

Mount Olive Lutheran School



K-8 School Handbook

Updated July 26, 2022

Table of Contents:

MISSION	3
VISION	3
PROFILE OF OUR SCHOOL	3
PARENT-TEACHER PARTNERSHIP	4
REPORTING TO PARENTS	5
VISITS FROM PARENTS	5
CHURCH ATTENDANCE	5
ENROLLMENT	6
STATEMENT ON GENDER AND SEXUALITY	6
SCHOOL FEES	7
CURRICULUM	7
DISTANCE LEARNING	9
BULLYING	9

STUDENT BEHAVIOR 10

CHRISTIAN PRINCIPLES OF DISCIPLINE 10

STUDENT BEHAVIOR RESPONSE PLAN 12

SCHOOL CLOSING 14

CONFLICT RESOLUTION 14

ARRIVAL & DISMISSAL 15

AFTER SCHOOL PICK-UP 15

AFTER-SCHOOL PROGRAM 15

SINGING IN WORSHIP 15

DIVORCE & SEPARATION 16

ABSENCES FROM SCHOOL 16

SPECIAL OCCASION DRESS CODE 18

DRESS CODE 18

FIELD TRIP TRANSPORTATION 19

PHYSICAL WELLNESS 19

FIRE, TORNADO, AND ALICE DRILLS 19

LUNCH PROGRAM 20

HEALTH AND SAFETY 20

CEA (CHRISTIAN EDUCATION ASSOCIATION) 21

FVL SCHOOLS 21

CO-CURRICULAR ACTIVITIES 22

INTERSCHOLASTIC SPORTS 22

MOAA—MOUNT OLIVE ATHLETIC ASSOCIATION 23

MISSION

Mount Olive Evangelical Lutheran School assists parents (Deuteronomy 6:6-7) with Christian training (Ephesians 6:4) of children for life and eternity (Proverbs 19:8, John 17:3), provides academic excellence (Colossians 3:23-24) in the light of God's Word, and reflects the light of Jesus (Matthew 5:15-16) in the community and beyond.

VISION

Mount Olive Lutheran Church and School is a family growing in Christ that worships, studies, serves, and shares.

As a key ministry of our church family, the teachers and staff at Mount Olive Lutheran School:

1. partner with parents to provide a Christian education for their children.
2. encourage families to regularly worship our Savior.
3. nurture the Christian faith of their students with God's living Word.
4. teach all subjects in the light of God's absolute Truth.
5. train children to share the love of Jesus in their words and actions.
6. equip children to recognize and use their God-given gifts and talents to their fullest extent.
7. provide opportunities for the children to serve their community.
8. prepare students to honor God by living as respectful citizens.



Landon Zacharyasz, Principal

PROFILE OF OUR SCHOOL

Mount Olive Lutheran School is located on the corner of Florida Avenue and Doris Lane in the Northwood Park area of Appleton, Wisconsin. The building, which is connected to the church, includes all the necessary pieces a school needs. The school began serving 90 children in 1970 with four classrooms and four teachers. Since that time, Mount Olive has made additions and improvements to the facility. In 2005, air conditioned seventh and eighth grade classrooms, as well as a Teen Room in the lower level and an atrium with a coffee bar adjacent to the sanctuary were built. In 2014 hallways and bathrooms were updated and air conditioning was added to the main level classrooms. In 2018, in response to growing needs and enrollment, began another building project. An Early Learning Center, two new Kindergarten classrooms, a new school office area, and a brand new gymnasium were all built. Currently there are 15 classrooms staffed by 21 teachers and also some teacher assistants.

Enrollment numbers are around 330.

Mount Olive offers a 3K-8th grade program and is a part of the Wisconsin Evangelical Lutheran Synod school system and also the Fox Valley Lutheran Schools system.

Mount Olive Lutheran Church also has a weekend Christian Education Program for those for all members of this church, whether you use our school or not. Sunday School classes are held at 9:15 every Sunday morning during the school year. We encourage all of our families to make use of these opportunities to grow in our faith!

PARENT-TEACHER PARTNERSHIP

A cooperative relationship between parents and teachers is essential for student success. To establish this partnership, the school will communicate through announcements, e-mail, our student information system (Educate), phone calls, conferences, and informal visits. Parents, through the guidance offered in Proverbs 22:6 and Deuteronomy 6:7, are expected to teach and train their children to live as children of God. Parents should communicate with the school and hold the school accountable to its mission statement and vision statements. Even in the best of relationships, it is inevitable that problems will arise. Christian love should prompt us to follow the Conflict Resolution steps as outlined on p. 12 in this handbook. Through such cooperation, difficulties can be settled in a proper manner.

FERPA (Family Education Rights and Privacy Act) Information

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

REPORTING TO PARENTS

Report cards are issued four times a year, at the end of every quarter.

Parent-teacher consultations are scheduled with parents at the end of the first and third quarters. Consultations may be requested by parents or teachers at other times during the year.

The 1st - 8th Grade Report Card grades can be interpreted as follows:

A — 94 - 100	Excellent	E — Exceptional
B — 86 - 93	Superior	S — Satisfactory
C — 78 - 85	Acceptable	N — Needs Improvement
D — 70 - 77	Passing but weak	U — Unsatisfactory
F — Below 70	Failing	INC — Incomplete

In addition, student math progress is shared with parents in a standards-based format according to the following scale:

3 - Meeting Standards - The student independently and consistently meets grade level standards. The student demonstrates consistent application of skills. The student independently applies grade level concepts and skills.

2 - Approaching Standards - The student is developing toward independence and consistency in meeting grade level standards. The student is progressing in understanding, however, the skills are not yet mastered. The student needs assistance to apply grade level standards.

1 - Does Not Meet Standards - The student is working below grade level expectations. The student struggles with assistance. The student needs continued support and assistance.

0 - Not Yet Assessed - There is not yet sufficient evidence to assess student progress.

VISITS FROM PARENTS

Parents are welcome visitors in the classrooms. Please notify the school office one day in advance of your desire to visit school.

CHURCH ATTENDANCE

Worship is a joyful response to God's grace as proclaimed in his Word. Regular church attendance plays an important part in the child's spiritual training. We encourage attendance at worship services as a family. The example parents set can do much in promoting worship habits for their children.

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 10:25.

Faith comes from hearing the message and the message is heard through the Word of Christ. Romans 10:17.

ENROLLMENT

Children entering Kindergarten should be five years old on or before September 1st of the same year. Mount Olive's 4K class is open to children who are four years old on or before September 1st. Mount Olive's 3K class is open to children who are three years old on or before September 1st and are toilet trained.

Placement of students who have been attending school elsewhere will be based on the satisfactory completion of earlier grades. For this reason, parents should bring the latest report card when seeking to enroll their child in Mount Olive Lutheran School for the first time.

Children whose parents are members of Mount Olive Lutheran Church are welcome to attend our school. Children of non-members will be accepted upon the approval of the Board of Christian Education. Such approval will be based on class size limits set up by the Board of Christian Education and also based on class make up.

Parents who do not belong to the Wisconsin Evangelical Lutheran Synod are encouraged to attend an *Adult Information Class* so that they can appreciate and support the religious education their child is receiving. Arrangements for the class can be made by calling the church office or by meeting with one of the pastors.

Students attending Mount Olive Lutheran School are expected to attend all classes, including the catechism instruction classes for the upper grades.

Mount Olive Evangelical Lutheran School, Appleton, WI 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 on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

STATEMENT ON GENDER AND SEXUALITY

Mount Olive Lutheran Church and School (Mount Olive) is a member of the Wisconsin Evangelical Lutheran Synod (WELS). Because all of WELS official statements of doctrine are derived from God's inspired and inerrant Word as recorded in the Bible, Mount Olive is in full doctrinal agreement with WELS. To see a fuller explanation of WELS doctrine read the document, "This We Believe."

In some ways, Mount Olive's biblical Lutheran doctrinal convictions distinguish it from schools that do not share those same convictions. One of those ways may be Mount Olive's views of human sexuality and gender identity. Regarding sexuality and gender, Mount Olive holds a religious conviction that God creates two genders, male and female, and that human sexuality is to be expressed between males and females in the context of the marriage of one man and one woman.

For more information, please contact the Principal to view a doctrinal paper in full agreement with Mount Olive Lutheran Church and School.

SCHOOL FEES

Rates for 2022-23, which include tuition, book rental, technology, field trip, WELS & FVLS fees:

	Child 1	Child 2	Child 3	Child 4
<u>Grades K-8</u> all day tuition and fees	\$1995	\$1655	\$1295	\$905

3K/4K Tuition Information can be found at molmustangs.org

These rates include *Christ-Light* materials for Grades 3K-8 and Luther's Catechism for Grades 5 and 6. All students should purchase a hymnal when they enter the first grade. Other religion books must be purchased by the students. Parents may purchase them on their own or they are available upon request.

Total Cost and Fees to Educate

Parents should keep in mind the cost of educating one pupil and, according to their blessings, help to defray this cost by the weekly use of their offering envelopes in church. The cost to educate each child at Mount Olive is approximately \$9,000 per year.

The school fee for students whose parents *are not* members of Mount Olive Lutheran Church is as follows:

Grades K-8 all day: \$5800

It is encouraged that the fee is paid in full on or before our Forms and Fees Day in early August. If full payment is not possible, it will be necessary to setup a monthly EFT or make other arrangements with the financial office.

Our main purpose at Mount Olive is to provide our children with a strong education centered around Christ and his Word. If the fee creates a hardship for your family, please be aware that assistance is available. The financial aid application is available on our school website at molmustangs.org.

CURRICULUM

Religion

Instruction in God's Word and Lutheran doctrine based on the Word occurs daily. Bible stories and historical lessons using the *Christ-Light* series are taught in all grades. Instruction from Dr. Martin Luther's Catechism begins in grade five. In preparation for confirmation, the pastors teach the seventh and eighth grade Catechism classes. Memorization of Bible passages, the chief parts of the catechism, and selected hymns are also part of the curriculum.

Language Arts

The students progress from readiness in kindergarten, through reading instruction, to the study of literature in grades 5-8. Instruction in English grammar and composition, as well as spelling, is included in the curriculum.

Social Studies

Social Studies classes begin with the basic relationships of family, neighbors, and communities. Wisconsin History is taught in fourth grade. World Geography, Western and Eastern Hemispheres and United States History comprise the content in grades 5-8.

Science

Instructions begin with the basic principles of nature. They progress through the areas of Life Science, Physical Science, and Earth Science.

Mathematics

Instruction in mathematics provides a balanced emphasis on recall of facts and definitions, the use of algorithms, and strategies for problem solving. At all grade levels real life math problems are included in instruction.

Spanish

In grades 5-8 the Spanish teacher conducts formal classes, progressing through the equivalent of Spanish 1. Students may, after four years of instruction, test out of high school Spanish 1.

Physical Education

The kindergarten through eighth grade program is designed to provide a progressive education that is aimed at helping boys and girls to build fitness, learn a broad variety of neuro-muscular skills, acquire a body of knowledge about physical activity, and develop God pleasing attitudes and behaviors.

Technology

The students receive training in basic computer functions, such as keyboarding, presentations, multimedia, and other beneficial applications. The students learn to use desktop computers and Chromebooks. Our computers, in connection with assorted other technology, are used for instruction across the curriculum.

Art

Art activities at every grade level are planned to offer instruction in the basic art principles and to provide a broad range of outlets for creative self-expression. Students use a variety of media in projects appropriate to developmental levels. Various master artists are introduced, along with other studies in art history.

Music and Choir

Regular music classes include instruction in theory as well as active singing. One choir is comprised of 5th and 7th graders. The other choir is comprised of 6th and 8th graders. Groups of students regularly sing in worship services throughout the school year.

Special Education

Concerns about a child's achievement and ability are to be referred to the resource teacher by parents, teacher or principal. Children have the opportunity then for special help when arrangements are made. Parents, teachers, and students work together closely as the child strives for academic competence at his/her level.

DISTANCE LEARNING

Mount Olive recognizes learning takes place in a variety of situations, environments, and locations. The emergence of distance education presents realistic and quality opportunities for access to information and learning. Distance education is recognized by Mount Olive as a method for providing an equitable educational opportunity to the learning needs of diverse students and situations.

Mount Olive believe that to ensure quality, distance education courses must:

1. Be aligned with Mount Olive's mission and vision.
2. Have an identifiable curriculum purpose that is consistent with Mount Olive's curriculum and standards.
3. Be utilized and/or taught by a trained teacher.
4. Meet all applicable school policies.

The School Board recognizes distance education as an appropriate, albeit not preferred, instructional delivery system for students. Distance learning may be used for off-site delivery of content learning when deemed necessary to meet learning hour requirements (ex. Inclement weather, widespread illness, make-up day, etc.).

Full or partial days identified by the administration as distance learning days will be eligible for school attendance to be taken. Students will be considered in attendance on such days only if they meet the daily requirements established by the school to be in attendance.

Distance learning experience task completion that meets school requirements will be awarded appropriate credit. Distance learning experiences are only offered at the discretion of the school based on the current capacity of the staff and technology. Alternative educational options (printed, books, etc.) may also be offered to students that do not have access to distance learning options. Chromebooks will be made available following the care and liability provided in the AUP.

BULLYING

Mount Olive is committed to making our campus a safe and caring place for all students. We will treat others with respect and we refuse to tolerate bullying of any kind at our school.

Definition of Bullying: Bullying is unfair and one-sided. It happens when someone keeps hurting, teasing, frightening, threatening, or leaving someone out on purpose.

Through the use of our Christian Principles of Discipline, outside speakers, and situational instruction by the teachers, students at Mount Olive will be taught to:

[Table of Contents](#)

- Treat each other respectfully
- Refuse to bully others or let others be bullied
- Try to include everyone in play

Bullying is best addressed when incidents are reported immediately to the teacher. Let's work together to keep our school free from bullying.

STUDENT BEHAVIOR

At times, student behavior requires examination in the light of God's law. The goal in Christian discipline must always be to restore the sinner to God through repentance and forgiveness of the behavior in question. Therefore, the classroom teacher, occasionally assisted by the principal and/or a pastor, will strive to appropriately apply God's law and gospel in discipline situations. When appropriate, consequences are administered and include reminders, warnings, loss of privilege, parental involvement, modeling, development of a written plan, detention, suspension, and expulsion.

CHRISTIAN PRINCIPLES OF DISCIPLINE

Jesus Christ is Lord of all things. His Word is to be the guide and rule in all matters of our faith and life which includes school life.

The following six principles are the basis for the discipline model.

In developing the discipline model, we acknowledge that students are redeemed children of God who live in a sin-plagued society. While Satan takes advantage of all opportunities to tempt children of God, they must be taught that our Lord provides them—through his Word and Spirit—with all that they need to resist Satan. Children are maturing in a world in which they must learn to make choices—to be self-disciplined. Parents and teachers have daily opportunities to share with these children what God's holy Word has to say to them about their lives and conduct. We have a responsibility and privilege to be bold and skillful in the application of Law and Gospel to discipline the children entrusted to our care.

PRINCIPLE 1: The love of Christ motivates his children to *show reverence for God and his Word* by:

1. attentive participation in worship activities and Word of God lessons.
2. not disturbing or distracting others during worship.
3. quiet and orderly movement into and out of the church sanctuary.
4. not misusing the name of God with cursing or swearing.

PRINCIPLE 2: The love of Christ motivates his children to *show respect for those in positions of authority as God's representatives* by:

1. complying with the directives of those in positions of authority.
2. speaking politely to and about those in authority as God's own representatives.
3. being courteous, helpful, and positive to others.
4. being honest to those in authority.

PRINCIPLE 3: The love of Christ motivates his children to *show respect for self and others* by:

Table of Contents

1. keeping an appearance of good grooming with personal hygiene and neat, clean dress.
2. being considerate of self and/or others by not using put-downs, name calling, or vulgarities.
3. not pushing, pulling, punching, kicking, threatening, or in any way hurting another person.
4. being courteous, helpful, and positive to others.
5. being honest to oneself and others.

PRINCIPLE 4: The love of Christ motivates his children to *show respect for one's own property and the property of others* by:

1. helping to keep grounds, building, equipment, and books free of litter, graffiti, and damage.
2. putting away equipment, supplies, books, games, and toys after use.
3. keeping the desk and floor neat and open for easy movement around the classroom.
4. receiving permission before using someone else's property.
5. not bringing gum to school.

PRINCIPLE 5: The love of Christ motivates his children to *show cooperation in establishing an orderly and safe atmosphere conducive to learning* by:

1. moving from place to place in the building by walking quietly and using a quiet voice.
2. going to classrooms when the 7:45 a.m. bell rings, or upon arrival, and receiving permission to move through the building during the school day.
3. not disturbing or distracting others during class time.
4. sitting properly on a chair with all four legs of the chair on the floor.
5. not distracting others during all aspects of the learning experience such as lesson presentations, lectures, practice activities, independent work time, etc
6. respecting the personal space of other students.
7. waiting in designated areas before and after school.
8. not playing near or riding bikes during the school day.
9. observing the recess rules.
 - a. play in the area designated: blacktop, field, or playground.
 - b. allow all students to participate in activities.
 - c. keep balls away from playground equipment, street, roof, and neighbors' yards.
 - d. do not pick up stones or wood chips.
 - e. do not throw snow.
 - f. follow specific safety guidelines.
10. Following the lunchroom rules.
 - a. allow fellow classmates to participate in conversation.
 - b. remain in seats at assigned tables.
 - c. use a quiet voice in conversation with those at the same table.
 - d. do not throw or touch another student's food.

PRINCIPLE 6: The love of Christ motivates his children to *show personal responsibility for one's own learning and conduct* by:

1. completing his/her own assignments as specified by the teacher, completing them on time, and completing them neatly.
2. being attentive to all aspects of the learning experience such as lesson presentations, lectures, practice activities, independent work time, etc.
3. having ready and available all necessary books and supplies.
4. accepting ownership and consequences for behavior.

STUDENT BEHAVIOR RESPONSE PLAN

Level 1

Offenses are minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by the teacher, but sometimes may require the intervention of school administration.

Example of Misconduct: Classroom disturbances, inappropriate language, failure to carry out directions, violations involving misuse of technology and/or electronic devices, disrespect to students/staff that is mostly verbal/visual, minor rule violations. These are examples of Level 1 issues, but this is not an exhaustive list.

Teacher Response to Misconduct:

1. There is immediate intervention by the teacher who is supervising the student or who observes the misbehavior.
2. If repetitive or needed, the teacher will communicate with parents in written form and/or personal contact regarding misconduct.
3. The incident likely will be documented by the teacher, depending on the specific situation.

Response options: Options include but are not limited to verbal correction - private or public - special assignments, school community service, withdrawal of privileges, parent conferences, and discipline notes.

Level 2

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level 1 disturbances, require the intervention of the principal or vice-principal because the execution of Level 1 disciplinary options has failed to correct the situation. Also included in Level 2 are misbehaviors that do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples of Misconduct: Continuation of unmodified Level 1 misbehavior, truancy, using forged notes or excuses, cheating, disruptive classroom behavior, disrespect, lying and abusive language, minor acts of physical/verbal conflict, unable to control behavior.

Teacher/Principal Responses to Misconduct:

1. The student may be referred to school administration for appropriate disciplinary action.

2. The Principal or Vice-Principal meets with the student and/or teacher and determines the most appropriate response.
3. The teacher is informed of the administrator's decision/actions.
4. The teacher will communicate with parents in written form and/or personal contact regarding the misconduct.
5. The principal will notify the Board of Christian Education of any suspensions.
6. The incident will be documented by the teacher.

Response Options: School community service, loss of privileges, parent conference with teacher, principal, or both, verbal or written contract, detention, in-school suspension.

Level 3

Acts directed against persons or property, but whose consequences may not pose immediate danger to the health or safety of others in the school.

Examples of Misconduct: Fighting (minor), vandalism (minor), stealing, alleged threats to others, physical/verbal/electronic violence or intimidation, serious defacing or permanent defacing or destruction of property, blatant disrespect, continuation of Level 1 and/or Level 2 behaviors.

Teacher/Principal Responses to Misconduct:

1. School administration initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.
2. The principal or vice-principal meets with the student and confers with the teacher and parents about the student's misconduct and the resulting disciplinary action.
3. Notify victim's parents when applicable.
4. If applicable, invite SRO to talk with the student(s)
5. The principal will notify the Board of Christian Education of any suspensions.
6. The incident will be documented by the teacher.

Response Options: Options include temporary removal from class, behavior plan/contract with parent involvement, loss of privileges, detention, in-school/out of school suspension.

Level 4

Acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school.

Examples of Misconduct: Continued Level 1, 2, or 3 misconduct, bomb threat, possession/use/transfer of dangerous weapons (deemed not normal for school use), assault/battery, vandalism, theft/possession/sale of stolen property, arson, furnishing/selling/possession and/or use of illegal substances, and fighting (serious), excessive physical/conflict/harassment, excessive physical/verbal/electronic violence or intimidation.

Teacher/Principal Responses to Misconduct:

1. The principal verifies the offense, confers with the staff/student involved and meets with the student.
2. Incident is formally documented by the teacher and principal.
3. A complete written report is submitted to the Board of Education by the principal.
4. SRO is notified and included in response plan.
5. Parents are notified by the principal.
6. A meeting is arranged between designated members of the Board of Christian Education, principal, and parents.
7. The Board of Christian Education and principal informs parents of disciplinary action.
8. Legal notification, if necessary.

Response Options: SRO Involvement, Loss of privileges, community service, behavior plan/contract with parent involvement, legal action, referral to a counselor or support group, in-school/out of school suspension, expulsion.

Reporting

Student safety and security is of utmost importance at Mount Olive. We're unable to provide a quality Christian Education to a student who doesn't feel safe or valued at our school. Since so many interactions and activities happen at our school, there are many opportunities for sin to be present. It's at these times we ask our teachers, parents, and students to come together for the safety of all students, and also as Christian brothers and sisters to help those in need. Reporting concerns or issues to teachers is crucial to maintaining a safe school and an effective learning environment.

Reporting things to teachers often may seem like tattling or snitching and we aim to provide clarity to that thought process here. Tattling or Snitching happens when someone is trying to get someone else in trouble or someone is trying to make themselves look good. Reporting is when a student is considering what is acceptable and trying to keep or get someone out of trouble or harm's way. **Students, especially, need to know it is necessary to tell an adult if they or others are hurt, in danger, are witnessing a potentially dangerous situation, being bullied, or feel uncomfortable.** The difference between tattling/snitching and reporting all has to do with the spirit behind the person sharing the incident.

Reporting to an adult should happen as soon as possible so the situation can be addressed. Reporting can happen in person, via handwritten note, or email. Parents must educate their children that although reporting matters may cause some temporary social conflict, reporting serious matters will keep people safe.

SCHOOL CLOSING

Closings will be posted on the school website, on television, on the radio, on our social media accounts, through text message, via email, and posted on School Speak.

CONFLICT RESOLUTION

The following is a process by which student/parent concerns may be resolved. This process follows the progression outlined in Matthew 18:15-17. Concerns may involve the Lutheran elementary school and/or athletic

programs. Following these steps will ensure that all parties are involved, and ample opportunity is given to understanding all sides of the issue. Clear, effective, and timely communication is important.

Step 1: Student and teacher/coach should make every effort to resolve the concern. Both student and teacher/coach should listen to each other to fully understand the matter. Often this simple dialogue is enough to resolve the problem.

Step 2: If the issue remains unresolved the student and parent(s) should meet with the teacher/coach to resolve the concern. For an athletic concern, the student, parent(s), and coach are to meet with the athletic director. If they cannot resolve the matter, the principal should become involved. For a school concern, the student, parent(s), and teacher are to meet with the principal. In any of the above situations all parties should explain their position and work to resolve the issue.

Step 3: If the issue still remains unresolved, the parties concerned should refer the problem to the Board of Christian Education.

In every case Christian care and concern should be displayed. Avoid the temptation to gossip and spread rumors. Following the above guidelines will ensure that the issue will be resolved in the best possible Christian manner.

ARRIVAL & DISMISSAL

The school day begins at 7:55a.m. and ends at 3:05p.m. If a school is a half day, dismissal will be at 11:30a.m.

Students are expected to be in the classroom and ready by **7:55 a.m.** If the student is not in the classroom at 7:55 a.m., the student will be marked tardy. Students should not arrive at Mount Olive prior to **7:30 a.m.** Students are asked to leave the school grounds promptly after school. If parents don't pick up their kids by 3:25 p.m., they will be walked to After-School Care.

AFTER SCHOOL PICK-UP

Children may be picked up after school between the times of 3:05 and 3:25 p.m. Teacher monitors are on duty during that time each school day to assure that children will be kept safe as they wait to be picked up. At 3:25 teacher monitors are expected to return to their classrooms to finish their duties for the day. Because of liability issues, children remaining at school beyond 3:25 must be supervised; therefore, they may not remain waiting for a ride without supervision. For those parents who are not able to have their children picked up by 3:25, there is an After-School Care program in effect. Thank you for your understanding and help in providing a safe environment for our children.

AFTER-SCHOOL PROGRAM

Child care is offered from 3:05-5:30 p.m. for Mount Olive students in full day 3K-8th grade. The After-School Care is open during the school year on full school days. Cost will be \$1.75 per half-hour per child charged in 30 minute increments. Payment must be made in advance at the beginning of the week. The ratio of care is expected to be one supervisor for eighteen children. The Supervisor will provide a snack every day. Quiet time for homework and quiet games will be scheduled each day. If parents are late to pick up their child, the cost is \$1.00 per minute late.

SINGING IN WORSHIP

Students of Mount Olive Lutheran School who are members of Mount Olive Lutheran Church are expected to be present and participate in the public worship services of Mount Olive Lutheran Church when their class or choir is scheduled to sing.

Students who are not members of Mount Olive Lutheran Church but are in fellowship with our congregation through their membership in a congregation that is part of the Wisconsin Ev. Lutheran Synod (WELS) may but are not required to participate in our public worship services when their class or choir is scheduled to sing. *It should be noted that it is not the intent of Mount Olive Lutheran School to interfere with a family's worship attendance in their home congregation.*

Students who are not members of Mount Olive Lutheran Church or another WELS congregation will be taught music (sacred and secular) as part of our school's music curriculum. These students will come to choir rehearsals to further their music education. Since we believe and confess that when the members of a choir sing in the public worship service they do so representing the congregation and its spiritual teachings and beliefs, we ask that only those students who are members of Mount Olive or another WELS congregation sing as members of a class or choir in the congregation's worship services.

If a student and his family have no church affiliation and are interested in learning more about our teachings and beliefs, we would be happy to arrange for them to speak to one of our congregation's pastors.

DIVORCE & SEPARATION

In the case of families who have custody agreements regarding their children as part of a divorce or separation, Mount Olive needs to maintain current custody agreements within the student's file. Please note: Mount Olive Lutheran School cannot deny any parent the right to pick up their child without a court order. If such orders exist, the school must maintain them in the student's file before enforcing any such arrangement. The same also applies for a parent's rights to access the child's records. For more information on our divorced/separated policy, please contact the Principal.

ABSENCES FROM SCHOOL

Wisconsin State Statutes 118.15 and 118.16 require that children attend school regularly, unless they are ill. It is the legal and moral responsibility of parents/guardians to ensure regular school attendance. If a child is absent, it is the responsibility of the parent to provide reasons for their child's absence. The excuse, whether written or emailed, should include any pertinent details or explanations regarding the absence. If the absence is not due to illness, state law states that any child may not be excused for more than 10 days in a school year.

A student is considered truant if he is absent without an acceptable excuse for all or part of one or more school days. A student qualifies to be habitually truant when he is absent without an acceptable excuse all or part of five or more days in a semester.

Parents are encouraged to schedule vacations, doctor, and dentist appointments on days when there is no school. Consult your school calendar when making such arrangements. Teachers are not obligated to provide instructional

materials ahead of time. Missed instructional time is not easily made up. The amount of school days the student misses is equal to the amount of days the student has to make up any missed homework.

Phone calls by parents to the school office between 7:30 and 8:15 a.m. on days a child is absent, or emails/texts to teachers, are appreciated. These contacts serve to curb truancy and assure that children are safe at home or with a guardian.

Students who are absent during any part of the school day due to illness are excluded from participation in extracurricular activities on that day.

IN-PERSON LEARNING ATTENDANCE

Tardies

Students arriving between the start of school and 9:00a.m. will be marked tardy for that day.

Absences

Students who arrive at school after 9a.m. for the day will be considered absent for the morning. Students who leave school before 2p.m. and do not return will be marked absent for the afternoon. A student will be considered absent for a full day if they are gone more than five hours during the school day.

VIRTUAL LEARNING ATTENDANCE

In the event that the entire class or student body is learning virtually, students will be considered present for a full day when:

- 4K-8th grade students daily check-in through a method determined by the teacher.

If neither of the above criteria are met, the student will be considered absent for the entire day.

Chronic Absent Steps

Here are the steps that will be taken for students who fall into the various absenteeism categories:

10-14% Absent Rate

If a student during any given quarter is absent from school for 10-14% of the days in the quarter, a letter will be emailed to the families letting them know of this occurrence. Falling into this category for three consecutive quarters will result in discussion with the parents, administration, and the Board of Education on next steps to help the student attend school more regularly.

15-19% Absent Rate

If a student during any given quarter is absent from school for 15-19% of the days in the quarter, a letter will be emailed to the families letting them know of this occurrence. Falling into this category for two consecutive quarters will result in discussion with the Board of Education and parents on next steps to help the student attend school more regularly.

20%+ Absent Rate

If a student during any given quarter is absent from school for 20%+ of the days in the quarter, a letter will be emailed to the families letting them know of this occurrence. Falling into this category will result in immediate discussion with the Board of Education and parents on next steps to help the student attend school more regularly.

Next steps could include acknowledgement of unusual circumstances that appeared during the quarter, needed doctor notes for absences, attendance contracts being written, or, as a last resort, dismissal from Mount Olive for lack of attendance.

SPECIAL OCCASION DRESS CODE

Appropriate dress and appearance for the occasions of Christmas, Confirmation, and Graduation are essential. 6th-8th grade boys are expected to wear a dress shirt and tie with dress pants and dress shoes for the Christmas Service as well as Confirmation and Graduation for 8th graders. A suit coat or sweater over a shirt and tie is optional. Girls may wear dresses. Show modesty by wearing a dress that is not too low cut at the neckline or cleavage-revealing and that is not shorter than three inches above the knee. The dress should fit properly and not be unnecessarily tight. Strapless or spaghetti strap dresses can be worn, but a sweater or some sort of covering must be worn to cover the shoulders. As a rule, if you think the dress is questionable, our advice is to not wear it. Thank you for your cooperation in this matter.

DRESS CODE

Mount Olive staff and students are expected to dress in a God-pleasing manner. Modesty, good taste, cleanliness, and neatness must be considered when getting ready for school. Lack of modesty and good taste refers to such things as inappropriate T-shirts, extremes in hairstyle and color, low cut necklines, and too-short skirts and shorts. Cleanliness and neatness refer to the general appearance and condition of clothing which should not be worn-out, torn, or dirty.

The dress code is in effect as soon as students enter the school until their departure. Students in grades 6-8 are required to follow the dress code as explained below. Students who appear to be noncompliant with the dress code will be subject to a review by a staff member. If the student is found to be breaking dress code, a dress code violation will be issued, parents will be notified, and the student will be required to change into dress code appropriate attire before returning to class. Repeat offenses may result in additional measures being taken. Students in grades 5K-5 that deviate from the dress code will be handled on an individual basis.

Since styles change, the faculty and administration reserve the right to determine what is and isn't appropriate for our learning environment. For the sake of order, when there are differences of opinion concerning dress, the Mount Olive faculty and administration judgment will be respected.

- Christian pupils should show modesty in their clothing, grooming, and appearance (including jewelry, accessories, and make-up).
- Clothing should be neat and clean, not frayed or worn looking.

- Sleeveless shirts or tank tops without a shirt worn over them are not permitted. All outer shirts including those worn during Phy. Ed. and recess must have sleeves that cover the shoulders. No undergarments should be visible.
- Dresses and skirts that are too short (3 inches above the knee), or too tight must not be worn, even if shorts of appropriate length are underneath.
- All shirts, including tank tops and camisoles worn under a top, must lie flat on the chest. No cleavage should show. Additionally, no midriffs should be exposed while standing or sitting. Shorts may be worn during Aug/Sept and May.
- Shorts must be no shorter than fingertips when arms are resting at the side. Athletic shorts may be worn if they are not skin-tight.
- Leggings, in 5th-8th grade, may only be worn with skirts or dresses of the appropriate length (3 inches above the knee) and must not be worn as pants.
- Jeans, khakis, athletic pants, and joggers may be worn and must follow the guidelines shared above. Pajama pants must not be worn to school.
- Clothing that causes distraction or disruption to the class must not be worn (e.g. writing on the backside of pants or offensive messages).
- Hairstyle trends that draw attention may cause distraction/disruption for the other students and must not be worn (e.g. mohawks, unnatural hair color). We ask/encourage students to express themselves within the confines of the dress code.
- Body Art that is distracting or inappropriate needs to be covered or washed off.
- Flip-flops must not be worn; footwear must be worn at all times.
- Children playing in the gym must wear clean non-marking tennis shoes. All students must have a pair of gym shoes reserved specifically for gym use.
- P.E. 5-8 gr. attire is shorts (provided by Mount Olive) and an appropriate T-shirt.

FIELD TRIP TRANSPORTATION

Mount Olive Lutheran School will provide bus transportation for students participating in field trips. It is the policy that all students ride the bus provided. Parents and other chaperones may ride the bus, providing there is space available. In the great majority of cases, parents may not transport students to or from the field trip. An exception to this policy may occur if the student has an appointment (doctor, dentist, etc.) scheduled. On such an occasion the parent may bring the student when the appointment is finished or may take the student early from the event to keep the appointment. If this change is necessary, the parent should notify the teacher at least 24 hours in advance.

PHYSICAL WELLNESS

Physical wellness will be promoted in the curriculum by instructing students and providing information about choices they make which affect their physical wellness. Positive physical wellness choices will be promoted in science and physical education classes and reinforced in many other classes and school sponsored activities. The administration, faculty, and staff will encourage and model positive wellness choices. Physical wellness should be fostered and reinforced in the home. Physical wellness will be promoted by all food service programs — during and after school. Physical wellness will be encouraged through physical activity programs. Physical wellness, along with mental and spiritual wellness, will lead to an improved learning environment for the Mount Olive family.

FIRE, TORNADO, AND ALICE DRILLS

Drills will be conducted on a routine basis (Fire Drills - Once per month, Tornado Drills - Twice annually, ALICE Drill - Twice annually). In the event of a school intruder scenario, parents will not be able to pick up their children until the lock-down has been lifted. Parents, too, should pick their children up at the rally point, *not* at Mount Olive. This is for the safety of both students and parents, keeping in mind the necessity of law enforcement to control the situation.

LUNCH PROGRAM

Mount Olive School has a lunch program available to students. Each family has an Educate account. Into that account, they can load lunch money. Each day the student takes a lunch at Mount Olive, money will be deducted from the current balance. Our lunch program costs \$3.25 per day per student.

Students bringing lunches from home will be responsible for the safe storage of that lunch.

Grade K-3 eat from 11:20 a.m.-12:00 p.m., while grades 4-8 eat from 12:10 p.m. – 12:45 p.m.. Milk, Fresh fruit, and vegetables are offered every day.

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

HEALTH AND SAFETY

Health Insurance

Does your family have health insurance to cover the unexpected? While every precaution is taken to avoid injury at school, there are times that accidents happen and children get hurt. Parents are encouraged to have a health plan in place for such times as when injury occurs.

Emergency

Each family should update their online account to hold the most current and accurate information so that school staff may take the appropriate action in case of an emergency.

Medical Form

Each student must have a completed medical form on file. Forms are available in the school office and on-line. Vaccinations should be up to date.

Medication

We are bound by laws regarding the administration of any medication, even cough drops. Please adhere to the following procedure. All medications, including cough drops, are to be brought to the school office in its original package or container. No medication of any type will be given to a student without an Administration of Consent form completed by the parent/guardian and/or physician, including dosage, route, and exact times to be given. "As Needed" is not allowed for time of administration. These forms are available in the school office and on-line. Please inform your child's teacher should your child be under medication which might affect the child in class. Simple injuries will be treated with soap and water cleansing.

Illness

It is in the best interest of your child and the other students to keep your child at home when he is ill. Please keep your child home if he shows any of the following symptoms:

- fever
- diarrhea
- nausea or vomiting
- sore throat
- skin rash or sores
- headache
- inflamed or swollen eyes
- head lice

After a fever, your child's temperature must be normal (98.6) for 24 hours before returning to school. If your child vomits, we also require him/her to wait 24 hours before returning to school.

Please inform the school secretary and your child's teacher prior to the beginning of the school day if your child will be absent. If your child becomes ill while at school, we will call you so that you can take him home.

CEA (CHRISTIAN EDUCATION ASSOCIATION)

CEA is Mount Olive School's parent-teacher organization, which serves to organize various activities to bring parents and teachers together for fellowship and learning. This association requires dedicated parents to lead and coordinate.

Activities are hosted and sponsored by the Board of Christian Education under the direction of the CEA Committee, which is made up of school board, faculty, and parent representatives.

FVL SCHOOLS

Mount Olive is a member of FVL Schools. FVL Schools join together in the areas of curriculum, promotions, mission partners, teacher professional development. As a member of this school partnership, Mount Olive shares personal information with Fox Valley Lutheran High School as we offer programs and events through the high school.

CO-CURRICULAR ACTIVITIES

Academic Competitions

Forensics — Grades 5 – 8: Students compete in demonstration speaking, prose reading, poetry reading, speech, solo acting and group play production. In addition to performing at Mount Olive, students may perform at Fox Valley Lutheran High School and other schools.

Math Bowl — Grades 5 – 8: A math bowl team consists of two 5th and two 6th grade students, or two 7th and two 8th grade students, who then compete with other FVL Schools at Fox Valley Lutheran High School.

MLC Meet Math: Students in 5th - 8th grade engage in Math competitions with other WELS schools.

Geography Bee — Grades 4 – 8: After competition at Mount Olive, the school champion takes a written test for state qualification.

Spelling Bee — Grades 5 – 8: After competition at Mount Olive, two students qualify for higher competition with area WELS schools.

School Fairs — Grades K – 8: Students in Kindergarten through 8th grade may prepare projects for fairs in *Science, Social Studies, Art, Learning, Creativity, Music, Math, etc.*

Musicals

Musical — Grades K-4: Part of the music curriculum, this musical may include all children in grades K-4. Practices are during the school day.

Spring Musical — Grades 5 – 8: This after-school activity is optional for students in grades 5 - 8. There is a fee of \$15 for all participants, except light and sound helpers.

Music Lessons

Piano Lessons — Grades 4 – 8: Students may receive half-hour piano lessons once a week during school hours or after school. The cost for these lessons are above and beyond tuition. Grades 1-3 may have lessons after school if the teachers are contacted. A handout comes in the home visit folder, or contact the school office.

Band Lessons — Grades 5 – 8: Students may receive a band lesson on an instrument of their choosing. Fox Valley Lutheran High School instructors teach a 20 minute lesson at Mount Olive once a week, and also hold a joint band rehearsal at FVLHS on Saturday mornings. The cost for these lessons are above and beyond tuition.

INTERSCHOLASTIC SPORTS

FALL SPORT SEASON

- Volleyball: A, B, and C teams open to girls in grades 5-8
- Soccer: A and B teams (depending on numbers) open to boys and girls in grades 5-8
- Cross Country: Open to boys and girls in grades 3-8

WINTER SPORT SEASON

- Cheerleading: A and B teams open to girls in grades 5-8
- Girls Basketball: A, B, and C teams open to girls in grades 5-8
- Boys Basketball: A, B, C, and D teams open to boys in grades 5-8

FVL Track Meet for grades 5-8 hosted in May

MOAA—MOUNT OLIVE ATHLETIC ASSOCIATION

MOAA is our parent organization and was formed to support and maintain the interscholastic athletic programs of our school. MOAA is under the supervision of the Board of Christian Education and is advised by our school's athletic director. The MOAA's activities are guided by its approved constitution and handbook.

All adult members of Mount Olive, parents of enrolled students and staff members are eligible to participate in the MOAA. Meetings are held throughout the school year as needed.

The main goals of the MOAA are as follows: to build Christian character; to support the school's policies and goals; to support Christian behavior and academic guidelines for all athletes, coaches and parents; to help keep all facilities and equipment in good condition; and to help schedule and maintain facilities' usage for all school-related sporting events.