



School Handbook

Updated April 2025

Approved By Mount Calvary Christian Academy School Committee April 2025

Table of Contents

Directory	3
Forward	4
Mission Statements	4
Philosophy: Parent-School Partnership	4
Character Guidelines	5
Enrollment	5
Tuition	6
Lunch	7
Attendance	7
Tardiness	9
Immunizations	9
Sick Child Guidelines	9
Distributing Medications	10
Injury and Safety Protocol	11
Extracurricular	12
Uniform Policy	12
Electronic Devices	13
Technology Acceptable Use Policy	13
Weapons	15
Alcohol and Drugs	15
Homework	16
Care of Property	16
Sexual Abuse Policy	17

School Bullying/Harassment Policy	17
School Discipline	18
Discipline Reports	20
Parent Complaint Channel	20
Teacher Guidelines	20
Curriculum and Instruction	21
Report Cards	21
Pass or Retain Policy	22
Invitations and Solicitations	22
Visitor Policy	22
Chapel	23
Mission Offerings	23
Christian Counseling	23
Arrival-Dismissal-School Hours	23
Extended Learning Opportunity	24
Emergency Closing	24
Student Records	24

Directory

	Phone Number	Email
School	(530) 221-2451	principal@mtcalvaryredding.org
Church	(530) 241-2480	pastor@mtcalvaryredding.org
Mr. Ben Schaefer - Pastor	(530) 515-1535	pastor@mtcalvaryredding.org
Mr. Tom Benzing - Deacon	(507) 441-2753	staffminister@mtcalvaryredding.org
Mr. Chris Biebert - Principal / Grades 6-8	(715) 456-9557	principal@mtcalvaryredding.org
Mr. Alex Stoeberl- Grades 3-5	(262) 395-0576	alex@mtcalvaryredding.org
Mr. Kurt Lervold - Grades 1-2	(530) 604-4622	kurt@mtcalvaryredding.org
Mrs. Lyndsey Lervold - Grades TK-K	(530) 410-8836	lyndsey@mtcalvaryredding.org
Ms. Katherine Sampson - Secretary	(530) 221-2451	office@mtcalvaryredding.org
Mrs. Sarah Bos - Hot Lunch Coordinator	(530) 355-4268	serabellaflowers@icloud.com
ELO Coordinator	(530) 221-2451	elo@mtcalvaryredding.org
Mount Calvary Christian Academy School Committee Members		
Greg Ulloa- Chairman	(530) 722-5255	gregulloa300@yahoo.com
Coleen Youngman - Finances	(530) 604-4918	coleenyoungman@sbcglobal.net
Andrea Burris - Secretary	(530) 917-6699	amb71809@live.com
Candice Rydell	(530) 276-5099	c2rydell@aol.com

Forward

At Mount Calvary Christian Academy, we believe every student we teach should know and show the love of Christ.

This handbook is a small guide, which contains helpful information on policies regarding our school and regulations for the students. Our hope is that it will prove helpful to both parents or guardians, and students.

By enrolling your children in our school, you agree to cooperate with us in your child's education. You are encouraged to bring questions about school policy as stated or not stated in this booklet, to the principal, faculty, or School Committee. Let us recognize our children as gifts of God and do all we can for their temporal and eternal welfare.

Mount Calvary Christian Academy Mission Statement:

Mount Calvary Christian Academy exists to make disciples who know and show the love of Christ.

Our Philosophy: Parent-School Partnership

God calls on parents to be the primary providers of spiritual training for their children in Ephesians 6:4, "*Fathers, do not needlessly frustrate your children; instead, bring them up in the training and instruction of the Lord.*" This is a daunting task for parents or guardians. The Lord's command and principle provide comfort in this: "*Train up a child in the way he should go; even when he is old, he will not depart from it.*" (Proverbs 22:6)

You as a parent or guardian can help your child...

1. By letting the Word of God be the guide in all daily living.
2. By Worshiping regularly with your child, and by having daily family devotions and table prayers.
3. By praying for your school and teachers.
4. By encouraging your child to respect their teachers and fellow students.
5. By refraining from being critical of school procedures in the presence of your child.
6. By consulting with your child's teacher on any matters you feel pertinent to your child's training.
7. By arranging suitable study habits at home. A regularly scheduled study time is a big help. Should school work seem excessive, consult the teacher.
8. By providing support and assistance if your child seems to have difficulty in completing assignments.
9. By discouraging your child from bringing distracting items to school, (gum, candy, cell phones, laser pointers, gaming devices, toys, etc..)

10. By seeing to it your child is regular and prompt in attendance.
11. By seeing that your child is physically and mentally ready for school; well-rested, well-clothed, and well-fed.
12. By talking with your child about school experiences and listening attentively to what is said about your child's school day experiences.

Mount Calvary Christian Academy Character Guidelines

Be Kind and compassionate. to one another, forgiving each other just as in Christ God forgave you. (Ephesians 4:32) All students, parents, faculty, and staff are motivated in words and actions by the love God has shown us. This includes our interactions with each other in and out of the classroom. Students, motivated by this Christ-centered love, will want to treat other students and faculty members with love and respect. All students are expected to behave and live an appropriate life in words and actions that are in keeping with Biblical doctrine as taught by the Wisconsin Evangelical Lutheran Synod.

Enrollment

- Mount Calvary Christian Academy does not discriminate on the basis of sex, race, color or national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic, and other school programs.
- Students entering our TK program must be 4 years of age by September 1. Students entering our Kindergarten must be 5 years of age by September 1.
- All children are enrolled for a probationary period of one month. After 30 days, Mount Calvary reserves the right to address any problems and concerns deemed appropriate by the teacher and principal, which may lead to removal of the student(s) from Mount Calvary Christian Academy.
- Any wish to appeal a decision to remove a student from the school will be handled by the School Committee.

In order to carry out the unique mission of our school, and at the same time make Christian education available to others outside of our fellowship, the following principles will apply:

- All parents or guardians who wish to enroll their children in our school are strongly encouraged to attend a Bible Information Class. This will familiarize parents or guardians with the biblical truths that Mount Calvary teaches in church and school. This class will be conducted by the pastor.
- It is expected that:
 - Children will be in attendance in worship when their class is scheduled to sing.
 - The parents and children will not publicly contradict the biblical teachings, which their children are learning in our classrooms (see pg. 20 for parent complaint channel).

- o Children will participate in classroom devotions, chapel services, and religion classes.
- o Students will participate in all school functions.
- The individual teacher involved and the principal will handle questions and concerns of the parents or guardians.
- If a problem or question arises about a policy not specifically outlined in this handbook, the students must comply with the decision made by the faculty and staff of Mt. Calvary Christian Academy. Any parental questions or concerns regarding the decisions that are made can follow the parent complaint channel outlined on pg. 20.

If the parents or guardians of the student find that they are unable or unwilling to comply with this handbook, the parents or guardians may be encouraged to withdraw their student(s) from our school by the School Committee upon review of the matter.

Tuition

- Mount Calvary Lutheran Church supports all students in their Christian education by providing a substantial subsidy for the cost of educating each student.
- Tuition and fees must be paid on schedule. All payments are processed automatically from your checking or savings accounts through the FACTS program. All families must register with FACTS at the time of registration.
- A registration fee will be collected each year. This fee is non-refundable, except in the event that there are no open spots available. This fee will cover the cost of workbooks, art supplies, technology, and other consumables. The amount of the registration fee shall be reviewed and established by the School Committee each year.
- Delinquent Accounts
 - o Tuition: Balances that are 30 or more days past due will be handled on an individual basis. School Committee interventions may include, but are not limited to, setting up a modified payment plan (late fees may be applied), requiring automatic payment by credit or debit card, and/or review of the student(s) enrollment status by the School Committee. Students with any balance 60 or more days past due will not be allowed to attend school until all remaining balances on their account are paid in full.
 - o ELO Childcare: Students with any balance 30 or more days past due will not be allowed to attend the ELO childcare program until all past due balances are paid in full.
 - o Hot Lunch: Students with any balance 30 or more days past due will not be allowed to take Hot Lunch and must provide their own sack lunch until all past due balances are paid in full.
- If Payments are more than one month delinquent, without adequate reason provided by the tuition-paying party, the parent or guardian of the student will be contacted by the

School Committee to formulate a plan to rectify the account. All delinquent payments and late fees must be paid in full before the student can be re-enrolled, or can receive a diploma.

All tuition rates listed are monthly (10 months)

TK Tuition Rates:

Registration Fee: \$200

Academic Morning: \$220

Full Day: \$300

K-8 Tuition Rates:

Registration Fee: \$200

Monthly Fee: \$300

Yearly: \$3,000

Lunch

The majority of the time, children will be expected to bring a nutritious bag lunch from home. Parents and students are responsible for proper care of any food that is brought from home. Because of time restraints, the use of microwaves will be determined by individual teachers. In the event that Hot lunch is offered, the price is \$5.00 per meal and is charged through FACTS. Sign-up can be found online through our school website. The Mount Calvary Hot Lunch Coordinator will plan the menu, order the food, and coordinate hot lunch volunteers. Parent volunteers are highly encouraged. If you would like to volunteer, please contact the Mount Calvary Hot Lunch Coordinator. Volunteers will assist with serving food and clean up following lunch.

Attendance

Regular and punctual school attendance is essential for success in school. As Christians, we recognize how important it is to model the lessons of attendance and punctuality to our children for their own future. We also recognize that valuable lessons in God's Word and other academic subjects will be missed if we are absent or tardy from school.

An accurate record of attendance is required by law and is carefully noted in a student's permanent record where employers and other schools may find it. In case of an absence, the parents or guardians will call the school in the morning **and** notify the teacher. Parents or guardians wishing to take their children out of school for reasons other than illness should contact the classroom teacher and submit an excuse; this includes medical or dental appointments. Any assignments missed need to be completed following the classroom procedures of the student's teacher.

While time spent with family is a blessing, parents and guardians should make every effort to schedule vacations during regularly scheduled school breaks. If a parent or guardian does elect to remove their child from school while it is in session, they should notify the teacher at least one week in advance and should not expect that the teacher will be able to have all scheduled assignments prepared before departure.

The school will follow the guidelines listed below when dealing with absenteeism:

Attendance	Description
Present	Student is in attendance for all classes all day.
Tardy	Student arrives after 8:00am.
Half-Day	Student arrives after 9:00am.
Absent	Student misses all day.
Left Early or Appointment	Student had parental excusal to miss a portion of the school day.

- Absences will be considered chronic if they fall into the following criteria:
 - Absent during any part of 5 days out of 10 consecutive attendance days
 - Absent on any part of 10 days of a semester
- When dealing with chronic absences due to illness, an up-to-date doctor's note is required. The parent must contact the teacher and construct a plan for completing missed assignments.

If a student's absence is chronic, the following steps will be observed:

- The classroom teacher will contact the parent and schedule a parent/teacher meeting to discuss the reason for absence and inform the parent on academic progress to date. A schedule for completing past-due assignments will be developed. A strategy for helping improve regular attendance will also be organized. An up-to-date doctor's note will be required if health problems are noted as the cause for absences.
- If the problem persists and it is evident to the principal and teacher that the family is unwilling to address this attendance issue, then future enrollment status, retention or non-graduation may be discussed. The chairman of the School Committee will be notified of the situation.
- If the problem is still evident, the action of retention, non-graduation, or enrollment status will be taken. The issue of truancy or non-attendance will be reported to state authorities per mandated reporting responsibilities.

All meetings and correspondence will be documented and kept on file with students' records.

Tardiness

Regular and prompt classroom attendance is an expected part of orderly learning. Punctuality is a tremendous virtue that we as parents/guardians and Mount Calvary cooperatively work to develop. Punctuality also has long-reaching effects on a student's success in, and outside of, the classroom. Therefore, it is important that punctuality is emphasized.

Instruction will begin at 8:00 am. A child arriving in the classroom after 8:00 am is considered tardy. When a student is tardy, he/she misses the morning assembly, the entire classroom is disrupted, and the child does not have adequate time to prepare for classes.

- Tardies will be recorded on the child's permanent report card.
- If a student accumulates two tardies in a quarter, the teacher will contact the parents or guardians.
- If a student accumulates five tardies in a quarter, the principal will contact the parents or guardians.
- If the tardiness continues, the matter will be brought to, and dealt with, by the School Committee.

Immunizations

Children must meet all of the immunization requirements determined by the state of California unless a waiver is provided.

Sick Child Guidelines

- Please keep your child home if he/she currently has or has had these symptoms in the last 24 hours.
 - Temperature of 100 ° or more without medication
 - Sore throat
 - Pain
 - Chills
 - Diarrhea
 - Earache
 - Vomiting
 - Persistent Cough
 - Rashes
 - itching or spreading rash
 - chicken pox – keep the child home seven days or until all lesions are crusted over.

- strep throat – child may not return to school until 24 hours after beginning the antibiotic treatment AND the fever has resolved.
- Other: pink eye – students will be excluded from school until seen by their doctor and treated for 24 hours. If no treatment, child is allowed to return only if there is no pus in the eyes.

Please keep your child home if your child has had head lice until an effective lice-killing treatment has been administered and all lice have been removed. If a student becomes ill at school and is unable to complete the day, parents will be contacted to make arrangements for transportation home. If parents are unavailable, the office will call the emergency contacts in the call order parents provided at the time of registration.

Distributing Medications

Dispensing medications to students presents problems of safety and reliability. Parents should make arrangements so it is not necessary for school personnel to administer medication. If a student needs to take an antibiotic or other short-term medication, parents should ask their healthcare provider to plan doses around the school day. If it is absolutely necessary for a teacher or staff person to administer medication at school, the family must fill out and submit a medication distribution form which can be picked up in the school office.

Medication administration may be delegated by a school staff member to any school employee with proper training, supervision, and evaluation. The school employee who is authorized to administer medication is immune from civil liability for his or her acts or omissions in administering medication to a student unless the act or omission constitutes a high degree of negligence. The Mount Calvary Christian Academy administrator or principal who authorizes an employee or volunteer to administer an over-the-counter drug or prescription drug to a student will be immune from civil liability for the action authorized, unless a court determines that the action constitutes a high degree of negligence.

Mount Calvary Christian Academy may administer any prescription medication to a student in compliance with the written instruction of a practitioner or professional health provider and written consent from the student's parent or legal guardian as outlined in the medication distribution form.

If a student requires an inhaler at school, the family must submit an inhaler authorization form first. The inhaler authorization form can be found in the school office. The medication must be in the original container. If a student has parental permission to take medication on his/her

own, the medication must be kept by the teacher or school office along with a Mount Calvary Christian Academy medication form with an explanation from the parent and doctor.

If a student should require Tylenol or other pain-relieving medication, parents will be required to fill out a medication distribution form and give the required medication to the principal in the original container. For students in TK-8, parents must provide the school with a supply of pain-relieving medications in the original container, and a signed and dated medication distribution form in order for any medication to be dispensed. Students in grades TK-8 may not carry any medication under any circumstances, (prescription or over the counter) in their backpack, lunchbox, or anywhere on their person.

Injury and Safety Protocol

Students are instructed in proper procedures for fire, earthquake, and lock-down drills. Each classroom is equipped with an emergency first-aid kit and list of students' emergency contacts.

When a student injury occurs, the first responsibility of the supervisor is the immediate care of the injured child. As necessary, the supervisor will use the services of others to supervise the remaining children while he/she gives immediate care to the injured student(s).

To assist the supervisor, in case of an injury to a child or an adult, the following checklist will be followed:

- When an injury occurs, no matter how minor, all activity around the injured person will stop until care has been provided for the injured child and any bodily fluids have been cleaned up following established sanitation procedures.
- Depending on the type of injury, the supervisor will need to make the following determination:
 - Should EMS (911) be used?
 - Can the supervisor, and/or other school personnel, administer proper first-aid?
- When feasible, the injured person will be brought to the school building for care to be administered in the office or classroom.
- After examination of the injured person, if the supervisor feels that the injury is of a more serious nature and requires further immediate medical attention, the principal is to be notified at once. The principal, the supervisor, or school secretary will immediately contact the child's parent(s), guardians, or the person listed on the emergency contact form.
- After care for a serious injury is completed, the supervisor will:
 - Make a record of the care given and actions taken by filling out an Injury/Incident Report Form,

- Personally inform the principal of the accident and care given as soon as possible, and,
- Inform the parent(s) or guardian(s) on the day of the accident, of any injury and care given. If parents/guardians, or emergency contacts are unable to be reached by phone, a note will be sent home documenting the incident.

Extra Curriculars

Students who have an unexcused absence during any portion of the day will not be allowed to participate in the extra-curricular activities of that same day. This does not include students who missed a portion of the day due to medical appointments with an excuse note from the doctor.

Students must maintain a C average in all studies in order to participate in extracurricular activities.

Uniform Policy

The school uniform is integral to the maintenance of the school's high standards and expectations regarding student achievement and behavior. Parents or guardians are expected to support the school uniform policy.

The wearing of the school uniform:

- Builds a sense of community and ownership in the student body, ensuring pride in the school as well as forming a lasting impression of the school in the wider community
- Builds students' self-esteem and confidence
- Provides a clear identification of students within the school and community
- Is a very economical and sensible way to dress students for school
- Eliminates the opportunities for bullying based on clothes brands or styles

Girls

Top: Polo (green, gray, black, white), Peter-Pan Blouse (white), Dress Shirt (white)

- Cardigan (black, green), Vest (gray, green) can also be paired with any of the above

Bottom: Any black or khaki slacks, skorts, or shorts of appropriate length. No rips, tears, or stains. No sweatpants or other 'athletic' fabric. No black jeans. Any items from the online store are also approved.

- A solid brown or black belt is encouraged to be worn with any item that has belt loops.
- Jeans with no holes, rips, or stains may be worn on Friday.

Boys

Top: Polo (green, gray, black, white), Dress Shirt (white)

- Cardigan (black, green), Vest (gray, green) can also be paired with any of the above

Bottom: Any black or khaki slacks or shorts of appropriate length. No rips, tears, or stains. No sweatpants or other ‘athletic’ fabric. No black jeans. Any items from the online store are also approved.

- A solid brown or black belt is encouraged to be worn with any item that has belt loops.
- Jeans with no holes, rips, or stains may be worn on Friday

Excessive makeup should not be worn. Makeup may not be brought to and applied at school. Excessive jewelry is not permitted. Extreme hairstyles, including tails and shaved designs or areas, are not allowed. Boys’ hair should be kept above the collar. Students are not permitted to wear rings or pierced jewelry on any part of the face or head, excepting that girls may wear earrings in good Christian taste.

Children who come to school, not in compliance with the dress code, will be told by their teacher that their dress will not be permitted in the future. The student will receive a written notice that the parents or guardians will need to sign. The second violation will result in parents or guardians being called to pick up their child or bring in an appropriate change of clothes. If the violation is considered extreme or persistent, the student may be sent home to change clothes, and the parents or guardians will be contacted by the principal.

Electronic Devices

Students may bring phones or other electronic devices to school in order to communicate with parents. However, any phone or electronic device brought to school will be turned in to the classroom teacher upon arrival to school and will be returned to the student at the end of the school day. Students must first get permission from a teacher before using their cell phone during school hours. **Phones, or other electronic devices, may not be used as an acceptable calculator in class.** The use of phones or electronic devices without following these guidelines will result in consequences.

Technology Acceptable Use Policy

Mount Calvary Christian Academy students are expected to use technology resources as if they were in-person interactions. All rules and expectations of the school apply while under the supervision of staff at Mount Calvary. This applies to student use of both Mount Calvary’s and personal technology, their online conduct, and their electronic communications. This document and various other Mount Calvary policies, rules, and regulations include additional requirements and expectations that are directly related to the use of technology resources and electronic devices. Policies, rules, and regulations cannot directly address every situation that a student may encounter. Therefore, an additional aspect of “acceptable use” is that Mount Calvary expects each student who uses both Mount Calvary’s and personal technology resources to take an appropriate degree of personal responsibility for exercising sound judgment in his/her use of technology and in his/her technology-related activities and communications.

Mount Calvary Christian Academy's technology resources, including Mount Calvary's technology-related equipment, software, networks, network account, and Internet access, are open to limited and regulated use by students as a privilege. Each student who uses Mount Calvary's technology resources is required to follow Mount Calvary's established expectations for acceptable use and Biblical values. In general, "acceptable use" means that a student is required to use technology resources in a manner that:

- has a legitimate educational or other school-authorized purposes
- is legal
- is ethical (including, for example, avoiding plagiarism, both that of another person or that of AI software)
- avoids harm to any person (including, for example, making threats, harassing or bullying someone,
- avoids violating someone's privacy, accessing another person's accounts, records, or files, etc.)
- avoids harm to property (including, for example, damaging hardware, software, equipment, another person's work, or electronic files, etc.)
- avoids accessing or transmitting harmful or inappropriate material
- is respectful of others
- is consistent with all applicable school notices, rules, and regulations, as well as any additional directives or instruction that may be provided by Mount Calvary staff.

If a student wishes to use technology (including engaging in electronic communications) in a manner that is secured, private, and not accessible to Mount Calvary Christian Academy, he/she should not use Mount Calvary's technology resources. If a student uses Mount Calvary or personal technology resources in a manner that violates Mount Calvary Christian Academy expectations for acceptable use (or any other established policy, regulation, rule, or directive), the student is subject to possible discipline. This means that the guardians and students who wish to use the Internet or communicate digitally while at Mount Calvary Christian Academy, are here consenting to be monitored by our filtering and monitoring software such as Go Guardian, and or firewall logs by using Mount Calvary Christian Academy's provided devices or any device that connects to the internet while accessing Mount Calvary Christian Academy's network via wired or wireless connections.

Examples of possible consequences for improper use of technology include the following:

- Suspension, restriction, or revocation of the privilege of use of Mount Calvary's technology resources;
- The imposition of academic consequences for academic-related violations;
- Suspension and/or expulsion from school;
- and/or referral to law enforcement.

If a student has a question concerning any policy, notice, rule, regulation, or directive that relates to technology resources, or if a student encounters a situation in which they are uncertain about any expectation for acceptable use or about how to proceed, the student should contact a teacher or an administrator to obtain appropriate guidance.

Weapons

It is necessary that we keep the safety and welfare of all students of Mount Calvary Christian Academy as a top priority.

- While on school property, students will not possess knives of any kind including pocket knives, any type of gun (play or real) or any other object that might cause injury or bodily harm.
- Bringing in any play type of knife or gun is not allowed. It will be confiscated and returned to parents or guardians. It may result in suspension.
- The parents or guardians may be required to attend a conference before the child will be allowed back to school.
- Bringing in any real knife or gun may result in expulsion. Proper authorities will be notified.
- Bringing in any dangerous object or the use of the same may result in expulsion and the proper authorities will be notified.
- In all cases the School Committee and appropriate authorities may become involved. The principal is responsible for contacting local authorities and dealing with any media attention.

Alcohol and Drugs

God tells us that our bodies are temples of the Holy Spirit. We are fearfully and wonderfully made. Caring for our bodies includes avoidance of substances that can cause harm.

Students will not possess or use alcohol, tobacco, inhalants, or controlled substances, or abuse the use of prescription or non-prescription drugs anywhere on school property or at any school-related event. If a child has a need for a prescription or non-prescription drug, a form must be completed by the parent and all medication in the original container must be given to and administered by the teacher (see **Distributing Medications, pg. 10**)

Violation of this policy will result in an automatic suspension. Continued violations will result in expulsion. Notification to proper authorities will take place. A conference will be required before the child will be allowed back to school.

Mount Calvary Christian Academy is a smoke-free environment, as per state law. Smoking and use of tobacco products will not be allowed within the building or on the campus of Mount Calvary Christian Academy at any time during school hours or school functions.

Homework

In an effort to help students grow in their level of responsibility, each individual teacher will set-up guidelines concerning late work for their classroom. Each teacher will write guidelines regarding incomplete homework for their individual classrooms.

In the event that the student does not comply with the classroom guidelines the following policy will be enforced:

- If the problem of uncompleted work continues, the teacher will notify the parent(s) or guardians. If the problem continues, a meeting with the student, student's parent(s) or guardians, and teacher will be arranged.
- If there is still no noticeable change, the teacher will inform the principal. A suspension may result. The type of suspension will be determined between the teacher and principal, keeping the safety and welfare of the student in mind. An in-school suspension may also be used.
- If suspension (as described above) occurs more than twice, the student and his/her parent(s) or guardian(s) must meet with the School Committee for prayerful discussion regarding his/her reinstatement into school.

The following points also apply:

- If a student is absent, he/she will be given a reasonable amount of time in accordance with their teacher's classroom policy in which to complete the missed assignments.
- If there are unusual circumstances that prevent the student from completing his/her work for the day, the parent should contact the teacher. Special circumstances that arise will be handled on a case-by-case basis by the student's classroom teacher.

Care of Property

Children are expected to:

- Take good care of their school and the equipment provided for their education.
- Pay for any damage to books, desks, and other property beyond normal wear.

Children and parents are expected to assist the faculty and custodians in keeping the building and property clean and in good order.

Sexual Abuse Policy

We realize that Mount Calvary Christian Academy is the secondary educator for its students. Parents serve as the primary instructors for their children. Therefore, our school requires the aid of volunteer/parent help.

We also realize that all have sinned and fall short of the glory of God. (Rom. 3:23) Because of this fact, there is a need to provide a safe environment for students. We aim to protect our students from all forms of abuse, especially sexual abuse.

Therefore, it is Mount Calvary Christian Academy School Committee's policy that all employees and volunteers who have extended contact with students during the day, or supervise students at Mt. Calvary, complete any necessary forms to undergo a Live Scan background check. This information will be used to check the individual's record on the Public Records of the California Circuit Courts.

School Bullying/Harassment Policy

Mount Calvary Christian Academy is committed to each student's success in learning within a caring, responsive, and safe environment that is free of bullying and/or harassment. Bullying is defined by the stopbullying.gov website as, "unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying and/or harassment includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose."

Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. Even though God's Word is studied throughout the day at Mount Calvary Christian Academy, our students are still sinners. Because of our sinfulness, students may be tempted to bully and/or harass one another in and out of the classroom. For all have sinned and fall short of the Glory of God. (Romans 3:23) Teachers will do their best to identify bullying and/or harassment, but they will not always be able to identify bullying and/or harassment immediately.

When working through a school bullying and/or harassment issue, it is our goal for the sinner to be led to repentance, and that the others involved might feel safe and recover spiritually,

physically, mentally, and emotionally. We also desire that the broken relationships might be restored. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you. (Ephesians 4:32)

If a parent ever has a concern about school bullying and/or harassment, they should report it to their child's teacher.

School Discipline

Discipline in the school must be in keeping with the principle of the Word of God. Do not withhold discipline from a child. (Proverbs 23:13). Parents having children in the school automatically extend their authority to the teacher while their children are at school. Full cooperation between parents and the school is expected in the disciplining of students.

The children in our school will be expected to conduct themselves as Christian young people at all times, whether in school, on the playground, attending or participating in an athletic event, field trips, or while communicating with technology.

In the spirit of Matthew 18, any discipline that will be done at our school will be dealt with in this order: 1. Teacher 2. Principal 3. Pastor 4. School Committee.

Each student is a unique child of God with unique personal, social and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Our school staff dedicates itself to following a set of principles that provide a guide for dealing with student discipline. These principles guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these principles provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

Principles for dealing with misbehavior:

- Students will be shown their sin with the use of the Law and guided in God-pleasing behavior with Gospel motivation.
- Students should respect all those in authority (teachers, pastors, staff and parents) according to the 4th Commandment.
- Students should be guided and expected to solve the problems they create without making problems for anyone else.
- Misbehavior should be handled with natural consequences instead of punishments whenever possible.
- There should be a logical connection between the student's behavior and resulting consequences.
- Every attempt should be made to maintain the dignity of both the adult and student.

When the regular classroom discipline applied by the teacher is no longer productive and fruitful, the school will use God's word to guide us and to better provide direction so that every matter is handled in a fitting and orderly way as Paul reminds us, But let all things be done decently and in good order, (I Corinthians 14:40). Suspensions can occur immediately upon incidents of verbal or physical aggression against anyone, threats of violence or other harm, severe incidents of bullying or harassment, vandalism or destruction of school property, or severe disrespect. In cases where repeated minor offenses occur, suspension can be used to send a stronger message. An expulsion may take place after all other attempts at discipline have failed or when willing gross misconduct or unlawful activity has occurred. Examples of such behaviors may include violence or threats of violence, illegal activity, endangering or threatening to endanger the property, health, or safety of others. Under state law, any student who brings a firearm to school is to be expelled for not less than one year.

The following steps will be taken:

- Step 1: The teacher will notify the parent(s) and meet to plan a course of action
- Step 2: The teacher, principal, and parent(s) will meet further to discuss the situation and to join in a united effort in disciplining the child.
- Step 3: The parent(s), teacher, and principal will meet with the School Committee and the pastor for further disciplinary discussion.
- Step 4: Final disciplinary action which may include suspension and/or expulsion will be determined by the School Committee.
- Step 5: If the family feels that the suspension/expulsion was improperly administered, the family may appeal in writing to the congregational Church Board, and the Church Board will review the situation. Readmission is not possible without permission by the Church Board.

- Step 6: The School Committee chairman will communicate to the parent and pupil in writing within one week of the Church Board's final decision.

Discipline Reports

Discipline Reports are indications that chronic or severe problems are occurring. These reports will always require a meeting with the parents or guardians to help clarify the seriousness of the student's behavior and develop formal strategies to correct the problems. These are to be signed by the parent and returned to school the next day. A copy is filed in the student's records. Two Discipline Reports within a school year will require a review of the student's behavior by the principal and parents or guardians.

Parent Complaint Channel

Good communication does not guarantee that there will never be differences of opinion. It may happen that a parent has a complaint. In such a case, the parent should follow these steps:

- Consult the teacher until it is clear that further consultations will not satisfactorily resolve the problem.
- Consult with the teacher and principal together until it is clear that further consultations will not satisfactorily resolve the problem.
- Consult with the teacher, principal, and pastor together. The chairman of the School Committee should also be notified.
- If it is clear that the problem cannot be resolved, that matter should be presented to the chairman of the School Committee, and the School Committee will make a final decision.

All matters will be handled with an attempt to arrive at a God-pleasing solution. Parents or guardians should not share complaints with those who are not involved. Throughout these procedures, the parents or guardians as well as faculty and staff should show public support by defending, speaking well, and putting the best construction on everything.

Teacher Guidelines

In order for effective discipline to take place, the parent or guardians and the teacher must have complete cooperation. Each should know what can be expected from the other. Here is what the parent can expect from the teacher:

- The teacher will have a general guideline of what behavior is to be expected within the school, and the consequences that will result if the policy is not followed. This list of Classroom Guidelines will be approved by the School Committee and made available to all parents and guardians. The teacher's guidelines will be enforced in the classroom at

recess, and at all other school activities. The guidelines will be given to the parents and guardians during the summer home visit or at Back to School Night.

- The teacher will administer discipline in accordance with Law and Gospel. The teacher will act out of Christian love and concern for the spiritual and physical well-being of all students. The teacher must also take into consideration the persistence of the student's wrongdoing, the attitude and respect displayed by the student, along with other influencing factors.
- The teacher will have all students abide by the rules. Personal or family problems which may affect a student's behavior should be discussed in confidentiality with the parents/guardians and principal. Such difficulties should not be used to exempt the child from normal disciplinary procedures.

Curriculum and Instruction

The children receive instruction in all subjects comparable to any other elementary school. In keeping with standards of Lutheran or secular secondary school, the curriculum includes: Reading, Math, Language, Composition, Computer Literacy, Phonics, Spelling, Science, Social Studies, Art, Phy-ed, Music, and Penmanship.

At Mount Calvary Christian Academy, religious instruction in God's saving word is also included in our curriculum and daily classroom instruction. Religious instruction at Mount Calvary will include: Bible history, Lutheran doctrine, church history, and hymnology. Daily devotions and prayer are also an integral part of the religious training. Memorization of Bible passages and the six chief parts of the catechism gives children the foundation they need to defend their faith and resist temptation. While designated religious instruction time is part of Mount Calvary Christian Academy's core curriculum, all other subject areas will also be taught in light of God's Word and God's plan of salvation found within.

Teachers strive to challenge students of all ability levels in the classroom. Students who demonstrate a talent for learning can be provided additional materials at the request of parents to be worked on at home. However, advancing students in grade levels or subject areas is highly discouraged because of the logistics of scheduling and the social-emotional advantages of having the student remain with their classmates throughout the day.

Report Cards

Report cards are issued quarterly and are one tool for measuring what each child has accomplished. Please do not put undue emphasis on grades. The Lord has blessed us all in different ways. He has given each of us different talents. The Lord and our staff simply ask our children to work to the best of their abilities.

A parent need not wait for a scheduled consultation. Special conferences may be held upon the request of a parent or teacher at a mutual convenience. Parent-teacher consultations will be

scheduled during the first and third quarters of the school year. The purpose of each conference is to discuss and review each child's learning experience and progress at Mount Calvary.

Pass or Retain Policy

At the end of the school year, the student will: 1. PASS – The student has achieved passing grades in the course of study. 2. PASS ON CONDITION – The student will go on to the next grade on a trial basis. 3. ADVANCE – The student has not achieved passing grades, but will not benefit by being retained. 4. RETAINED – The student has not received passing grades and will benefit from being retained.

In case of possible retention in a grade, a consultation with the parent is required. The case is reviewed by the child's teacher, the parent, and the principal. If a resolution is not made, a recommendation is made to the School Committee. The Committee will take final action on the matter. Their decision is based on the placement, which will give the child the best opportunity for maximum growth the next year.

Invitations and Solicitations

Teachers should not be asked to distribute invitations to various events and notes to fellow students or families, nor should students distribute invitations or notes to fellow students during the school day. We understand that not everyone can be invited to parties or events. Please use discretion to protect the feelings of others.

We also ask parents or guardians who run home businesses and members of other churches to respect the privacy of our school families by refraining from contacting them for the purposes of solicitation or invitation.

Visitor Policy

In order to provide a safe environment for students attending Mount Calvary Christian Academy, a visitor protocol has been put into place. The school office door on the south side of the school will be open in the morning during the arrival hours of 7:45 am - 8:00 am. During this time, teachers will be monitoring the entrances as students arrive. Students may not arrive before 7:45 am. The doors will be locked during the school day from 8:00 am-3:00 pm at all times. Parents, visitors, and students arriving during the school day will be required to use the school office entrance. This door is locked and a secretary or teacher will screen visitors. Upon entrance, the visitor will sign in and will be given a visitor pass. Teachers will be monitoring all entrances during dismissal times. Requests for classroom observation will be handled on a case by case basis and at the discretion of the school principal. A faculty or staff member, in addition to the classroom teacher, must be present during the duration of the classroom observation.

Chapel

Each Wednesday morning all classes gather in church for a short chapel service. Parents and friends are welcome and encouraged to attend. Services begin at approximately 8:05 am.

Mission Offerings

An offering is collected during the Wednesday morning chapel services. The freewill offerings go to two mission projects each year.

Christian Counseling

Christian Family Solutions offers online, professional Bible-based counseling to those struggling in relationships, such as marriage or between parents and children, along with offering help to people of all ages suffering with depression, anxiety, ADHD, anger, issues surrounding abuse, and any other personal issues that people may struggle with. Contact Pastor Schaefer for confidential assistance and recommendations to Christian Family Solutions.

Arrival-Dismissal-School Hours

The school doors will be unlocked at 7:45 am each morning. Students should arrive at school between 7:45 am and 7:55 am. Parents are responsible for making sure their child is able to arrive at school during the drop off window. The early arrival of students in the morning is not allowed. School begins at 8:00 am; therefore, students not in the classroom by 8:00 am, will be marked tardy. Students and parents arriving after 8:00 am should use the school office entrance to enter the school. Parents/students may need to ring the doorbell. School doors are locked during the school day.

Student Dismissal During the School Day - If a parent is going to schedule a time to pick up their child during the school day, the parents or guardians should notify the teacher. The child should wait in the classroom until the teacher has been notified that the student is ready to be picked up.

All children, with the exception of those scheduled in a school activity, are expected to leave the school grounds promptly at the end of the school day. All students are expected to be picked up by 3:15 pm unless arrangements have been made with the ELO Supervisor. On scheduled Minimum Days, students must be picked up by 1:45 pm unless arrangements have been made with the ELO Supervisor.

Extended Learning Opportunity

Mount Calvary Christian Academy offers an Extended Learning Opportunity care program to our school families who need extended care. The Extended Learning Opportunity runs from 3:15-5:30 pm, Monday-Friday.

On scheduled Minimum Days, After School Care hours will be from 1:45 - 5:30.

It is expected that students will be picked up from school at 3:00 pm. Teachers will stay with students at the pickup location until 3:15 pm. All students not picked up by 3:15 pm must go to the Extended Learning Opportunity. Daily Charges are \$10/ for any part of an hour or \$225 flat rate/month. To get the flat rate, parents must sign up in advance. The sign-up can be done on the school website.

Parents are reminded to please respect the time of Mount Calvary Christian Academy's Extended Learning Opportunity Supervisor. This means that any student utilizing the ELO program must be picked up promptly at 5:30 pm. If a student is not picked up by 5:30, extra charges will be applied to the parent or guardian's account. The extra charges will be an additional \$1 for every minute after 5:30 that the ELO supervisor's services are required.

Students in the Extended Learning Opportunity will be in a designated classroom and will comply with the ELO supervisor's guidelines for the duration of the Extended Learning Opportunity.

Emergency Closing

If school must close because of bad weather, please listen to your radio or watch the local TV stations. The decision is usually made well in advance of school opening. Mount Calvary will follow the Enterprise School District. If the buses are not running, our school will not be in session. For any other emergency closings, please watch for notifications from the school by text, phone call, email, and other forms of classroom communication.

Student Records

The following policy is adopted per section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA).

Definitions

For the purpose of this document, the School Committee of Mount Calvary Christian Academy has used the following definition of terms:

Student - Any person who attends or has attended Mount Calvary Christian Academy. (Previously Mount Calvary Lutheran School and Early Childhood Center.)

Eligible Student - A student or former student of Mount Calvary Christian Academy, (previously Mount Calvary Lutheran School and Early Childhood Center) 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/guardian

Educational Records - Any record (in handwriting, print, tapes, film, or other medium) maintained by Mount Calvary Christian Academy (previously Mount Calvary Lutheran School and Early Childhood Center) which is directly related to a student, except:

- A personal record may be kept by a staff member if it is kept in the sole possession of the executor of the record and is not accessible or revealed to other persons except a temporary substitute for the executor of the record;
- Records created and maintained in relation to local law enforcement agencies for law enforcement purposes;
- An employment record that is used only in relation to a student's employment by Mount Calvary Christian Academy (previously Mount Calvary Lutheran School and Early Childhood Center);
- Alumni records that contain information about a student after he or she is no longer in attendance at Mount Calvary Christian Academy (previously Mount Calvary Lutheran School and Early Childhood Education Center) and which do not relate to the person as a student.

Annual Notification

Parents or guardians will be notified of the FERPA rights annually via the Mount Calvary Christian Academy School Handbook, which will be distributed prior to the beginning of each school year.

Procedure to Inspect Educational Records

Parents or guardians of students or eligible students may inspect and review the student's education records upon request. Parents or guardians or eligible students must contact the principal of Mount Calvary Christian Academy with a written request, which identifies, as precisely as possible, the records he or she wishes to inspect.

The principal of Mount Calvary Christian Academy will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected. This will be done within one week of the request.

When a record contains information about students other than the parent's child or the eligible student, the parent or the eligible student may not inspect and review the portion of the record which pertains to other students.

Providing Copies/Copy Fees

Mount Calvary Christian Academy will not provide a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records. A fee for copies may be imposed. Postage would also be charged if copies need to be sent through the mail.

Disclosure of Education Records

Mount Calvary Christian Academy will disclose information from a student's education record only with written consent of the parent or eligible student, except:

- To school officials who have a legitimate educational interest in the records. School officials include principal, teachers, support staff members, pastors, current members of the School Committee of Mount Calvary Christian Academy, school attorney, and health department officials.
- A school official has a legitimate educational interest if the official is:
 - Performing a task that is specified in his or her position description or by contract agreement.
 - Performing a task related to a student's education.
 - Performing a task that is related to the discipline of the student.
 - Performing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- To the official of another school, or upon request, in which a student seeks or intends to enroll.
- To certain officials of the United States Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally-supported education programs.
- In connection with the student's request for or receipt of financial aid as necessary to determine eligibility, amount, or conditions of financial aid, or to enforce the terms and conditions of aid.
- If required by a state law mandating disclosure that was adopted before November 19, 1974.
- To organizations conducting certain studies for or on behalf of Mount Calvary Christian Academy
- To accrediting organizations to carry out their functions.
- To parents or guardians of an eligible student who claim the student as a dependent for income tax purposes.

- To comply with a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency.
- Directory information so designated by Mount Calvary Christian Academy

Record of Requests for Disclosure

Mount Calvary Christian Academy will maintain a record of all requests for and/or disclosure of information from a student's educational record. This record will indicate the name of the party making the requests, any additional party to whom the student's educational record may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. This record may be reviewed by the parents, guardians and eligible students.

Correction of Educational Records

Parents, guardians, and eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

- Parents or eligible students must ask Mount Calvary Christian Academy to amend a record. In doing so, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of the student's privacy or other rights.
- Mount Calvary Christian Academy may comply with the request or it may decide not to comply. If it decides not to comply, the principal will notify the parents, guardians, or eligible student of the decision and advise them of their right to a hearing to challenge information believed to be inaccurate, misleading, or in violation of the student's rights.
- Upon request, the principal of Mount Calvary Christian Academy will arrange for a hearing and notify the parents, guardians, or eligible student in advance of the date, time, and place of the hearing.
- The hearing will be conducted by the chairman of the School Committee of Mount Calvary Christian Academy or his designated substitute. The parents, guardians or eligible student shall be afforded a full opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parent or student may be assisted by one or more individuals, including an attorney.
- Mount Calvary Christian Academy will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- If Mount Calvary Christian Academy decides that its information is not inaccurate, misleading, or in violation of a student's right to privacy, it will notify the parents, guardians,

or eligible student that they have the right to place in the record a statement commenting on the challenged information and/or statement setting forth reasons for disagreeing with the decision. This statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Mount Calvary Christian Academy discloses the contested portion of the record, it must also disclose this statement.

- If Mount Calvary Christian Academy decides that some information is inaccurate, misleading, or in violation of the student's right to privacy, it will amend the record and notify the parents, guardians, or eligible student, in writing, that the record has been amended.