



Mt. Calvary-Grace Lutheran School Parent-Student Handbook



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Your source for:

- Current School Communication
- Calendars, Lunch Menus, Weekly Newsletter
- Classroom Activities & Information
- Athletics, Special Events & Church Information



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In the name of our Savior, Jesus Christ, welcome to Mt. Calvary-Grace Lutheran School!

Mission Statement

Our Mission is to provide a Christ-centered education, which supports families in their Christian responsibility to teach their children about Jesus Christ, the only Savior.

Our Beliefs

"The fear of the Lord is the beginning of wisdom." Psalm 111:10

God clearly tells us in Deuteronomy 6:6-7, "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." Again God says in Ephesians 6:4, "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."

We believe, teach, and confess that all people are sinful. God, through his grace, love, and mercy, sent his only Son, Jesus Christ, to suffer, die, and rise from the dead to set all people free from their sin. The grace and forgiveness of sins Jesus won for us is freely given through the Means of Grace - the Gospel in Word (the Bible) and Sacraments (Baptism and Holy Communion). The account of our salvation is recorded in the Holy Bible, which contains absolutely no errors.

Mt. Calvary-Grace Lutheran School is an educational ministry of Mt. Calvary and Grace Evangelical Lutheran Churches--both members of the Wisconsin Evangelical Lutheran Synod (WELS). We share a common faith and a common purpose.

Our Goals

With the guidance of the Holy Spirit, we at Mt. Calvary-Grace Lutheran School strive to:

- † **Proclaim, teach, and apply** faithfully the Word of God in all courses of instruction and in all other dealings with students and their families, in keeping with the Holy Scriptures;
- † **Promote** spiritual growth and faithful Christian discipleship among all members of our school family, to prepare them for a life of service to the Lord;
- † **Provide** a quality academic curriculum in religion, language, social studies, mathematics, science, and the arts, in order to prepare students for continuing their education;
- † **Enable** all students to develop their God-given talents by providing them a range of opportunities in the areas of Christian worship, music, athletics, and drama;
- † **Deal** lovingly and evangelically with each student as a redeemed child of God, offering encouragement and loving Christian discipline;
- † **Regard** seriously the trust that families have placed in the school, and to deal with all of our students in a way that reflects our role as caretakers and parental representatives;
- † **Exceed** guidelines provided by the WELS and the State of Wisconsin.

Our educational programs, guided by the Word of God, offer some of the finest quality education that will help your child develop to his or her fullest God-given potential. Your child is considered a blessing from God, sinner yet saint, surrounded by a Christian atmosphere that will lead to the development of strong Christian values and character.

Coming to School

Enrollment

Mt. Calvary-Grace Lutheran School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarships, loan programs, and athletic and other school-administered programs.

Children must be at least 3 years old by September 1 to be eligible for 3-year-old preschool, 4 years old by September 1 to be eligible for 4-year-old preschool, and 5 years old by September 1 to be eligible for Kindergarten. Students entering 5th grade are required to have a physical examination.

During a pandemic, Mt. Calvary-Grace Lutheran School reserves the right to limit class sizes in order to maintain a safe learning environment for students and staff.

Special Needs

It is necessary for parents of children with special needs to meet with the principal before enrollment.

Members of Mt. Calvary Evangelical or Grace Evangelical Lutheran Churches

These members may enroll their children provided they are members in good standing. Enrollment of transfer students is subject to approval by the principal and Board of Education.

Members of Other WELS Congregations

Members of other WELS congregations may enroll their children with a letter from their pastor stating they are members in good standing. Mid-year transfers are subject to approval by the principal and Board of Education.

Those Not Members of the Wisconsin Evangelical Lutheran Synod (WELS)

Parents who are not members of a Wisconsin Evangelical Lutheran Synod (WELS) congregation, but wish to enroll their child in our school, will complete an enrollment application before acceptance. All information on this form is considered confidential.

Non-member parents have the following options to consider regarding the enrollment of their children:

Option 1 - Attend and complete the Basic Lutheran Teaching classes, but choose to remain non-members.

Option 2 - Attend and complete the Basic Lutheran Teaching classes. At the conclusion of the course, request communicant membership into Mt. Calvary or Grace, which would involve taking the Bible Information Course.

Regardless of whether parents join our churches or not, attendance and completion of our Basic Lutheran Teaching classes is required. This course explains the doctrines of our churches and school and is taught by one of our Pastors. MOre information about this class will be provided to families at the beginning of the school year.

Fees

Mt. Calvary-Grace is supported, in part, by the fees of the members of Mt. Calvary and Grace, and the fee payments of non-members. A much larger portion of our support comes from the regular offerings members of our two congregations give. Since these offerings must be received with regularity in order for our school to continue to operate, it is important that parents assume their responsibility in this matter.

Our registration fees cover only a small portion of the total cost of educating each student. *The average cost of educating one child at Mt. Calvary-Grace is approximately \$7,300 so we rely heavily on the generosity of God's people.*

Limited financial assistance (up to \$400 per student) may be available for families needing help. We don't want any family to be unable to receive Christian education because of financial obstacles. Please speak with your pastor or the School Board Financial Chairman for more information.

Home Visits

Teachers will meet with students who are new to MCG or to the teacher at the request of the family or teacher. **Any family wishing to have a home visit may request one at any time.**

Attendance & Excuses

Daily Attendance

Christian stewardship of time and talents is an important part of Christian education. We teach the faithful use of students' time and talents. Missing school deprives your child of these opportunities. Even if work is later made up, your child has lost the benefit of first-hand classroom discussion and activity. It is to your child's advantage to regularly attend all classes each day and to apply learning diligently. Wisconsin law also requires all school children to be in school every day.

When a child is absent, parents are to call 608-784-8223 (school office) or email (secretary@mcglutheran.org) between 7:25 a.m. and 7:50 a.m., stating the reason for the absence. Once you call school, there is no further need to send a written note to school regarding your child's absence. Examples of excused absences include student illness, serious illness or death in the immediate family, or medical and dental appointments. Examples of unexcused absences include truancy (leaving school during the school day without permission, skipping an individual class, shopping, hair appointments, photo appointments, etc.) or failure to notify the school of an absence with an appropriate reason.

For your child's sake, schedule medical and dental appointments for non-school hours or days as much as possible. Students arriving late must bring a written excuse or parents must call. (This does not apply if a bus is late.) A meeting with parents will be scheduled for students arriving consistently late.

Any make-up work due to an absence is the responsibility of the student and parents. Work must be turned in within a reasonable amount of time for credit.

Absence from school (excused or unexcused) on the day of an extracurricular activity disqualifies the student from participating in the activity for that day. Exceptions may be reviewed by the principal and/or athletic director.

In-school suspensions or out-of-school suspensions are recorded as unexcused absences. The student is required to make-up all missed work.

Worship Service Attendance

Our God tells us to, "Remember the Sabbath day by keeping it holy." Martin Luther said, "We should fear and love God that we do not despise preaching and his Word, but regard it as holy, and gladly hear and learn it." The writer to the Hebrews says, "Let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another--and all the more as you see the Day approaching." (Hebrews 10:24-25) Again, St. Paul reminds us to "Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns, and spiritual songs with gratitude in your hearts to

God.” (Colossians 3:16) As Christians, we confess God's Word to be the most important guide for our lives. Our need for regular worship service attendance is further enhanced when we view the calling we have received to be Christian parents. The examples we set in our personal lives are a testimony to our children. We have a responsibility to provide God's Word, which will nurture and strengthen the faith of each child.

The mission of our school is "to provide a Christ-centered education, which supports families in their Christian responsibility to teach their children about Jesus Christ, the only Savior." We cannot assist you in nurturing your children if they are not present in church regularly each week.

Out of Christian love and concern for spiritual growth, our teachers will encourage faithful and regular worship service attendance. We will keep a written record of the worship service attendance of each child and will include the record on their report card and in the cumulative record. We will discuss unfaithful worship service attendance with the student and parents in an effort to assist the family. We will also relay unfaithful attendance information to the pastor of the family. Parents who are members of Mt. Calvary or Grace congregations, yet lack faithful, regular worship service attendance, fail to demonstrate a responsibility and commitment to their congregation and their Lord.

Our School & Congregations

Mt. Calvary-Grace Lutheran School Board

The Mt. Calvary-Grace School Board is the governing body of the school. The School Board has control over all school operations. The Board consists of three voting members from Mt. Calvary Church and two voting members from Grace Church. One pastor from each congregation and the school principal serve as advisory members. One additional congregational representative (elected by his congregation) from each congregation may serve as an advisory member.

The principal represents the faculty of the school at all meetings. The School Board establishes an annual operating budget for the school. The budget requires the approval of each congregation before it is adopted. Operational expenses are shared by each congregation based on a mutually agreed upon formula. The meetings of the Board are open meetings; however, individuals who wish to attend need to inform the Board Chair in advance of the meeting, expressing their intention of attending.

Individuals wishing to address the Board must make a request from the Chair at least 24 hours before the meeting.

Current Board members are listed in the school directory and can be contacted through the school office.

Our Curriculum & Instruction

As a Lutheran school, our goal is to proclaim, teach, and apply faithfully the Word of God in all courses of instruction in keeping with the Holy Scriptures. In doing so, we strive to meet or exceed guidelines provided by the State of Wisconsin and the Wisconsin Evangelical Lutheran Synod by delivering a quality academic curriculum.

Word of God/Religion (Christ-Light, Catechism, Confirmation)

- Realize God's forgiveness is for all people, and he or she is a redeemed son or daughter of the Savior.
- Understand the importance of daily study and application of God's Word.
- Be motivated to spread the news of salvation because of the Savior's love for them.

Language Arts (reading, writing, listening, speaking)

- Read the Scriptures for inspiration, edification, and instruction.
- Develop and reinforce skills in effective listening, speaking, reading, and writing.
- Evaluate what is communicated in the world according to God's Word.
- Communicate to spread God's Word and serve others.

Social Studies (history, geography, social sciences, civics)

- Grow to be a productive citizen with a positive influence in the community--the "salt of the earth" and the "light of the world." (Matthew 5:13-16)
- Respect our government and be thankful for our country's blessings.
- Identify a "world-view," that he or she may better understand God's guiding hand in the world, and better function in their home, community, and nation.
- Analyze the blessings showered on the world by the grace of God and therefore be filled with a greater desire to thank and praise, serve and obey our God.
- Evaluate other cultures throughout the world by the standards of God's Word.
- Realize the need to spread the Gospel to the whole world.

Mathematics & Algebra

- Recognize the order of God's creation through the theories of mathematics.
- Develop problem-solving strategies and concepts by using manipulatives, visuals, and print.
- Gain a broad perspective of mathematics content, structure, and the interrelationships among the various mathematical areas.
- Become competent in the use of technological tools for thinking and learning.

Science & Health

- Accept in faith the Biblical account of heaven and earth.
- Appreciate the beauty and wonder of God's creation.
- Learn to appreciate and conserve the natural resources God has given us.

Technology

- Demonstrate understanding of safe, ethical online behavior.
- Use proper typing technique with efficiency and accuracy without looking at the keyboard.
- Research, create, publish and present documents and projects related to content areas using a variety of tools.

Fine Arts

- Develop God-given talents to express thoughts, feelings, and faith through the arts.
- Learn to appreciate the beauty of music, drama, and visual arts.
- Use talents and skills in the fine arts as opportunities for expressing faith and joy.

Physical Education

- Learn to appreciate and value life as a gift of God.
- Treat their bodies as temples of the Holy Spirit.
- Receive physical benefits by active participation in physical education programs.

All is done with the end goal of preparing students as disciples of Jesus Christ in this life and in the life to come. In order to keep our instruction consistently Christ-centered and as current as possible, our staff holds regular meetings and staff development sessions, and attends professional conferences, seminars, and continuing education courses.

Children's Choirs

Our children have opportunities to express their faith in song at worship services on a regular basis. All students will participate in choir. A schedule of singing dates is sent home with the children near the

beginning of the school year. **As members of these choirs, children are expected to be present when their choir sings. A written excuse is expected from parents of absent students.** It is important that children dress appropriately when they come to church. Clothes with labels are a large part of our society, but are often inappropriate in worship settings. Since clothing with words and/or pictures displayed on them often distract from the worship service, we would appreciate it if you would not allow your child to wear them when they participate in choir.

Field Trips (Class Trips)

Our teachers and School Board recognize the educational value of field trips and approve these activities as a significant supplement to regular classroom instruction. A field trip (class trip) is defined as a learning experience in which students leave school for a specific amount of time under the direction of school personnel. Field trips provide meaningful and valuable learning opportunities. All field trips are of an educational scope and are considered an extension of regular classroom study or an approved school program (with the exception of a possible eighth grade trip).

The Universal Permission Form will be sent home in advance of all field trips. This form must be signed by a parent or guardian and returned to the school with payment prior to the first field trip.

Parents have the right to choose not to allow their children on a field trip. But be aware that much planning and careful consideration goes into the preparation of each trip, and having even one child who stays behind can put an extra burden on one or more teachers due to additional preparation. Also be aware that a child not on a trip must attend school, or be counted as having an unexcused absence. A child not on a trip may also have assignments to complete. Any assignments given are an attempt to replace the learning experience offered on the trip. If you choose not to send your child on a trip, please contact the teacher in advance, providing an acceptable reason for your choice. If the cost of a trip is a problem, speak to the principal. Funds are available for financial hardships.

While on the trip, the **Student Behavior and Responsibilities** guidelines and **Dress Code** are in effect.

We sincerely appreciate parent drivers when they are needed.

For the safety of all children, children under the age of 12 may not ride in the front seat of an automobile, and seat belts must be worn at all times.

Child Safety Seat Law Per Wisconsin DOT website

Wisconsin has a child safety seat law that went into effect **June 1st, 2006**. Children must be in a car seat until they reach age 4 and in a booster seat until they reach age 8. Tiered structure now applies:

- Age 1 to age 4, or less than 40 lbs. must be in a forward-facing child seat in the back seat
- Age 4 to age 8, between 40-80 lbs., and no more than 4 ft. 9 ins. must be in a booster seat

Our Instructional Materials

Religious Materials

Since the religious materials used at our school (Bible, Hymnal, and Catechism) are useful throughout a person's entire life, parents are required to purchase these books. They can be ordered at your registration session.

Textbook Care

It is necessary that students take proper care of all materials. As you teach Christian stewardship to your child, teach the following:

- Keep textbooks covered at all times. Use paper or cloth covers, not adhesive-backed contact paper. Attach the cover carefully so it lasts longer. Do not attach the cover to the book with tape.

When the cover is worn or torn, replace it immediately.

- Avoid writing or scribbling on the cover in such a way that the hardcover could be damaged.
- Write in the book only when instructed to do so by the teacher.
- Avoid putting textbooks directly on the floor where they can be kicked and damaged.
- Put homework in a folder or take it home after it is completed or corrected rather than storing it inside a textbook.
- Use a bookmark rather than a pen or pencil to mark your place. Closing a book with a pen or pencil inside will ruin the binding of the book.

At the conclusion of each year, all books are inspected by the classroom teacher and appropriate fines are charged to those students whose books were abused.

Libraries

Our school library offers Christian and secular materials. They are available to our children, parents, and congregation members. Patrons are expected to pay fines for damaged or unreturned books. A volunteer librarian oversees the operation.

We may also access the South Community Library at times. In order for our students to make use of this library, they must have their own active, individual La Crosse Public Library card. The person named on the card assumes all financial responsibility for damaged or unreturned materials. Any questions about this library should go directly to the South Community Library.

Our Assessment Methods

Standardized Testing

We administer the Terra Nova battery of tests as recommended by the WELS Commission on Parish Schools. Students in 4th grade and 8th grade will be tested in the spring. Data from these tests is used to measure individual student, class, and school performance.

Homework

Homework provides opportunities for students to reinforce previously learned skills and knowledge, practice newly acquired skills, gain a better understanding of the subject matter, and pursue special interest areas. Homework also acquaints parents with what their children are learning in school, and helps to improve each student's organizational and self-discipline skills.

It is logical to assume the types of homework assigned and the time required to complete such will increase as the student's progress from grade to grade.

Homework Roles and Responsibilities:

Students:

- Understand what the assignments are and when they are due.
- Ask questions when instructions, assignments, or deadlines aren't clear.
- Organize time and other resources in order to complete the assignments on time.
- Give homework your best effort before asking parents for help.
- Utilize your daily assignment notebook and the "take home" folder.

Parents:

- Ask your children what kinds of homework they have each and every night.
- Provide an environment that is conducive to uninterrupted study time.
- Set the example for self-discipline, organization, and time management.
- Ask questions of your child's teacher if you have concerns regarding the type and amount of homework being assigned.

- Review and sign assignment notebooks or take home folders.
- Teach independence by encouraging your child to complete assignments without help.

Teachers:

- Assign homework that practices what is being learned in the classroom or serves as an extension to classroom activities.
- Provide clear instructions as to when and what is expected of the student.
- Evaluate and return homework in a timely manner with the appropriate feedback.
- Recognize and reward students who consistently and correctly complete homework, and seek to improve the study habits of those that don't complete assignments.

Christian Behavior & Discipline

The Word of God is our guide in all matters of behavior and discipline. The Law shows the child his or her sin, while the Gospel offers forgiveness, peace, and joy.

All discipline is done to lead the child to be a disciple of Christ. It is carried out in a spirit of love for the child and has as its goal the development of the child's self-control, self-direction, and self-subordination. We strive through discipline to guide the child to the point that makes him or her a citizen who will grow in "favor with God and men."

Christian Relationships

We are all brothers and sisters in Jesus Christ. We should treat each other with love, respect, and patience. Only by practicing our faith in our relationships with others will the body of Christ be strengthened and our school flourish. Because of sin, there will come a time when some don't agree with a policy, procedure, or method. In such cases, our Lord gives us guidelines for handling these situations. The procedures given in Matthew 18:15-17 are to be used.

In summary:

- When problems arise, be direct and speak to the person(s) concerned about it in a private setting, not to others. (Refer to the eighth commandment)
- The principal will meet with the original two parties only when there is no resolution.
- The appropriate pastor will become involved only when the problem cannot be resolved by those above.
- The School Board will become involved only when the problem cannot be resolved by those above.

Many problems will be avoided if we all take the time to talk privately with those involved in any situation. May we all remember:

- Encourage one another and build each other up. 1 Thessalonians 5:11
- Speak the truth in love. Ephesians 4:15
- Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy, think about such things. Philippians 4:8

Please refer to the Anti-Bully Policy for further information.

Student Behavior & Responsibilities

Following our Lord Jesus' command to love one another, in doing so, we will respect others, ourselves, and our surroundings. The following list gives more details on student behavior and responsibilities:

- Students are to be responsible, prepared, and on time.
- Students are expected to be in assigned areas at all times. Leaving school grounds without permission during school hours will result in disciplinary action. Parental consent for off-campus travel is required in writing before leaving.
- Students are expected to conduct themselves as Christians at all times. Inappropriate behavior is not permitted in school or at school functions. Such behavior includes, but is not limited to: Destruction of property, theft, verbal abuse, profanity, fighting, possession or use of any weapon or article as a weapon to threaten or injure self or others, possession or use of any potentially dangerous or disruptive articles (e.g. bombs, firecrackers, snowballs), possession or distribution of unchristian materials.
- The possession or use of alcohol or other drugs on school premises or at school functions is prohibited.
- Use of tobacco products, smoking and/or vaping is prohibited on school premises or at school functions.
- Students are expected to follow any special rules designated for field trips. Unacceptable behavior will result in the loss of field trip privileges.
- Bus riders have the responsibility to follow all rules established by the bus company.

These guidelines are in effect on school premises and at all school functions, whether in our building or elsewhere.

School Safety Rules

- Students are to arrive no earlier than 7:25 a.m. and leave no later than 3:10 p.m. No supervision is provided outside the school day. Valid exceptions for students staying later are for participants of supervised, school-sponsored extracurricular activities.
- Students leaving school by private vehicle are to use the east doors by the gymnasium. Bus riders use the Park Ave. exit (front).
- Students must keep bicycles locked to the rack and are not to ride them during school hours.
- Wisconsin law prohibits our staff from dispensing prescription medications without a doctor's written permission and from dispensing over-the-counter medications without a parent's written permission. Any medication sent to school must remain in its original container.
- Students crossing Park Avenue, are to cross at the corner or alley when there are no roadblocks. Roadblocks are to be out at recess time before students may enter or cross Park Avenue.
- Bus students are to line up along the sidewalk on Park Avenue and remain there until their bus arrives.

Social Order Rules

- Students show proper concern for others by walking and not talking in the hallways.
- Students are not allowed to enter the teacher workroom, kitchen, basement storage, supply areas, and other non-student areas without teacher permission.
- Students are not permitted to bring gum to school without approval from the classroom teacher.
- Students are not permitted to bring music listening equipment without approval from the classroom teacher and for instructional purposes only.

Respect of Property Rules

- All school-owned textbooks must be properly covered.
- All playground equipment must be returned to the proper location after recess. No equipment can be used after school hours without permission.
- Students are to stay off all school and church grass areas.

Attire & Appearance

A Christian lives in this world but does not have to be like it in its appearance or attitudes. "For you were once darkness, but now you are light in the Lord. Live as children of light." (Ephesians 5:8) God's Word is the basis for our standards and reflects our individual level of sanctification. "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore honor God with your body." (1 Corinthians 6:19-20)

In our school, we dress as Christians who respect God and his representatives. Clean, neat clothing is always expected. Neatness tells people that your body is a temple of the Holy Spirit and reveals itself in posture, thoughts, and manners, as well as apparel. Experience teaches that artwork and writing on clothing can be a deterrent to a child's learning atmosphere and concentration.

Items regarded as inappropriate by the principal or staff, and therefore prohibited may include, but not be limited to:

- Offensive logos, symbols, verses, or advertising on clothes not consistent with the Word of God or that pose a distraction to classroom activities. (e.g. Yin-Yang, Satanic symbols, or other cult or religious symbols, some music groups, beer companies, etc.)
- Clothing, jewelry, pins, buttons, or school supplies with offensive slogans or pictures, or advertising alcohol, tobacco, or other drugs.
- Items that promote a negative attitude.
- Inappropriate excessively tight, or excessively revealing (leggings as pants,, exposed midriff, exposed undergarments and shorts/skirts shorter than fingertip length).
- Clothing with intentional holes, tears and/or rips.
- Hats in the building.

The above principles are in effect on school premises and at all school functions, whether in our building or elsewhere. If a student's attire or appearance is inappropriate and does not follow our school guidelines a member of the MCG staff will address that student privately.

Disciplinary Measures

Failure to follow the above guidelines will result in disciplinary action including, but not limited to:

- Notification to parents.
- After school or in-school detention, length and activity determined by the teacher.
- Conference with principal, teacher, student, and parents present. Scheduled at principal and teacher's earliest convenience.
- Out-of-school suspension (length determined by principal). Re-admittance to school only after a conference with the principal, teacher, student, parents, and pastor.
- Board of Education hearing and expulsion may result if the above measures fail, and unacceptable behavior continues.
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Our Student Guidance & Assistance

Christian Counseling Services

Living Well Christian Family Clinic is a state-licensed outpatient mental health clinic. They offer quality counseling services by professionally trained therapists in a supportive, Christ-centered environment. Their mission is to build and strengthen marriages and families, and encourage individuals toward positive change and growth in their emotional, personal, and spiritual lives. They are located at 1288 Rudy Street, Suite 100, Onalaska. The phone number is (608) 783-1452.

School District of La Crosse Student Services

If your child may have some difficulty with speaking, reading, or other aspects related to learning, there is help. Our students are entitled to diagnostic and programming services provided by the School District of La Crosse. Student referrals can be made directly to the School District Student Services department by a parent or teacher. To initiate a referral, call (608) 789-7688. Once the referral is made, the information is forwarded by the School District personnel to the public school psychologist assigned to our school for follow-up. With parental consent, the student will be evaluated by a team of professionals to determine if a disabling condition exists and additional programming is necessary.

Our Student Health & Safety

Illness

The following guidelines were established to help you determine when your child needs to stay home. The main goal of these guidelines is to protect your child's health and to help prevent the spread of illness to others.

Your child should stay home if he or she has:

- a fever greater than 100⁰ F. (without medication)
- been vomiting within the last 24 hours. (May return to school 24 hours after the last episode.)
- had diarrhea within the last 24 hours. (May return to school 24 hours after the last episode.)
- a rash with a fever greater than 100⁰ F.
- strep throat, impetigo, or pink eye and has not been on medication for 24 hours. Your child may return to school 24 hours after he or she has been on medication.

If a child becomes ill at school and is unable to complete the day, parents are contacted to arrange for transportation home.

Emergency Treatment

All teachers are First Aid, CPR and AED certified. Treatment for minor accidents and injuries will be administered following standard First Aid procedures.

Emergency contacts are made to parents first, then to the emergency name given on the Emergency Information Form. All reported accidents and injuries are documented and dealt with according to our Blood Borne Pathogens Exposure Control Plan, and in accordance with the OSHA Blood Borne Pathogens Standard, 29 CFR 1910.1030. Contacting a 911 emergency dispatcher is determined by the teacher at the accident or injury site.

Immunizations

Wisconsin Statute 140 requires all students to be fully immunized and have immunization records on file when school begins. We check these records each school year to be sure all children's immunizations are current, and appropriate forms are filed with county health officials. We will notify you if immunization records are incomplete.

Medications

At no time is any student to dispense his or her own medication. Medications may be administered at school by our staff. Wisconsin Statute 118.29 prohibits our staff from dispensing prescription medications without a doctor's written permission and dispensing non-prescription medications without a parent's written permission. Any medication must be provided by the parent and in its **original** container. If medication is necessary during school hours, parents must have a School Medication Procedure Form

on file in the school office. Forms are available from the school office. Parents must complete a form for each medication and/or procedure.

Physical Examinations

The first year a student enters athletic or any sports participation, a physical examination administered by a medical doctor is strongly recommended. All students who plan to participate in our athletic programs during subsequent years, only require a parent's signature on the Athletic Waiver on file with the athletic director before participation may begin. All Kindergarteners are required to have an eye exam administered by a licensed optometrist.

Evacuation Drills

Children are instructed in proper procedures for fire drills and tornado emergencies in accordance with Wisconsin statutes

.Our Student Services

Athletics

Our school is a member of the La Crosse Area Lutheran Schools Athletic Conference (LALSAC). The interscholastic competition between our WELS schools consists of flag football, cross country, softball, basketball, volleyball, and track/field. We will also offer cheerleading during the basketball season.

Our School Board established the following requirements for participants in our athletic programs:

- A minimum of a C- average, and
- All grades must be passing

An average of lower than C- and/or failing grade in any subject is considered a failure to meet the requirements, and will result in a suspension from athletic practices and competitions for 10 school days. This suspension begins the day report cards are distributed. If the academic standing does not improve during this period, the suspension becomes permanent for the remainder of the quarter. **Special considerations are given to students with documented learning disabilities.** Absence from school (excused or unexcused) on the day of an extracurricular activity disqualifies the student from participating in the activity for that day. Exceptions may be reviewed by the principal and/or athletic director. For more information, refer to the Athletic Handbook, available from our Athletic Director.

Junior Knights Band Program

Band for 5th-8th grade students is offered through Luther High. Participation in the Band Program is fun and rewarding for students. Besides learning how to play a musical instrument, students learn to perform in solo and group situations. In these groups they meet students from other WELS schools and are involved in making music with them. We perform several concerts and march in two parades each year.

LES Band rehearsals will take place on Monday starting at 6:00 p.m. Both bands will rehearse at the same time, Sabre Band(5th-6th) under the direction of Mr. Baures and Lancer Band(7th-8th) under the direction of Ms. Emily Schmidt. Rehearsal for both bands will end at 7:00 p.m.

Following these large ensemble rehearsals, from 7:15-8:00 p.m., small ensemble opportunities will be offered to any student in 6th-8th grade. These small ensembles will include Woodwind Ensemble, Brass Ensemble, and Jazz Ensemble. The small ensembles will not be mandatory but will be opportunities for your children to enhance their music abilities further based on their interests. The Woodwind and Brass Ensembles will rehearse at the same time and alternate weeks with Jazz Band; your children can be in both Woodwind/Brass Ensemble and Jazz Band since they take place on different weeks.

Junior Knights Band Program Contact: Ms. Emily Schmidt at schmemil@luther.k12.wi.us

Piano Lesson Policy

Piano lessons benefit children in many ways. MCG has the facilities and personnel to administer piano lessons. Please see the “Piano Policies” and “Piano Lessons” forms for more information.

Therefore it is resolved that:

1. Piano lessons are offered in MCG School as a service to the students of MCG School only.
2. Piano instructors at MCG will be members in good standing of WELS and approved by MCG School Board. All printed procedures and specific requirements written by piano teachers shall be presented to the principal and the co-ex committee for review prior to school registration.
3. Lessons **will not** be held in Mt. Calvary Church. This location will be reserved for final rehearsals in preparation for worship services.
4. Piano schedules must be given to the classroom teacher and to parents one week prior to the start of lessons.
5. Before lessons begin, classroom teachers must have on file a statement from parents declaring that any classes and/or school work missed is the responsibility of the student and parent to make up, not the classroom teacher or piano instructor. It is the piano instructor’s responsibility to provide parents with this statement.
6. Lessons may be held after school if needed, but the piano instructor is responsible for monitoring students and securing the building.
7. Piano instructors that charge a fee for piano lessons will pay the fee for tuning the piano used each year.
8. No lessons will be held in MCG facilities during the summer break unless special arrangements are made with the MCG School Board.
9. Piano students who are not enrolled students of MCG but are pupils of the piano teacher may participate in the instructor’s annual recital.

Science & Fine Arts Fair

We join 15 other area WELS schools for our Science & Fine Arts Fair held at Luther High in November and March. Fall events include Arts & Crafts, Chess, Math, Spelling, and Vocal Performance. Spring events include Forensics, Instrumental Performance, Piano Performance, Science Projects, and Social Studies Competition. We encourage all students in 5th–8th grades to participate. For information regarding events, entries, deadlines, and such, contact your child’s teacher.

Graduation

Our eighth grade graduation program is a special worship service held at Mt. Calvary Church and will be announced close to the end of each school year. The details of this program may be altered each year to accommodate the eighth grade class.

Our Student Food Services

Hot Lunch

Our food service staff, with the help of volunteers, serves a lunch each school day in our cafeteria, which is cooked in our own school kitchen. For students who bring a lunch from home, or for those who would like an additional carton of milk, milk tickets are available. To purchase meal and milk tickets, send payment with your child to our school office in a sealed, labeled envelope for MCG Hot Lunch.

Our food service program is *not subsidized* by the State of Wisconsin. We purchase our food locally, from wholesale suppliers and local grocery stores. We offer lunches at a reduced rate for those who qualify, based on government income guidelines. If you feel your family may qualify, please see Mrs. Asp. Names of students receiving reduced rate lunches are kept in strictest confidence.

The Lunch Lady keeps track of all student tickets, and they are available at lunch time for the students in an organizer in the cafeteria. Parents will be contacted when a child has about three lunch tickets remaining. If your child runs out of tickets, lunches will continue to be served to him or her. Payment is required for all lunches that are served.

No restaurant food may be brought into our building while school lunch is served or eaten. Students may not leave the premises for the sole purpose of eating at a restaurant. If you'd like to treat your child's class to pizza or some other special treat during the school day (e.g. birthday), please make the appropriate arrangements with your child's teacher for a time other than lunch.

Morning Snack Beverage

Milk or juice is available during our morning break. It may only be purchased by the year or half year, and must be purchased no later than 10 days into the beginning of the year or the beginning of the second semester. Some students purchase this option for milk, but use it as a second carton at lunch time.

Our Other Services

Telephone Use and Cell Phone Policy

Students may use a school telephone with a teacher's permission.

Teachers and students may receive important incoming telephone calls during the school day. If someone calls our school asking to speak with a teacher or student, a written message may be taken, then given to that person as soon as possible. Teachers will use their professional judgment in granting permission to students regarding this (e.g. during lessons). Emergencies are exceptions.

Students may bring cellphones to school. However, phones **MUST** be turned off (not in silent or vibrate mode) and kept out of sight during the school day. If a phone is seen or turned on during the school day, it will be confiscated and turned in to the administration or teacher until a parent picks it up. If you allow your child to bring a cell phone to school, you do so at your own risk. The school is not responsible for lost or stolen cell phones.

Walking School Bus

Our school participates in a Walking School Bus through a grant provided by the La Crosse County Safe Routes to School Program. Information on the walking school bus will be given to families at the start of the school year.

Lost & Found

When your child loses something, have him or her check with their teacher and the school office. Items are periodically displayed to help find the owners. At the end of the school year unclaimed things are donated to a local charity.

Photographs & Yearbook

A professional photographer will be scheduled to take student photos each year. All costs for photos will be paid through this photographer.

Sports teams, as well as other various groups, will be photographed by the School Secretary.

The yearbook will be distributed at the end of the school year to each student. Cost for the yearbook will be covered by the MCG Booster Club.

FERPA

The following are the policies and procedures regarding student records to meet the requirements of

Section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA).

Definitions

For policy purposes, Mt. Calvary-Grace Lutheran School has used the following term definitions:

Student- any person who attends or has attended Mt. Calvary-Grace Lutheran School.

Eligible student- a student or former student who has reached age 18, or is attending a post secondary school.

Parent- either natural parent of a student, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education records- any record (in handwriting, print, tapes, film, or other medium) maintained by Mt. Calvary-Grace Lutheran School or an agent of Mt. Calvary-Grace Lutheran School which is directly related to a student, *except*:

- A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to other person except a temporary substitute for the maker of the record.
- Records created and maintained by Mt. Calvary-Grace Lutheran School for law enforcement purposes.
- An employment record which is used only in relation to a student's employment by Mt. Calvary-Grace Lutheran School.
- Alumni records which contain information about a student after he or she is no longer in attendance at Mt. Calvary-Grace Lutheran School, and which do not relate to the person as a student.

Student Records

Your child's academic and health records are maintained in our files up to 7 years, in compliance with federal law. Should your child transfer to another school, that school should request the records. Records are mailed directly to that school while we keep copies for our files.

Procedure to Inspect Records

Parents or legal guardians of students or former students having reached the age of 18 may inspect and review the student's education records upon request. Submit to the principal a written request, which identifies as precisely as possible the records you wish to inspect. The principal will arrange for access as promptly as possible and notify the parent or former student of the time and place where the records may be inspected. Access will be given in 45 days or less from the receipt of the request.

Refusal to Release Records

We refuse to release copies of student records unless all outstanding fees have been paid.

Fees for Records

The fee for copies of records to individuals is \$1.00 per page, not to exceed \$20.00. There are no fees when records are sent to a school to which a student transfers.

Record of Requests for Disclosure

We maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the date of the request and/or disclosure, the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or former student.

Directory and Website Information

Mt. Calvary-Grace Lutheran School reserves the right to publish the following information in our print publications: student name, parents' name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and photograph.

Mt. Calvary-Grace Lutheran School reserves the right to publish the following information on our web site: student name or photograph, but not both together. Mt. Calvary-Grace Lutheran School may disclose these items in our print publications and/or website without prior written consent, unless notified in writing to the contrary by the tenth school day each year.

Regular School Hours

School doors open at 7:30 a.m. Students are strongly encouraged to arrive no earlier as classrooms are not open until this time. The school day begins at 7:50 a.m.

Children are dismissed at 2:50 p.m. and should leave promptly. The doors are locked at 3:10 p.m.

The School Office is open Monday through Friday from 7:30-11:30 a.m. during the school year.

Publications

Our school newsletter, the *Hawk Happenings*, is e-mailed to all school families on a weekly basis. It is also posted on our website. Anyone wishing to publish information in this newsletter should contact the school secretary for approval. Please make sure to read this information as it is designed to be a key communication piece between the school and families. Teachers also often distribute their own classroom newsletters.

School Website & Facebook page

You can find our school website at www.mcglutheran.org. This site contains news and information about our school for our families, as well as those who may be interested in our school. We also have a Facebook Page **Mt. Calvary - Grace Lutheran School**.

Change in Personal Information

Please notify the school office and your child's teacher of any changes in student or family information immediately so that communication can be prompt and correct.

Student Progress Reports

Mid-Quarter Reports & Report Cards

Teachers in K-8th grades send home regular progress reports and contact parents about grades when necessary. Progress reports can be made available to families via email. Parents who wish to participate in this manner should be sure the child's teacher has their email address. Formal report cards are distributed every 6 weeks.

Parent-Teacher Conferences

Parent-teacher conferences offer an opportunity for parents and teachers to speak with each other about issues affecting their children. Parents can help make this a productive time by writing questions, concerns, or suggestions before the meeting. Teachers would like to meet with each family during our fall conferences. Spring conferences are optional, but may be requested by either parents or teachers. Parents or teachers may arrange a conference any time during the school year. Dates are announced by notes,

Parents of 3rd-8th grade children, when you come to parent-teacher conferences, we **strongly** encourage you to bring your child along. This will enable parents, teachers, and the child a chance to discuss issues

from each of our unique perspectives.

Bus Transportation

The School District of La Crosse provides bus transportation for students who live two or more miles from our school through Go Riteway Bus Service—(608) 881-6370. Please call them early and often in regards to your questions. You will need to register your child.

Worship with Us

You're welcome to join us each Wednesday morning for our Chapel Services. We assemble at 8:00 a.m. in church for a hymn, brief message, and prayers. We collect a monetary mission offering during these services which is sent to a designated mission each semester. We also view the *WELS Kids' Connection* videotape during the first service of the month. These services do not replace regular family worship. (Chapel/Worship moves to Wednesdays at 2:00 p.m. during Advent and Lent)

Emergency Closings

When the weather takes a turn for the worse on a school day, school may be called off. The only reason for doing so is the safety of our students. **Our school closes when the School District of La Crosse closes.** Pay close attention to local radio and TV stations for complete information on questionable mornings. Any parents who feel road or weather conditions are not safe should use their own discretion and keep their children home when needed. At times, we may also experience an early dismissal because of deteriorating weather conditions. Early dismissals are also announced over local radio and TV stations. If you have any questions or concerns regarding school closings, please contact Mr. Biedenbender.

Volunteers

Parents or guardians, grandparents, aunts and uncles, and congregational members are all welcomed to be a part of our school community. Sharing your time and talents adds much to our children's day of learning. Please share yourself with us. We are always thankful for the time any of our volunteers give to help us.

Our Physical Facilities

Parking

During the school day, please park your vehicle in the parking lot south of our gym on Denton Street, or on the north side of Park Avenue. The large east lot is used as a playground during the school day. For after school pick up you may use the east parking lot but please park in a designated parking spot. Always watch for children and drive slowly when in close proximity to school

Building Security

We unlock our Park Avenue entrance doors at 7:30 a.m. **For security reasons, this main door is locked at 8:00 a.m.** All other doors, including our East Gym doors remain locked during the school day. Should you come to our building and find the doors locked, we have intercoms at both our Park Avenue and East Gym entrances, which permit you to speak with us.

Visitors to the Building

In order to maintain a safe school environment for our students and staff, visitors are to stop at the school office before going to the rest of the school building or church.

Gymnasium Use

Any individuals or groups wishing to use the school facilities must make those arrangements with the Mt. Calvary Lutheran Church Facilities Manager.