



FAMILY HANDBOOK

2021-2022



Table of Contents

HOW TO REACH US	6
K-8 Administration & Staff	6
POSITION OF STATEMENTS	7
Mission of Calvary Lutheran Church	7
Vision of Calvary Lutheran Church and School	7
Mission of Calvary Lutheran School	7
Calvary Lutheran School's Philosophy	8
Objectives of Calvary Lutheran School	9
Teachers Objectives	10
Parent Objectives	11
Student Objectives	11
Non-Discrimination Policy	11
Administration	11
Accreditation	12
SPIRITUAL LIFE	13
Spiritual Life and Growth of Calvary Students	13
Baptism and Discipleship	14
Calvary's Adult Information Class	14
ACADEMIC LIFE	15
Curriculum	15
Academic Accountability and Grading	15
Grading Scale	15
Grade Reports	16
Standardized Achievement Tests	16
	2
Calvary Lutheran School Family Handbook	

Student Retention or Promotion	16
Grade Level Assignment	17
Promotion of Students	17
Conditional Promotion of Students	17
Graduation Requirements	17
Homework	18
Objectives of Homework	18
Homework Accountability	18
Family Guidelines and Suggestions for Developing Healthy Homework Habits	19
Plagiarism	20
Field Trips and Extended Trips	20
Special Academic Services	21
The Accelerated Reader Program	21
Recognitions and Awards	22
End of the Year Awards	23
Library	23
Miscellaneous Academic Information	23
POLICIES AND GUIDELINES	25
Academic Attendance	25
Daily Schedule	25
Early Dismissal	25
Extended Care	25
Attendance Policies (Attendance, Absence, Late Arrivals & Illness)	26
Emergency School Closings	27
Emergency Notifications	27
Emergency Weather Closings	27
Student Code of Conduct	27

Conflict Resolution	28
Personal and Classroom Discipline	29
Personal Discipline	29
Classroom Discipline	29
Code of Student Conduct- Discipline Summarized:	30
Playground Courtesy	30
Specific Playground Guidelines	30
Dress Code	31
Non-Uniform Dress	31
Dress Code Enforcement	32
Wellness Policy	32
Electronics	32
Acceptable Use Policy	32
PROGRAMS, ACTIVITIES & COMMUNICATIONS	33
Co-Curricular Activities	33
Extracurricular Activities	33
Eligibility Requirements	34
Enrollment	34
Student Health	35
Student Welfare and Safety	36
Visitors	37
Volunteers	37
Lunchroom Guidelines	37
Lost and Found	38
Financial Policies	38
Member Tuition Grant	38
Home and School Communication	39

Parent Teacher League	39
Website	40
Publicity Release	40
Bikes on Campus	40
Parking	40
MISCELLANEOUS	41
Asbestos Management	42
Notes	42

HOW TO REACH US

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 Savana Quinn
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 Ashley Walz
 Linda Steffens

Principal
 Grade 8
 Grade 7

 Grade 6, Technology
 Grade 6, Athletic Director
 Grade 5
 Grade 4
 Grade 3
 Grade 2
 Grade 1
 Kindergarten
 Music, Enrichment
 Art, Library, Enrichment
 Band
 Extended Care Director
 Director of Food Services
 Business Office
 School Administrative Assistant

POSITION OF STATEMENTS

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 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, 1 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, 1 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 favorably 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. (*1 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. (*1 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 endeavors 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. (*1 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*)

Teachers Objectives

Teachers at Calvary Lutheran School will strive to:

- Show respect to students, parents and fellow staff members as children of God
- Be an example of Christian love, patience, kindness, goodness, diligence, joy, forgiveness and gentleness
- Conduct a well-planned and effective Christ-centered classroom program
- Set high but realistic academic standards
- Establish classroom regulations that create a positive and stimulating learning environment; apply these regulations with Christian love, fairness, and understanding
- Promote Christian character and Christian citizenship
- In cooperation with the administration and other faculty members, refer children and/or parents to specialized help or counseling when appropriate
- Maintain close contact with parents to inform them of the academic, social, and spiritual progress of the student and cooperatively work toward solutions through guidance or disciplinary needs
- Pray daily, within and outside the classroom environment
- Present a visible profile as a part of the body of Christ at Calvary Congregation

- Grow as educators through continuing education
- Demonstrate consideration and appreciation for individual differences

Parent Objectives

Parents of students at Calvary Lutheran School will strive to:

- Raise their child in “... the nurture and admonition of the Lord.” (Proverbs 22:6)
- Show respect to all students, parents and staff members as children of God
- Support the mission of the school and the efforts of its staff to provide a safe, stimulating learning environment
- Communicate with faculty and administration any situation in or outside of school that might affect their child's classroom performance
- Reinforce at home the work of the school
- Pray daily, and encourage their child to pray
- Worship regularly with their child as part of the Christian community

Student Objectives

Students at Calvary Lutheran School will strive to:

- Show respect to peers, parents, teachers and staff members as fellow children of God
- Diligently pursue the course of study, within the framework of any policies, regulations or guidelines that may exist
- Assist teachers and administration in maintaining a safe, exciting learning environment
- Use God-given gifts to their fullest, working to the peak of individual ability
- Pray daily, alone and with friends and family, for guidance, understanding and love
- Worship regularly
- Witness for Jesus Christ to those around him/her by word and action

What follows is a handbook of policies and procedures that are designated to allow Calvary’s families, faculty, and staff to fully enjoy the partnership they share in raising up Godly children. Questions about this handbook should be addressed first to the classroom teacher or to the school principal.

Non-Discrimination Policy

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

Administration

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.

Accreditation

Calvary is accredited through the National Lutheran Schools Accreditation process. In addition, it is accredited through the Missouri Chapter of the National Federation of Nonpublic School State Accrediting Associations. This serves to ensure that Calvary, in its third cycle for accreditation, continues to engage in on-going improvement and self-study to ensure excellence. Calvary engages in an annual accountability process.

SPIRITUAL LIFE

Spiritual Life and Growth of Calvary Students

The family is the primary agency that God uses for discipleship and spiritual growth. (*Deuteronomy 6:6-9* “*These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates.*”) Therefore, Calvary seeks to support the family in the following ways.

1. **Family Worship**: Families are encouraged to participate in regular weekly worship and Bible study (Sunday School) in a Christian congregation. One way that Calvary recognizes this important family function is by taking weekly worship and Bible Study attendance (see definition below). Calvary Lutheran Church joyfully invites families to attend its worship service.
2. **Family Life**: Calvary seeks to offer activities and educational opportunities to strengthen the Christian family. Teachers are also resources as they each have a solid understanding of the challenges and joys that families experience with children of various ages. When asked the faculty and staff can give suggestions, support, or referrals to Christian resources for each family’s benefit.

The roles of those who make up Calvary families are many and varied. Families come in many different sizes and configurations. Each family’s circumstances are respected, supported, and uplifted in prayer as they seek to become the family that God desires for them to be.

Calvary has an active Parent Teacher League, offering various programs promoting better understanding between parents and teachers for more effective teaching, and improved teaching and learning conditions at school and home. Activities are promoted through the school newsletter.

The following bulleted items outline the definition of “Sunday School” or “Bible Study”:

- Any on-going, weekly Bible study that is held by a congregation for children’s benefit on Sundays;
- Any on-going, weekly Bible study that is held by a congregation for children’s benefit on any given day of the week;
- Any “club-like”, weekly activity sponsored by a Christian congregation that actively engages children in meaningful Bible study in an age-appropriate manner (i.e., AWANA, Pioneer Clubs, Midweek, etc.)

Each Calvary student has opportunities for individual spiritual growth. This manifest itself in the following ways:

1. **Christ-centered curriculum** (*Colossians 2:1-5*): Specially trained teachers provide connections between God’s Word and the accredited curriculum of the school.
2. **Bible Instruction**: Students are given the basic tools for Christian living, defending the Christian faith, and growing in relationship to God and others.
3. **Devotions, Prayer, and Christian Memory Passages**: Daily classroom devotions and prayer model appropriate practices for students as they mature in their faith. Ultimately, the child will be encouraged to write prayers and construct devotions to make his/her worship more personal and meaningful.

Besides providing a solid foundation of Christian doctrine, religious memory selections serve Christians as a defense against temptation, comfort in sorrow, and reassurance in times of struggle. Therefore, an emphasis is placed on this form of Christian development. Regular assignments will be given. Families are encouraged to show a real interest in hearing these selections and assisting students with understanding the value of these selections.

Baptism and Discipleship

In Matthew 28:19 our Lord Jesus commands us "to make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you." We at Calvary are committed to the process of making disciples and teaching the students to observe all that Jesus has commanded.

Baptism is an integral part of the disciple-making process. Jesus says in *Matthew 19:14*, "Let the children come to me, and do not hinder them; for such belongs the kingdom of heaven."

If your child has not been baptized, we would invite you to consider the possibility of having him/her baptized at Calvary. It is even possible to have him/her baptized during a special chapel service. If you would like to inquire further about the blessings of baptism or how to go about having your child baptized, please contact the School Principal (816-595-4020) or Calvary's Pastor (816-444-6908).

Students will engage with the school community around them for the purpose of spiritual growth. Christians are called to serve one another in the Body of Christ (*1 Corinthians 12:12ff, Ephesians 4:5-10*). Calvary offers student's opportunities in the following ways.

1. Chapel Worship: Worship is held each week at all campuses. Leaders are generally Calvary's faculty and staff with occasional Christian speakers or performers. Classes will also have the option to lead as desired. Music and singing are integral parts of these experiences and the messages are geared for the ages of the participants. Families are welcome to attend.
2. All School Worship: Special festivals and holidays are cause for celebration at Calvary, resulting in a combined chapel worship experience as noted in the school calendar. Calvary's pastor leads these services. Families are welcome to attend.
3. Mission and Ministry Opportunities: Chapel offerings are collected from the participants to be given to various ministries and organizations. In addition, the Student Council will sponsor various projects and collections. Notification will be placed in school and classroom newsletters.
4. Formal Christian Faith (religion) Classes: The teaching of our Christian faith is an important part of our curriculum. Classroom teachers provide formal Bible instruction (religion classes) in Pre-school through Gr. 7. In Gr. 8 students will receive instruction from Calvary's pastor. Curriculum materials are based on the doctrine of the Lutheran Church-Missouri Synod.
5. Performances: Children will participate in programs and performances throughout the school year. These performances give children a venue for sharing the gifts, talents, and abilities they have received from their Heavenly Father. Some performances carry academic weight and will count toward the student's grade in a particular class. This is outlined in the class materials shared by the student's teachers.

Calvary's Adult Information Class

All families new to Calvary Lutheran School are encouraged to attend the Adult Information Class. The course is for information only; there is no obligation to become a member of Calvary Lutheran Church.

We want all families of Calvary Lutheran School to be well informed of the Christian doctrine and goals taught within a Lutheran perspective. Please contact the church office for more information.

ACADEMIC LIFE

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.

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

1. 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.

Percent Scale	Letter Grade	Points	Recognition
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	

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

Percentage	Mark and Meaning
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

1. 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, beginning after the 3rd week of each quarter. Due to the number of days' school is in session in a given week due to weather or holidays, the administration reserves the right to not print a report as regularly scheduled.
2. Quarterly report cards are issued noting student achievement and effort. They will not be issued unless all tuition and fees are current.
3. Parent/Treachery Conferences are held at the end of the first and third quarters for ALL Gr. K-8. The overall objective of this program is to create a better working relationship between the home and school. Some of the specific objectives are:
 - a. To promote understanding in the home-school relationship;
 - b. To strengthen the mutual interest of the parent and the teacher in the child's welfare;
 - c. To give the parent a true picture of the child's progress;
 - d. To assist the parent and teacher in finding ways to work together for the good of the child.
4. Final Grades are those recorded in the student's permanent record.
5. 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. Student transcripts are kept on PraxiPower. 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 are administered every year to assess student progress in relation to national norms and standards. This test battery measures mastery of the basic skills in the following areas: Vocabulary, Reading Comprehension, Math Problem Solving, Math Procedures, Language Mechanics, Language Expression, Spelling, Study Skills, Science, Social Sciences, Listening, Using Information, and Thinking Skills. Not all areas are subject to testing in Gr. K-3. Please check with individual teachers for details. Parents should remember that standardized tests are not absolute indicators of student ability or achievement, and are only one indicator among many that can be used to assess student progress and ability.

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.

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.

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.

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.

Family Guidelines and Suggestions for Developing Healthy Homework Habits

- Use classroom newsletters, web-posted assignment sheets, reference sheets, and student assignment books for determining what assignments a student has been given.
- Review student assignments and grades on PraxiPower.
- Keep a strong communication link with the classroom teacher.
- Schedule a consistent time for the student to complete homework. This may be a challenge given family commitments however, establishing routines helps students develop the life skill of time management.
- Provide a suitable environment for student study and practice including materials, appropriate noise levels, minimal distractions, etc.
- Help student establish time frames for completing assignments. Divide assignments into manageable units for students who feel overwhelmed by whole worksheets or projects. By doing so students are often able to complete tasks with greater efficiency.
- Begin to allow the student additional choices about homework patterns as the student becomes more and more proficient.

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.

Field Trips and Extended Trips

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).

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

1. **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.
2. **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.

The 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.

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.

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 Cs, Ds, or Fs.

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.

Library

Calvary operates a library to make books and other resources available to students. In accordance with current policy, any books not returned, lost or damaged will be charged to the student's account. The Board has developed a policy related to library materials selection and use.

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.

Miscellaneous Academic Information

School 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.

Care of School Property: Calvary Lutheran School expects that textbooks, desks, and other school equipment used by students will receive normal wear. Any student who shall willfully or carelessly destroy or abuse school property will be required to pay for the damage.

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.

POLICIES AND GUIDELINES

Academic Attendance

K-8 education is compulsory in the State of Missouri. Therefore, Calvary follows state guidelines and laws as they pertain to student attendance. The school year shall not be shorter than 1044 hours of instruction, which is the minimum academic year length for this state. Hours of operation and a summary of procedures related to before and after class hours are listed below.

Daily Schedule

7:00-7:55 am	Extended Care students check-in at the cafeteria where a faculty member will provide supervision.
7:55 am	Students may enter their classrooms where their teachers will be waiting for them.
8:10 am	Classes start.
3:30 pm (K-8)	Dismissal/Extended Care: Classroom teachers dismiss students according to the procedures outlined by that teacher (see classroom handbook for details). Students who are using the Extended Care program should proceed directly to the cafeteria. Students who are being picked up by parents should proceed directly to their car. Children who are not picked up by 3:40 will go to Extended Care and become participants until their families can meet them. This allows children to continue being in a safe, supervised environment until their families arrive to take them home.

Early Dismissal

Each year Calvary may schedule early dismissal days. The School Calendar will clearly note dismissal times for Early Release Days.

- On 11:30 am dismissal days, students do not eat lunch at school. Students that are not picked up by 11:40 am will report to Extended Care.

Extended Care

Calvary operates an Extended Care Program for the purpose of providing a safe, fun, yet educationally beneficial environment for students until their families are able to take them home. Extended Care begins at 7:00am and continues until 7:55 am. The after school program is available until 6:00 pm. Specific information about this program is available in the school office and Praxi Parent Portal / Resources (e.g., registration, policies, availability, fees, etc.).

Attendance Policies (Attendance, Absence, Late Arrivals & Illness)

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 1044 hours of instruction 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 work as well as the 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.

1. Absence: CLS keeps attendance records each day. **A parent or guardian must acknowledge all absences.**
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.**
 - e. 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 medication) or you have a written release by a non-related physician.
 - f. **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.
 - g. Parents of a student who has an **unexcused absence** or tardy will be notified in writing by the school office.
 - h. **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.
 - i. Notify the classroom teacher and the school principal when plans are made;
 - ii. 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.
2. Late Arrival:
 - a. Students who are not in their seats and **ready to start the day, by 8:10 am**, are considered late.

- b. Students report to the office to sign in and report their lunch selection.
 - c. The student will receive a pass to be given to his/her teacher upon arrival in the classroom.
 - d. Students who are chronically late (5+ times in a quarter) will serve two 45 minute after school work detentions for the 6th and each subsequent unexcused tardy and will no longer be eligible for perfect attendance. Parents may choose to be billed \$10 for each instance over 5 unexcused tardies in a quarter, instead of student serving two 45 minute after school work detentions per instance. Money raised through tardiness will be placed into Calvary's Fine Arts Fund. Please note: The payout option only applies to those whose account is considered "current."
 - e. Students with any absence are not eligible for perfect attendance awards.
3. Leaving During School Hours or Excused Late Arrivals:
- a. Students are not permitted to leave the school grounds before regular dismissal time except in case of sickness, appointment, or emergency.
 - b. 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.
 - c. Upon returning to school from an appointment, students must be checked in at the school office and check in with their homeroom teacher.
 - d. Parents are responsible to inform the school if a person beside themselves is picking up the children.
 - e. Students who arrive late or leave early because of illness, appointments, etc. must be checked in or out at the school office.
 - f. Students who are absent may be excused, but the absence will make them ineligible for perfect attendance awards.

Emergency School Closings

Emergency Notifications

In the event of an emergency where the faculty and student body needs to be notified, information will be sent out through Praxi (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 Praxi notification system. A posting on the school website will also be done after other notification systems have been contacted.

Student Code of Conduct

Students at Calvary Lutheran School are expected to abide by established guidelines when they are in school or representing the school at other functions. The purpose of these guidelines is to provide a system where a large group can exist and work together for an extended length of time while maintaining order and mutual respect.

The teacher is regarded as a God-appointed guardian while the child is in his or her care. This implies that the student is to obey and respect his/her teacher the same as he/she would or should his/her own parents. In the absence of such attitudes, reasonable consequences may be given to the child.

In a Christian school, the Lord Jesus must be pre-eminent in the mind of the student and teacher. Both must conduct themselves as redeemed, loving children of God, so that whenever corrective measures become necessary, they will be designed to develop favorable attitudes and nurture spiritual growth. God's glory will be heightened both through the action of the teacher and the behavioral change brought about in the child.

Conflict is inevitable between people, though God's redeemed people may desire otherwise. Jesus gave very practical advice regarding conflict, as recorded in Matthew 18:15ff. In addition, the Bible provides much in the way of advice, counsel, and wisdom when it comes to interpersonal relationships and consequences of chosen behavior. Using these tools, Calvary has developed a policy and procedures providing a framework for working through behavioral concerns.

What follows is a summary of Calvary's understanding of interpersonal conflict management/ resolution, personal and classroom discipline, and due process.

Conflict Resolution

We are created to honor God and serve others. Any sinful behavior 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 behavior 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 and Classroom Discipline

Calvary Lutheran School Students will RESPECT...

God and His Word

All of those in authority

Classmates, fellow students, and others

Our created bodies with all God-given gifts and talents

The learning process and the classroom environment

School property, personal property, and the property of others

Personal Discipline

Personal discipline is about character development, decision-making, life patterning and learning, as well as organization and personal habits. When a student is in need of correction or developing positive habits, teachers and other faculty can surround this child with opportunities to develop.

When children attend school events outside of normal school hours, they remain under the supervision of the school if they are participants; however, if they are present as spectators, the supervision rests with the parents. Students who misbehave will be asked to stay with their parents.

Behavior in common spaces (e.g., hallways, gymnasium, auditorium, cafeteria, etc.) is to reflect Calvary’s standards.

Students who choose to use force (i.e., ‘fight’) against another student will be subject to immediate suspension or other disciplinary action as approved of by the Executive Director or Principal.

Classroom Discipline

1. All classrooms have published guidelines.
2. All faculty practice classrooms routines so that students know their expectations. This helps to reduce the potential for conflict while maintaining good order for learning.
3. Consequences for various choices will be shared. This includes favorable and unfavorable consequences for student behavior.
4. Classroom procedures and guidelines are in keeping with Calvary’s overall goals.
5. Guidelines regarding inappropriate behavior, student defiance, disrespect, etc.

- a. Classroom measures will be taken with the parent contacted, as the teacher is able to do so. This will be in keeping with the classroom discipline plan.
- b. Detentions are a teacher directed disciplinary action. Students may be detained after school for a designated period of time. Parents will be contacted and arrangements made.
- c. Other consequences as outlined in the Code of Student Conduct may be assigned.

Code of Student Conduct- Discipline Summarized:

The Principal and Assistant Principal are responsible for the general welfare of all students. When student's behavior goes beyond the confines of the classroom the following may occur.

1. "No Privilege List": Student may not participate in recess, athletics, community lunch, special events or activities, clubs, etc. Field trip participation will be at the principal's discretion. Alternate assignments will be given in lieu of missed field trips. This list and the consequences therein are outlined for each student on an individual basis at the discretion of the Assistant Principal or Principal.
2. In School suspension: Students on In School suspension will be removed from their classroom to an isolated area for a period of time, usually one or two days. Students will be expected to work on homework and will receive a grade for it. Tests will be administered etc. Students will not participate in field trips, athletics, recess, community lunch, special events or activities, clubs, etc.
3. Out of School Suspension: Students who are suspended will receive no academic credit for that day or for any regular assignments, quizzes, or homework due that day. Tests, labs, presentations, and projects will be made up at the teacher's discretion, but may have a penalty attached to them.
4. Student may be referred to the Board for Christian Education with documentation and recommendations from the school administration. The Board reserves the right to expel a student given sufficient reason and documentation to do so. This includes continued disobedience with regard to school policy or if the student has violated civil law.
5. All student behavioral referrals are documented. Patterns of inappropriate behavior may result in expulsion. They may also result in a referral for appropriate testing, health examinations, etc., to determine if there is a better way to help the student.

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 jumping off any equipment
- 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

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 at each campus 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.

Dress Code

Calvary Lutheran School has adopted a uniform dress code to foster respect and camaraderie. A current copy of this dress code is available from the school office, Praxi Parent Portal / Resources, or can be found online at www.calvaryschoolkc.com.

Non-Uniform Dress

The school administration, on its discretion, may establish "special dress days" on which the typical school uniform may be worn but are not required. On those days all students will be expected to wear clothing which is neat, clean, and free from tears. Unsafe, offensive, or other inappropriate attire will not be allowed at any time. Each special dress day will have specific guidelines published. The following partial list is provided to familiarize parents and students with some of Calvary's expectations regarding inappropriate dress.

- All "oversize" clothes (greater than one size larger than actual)
- Cargo pants
- Swimwear
- Shirts (including T-shirts) with slogans, sayings, or advertisements which are objectionable to the Calvary Lutheran School philosophy
- Tube tops, spaghetti straps, clothing exposing the midsection or undergarments, or shorts that expose the buttocks
- Sandals
- Shoes without socks
- Tattoos, including temporary
- Hats (exceptions are Boy / Girl Scout hats worn with scout uniforms)
- Hanging suspender straps, or unhooked overalls
- Clothing that is ripped, torn, or not hemmed

- Clothing that depicts violence, tobacco, alcohol, sex, destruction or symbols for violence and destruction
- Symbols or clothing pieces used by gangs, crew, clique groups to identify memberships
- Excessive, exaggerated or faddish hair, jewelry, nails, or clothing styles. The school administration will have the final word on excessive, exaggerated, faddish, or safety concerns.
- Sweatpants or other similar clothes should not be worn under skirts during the school day. Dress code approved leggings are available through Dennis or Lands End.
- 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.
- The school administration shall be the final determinate on any item not specifically listed above.

Dress Code Enforcement

Enforcement of the Uniform Dress Code and Policies will be the function of the school administration staff and faculty.

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, Praxi Parent Portal / Resources, or can be found online at www.calvaryschoolkc.com.

Electronics

Cell phones, iPads, electronic gaming systems, and other electronic devices may not be brought to school. Any equipment brought to school may be confiscated and held until the student's parents can come and claim the item(s). There may be special circumstances when a classroom teacher and/or Calvary's administration may allow a particular item be brought to school to meet the specific needs of a class, event, child, or family.

Acceptable Use Policy

All students in grades 3 – 8 are required to read and sign Calvary's Acceptable Use Policy. Parents are required to acknowledge that they have read this policy statement regarding student use of Calvary's technology network, and will work with Calvary Lutheran School to support it. Students found in violation of the policy will be subject to the conditions of Calvary's "Code of Student Conduct."

PROGRAMS, ACTIVITIES & COMMUNICATIONS

At Calvary, spiritual growth and academic studies come first. If a student uses his or her God given abilities in the classroom, he or she will be more likely to do the same in other areas. These areas will also extend student knowledge as well as provide opportunities for continued growth in a many areas.

Co-Curricular Activities

1. **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.
2. **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 Choir sings for worship services, visitations, and on special occasions. Auditions and applications may be required for participation.
3. **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.
4. **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.
5. **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.
6. **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.
7. **Celebrate the Arts:** Students will have the opportunity to participate in various venues at the annual Celebrate the Arts held at The Lutheran High School of Kansas City. Typically, Calvary's music groups, cheer squad, drama team, individual art, and creative writing are on display and judged.

Extracurricular Activities

Participation eligibility for extracurricular activities will depend on diligence in schoolwork, Christian behavior, and God-pleasing attitudes. Calvary Lutheran School has established a minimum for academic achievement. See eligibility requirements below.

Athletics: Calvary Lutheran School offers a program of interscholastic athletics for students in Gr. 4-8. Students who maintain academic eligibility may participate with parent’s consent and an approved physical from a medical doctor. Athletic events, practices, games, and tournaments, are scheduled by the athletic director.

Sport	Grade(s)	Girls	Boys
Volleyball	5-8	X	
Soccer	5-8		X
Basketball	5-8	X	X
Track	4-8	X	X
Cheerleading	7-8	X	

Eligibility Requirements

Students are encouraged to participate in extra-curricular programs. To be eligible for extra-curricular activities, a student must maintain a 5.0 GPA on a 12-point scale. The school office/Athletic Director will verify eligibility weekly. If a student is below this requirement, then s/he is then ineligible for the week that follows. Please refer to information received from the school office or athletic director for further explanation.

The Athletic Director will contact parents of all ineligible students. Ineligible students should practice, however may not perform during their ineligibility period. Students may resume eligibility status by correcting the grade deficiency for the next week.

The following procedure will be followed to support this policy and to make sure that families are kept informed of student progress when grades have fallen below the eligibility guidelines.

1. The principal (or administrative representative) will determine academic eligibility for students in Gr. 4-8 each week by creating and sending home Weekly Progress Reports.
2. A summary report of ineligible students is created, printed, and submitted to the teachers of Gr. 4-8 as well as the School Secretary, Athletic Director, and Choir Directors.
3. Students who do not meet eligibility may not participate in performance type activities effective the day that ineligibility notices are completed (as scheduled).
4. Students resume eligibility status automatically after 7 days, or as scheduled.
5. Any student ineligible for 3 weeks during a sports season will no longer be able to participate on their sport’s team. Similar eligibility stipulations are in place for other academic teams, student council, and choirs.

Enrollment

Enrollment Priorities:

Open enrollment is ongoing provided that room exists in the current grade/age level. However, preference is given in the following order:

1. Calvary Members, Current Families
2. Members of other Lutheran Church—Missouri Synod Congregations

3. Those who claim no Christian congregation affiliation
4. Other Christians who are members of other congregations

Admissions Requirements:

In accordance with Missouri law, children who enroll in Kindergarten must be five (5) years old and children in First Grade must be six (6) years old before July 31. A student's application will be considered for acceptance with a completed application form, birth certificate, student assessment from previous school, Calvary administered screening, and payment of required fees. This information will be submitted to an admissions committee for recommendation to the principal.

Student Health

In order to ensure the well-being 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 or Praxi Parent Portal / Resources.

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 or Praxi Parent Portal / Resources. A licensed physician must sign the form.

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.

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 or Praxi Parent Portal / Resources.

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.

Student Welfare and Safety

Because school is a caring place, teachers are concerned about what happens to their students both in school and away from it. School employees are mandated reporters of Child abuse and must report as required by law. Abuse may be physical, emotional, sexual, or neglect. New legislation has also mandated reporting if there is suspicion of 'intent to harm' (i.e., a person is likely to inflict abuse).

Calvary students are expected to treat each other with the love of Christ and with the respect we ought to give one another as people in need of a Savior and as forgiven members of the Body of Christ. This is also true of school staff and volunteers.

Any concerns that families may have with regard to sexual harassment from students, staff, or volunteers should be directed to the school principal who will serve as a witness in the conflict resolution method as outlined in this handbook. If necessary, disciplinary actions will be taken including criminal prosecution per State Law. However, it is Calvary's intent to ensure that Christian love has been extended to all involved in the situation.

Calvary is a place where children are hugged and where children hug others. This is one important aspect of our ministry. If a family has a particular sensitivity in this area they are to notify the classroom teacher and/or the school principal.

Parents having children who are HIV positive or currently have AIDS must report this to the school principal. Failure to do so will result in an immediate expulsion. For safety considerations this information must be shared with the adults who are in direct supervision of the student. The purpose of sharing this information is to ensure that child's safety as well as the safety of others. In addition, any recommendations made by the family physician about AIDS related health concerns should be shared with the school office. *This information will not be placed into the student's permanent record and will be held in the strictest confidence.*

Calvary has a crisis mitigation, prevention, and management plan that is in a state of on-going improvement and updating.

Calvary Lutheran School holds fire, tornado, and other safety drills frequently through the school year in accordance with government requirements.

Calvary Lutheran School has conducted inspections of the Oak and Wornall facilities. Calvary's asbestos management plan is available in any of the school offices and is able to be viewed during normal

business hours by representatives of the EPA and the state, the public, including teachers, other school personnel and their representative, and parents. The school may charge a reasonable cost to make copies of the management plan.

Visitors

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

Occasionally Calvary's buildings will be used by outside groups or congregation groups. Prior notice is given to classroom teachers to ensure adequate safety precautions are taken as needed.

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.

Lunchroom Guidelines

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 and located on Praxi Parent Portal / Resources.

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 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 through Calvary's food services. Families will be charged for Kindergarten snacks on the monthly billing statements.

Ala Carte entrée items are available to order only to students who purchase a hot lunch. All other ala carte items may be purchased separately to supplement a student 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.

Lost and Found

Lost and Found items may be found in designated areas. To prevent such loss, please permanently mark your child's items with first and last names. Unclaimed articles will be donated to a charitable cause. Valuable items such as watches and jewelry, wallets, purses, money, etc. are kept in the office. Use caution when removing items from lost and found as they may belong to other students.

To avoid tempting others, students are asked to not bring money to school unless it is absolutely necessary. Money should never be left in or on a desk when the student leaves. All tuition and other money payments should be placed into the payment drop box as soon as the student arrives in the morning.

Financial Policies

Calvary has expenses that must be met on a specific time schedule in order to provide the very best quality experience possible. Approximately 10% of these expenses are paid for through the contributions of Calvary Lutheran Church members, alumni, and others. Therefore, the school relies on the faithfulness of parents for the financial commitment they have made to the school, all other students, the congregation, and God who holds us accountable to each other.

Billing statements will include Tuition, Extended Care Program, Lunch Fees, Kindergarten snacks, and Athletic Uniform Rental Fees. Tuition is added to the family's bill in accordance with the payment plan selected by the family. ECP and lunch fees are added as they occur. Billing statements are posted to each family's Praxi account throughout the year.

Families may choose to pay their tuition annually for a discount, semi-annually, or monthly. Payments can be made by cash, check, money order, or for a 3% fee Visa, MasterCard, or Discover. Details are shared at the time of enrollment.

Member Tuition Grant

Member Tuition Grant Policy states, "Calvary church families are encouraged to apply for Calvary's Member Tuition Grant each year. Grants are offered to families who apply, are in good standing with

the church, and are active in their participation in Word and sacrament. To continue to receive this grant, family attendance at weekly Sunday worship opportunities is expected to be above 50% and regular volunteer service of over 20-hours per year is required.”

To track church attendance, it is imperative that Calvary families sign the "Attendance Card" each week. Family members select volunteer service and hours are verified by the head of the committee/board indicated.

There are numerous opportunities for families to participate.

Families are invited to apply for tuition assistance each spring. Calvary has a budgeted amount for qualifying families. If your circumstances change during the school year and you are unable to meet your financial obligations, please contact the school principal to consider alternatives.

Home and School Communication

Calvary is committed to the very best educational partnership with each family. This means that clear, regular communication is essential. Currently Calvary information can be received via the web site www.calvaryschoolkc.com, through classroom newsletters, K-8 school newsletters, Praxi, group cast phone messages, and mass emails. These messages contain information about lunch menus, calendar notes, important events at Calvary, and notes about significant achievements made by members of Calvary’s school family.

The school telephone is reserved for school business. Students who need to use the phone must obtain a telephone pass from one of the teachers. Only in extreme emergencies and/or illness will children be given a telephone pass. Forgetting to bring books and/or assignments, and the scheduling of social events are not extreme emergencies. It is permissible for parents to leave messages with the office regarding after school pick-up, appointments, and changes in family plans.

Email is a tool for communication between the home and the school. Generally speaking, this communication will delay contact unless it is checked frequently. This is also the case with voice mail. All teachers check their email and voice mail on a daily basis. Teachers will strive to return messages within 24 hours.

Faculty members are not to be interrupted during the day for telephone calls, personal or professional visits, unless it is an emergency or with prior notification through the school office. We encourage parents to contact teachers about their students’ progress, but feel the interruption in the school day is something that we want to keep to a minimum. Families who are bringing items for student use are also asked to stop by the school office before proceeding to the classroom to avoid interruption as much as possible.

Communication with the Board for Christian Education is made in writing through the church or school office. Please understand that these are volunteer members and there may be a delay in response. The Board Director will be made aware in the event written correspondence is received.

See also “Parent Teacher Conferences” and “Parent Teacher League.”

Yearbooks are available to order in the fall for the cost of production. Details are shared at that time.

Parent Teacher League

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 are:

- 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.

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.

Website

Calvary's Web Site includes links to congregation information, schedules, Accelerated Reader Book Lists, uniform information, enrollment information, lunch menus, calendars, newsletters, etc. The address is: www.calvaryschoolkc.com

Publicity Release

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 checked on the Student / Family Information form for approval:

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.

Bikes on Campus

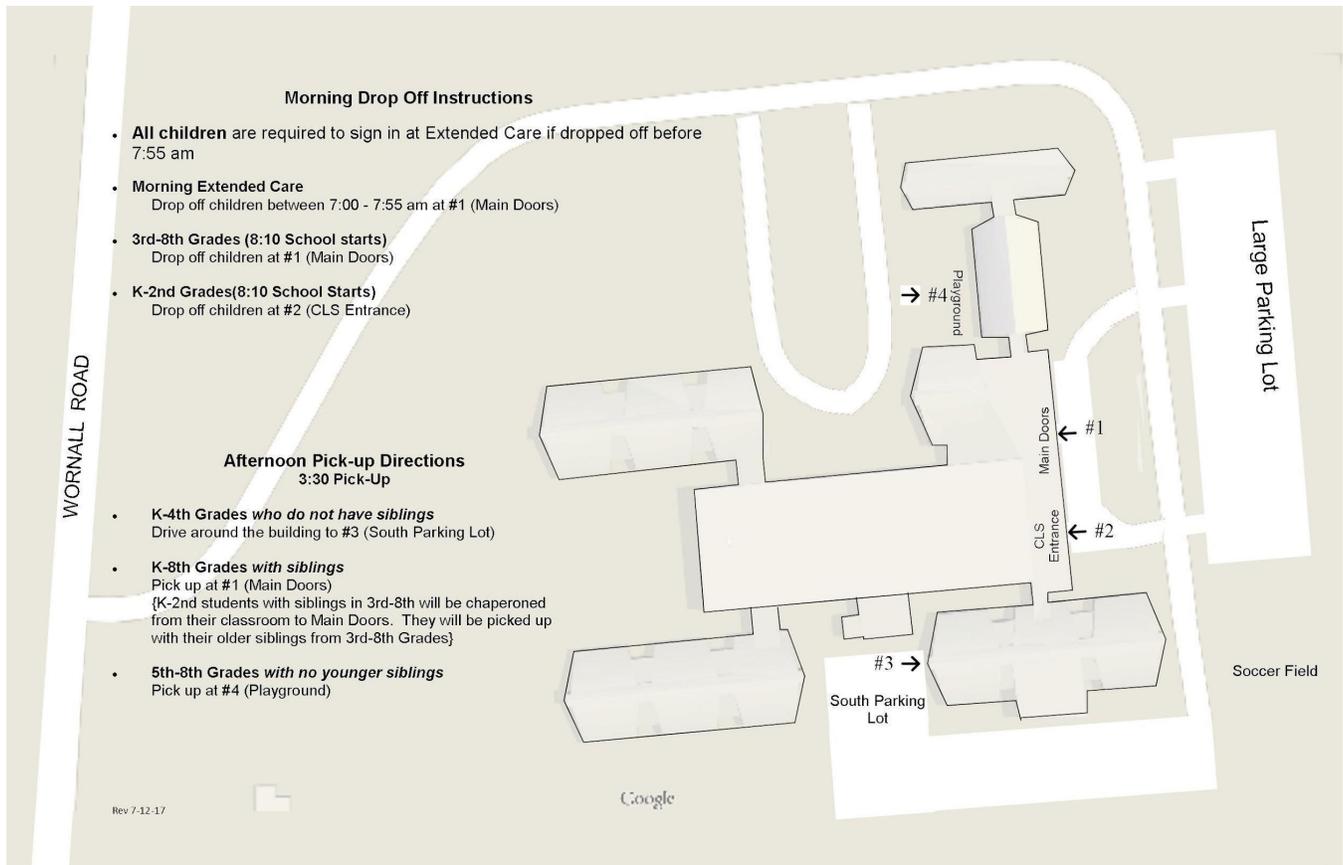
Students who wish to ride their bicycles to school should talk to the principal to address where to park them. All bikes on campus will be secured with locks. Bikes are not to be used during the school day. Bikes must be walked onto and off the school grounds.

Parking

Because of the limited space for parking at Calvary, it is important to abide by procedures for parking. These procedures will help keep our children safe and free from injury.

During the school day and at school programs or events parents are not to park in handicapped spots unless appropriate.

See Diagram for Drop off and Pick up locations.



MISCELLANEOUS

Asbestos Management

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems.

Calvary Lutheran School and Calvary (LEAF Properties) developed a plan designed to minimize the disturbance of asbestos containing building materials and survey the condition of these materials every six months to assure that they remain safe. Calvary Lutheran School has complied with all federal and state regulations controlling asbestos and will take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. A copy of the asbestos management plan may be viewed by contacting our designated asbestos program coordinator.

Notes

