

Calvary

LUTHERAN CHURCH + SCHOOL

Grades K-8 Handbook

*To Know Jesus and To Make Him Known:
Faithfully, Boldly, Excellently*

v. 2107

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**Faithfully, Boldly,
Excellently**



**Calvary Lutheran
Church and School
9807 Church Road
Dallas, TX 75238**

ADMINISTRATION AND STAFF

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PURPOSE

Calvary Lutheran School exists to assist families in the spiritual and academic nurture of their children through teaching and modeling centered on God's Word so that children might grow in their life of faith, witness, and service to the glory of God in this life and to eternity.

Our faculty and staff recognize that each child is a unique gift given by God and that children learn best when parents and faculty work together towards common goals for the benefit of each child.

Our admissions policy opens our school to families who understand and are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctly Christ-centered education for their children. All subjects in our school are taught from the perspective of, and in accordance with, the Word of God as revealed in Holy Scriptures and understood by the Wisconsin Evangelical Lutheran Synod.

It is our prayer that what we teach complements your beliefs and ideals. If you are not in agreement with our beliefs and ideals, we pray that you find another school that will be a blessing to you and your family. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life.

In recognition of the blessings of a Christian education and expense of a Christian education, Calvary Lutheran School is operated by Calvary Lutheran Church in cooperation with Atonement Lutheran Church and Divine Peace Lutheran Church.

In an effort to serve as a central school in the Dallas area, Calvary Lutheran School will:

- Actively communicate with all sister congregations in the Dallas area which do not operate an elementary school and for which Calvary Lutheran is the closest WELS school.
- Communicate regularly by means of school newsletters, mailers, and regular visits by the school principal.
- Seek to have the students of Calvary Lutheran School regularly visit sister congregations by means of singing for worship services, and/or in other service roles as invited by sister congregations.

In an effort to serve as a central school, Calvary Lutheran's School Board will:

- Be composed of members from Calvary, Atonement and Divine Peace Lutheran Church.
- Consider the needs of sister congregations in relation to the attendance of their children at Calvary Lutheran School.
- Assist sister congregations in establishing and maintaining plans for the financial support of Calvary Lutheran School.
- Assist sister congregations in their planning and preparation in the event that they chose to open their own Lutheran elementary school.

SCRIPTURAL FOUNDATION

The philosophy of education of Calvary Lutheran School is guided by the fact that man's ultimate goal is eternal salvation. This philosophy is rooted in the Holy Scripture and accepts the following truths supported by the indicated passages:

- A. There is only one true God: Father, Son, and Holy Spirit. (Isaiah 45:21; Matthew 28:19).
- B. Man was created by God, in the image of God. (Genesis 1:27; Ephesians 4:24).
- C. Man's fall into sin has corrupted the entire human race, making it subject to damnation. (Romans 3:23; Romans 5:12)
- D. By grace through the sacrifice of Jesus Christ, all sins have been pardoned; (Romans 3:22-24; Ephesians 2:8,9)
- E. Such forgiveness is received by all who through faith accept Jesus Christ. (John 3:16-17; Romans 10:11-13)
- F. Belief in Jesus Christ makes man a new creature. (II Corinthians 5:17,18; Galatians 2:20)
- G. As a believer, his life grows in the following areas:
 - 1. Use of the Means of Grace (Word and Sacraments) (II Peter 3:18; 1 Corinthians 11:25,26).
 - 2. Dependence upon the Father, our Creator and Preserver; the Son, Jesus Christ, our Savior from sin, death and the devil; and the Holy Spirit, our source and strengthener of faith and new life (Isaiah 41:10; Matthew 11:28,29; II Corinthians 12:3).

This basic philosophy is not merely expounded in the study of God's Word but is constantly treated as the truth and is permitted to stand. It functions as the truth throughout every phase of instruction and training in the school, thereby determining the curriculum, the content of the courses of study, the learning experiences and environment making up the total teaching and learning situation of Calvary Lutheran School.

OBJECTIVES

Throughout our program of Christian education, we provide faithfully for the eternal welfare of the child and guide in the maximum development of his or her God-given spiritual, intellectual, physical and emotional capabilities, with due recognition of individual differences. Thus our objectives and supporting Scripture passages are:

- 1. Provisions for the temporal and eternal welfare of the child by means of an integrated Christian education (John 17:3; Matthew 6:25,26)
- 2. Diligent teaching of God's Word in obedience to God's Divine command (Deuteronomy 6:6,7; Proverbs 22:6)
- 3. Excellence in teaching the basic curriculum that is common to all reputable elementary and junior high schools (Proverbs 2:1-8; I Corinthians 10:31)
- 4. Daily Christian student fellowship as a powerful factor in building character and training for Christian living (II Corinthians 6:14,15; Romans 15:1,2)
- 5. A rich devotional life as a source of spiritual strength (Matthew 18:20; Luke 10:38-42)

6. Support of Christian parenthood and home life for the purpose of strengthening the base of human society (Exodus 20:12; Luke 2:51,52)
7. The dedication of time, talents and treasures to God in a life of faithful stewardship (Romans 12:1; I Peter 4:10)
8. Christian citizenship grounded in obedience to God and His Word (Romans 13:1-7; I Peter 2:13,14)
9. Strengthening the congregation and the church generally through the training of well-grounded laity (Matthew 28:20; Ephesians 4:11-14)
10. Carrying the saving Word of the Gospel to children and parents within our community (Matthew 28:19-20, I Tim. 2:3-4)

ACCREDITATION

Calvary Lutheran School is fully accredited by the Texas Alliance of Accredited Private Schools (TAAPS) which is recognized by the Texas Private School Accreditation Commission (TEPSAC). Our schools TEPSAC number is 057-256-101. As an accredited school Calvary adheres to high standards to ensure a high quality of Christian education.

ADMINISTRATION

Calvary Lutheran School is owned and operated by the members of the congregation. Final authority in the control of Calvary Lutheran School rests in the Voters' Assembly of Calvary Lutheran Church. To carry out the philosophy and objectives of the school, the Voters' Assembly elects a School Board to supervise the functions of the school. Major changes in the school are carried out only with the approval of the School Board and the congregation.

The pastors have the God-given obligation to keep watch over the spiritual welfare of the entire flock that the Holy Spirit has placed in their charge. They are, therefore, vitally interested in all phases of the school program. It is the principal's obligation to see that the policies of the Board of Education and the congregation are implemented in the operation of the school.

The faculty will consist of Lutheran teachers who are well trained, professional and dedicated. It is the earnest purpose of the School Board and faculty to keep our school apprised with the best developments in the field of education.

ENROLLMENT POLICY

1. Calvary Lutheran School has been founded to assist parents in carrying out the command of God when He said, "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord" (Ephesians 6:4).
2. Calvary Lutheran Church therefore maintains a Lutheran elementary school for the education, instruction in the Bible, and Christian character building of God's children. It is the policy of the church to strive to serve families according to the following priority:
 - A. Children whose parent(s) are members of Calvary, Atonement or Divine Peace
 - B. Children whose parent(s) are members of other WELS or ELS congregations

- C. Children whose parent(s) are not members of a WELS or ELS congregation, but demonstrate interest in learning the truths of God's Word at Calvary Lutheran Church or a sister congregation
 - D. Children of parent(s) with or without a church home who desire to have their children taught the truths of God's Word at Calvary Lutheran School, but who do not express a desire for membership at Calvary Lutheran Church or a sister congregation.
3. Although we at Calvary Lutheran School desire to assist in the Christian training of all children, we are not able to meet all cases of special academic, emotional, or behavioral need. For this reason, all students are assessed prior to enrollment to assess special needs and our ability to address these needs. Such assessment is also ongoing with enrolled students as special needs are identified. In cases where special academic, emotional, or behavioral needs are identified, the School Board will make final enrollment decisions.
 4. All newly enrolled students are on a standard probation period for their 90 days. This time allows us to gain a deeper understanding of each student's educational needs, family dynamics, and classroom behavior within a peer group. Calvary Lutheran School may end an enrollment at its discretion at any time during this probation period.
 5. In order to maintain continuity in our classrooms, no new enrollments of community students will be made after the first quarter of each school year without approval of the School Board.
 6. Enrollments will be reviewed annually, and in enrolling children at Calvary Lutheran School parents accept the responsibilities and duties as outlined below:
 - A. I will faithfully attend and complete Calvary's Starting Points Class, and I understand that course attendance and completion will be considered during annual enrollment review. *(Families who are not WELS congregation members and enrolling in grade K-8)*
 - B. I will guide and encourage my child in the learning of God's Word as taught at Calvary Lutheran Church and School, and I will not advocate or publicly promote values or actions that are not consistent with the teachings and values of Calvary Lutheran Church and School.
 - C. I understand that our child is not to deter or refute the teachings of God's Word as taught at Calvary Lutheran Church and School by his/her words or actions or promote doctrine contrary to that taught by the Wisconsin Evangelical Lutheran Synod
 - D. I understand that the standards of the school do not tolerate dishonor to God and his Word, disrespect to school personnel, or continued disobedience to the established policies of the school.
 - E. I accept the pastor's position as being the shepherd of the congregation and students and in providing spiritual guidance to my child.
 - F. I accept responsibility to provide for my child's regular worship, and I will ensure that my children are in attendance at Calvary Lutheran Church when students sing.

- G. I authorize the school to employ such discipline as specified in the School Handbook, Discipline Policy, and as the school considers wise and expedient for the spiritual and physical welfare of my child.
 - H. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the School Handbook.
 - I. I understand that the School Handbook does not contractually bind Calvary Lutheran Church and School and is subject to change without notice by decision of Calvary Lutheran School's governing body.
 - J. I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time.
 - K. I understand and accept my responsibility for the timely and complete payment of tuition and school fees.
 - L. I hereby affirm that I have read the Student Handbook and discussed its policies with my student.
7. Our Lord commanded His disciples to "Go and make disciples of all nations ... teaching them to obey everything I have commanded you" (Matthew 28:19-20). Therefore, all students enrolled in Calvary Lutheran School will participate in the full program of religious instruction including chapel attendance, devotions, and classes in the chief teachings of the Bible leading to confirmation as a member of Calvary Lutheran Church or a sister congregation.

NONDISCRIMINATORY POLICY

"God, our Savior ... wants all men to be saved and to come to a knowledge of the truth" (I Timothy 2:3-4). Therefore, Calvary Lutheran School admits students of any race, color, nationality or ethnic origin to all the rights, privileges, programs and activities accorded or made available to students at the school.

AGE REQUIREMENTS

Kindergarten enrollment is open to five year-old children. Children who are to be enrolled in the first grade are to be six years old. All children are to be of age by September 1. Special circumstances shall be considered on an individual basis by the principal, classroom teacher, and School Board.

STUDENT IMMUNIZATIONS AND HEALTH

Parents are urged to have regular physical and dental examinations for their children.

Texas law requires students to complete all required immunizations and complete records to be submitted to the school office prior to the first day of school. In the case of students transferring from another school, immunization records will be reviewed as soon as they are received from the former school.

Students without completed immunizations may continue in daily attendance provisionally as long as demonstrable progress towards full immunization is evident. To continue attendance, students must complete all required immunizations as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

Parents may seek an exemption from an immunization if a doctor provides a written statement stating that the immunization would be medically harmful to the child, or if parents do not desire an immunization due to reasons of conscience, including religious belief – not because of inconvenience. A notarized affidavit from the state must be completed and turned into the school office for an exemption from an immunization.

Instructions for the affidavit to be signed by parents/guardians seeking an exemption for reasons of conscience, including religious belief can be found at:

<http://www.dshs.texas.gov/immunize/school/exemptions.aspx>

Either of the following will satisfy immunization records requirements:

1. Physician's signature or stamp attesting to completion of required immunizations
2. Official medical records attesting to completion of required immunizations

A summary of required immunizations can be found at the following site:

<http://www.dshs.texas.gov/immunize/school/school-requirements.aspx>

If a child should become ill while at school, or if he or she should need the immediate care of a physician, we will attempt to contact parents during the school day. In the event of an emergency, the principal and classroom teachers will do their best to see that the child receives immediate care.

Your child should remain at home if he or she is suffering from the following:

Fever – A temperature of 100 degrees or more may indicate an infection. Do not send your child to school if he or she has a temperature, and do not return a child to school until he/she has gone 24 hours without a fever of 100 or higher.

Nasal Discharge – A thick, yellowish or green nasal discharge with or without a fever

Vomiting and/or Diarrhea – Children with either or both symptoms should not attend school for at least 24 hours after symptoms have stopped

Eye Discharge – Eyes that are very watery, bloodshot and/or discharging can be contagious

Rash – Any unidentified rash should be checked by a doctor. Children may return to school when a doctor has determined that rash is no longer contagious.

Cough – A cough that is hoarse or excessive should be investigated by a doctor

Children should also be kept home and the school office must be notified if they have any of the following: Pink Eye, Strep Throat, Chicken Pox, Whooping Cough, Head Lice, Hand/Foot/Mouth Disease, and Staph Infection.

CHILD ABUSE

Teachers and staff members serving students have a legal requirement to report mental, emotional, physical, or sexual abuse within 48 hours of the time they suspect that a child has been abused or neglected. Failure to make a report can result in a class-B misdemeanor offense punishable by a fine up to \$2000 and/or imprisonment for 180 day as well as subjecting one to civil liability.

SCHOOL FINANCIAL SUPPORT – TUITION AND FEES

School Tuition and Fees

In Deuteronomy 6:6-7, God gives parents the primary responsibility for the Christian training of their children. This responsibility includes financial responsibility for the expenses involved in the training of children. School families support our school ministry through the payment of registration fees and tuition. Current tuition rates for member families and families from our community for our pre-kindergarten and grade K-8 program are available from the school office. Tuition is collected through the services of FACTS Management. Calvary Lutheran School strives to make a Christian education possible for all families regardless of a family's economic status; we also believe that every family has a responsibility to contribute to the financial support of their child's education.

Financial Assistance

It is our desire to make a Christian education financially possible for all families regardless of their economic status. We believe that every family has the responsibility to contribute to the costs of Christian education according to their financial ability. This responsibility means that families will have to evaluate their budget and spending in prioritizing a Christian education for their children. Families can annually apply for financial assistance online through FACTS Management at <https://online.factsmgt.com/aid> with the application deadline being the last Friday in February. Financial assistance is first prioritized for member families and then for families from our community.

Annual School Enrollment Deadlines

- | | |
|---|-------------------------|
| • Registration for re-enrollment | Last Friday in January |
| • Financial assistance application | Last Friday in February |
| • Completion of annual tuition and fees | June 30 |

The School Board has no obligation to review financial assistance requests for families seeking re-enrollment who have not filed their financial assistance application by the deadline date. Families

who do not meet their annual financial commitments by June 30 are ineligible for re-enrollment unless they work with the School Board to establish and follow a new financial plan approved by the School Board.

School Financial Questions and Concerns

Should you have questions or concerns about your school financial commitment and payment plan, you can contact the School Board by email at: financials@calvarydallas.org. The School Board will review your questions or concerns and respond to you. If you do not have access to email, you can leave a letter at the school office for the School Board or ask for the phone number of the School Board's school finances coordinator.

Failure to Meet Financial Commitments

The following steps will be taken to address families do not meet their financial commitments:

- A. Families will receive a written notice from the School Board at 30 days past due.
- B. Families will be contacted by the School Board at 60 days past due.
- C. Families will be contacted by School Board at 90 days past due and, depending upon the time in the school year, be informed that:
 1. Enrollment will be terminated at the conclusion of the quarter if payment or payment arrangements satisfactory to the School Board have not been made.
 2. Enrollment will not be accepted for the next school year if payment or payment arrangements satisfactory to the School Board have not been made.

Altering FACTS Invoice or Automated Withdrawal Plans

Should a family need to alter their invoice or automated withdrawal plan, the requested change and rationale for the change are to be presented to Calvary's School Board. The request may be made by email at schoolfinance@caltex.org or through the School Office with a written request to be shared with the School Board. Invoice and automated withdrawal plans with FACTS can only be altered by the enrolling institution – Calvary Lutheran School.

School Tuition and Fees Reimbursement

Upon request, Calvary Lutheran School will grant a 50% refund of paid school registration fees under the following conditions:

1. Withdrawal of enrollment occurs within three calendar months of the first day of the student's enrollment for the current school year.
2. Request for refund is made within six calendar months of the first day of the student's enrollment for the current school year.
3. The first day of the student's enrollment occurs before the beginning of the current school year's third quarter.
4. Enrollment has not been terminated by Calvary Lutheran School for cause.

Upon request, Calvary Lutheran School will grant a partial refund of pre-paid tuition according to the schedule below as long as the following two conditions are met:

1. Withdrawal of enrollment occurs prior to the beginning of the fourth quarter of the year.
2. Request for refund is made by the last day of the last school year in which the child was enrolled.
3. Enrollment has not been terminated by Calvary Lutheran School for cause.
 - Withdrawal prior to the end of the first quarter: 80% of pre-payments for the quarters 2-4 refunded upon request
 - Withdrawal prior to end of the second quarter: 70% of pre-payments for quarters 3-4 refunded upon request
 - Withdrawal prior to end of the third quarter: 60% of pre-payment for quarter 4 refunded upon request
4. In the case of monthly payment plans by invoice or automated withdrawals, Calvary will terminate monthly invoices or automated withdraws beginning with the month following student withdrawal.

SCHOOL FIELD TRIPS & ACTIVITIES - FINANCIALS

Families are responsible for the costs associated with school field trips and school activities such as athletics. Parents may request financial assistance for field trips and school activities if needed; however, limited funding is available for financial assistance.

SCHOOL AND STUDENT INFORMATION POLICY

Calvary Lutheran School enrolls students based on parents' or guardians' understanding of and willingness to support our Christ-centered philosophy and purpose. Our faculty and staff therefore primarily serve the enrolled student and his or her enrolling parent, parents, guardian, or guardians. We also recognize that in some families there may be a non-enrolling parent, parents, guardian, or guardians who share responsibility for the welfare of a child. In light of these situations, the following steps will be taken:

1. In cases of shared custody, the enrolling parent, parents, guardian, or guardians are required to provide the school with a copy of all court papers dealing with rights, powers, duties, and possession schedule of the child as they relate to each parent and/or guardian by the first day of each school year. The enrolling parent, parents, guardian, or guardians are also required to promptly notify the school of any changes in such rights, powers, duties, and possession schedules.
2. It is the responsibility of the enrolling parent, parents, guardian or guardians to notify the school office of other family members or guardians who are entitled to student information. At the beginning of each school year, the enrolling parent, parents, guardian, or guardians will be asked to complete an Authorization to Share Student Information Form giving the names and addresses of individuals legally entitled to student information.

3. Calvary Lutheran School will mail yearly calendars, first-quarter parent-teacher conference requests, report cards, and standardized test reports to individuals listed on each student's Authorization to Share Student Information Form.
4. It is the responsibility of the enrolling parent, parents, guardian, or guardians to share all other school related information with family members or guardians.
5. Enrolling parents are responsible for payment of all school fees and After-School Care fees. Calvary Lutheran School will correspond only with the enrolling parent, parents, guardian, or guardians regarding these fees. In addition, the enrolling parent, parents, guardian, or guardians are responsible for prompt and regular student attendance and oversight of students' schoolwork.
6. Individuals listed on a student's Authorization to Share Student Information Form may request a conference with a classroom teacher about his or her child or children.

CURRICULUM

The curriculum consists of the recognized and standard courses taught in any reputable elementary and junior high school. These subjects are taught with the firm belief that "the fear of the Lord is the beginning of knowledge;" therefore, all instruction shall be founded upon the Word of God.

Kindergarten

Phonics/Reading Science	Bible Lessons Mathematics	History/Geography Art
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Elementary: Grades 1-6

Word of God Reading & Phonics Spelling Physical Education	Mathematics History/Geography Music Computer	Language Arts Handwriting Science Art
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Junior High: Grade 7-8

Word of God Pre-Algebra Algebra I Language Arts Literature Music History & Appreciation	Art: History & Technique U.S. History I U.S. History II Earth & Life Science	Catechism Spelling/Vocabulary Latin IA Latin IB Physical Education Technology
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GRADING SCALE

Calvary Lutheran School used the following grading scale.

100%	A+	79-82%	C	E	Excellent Work
95-99%	A	77-78%	C-	S	Satisfactory Work
93-94%	A-	75-76%	D+	N	Needs Improvement
91-92%	B+	72-74%	D	U	Unsatisfactory Work
87-90%	B	70-71%	D-		
85-86%	B-	0-69%	F		
83-84%	C+				

HOMEWORK

It is understood that the Christian student will want to do his or her school work to the best of his or her abilities, and to the glory of God (Colossians 3:17). This will necessitate the completion of assignments, unfinished during the school day, at home. There will naturally be a greater amount of work brought home for completion as a child progresses into the upper grades; however, teachers strive to give time each day for students to complete the majority of their work at school. Oral reading at home is essential in the lower grades and sustained silent reading is essential for all grades. Please talk to your child's teacher if you are concerned about the amount of work being brought home.

EDUCATIONAL REQUIREMENTS

1. High expectations are set for each student according to his/her God-given abilities. Each student can strive for excellence according to his/her own unique gifts. Student expectations include:
 - A. Actively participating in Word of God classes, completing assignments as required, applying God's Word to his/her life and showing interest in growing in knowledge of God's Word
 - B. Completing daily class work on time and according to ability
 - C. Meeting the requirements set by our pastors in preparation for confirmation
 - D. Completing work neatly and according to rules of Standard English
 - E. Displaying a respectful attitude toward self, classmates, and teachers
 - F. Cooperating with classmates in projects and class activities
 - G. Displaying a positive attitude toward school, work, and duties
 - H. Achieving passing grades according to his/her abilities
2. Promotion to grade levels 1-8 will be granted when:
 - A. A student has successfully completed the core course work for his/her grade level. Successful completion of core course work is defined as the following:
 - Attaining a cumulative average score of 70% or better in each of the core courses of instruction. Core courses are defined as: Reading, Language Arts, Mathematics, History/Geography, and Science

- Demonstrating satisfactory growth and work in spiritual studies i.e. Word of God and Catechism
- B. A student with special educational needs attaining cumulative average scores of at least 70% or demonstrating satisfactory academic growth in each of the core courses of instruction in relation to his or her individual educational plan.
3. If a child has not successfully met the requirements for promotion into grades 1-8, one or more of the following steps will be taken:
- A. Completion of summer tutoring and/or a summer school course of instruction.
- Summer tutoring and/or summer school courses must be approved by the classroom teacher, principal, and School Board.
 - The student must be reassessed by the classroom teacher prior to the beginning of the new school year to determine if summer progress has been satisfactory in meeting core course requirements.
 - The School Board will act upon the classroom teacher's reassessment and may recommend one or more of the following:
 1. Unconditional promotion to the next grade level
 2. Conditional promotion to the next grade level – conditions might include continued tutoring, outside instruction, etc.
 3. Retention in the current grade level
 4. Assessment to identify any possible special educational needs according to Calvary's Special Needs Policy
 5. The family will be encouraged to enroll their child in a school that will offer instruction better suited to the student's instructional level, learning styles, or educational needs.
- B. Retention in a grade level may also be recommended after thorough discussion and evaluation for the following reasons:
- Significant numbers of absences and consequently the missing of valuable class discussion, projects, and activities, resulting in a lack of growth in basic concepts and skills required for the next grade level
 - Immaturity or limited growth in social, emotional, or intellectual development that may require an additional year of development for the child to function at the next grade level
- C. Enrollment in another school may be recommended for the following reasons:
- Unsatisfactory work in relation to student ability continues to be done after faithful attempts have been made to help the student function at the present or next grade level
 - Social, emotional, and/or educational needs can be better served through resources outside Calvary Lutheran School
 - Disciplinary action leads to a recommendation for dismissal
4. School graduation will be held for 8th grade students who have successfully completed the required course of instruction. Diplomas will be given at a graduation service at the end of

the school year. In certain situations when work has not been completed satisfactorily and after due consideration, a Certificate of Attendance may be given rather than a diploma.

PARENT-SCHOOL COOPERATION

Calvary Lutheran School will make every effort to develop a close bond between the home and the school for the welfare of the children. To this end, we have adopted the following policies:

1. Calvary Lutheran School operates in order to assist parents in following the Lord's command to "bring [their children] up in the training and instruction of the Lord." We recognize that the Christian training of children is the primary responsibility of parents, and we know that home and school can best complement each other in each child's Christian training when both parents and teachers are active in their study and use of God's Word. In addition, parents and teachers complement each other properly when both parents and teachers are knowledgeable of and in agreement with the doctrines of the Scriptures. Therefore, all school parents are lovingly encouraged to complete our congregation's Adult Bible Information class during the school year of their first child's enrollment in Calvary Lutheran School. Additionally, all parents are lovingly encouraged to again complete the Adult Bible Information Class when their children enter seventh grade and are therefore receiving formal catechism instruction. These Bible courses are offered several times throughout a school year so that all parents may be able to participate.
2. We ask all to strive to follow the following guidelines:
 - A. If a parent has a concern, lovingly seek out the person involved. Do not discuss that concern with other parents, children, teachers, or people in the congregation in keeping with the 8th commandment.
 - B. When dealing with a teacher concern, remember the application of the 8th commandment. In a desire to work in love, we practice the following steps:
 1. Discuss concern: teacher-parent
 2. 2nd: teacher-parent-principal
 3. 3rd: teacher-parent-principal-pastor
 4. 4th: teacher-parent -principal-pastor-board member
 - C. Refrain from bringing up concerns at church services, Bible classes, or church fellowships. These are times to focus on nurturing faith.
 - D. Forgive as God has forgiven us.
 - E. All items above apply equally to parents and called workers.
3. Parents are expected to conduct themselves appropriately and respectfully in all communications with staff members. This requires using appropriate language and behaviors with staff, whether in person, in writing, or on the telephone. If inappropriate or disrespectful language or behavior occurs, individuals may be asked to leave the school, meeting, or discussion.
4. Parents are expected to support the teachers in the discipline of their children. All discipline must be in keeping with the principles set forth in Scripture, "Train up a child in the way he should go and when he is old he will not turn from it." (Proverbs 22:6.)

5. After the First Quarter and Third Quarter, a parent-teacher consultation period is scheduled with each family for the purpose of discussing and reviewing the children's progress in school. Conferences may be held at the request of parents and/or teachers at the end of each quarter or during the school year.
6. Parents will be kept informed of school activities through formal and informal communications sent by the school.

PARENTAL RESPONSIBILITIES

1. **SLEEP AND BREAKFAST:** It is essential that children receive adequate sleep. Studies indicate that school age children need in the area of 9-10 hours of sleep a night. In addition, a breakfast is essential to a child's health and to his or her ability to learn. Parents are to see that their children receive adequate sleep and that they have breakfast before school each day.
2. **LUNCHESES:** It is essential that children eat a nutritious lunch each school day. It is a parental responsibility to provide such a lunch as part of caring for children's physical needs. Parents will be contacted by phone if a child does not have a lunch. Students may bring small coolers or thermoses; however, a microwave is not available for student lunches. Hot lunch will be made available on select days during the school year.
3. **DRESS CODE:** It is the responsibility of parents to ensure that their children are dressed each day in keeping with Calvary's dress code.
4. **PERMISSION SLIPS:** Parents are expected to send a written explanation or speak with the classroom teacher in advance for the following:
 - A. If a child is not to participate at recess for health reasons
 - B. If a child may not participate in physical education for health reasons
 - C. If a child is to leave school during the course of a school day
 - D. If a child will be unable to participate in school activities such as singing, field trips, plays, etc.
5. **SUPERVISION:** Parents are responsible for supervision of their children prior to the opening of the school doors at 7:50 A.M. Children are not to be on the parking lot or playground.
6. **EXCUSES AND TARDIES:** Parents are expected to provide proper excuses to inform teachers for record keeping. These excuses may be communicated in written or oral form by parents. Note: If no written or oral excuse by a parent or guardian is provided for a student absence, the absence will be recorded as unexcused.
7. **CALLING TO EXCUSE YOUR CHILD IF ABSENT:** We ask parents to call school by 8:00 A.M. to inform us when a child is going to be absent. If a teacher notes an absence and has not received such a call, the teacher or school secretary will call the child's home.

8. **TRANSPORTATION:** We ask parents to call and notify the school office or a faculty member if they will not be at school by 3:30 P.M. Parents are to notify the school office or a faculty member if a driver not listed on a child's Safe to Release Form is going to be sent to pick up children.
9. **PERMISSION FORMS:** When permission forms for special events or field trips are sent home, parents are asked to return them promptly by the date indicated on the form.
10. **NEWSLETTER:** Parents are asked to carefully read each week's newsletter and use the Calvary FACTS App to stay informed regarding classroom and school events.

CLASSROOM SNACKS

Out of concern for student health/allergies and respect for parental decisions regarding student snacks and meals, students and families are not to bring snacks or food to school or on field trips to share with other students. Such items brought to school will not be served and will be returned to the home with the student. If desired, parents may recognize special events such as birthdays by giving items such as a class book, pencils, stickers, classroom supplies, etc. Parents are to coordinate such gifts with the classroom teacher prior to any special event.

In coordination with the classroom teacher, snacks or treats may be provided for special events during the school year such as a classroom party or school fun days. Parents are to be informed that special foods will be provided prior to such special events.

DAILY SCHEDULE

The school day begins at 8:15 A.M. The school doors will be unlocked at 7:50 A.M., and children are to arrive at school by 8:05 A.M. and in their classrooms by 8:15 A.M. Parents are not to leave their children unsupervised on the school grounds prior to 7:50 A.M. Parents arriving with students prior to 7:55 A.M are to remain with their children in their vehicle until the school doors open. Upon arriving at school, the children are to report to their classroom, review homework assignments, and prepare for the opening devotion.

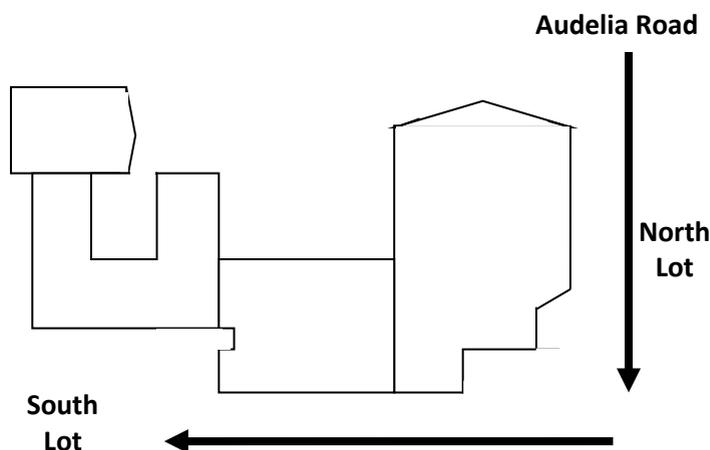
For security purposes, the school doors are locked at 8:15 A.M. Late arrivals are to ring the bell and wait to be admitted by the secretary or principal. Parents are to provide a written or oral explanation for tardiness at the time a student is admitted to the building. Parents are asked to pick up their children promptly at 3:15 P.M. If students are not registered for After-School Care and are not picked up by 3:30 P.M. they will be watched in the office while efforts are made to contact parents prior to being placed in After-School Care.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

Only one-way traffic through the parking lot is permitted for dropping off and picking up students in the mornings and after school. All vehicles must enter the parking lot from the Audelia Road entrance and exit the parking lot on Church Road.

In the morning, parents are to form a single-file line as they approach the school entrance, and are to allow students to exit the vehicle by the school entrance. If drivers need to enter the school, they are to park in the north or south parking lot after entering from Audelia Road and to escort their children carefully to the school entrance. Vehicles are not to be left unattended in the student drop-off lane.

In the afternoon, parents are to form a single-file line after entering the driveway from Audelia Road. The first vehicle in line is to stop near the school entrance. Students are only to move to their vehicles when given permission and are to enter the vehicle from the passenger side. Once a vehicle is ready to depart, the driver may carefully move into the left lane to slowly exit the driveway via Church Road. If drivers need to remain at school, they are to park in the north or south parking lot after entering from Audelia Road.



RELEASE OF CHILDREN

A Safe-to-Release Form must be completed by parents prior to the school year and is to be updated as necessary by parents during the course of the school year. This form provides a list of persons authorized to pick up the child. If an unauthorized person attempts to pick up the child, the parent will be contacted. If a parent cannot be reached, individuals on the emergency contact list will be notified. If the parent gives verbal consent for the unauthorized person to pick up the child, it is Calvary's policy to take a copy of the driver's license and have him or her sign the child out. If the parent does not give consent for the unauthorized person to pick up the child, the child will be held until an authorized adult arrives. This policy WILL be enforced to protect the child.

SCHOOL ZONE CELL PHONE USE

It is illegal in Texas to make calls with hand-held cell phones in active school zones. This includes our school parking lot during student drop-off and pick-up times.

STUDENT SAFETY AND SCHOOL VISITATION POLICY

Calvary Lutheran School's faculty and staff desire to provide a safe and secure learning environment for all students. In keeping with our desire to both welcome visitors and ensure

safety, we have implemented several safety procedures. At times, these procedures may be inconvenient for parents, staff, and students; however, we believe that the safety and security of students is well worth any inconvenience that may occur.

1. Supervision in the school begins at 7:50 A.M. Parents are not to leave children alone on school grounds before this time as there is no supervision of students.
2. School doors remain locked during the school day following arrival of students by 8:15 A.M.
3. After 8:15 A.M., all individuals entering the school are to enter through the main school doors. Visitors may use the buzzer at the door to alert staff of their presence.
4. From 8:15 A.M. – 3:30 P.M., all individuals entering the school building need to check in at the school office. Visitors who will be remaining in the building and going beyond the school office will need to sign in and wear an identification badge during their stay. Visitors will not be required to sign in and wear a visitor badge if they are:
 - A. Visiting the school office
 - B. Attending a school event during the school day
5. Students who need be excused early during the school day will only be dismissed from the school office. A secretary will call the student to the office, and the child is then to be signed out. Only enrolling parents and those identified on a child's Safe to Release Form will be allowed to remove a child from school during the school day. Identification will be required if the individual seeking to release a child is not known by the office staff. Upon returning to the school during the school day, students are to check in at the school office before proceeding to the classroom.
6. Parents or individuals bringing items to school for their child during the school day are to bring such items to the school office. The secretary will deliver the items to the child, or the child may be called to the school office to pick up the items.
7. If you wish to visit your child's classroom, please arrange the visit with the teacher by note or phone prior to the visitation so that the instructional program will not be interrupted. Although we welcome arranged parental visitations, there may be times when it is in the best interests of students and our educational program to limit the duration and frequency of visits.

School Office Hours:	7:50 A.M. – 3:55 P.M.
After School Care:	3:30 P.M. – 5:30 P.M.

8. Should the school ever need to be evacuated during school hours, students will be evacuated to Audelia Branch Library at 10045 Audelia Road, 214-670-1350.

ATTENDANCE POLICIES

1. State law requires that all children between the ages of 6-18 are to attend school regularly during the full period of hours that the school is in session. Our school year includes 177 days. Each day runs from 8:15 A.M. until 3:15 P.M. A child must be in school five or more hours in order to receive credit for a full day's attendance. Partial attendance is noted as follows:

1.0 day's attendance	Equal to or greater than 6 hours
0.75 day's attendance	Equal to or greater than 4 hours and less than 6 hours
0.50 day's attendance	Equal to or greater than 3 hours and less than 4 hours
0.25 day's attendance	Equal to or greater than 1 hour and less than 3 hours
0.0 day's attendance	Less than 1 hour

Parents are to call the school office to notify the classroom teacher by 8:00 A.M. if a child is absent. If parents do not contact the school, the parent will be contacted by the school secretary or classroom teacher to verify absence.

A child is to be present for 90% of the days in a quarter in order to receive credit for courses. In extenuating circumstances such as illness, injury, etc., the principal and/or School Board may make an exception in conjunction with the classroom teacher.

2. EXCUSED ABSENCES: Absences that are excused include the following:
 - A. Illness
 - B. Disabling injury
 - C. Funeral in the family – Notify teacher prior to absence
 - D. Medical or dental services which cannot be arranged outside of school hours – Notify teacher prior to absence
 - E. Family vacations:
 - provided that the teacher is notified of the planned absences in advance and arrangements satisfactory to the classroom teacher are made to complete student work
 - provided that in the view of the principal vacations are not taken repetitively with little regard to classroom instruction
 - F. Unexpected circumstances which make it impossible for the child to get to school. If it should be determined that the student need not have missed more than a part of a school day, that part shall be considered unexcused.
3. UNEXCUSED ABSENCES: These are absences for which the qualifications under the previous description have not been met. Such absences will be recorded by the teacher in the permanent attendance record as unexcused. Note: If no written or oral excuse by a parent or guardian is provided for a student absence, the absence will be recorded as unexcused.

4. **TRUANCY:** Truancy is any absence of one or more days from school without cause. Every teacher is required by state law to keep records of truanancies and report each case to the principal. Legal authorities may be contacted regarding a child's truancy.
5. **TARDINESS:** If a child is not in the school building by 8:15 A.M., he/she will be marked tardy. Tardiness will be recorded on students' permanent records. An excuse for morning tardiness is required in written or oral form at the time the student enters the school.

School doors are locked at 8:15 A.M. for security, and late arrivals must ring the bell and wait to be admitted by the secretary or principal. After admittance, students are to wait in the office until 8:30 A.M. so as to limit classroom disruption during devotion.

Five tardies within a quarter will result in a parental consultation with the teacher and/or principal, and the School Board will be notified. An excess of five tardies in a quarter may result in detention, student dismissal, or re-enrollment being declined.

EXCUSED TARDIES: A student will receive an excused tardy if:

- A. Unusual traffic conditions caused a delay (accident, road closure, etc. - especially applies to those traveling long distances)
 - B. Unusual weather conditions caused a delay (especially applies to those traveling long distances)
 - C. There are unique or extenuating circumstances as determined by the principal
 - D. Notification of any of the above criteria is made promptly as required upon entrance into the school.
6. **ADDRESSING FREQUENT ABSENCES**
 - A. 10 Full Absences
 - Teacher contact with parents/guardians
 - Principal letter to parents/guardians
 - B. 15 Full Absences
 - Teacher contact with parents/guardians
 - School Board review of absences
 - School Board letter to parents/guardians
 - Possible disciplinary action or dismissal
 - C. 20 Full Absences
 - Parent/Guardian meeting with teacher, principal, and School Board representative
 - Possible disciplinary action including retention, summer school, or dismissal
 - D. 25 Full Absences
 - Truancy office may be contacted and supplied with history of actions to date
 - Possible disciplinary action including dismissal or retention

CHURCH ATTENDANCE

"I rejoiced with those who said to me, 'Let us go to the house of the Lord.'" (Psalm 122:1). Every Christian desires to be in God's house at every opportunity and the children of our school are

naturally encouraged to be there. All parents will want to join their children in regular church attendance. We encourage families to sit and worship together in church.

Church attendance is taken in the classroom for worship services as one means of assessing a family's spiritual health. At the end of each quarter, parents will receive information regarding their child's church and Sunday School attendance during the quarter. We encourage all our school families to join in worship each week at Calvary or their home congregation.

The various classroom choirs will sing regularly in our church services. In addition, children will have the opportunity to sing at sister congregations at various times during the school year. All children who are members of Calvary as well as children enrolled from our community are expected to be in attendance when their class is scheduled to sing. Children from our sister-congregations are invited and are welcome to join us for singing at Calvary, but we understand that at such times our sister-congregation families may choose to attend worship services at their home church. Singing dates can be found on the school calendar. Parents are to notify the classroom teacher in advance if their child will not be able to sing on a given date.

STUDENT DRESS AND APPEARANCE

The appearance and dress of students should positively reflect respect for themselves, for others, for their Savior, and for their school. Student dress and grooming are a reflection of student attitudes towards school and learning. Student dress and appearance should promote a learning atmosphere that is free from distraction while reflecting the importance of the daily task of education. There is a relationship between the neatness of a person and the appearance of academic work. We believe that good grooming and attire enhance the pride students have in themselves and in their school as well as providing a positive witness to our community.

MONDAY - TUESDAY - THURSDAY - FRIDAY

Tops – Solid-Colored

- Collared Polo –Solid White, Red, Navy or Light Blue – fitted, clean, neither tattered nor torn
- Button Down Collared Shirt – Solid White, Red, Navy or Light Blue – fitted, clean, neither tattered nor torn

Bottoms – Solid-Colored

- Girls: Khaki/Navy – Shorts, Pants, Skirts, Skorts, Jumpers – fitted, clean, neither tattered nor torn
 - Shorts, skirts, skorts, jumpers are to extend to finger tips when arms are against sides.
 - Pants, capris, shorts, skirts, skorts, and jumpers must be properly fitted and worn at the waist
- Boys: Khaki/Navy – Pants or Shorts – fitted, clean, neither tattered or torn
 - Shorts are to extend to finger tips when arms are against sides.
 - Pants and shorts must be properly fitted and worn at the waist

Outerwear in Classrooms

- The only clothing that may be worn over a polo or button-down collared shirt within classrooms:
 - Solid white, red, navy, or light blue, sweatshirt, jacket, or cardigan that has a Calvary logo, no logo or advertising, or a simple logo not to exceed 2" x 2" without further imagery or advertising.
 - Calvary Knights spirit wear sweatshirt or jacket purchased from the school office.

WEDNESDAY - DESIGNATED DAYS - DESIGNATED FIELD TRIPS

Boys

- Calvary Logo - Polo or Dress Shirt – Available from Land's End
- Khaki or Navy Shorts or Pants

Girls

- Calvary Logo - Polo or Dress Shirt – Available from Land's End
- Khaki or Navy pants, capris, shorts, skirts, skorts, jumpers

SPIRIT WEAR FRIDAYS - OPTIONAL – MAY WEAR STANDARD UNIFORMS

Tops

- Calvary Knights spirit shirts purchased from the school office may be worn on spirit Fridays.

Bottoms

- Clean, well fitting, jeans or jean shorts in good condition may be worn in place of uniform bottoms.
- No athletic bottoms, leggings, or jeggings are allowed.

SPECIAL NOTES

- **Tops**
 - Must fully cover the shoulder and have short or long sleeves
 - Tops that fall below the fingertips, have tails, or do not have a flat bottom hem are to be tucked
 - Midriff and back may not be exposed
 - Tops are to have a modest neckline and be modestly fastened
 - No straps or undergarments are to be visible.
 - Long sleeve tops may be worn underneath standard uniform tops as long as they are **solid** black, navy, red, white, gray, or light blue in color.
- **Bottoms**
 - Pants, shorts, skirts, and skorts must be properly fitted and worn at the waist.
 - Shorts and pants are to be properly hemmed or cuffed.
 - Cut-offs and boxer shorts are not permitted.
 - Clothing is not to be excessively large, worn, or longer than the heel.
 - Tight-fitting shorts or pants are not permitted.

- Jeans are not permitted unless authorized for Spirit Friday or special days.
- Leggings, tights, or yoga style pants may be worn under uniform shorts, skirts, and skorts as long as they are **solid** black, navy, red, white, gray, or light blue in color.
- **Shoes & Socks**
 - Students are to wear shoes that fully enclose and protect the toes and heel.
 - Socks are required and are not to be a distraction in the learning environment.
 - Sandals, backless shoes, and “wheelies” of any type are not permitted.
- **Hair**
 - Hair must be neat, clean, well-groomed, and trimmed to keep hair out of the eyes.
 - No extreme cuts, sculpted designs, styles, or colors that bring undue attention or create a distraction in the learning environment.
- **Other**
 - No images, advertising, or words on tops or bottoms of clothing – manufacturers’ logos are not to exceed 2”x 2”.
 - Tattoos, decals, pencil, or pen markings on the body are not permitted.
 - Chains and pocket chains are not allowed.
 - Sunglasses, head coverings, caps, and hats may only be worn outdoors.
 - Body piercing other than earrings are not permitted.
 - In grades 7-8, girls may wear makeup if it is applied at home under approval of parents and is used in moderation so that it does not cause a distraction in the learning environment.

Should a student’s dress or grooming not meet established school standards, the parents will receive a FACTS notification and a School Dress Code Notice to be signed and return on the next school day. If a child’s clothing is a distraction in the learning environment, the child may be given alternate clothing to wear for the day, or parents may be contacted to bring clothing that complies with our dress code. Three School Dress Code Notices in a quarter will result in a student detention.

Calvary Spirit Days will be held each Friday of the school year.

STUDENT DISCIPLINE

While retaining primary jurisdiction, the parents accept the interpretation of the divine command "Honor your father and mother" which states that the teacher is regarded as the God-appointed guardian while their child is in his/her care. This implies that the child is to obey and respect his teacher the same as he would his or her parents. This also implies respect to the other teachers and teacher assistants. Special problems of a disciplinary nature will be handled on a private basis in keeping with the instruction given to us in Matthew 18. Please review our School Discipline Policy:

I. Why we discipline

A. To follow the will of the Lord

1. "For I told him (Eli) that I would judge his family forever because of the sin he knew about; his sons made themselves contemptible and he failed to restrain them." (I Samuel 3:13)
2. "Discipline your son, for in that there is hope; do not be a willing party to (eternal) death." (Proverbs 19:8)
3. The corrections of discipline are the way to life." (Proverbs 6:23)
4. "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:11)
5. "He who spares the rod hates his son, but he who loves him is careful to discipline him." (Proverbs 13:24)

B. To lead a child to repentance and to receive God's assurance of forgiveness

C. To maintain an atmosphere conducive to learning in the classroom

II. How we discipline

A. By counseling with God's Word

1. "Preach the word . . . correct, rebuke, and encourage with great patience and instruction." (II Timothy 4:2)
2. "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord." (Ephesians 6:4)

B. By following a progression of discipline.

1. Establishing the rules for the classroom and school:
 - A. After arrival, students must remain in the classroom until school starts unless given permission by a teacher.
 - B. Students listen and follow directions.
 - C. Students complete all assignments neatly and on time.
 - D. Students raise their hand for permission to talk before speaking except when given general permission for group discussion.
 - E. Students remain at their desk unless they have permission to leave.
 - F. Students keep hands, feet, and objects to themselves.
 - G. Students keep rooms and desks neat.
 - H. Students do not chew gum at school.
 - I. Students do not throw objects within the classroom or school.
 - J. Students are to refrain from talking and move quietly in hallways.
 - K. Students do not run in the hallways.
 - L. Students do not violate any safety rule.
2. Provide silent reminder to student to correct minor misbehavior (e.g. a look, stand by student's desk, motion with hand for student to desist, be seated, etc.)

3. Orally offer specific directive to correct minor misbehavior (e.g. “please stop talking”, “be seated”, “return to your work”, etc.)
4. Admonish for unacceptable behavior. The following behaviors will be corrected with loving admonishment and result in parental contact. They will likely result in further disciplinary action such as a detention:
 - A. Leaving the classroom, school building or grounds without permission
 - B. Stealing
 - C. Cheating
 - D. Physically harming or verbally threatening or abusing others
 - E. Fighting
 - F. Misuse of God’s name and/or vulgar language or gestures
 - G. Being disrespectful to an adult
 - H. Sleeping during class
 - I. Willful damage to property
 - J. Continuing in repeated minor misbehavior

Detention: If your child is given a detention as a consequence for misbehavior, you will receive a notice as close as possible to the day of the incident. If your child is to serve a detention as a consequence for misbehavior, he or she will serve detention on the following school day from 3:30 until 4:00 P.M., or upon a date established by the classroom teacher or principal. Up to three disciplinary detentions may be given during a semester before more serious discipline is administered.

Suspension: A suspension is being sent home from school for a day or a number of days in keeping with the nature and the seriousness of the offense. An in-school suspension (removal from class for the time of suspension) may also be given at the discretion of the principal. After three disciplinary detentions in one semester, a suspension will be given for subsequent disciplinary offenses. The student’s teacher will provide assignments for the duration of the suspension period. The student will be expected to have assignments satisfactorily completed at the end of the suspension period. All suspensions will be announced to the School Board.

Dismissal: The School Board has the authority to dismiss a child from school. It is the desire of the faculty and School Board to resolve disciplinary issues through the steps of Christian discipline outlined in this policy. However, even one offense may warrant a recommendation for dismissal. (e.g. willfully threatening or hurting another; open defiance to a teacher or adult; possession of a controlled substance; weapon possession, etc.)

STUDENT PROGRESS AND FACTS SIS

Calvary Lutheran School uses *FACTS SIS* as its administrative and gradebook software package. *FACTS SIS* and our School App allow parents of grade 1-8 students to check pupil progress online at any time. Parents will be provided information to access *FACTS* and utilize our School App. Teachers always appreciate parental input as to factors that may affect student learning and or behavior

Report cards are issued at the end of each quarter. It is important that the report cards are carefully evaluated and then discussed with your children. Consult the school calendar for the dates on which report cards will be issued.

Parent-teacher consultations are held after the first quarter and third quarters. Conferences are held as needed or desired in subsequent quarters. Both parents are asked to attend the conferences if possible. Parents should feel free to make appointments with the teacher for consultation at any time during the school year. When requesting an appointment, please clearly state the matters you desire to discuss to allow proper teacher preparation.

Standardized tests are administered each year to assist in determining student and curricular strengths and weaknesses in grades 3-8.

CHAPEL AND OFFERINGS

Mission projects are chosen for study throughout the year. The children can better carry out God's command of preaching the Gospel when they are aware of the work done both in world and home missions by our synod. This mission program serves also to stimulate and guide the children in the grace of Christian giving.

Each week a chapel service will be held in the church and parents are invited to attend. At this time, the children will be given an opportunity to bring their thank offerings to the Lord for the purpose of supporting the mission work of the WELS. Special envelopes will be provided the children for this purpose.

SCHOOL ASSISTANTS

Calvary and its sister congregations are blessed with capable members who are willing to assist in the educational program of our school. They serve in the capacity of volunteer School Assistants and will help your children with class work, enrichment activities, and individual academic matters.

FIELD TRIPS

Field trips may be planned during the course of the year to enrich the educational experiences of the children. Parents are responsible for field trip costs. All children are expected to participate in these activities as they are an integral part of our educational program. Each student is to obtain parental approval via a signed permission slip for each activity. Notices and itinerary will be sent home prior to the field trip. Special dress for field trips may be specified depending upon the location and occasion of the field trip.

SCHOOL CLOSINGS:

Delayed openings or closings will be posted at: www.calvarydallas.org/school.

School delays or closings will also be announced on KXAS Channel 5 and KRLD 1080. In addition, parents will receive a text notification from Calvary. In the event of adverse weather, parents are also advised to carefully review weather conditions in their local area before driving to school even if school will not be closed or delayed. If more than two school days are missed due to closure, days may be made up by canceling the following holidays as needed: Presidents Day, Memorial Day.

If inclement weather causes an early closing, parents will be notified so that the child may be picked up as soon as possible. If a parent is unable to pick the child up early, the parent must make special arrangements for the child and inform the staff of these arrangements.

SCHOOL PICTURES

An approved photographer will take individual pictures of students during the school year. Parents will be notified of the date and costs prior to the appointed date.

CARE OF PROPERTY

We all take pride in our school. Everyone can help keep it that way by keeping the classrooms and lavatories clean and orderly, and by cleaning their shoes thoroughly in the entrances. To assist in the maintenance of the school, students will be asked to share in the school cleaning at the end of each day.

PHONE AND ELECTONIC DEVICE USE

Students need a teacher's permission to use the school phone. Only emergency or important school-related calls will be allowed. Parents are strongly encouraged not to allow students to bring cell phones to school. If a student brings a cell phone to school, it is to be turned off and secured by the classroom teacher during the school day. Students are not allowed to use cell-phones or pagers from 7:50 A.M. to 3:30 P.M. or during After-School Care hours unless authorized by a teacher or After-School Care provider. Unauthorized display or use of a cell phone will result in confiscation of the phone and possible further disciplinary action.

Parents are asked to refrain from calling students at school by making all transportation and after-school arrangements at home. If you need to contact your child during the school day, please call from 12:00 – 12:20 PM during the lunch period. If unable to call at this time, you may leave a message with the secretary and your child will return your call when not in class. Children will not be removed from class for a phone call unless it is an emergency.

Children are not allowed to use electronic devices such as MP3 players, iPods, or video game players at school during school or after-school care hours. Parents are strongly encouraged not to allow students to bring such devices to school.

SOCIAL MEDIA

The use of social media, such as *Facebook* and *Twitter*, by students during school hours is prohibited unless under supervision of a teacher for educational purposes. Calvary teachers are prohibited from “friending” students enrolled at Calvary Lutheran School. In the event of an electronic communication between a teacher and a student (i.e. texting, e-mail), the teacher is required to copy the message to the parent.

Parents should closely monitor any social media used by their child. Should a student or parent post inappropriate comments about Calvary Lutheran School or its faculty, school disciplinary action may be taken. Should a student post inappropriate or derogatory comments about another Calvary student or family, parents will be directed to discuss the situation with their child and the victim’s family, and disciplinary action may be taken.

HOME-SCHOOLING POLICY

Recognizing the blessing of a Lutheran elementary school in our midst and encouraging the members of our congregation to partake of this blessing, Calvary Lutheran’s Board of Education also recognizes that Christian parents may for personal reasons choose to home-school their children. In an effort to promote Christian harmony and cooperation, Calvary Lutheran Church and School recognizes home-schools as sister schools as long as they meet the following criterion:

- Children are primarily instructed by parents or other instructors in fellowship with the WELS
- Children are daily trained in the Word of God in its truth and purity as accepted by the WELS
- The home-school maintains a level of academic training in keeping with state requirements

In recognizing a home-school as a sister school, it receives all the privileges and responsibilities which Calvary Lutheran School accords to other WELS schools. As a sister-school, a home-school will receive appropriate correspondence and consideration as is appropriate in its standing as a sister WELS school. As is the practice when participating with other WELS schools in field trips, athletics, or other mutual activities, a home-school parent or the home-school parents are expected to accompany and supervise their children for any joint activities.

In the event that a sister home-school should choose to enroll its children in Calvary Lutheran School, the children’s academic progress and standing will be evaluated by the faculty of Calvary Lutheran School in order to determine proper grade placement.

SCHOOL BOARD PETITION POLICY

Since Calvary’s School Board desires to operate in good Christian order and to be receptive to input from school families and members of Calvary and sister congregations, the following guidelines have been established:

1. In accordance with Matthew 18, if you have a concern with an individual, we ask you to first speak lovingly to this individual privately. The process for speaking dealing with faculty members is as follows:
 - Lovingly speak to the individual classroom teacher until the issue is resolved, if you feel that the issue have not been adequately resolved,
 - Lovingly speak to the principal until the issue is resolved, if you feel that the issue has not been resolved,
 - Lovingly speak to a member of the School Board or to the chairman of the School Board.
 - Lovingly speak to the pastoral advisor for educational agencies of the congregation.

2. If you desire to address the School Board in regards to offering ideas or sharing policy concerns, follow these steps for good order:
 - Speak to a member of the School Board or to the chairman of the School Board and allow him to be your conduit to the Board, or
 - Request a meeting with a committee of the School Board that will serve as your conduit to the Board of Education, or
 - If you wish to address the School Board directly, share your specific agenda items with the School Board chairman and request agenda time at a School Board meeting.

It is the School Board's sincere desire to operate lovingly and in good order as we work to assist parents in training children to be faithful servants of the Lord both here on earth and for an eternity in heaven.

CLOSING REMARKS

Our Lord tenderly invites us, "Come, my children, listen to me; I will teach you the fear of the Lord" (Psalm 34:11). During the hours in which your children are in our school, we shall make an earnest attempt to teach them the fear of the Lord. As God's called representatives, we shall open the Scriptures to them and teach all subjects from a Scriptural viewpoint so that they will stand in awe of a powerful, yet loving and merciful God.

It is our intent to work closely with you, the parents, in training your child in the way he should go (Proverbs 22:6). As God's representatives, you are ultimately responsible for your child's spiritual, emotional, academic and physical development (Ephesians 6:4). We shall endeavor to direct that development so that your child will glorify God in everything he does (I Corinthians 10:31).

By making God's Word our daily guide, we, as parents and teachers, can together with our children praise and glorify God now and in eternity. May God continue to bestow His bountiful blessings upon our school family.

WHAT WE BELIEVE

Calvary Lutheran Church is a member congregation of the South Central District of the Wisconsin Evangelical Lutheran Synod. The following is a statement of what we believe.

We believe in the triune God, Father, Son and Holy Spirit.

We believe in God the Father who has made all things that are, both seen and unseen. (Genesis 1:1-31; 2:1-2).

We believe in Christ Jesus, his only Son, our Lord, true God who came to earth, born of Mary, a virgin birth, to be our Savior. Jesus, our Savior, was crucified for us and for our sins. He died and then in power rose again, ascended into heaven and reigns there for us. He will come back, as he promised, to judge the living and the dead (John 3:16, John 1:14, Isaiah 9:6, 1 John 1:7, Galatians 4:4-5, Mark 10:45, 2 Timothy 1:10). Jesus promised he will be with us always, to the end of the world (Matthew 28:20).

We believe in God the Holy Spirit who gives life, who builds his church of believers with power through his word, who are the communion of saints (Ephesians 2: 8-9, 1 Corinthians 12:3, 1 Corinthians 3:16, Matthew 28:19, Titus 3:5, 1 Peter 4:14).

Our teaching is based on the Bible, not human opinion or philosophy. We believe that God has given the Bible to mankind to show the way to eternal salvation through Jesus Christ, and that the Bible is God's truth in all its parts. It is the only reliable guide we have for everything we face in life and death.

For more information, please visit: <https://wels.net/about-wels/what-we-believe/>