the student to minimize the possibility of the student falling forward.

Helpers are very important in preventing injuries when exiting the bus from the rear door.

5. Evacuate the bus by dismissing students.
6. Begin at the back row and continue to the front; alternate side-to-side, row-by-row until students have exited the bus. If possible, give the first aid kit(s) to the last two responsible students when they are out of the bus.
7. Students should sit at the rear door then scoot through the door onto the ground with the helper assistance.
8. Students should walk to the safe waiting area.
9. Have the helpers "assist" you out of the rear of the bus.
10. Render first aid as necessary.
11. Account for all students.



Emergency Evacuation Using Front and Rear Doors (Combined)

Follow procedures outlined for both front door and rear door evacuations. *Fastest method for bus evacuation is the rear and front doors combined evacuation.*

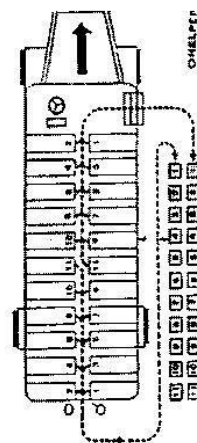
Side Door Evacuation

Follow the above procedures for a rear door evacuation with the following exception to dismissing the students:

Begin at the seat nearest the exit, approximately 6th from the rear. Work to the rear alternating side-to-side, (a closed space), then return to seat immediately in front of the rear side exit and work to the front alternating side to side.

Using a side door exit is a more difficult evacuation procedure because of the height of the door from the ground. With small children you might have to assist them from the door to the ground.

Emergency Evacuation Using Side and Front Door Exits



Begin at the seat nearest the side exit, work to the rear alternating side to side (a closed space). Use a helper to evacuate front door students. Driver should return to seat immediately in front of the rear side exit and check for students while exiting through the front door.

Emergency Evacuation Procedures for Students with Special Needs

Care should be taken to plan for students with special needs who are riding on the bus. Know procedures to be followed to safely evacuate each student. It is advisable to talk to parents or guardians of the students with disabilities to properly plan for an emergency evacuation. Teachers and school staff who work with your students can also help you know the individual needs of each child. The CDE Guidelines for Transporting Students with Disabilities gives guidelines for preparing an evacuation plan. Responsible students may be assigned to help a student with special needs get to a safe area away from the bus, traffic and other dangers. The plan should address each student's characteristics and abilities.

EMERGENCY EVACUATION DRILLS REQUIRED

Students should know the location of the first aid kits, how to shut off the engine and set the parking brake unless disabilities of students preclude this. The emergency evacuation drill should be as close to the real thing as possible. The drill should be discussed with the students prior to the day of the drill. The drill should follow the evacuation procedures for the appropriate exit(s) used. When possible, make sure to include students with special needs in the discussion as well as having them participate in the actual drill. If you wish to include students with special needs in the drill, get permission from parents/guardians.

Stand, facing students and tell them they are having an emergency evacuation drill. Remind students to leave books, lunches, etc., on the bus. The drill may be timed. Most important is how the students exit the bus; calmly, orderly, and following directions. When the drill is over, have the students get back on the bus. Spend a few moments discussing the drill. Point out the positive things that occurred and discuss ways to improve the drill.

Fire Drill Procedures

Fire Department requests:

1. The primary issue is to evacuate people in a safe and effective manner from the building.
2. If possible: close doors at each exit site. This means the classrooms, hallways and outer doors. This creates barriers to contain the fire.
3. Shut off lights if it will not delay leaving the room. (In the event of a real fire, they will also cut power to the building.)
4. If easy, close windows. In most cases, an open window gives vent to the fire. This is not seen as a problem.

Teacher responsibility:

1. Teacher, take a copy of class list or grade book along with you.
2. First child to the door holds the door open. This is applicable for each door that students must go through to reach the outside. These students stay put until dismissed by a teacher.
3. Students need to exit quietly (no talking) so that any verbal directions given can be heard.
4. Shut windows and turn off lights only if this will not delay exiting the room.
5. Teacher exits the room last. Dismiss the student who was holding the door.

6. Assigned teachers will check bathrooms on their way out of the building.
7. Once out of the building, count to be sure that all of your students are present.
8. Be ready to name any student that is missing. Show "Thumbs Up" if all students are present. Show "Thumbs Down" if any students are not with you. (If they were with another teacher at the time, school office personnel will check to see where they are.)
9. We need to assess quickly that all children are out of the building and relay this to a central person and central location. The principal and/or school office staff will check with teachers regarding missing students.

When the Fire Alarm sounds, the entire facility is evacuated based on the fire evacuation diagrams posted in each room.

If the building needs to be evacuated for other reasons deemed necessary after the fire alarm has been set off, the students will be escorted from their normal parking lot locations to the far southeast corner of the field (to provide distance from the building to where the students are located.)

1. Fire drills will be held at different times during the day in order that pupils may become familiar with and understand procedures to be followed.
2. Occasionally, drills will be held with normal exits or stairwells blocked, requiring the use of an alternate route. All students should be aware of such alternate routes.
3. All personnel, except those specifically stationed to operate the drill, must leave the building.
4. At the conclusion of the fire drill, classes will be led by their teacher to return to the classroom in a quiet and orderly fashion after receiving a re-enter signal from the principal or designated staff member.
5. Each teacher will become familiar with the location and operation of fire alarm boxes and extinguishers.
6. Teachers are to run a practice drill as soon as possible in the first few days of school so that their students know what route to take for a fire drill or the real thing.

Tornado Drills

The signal for a tornado drill is an announcement over the intercom or a whistle. Teachers and students should follow the procedures which are posted in their classrooms.

When students reach their assigned places, they should be instructed to cover their heads until the danger is over.

Dress Code

Teachers are expected to dress in a professional manner.

Facilities

Reservation of Spaces During the School Day

Auditorium, gymnasium, computer lab, library, music room, large cafeteria and small cafeteria may be scheduled through the office **by teachers**. At the beginning of each school year, teachers will reserve specific days and times for classroom instruction for the gym, music room, library and computer lab. These year-long classroom schedules will be entered on LEAF Calendar by the school administrative assistant.

Reservation of Spaces Before or After the School Day

All facility areas you wish to reserve before or after school hours need to be reserved through the school administrative assistant or principal.

Field Day

Calvary Lutheran School holds a "Field Day" in May. All kindergarten through eighth grade students are expected to attend Field Day and participate in the events. If students have incomplete work, field day activities may be impacted.

Field Trips

Requests

All field trips are on approval of the principal. Requests must be submitted on "Field Trip Request Forms." (Copy in Appendix) Once approval is given, the office staff will add the trip to the master school calendar.

Occasionally, classes take trips away from school for educational reasons. These field trips are considered part of the school's curriculum and all students in the class are expected to participate. Should a family have objections to student participation or should a student be absent from a trip, an alternative assignment will be developed to ensure that content associated with the trip is available to the student. The following is a list of information specific to field trips.

- Families pay for field trips above and beyond school tuition. At this time, they are included in the student's annual registration fee. Every effort is made to keep costs to a minimum. Families with financial concerns are asked to speak with the classroom teacher.
- Teachers will send home notes giving all the necessary information – including date, time, and destination. Parents must return signed permission forms before students can participate in the trip.

- Transportation is provided either by Calvary's school bus, a rental bus, or parent drivers. All parents are required to complete the Volunteer Information packet. All parent drivers taking students other than their own children will be required to complete the Qualified Driver's Certificate and provide copies of their driver's license and current insurance, which includes liability. The Qualified Driver's Certificate and Volunteer Information packets need to be completed, signed, and returned to the school office prior to event.

Extended trips are those that include an overnight stay or hours that extend beyond the regular school day. An example of this type of trip is the Washington, D.C. trip for 7th and 8th graders. The cost for these trips is also in addition to school tuition. Specific details with regard to timing, fund raising, etc. are provided by the trip's faculty sponsor(s).

Money

If money is needed for a field trip, you will need to file a payment request prior to attending. A check can be cut for the teacher to take with them, or they can be given a letter with all pertinent information to use for the admission fee. It should also be noted on the "Field Trip Request Form." If payment is needed in advance, please notify the principal. It is important to bring a receipt, as the proper accounting of activity is important.

Transportation

Parents must be informed of the mode of transportation to be used for the field trip.

Bus Requests - Currently, there is one bus that is maintained and is scheduled for field trips. In the event of a breakdown, or unscheduled maintenance of the bus, the class that scheduled the field trip will be notified and alternate arrangement will be made.

Personal transportation - Teachers/coaches are required to make certain that the following steps are adhered to when planning an activity away from the school and bus transportation is not provided. All persons transporting children, other than their own, to any school-related activity, must have a Qualified Driver's Certificate on file in the school office. The form is available through the school office.

Qualified Drivers Certificate criteria for each person is as follows:

- a. Provide the office with a photocopy of a valid Kansas or Missouri Driver's License.
- b. Have no DUIs in the last 36 months and no more than one moving violation in the last six months.
- c. Provide the office with a photocopy of current proof of adequate insurance coverage, including minimum liability coverage as required by the Missouri State Motor Vehicle Code for all passengers.
- d. Is at least 21 years of age.
- e. Agrees to ensure that all passengers use a seatbelt.
- f. Agrees to comply with all traffic laws.
- g. Agrees to limit usage of the cell phone to emergency situations only while driving.
- h. Agrees to receive no reimbursement of expenses from Calvary for driving to/from a school-sponsored event.

Number per Year

It is suggested that teachers schedule a minimum of three outside or inside field trips.

Permission

All children must have a signature of a parent or guardian in order to participate in the field trip when off-site. If a child does not return a permission slip, a verbal verification may not be used. A handwritten fax may be used. If no parent or guardian can be located, the child will need to be assigned to another classroom or stay in the office for the duration of the field trip. Copy in Appendix

Field Trip Day

The supervising teacher should check with the school office so medication of any student that is going may be issued. Teacher is responsible to take a cell phone, their classroom first aid kit, and the student medical information folder.

Film Use Policy

It is understood that the appropriate use of film resources (recognized herein as videos, DVDs, and the like) can complement existing curricula. This policy has been developed to clarify what is and is not allowable and acceptable for classroom use, as well as to provide an understanding between teachers and parents about the use of such media in the classroom.

The following verse from the Bible should guide a teacher's decision-making process when selecting a film resource to use in his/her classroom:

Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things. ~Philippians 4:8

When using film resources, teachers shall prepare to use professional discretion by responding to the following questions:

1. Does this selection glorify God (refer to Philippians 4:8 above), and in so doing provide edification for my students' Christian walk of faith?
2. What instructional goals do I have in having my students view this selection? Will the students' viewing of this selection support and enrich the attainment of curricular objectives, giving consideration to the varied interest, abilities, and intellectual and maturity levels of my students?
3. Have I personally viewed the selection I have chosen, prior to showing it to my students?
4. What is the rating of this selection? (See criteria)
5. Does the selection contain any violence, language, nudity, or content which may be inappropriate or offensive to students, their parents, or God?

For all film resources that are rated, the criteria listed must be met, when used in conjunction with the questions above for determining teacher discretion.

RATING**VIEWING CRITERIA**

G	May be viewed in their entirety by all ages/grade levels
NR (not rated)	May be viewed by any age/grade, provided the selection is deemed appropriate by the teacher's discretion in answering the questions set forth above
PG	Excerpts or edited versions may be viewed by students in all grades, provided that the excerpts or edited versions are appropriate for the age and developmental maturity level of the student
PG-13	May not be viewed by students below 5 th grade
PG-13	Excerpts or edited versions may be viewed by students in grades 5-8, provided that the excerpts or edited versions are appropriate for the age and developmental maturity level of the student
R and NC-17	May not be viewed by students of any age/grade level

Anything PG or above must have parental permission prior to showing.

Grading

Academic Accountability and Grading

The faculty is responsible for preparing, presenting, and integrating the school's curriculum. They are also responsible for assisting students with learning this curriculum and for developing life-long learners. In order to determine if the students are learning, the faculty provides regular assessments. These assessments can take the form of worksheets, paper tests, projects, hands-on assessments, recitation, presentations, etc. The results of the students' and teachers' effort are shared with the students' families at regular intervals. What follows is an outline of the most pertinent information so that families can better understand this process.

Grading Scale

- a. Most subjects (Gr. 3-8) are graded using the A-B-C-D-F scale. The table below outlines the percentages taken from student work and compares it to Gr. 3-8 letter grades, point values (for grade point averaging), and corresponding awards or recognitions.

100+	A+	12	Principal's Honor
95+	A	11	Principal's Honor
92+	A-	10	Principal's Honor
89+	B+	9	Honor
85+	B	8	Honor
82+	B-	7	Eligibility
79+	C+	6	Eligibility
75+	C	5	Eligibility
72+	C-	4	Pass grade level
69+	D+	3	

65+	D	2	
62+	D-	1	
< 62	F	0	

- b. The table below outlines the Gr. 1 and 2 grading procedure.

90+	+, above average growth
80+	√, satisfactory growth
0+	-, below average growth

Attitudes and habits are also evaluated which include physical, social, emotional, and study habits in school.

Grade Reports

- a. Weekly Progress Reports are sent home with all students in Gr. 4-8 to determine the student's eligibility to play sports that week. As a general practice, parents can expect their student to bring home a Weekly Progress Report each Tuesday, starting after the 3rd week of each quarter. Due to the number of days school is in session in a given week, weather or holidays, the administration reserves the right to not print a report as regularly scheduled.
1. Quarterly report cards are issued noting student achievement and effort. They will not be issued unless all tuition and fees are current.
- b. Parent/Teacher Conferences are held at the end of the first and third quarters for ALL grades K-8. The overall objective of this program is to create a better working relationship between the home and the school. Some of the specific objectives are:
 1. To promote understanding in the home-school relationship;
 2. To strengthen the mutual interest of the parent and the teacher in the child's welfare;

3. To give the parent a true picture of the child's progress;
 4. To assist the parent and teacher in finding ways to work together for the good of the child.
- c. Final Grades are those recorded in the student's permanent record.
 - d. A student's permanent record is a confidential set of documents that provide a snapshot of student achievement and ability. These records are kept in a locked cabinet in administrative space. They also contain health, attendance, testing results, and other pertinent records. Records are forwarded to other schools upon request. They will not be issued unless all tuition and fees are current.

Standardized Achievement Tests

Stanford Achievement Tests

Stanford Achievement Tests are administered annually to students in Grades 1-8. Teachers should observe the following guidelines when administering the tests:

- a. Read the Directions for Administering the Tests before the testing dates.
- b. Have enough copies and answer sheets available for every student in the class.
- c. Have extra pencils (#2) for students who do not have pencils.
- d. Follow the directions in the Teacher's Manual.
- e. Move student desks so that the students are not tempted to look at another student's answer sheet.
- f. Place a sign on the classroom door indicating that your class is taking an SAT test.
- g. Administer a maximum of four subtests per day.
- h. When the entire class is finished taking all of the tests, return the answer sheets and test booklets to the school office.
- i. Complete the class summary form and return it to the school office with the completed answer sheets.

Otis-Lennon Tests

Otis-Lennon School Ability Tests are given to students in Grades 1, 3, 5 and 7 and to new students in Grades 2, 4, 6 and 8. The Otis-Lennon Tests are given in February at the same time as the Stanford Achievement Tests. Teachers should observe the following guidelines when administering the tests:

- a. Read the Directions for Administering the Otis-Lennon School Ability Test before the testing date.
- b. Have enough test booklets and answer sheets available for every student.
- c. Have extra pencils (#2) available for students who do not have extra pencils.
- d. Administer the tests. Write the starting and ending times on the chalkboard before the test begins.
- e. Post a sign on the classroom door that indicates that you are giving a test.
- f. After completion of the test, return the completed answer sheets, test booklets, and directions to the school office.

Student Retention or Promotion

Students advance to the next grade level at the end of the school year after satisfactory completion of the required curriculum in their present grade. Students, who do not

demonstrate competence in their current grade level in the estimation of the teacher and in consultation with the school principal and family, are to be retained in the current grade.

Graduation Requirements

Calvary's Board of Christian Education has adopted the following policy regarding graduation:

"Students must maintain a grade point average of 4.0 (C-) or above and not have an F average in any subject (includes Art, Music, Spanish, etc.)."

- Student GPA averages are calculated on the seven (7) core subjects including: Religion, Math, Reading/Literature, English, Spelling, Social Studies, Science.
- A student's GPA is calculated each quarter with an average taken of the 4 quarters.
- Students must earn a GPA of 4.0 on a 12-point scale (see previous), and meet attendance standards to be permitted to graduate. Families of students who are in jeopardy of being retained will receive notice during the third quarter grading period. Concerns will be addressed on an individual basis with the student's family, Teacher(s), and administration.
- If there is an outstanding account balance associated with the graduating student, the student may ceremonially "graduate" but the diploma will be held until the account is paid in full. Similarly, transcripts cannot be sent to high schools until the account is paid in full.

Homework

Homework is defined as home-based activity designed to enhance knowledge, skills, or learning capacity in students. These activities may be formal or informal in nature. Formal homework refers to definite assignments, given by the teacher, which will achieve their purpose best when prepared outside of class, and which requires independent work by the student. Informal homework refers to those things that parents and teachers do to guide students in developing lasting, worthwhile interests such as leisure-time reading, outdoor sports, listening to good radio programs, watching educational television programs, collecting leaves or stamps, etc.

In cases where children give the appearance of having an excessive amount of homework assignments, it is recommended that parents arrange for a consultation with the teacher in order to determine the cause of the problem and arrive at a solution. Reading for the Accelerated Reader portion of our curriculum is not formal homework though much of the reading is done outside of the classroom.

Objectives of Homework

- To stimulate voluntary effort, initiative, independence, responsibility, and self-direction;
- To encourage a carry-over of worthwhile school activities into permanent leisure interests;
- To enrich the school experience through related home activities;
- To reinforce school learning by providing the necessary practices, integration, and application.

Homework Accountability

Students who have assigned homework must be prompt in turning in the assignment to the teacher at the appointed time. For all students Kindergarten through Grade 8, families have the responsibility for ensuring that students have their homework completed. Teachers can provide families with strategies for homework management. Students who accumulate an excessive number of late assignments in a quarter or semester may be referred to the principal or assistant principal.

Parents should inform the child's teacher when unavoidable events prevent the child from completing assigned homework. If the teacher determines the excuse as acceptable, an agreement can be arranged for the work to be done. If the teacher and/or principal determine the excuse to be unacceptable, the parents will be notified, and the work will be due and will be penalized for being late. If possible, parents are to let teachers know ahead of time the reason for the incomplete assignments. Parents should use discretion in the amount of, and reasons for, writing excuses for student homework. See the Attendance Policies for information about homework related to student absences.

The following accountability measures will be used for the various grade levels as indicated:

Kindergarten: Homework generally consists of practicing writing one's name or simple activities that are to be returned the next day. Materials not returned the next day will not impact student grades, per se, however this will impede a student's learning progress, which will ultimately have an effect on the student's overall skill development.

Gr. 1 & 2: Student homework generally consists of math drill pages, pre-reading in content area textbooks, memory passages, and projects. Daily worksheets and memory work not returned/recited at the appointed due date will affect the overall report card information. However, letter grades are not given in these grade levels. Work that is not completed by the next day will not be taken into consideration for the student's official record. This could mean that whole skill areas will not be represented. It will mean that the student's learning has been impeded.

Ample notification is given for all project due dates along with requirements and rationale for the projects. Students are often given some time in class to work on their projects or to discuss the progress of their project with their teacher. Projects that are incomplete as of the due date will require the student to miss recess in order to complete the project in class. Should this be an ongoing source of disruption for the class, teacher, or student, the teacher will call a conference with the family in order to give the family strategies for completing these projects in the future.

Grades 3-8: All assigned daily homework is due at the appointed time and day given by the teacher. A potential grade of 100% of the value of the assignment is given when the assignment is returned by the appointed time/day. In the event that a student does not return an assignment 'On Time', the student has the opportunity to return the completed assignment the next day. However, the graded score will be reduced by 20% of the total value of the assignment.

Example: A daily/routine class assignment has 20 questions valued at 5% points each. The late paper arrives and ends up scoring an 85%. This percentage value (grade) is decreased to 65% and entered into the grade program/grade book. It is important to note that while this will affect the overall percentage (grade) a grade of 65% is much better than a 0% (zero) score.

Should a student not return the late assignment by the next day, the assignment may be given a score of 0%. It is the teacher's discretion whether the assignment is to be completed. This may result in the student working during a recess, break, or study period over the course of the day or other plan. This allows the teacher to continue to use professional judgment with regard to that student's overall skill development or knowledge acquisition, etc.

Example: A daily/routine class assignment has 20 questions valued at 5% points each. The work is not turned in by the due date. It is not completed and returned by the next day. The student will receive a 0% for that assignment. The teacher determines whether the assignment is still to be completed, even though it receives a 0%.

Long-term projects assigned to students in Gr. 3-8 will have various intermediary deadlines or checkpoints per the assignment descriptions. These projects follow a different accountability timeframe. This timeframe is determined by each teacher and is listed in the project description. Value reductions for late work may be different than for daily/routine assignments and will be included in the assignment descriptions.

Plagiarism

Plagiarism is cheating. It is academic stealing and lying. An individual uses someone else's words or ideas and fails to give proper, if any, credit to the original source claiming it as their own is plagiarism. Any instance of plagiarism will result in the student receiving some form of consequence. In addition, teachers will notify parents and the principal as soon as possible and disciplinary action may ensue.

Consequences:

1. The first time a student unintentionally plagiarizes, the teacher will notify the parent. The student must meet with the teacher to learn proper citation. Grade reduction may occur.
2. A second incident of unintentional plagiarism will be treated as deliberate plagiarism.
3. The first incident of deliberate plagiarism will be an F on the assignment.
4. The second incident of deliberate plagiarism will be an F on the assignment and a meeting with the student, parents, and principal.
5. The third deliberate plagiarism will be an F on the assignment and a suspension.
6. A fourth incident of deliberate plagiarism will result in an automatic expulsion.

Calvary Lutheran School understands the serious nature of plagiarism and wishes to convey that seriousness to the students who attend.

Health

Student Health

In order to ensure the wellbeing of our students, health requirements are published. These

requirements are updated annually to provide parents and students a list of accepted health practices. Copies of the health requirements are available in the school office.

Students of Calvary must have on file at the school an accurate and satisfactorily completed immunization history. This history must indicate that the child has received the minimum immunizations as required by the State of Missouri.

Students transferring to Calvary, new students at Calvary, and/or students needing immunizations must send completed records and/or notes from a medical doctor indicating the type and date (month/day/year) of immunizations before the school year begins. Calvary Lutheran School reserves the right to exclude students from school and all other school functions if a child's immunization record is not complete when the child begins school.

Physical exams are required for students who participate in athletics in Gr. 4-8. Physical examination forms are available in the school office. A licensed physician must sign the form.

Health screenings are conducted throughout the school year as needs and qualified personnel are available.

For minor injuries, first aid treatment, which may be performed by the teacher, is limited to cleaning a wound and covering it with a bandage. Injuries requiring the attention of a doctor will be brought to the attention of school administration, who, in turn, will notify the parents immediately.

Emergency forms which include the parent/guardian's current work and home phone numbers, and nearest relative or neighbor, are updated on each student annually and are retained in the school office. Every teacher is given a copy of this form, to keep in their classroom and take on field trips.

In the event of an accident an Accident Report Form will be completed and kept on file in the office. Families will be notified immediately should a child experience an accident. A copy of the ARF will be sent home with the child or be given to the family should the family desire to take the child for additional medical care.

Student Medication Request and Permission Forms for medication, over-the-counter and prescription, must be completed by a doctor in order for school personnel to distribute said medication. The form is available on the school web site or through the school office.

All medication should be brought from home in a properly labeled package. That is, this should be the original package if possible. The labeling should include the drug's name, dosage, name and telephone number of the prescribing physician/pharmacy (if Rx), and the student's name.

All medication must be taken to the school office for safekeeping in a locked cabinet. The school personnel shall supervise the administration of medications, recording the dates and times thereof. The family prior to the last day of school must collect remaining medicine or school staff will dispose of it.

Healthy children make successful students. Families are urged to see that their children receive proper amounts of sleep (8-12 hours depending on age), exercise (4+ times each week), hydration (sufficient beverages), healthy foods (see family physician), and establish limits for personal activity and involvement (rest times for on-the-go families).

Referral for counseling services may be requested by school personnel. Families who would like the services of a Christian counselor may seek referrals from the school office.

Universal Precautions Policy

All Calvary staff must follow the Universal Precautions Policy in any and all incidences involving body fluids.

Definitions:

- HIV: Human Immunodeficiency Virus
- AIDS: Acquired Immune Deficiency Syndrome
- ARC: Aids Related Complex
- BODY FLUIDS: Includes saliva, urine, faeces, vomit, respiratory secretions (nasal and oral mucus), drainage from scrapes and cuts, and blood (including menstrual discharge).

Policy:

Calvary Lutheran School is committed to protecting the health of all its employees and students and to providing a safe environment for them. Likewise, the School is committed to protecting the rights of persons who have life-threatening infections or illnesses, such as Acquired Immune Deficiency Syndrome (AIDS), where the continued employment or presence at the School does not pose an unacceptable risk of the illness being communicated to others.

Specific definitions included in this policy are to include the following:

If a child who is enrolled or seeks admission to Calvary Lutheran School who has AIDS, ARC, HBV, or is HIV positive, a conference including the child's parents, physician, probable teacher, and the principal will take place to determine:

- a. AIDS induced impairment of the child's mental function.
- b. Psychological impairment manifested in assaultive behaviour and the potential exposure of others to infected blood.
- c. The immunization status of the child.
- d. The necessary limits on the child's curricular and extra-curricular school participation.

This information, along with the routine application criteria, will be used to determine whether or not the child is to continue/be enrolled in School.

Procedures:

The following guidelines shall be observed by the staff in the handling of injuries or other

incidences involving body fluids at school or school-related events:

- a. Body fluids from all people shall be considered to present a risk of infection with a variety of germs or infectious agents.
- b. The school shall maintain a supply of plastic or vinyl gloves in the Office Medicine Cabinet, all classrooms, and custodial offices.
- c. All staff shall use disposable plastic or vinyl gloves in dealing with all situations involving body fluids.
- d. Plastic or vinyl gloves shall be used only once, wrapped in paper towels, and then discarded in a plastic lined wastebasket or plastic bag and disposed of at the end of each day. Hands should be washed with soap and water vigorously when gloves are removed.
- e. Any staff member who handles body fluids shall inform the principal of such an incident and the custodian to request proper clean-up, disposal and/or disinfection.

In the management of these communicable diseases, the School will rely on the advice of members of the medical profession in assessing the risk of transmission of those diseases to determine how to best protect the health of both the students and the employees. Also, in all instances relating to communicable diseases suffered by either an employee or student, the School will respect the individual's rights to privacy and shall treat any information received with respect to such a condition as confidential. Disclosure of such information will be made only where appropriate to ensure that the health of persons who are in contact with the afflicted individual is not adversely affected. Any exposure should be reported to the school office.

CPR

All school staff is certified in CPR. Training is normally done at the beginning of each school year.

Emergency Care Form

All school staff is required to fill out a "Staff Medical Sheet" at the beginning of each new school year. Please update as necessary.

First Aid

All school staff are trained in basic first aid. Training is normally done at the beginning of each school year.

Minor first aid treatment is administered by the teacher, the principal, or the administrative assistant. If possible, teachers should treat minor cuts and scrapes. The child should be instructed to wash the affected area with soap and water and dry well. The teacher should then inspect the wound and bandage or instruct the child to bandage the area.

In the event of a serious injury or illness, emergency treatment is secured immediately. All accidents or injuries that occur on school grounds or to a student of Calvary Lutheran School that cannot be treated with simple first aid must be reported to the office immediately. A report of the accident must be filled out and filed with the school office.

First Aid Supplies

First aid supplies are located in the school office. Each classroom teacher is issued a first aid pack that contains a supply of Band-Aids, a pair of gloves, and needed supplies to treat minor first aid. Teachers are responsible to make sure their classroom pack is freshly stocked with supplies.

Medication

All staff is trained in dispensing medication. Each year the procedure will be reviewed. The school administrative assistant, and the principal will be the primary dispensers of the medication.

No medication, prescription or non-prescription is administered/dispensed to students without proper documentation. Documentation includes written signature of parent and physician, name of medication, reason for medication, dosage and frequency. Possible side effects should also be noted. This includes inhalers, Tylenol, cold medicines, etc.

No medication is allowed in the child's possession except an inhaler, but only with proper 'Self-administering' documentation. All other medications are stored in a locked medicine cabinet in school office.

A medication log book is located in the school office. It contains the medication release form and a chart to document when the medication was dispensed. Self-administered inhalers must also be documented in this book.

Other

All toxic or hazardous chemicals, whether for educational, maintenance, or cleaning purposes shall be labelled and stored in locked compartments.

Legal

Child Abuse Reporting

Suspected Child Neglect and Abuse – (Packet in Appendix) Training is provided in the fall of each year. Acknowledgement of Abuse and Neglect Act form is signed by teacher/school staff members annually. This form is filed in the personnel file annually.

“When any physician, medical examiner, coroner, dentist, chiropractor, optometrist, podiatrist, resident, intern, nurse, hospital or clinic personnel that are engaged in the examination, care, treatment or research of persons, and any other health practitioner, psychologist, mental health professional, social worker, day care center worker or other child-care worker, juvenile officer, probation or parole officer, jail or detention center personnel, teacher, principal or other school official, minister as provided by section 352.400, RSMO, peace officer or law enforcement official, or other person with the responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the division in accordance with the provisions of sections 210.109 to 210.183. Reasonable cause to suspect means a standard of

reasonable suspicion, rather than conclusive proof. When a person is required to report in an official capacity as a staff member of a school facility, the person in charge shall be notified. That person in charge becomes responsible for immediately making or causing a report to be made. This is not meant to relieve anyone of their responsibility from making a report. A report may also be made to any law enforcement agency or juvenile office, although this does not take the place of making a report to CD. Section 210.109.3, RSMO, states mandated reporters may not make child abuse/neglect (CA/N) reports anonymously provided the reporter is informed that reporter information will be held as confidential.

Their 24-hour hot line (1-800-392-3738) may be used for both reporting and consultation.

When child neglect/abuse is suspected, the employee shall notify the principal, in writing.

Copyright Laws

Calvary Lutheran Church and School abides by all copyright laws. Calvary Lutheran Church and School does hold a blanket policy for many of the hymns located in the hymnal and some other songs. No one shall use the copier for any material that is under copyright unless proper authorization has been obtained. Please do not ask any volunteers or office personnel to copy anything that is under copyright.

License

All teachers (Kdg. - 8th) should begin the process of acquiring a Missouri Teacher's License within 24 months of employment. Licenses must be maintained and renewed according to standards set by the Missouri Department of Education. An annual written request for exception must be presented to and approved by the Principal.

Lesson Plans

Teachers complete weekly lesson plans prior to the beginning of each week. Lesson plans are flexible and reflect individual needs and differences of the students. Weekly lesson plans are to be submitted to the principal.

It is recommended that each teacher create a yearly lesson plan for each subject area.

Lunch

Hot Lunch Program

Calvary operates a hot lunch program in conjunction with USDA.

This institution is an equal opportunity provider and employer.

Teachers take lunch/milk count on the attendance page, in the morning and sends to the office. The cafeteria staff will access the lunch count. Lunch/milk count should be sent by 9:00 am. The office will then send count to the kitchen. After lunch the kitchen sends final information to the office to enter into the students' accounts

For substitute teachers, a list of homeroom students is made available to them with the lunch choices and for attendance. The substitute will have a student bring the list to the school

office. If the substitute would like to order lunch, they may do so by noting this on the attendance/lunch sheet. The price of lunch is paid to the Office.

Calvary provides a daily hot lunch (including beverage) at a nominal rate due to government subsidy through the Federal School Lunch Program. Beverages are offered for those who do not wish to take hot lunch. Cooks employed by Calvary prepare our hot lunch. The menu is made available each month to parents. For those who cannot afford the cost of hot lunches, we are also involved in the free and reduced price lunch program. Details are sent out to all homes early in the school year.

Students are to bring a lunch or eat a hot lunch. Students who do not have a lunch from home by the time their class prepares for lunch will be given a lunch from the cafeteria. Parents will be billed the appropriate amount for the meal. Trading and sharing is not allowed between students. All lunches brought from home should include foods that the child will eat, which are nutritious, and of an amount appropriate for the child. Do not send drinks or food in glass containers. Also please do not include knives of any sort.

No microwave or hot water services are available for student use.

Often, parents like to come to campus and eat lunch with their children. Parents are always welcome to our campus and children enjoy this time with their parents. If you will be joining your child for lunch, please contact the school office as early as possible to let us know of your intent and/or order a meal. If parents are planning to bring a special lunch, Calvary's Wellness Policy highly discourages fast food meals due to the high fat, high calorie, low nutrient content.

Snacks for Kindergarten are also provided. Families will be charged for Kindergarten snacks on the monthly billing statements. Snacks in 1-8th grade are not provided. Students are encouraged to bring a healthy mid-morning snack from home.

Ala Carte **entrée** items are available to order only by students who purchase a hot lunch. All other ala carte items may be purchased separately by any student to supplement lunch (either purchased or brought from home.) Entrée items may also be purchased by anyone, once all students have been served a lunch for the day. Any student purchasing ice cream will need to show their teacher that they have finished the rest of their meal.

Pop/Soda is not allowed as part of a student's lunch in Calvary's cafeteria.

Kitchen/Cafeteria Guidelines

1. Students are to enter the cafeteria quietly so special needs or requests can be heard.
2. Students are offered a balanced meal as regulated by the USDA.
3. Lunch is not to be used as a reward or punishment!
4. Students are to clean their eating area of the table before dismissal to recess. Loose trash should be picked up.
5. Students are to walk from cafeteria to dish washing window.
6. Students are to put trays inside dishwashing window or on the cart after done eating.
7. Students with cold/sack lunches may not use the microwave. Students with special needs may use microwave on a case by case basis.

8. Parents and other guests are to purchase meals from the kitchen. Lunch reservations are to be made by 9:30 am.

Note to teachers: Kitchen needs to be aware of any students with particular food allergies and/or medical problems. Also, let the kitchen know several days in advance if your classroom is going to be gone on a field trip over the lunch hour.

Teachers will be trained in "Civil Rights" as per USDA requirements.

Wellness Policy

Calvary Lutheran School promotes wellness, good nutrition, proper amount of sleep, and regular physical activity as a part of the total learning environment. We support a healthy environment where children learn and participate in positive dietary and lifestyle practices. A current copy of this Wellness Policy is available from the school office.

Media Equipment

Media Equipment Locations

Each classroom has a Smart Board. The Smart Board is connected to a projector mounted on the ceiling. This projector is also connected to the teacher computer.

Meetings

Department Meetings

Department meetings are held as scheduled and/or requested by the principal.

Faculty

There are usually two faculty meetings per month during the school year. These meetings are held after school on Mondays in a designated space.

In addition to this, meetings are held prior to the beginning of school in August and at the end of the school year.

Beginning of Year

CPR – Training is normally done at the beginning of each school year, at a minimum of every other year.

First Aid Training – Training is normally done at the beginning of each school year.

Requesting Desk and Chair – Ask Principal for proper quantity of desks and chairs for

classroom before Meet & Greet Night.

Room Arrangement – Teachers are responsible to have room ready for Back to School Meet & Greet.

Textbooks – Throughout the summer months, consumable workbooks and new curriculum books will be delivered to the classroom. Books will need to be readied for distribution to the class. Classroom teacher assigns textbooks to each student. Stewardship of property is taught to students through the care of the textbooks.

Back to School Meet and Greet

Just prior to school starting there will be a date set for parents to come to the school for a brief meeting and to drop off supplies in the classrooms.

Middle School Back to School Night

Teachers, parents, and students meet to gain an overview of the year ahead. 6th, 7th and 8th grade parents and students meet with the pastor, principal, and faculty in auditorium for brief overview. The parents and students then attend a short overview in each of the core teacher's classrooms. Rotation will be published prior to event.

End of Year

CUM Files – Final grades are placed in the proper order in each student's CUM file.

Classroom Supply Lock-up – Books are in cabinets in the classroom. Teacher's supplies, computer, and personal belongings should be locked in the closet. All other items are properly stored.

Orders for Fall – Turn in requests are in the school office by date found on the Check List Sheet given to the teacher approximately three weeks before the end of school.

Repair List – Requests for summer repair and/or cleaning are turned in by date on Check List Sheet given to the teacher. Be specific so jobs are done in the proper manner.

Summer Address – Notify the finance director if address changes for pay check and or mailings over the summer months.

Textbooks - Classroom teacher checks-in each book at the end of the year noting damages, if any. Book fines are assessed at the end of each school year for damages to textbooks. Textbook inventory is taken each June by the classroom teacher to assist in the ordering of books for the next school year.

Inventory lists are checked and edited as necessary.

New Students

Home Visits

Visits are made to the home of each family new to Calvary Lutheran School. Each teacher having a child from one of these new families makes a visit prior to the school year.

Assignment of a New Student

Upon completion of admission process (application, testing, interview, teacher recommendation, and faculty review) a new student at the school will be assigned to the same grade in which he was enrolled or to which he was recommended for enrollment at previous school.

Testing

Testing is given to each new student for placement. Kindergarten age students will be given a kindergarten readiness test. First grade student applicants will be given Developmental Reading Assessment. Students in grades 2-8 are given a STAR reading and math test as well as a modified SAT.

Observation, Evaluation of Instruction

The principal meets with each teacher in their respective areas prior to the beginning of each year to set and review goals. The principal makes regular visits to classrooms to observe teachers, students, and instruction. Meeting throughout the year will be used to review and revise goals. An end of the year meeting is held with each teacher and the principal. Annual evaluation information is shared with Board of Christian Education.

All formal observations include documentation and a follow-up conference with the classroom teacher to discuss the observation.

Office Equipment

School Copy Machine

- All persons using the copier need formal training. If after the training, you have questions, a jam, or a message that you do not understand, please see the administrative assistant for assistance.
- A code is issued to a person and is to be used only for that person for proper charging of copy fees. As a member of the faculty/staff of Calvary Lutheran School, you are issued a code for copying for school business only. Please do not give permission to another person to use your code.
- This code is used when printing from either of the large copiers. All copies sent to any printer, from a teacher's computer, count against the teachers copy count limit. Teachers have 1500 black and white copies per month.
- Teachers do not have access to color copying. Under special circumstances color copies can be made on approval by administration.
- As we are trying to reduce printing costs, all printing is monitored and recorded. The two larger school copiers should be used for most printing needs as it is the least expensive.

- The school office staff is the overseer of the copier, which will include ordering supplies, calling for general maintenance and/or service calls.

Please:

If using colored paper, remove from the copier after the completed job, and return it to proper place in the paper storage room.

Please clear your password after you are finished copying.

Laminators

Roll – Warm up time for the laminator is about 15 minutes. Please do not leave the laminator unattended. Ask administrative assistant for help in changing rolls. (Currently do not have one at Wornall campus)

Paper Cutters

Multi-page paper cutters are located in workroom. Please be careful of cutting bar. Help is available from school office staff to learn about operation.

Ellison Die Cut

Ellison Die Cut is located in the workroom. Training will be provided for those who are not familiar with the system.

Parking

Teachers may park in the main school parking lot located on the east side of the building. Parking is limited directly in front of the building, staff are not to park in front of the building unless they are loading/unloading and only there briefly.

Personnel Manual

Refer to Calvary Lutheran Ministries Personnel Manual for specific issues and questions.

Conflict Resolution

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. *“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won a brother over. But if he will not listen, take one of two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector.”*

- Speak to the person with whom you have a conflict.
- If there is no resolution, take another individual and go back to the individual concerned.
- If there is still no resolution, take the matter up with the administration and/or appropriate board.

The goal of these steps is always to restore relationships and, in so doing, promote sharing of the gospel of Jesus Christ.

Illness/Requesting a Substitute Teacher

Teacher notifies the principal in the event of an absence, as soon as possible, but no later than 6:00 am the day of the absence.

Classroom teacher must have all materials ready and available for the substitute. This includes a substitute folder with classroom rules and routines, seating chart, schedule, and lesson plans, plans for car duty, and any medical alert for a child in the classroom.

Sick Days

K-8 full time faculty and staff accrue 4 hours of sick leave for every consecutive month worked. Sick leave must be used concurrently with any FMLA leave. Sick leave will be calculated in quarter hour increments and is accrued beginning July 1 each year.

It is your responsibility to contact your supervisor as soon as possible when you are unable to report to work. A physician's certification is required for any illness beyond three (3) working days. Up to 80 hours of sick leave may be carried over to the next benefit year.

For sick days, a Leave Request Form must be completed and submitted to your supervisor. Sick Leave must be submitted as soon as possible after the occurrence.

Time Sheets

Time sheets are due to the principal for all hourly employees on assigned days for verification and signature. Sheets need to mark with a times worked, "S" for a sick day and "V" for a personal day. No time sheet – no pay. Reminders are often sent by e-mail.

Vacations

Teachers have vacations during the school year at those times indicated on the school calendar (Thanksgiving, Christmas, Spring Break, Easter, and National Holidays). Personal leave may be used for other hours/days needed for personal reasons. Personal leave is accrued at 2 hours per every consecutive month worked and may be used in quarter hour or higher increments. This equates to 3 days (or 24 hours) per school year. Days requested in excess of 3 personal days may be granted without pay. Any personal day must be approved by the principal.

For personal leave requests, a Leave Request Form must be completed and submitted to your supervisor. Personal Leave must be submitted at least 10 days prior to your need in order for adequate classroom coverage to be arranged.

Record Keeping

Attendance

The classroom teacher keeps accurate attendance records in the grade book and Praxi. The school office has the official records that are printed on the report card. Records in the school office override a teacher's records.

Calvary Lutheran School places a high value on regular, punctual attendance. Additionally, the State of Missouri requires all K-8 students to have an opportunity to complete at least 174 school days each year. Absences from school interfere greatly with a student's progress. Absence also places a student in an undesirable situation of working on past due work while keeping current with new daily work in the classroom.

Along with absences, punctuality is vital. Students should arrive with an adequate amount of time to get ready for the day (e.g., store outerwear, sharpen pencils, etc.). Students who exchange classes are expected to be punctual for their next class. Regular attendance and punctuality are life skills that will serve each student now and in the future.

The following outlines various procedures related to student attendance.

Absence

CLS keeps attendance records each day. **A parent or guardian must acknowledge all absences.**

1. Parents are requested to call the school office before 9:00 am on the day the student is absent, indicating the reason for the absence. A record of these phone calls is kept.
2. In the event a family does not contact the school a phone call will be placed to the family to inquire as to the student's whereabouts. This is to ensure student safety.
3. Parents are to make arrangements for student learning activities to be made up. This should be done the day the student returns or before if a student is going to be absent for any length of time. The best way to do this is to notify the classroom teacher according to that teacher's classroom policy.
4. Excused absences include student illness, death in the family, medical appointments, or an absence for which the school has received an excuse and considers it valid, which cannot be scheduled for other than during the school day. **Even though the absence is excused, the student is no longer eligible for perfect attendance.**
5. Students who have a **fever of 100 degrees or greater, symptoms of diarrhea, vomiting, or disruptive coughing or sneezing** should not attend school. The student may not return to school or school activities until symptoms are gone for 24 hours without medications or you have a written release by a non-related physician.
6. **An unexcused absence** is one for which the school has received no phone call or an absence for which the school has received an excuse it does not consider valid. Students with an unexcused absence from school will receive no credit for the day in all classes involved and may be given additional assignments.
7. Parents of a student who has an **unexcused absence** or tardy will be notified in writing by the school office.
8. **Extended or Planned Absences:** Families are strongly encouraged to avoid taking family trips or vacations when class is in session. The following procedures should be followed if these absences are unavoidable.
 - a. Notify the classroom teacher and the school principal when plans are made;
 - b. Make arrangements with the classroom teacher regarding class work and homework for which the student is responsible. At times some of the material will be required in advance. Generally, the time frame and content is

determined at the teacher's discretion in light of the nature of the extended absence, the student's needs, etc. Additional or alternative assignments may be assigned.

Late Arrival

1. Students who are not in their seats and **ready to start the day, by 8:10**, are considered late.
2. Students report to the office to sign in and report their lunch selection.
3. The student will receive a pass to be given to his/her teacher upon arrival in the classroom.
4. Students who are chronically late (6 or more times in a quarter) will be placed (by default) on the "No Privileges List" for two weeks as prescribed by "Calvary's Code of Student Conduct," and will no longer be eligible for perfect attendance. If a child has 6 unexcused tardy times in a school quarter, she/he will be placed on the "No Privileges List" as outlined in the Family Handbook. If the family account is in good standing, they may choose to pay a \$10 fee for each subsequent tardy, in lieu of placing their child on the "No Privileges List". This fee will be added to our Fine Arts Fund.
5. Students with any tardies are not eligible for perfect attendance awards.

Leaving During School Hours or Excused Late Arrivals

1. Students are not permitted to leave the school grounds before regular dismissal time except in case of sickness, appointment, or emergency.
2. The responsible adult must check students out in the school office. Parents desiring to have their child dismissed from school before regular dismissal times are requested to send a note with the child, or email the classroom teacher and school office.
3. Upon returning to school from an appointment, students must be checked in at the school office and check in with their homeroom teacher.
4. Parents are responsible to inform the school if a person beside themselves is picking up the children.
5. Students who arrive late or leave early because of illness, appointments, etc. must be checked in or out at the school office.
6. Students who are absent may be excused, but the absence will make them ineligible for perfect attendance awards.

Grades

A grade book or appropriate computer record is kept by each teacher. Teachers are responsible to have accurate records to support the grades listed on a student's report card. Grades are to be recorded in the PraxiSchool program in a timely manner.

Church Attendance

The central purpose for maintaining Calvary Lutheran School is to support Calvary Families in the Christian nurturing of their children. The school can only strengthen what is done at home. When families do not worship regularly, the nurturing of a child's faith is severely hampered. Therefore, Calvary Lutheran Church shall initiate the following policy:

The Word of God says, "Remember the Sabbath Day to keep it holy." God desires that His children would develop and maintain the desire to gather weekly with other Christians for fellowship and the praise of His name. Thus, we at Calvary feel that in order to encourage this desire in our students and to further the Christian nurturing as promoted in our school, our member families should maintain weekly worship participation.

Calvary Lutheran Church and School Evangelism Plan

Development of an Intentional School Outreach Program

Purpose: To bring the gospel of Jesus Christ to those within our school system and to those who do not know or practice Christ as their Saviour. To encourage all families in their walk with Christ and offer them help from the church as they raise their children in the fear and knowledge of the Lord.

Our School Mission: *Calvary Lutheran School supports parents in fulfilling their God-given responsibilities by creating a Christ-centered environment where students are challenged, encouraged, and enabled to be life-long learners and grow spiritually, physically, academically, culturally, emotionally and socially.*

Our School Goal: Everyone at Calvary Lutheran School will hear the Gospel, the Good News, of Jesus Christ every day.

Our Church's Mission Statement: *We are here to share the love of Christ, and to share the message of salvation through Him.*

Outline of this Program:

- I. Outreach Training Meeting for Home Visits/Meeting with New Members: This describes training for an intentional outreach program.
- II. New Family Contacts: Some suggestions for making initial contact with families.
- III. Home Visits: An explanation of the process of new member family visits.
- IV. Other Ideas: Ways in which Calvary reaches out in Evangelistic ways.
- V. Home Visits Outline: Basic outline to assist with home visit.
- VI. Visit Assignment and Report Form. This instrument helps keep track of visits and contacts.

I. Outreach Training Meeting for Home Visits/Meeting with New Members

Calvary will hold training seminars for teachers and volunteers interested in school outreach. This could be held during a Sunday morning or evening session.

Teachers have an incredible opportunity in formal outreach. They have both knowledge and a relationship with their families. This puts them in the unique position to speak boldly about Christ. The following is a list of possible topics for teacher seminars. Possible leaders for this may be a pastor, member of the outreach/evangelism board, principal or a teacher.

Meeting Outline:

1. Begin with prayer
 - With boldness come to the Father
 - Workers pray (those making visits)
 - Support people pray (those not making visits, prayer chain, etc.)
 - Discuss Biblical examples of those who began their task with prayer

2. Goals

- Every student family is connected to a church family
- Every school family is aware of the support of Calvary Lutheran Church
- Every parent and child know Christ as their Saviour

3. Be well informed

- Prior church affiliation
- Parental Integrity
- Family stability
- Student sensitivity
- Cross reference information (address, phone number, etc.).
- Self-awareness: Concerns? Anxieties?

4. Cautions

- Balance between classroom leadership and evangelistic spokesperson
- Conversation, not confrontation
- Remember this is the working of the Holy Spirit- we are to sow the seed!

5. Review of “**Home Visits Outline**”

6. Various Situations: Role playing and discussion

- A new family to the church environment without an understanding of God
- A new family to the church with a basic knowledge of God and His teachings
- A family familiar with the church, but without an understanding of God
- Families familiar to the church, with an understanding of God and His teachings
- Families that are members of the church, but barely participate in the church curriculum
- A family that are members of the church, participate, but there are family issues that are not in standing with a Christian life
- Families that just need to be told—Job well done

7. Wrap up: with prayer

II. New Family Contacts

After training and discussion, new family parents are contacted. New families may be members of Calvary, members of another congregation, or un-churched families. This could be done in a variety of ways.

- Contact with new families begins at school registration. The Principal or Members of the Board of Christian Education welcome families, ask them if they had a church family, and make them aware of the congregation beyond the school doors.
- When families fill out the application they are asked to state their church affiliation and if they would like information about Calvary Lutheran Church. Names of families that do not put down a church affiliation or check they would like more information are sent to the Church Administrative assistant, church information and an invitation to the next membership class are sent.
- Teachers contact new families shortly before school starts in the fall to answer questions and set up a Home Visit.
- Teachers Check in via phone, email, and text with new families often throughout the first few weeks of school, to assist with transition and follow up questions
- Parent teacher conferences are mandatory for all families 2x per year. (End of 1st and 3rd Quarters) The faculty looks at Church/Sunday School attendance prior to Parent/Teacher conferences. Intentional conversations are made with families that have less than 50% church attendance.

III. Home Visits

Teachers will conduct home visits prior to the beginning of school. Any pertinent information will be shared with the group. (All home visits are complete by the 20th of Aug)

Call families to arrange for home visits during the first quarter of school. A typical call:

Hello, I'm John Smith. I'm Sally's teacher this year at Calvary Lutheran School. We would like to welcome you to Calvary, answer any question that you may have, and encourage each other in our faith in Christ. Could set up a time to meet for a few minutes?

Offer the chance to meet on "neutral" ground—at school or church—at a convenient time. For example, this may be when a parent picks up the child from school, on Saturday afternoon, etc.

Before each visit, fill out a **Visit Assignment and Report Form (VII.)** Attach directions to the home. Confirm the visit with a phone call the day before.

- *You can leave a bag of materials/gifts with each family. Non-members and member bags have different emphasis. The non-member bag includes information about our church and school and a special invitation to specific upcoming services. Also included are devotional materials (My Devotions, Lutheran Digest, Portals of Prayer, etc.).*

Follow Up:

If there were any concerns expressed during a visit, the visiting team tries to address them as soon as possible. Any interests are also noted and followed up or directed to the appropriate contact person. Anyone interested in new member class is directed to Church Office.

All steps in follow up are noted in the **Visit Assignment and Report Form**. Any subsequent contact is also tracked. Report forms are kept in a notebook so that there is no duplication. A database will be maintained at the school.

Within two days of each visit we send a note signed by the Teacher who made the visit. This is a simple thank-you for allowing us to visit and a number to contact if you have any questions or need any help.

The most important follow up action is prayer!

V. Other Ideas

The Aim Is Not Recruitment: The goal of intentional school outreach is to bring the saving news of Jesus' love to our school families. This may include the offer of a welcoming church home. However, that is not the purpose of contact.

In the Beginning: The term intentional is just that. Teachers, pastor, board members should all participate in the development of a program of outreach. Planning and discussion help the focus of any program. How can we best share Christ's work and Word with our school?

Ministry Evangelism Activities or Events: Ensuring a positive presence at school events which are parents' first contacts with the school or church environment. Board of Christian Education, Evangelism Committee, Pastors, Principal, and Teachers work together to cover all activities.

- Open Houses
- Parents/Teacher League Events
- EEC Events
- Intentional bridge activities EEC and School
- School Choirs sing/play on Sundays
- Pastoral Presence on both campuses

Special Evangelistic Events/Special Days: Many people will not attend church regularly, but will attend special outreach activities. Intentionally inviting is a must.

- CLS Sunday- School leads worship all students participate in some aspect whether member or non-member.
- Parades and Fairs- (Brookside St. Patrick's parade, Martin City St. Patrick's parade, Waldo Fest, School Fairs, etc.)
- Auction- This is a full ministry activity that creates sense of fun and fellowship.
- EEC Events/intentional bridge activities - Sharing activities that EEC could attend, keeping school personnel connected and visible, allows for families to feel comfortable and connected to the larger organization. Planning monthly activities between school and EEC (both Campuses) increases the perception that we are one ministry.
- Advent and Lenten Services- Publish this through weekly warrior, email blasts, Chapel announcements, and calendar ensure everyone knows the information and feels invited.
- Easter Egg Hunt- Lead by the youth group this outreach activity is open to EEC, School, Church and Community.

“School and church are one entity, and we are here in Christ with you” become the unspoken message.

Support Members Pray: Prayer is the foundation upon which all evangelism strategies should be built. By centering upon prayer, we are connected to the real Power source.

- Student of the Day: Everyday a new student is placed on “Students of the Day” board, all classes stop by the board during the day and read the information and pray for the student.
- Parents in Prayer: Every Friday morning parents gather in the cafeteria and pray for the school, naming each student and teacher by name.
- Daily Staff Devotion: Faculty pray each morning during devotions for students, parents, each other, and other needs brought forward.

Lord, we're here, together in one place, as Christians have done in so many times and locations, to confront the mission You have given us. You're here, too, and Your presence enlivens and empowers us to our shared task. Send Your Spirit to us that we may discover, dare and do those things pleasing to You. In the Name of our Saviour and leader, Jesus Christ. Amen

Communications: Strive to keep all families informed of Church, school and EEC activities and opportunities through daily emails, weekly newsletters, calendars, PraxiPower parent portal.

Education Opportunities: Calvary Lutheran Church and School know, as with most churches that Sunday school, small group bible studies, and small group activities are the key to outreach, evangelism and assimilation. We have several education opportunities that are offered to members and non-members; Confirmation, Bible Studies, Vacation Bible School, and VERB Summer Camp.

VI. Home Visits Outline

Lord, we're here, together in one place, as Christians have done in so many times and locations, to confront the mission You have given us. You're here, too, and Your presence enlivens and empowers us for our shared task. Send Your Spirit to us that we may discover, dare and do those things pleasing to You. In the Name of our Saviour and Leader,

Jesus Christ. Amen

I. Home Visit Process:

A. Before Visit:

- Clarify purpose(s) of Home Visits (invitation, witness, outreach...).
- Decide what brochures, tracts or other "gifts" will be needed for the visit (and be certain to take them along). Also bring Visit Report form.
- Make Home Visit appointment.
- Clarify the purpose(s) for the visit to the family contact person. Be certain to explain that the total visit time will be about one half (1 /2) hour. Ask that as many family members as possible participate in the visit.
 - Purpose statement:
 - **The people of Calvary, as Christians, have an obligation to the Lord to care for the Spiritual wellbeing of their church family. Since you have elected to send your child to Calvary Lutheran School, we want you to be aware of the other opportunities that Calvary's church family has to offer. We care for your child and for you. We pray for you, and we are dedicated to assist everyone we can in knowing Christ as their personal Saviour.**
- Check on directions to home to be visited.
- Make reminder call/email the day before visit to person(s) to be visited.
- Review purpose(s) for visit (invitation, welcome, witness, etc.)
- Pray before the visit (especially in car before visit)
- Know that the Holy Spirit will guide you!

B. During Visit:

- Pray in the car.
- When the family greets you, give a friendly greeting and respond positively to their welcoming you to their home.
- Observe the surroundings; listen; note possible distractions (Television, toddlers, computer, etc.).
- Be seated where the family leads you. If offered and appropriate, accept refreshments graciously.
- Share, again, the purpose(s) of the visit.
- Introduce yourselves, and ask all family members present to introduce themselves (if they haven't already).
- Ask family member(s) for permission to begin with prayer.
- Led family through the invitation and/or witness portion of the visit. (Be yourself, be sincere, LISTEN.)
 - Recognize the family's connection with Calvary (church, school, preschool, etc.)
 - Thank them for any present (or possible) involvement there.
 - Ask them what brought them to choose to become involved (visit, enroll child in school, etc.) at Calvary. LISTEN.
 - Ask them about any previous church or school involvement. (Involve all family members present, if possible.) LISTEN.
 - Share (briefly) your present involvement and your faith story of past involvement, and how you happened to choose Calvary.
 - Share pertinent information about the classroom.
 - Ask if they were aware of the special event, or other current opportunities for involvement (concert, program, VBS, auction, chapel project, etc.) at Calvary.
 - Give them a flyer or brochure to serve as a reminder of current opportunities.
 - Invite them to become further involved.
 - If un-churched (or non-member), ask if they would be interested in learning more about Calvary Church and School. (Adult Education opportunities). Especially if children are enrolled in preschool or day school, mention the

Sunday School. (ENCOURAGE, BUT DO NOT PRESSURE THEM.) LISTEN. Give them any brochure or flyer outlining these educational opportunities. Mention that taking adult information classes does not obligate them to join, but will serve to clarify what Calvary is all about.

- o If there are teens in the family, give them a flyer or brochure highlighting the youth activities.
- o Ask if anyone has questions. LISTEN.
- o Closing prayer.
- o Thank the family for welcoming you into their home for this visit.

C. After Visit:

- Thank the family for their hospitality. (Thank you note would be appropriate.)
- Offer your future assistance and prayers.
- Repeat the "invitation" mentioned during the visit.
- Pray for the family visited.
- Complete Visit Report and give to Principal.

II. Follow up after Home Visits:

- A. Within 2 weeks after visit, phone call to be made to those visited to ask about needs of the family.

III. Visit Assignment and Report Form.

Repairs

Emergency

All situations that may be hazardous or dangerous should be reported to the school office immediately (i.e., broken windows, loose doors, rusted metal, etc.).

Regular

A maintenance request should be filled out and given to the principal. If e-mail is used to report maintenance, requests need to be sent to the principal.

Supplies

Classroom Allocation

A \$50 allotment is given to Day School teachers for the purchase of classroom supplies. A purchase request must be submitted within 5 days of purchase to principal with original receipt for reimbursement.

Purchasing

Additional instructional materials needed during the school year are purchased by approval of the principal.

Ordering/Check Requests

It is recommended that prior approval be obtained by your supervisor when ordering equipment, supplies, and other classroom needs. Once approval is obtained, please see the administrative assistant or principal should you need assistance in placing these orders. They will also assist you in preparing the Payment Request Form and attaching necessary

documentation to the Request Form for approval and routing to the Business Office for payment.

If you are in need of a pre-signed check for your purchase, simply prepare a Payment Request Form with details on the expenditure, obtain authorization on the Payment Request Form, and submit it to the Business Office. The Business Office will then provide you with a pre-signed check for your purchase.

Reimbursement

If you are requesting reimbursement for a pre-authorized expenditure, prepare a Payment Request Form, attach appropriate receipts, and submit to the principal for authorization. Reimbursement request should be submitted within 14 days of purchase to be considered for reimbursement.

Tax Exempt

Calvary does not pay sales tax or reimburse sales tax. A Tax Exempt Certificate is placed in each teacher's book prior to the new school year or can be obtained from the school administrative assistant prior to making purchases.

Location/Storage

Office supplies are located in the main school office. Art supplies are located in the copy room, EEC workroom, or art room. Please notify the administrative assistant if you use the last of an item so an order can be placed. Please ask the administrative assistant if you cannot locate a particular item.

School Supply Lists

Supply Lists are distributed each summer for the following school year and are available on the website. Occasionally families will be asked to supply materials for a classroom project. These materials will generally be common household items. Teachers are required to edit this list at the end of each school year.

Visitors

Check-in Procedure

ALL VISITORS – Parents, grandparents, friends, spouses, etc., must sign in as a visitor at the school office during school hours.

Volunteers

Volunteers are used in the following areas: room parents, library, kitchen, office, tutors, health screenings, etc. If you need parental help, ask.

- All parents are required to complete the Volunteer Information packet.
- All parent drivers taking students other than their own children will be required to complete the Qualified Driver's Certificate and provide copies of their driver's license and current insurance, which includes liability.

- The Qualified Driver's Certificate and Volunteer Information packet needs to be completed, signed, and returned to the school office prior to event.

Parent Teacher League

Teachers are encouraged to attend Parent Teacher League meetings and activities.

The group consists of parents, teachers, and others who volunteer their time and effort to promote the objectives of the league. For more information please contact the school office or any of the officers. Calvary's PTL is open to all parents, grandparents, and guardians that have enrolled children in the Elementary School.

The objectives of the League:

- To promote mutual-home school understanding and interest
- To further home-school cooperation and unity
- To provide family-friendly activities, both educational and entertainment-oriented, during the school year

The PTL officers for this school year are listed in the School Directory.

Worship

Chapel

Chapel services are held each Tuesday morning beginning at 8:25. Chapel usually last 30 minutes.

Chapel schedule is available in August. Chapel offerings are given to various projects as decided by the faculty.

Each classroom is encouraged to lead one chapel during the school year.

Classroom Worship

Time is allotted in the daily class schedule for classroom worship to promote the importance of worship and prayer in the Christian life. Teacher or students lead devotions.

Faculty Devotions

Devotions are held Monday, Wednesday, Thursday, and Friday beginning at 7:35 am. An annual schedule is set for each teacher to be responsible for faculty devotions.

Yearbook

Yearbook Purchase

Teachers and staff may purchase a yearbook at regular cost. Teachers are responsible to assist the yearbook coordinator with the completion of their class pages.

STUDENT

Address and Phone List

Teachers may not send home a student address list, phone list or email list unless each student on the list has signed permission for the school directory. The office holds notes from parents who opt out of inclusion.

A school directory is provided to all families via PraxiPower near the start of each year. Included in this directory is the contact information for school students, families, faculty, staff, and others.

Athletic Policies

Athletic Program Philosophy

Calvary athletic program is an important part of our curriculum. It offers opportunities to develop the whole child. Success in athletics requires teamwork, speed, ability, coordination, body control, as well as growth in intelligence, emotional control, social skills and spiritual life. The philosophy of Calvary's athletic program coincides with the philosophy of Calvary Lutheran School.

The emphasis of Calvary's athletic program is to help children learn about God, themselves, and others. They also learn about their strengths and weaknesses, about work and play, about winning and losing, about determination, practice, recognition (or lack of it), about right and wrong, about rules of the game, techniques and skills, teamwork, cooperation, sacrifice, humility, generosity, and all God-pleasing attributes.

General Athletic Guidelines

Guidelines are more detailed in the Calvary Lutheran School Parent/Student Handbook. Highlights of the guidelines are:

- Athletic Director informs coaches, parents, teachers, and the school office of location of games.
- A student must be in school a minimum of three (3) hours in order to participate in after school athletics that day.
- Students may return to practice/game after they serve an issued "No Privilege."
- Students must maintain a 5.0 GPA and cannot have an "F" in any core subject in order to be eligible to participate in athletics.
- Grades are pulled weekly throughout the year.
- Any student ineligible for 3 weeks during a sports season will no longer be able to participate on their sport's team.

Refer to the Calvary Lutheran School Handbook.

Classroom Parties

Christmas

All grades usually have a party in their classrooms. The school usually has a sing-a-long in the auditorium before the parties. Parties are held in the classroom, generally one hour before school is scheduled to end.

Valentine's Day

Class parties are at the end of the day and usually no more than an hour duration. If Valentines are exchanged, encourage each child to bring one for each member of the class to avoid hurt feelings. Remember to share God's love.

Other Parties

Other classroom parties (i.e., pizza, birthday, special events) can be held at the teacher's discretion. Please let the office know of any parties planned.

No parties of any kind are to take place between October 21st and November 1st.

God's Word (*Holy Scripture*) is very clear that His people (*Christ followers*) are involved in spiritual warfare even though many may choose to deny it (*please see*: Luke 11:23-26; John 8:44, 14:30, 15:18-19; 2 Corinthians 4:4, 11:14-15; Ephesians 2:2, 6:12, 13-18; 1 John 2:15-16, 5:19; Revelation 17:14).

For those who are engaged in this struggle, there is the assurance of victory in Christ (2 Corinthians 10:3-5; Hebrews 2:8; Revelation 12:10-12).

Accordingly, because of its roots and spiritual nature, the time near and around Halloween should be a time of heightened awareness and vigilance against the powers of mischief and darkness (Job 1:6-7, 2:1-2; 1 Peter 5:8-9).

In light of this, Calvary Lutheran Church, K-8, EEC and auxiliaries/ministries will adhere to the following policy.

- No decorating, parties or events will take place during the ten days prior to October 31.

**This excludes events celebrating the Lutheran and Protestant Reformations, which may take place on or near Reformation Day, October 31.

- Harvest parties, Fall Festivals, and like events celebrating God's abundant blessings and clearly communicating those blessings may be held prior to or following October 21-31.
- Halloween, spooky or creepy decorations, snacks, costumes and the like are not permitted. They will be removed and/or returned to the individuals responsible.

Other holidays and occasions throughout the year are expected to support and celebrate the narrative of Holy Scripture and the gift of salvation through the Lord Jesus Christ.

Approved, Calvary Lutheran Board of Elders

10-30-2015.

Christian Character Traits

Students at Calvary Lutheran School are expected to act in an orderly, respectful manner, maintaining the highest Christian standards of courtesy, kindness, morality, and honesty. No one has the right to interfere with another person's (child or adult) right to learn, think, create, play, and worship.

“Be imitators of God, therefore, as beloved children and live a life of love, just as Christ loved us and gave Himself up for us...” Ephesians 5:1-2

“But everything should be done in a fitting and orderly way.” 1 Cor. 14:40

We recognize and expect Christian behavior. We find occasions to thank each other for helpful actions on an individual and class basis. We thank God for blessing us with His Spirit, so that we can truly love and care for one another. To this end, Calvary has adopted five Christian Character Traits as a guide for our lives:

1. **Reverence: a deep spiritual respect for God and all that is His**
“Worship the Lord with gladness....Know that the Lord is God.” Psalm 100: 2a, 3a
“God, the blessed and only Ruler, the King of kings and Lord of lords.” 1 Tim. 6:15b
2. **Compassion: acts of kindness, sharing, caring, empathy, service, and love**
“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” Eph. 4:32
3. **Respect: showing honor toward and acceptance of authority, people, ideas, and property**
“Show proper respect to everyone: love the brotherhood of believers, fear God, honor the king.” 1 Pet. 2:17
4. **Integrity: honest, loyal, just, fair, and humble actions and responses**
“Teacher (Jesus), we know you are a man of integrity.” Mark 12:14a
“Your attitude should be the same as that of Christ Jesus:... taking the very nature of a servant...” Php. 2: 5, 7
5. **Responsibility: accountability for actions, stewardship of God’s gifts, self-reliance, and good citizenship**
“Be joyful always; pray continually; give thanks in all circumstances, for this is God’s will for you in Christ Jesus.” 1 Thess. 5:16-18

All students, staff, and guests at Calvary Lutheran School are to be treated with respect and dignity. Calvary Lutheran must be an environment that is free from harassment and violence. It is a violation of Calvary’s policy for students, staff and volunteers to harass or bully a person through conduct or communication that is demeaning or physically harmful.

Teachers will actively teach positive behavior, and discourage aggressive or harassing behavior, using Jesus as the model of behavior. (see Code of Student Conduct)

Stewardship of Property

As Christian stewards, the student takes proper care of God's gifts. Some ways to show this are:

- keeping church and school premises neat and free from debris;
- keeping desk, desk areas, and lockers in good order; and
- keeping books and other school equipment in good condition.

Children who choose to destroy or damage property will make restitution. Accidental breakage will be considered on a case by case basis.

Fines are assessed at the end of the school year to those students who have chosen not to be good stewards.

Character Development

Calvary Lutheran School uses school-wide consequences for behavior that interferes with the command of the Lord, in raising children in the Christian faith, and to do so in conjunction with the families of our church and school.

With Code of Student Conduct, we will strive to have children learn how to live with the consequences of their actions, avoid blaming others for their problem, and make wise decisions. This demonstrates our love and concern for the child and allows children to live with the natural consequences of their choices when the price tag is small.

To work together with families to encourage positive growth in the area of discipline, we believe....

- that a student is responsible for his/her actions
- that a student has choices in his/her behavior
- that by working as a team with families we can recognize positive behavior and redirect negative behavior
- that students will learn to recognize that there are natural consequences as a result of their choices.

Calvary Lutheran School supports a safe, school environment, conducive to teaching and learning in an environment free from excessive teasing, taunting, harassment and any type of bullying behavior. Appropriate discipline will be taken with the goal of all consequences to lead a child to be self-disciplined.

Fulfilling the mission of the school is a process of teaching individuals about respect and learning to live our lives with the ultimate respect for God and His commandments. All discipline action at Calvary Lutheran School is done with the purpose of teaching young people to grow and mature in their attitudes toward God, others, and themselves. It is the belief of Calvary Lutheran School principals, teachers, and Board of Christian Education that

if you are unable to trust school personnel to discipline your children, then we cannot properly educate your child.

Co-Curricular Activities

Band/Instrumental Music

Calvary Lutheran School provides band instruction for students in Gr. 5-8. The band provides music for worship services, programs, and other special events.

Voice Choir

Calvary provides all students the opportunity to praise God through singing. In addition to the classroom singing opportunities, Calvary provides extra opportunities for choral singing for students in Gr. 4-8. Calvary's School Choirs sing for worship services, visitations, and on special occasions. Auditions and applications may be required for participation.

Chime Choir

Calvary's Chime Choir serves as the introductory choir leading to playing in the Bell Choir. In most cases, students will spend time in this choir learning the basics of reading music, care and playing of the instrument, and performance responsibility. Students in grades 6-8 are encouraged to participate. Auditions and applications may be required for participation. Please note: In some years and due to student numbers, Calvary may extend this opportunity to 5th grade students.

Bell Choir

All students have the opportunity to work with chimes and other instruments in the school music program. Calvary's Bell Choir, however, consists of selected students in Gr. 6-8. Auditions and applications may be required for participation. The Bell Choir plays for worship, visitations, and special events.

Academic Competitions

Students are able to participate in Science Fairs, Spelling Bees, Geography Bees and Math competitions where they submit a project or display special talents. The emphasis here is more on competing with self than on competing with others.

Programs and Performances

Students are able to perform dramatic presentations during the course of their attendance at Calvary. These opportunities give students the opportunity to develop various talents in speech, voice, creativity, and art.

Gathering of Talents

Students will have the opportunity to participate in various venues at the annual Gathering of Talents held at Concordia University in Seward, Nebraska. Typically, Calvary's music groups, cheer squad, drama entries, individual art, and creative writing are on display and judged by students of Concordia, Seward.

Conflict Resolution

We are created to honour God and serve others. Any sinful behaviour which causes another person to feel or believe that he/she is not valued as a precious child of God is unacceptable at Calvary Lutheran School. However, we know that problems will occur between students from time to time. Our goal is to have students resolve their immediate problem, ask and receive forgiveness, and restore their relationship.

In an effort to build Christian Character, students will be encouraged to work out their problem by following Matthew 18:15-17a:

“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church....”

When conflict occurs:

- Any supervising adult will stop unacceptable behaviour that is seen or reported.
- Because the homeroom teacher has primary responsibility for the students in his/her classroom, the teacher will be informed of the problem by other teachers or the supervising adult(s).

Calvary's process:

1. The offended party (e.g., student, parent, faculty, etc.) is to go to the person with whom they have the conflict or who committed the offense. The conversation should be had when both parties are calm to avoid further sin. The offended party is to carefully describe the concern. Ex. “I didn't like it when you knocked the books off of my desk when you passed.” This allows the ‘offender’ to know what caused the problem. In fact, that person may be completely unaware that he/she caused offense. Ex. “Pardon me. I really didn't know that I had done that. I'm sorry.” This helps restore the relationship. The same is true with child to adult or adult-to-adult communication.
2. If there is no resolution or if the conflict escalates, the offended party is to request the assistance of the teacher, the principal (if the original conflict involved a faculty or staff member), or another unbiased adult person. This person is to help the two

people to seek the truth of the matter and help them to understand what each is saying to one another. This is the 'witness' section as listed in Matthew 18.

3. Finally, if there is still no resolution, the offended party may take the concern to the principal or the Board for assistance. The methods used to solve the problem will be based on each individual situation.

Conflict can occur when there are inconsistencies in school policy, practice, or with regard to classroom procedures. Should a family have a concern about an apparent inconsistency or omission, the question should be brought to the school principal for clarification. The Board, faculty and staff, as well as precedent will serve as input for the decision to be made. Calvary seeks to serve families with the very best policies and practices, which is why the handbooks and policy manuals are reviewed and updated regularly.

Personal Relationships

The staff, students, and families of Calvary Lutheran School are expected to be a positive Christian influence on each other. Our whole lives reflect an attitude of Christ-like concern for the development and strengthening of each other as members of the family of Christ. As Christians:

1. Students show love, concern, and respect for students of all grade levels.
2. Students show love, concern, and respect for God's representatives, the staff of our school.
3. All communication—oral or written—reflects the presence of the Holy Spirit in the life of the student and gives evidence that the student is a child of God.
4. Parents are a child's best teacher and, therefore, are encouraged to take care not to suggest through their own speech habits that unacceptable communication is condoned.

God has ordained the basic institutions of the home and the church.

Parents have the primary responsibility for their child:

- to direct, train, and encourage their child's progress in all areas in a God-pleasing way.
- to encourage respect towards fellow students, teachers, staff, and property.
- to model Godly communication.

The church and school have an important supportive role for the home:

- to provide opportunities for the students' and their family's faith to be encouraged and strengthened by example, study, and experience.
- to provide a curriculum with high standards, challenging each child to do his/her very best.
- to provide spiritual counsel and intervention when needs arise.

Discipline-Core Beliefs

Calvary Lutheran School works to foster responsible student conduct at school and in our related ministries. As such, teachers provide direct instruction to introduce the student to classroom rules and expectations, giving special attention to treating students as unique individuals, as special children of God.

Typical Expectations of Teachers/Staff of Students while on Campus

1. I will treat you with respect so you will know how to treat me and others.
2. Your choices must not cause a problem for anyone else.
3. If you cause a problem, I will ask you to solve it.
4. If you can't solve the problem or choose not to, I will do something.
5. What I do will depend on the special person you are and the special situation.

When Disciplinary Action is Needed

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehaviour will be handled with natural or logical consequences.
5. Misbehaviour will be viewed as an opportunity for individual problem-solving and preparation for the real world.
6. If consequences appear unfair, students may request to discuss them with the teacher.
7. School problems will be handled by school personnel. Criminal activity will be referred to proper authorities.
8. Teachers will deal with misbehaviour in a timely and appropriate manner.
9. Teachers will set up several different places where students can calm down. Students will be encouraged to return to the classroom as soon as they can.
 - a. Recovery stations may include an area:
 - i. In the classroom outside the view of students and teacher;
 - ii. Just inside the door of another classroom;
 - iii. In the principal's office.
 - iv. Student recovery will not take place in the hallway.
 - b. Students unable to calm down in this situation could spend the rest of the day at home.

Discipline-School-Wide Consequences

General disciplinary action involving such things as lack of courtesy, abuse of permission, general disturbance in the classroom, etc., is usually handled by the teacher. Any teacher or staff person will administer disciplinary measures at their discretion when inappropriate behaviour occurs. The discipline process is outlined thoroughly in the Code of Conduct.

Minor Infractions

Normally, minor infractions will be given a warning, time-out, loss of recess, or other admonition.

Detention

When a student is given a detention by a classroom teacher, staff member, or principal, the student and parent/guardian of the student will be notified that a detention must be served. The notification will be sent home with the student and a follow-up phone call may be made. Detentions must be served on the designated day on the detention slip. Detentions will be

served in a teacher-designated room. Detentions will be held one hour after school. Students serving detentions must complete a report on ways to control behaviour and display more positive behaviour. In some situations, teachers may allow students the opportunity to work on assignments. Students must come equipped with everything to write the report and/or do the assignments. Talking is not permitted. Repeated infractions may result in detentions with further disciplinary action. Multiple detentions may be assigned to a student at a teacher's discretion in flagrant or repetitive situations. Transportation must be arranged by the parents/guardians for the student after the detention. School transportation is not available. Detentions take precedence over any extra-curricular activity.

No-Privilege List

Students who are placed on the No-privilege list will not be able to participate in some classroom activities. The classroom activities which the student will not be able to participate are typified but not limited to: recess (student may be able to take recess with other classes); field trips; sitting with the class at lunch; participating in special classroom activities (ex. class parties); going to the library. In addition, the student on the No-privilege list will not be able to participate in any extra-curricular activity while on the No-privilege list.

Students may be given a reprieve from the No-privilege list for exceptionally good behavior while on the No-privilege list. If the students show by their actions and attitudes that they are repentant for their previous behavior and desire to improve, students may approach the teacher and principal for a re-consideration of the time on the No-privilege list. A re-consideration will be considered no sooner than after ½ of the time on the No-privilege list has been served. Students may approach the teacher and principal a maximum of one time per week to request re-consideration. Students should be ready to state and show why they believe re-consideration is an option.

In-School Suspension

Calvary provides the In-School suspension as a disciplinary consequence for students who show repeated or flagrant misbehavior and/or misconduct. Students who have an In-School suspension will not be allowed to be in their regular classroom(s); will be placed in a separate room which will be monitored by a staff member for a time not to exceed two consecutive school days; and will be allowed to complete their educational program including assignments and tests. Students who have an In-School suspension will not be able to participate in classroom activities and/or extra-curricular activities. Only the principal (or his/her designee) and/or Calvary's Board for Christian Education – Day School may assign an In-School suspension.

The principal will give the student and his/her parents written notice of the charges and evidence to support the reasons for suspension by sending a letter to the parents. The principal will also contact the parents by phone to discuss the situation.

Out-of-School Suspension

Out-of-school suspension is defined as a period of time during which a student is not allowed to attend school and not allowed to attend school-sponsored events (including extra-curricular events). Suspension is usually considered an excused absence and the student may receive credit for work that is given by the teacher(s) and completed during the

suspension. Likewise, credit may be withheld from students who do not complete assignments. In some cases, a suspension may be considered an unexcused absence and assignments/tests will not be credited to the student. Only the principal (or his/her designee) and/or Calvary's Board for Christian Education – Day School may assign an Out-of-School suspension. An Out-of-School suspension may not exceed 10 consecutive school days.

The principal will give the student and his/her parents written notice of the charges and evidence to support the reasons for suspension by sending a letter to the parents. The principal will also contact the parents by phone to discuss the situation.

Expulsion

Expulsion is defined as the barring of a student from class for an extended period of time without any possible association with the school or the possibility of receiving credit for missed assignments. Only Calvary's Board for Christian Education – Day School may expel a student. A student may be suspended before an informal hearing; however, a student may not be expelled until after a formal hearing.

The principal will give the student and his/her parents written notice of the charges and evidence to support the reasons for the recommendation for expulsion by sending a letter to the parents. The principal will also contact the parents by phone to discuss the situation. The student or parent/guardian must request a hearing before the Board for Christian Education – Day School within 5 days after the notice of disciplinary action. Failure to request review within the time limit constitutes a waiver of the right. Request for a hearing must be written and given to the principal.

A student has the right of due process in cases of suspensions that exceed 5 days and/or expulsion. The student or parent/guardian must request an official review within 5 days after the notice of disciplinary action. Failure to request review within the time limit constitutes a waiver of the right. The written request should be given to the principal or the Chairperson of Calvary's Board for Christian Education.

Dress Code (Students)

Dress Guidelines

Cooperation between home and school will lead to few problems. However, the school maintains the right to make the final approval of a student's appearance and to request modification. Your child will not be allowed in the classroom with any mode of dress or hair style which is extreme and not acceptable. This dress code is in effect for all school-sponsored activities.

Student Uniform Policies

At Calvary Lutheran School we desire to have students dress in a way that is proper (meaning appropriate for one's sex and for the occasion at which it is worn); modest (meaning effectively covering nakedness); and discreet (meaning selected tastefully and without offense to Christian values). In order to accomplish these goals, Calvary has adopted student uniform policies.

The student uniforms were chosen for the following reasons:

1. A student uniform provides a more uniform appearance to promote Calvary Lutheran School's identity in the area and a sense of community within the school.
2. A student uniform promotes self-discipline and a greater responsibility for personal appearance.
3. A student uniform should, over a period of time, reduce the cost of providing school clothes.
4. A student uniform should reduce the competition of students based on physical appearance.
5. A student uniform helps focus student's attention on the learning process and decreases the amount of attention given to clothing.

ALL STUDENTS (GRADES K-8)

- ✓ Students should wear clean clothing which is in good condition (ex. no frays, no tears, neatly patched, etc.)
- ✓ Students may wear dress or athletic shoes with socks. Heels and toes must be enclosed. Shoes should be laced and tied or buckled.
- ✓ Students should wear shirts or blouses which have collars. Shirts may have button or snap closures. Shirts and blouses should be tucked into pants, skirts, or jumpers. Appropriate undergarments should be worn. Undergarments may not have logos or pictures that show through the shirt or blouse. T-shirts worn under shirts must be plain white and tucked in.
- ✓ Boys' hair must be off the collar. No tails are allowed. Hairstyles that families desire to be worn in a manner recognizing one's ethnic heritage, yet are not in keeping with this policy, must be discussed with the principal.
- ✓ Any clothing purchased outside the Dennis Uniform Company should be exterior label/logo free and should be compatible in style and color to that of the uniform company.
- ✓ Students may not wear jackets, sunglasses or hats during school (except with permission of the principal or special days).
- ✓ Students may not wear excessive hairstyles or colors (ex. mohawk, shaved heads, highlights, unnatural hair colors, etc.). Students who have excessive hairstyles may be excluded from school until their appearance is acceptable.

SPECIFIC REQUIREMENTS FOR BOYS

- ✓ Boys Grades K - 2 may wear solid color navy uniform pants or comparable pants purchased elsewhere.
- ✓ Boys in Grades 3 – 8 may wear solid color navy blue or tan uniform pants (twill) or comparable pants (twill) purchased elsewhere. Pants may have pleats or flat fronts.
- ✓ **No** jeans or denim material of any type or color.
- ✓ Pants may have partial elastic waist but must have a zipper.
- ✓ Boys may wear solid color dress shirt, turtleneck (or mock turtleneck) or knit shirt with collar (short or long sleeves). Boys' shirt colors may be white, light blue, red, or navy.
- ✓ Boys may not wear rolled up pants, pants which have elastic at the end of the pant legs or pants with exterior pockets. (e.g. no cargo pockets)
- ✓ **OPTIONAL:** Boys may wear navy or red long sleeved cardigan sweaters with buttons or zipper, or 1/4 zip Sweaters (No hoods of any kind). Sweaters or vests may be

purchased through Dennis Uniform Company or Lands' End. Boys may wear a current Calvary Lutheran School sweatshirt over an approved uniform shirt.

- ✓ Socks must be worn with shoes.
- ✓ Boys may not wear earrings or any other clothing item which is traditionally for women.
- ✓ Belts may be worn if they are brown, black, or any other solid uniform color. All belts must have a classic buckle.

SPECIFIC REQUIREMENTS FOR GIRLS

- ✓ Girls in Grades K – 3 must wear the Dennis uniform jumper or solid color navy slacks (twill) . Girls in Grade 3 may also wear tan slacks (twill).
- ✓ Girls in Grades 4 – 8 must wear the Dennis uniform skirt, Dennis uniform skort, or solid color navy or tan slacks (twill).
- ✓ **No** jeans or denim material of any type or color, stretch pants, or stirrup pants.
- ✓ Skirts, jumpers, skorts, and shorts may not be higher than 3” above the floor while kneeling.
- ✓ Girls may not wear long underwear or sweat pants under skirts or jumpers. Shorts worn under skirts or jumpers may not be longer than the hem.
- ✓ Pants may have partial elastic waist, but must have a zipper.
- ✓ Girls may wear capris, same color and style as slacks (twill)
- ✓ Girls may wear a tailored blouse (ex. peter pan, sport collar, button-down or camp shirt), turtleneck (or mock turtleneck), or knit shirt with collar (solid colored, long or short sleeves). Girls may wear white, light blue, red, or navy. Blouses or shirts must be tucked in at all times. Turtleneck and mock turtleneck shirts should have plain cuffs. (i.e. no ruffled sleeve cuffs or necks)
- ✓ Girls tights must be plain navy, red, tan or white.
- ✓ **OPTIONAL:** Girls may wear navy or red long sleeved cardigan sweaters with buttons or zipper, or 1/4 zip Sweaters (No hoods of any kind). Sweaters or vests may be purchased through Dennis Uniform Company or Lands' End. Girls may wear a current Calvary Lutheran School sweatshirt over an approved uniform shirt.
- ✓ Girls in Grades 6 – 8 may wear make-up. Make-up should be lightly, modestly, and tastefully applied.
- ✓ Belts may be worn if they are brown, black, or any other solid uniform color. All belts must have a classic buckle.
- ✓ Leggings may be worn under skirts, skorts, or jumpers. Leggings are to be solid color - red, white, navy, gray, or black.

SHORTS

Shorts may be worn from beginning of school through the end of October as well as from the beginning of April through the end of the school year. Students in Grades K – 2 may wear solid color navy blue shorts and Grades 3 – 8 may wear solid color navy blue or tan shorts (no bike shorts, jean shorts, cutoffs, short shorts, or slacks other than uniform slacks) with their uniform shirt/blouse. Shorts should not be too tight.

EXCEPTIONS

On special occasions, such as school spirit days, students may wear jeans (clean and free of holes), T-shirts and blouses that are in good taste (no rock group, alcohol, cigarette, or drug advertising). Students are not allowed to wear halter tops, tank tops, short shorts, or

mini-skirts. Scouts, Calvary sponsored clubs, and cheerleading uniforms may be worn on designated days. Scouts and Calvary sponsored club shirts or vests must be worn with either scout or Calvary uniform pants or skirts.

HAIR

Students hair color cannot be altered from their natural color with dyeing, bleaching, highlighting, coloring, color washing, color rinsing, etc. Any weaves, extensions, braids, etc must match the student's natural hair color.

Early Dismissal

Each year Calvary may schedule early dismissal days. There are two dismissal times, 11:30am or 12:30pm. The School Calendar will clearly note dismissal times for Early Release Days.

- On 11:30am dismissal days, students do not eat lunch at school. Students that are not picked up by 11:40am will report to Extended Care.
- On 12:30pm dismissal days, students eat lunch and are dismissed after the last lunches are complete. Students who are not picked up by families by 12:40pm will report to Extended Care.

Extended Care

Calvary Extended Care operates a before and after school program to assist working parents desiring care for their child(ren). Extended Care begins at 7:00am and continues until 7:55 am. The after school program is available until 6:00 pm. Staff members are asked to follow all guidelines including staff children may not be on campus unless within eye sight of the parent.

Grade Level Assignment

Promotion of Students

A child will be promoted to the next grade level if he/she has clearly demonstrated his/her comprehension and completion of the work at the current grade level.

When the work for a grade level has not been completed satisfactorily, each case of promotion will be considered individually and all evidence is carefully weighed in an attempt to do what is best for the child. The following items are considered by the principal, classroom teacher(s), and the parents before such decisions are made by the principal:

- the child's mental, physical, chronological, social, spiritual and emotional development;
- objective analysis of the pupil by a school psychologist (if available) and the Grandview Child Find team or equivalent if requested by the parents and only after

the parents have signed the Consent to Refer and Test form. The School Board recommends such action within this paragraph be taken by the principal, but it is not a requirement placed upon the principal before a decision to retain a student within his present grade.

Conditional Promotion of Students

The principal in consultation with the teacher(s) may place conditional requirements for grade promotion upon a student. Such conditional requirements must be satisfactorily completed prior to acceptance and placement in the next grade level.

Conditional requirements i.e., school summer, tutorial assistance, must have the approval of the principal and be stated in writing to the parent(s).

The burden of verification that requirements have been fulfilled rests upon the parent of the child. The parent must produce written proof to the principal of satisfactory completion of any stated requirements to gain readmission to the subsequent school term.

Non-compliance or unsatisfactory completion of stated requirements will be construed as a withdrawal from Calvary Lutheran School. However, placement in a repeat grade level may be possible upon space availability and staff recommendation.

Health

Each year the parent/guardian of a child is required to fill out an emergency form with updated information on each child. This form includes any health problems, emergency contacts, etc. for that child.

Medical

If a child is sick, a teacher or staff member will assess that student to see if he/she needs to be isolated. Obvious symptoms for isolation would be if the child vomited, has signs of a fever, or are in pain. The office will assess a child's need to go home. The office will call parents when a child needs to leave school.

Emergency

In the event of a serious injury to a child, call the office immediately. An accident report is filled out and filed in the school office.

Library

Library Usage

All classes at Calvary Lutheran School are given a library checkout time. Kindergarten through fourth grade has a weekly story time and the opportunity to check out two books per week.

Library books and materials issued to a child or teacher become the responsibility of that person. Fines are assessed for loss or excessive wear or damage. Damaged books are

assessed the replacement cost.

Accelerated Reader Program

The Accelerated Reader is a curriculum-based assessment tool that provides a summary and analysis of results to enable teachers to monitor both the quantity and quality of reading practice engaged in by their students. Students administer comprehension tests voluntarily themselves; or with assistance in younger grades, and the system is intended specifically to have strong formative effects on subsequent learning.

A student who uses the program selects a book from the more than 25,000 titles on the AR list. Each book is assigned a point value based on the number of words it contains and its reading difficulty, as derived from a formula based on the well-known Flesch-Kincaid readability index that considers the number of syllables in words and sentence complexity. Point values are calculated thus:

$$\text{AR points} = (10 + \text{reading level}) \times (\text{words in book} \div 100,000)$$

After reading, the student goes to the computer and takes a multiple-choice comprehension test on the book's content. Tests may have 5, 10, or 20 items, depending on the length and difficulty of the book. The computer scores the test, awards the student points based on the results, and keeps a complete record. For a book valued at 10 AR points, such as Anna Sewell's "Black Beauty", a student would receive 10 points for a score of 100 percent, 9 points for 90 percent, and so on. However, the student must score at least 60 percent on the test to earn any points.

Students select their own books and read at their own pace. In most classrooms, the majority of AR points will be earned through independent reading.

As students test on more books, the AR system enables close monitoring of general levels of reading performance. The AR software provides the teacher with an automatically updated analysis of scores for individuals or whole classes; details include average percentage of correctly answered questions, difficulty of books read, points earned, and other diagnostic information. Computer-generated "at-risk reports" enable the teacher to guide each student's reading practice for maximum effectiveness.

Students at all grade levels are expected to earn enough A. R. points to meet the point requirements. In 3rd-8th grades 10% of the student's Reading quarter grade is based on this requirement. Please talk with your child's teacher for more information.

An Accelerated Reader Field Trip is planned for those students in grades 1- 8 who achieve the goals established for that purpose. Classroom teachers will advise families about these goals each year.

Accelerated Math Program

Accelerated Math is a computer managed math program available to all students in 1st through 8th grades.

Book-It Program

Teachers of grades K-5 can participate in this program.

Party Invitations

If a child is having a party and inviting the entire class, they are welcome to send the invitation to the classroom to be distributed. If a child is inviting only a portion of the class, we ask that parents mail the invitations to the child's home. We know that not every child can be invited every time but we hope to avoid hurt feelings when possible.

Permanent Records

CUM Files

Permanent records contain the application for enrollment form, standardized testing scores, an annual student picture, results of any special testing, and an immunization card.

Teachers are to complete the permanent record folders on all students at the closing of the school year, or, for any student transferring mid-year, immediately after the student's last day of attendance by writing the grades in the CUM file. Permanent records must be returned to the office as soon as they have been updated or completed. Notify the office of removal of permanent records and sign for the file. To protect the confidentiality of students' records, no permanent records are to be removed from the building.

Health Records

All health records are kept in student's permanent record housed in the office which contains results of any hearing and vision screenings, medication information form, doctor instructions, physicals, immunizations, and any other material pertaining to their health.

Recognitions and Awards

The following is a list of awards and recognitions for students at Cavalry. To God be the glory!

Harold Dunklau Award for Student Excellence

Named after the founding principal and teacher of Calvary Lutheran School, this award is given to 8th grade student(s) who excel in academics, display positive attitudes towards leaders and fellow students, actively participate in at least two sports or music groups, attend weekly family worship regularly (> 75% of the time), and volunteer for service projects.

President's Academic Excellence Awards

These awards are given to 8th grade students who excel in academics, leadership, initiative, integrity, and exceptional judgment.

Sports' Participation Awards

Calvary students who participate on Calvary athletic teams (Boys – soccer, basketball, track; Girls – volleyball, basketball, track, cheerleading) will receive a certificate of participation.

President's and National Physical Fitness Awards

Students in Grades 1-8 may earn the President's Physical Fitness Award by performing at least the 85th percentile for their age on all of the President's Physical Fitness Tests. Students in Grades 1-8 may earn the National Physical Fitness Award by performing at least the 50th percentile for their age on all of the President's Physical Fitness Tests.

Dr. Walter Breithaupt Scholarships

These scholarships are given in honor of Dr. Walter Breithaupt, a member of Calvary Lutheran who loved Lutheran education. The scholarships are given to Calvary students in Grades 4-8 who have positive recommendations from their pastors and teachers, excel in academics (> 90th percentile on SAT tests or a GPA 10.0 or greater), regularly attend weekly family worship (> 75% of the time) and show a desire to earn the scholarship by writing a report for the selection committee. Recipients of the Breithaupt Scholarships are awarded a financial gift that is used for tuition reduction at Calvary Lutheran School or at an area Christian high school.

Elaine Shonkwiler Award

This award is named in honor of Elaine Shonkwiler who valued Lutheran education and delighted in students who loved learning and their Lord Jesus. Recipients of the Elaine Shonkwiler Award meet or exceed the requirements of the Dr. Walter Breithaupt Scholarship Awards but also have a demonstrated financial need. Recipients of the Elaine Shonkwiler Award are awarded a financial award that is used for tuition reduction at Calvary Lutheran School.

Eric W. Goeglein Scholarship

Established in 2003, this fund is designed to bring glory to God by developing life-long learners at Calvary Lutheran School. Mr. Goeglein was a passionate school leader and teacher who believed in the power of God working through His Word to give students a complete education. Scholarships are used for tuition reduction at Calvary Lutheran School.

The CLS Warrior Scholarship

The founders of this scholarship fund are very grateful to God for the outstanding education their grandchildren have received while attending Calvary Lutheran School. This fund has been established to help students, who may not qualify for other Calvary academic scholarships, who perform at their academic best, and who love their Lord to be able to financially stay at Calvary.

Principal Honor Roll

Students in Grades 4-8 are awarded the Principal's Honor Roll certificate if their quarterly Grade Point Average (GPA) is 10.0 or above, in the 7 core subject areas, and the student has no C's, D's, or F's.

Honor Roll

Students in Grades 4-8 are awarded the Honor Roll certificate if their quarterly Grade Point Average (GPA) is 8.0 – 9.9, in the 7 core subjects, and the student has no more than one C and no Ds or Fs.

Spelling Bee Award

One award is given to the winner of Calvary's Grade 3-5 Spelling Bee and another award is given to the winner of Calvary's Grade 6-8 Spelling Bee. The winner of Calvary's Grade 6-8 Spelling Bee represents Calvary in the Jackson County Spelling Bee.

Science Fair Awards

Students in Grades 6-8 participate in Calvary's annual Science Fair. Blue, red, and white ribbons are awarded. The top projects are entered in the Greater Kansas City Science Fair.

Geography Bee Award

Students in Grades 5-8 participate in the National Geographic Geography Bee. The winner of Calvary's Geography Bee participates in the Missouri State Geography Bee.

End of the Year Awards

1. Perfect Attendance Awards: Students in grades K-8 are awarded certificates for perfect attendance for weekly worship, Sunday school and/or school attendance (no absence).
2. 300 Point Club: Students in grades 1-8 who earn at least 300 Accelerated Reader points during the school year are awarded with certificates and various awards.
3. 500 Point Club: Students in grades 1-8 who earn at least 500 Accelerated Reader points during the school year are awarded with certificates and various awards.

Releases

Directory Information

Release to be included in the Student Telephone directory is obtained each year. No list of classmates and their telephone number or street address is released to the class.

Picture and Text Release

The 'Picture and Text Release for each child is signed at the beginning of each year. If a parent/guardian elects not to give permission, the teacher is notified so that any picture or verbal text from that student is not used in any public relation material.

When photos, videos or other recordings are taken during the school day or at Calvary Lutheran School events (performances, socials, field trips, sporting events, service activities, fundraisers, etc.), we request your permission to use these publicity pieces in a variety of ways, including Calvary's website, social sites (Facebook, Twitter, Instagram, YouTube), TV, mailers, radio, area newspapers and signage. We also request your permission to present your child's writing or artwork on the Calvary website if selected for publication by Calvary faculty.

The following needs to be initialled on the Student / Family Information form:

I hereby grant permission for Calvary Lutheran School to use photos, videos, other recordings, writing or artwork of the above named child for publicity purposes without limitation or compensation. Initial _____ Yes No

Special Academic Services

Calvary seeks to support the learning needs of a variety of students. High expectations for students as well as high support for achievement have resulted in Calvary's excellent reputation for student success. However, not all students learn the same way. God has given children different talents, abilities, and gifts. In addition, students enter Calvary at different points in their grade progression. Therefore, it is necessary to provide access to learning support, extension, and even academic diagnostics to ensure student academic success.

Calvary offers the following options

Enrichment

Qualified teachers serve to enhance student learning through specific skill development, organization, content management, and the use of alternative learning strategies. This program is available for learning extension and remediation. All students K-8 have access as determined by the classroom teacher in cooperation with the Enrichment Team.

Public School District

Support may be recommended for determining student learning needs. These districts are required by Federal Law to provide various opportunities to students with demonstrated need in the areas of: speech therapy, occupational therapy, educational and psychological testing, counseling, etc. If Calvary feels that such services are needed, the parents are consulted and asked to give their consent. At no time will a child be tested or treatment given without the parent's written consent. Parents who feel that their child is in need of such services are asked to discuss the possibilities with the classroom teacher or the school principal.

Special Needs

A teacher who identifies a student as having difficulties contacts the parents. The parents and teacher cooperatively discuss a course of action. The parents are asked to share any previous interventions attempted with their child. The teacher shares observations and samples of work by the student. If the student has been tested before, the cumulative file may have a copy of report with findings and/or recommendations. Options to be considered are:

1. Modification of the regular workload
2. Tutorial help from tutors within or outside of school.
3. Evaluation by the Grandview School District or other specialists.

4. Enrollment of the child in a public school to take advantage of special education classes.

