



2019-2020

Parent Handbook

5302 W. Washington Blvd.

Milwaukee, WI 53208

414.774.2200

www.mtolivemke.org

STATEMENT OF BELIEF

This congregation, Mount Olive Lutheran Church and Christian Day School is part of The Lutheran Church—Missouri Synod. The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church.

Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions. The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws – which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod – and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The constitution and by-laws of Mount Olive Lutheran Church and Christian Day School govern our decision-making and policies. A copy is available upon request.

INTRODUCTION

What is Mount Olive Christian Day School? It is a place where we educate God's children 1) to live in this world in a God-pleasing way, 2) to develop their God-given talents to be used in God-pleasing ways, 3) to witness to the love that our Heavenly Father shows us in His love for everyone, and 4) to have the assurance that someday we will live in heaven.

Living in a God-pleasing way assumes that we are able to define what is God-pleasing. This comes through an understanding of the Ten Commandments. In summary, the first three Commandments have to do with our relationship to God, our need to honor Him, to keep His name holy, and to worship Him as our Lord and Savior. The seven Commandments that follow tell us how to relate to our fellow man—to honor and obey our parents and those in authority, to help our neighbor physically, to help our neighbor keep his possessions, to be happy for our neighbors' successes, to be pure sexually, to be honest.

Developing our God-given talents is a core undertaking of every school. At Mount Olive this is done in response to God's love. The result of this approach is that students are led to believe that their lives, regardless of career path chosen, are to reflect the love of Jesus to those who know them. Since each of God's children is gifted by Him, our basic attitude in service is one of thankfulness for what God has done for us.

Jesus very specifically tells us that we are to be witnesses to Him. We are witnesses in the sense that we have experienced His love through the assurance that we have received in our Baptism. Being a part of God's family, called the Holy Christian Church in our confessions, brings a peace and joy into our lives that cannot be duplicated outside the Church. Being a witness to this is a special blessing that we want to share with others.

We know that the ultimate outcome of our life is that we will live with Him in heaven. Our Heavenly Father wants everyone to have that assurance, and it is He that will bless our witness to His Son.

Preparing a New Generation in the Faith summarizes the above. When the element of **school** is allowed to join the basic partnership of **family** and **church**, some really good things happen in the lives of children. Our intent and our prayer is that the following pages will help all of us work together in the best interests of those precious gifts, our children

Administration

Mrs. Rosalie Meier, Principal - rose.meier@mtolivemke.org
Mrs. Sherry Scheid, Assistant Principal – sherry.scheid@mtolivemke.org
Rev. Kent Schaaf, Administrative Pastor – kent.schaaf@mtolivemke.org
Rev. Mark Wangerin, Associate Pastor – pastor.wangerin@mtolivemke.org

Faculty

Mrs. Adele Totsky, 4K
Mrs. Holly Berndt, 5K
Mrs. Kari Bohmann, 1st Grade
Mrs. Heather Culli, 2nd Grade
Ms. Kelsey Lambrecht, 3rd Grade
Ms. Desiree Walker, 4th Grade
Mr. Joshua Nimmer, 5th Grade
Mr. Kyle Robinson, 6th Grade Homeroom, Math
Mr. John O'Connor, 7th Grade Homeroom, Social Studies
Mrs. Erin Ballard, 8th Grade Homeroom, English/Language Arts
Mrs. Leah Armstrong, Resource Room
Kantor Stephen Rosebrock, School Music/Choirs
Mrs. Danika Hojnacki, School Counselor
Mrs. Amy McGuire, Teachers' Aide
Mrs. Martina Schaaf, Music Assistant
Mrs. Julie Rusnak, STEM

Staff

Mrs. Mary Ehlert, School Receptionist
Mrs. Sue Vandertie, Food Service Director
Mrs. Luana Gilmore, Food Service Assistant
Mr. Dan Ripley, Maintenance
Mr. Dave Smid, Financial Administrator

Board of Christian Day School (BCDS)

Mr. Steve Draganchuk, Chairman
Mrs. Rochelle Fritsch
Mrs. Sarah Kerner
Mr. Jim Royten
Ms. Shauntelle VanBeek
Mrs. Jennifer Zuehlsdorf

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Mount Olive Christian Day School Pledges and Commitments

ALL: We pledge and commit ourselves to the following:

I will...

1. treat everyone associated with the school (students, staff, parents, volunteers, etc.) with dignity and respect.
2. pray for each other.
3. make every effort to contribute to a positive, Christian, safe and caring learning environment.
4. practice Christian virtues, especially, faith, hope, love, humility, honesty, respect, mercy, kindness, patience and forgiveness.
5. solve school problems and conflicts in a peaceful, confidential, and responsible manner.
6. protect the reputation of the school and the students and staff and discourage any conversation, especially gossip, which is detrimental to the faith community.
7. avoid any conversations or written communications that are derogatory of others or of the school, particularly in public places such as social media.
8. as a sign of my Christian maturity, be morally responsible for my decisions.



TEACHERS: We pledge and commit ourselves to the following:

I will...

1. provide a quality, Christ-centered education.
2. intervene and redirect your child's behavior when it is not suitable and appropriate in a Christian school.
3. implement a rigorous and engaging curriculum.
4. communicate with you about your child's academic progress and character development on a regular basis.
5. return your calls and emails in a timely manner.
6. build a faith community in the classroom and surround your child with prayer and devotional events daily.
7. teach and encourage your child to be morally responsible for his/her decisions and actions.
8. correct your child's tests, homework and other assignments in a timely and thorough fashion.

PARENTS: We pledge and commit ourselves to the following:

I will...

1. make sure my child understands the expectations of the school.
2. promptly bring any concerns that I have to my child's teachers' attention.
3. support the decisions my child's teachers make and withhold judgement until I have had the opportunity to speak directly with the teachers.
4. ensure my child attends school on time every day and has been provided adequate sleep and nutrition.
5. encourage my child to always complete assignments on time.
6. continually foster in my child high expectations for academic performance and moral behavior.
7. expect your child to follow the school and classroom rules.
8. attend as many school events as possible and all scheduled parent-teacher conferences.
9. stress that my child be honest with me and with his/her teachers and that he/she take responsibility for their decisions and actions.

STUDENTS: We pledge and commit ourselves to the following:

I will...

1. strive to do my best to achieve the expectations set for me.
2. willingly, promptly and without argument follow the school and classroom rules.
3. accept correction for my behavior.
4. communicate with my parents and teachers about my academic progress and ask for assistance when necessary.
5. strive to see Jesus in my classmates and all members of the school community.
6. participate reverently and sincerely in classroom prayer and chapel.
7. learn to trust in God's unconditional love for me.

ADMISSION / ENROLLMENT POLICY

Mount Olive Christian Day School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

All children entering Mount Olive Christian Day School shall be placed in a grade on a probationary status for the first trimester of their enrollment. Final placement will be made after the first semester upon recommendation of the classroom teacher and approval of the principal.

Re-enrollment

Enrollment for the following school year begins in February or March, as determined by school administration. All enrollment applications and materials will be made available to parents in a timely fashion. It is the responsibility of the family to make sure that all enrollment papers are turned in by the monthly deadline. Families wishing to enroll under the Milwaukee Parental Choice Program or the Wisconsin Parental Choice Program will need to pay special attention to the specific guidelines that govern these programs.

CHURCH AND WORSHIP

Worship Schedule

Mt. Olive Lutheran Church offers three different service times for you and your family to come together in worship.

Saturday Evening, 4:00 p.m.

Sunday Morning, 8:30 a.m.

Sunday Morning, 11:00 a.m.

(one service @9:00 a.m. Memorial Day-Labor Day)

Saturday Evening, 4:00 p.m.

Sunday Morning, 9:00 a.m.

Church Attendance Policy

"Mount Olive's mission is to glorify the Triune God by sharing His gift of salvation through Jesus Christ — in ministry, worship, education, and prayer — with family, our community, and the world." – *Mount Olive Lutheran Church mission statement*

"Preparing a new generation in the faith" – *Mount Olive Christian Day School mission statement*

Whereas the primary mission of Mount Olive Lutheran Church and School is the sharing of the Gospel, regular church attendance is necessary for healthy spiritual development. It is vital that children and their families regularly attend church. This modeling demonstrates to your children the high level of importance God has in your life. We cannot fully minister to a family when they are not attending worship regularly. Our relationship with God is a 24 hour-a-day commitment. When a family attends less than two times every four weeks, the parents are sending a message to their children that their religious education is not important. That attitude carries over to the classroom and is a handicap to their child's walk with God.

All school families should strive to attend church on a weekly basis. We understand that there may be special circumstances which prevent you from meeting these requirements. It is our desire that you make these issues known to us so that provisions might be made. If you would like to speak to us personally about this expectation, please contact the principal. Together, under God's grace, may we strive to serve Him and walk in His ways, to the glory of His most Holy Name. (Adopted 7/17)*

Baptism

As a Lutheran School, we recognize the importance of baptism. To this end, our faculty and staff will strongly encourage that any unbaptized child enrolled at Mount Olive Christian Day School be baptized during the first year of enrollment.

Weekly Chapel Services

Our school comes together Wednesday mornings at 8:30 a.m. in the church to worship together. Parents are always welcome to join the faculty, staff, and students for these services. Chapel services are led by the Pastor. We also have a Baptismal Remembrance chapel where students who are celebrating baptism birthdays during specific months are recognized.

A chapel offering is collected at each of these services as well. In the past offerings have been given to a variety of charitable organizations and have helped needy families with food and clothing.

Devotions

For families interested in having devotions as a family, "My Devotions" is a fine help. This publication is directed specifically toward school-age children. The cost is \$10.00 per year and is payable at the school office. This devotion booklet is printed quarterly and mailed to the school. The school distributes the booklets to the families who ordered them. We strongly encourage families to use this resource.

FINANCES

2019-2020 School Costs

Member of Mt. Olive Lutheran Church (per child)
Tuition: \$1600

Non-Member of Mt. Olive Lutheran Church (per child)
Tuition: \$3900 (\$2100 per additional child)

Tuition Payments

Tuition payments may be made in one of the following ways:

- Tuition may be paid in two installments: one half at the beginning of the school year and the remaining balance on January 15th.
- Tuition may be paid in equal monthly installments. These payments may begin as soon as a child is registered and be paid monthly with final payment due before the end of the school year.
- All tuition may be paid by the first day of school.
- Enroll for automatic withdrawal payments

Children are not allowed to attend school if tuition payments are not current.

Milwaukee and Wisconsin Parental Choice Programs (see Appendix A for further explanation)

Mount Olive Christian Day School participates in both the Milwaukee Parental Choice Program (MPCP) and the Wisconsin Parental Choice Program (WPCP).

The Milwaukee Parental Choice Program, which began in the 1990-91 school year, provides an opportunity for students, under specific circumstances, to attend at no charge, private sectarian and nonsectarian schools located in the city of Milwaukee. To qualify for the MPCP, a family must reside in the City of Milwaukee and meet certain income limitations.

Wisconsin's statewide Parental Choice Program was enacted and launched in 2013. The program offers school vouchers to students whose families meet certain income qualifications and are not assigned to the Milwaukee Public Schools or Racine Unified school districts.

Each year, our school sets aside a specific number of "choice" seats per grade level that we will accept. This number is determined based primarily on current choice students in a grade level. However, a few extra seats per grade level are allocated to foster the growth of the school while not upsetting our current school climate. Parents are encouraged to check with the school office prior to reenrollment to determine their eligibility for this program.

*Pursuant to State Statute 119.23(7)(c) A private school may not require a pupil attending the private school under the Milwaukee Parental Choice Program to participate in any religious activity if the pupil's parent or guardian submits to the pupil's teacher or the private school's principal a written request that the pupil be exempt from such activities.

Pursuant to Wisconsin State Statute 119.23(7)(b)3m, the BCDS has scheduled two meetings at which board members will be present and at which pupils, and the parents or guardians of pupils, applying to attend Mt. Olive or attending Mt. Olive under the Milwaukee Parental Choice Program may meet and communicate with the members of the governing body. These meetings will be held on **November 11, 2019 and February 10, 2020 from 5:30-5:45 p.m. in the Council Room.**

Olive Branch Program

"I am the vine; you are the branches." John 15:5

With that beautiful passage from Holy Scripture as our inspiration, Mount Olive designed a program to help those with financial need. The Milwaukee Parental Choice Program and the Wisconsin Parental Choice Program allow families to enroll their child(ren) at Mount Olive Christian Day School if they meet income and residency guidelines. However, not all qualify for either of these programs or in are in a financial situation that does not allow the family to pay their fees and/or tuition. Mount Olive desires these families to be a part of our school and therefore offers the Olive Branch Program for tuition and or fee assistance. Parents who wish to qualify for this kind of help are required to present a copy of their most recent income tax forms and complete a request for financial assistance form. A committee consisting of 2 members of the Board of Christian Day School and the assistant principal review the application and recommend the amount of assistance. Any granting of assistance must be approved by the principal.

LUNCH

Mount Olive Christian School students can either participate in the Hot Lunch Program or they can bring a lunch from home.

2019-2020 Hot lunch prices:

\$3.00 paid lunch

\$0.40 reduced lunch (must qualify by completing attached paperwork)

\$0.00 free lunch (must qualify by completing attached paperwork)

\$0.25 milk

\$3.50 adult lunch

Mount Olive Christian School participates in the **National School Lunch Program** to make hot lunches available to students. The food and other supplies for the hot lunch program are provided by the **Milwaukee Center for Independence.**

Each student who is at school during the lunch periods – that is, students in the PK4 through 8th grade – has a hot lunch account into which families can deposit money for hot lunch, by bringing cash or a check to the school office. We encourage you to pre-pay on your student's account at the Scoops, Signatures and Smiles Day in August, or at the beginning of the school year.

Families are encouraged to apply for free or reduced meals. All information is kept confidential. If a family qualifies for free/reduced priced meals, either through direct certification or through an application, each student in the household is eligible for free/reduced price hot lunches for the rest of the school year, and for 30 operating days into the next school year.

Unpaid Lunch Account Balance

We send out monthly email statements letting you know your student's lunch account balance. The following **Unpaid Meal Charge Policy** applies to the collection of negative hot lunch account balances:

We will send a notification to the parents/guardians when the account balance exceeds negative ten dollars (-\$10.00). If there are questions on how to monitor your account, please contact the office. Parents/guardians will have 5 days to pay or make payment arrangements from the date the account first reaches negative ten dollars (-\$10.00).

Students, who have not paid their negative account balance or made payment arrangements after 5 days, will be expected to bring a lunch or receive an alternate lunch until the account is brought positive. The alternative meal is a cheese sandwich OR peanut butter/soy nut butter and jelly sandwich, fruit and milk.

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, audiotope, 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.

STUDENTS' RESPONSIBILITIES

School Hours

School hours are from 8:00 a.m. – 3:15 p.m. When we have half days, school is dismissed at 11:45 a.m. 1st – 8th Grade Students are to enter through the 53rd Street glass doors. The doors on Washington Blvd. will be locked. There are no exceptions. 4K and 5K Students may enter through the 54th/gym doors.

The Board of Christian Day School does not want children on school property before 7:45 a.m. We cannot accept responsibility for children who arrive before that time. After school, children should be picked up at 3:15 p.m. Parents must understand that dropping off children and picking up children is a safety issue; we must not have unsupervised children on the school grounds or in the school building.

Tardiness

When a student is late for school, the learning environment is disrupted. As a result, student learning is negatively affected. The Board of Christian Day School adopted the following policy.

A. The Policy : This policy applies to all students in grades K4-8th grades. All students are expected to be in the classroom by 7:55 a.m. with instruction beginning at 8:00 a.m. Students will be tardy if they are not in their classrooms ready to learn at 8:00 a.m.. **Bringing your child to school on time is the responsibility of the parents/guardians.**

- a. Excused-Tardy: A good reason for the tardy is always appreciated, but there is no distinction between a good reason and a bad reason. *The only exception is a regularly scheduled appointment or an appointment that is pre-scheduled and the school is notified at least one day in advance.*
- b. Unexcused-Tardy: The responsibility for arriving at school before 7:55 a.m. every day lies with parents/guardians. Transportation or childcare problems are not considered an excuse for tardiness. Therefore the consequence is for the parent/guardian, and every tardy after the fourth tardy in each trimester is marked unexcused.

B. Consequences:

- a. Parents will be notified by the child's teacher after receiving their 4th tardy. A parent must respond to that notification indicating they have received it.
- b. After the 6th tardy the parents will be notified by the principal to set up a meeting with her/him.
- c. Continued tardiness issues beyond 8 days will result in a mandatory meeting with the Board of Christian Day School.
 - i. The Board of Christian Day School may determine to put the family on a probationary period.
 - ii. The Board of Christian Day School may determine ***if tardiness issues are still not resolved, it could result in the student losing their seat at Mount Olive.***

Absences

Regular school attendance is important for academic success. Studies repeatedly show that children who attend school regularly tend to be the highest achievers.

The Wisconsin Board of Education requires all students enrolled at Mount Olive Christian Day School to attend school regularly in accordance with the laws of the state.

Reporting Absences : Under Wisconsin's "Missing Child Law", parents or guardians must notify the school office any morning their child is not attending. **Mount Olive requires parents/guardians to contact the school office before 9:00 a.m. if their child is going to be absent from school, stating**

the reason for the absence. Those who fail to report their child absent will receive a phone call from the school office.

- **A conversation with a teacher (voicemail, email, text, etc.) about an absence does not replace a call to the office.**
- An excuse for an absence from school may be approved for one or more of the following reasons or conditions:
 - Personal illness: Parents or guardians must call the school each morning their child is home ill. The school will require a doctor's excuse if the child is absent 3 or more consecutive days.
 - Death of a relative or Family Emergency : Parents or guardians must contact the school office to explain the situation and estimated time of absence from school.
 - Professional Appointments : We strongly encourage families to schedule medical, dental, legal, and other necessary appointments outside of school hours. If this is not possible, the parent/guardian must do the following one full day in advance of the appointment:
 - Call the school office to provide day and time of early pick-up, including valid reason.
 - Notify classroom teacher and school office of day and time of the appointment, including valid reason.
 - Parents / Guardians must pick up their child(ren) in the school office: you must sign out upon pick-up, and sign student back in upon return.
 - Parents / Guardians must present a doctor's excuse upon the child's return to school.

Unexcused Absences : Any unexcused absence becomes part of a student's permanent school record. Students are "unexcused" if they:

- Fail to bring a doctor's excuse for three or more consecutive days of absence
- Are absent from school for any reason other than those listed as an excusable reason

Consequences :

1. 6 absences in a trimester are considered problematic. The parents/guardians will have a meeting with the child's teacher and discuss ways to ensure better attendance.
2. 9 absences in a year are considered a serious issue. The parents/guardians will be called to meet with the principal. An action plan will be formulated to be followed for the remainder of the year.
3. 12 absences in a year are considered a chronic issue and will result in a meeting with the Board of Christian Day School. At this point, the purpose will be to discuss your child's future at Mount Olive.

According to Wisconsin Department of Education "A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester, Wis. Stat. sec. 118.16(1)(a) and (c).

Make-up work for Excused Absences : An absence from school, even for several days, does not excuse students from their responsibilities in the classroom on the day they return to school. With an absence, students will be given the same number of days they were absent to make up missed work that was assigned on the day they were absent. Tests assigned to be taken on the day the student is absent will be taken on the day they return to school. When returning to school, students are expected to find out what work was missed and when the work needs to be completed. It is the student's responsibility to inquire about classwork and homework to ensure that it is made up. Long-term projects are still due on the assigned due date. Parents should pick up from school all materials needed to complete those projects and/or assignments.

Early Pick-Up Requests : A student picked-up before normal dismissal times, particularly within thirty minutes of the end of the school day, disrupts teachers and students. Consequently, students may **not be** picked-up early unless the student or his immediate family is involved in some kind of crisis such as a severe illness, or death in the family. Transportation or child-care problems **are not considered** a valid reason for early pick-up. Under such circumstances, parents / guardians should contact school administration for assistance in finding a solution to the problem.

Grading Scale

Grades 3-8

95-100%	A
94-93%	A-
91-92%	B+
85-90%	B
83-84%	B-
81-82%	C+
75-80%	C
73-74%	C-
71-72%	D+
65-70%	D
63-64%	D-
0-62%	F

Grades K-2

Mastery	4
Satisfactory	3
Improving Slowly	2
Needs attention	1

Honor Roll

Mount Olive Christian Day School's Honor Roll and High Honor Roll system is a way to recognize exceptional academic effort and achievement on behalf of students in grades 4-8. In order to honor student academic achievement, the school publishes the names of students meeting "High Honor Roll" (3.5-4. GPA Avg.) and "Honor Roll" (3.0-3.49 Avg.) and recognizes each person in chapel at the conclusion of each trimester. To qualify, students in grades 4, 5, 6, 7 and 8 must have a course average of 3.0 (B) or higher, with no incomplete grades, "D"s or "F"s on the trimester report card. The core subjects (i.e. religion/theology, reading, math, science, English and social studies) are averaged to count twice that of other subjects.

An Honor Roll Dinner is then held in May to recognize those students who have maintained a 3.5 or higher GPA from September through 3rd trimester mid-terms.

Promotion

Students are promoted or retained by the principal acting upon advice of the teachers and after consultation with parents.

Promotion to the next grade level is dependent upon:

1. Satisfactory behavioral and emotional maturity
2. Satisfactory attendance record (no more than 15 days of unexcused absence)
3. Good standing in academics (teacher's recommendation)

Prolonged Absences

Sometimes children have prolonged absences because of illness or accidents. At such times our teachers are always ready to help children learn the concepts that they missed. The school may work

with the parents to accommodate a student who has an extended medical absence by providing supervised home instruction.

Nuisance Items

Generally speaking, nuisance items are any objects which children are not using in the learning process. The definition of nuisance items, therefore, falls within the purview of the classroom teacher whose judgment is the final authority of what is and is not allowed in the classroom.

Items deemed to be nuisance items will be confiscated and returned only to a child's parent or guardian. Items not claimed by the end of the school year will be disposed of.

Cell Phones

When cell phones or smart watch devices must be brought to school (at your own risk), students must turn them in to the classroom teacher upon arrival. They may be returned at the end of the day.

Students are not allowed to bring iPods/iPads/gaming devices/mp3 players/headphones/etc. to school or events hosted at school. This includes all practices, games, concerts, and events. Unfortunately, these items have been misused by students and have become a nuisance.

Students who bring one of these items will receive a demerit, have it confiscated, and a parent will have to pick it up in the school office.

Students, with teacher/staff permission, have access to phones in the classrooms, the office, and the before and after school area for emergency purposes. Please make sure that you have current contact information on file with the school office.

PARENT RESPONSIBILITIES

The Basics

A child's success in school is greatly determined by the level of involvement the parent shows in the education process. As the parent, you are responsible for reinforcing what your child is taught during the school day. Remember, God has placed you in authority over your child, and you are to "train a child in the way he should go, and when he is old he will not turn from it" (Proverbs 22:6). At Mt. Olive, your primary responsibilities are:

1. Spiritual
 - a. Pray with your child daily
 - b. Take your child to church (see Church Attendance Policy)
 - c. Encourage your child to share their faith
 - d. Forgive your child
2. Academic
 - a. Get your child to school on time every day
 - b. Know what your child is learning in school
 - c. Set aside reading time every night
 - d. Have an open line of communication with the teacher
3. Social
 - a. Know your child's friends
 - b. Encourage your child to participate in extracurricular activities
 - c. Monitor your child's internet and social media use
4. Physical (see Wellness Policy)
 - a. Encourage healthy eating habits

- b. Encourage physical activity
- c. Establish a regular bedtime

Volunteer Opportunities

Mount Olive Christian Day School values the involvement of adult volunteers to make our school successful. With this mission, we ask that you share your time, talents, and stewardship in creating a stronger and more productive school. Adult volunteer can be a parent, grandparent, or other interested adult. All adult volunteers are expected to respect and protect the confidentiality of our students, act in a Christian manner, and consent to a background check.

Although not required, we would love to have you volunteer 10 hours of your time and/or talent in the following ways:

Birthday Breakfast for Jesus: this is a great opportunity for fellowship with our school, church and guest families. Several volunteers are needed for food shopping, setting/cleaning up, cooking, etc.

Fellowship opportunities: includes Welcome Back night/Book Fair-- volunteers are needed to help with the dinner provided for our families by the PTL. Other events include the Talent Show and the Academic Recognition dinner.

Fundraisers

Fundraisers are an essential part of our school. These have helped us equip our school with much of the technology that is available to both the students and teachers. Funds raised are used for school/classroom needs or items that may not be included in the school budget.

1. **Basketball Concessions and Tournament**: These events have been a fun way to raise money for our school. We need many volunteers to help make these events a success. It requires a lot of organization, hard work, and planning but the results are very rewarding!
2. **BoxTops for Education**: Traditional Box Tops clips are being phased out of production, but you can still send any remaining unexpired clips to school. Eventually the Box Tops program will become digital-only. Participating brands are starting to change their packaging from a traditional Box Tops clip to the new Box Tops label. If you see this label, use the new Box Tops app to scan your receipt
3. **Scrip**: This easy-to-use program really helps raise money for the school. Simply purchase gift cards for things you use regularly (gas, groceries, clothes). Each store has a percentage that automatically goes back to the school.

CHURCH ACTIVITIES:

Usher
Birthday Breakfast for Jesus
Building and Grounds

Field Trips

We encourage teachers to take students into our community to participate in field trips. Each time we leave the premises, we must have the parent or guardian's written permission. Notes are sent home by the teacher and must be signed and returned by the parent or guardian. Telephone calls are not acceptable substitutes for written permission slips. The school needs signed permission slips. Students lacking written permission will remain at school and be supervised. Younger siblings are not allowed on field trips.

Student Records

We keep complete student records. When a student transfers to another school, we forward all but the discipline records to the new school. Discipline records are retained by Mount Olive for one year following a student's enrollment. After that they are destroyed.

Sometimes a student's records are not requested by the new school. In that case the records are kept for five years. After that they are destroyed. Parents have the privilege of inspecting their child's records in the school office. To do this, they must give the office two days advance notification.

Transferring to Another School

There are times when parents must transfer their children to another school. We always recommend that this transfer be made to another Lutheran School and are happy to help parents locate the Lutheran school nearest to the place they are moving. Student records are forwarded to that school after we receive a request for the records from that school. Parents may request a copy of the records. Parents are never given original school records; these remain school property.

STUDENT SAFETY

Morning Dropoff

Most students will enter the school building through the 53rd street entrance beginning at 7:45 am.

Classroom teachers will address this during before school classroom orientations. This entrance is used in the morning because of its ability to allow students a place to enter the building if there is inclement weather. Students will not be allowed to enter through the Washington Blvd. entrance until after school has begun. 4K and 5K Students may enter through the 54th/gym doors.

Afternoon Dismissal

Students in grades 1 through 5 are dismissed via the Washington Boulevard exit and students in grades 6-8 are dismissed via the 53rd Street exit. Parents should park in the area of their oldest child(except for 4K & 5K). The younger children will then meet the oldest sibling at their pick-up location. Students may reenter the building only with permission. By 3:30 p.m. all students must leave for home, including those who plan to be picked up by car. Students who need help should report to the school office. If the normal after-school departure of your child is changed in any way (e.g. going to a friend's home), please send a written note to the school. It is difficult to account for students if we do not know the parent's instructions to the student.

NOTE: 4K/5K parents will receive specific instructions for afternoon dismissal procedures during before school classroom orientations.

For the safety of our students, please adhere to the following rules when picking up your child:

1. Pull your car directly to the curb. (No Double Parking)
2. Children crossing Washington Blvd. need to cross with the crossing guard on 54th and Washington Blvd. or with a parent.
3. Do not cross through the median
4. **Note that the west side of 53rd Street is a No Parking Zone.**
5. In all cases, be respectful of our neighbors.

Unfortunately, these rules are not always followed and the safety of our students becomes endangered. Thus, the school office maintains contact with the Milwaukee Police Department to help maintain a safe environment at the open and close of the day.

Looking to make your pickup easier? Here are some tips:

1. Park a block or two away from school where there is less congestion.
2. Pick up your child between 3:20 and 3:30 p.m. when there are fewer cars in front of school.

Parents of students who are not picked up by 3:30 p.m. and are not registered for Before/After Care services will receive a phone call. The children will remain at the Washington Blvd. entrance, with supervision, until parent approved transportation arrives. Chronic late pick-ups will be disciplined.

Visitor Policy

All visitors during school hours must enter through the main school entrance (Washington Blvd.). All school doors are locked. Visitors (including parents) are required to sign-in at the School Office upon arrival and to sign out when leaving. Parents may also observe their children's classes provided that the observation is scheduled in advance or the parent has received permission from an administrator to observe the class. To avoid disruptions to the classrooms, visitors are asked to wait in the school office for their child. If needing to drop off items for your child (lunch, gym clothes, practice clothes, etc.), please drop the items off in the office, and items will be delivered to the student at an appropriate time.

Crossing Guards

The Milwaukee Safety Commission assigns a crossing guard at the corner of 54th Street and Washington Blvd. This person helps both Mount Olive and St. Sebastian students to cross the Boulevard safely. The guard is at this crossing from 7:40-8:35 a.m. and again from 3:10-3:50 p.m. Students are required to cooperate with the crossing guard. Crossing guards are also assigned to Hawley Road at Galena and Hawley Road at Vine.

After School Activities

Children staying for after-school practices and activities beginning at 3:30 may not leave Mount Olive's premises between the end of the school day and the beginning of these activities. These students should be picked up promptly from the 54th Street CAC parking lot. Children not directly involved in after-school activities may not remain at school in the CAC gym area or in the church parlors.

School Closings/Early Dismissal

We make every attempt to have school on the days shown on our calendar. However, when there is bad weather we may have to close school. We will do our best to notify parents directly via email, text and by posting on Facebook. It is important to notify the school office of any changes in your phone number(s). Closings will also be reported on Channels 4, 6, and 12, as well as on the radio, 620 AM. The principal is authorized to close the school when one of more of the following conditions exist:

1. Inclement weather endangers the safety of the children going to and from school.
2. Inclement weather makes driving hazardous.
3. The Milwaukee Public Schools or the Lutheran High Schools are closed because of inclement weather.
4. Equipment failure in the school makes school attendance unsafe or ill-conceived.
5. Conditions on the school property are hazardous.

Please note that the Child Care Center automatically closes when the school closes.

In general, we try to keep children in school on days when the weather turns bad. If we must close school early, children must know where they are to go once school has been dismissed. Whenever parents feel that they must pick up their children because of poor driving conditions, they are encouraged to do this. Parental judgment is respected; children will be excused. Also, please understand that we have to be concerned about teachers reaching home safely. When the weather is bad it is especially important that children are picked up at 3:15.

Administering Medications

Our children have a variety of medical needs and a variety of things to which they must not be exposed. To assure that students taking medications get the correct medication, the following policy is followed:

1. Children must not have any medications in their possession.
2. Children needing medicine should have a separate container of that medicine to be kept at school. Children who should not have access to a certain medicine are less likely to have access if children are not transporting medications back and forth from school.
3. Basic written information about who prescribed the medicine, how to reach that person, the dosage to be given, and, if necessary, storage information is to be included with the container of medicine.
4. The school cannot be held liable for the proper administration of the medicine by anyone authorized by the principal to administer such medications.

Students must never have medications in their personal possession. They must bring needed medications to the office for safekeeping. Teachers and other school personnel are not required to administer any medication. Those who choose to do so may administer medication only if they have the authorization of the principal. Please recognize that taking any medicine that was not prescribed can result in serious consequences to an unsuspecting child.

Controlled Substances

Neither controlled substances nor items that pose a potential danger to our students and/or property have any place in the school. Students violating this policy will be suspended immediately. Students who are suspended are not allowed to return to school without first receiving permission from the Board of Christian Day School or the Board Chairperson.

Child Abuse

The safety of our children is of utmost importance. When we suspect that a child has been physically or emotionally abused, we are required by law to report our suspicions to the proper authorities. School personnel are not allowed to make judgments about guilt or innocence. We are legally required to report suspected child abuse to the authorities who investigate and determine if abuse has occurred. We are thankful that we rarely have to make such reports.

Discipline Policy

It is expected that the students of Mount Olive Christian Day School will live their lives, both in and out of school, as Christian disciples. Parents, teachers, and other adults expect the students to be self-controlled. Therefore, in order to provide clear and concise communication between school and home about your child's behavior, the following code of discipline has been adopted.

Notice

A Notice is a communication given via email or paper document to notify the parent or guardian that the student has interrupted the learning environment. Parents are asked to acknowledge the receipt of this notice and discuss the problem with the child. Failure to return the signed slip or respond to the email may result in further disciplinary action. (Common infractions that result in notices include, but are not limited to: dress code violations, late for class, lack of self-control, gum, work not complete, etc.)

Demerit

A Demerit is a consequence that results from inappropriate behavior. The consequence of this behavior may require the serving of a detention. Parents are asked to discuss the problem with the child, sign the slip, and return it to the issuing teacher the next day. Parents may request a meeting with teachers. (Common infractions that often result in demerits include, but are not limited to: physical aggression, blatant disrespect for teacher/student, bullying, tardies, etc.)

Parents will be contacted in the event the demerit slip is not signed and returned the next day. Failure to return the demerit slip or show up for the detention may result in further disciplinary action.

Upon receiving four (4) demerits in the school year, the student will meet with the principal. Upon receiving eight (8) demerits in the school year, the student and parent(s) meet with the Board of Christian Day School to determine additional action.

Suspensions

The principal may suspend a student for a period of up to three school days. These suspension may be either in-school or out-of-school suspensions. In-school suspensions must be served in school, before the student may return to the classroom. The parents must be notified before a student is sent home. Parents and students may be required to conference with the principal before the student returns to school.

Infractions that may result in a suspension or expulsion may include, but are not limited to: fighting, constant disrespect for a teacher or teachers, unauthorized leaving of school, vandalism, unauthorized absence from school (truancy), excessive tardies, drug / alcohol use, sexual behavior, bullying and harassment.

There may be times when the principal is unavailable and then the suspension will be postponed until the principal is available. Suspensions may take place in or out of school. Work missed as a result of the suspension must be completed in order to fulfill grade level requirements. Failure to do the work may result in grade retention.

Appearance before the BCDS is possible for serious infractions that may result in suspension or expulsion. Those serious behaviors may include, but are not limited to: fighting, constant disrespect for a teacher or teachers, unauthorized leaving of school, vandalism, unauthorized absence from school (truancy), drug / alcohol use, sexual behavior, bullying and harassment.

All suspensions are to be reported to the Board of Christian Day School at its next meeting.

Students who are suspended for a second time within one school year can be given an indefinite suspension and referred to the Board for possible expulsion.

If any of the following occur on or around Mount Olive Christian Day School and Church property, or before, during, or after school-sponsored activities away from Mount Olive, an indefinite suspension and possible expulsion by the Board could result for the student(s) involved:

1. Use, sale, or possession of tobacco products.
2. Use, sale, or possession of illegal drugs, unauthorized drugs or devices, or controlled substances.
3. Use, sale, or possession of alcoholic beverages.
4. Use, sale, or possession of a gun, knife, or other dangerous weapons/materials.

Expulsions

The Board of Christian Day School retains the authority to expel a student. Infractions that may result in a suspension or expulsion may include, but are not limited to: fighting, constant disrespect for a teacher or teachers, unauthorized leaving of school, vandalism, unauthorized absence from school (truancy), excessive tardies, drug / alcohol use, sexual behavior, bullying and harassment.

Prior to the expulsion:

1. Student and parents shall be counseled by the principal.
2. Student and parents shall be informed by the principal that expulsion is a possible result of the current situation.

3. The principal shall inform the parents that he is recommending expulsion to the BCDS.
4. The parents shall be informed of their option of appearing before the Board. The parents have a right to legal representation or to be represented by another person of their choosing at their own expense.
5. When the Board expels a student, the principal shall inform the parents in writing. A copy of the written notification shall be included in the student's file.

Appealing a Suspension or Expulsion

If a student or parent wishes to appeal a suspension they must notify the principal in writing within 24 hours of the suspension notification. Upon receipt of the written suspension appeal, the principal will schedule an appeal hearing to take place within 48 hours. In the interim, the student will be allowed to attend school, but will only be allowed in the classroom at the discretion of the principal. The principal, guardian(s), and student will be present at this appeal. If requested by any party, the chairperson of the Board of Christian Day School may mediate the appeal, but has no decision making authority in this process. Upon completion of the appeal hearing, the principal will inform the guardian(s) of the decision within 24 hours. The decision of the principal is final.

The Board of Christian Day School retains the authority to expel a student. If a student is expelled, the parents shall be informed of their option of appealing the decision. Should a student or guardian(s) wish to appeal an expulsion, they must notify the chairperson of the Board of Christian Day School within 24 hours of the expulsion hearing decision. The chairperson of the Board of Christian Day school will arrange for one of the Pastors of the Congregation to mediate the appeal. The parents have a right to legal representation or to be represented by another person of their choosing at their own expense. After the appeal hearing, the Chairperson of the Board of Christian Day School will notify the guardian(s) of his/her decision. The decision of the Board is final.

Approval Regular Board of Education Meeting of July 10, 2017

EXTRACURRICULAR ACTIVITIES

Athletics/ Cheerleading

The athletic program, under the direction of our Athletic Director Mrs. Erin Ballard, is open to students in grades five through eight. We have athletic teams for boys and girls if the students show an interest and if we can find parents to help with the coaching. Some of the coaching is done by teachers, some by parents. We are a member of the Milwaukee Lutheran Elementary School Athletic Association (MLESA). Nearly all of our athletic contests occur with other schools who are members of this organization.

In fall, girls have the opportunity to participate in volleyball. Practices are held in our gymnasium. If there is enough interest, the boys have the opportunity to participate in flag football. Practices would be held at Wick Field.

During the winter season both boys and girls play basketball. We participate in both league and tournament play. The teams practice in our gymnasium, while the games are played at a variety of sites including our gymnasium. Mt. Olive hosts a boys' basketball tournament the weekend before Thanksgiving that goes to fund a variety of projects and needs throughout the school building (many of them outside of athletics). Parents and family are encouraged to attend, support, and volunteer to make that weekend a success. We may have cheerleading squads if we have students who are interested in participating and if we have parents who will coach and be responsible for the cheerleading squad at games.

If there is enough interest, a girls' softball team plays in the spring. The team would practice at Wick Field. Students walk to Wick Field from school; they are expected to walk to the field responsibly. After practice parents should pick their children up from Wick Field.

Boys' volleyball may also be offered in spring. Practices are held in our gymnasium. Also in the spring, co-ed soccer may be available for grades 6th-8th if enough interest exists. Practices take place in the gym and at Wick Field once fields are in good condition.

Each 5th-8th grade student has a choice to compete in a track meet at one of our Lutheran High Schools. They will need transportation to and from the site. The track meet consists of running and field events for all grades. For the past number of years, these meets have been held during the school day.

Practices for all teams are scheduled in advance. If inclement weather forces practices and/or games to be cancelled during the school day students may call home to get directions about what to do.

Students participating in the interscholastic program are required to submit a permission slip from their parents indicating that their physical condition enables them to participate in the program. A medical examination by the family physician is always advisable.

Eligibility

Athletic activities are considered extra-curricular programs. Any student that is carrying an F or two D's at any grading period will be suspended from all team practices, games, and tournaments for two weeks or until all grades are in good standing for the player. In addition, any student that continuously struggles to follow Mt. Olive's behavioral guidelines in the classroom and during school hours may also be removed from activities for two weeks or until their behavior improves.

Athletic Fee

If a student wishes to participate in a particular sport, there is a \$25 sports fee. This applies for each sport. For example, a student who participates in basketball and volleyball will have to pay a fee for each. The money from these fees goes to cover the cost of our membership in the MLESAA as well as to update uniforms and equipment. This fee should be paid before a jersey may be given to a student for game play. Any family that finds this fee to be a financial hardship should speak to the school office or the Athletic Director.

Athletic Handbook

We believe that as Christians we are called to be like our Savior, Jesus Christ. We also believe that, as players, coaches, and parents, we must conduct ourselves in a Christ-like manner. Students and Parents who participate in athletics are bound to the behavior set forth in the Athletic Handbook which they will receive prior to participating in the given sport.

American Heritage Girls/Scouting

Scouting-type programs provide enjoyable activities for our students. Girls have the opportunity to participate in American Heritage Girls, a Christian-based scouting program. If there are parents who are willing to lead, we may also find an appropriate boys' group. Information on any of these programs is usually sent home with students after the start of the school year.

Music Program

The Lutheran Church holds music in high esteem, both in church and in school. In the school all students learn to be musically literate, learn to sing, learn the hymns and liturgy of the church, learn traditional

songs from American culture and other cultures, and are given the opportunity to learn a musical instrument and participate in various ensembles. Our school music program is led by Kantor Stephen Rosebrock.

All students in grades 4K through fifth grade have music class with the music teacher twice a week. In music class students learn to sing; play simpler instruments; compose and improvise melodies and accompaniments; read, sight sing, and notate music; listen, describe, analyze, and evaluate music; and understand how music relates to our Christian faith, our Western culture, as well as other academic disciplines. Music class lays the foundation for students to participate in the Middle School Choir and Handbell Choirs in grades 6 – 8 or continued study in Music Appreciation.

Middle school students (6-8) have an opportunity to choose three electives each year from the following: Advanced Handbells, Art, Band, Drama, Handbells, Moby Max, Money Matters, Project-based learning, STEM, Ukulele, and School Choir. For students who are in a musical ensemble, attendance at performances outside of the school day is part of each student's quarter grade. Annual music schedules are published every August.

Private lessons on band instruments are provided for students in fifth through eighth grades. Instruction is provided by the Lutheran High School Association of Greater Milwaukee. Students pay an annual fee to the association to participate in this program. Students participating in the band program during the week may also participate in Saturday morning rehearsals at Milwaukee Lutheran High School or Monday evening rehearsals at Martin Luther High School. The band gives several concerts throughout the year and individual students may participate in Solo and Ensemble Contest each winter.

Students in third through eighth grades may also participate in the *Schola Cantorum*. The *Schola Cantorum* is a ministry of Mount Olive Lutheran Church. There is no tuition charged for participating in this musical ensemble. It is open to students who 1) can match pitch accurately, 2) can commit to the rehearsal and service schedule, and 3) for boys – have not begun their voice change. The choir exists to give young musicians an exceptional musical experience in the context of the church's liturgical life and to cultivate lifelong musicians for service in the church. Choristers are trained as young musicians, while being given an opportunity to sing wonderful repertoire and to grow in their Christian faith and Lutheran identity. This experience gives each chorister the opportunity for significant spiritual and personal growth. Participation also develops the choristers' self-discipline, sense of responsibility and commitment, and strengthens each of their abilities to work with their peers.

PARENT-TEACHER LEAGUE

Mission

The Mt. Olive Parent-Teacher League (PTL) provides opportunities for parents, guardians and family members to become involved in the education of their student. PTL also encourages them to offer support to teachers and staff. All parents/guardians are welcome to attend the monthly meetings and assist at PTL events and activities. The PTL's objective is to assist in carrying out the mission of the school by providing activities in:

- Outreach and Fellowship
- Parent Education
- School Activities
- Faculty and Staff Assistance

BULLYING PREVENTION POLICY

The Board of Christian Day School supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in the school environment. For purposes of this policy, the school environment includes school buildings, grounds, vehicles, and all school-sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

For the purposes of this policy, bullying is defined as a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. Bullying may be premeditated or a sudden activity. It may be subtle or easy to identify, done by one person or a group. Bullying includes but is not necessarily limited to:

- Power imbalance - occurs when a bully uses his/her physical or social power over a victim.
- Intent to harm - the bully seeks to inflict physical or emotional harm and/or takes pleasure in this activity.
- Threat of further aggression - the bully and the victim believe the bullying will continue.
- Terror - when any bullying increases, it becomes a "systematic violence or harassment used to intimidate and maintain dominance."

(Barbara Coloroso, *The Bully, The Bullied & The Bystander*, 2003)

There are at least four kinds of bullying: verbal, physical, social/relational, and cyberbullying:

1. Verbal bullying includes name calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs, threatening electronic communications, anonymous notes, etc.
2. Physical bullying includes poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and personal property, threatening gestures, setting fires, assault with a weapon, stealing, etc.
3. Social or relational bullying includes excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing, looks, giving dirty looks, aggressive stares, etc.
4. Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

While the focus of this policy is on prevention, bullying acts may still occur. In these cases, offenders will be given the clear message that their actions are wrong and the behavior must improve. As a Christian school, it is our duty to teach our students that all students are God's children and to "love your neighbor as yourself" (Matthew 19:19).

Consequences and Remedial Actions for Students Who Commit Acts of Bullying:

In determining the appropriate response to students who commit one or more acts of bullying, faculty shall consider the following factors: the developmental and maturity levels of the parties involved, the degree of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which

the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

It is only after meaningful consideration of these factors that an appropriate consequence should be determined. Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension or expulsion. In all cases regarding violations of this policy, the teacher should consult with the principal or principal's designee to determine appropriate consequence.

Reporting Bullying and Harassment in School

1. Students who are victims of bullying and harassment should immediately report this behavior to the supervising teacher and his/her guardians. Students should inform the teacher verbally or in writing.
2. If the bullying and harassment continues, the student and his/her guardians should report this behavior to the school principal. The principal should be informed verbally or in writing.

Obtaining Relief from Bullying and Harassment in School

1. Once reported to the teacher, the teacher is responsible for addressing this behavior.
2. Prior to taking any disciplinary action, the teacher should consult with the principal or principal's designee.
3. Actions that may be taken include, but are not limited to those consequences outlined in the above section entitled "*Consequences and Remedial Actions for Students Who Commit Acts of Bullying.*"

COMPUTER USAGE POLICY

Mount Olive Christian Day School provides employees and students access to Mount Olive Christian Day School's internal network and to the Internet for the purpose of furthering the educational goals and objectives of Mount Olive Christian Day School, the professional development of its employees, and the educational enrichment of its students.

Mount Olive Christian Day School computers and network resources are provided for instructional, development, and management purposes for use by students and staff, subject to the policies set forth herein. Mount Olive Christian Day School computers and networks may not be used to disrupt educational or management functions, and hardware and/or software shall not be destroyed, modified, copied, transferred, decompiled, disassembled, disabled, or otherwise abused in any manner. Users shall not seek information on other users on Mount Olive Christian Day School's network, including but not limited to their passwords, files, data, electronic mail, or other data that may be stored and accessible through said computers and networks.

School administration will apply the same criterion of educational suitability used for other education resources in providing access to software and Internet information resources when enforcing this policy. All use of these resources shall be directly related to the education of the student, the professional development of the employee, or the management of these resources by staff and administration of Mount Olive Christian Day School.

Because the Internet is a fluid environment that may include materials of questionable educational value, and because it provides access to many, constantly changing resources throughout the world, it is

impossible for school administration to review and pre-select materials that are appropriate for the use of our students and employees. Therefore, Mount Olive Christian Day School has adopted practices regarding access to and use of Mount Olive Christian Day School electronic resources and networks, especially the Internet.

Mount Olive Christian Day School firmly believes that the valuable information, interaction, collaboration, and peer contact available on the Internet all outweigh the possibility that students and employees may access materials that are not consistent with the educational and professional development goals of Mount Olive Christian Day School. Ultimately, we rely on the parents and guardians of minors to be responsible for conveying and enforcing standards that their children should follow when using electronic resources like the Internet or any other media, and we rely on our employees to use good judgment in selecting these resources for their students' use and their own.

Consistent with the Children's Internet Protection Act, Mount Olive Christian Day School has implemented software on all computers with Internet access that protects against access to visual depictions that are obscene, child pornography and/or harmful to children. This software is operating at all times, and enables Mount Olive Christian Day School to monitor and protect against access to the aforementioned visual depictions. We have additional and extensive systems and security mechanisms in place to ensure the security, integrity, and appropriateness of the data on our networks. However, we also rely on and respect each family's right to decide whether to allow their student(s) access to the Internet.

Mount Olive Christian Day School will send every student's parent or guardian a copy of these network and Internet use guidelines and provide a copy of this policy to all current and new employees upon its adoption. Copies of the policy will be available upon request from the school administration. Annually, parents must review this policy with their student(s), explaining its provisions and spirit in a manner in which the student understands it, and grant permission for the student to access the school's internal networks and the Internet before Mount Olive Christian Day School will assign a User ID and password to the student. In addition to this parental review, appropriate Mount Olive Christian Day School employees will review this policy with students at appropriate times during each school year.

Final Approval: Regular Board of Education Meeting of May 15, 2007

A. Management, Administration, Monitoring, and Privacy

1. Mount Olive Christian Day School has software and systems in place that monitor and record all Internet usage. Mount Olive Christian Day School wants users to be aware that our security systems are capable of recording, for each and every user, each World Wide Web site visit and the amount of time spent actively using the World Wide Web, and we reserve the right to do so at any time, without advance notice or warning to the user. No Mount Olive Christian Day School student or employee should have any expectation of privacy as to his or her Internet usage, or the privacy of any electronic mail message, file, download, note, or other data stored on or transmitted or received through any Mount Olive Christian Day School computing facility. Mount Olive Christian Day School may review computing activity and analyze usage patterns, and may choose to publicize this data to assure that Mount Olive Christian Day School's computing resources are devoted to maintaining the highest standards of educational benefit and employee productivity.

2. Mount Olive Christian Day School, through appropriate management personnel, reserves the right to inspect any and all data stored in public or private areas of networked and individual storage systems of any kind, without notice or warning, and at any time or for any purpose.

3. If a student or employee finds that he/she is connected to a site that contains any offensive, disruptive, or harmful material such as listed at the end of this section, he/she must disconnect from that site immediately, regardless of whether that site has been previously deemed acceptable by any screening or rating program, and inform the teacher or supervisor of the incident. Mount Olive Christian Day School's goal in creating the above standards and reporting requirement is not to create an environment of fear and apprehensiveness for users accessing the Internet and internal networks, but to affirmatively set forth content standards for users to be mindful of when accessing these resources on their own.

Offensive, disruptive, or harmful data include, but are not limited to any messages or files, or data that contain the following:

- pornographic or erotic images,
- sexual implications,
- racial slurs,
- derogatory gender-specific comments,
- information or instructions designed to cause physical harm to another person,
- comments that offensively address a person's age, sexual orientation, religious beliefs, political beliefs, national origin, or disability,
- any comment intended to frighten, intimidate, threaten, abuse, annoy, or harass another person,
- those data or activities which invade the privacy of another person

4. Mount Olive Christian Day School will fully cooperate with requests from law enforcement and regulatory agencies for logs, diaries, data, and archives on individuals' computing activities to the extent required by law.

B. Systems Management, Data Integrity, and Security

1. Non-Mount Olive Christian Day School owned hardware or software may not be introduced into the system without approval from the appropriate Mount Olive Christian Day School systems management personnel.

2. Employees shall download only those materials which are applicable to their position in Mount Olive Christian Day School, and the size of the file(s) downloaded during any one session should not exceed 10MB without permission of Mount Olive Christian Day School systems management personnel. Students may only download files from the Internet that are specifically designated for use in classroom assignments and activities, and then only with the permission and direction of their teacher. The use of Mount Olive Christian Day School's Internet facilities to transfer data outside of these limits can create congestion that may adversely affect everyone's ability to access Internet resources of all kinds.

3. No employee or student may use Mount Olive Christian Day School computing facilities to download or distribute software or data that is pirated, or in a manner inconsistent with its license agreement or applicable copyright law and Mount Olive Christian Day School copyright policy. Any software or files transferred in any manner into or via Mount Olive Christian Day School's computing facilities becomes the property of Mount Olive Christian Day School, subject to the restrictions of any existing licensing agreement or applicable copyright law or policy. In any event, such downloaded files, regardless of license or license ownership, may only be used in a manner consistent with their licenses or copyrights, applicable Mount Olive Christian Day School policy, or other controlling authority.

4. Unless software or data transferred into Mount Olive Christian Day School's computing facilities is part of an approved educational curriculum, students and employees must understand that the

unauthorized use or independent installation of non-standard data may cause computers and networks to function erratically, improperly, or cause data loss, and should take that into consideration when installing software not directly related to or approved through an existing curriculum. Users should seek the assistance of qualified Mount Olive Christian Day School systems management personnel in using non-standard software and data, and must never install downloaded software to networked storage devices without the assistance and approval of appropriate personnel.

5. No employee or student may use Mount Olive Christian Day School's computing facilities to propagate any virus, worm, Trojan horse, trap-door program code, or any form of destructive or malicious computer instruction. Further, employees or students may not propagate any virus "warnings" via electronic mail except to alert appropriate Mount Olive Christian Day School systems management personnel.

6. Students and employees may not intentionally delete or modify data that is used as part of an approved educational curriculum, except where the deletion or modification of said data is part of that curriculum. Users must respect the fact that, much like a library, software and data are made available for all to use and benefit from.

7. No employee or student may use Mount Olive Christian Day School's computing facilities to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user or the user's data.

8. All data that is transferred into Mount Olive Christian Day School's computing facilities must be checked for viruses before it is run or otherwise accessed. On computers where virus scanning takes place automatically, the virus scanning software must not be disabled, modified, uninstalled, or otherwise deactivated. If one is uncertain as to whether the workstation being used is capable of detecting viruses automatically, or one is unsure whether the data has been adequately checked for viruses, contact appropriate Mount Olive Christian Day School systems management personnel.

9. No student or employee may use Mount Olive Christian Day School's computing facilities to access or attempt to access stored materials or data that are not appropriate for their position, or are outside the scope of their education or employment duties.

C. User IDs and Passwords

1. Every student and employee accessing Mount Olive Christian Day School computing resources will be assigned a User ID and/or password that functions as their method of access to our computing facilities. One should guard this information just as one would guard any other identifying material, ie. bank account numbers. Users will be held fully accountable for activity that occurs on any Mount Olive Christian Day School computing facility under the individual's User ID and password, regardless of whether the person assigned to the User ID and password is the actual user. Therefore, great care should be taken not to share or otherwise disclose this information to another person.

2. User ID's and passwords should never be written in a conspicuous place, written down together, or shared with any third party. A student or employee who loses or forgets his/her password (or User ID and password together) must immediately inform appropriate Mount Olive Christian Day School systems management personnel so his/her account can be temporarily deactivated and a new password assigned.

3. Mount Olive Christian Day School has security facilities available to detect intruders attempting to use or guess another's User ID and password to gain access to resources they are not authorized to use. A student or employee who discovers that an account has become disabled because of an intruder's attempt to access our computing facilities should contact appropriate Mount Olive Christian Day School systems management personnel for assistance.
4. Some student users may not be granted User ID's and passwords if their foreseeable computer use will not involve storing files or accessing the Internet.

D. Electronic Mail

1. Electronic mail should primarily be used for internal Mount Olive Christian Day School business, instructional purposes, and collaboration with fellow students and peers, and other activities directly related to a user's education or employment. While we recognize that some personal use occurs with any communications medium, we strongly discourage users from using Mount Olive Christian Day School computing resources for personal communication. Expressly prohibited is the commercial use of Mount Olive technology for personal enrichment or profit.
2. Though electronic mail is a fast and relatively easy mode of communication, nothing should be included in an electronic mail message that the user would not want read by a third party. Although it is rare, the interconnected nature of the Internet and its component disparate computing networks makes it possible for a third-party interceptor to store, view, read, print, and disseminate the contents of any electronic mail message to anyone else. Mount Olive Christian Day School has security facilities in place to prevent unauthorized access to our internal networks and electronic mail stored there, but be aware that messages transmitted outside our networks may be equally protected, less protected, or not protected at all. The likelihood of such an interception is extremely low, but still possible, so one should therefore take great care when transmitting sensitive or confidential information. Mount Olive Christian Day School employees must not transmit sensitive or identifying information about students via electronic mail.
3. Electronic mail should be retained only as long as needed and not archived or otherwise stored beyond the time that it may reasonably need to be referenced.
4. Employees and students may not use Mount Olive Christian Day School electronic mail facilities to propagate chain letters, advertising, jokes, personal files, images, or any other materials not directly related to their employment or education.
5. Employees and students should keep in mind that electronic mail is a written form of communication, just like a paper letter. Though electronic mail is relatively spontaneous compared with regular mail, carefully use the same level of discretion and forethought before sending messages; check for completeness, accuracy, and grammar.

E. World Wide Web Publishing and Use

1. Mount Olive Christian Day School employees, staff, and teachers will lead students in activities and exercises that strengthen their research skills and enrich the educational process. This may include using search engines in a way that is appropriate for the curricular goal and cognitive level of students, using pre-determined Web resources as a group, or allowing students to independently research subjects consistent with established curriculum and content guidelines.

2. Employees and students should read information on the World Wide Web with an evaluative and critical attitude, verifying the sources, authenticity, and accuracy of information to the best of their ability. To that end, employees will endeavor to review Web materials that will be used in classroom learning activities and use only those that are of the highest quality.
3. Employees and students may bookmark educationally sound Web sites for quick and easy reference without the sometimes-tedious process of discovering the resource on one's own. These bookmarks may be saved on an individual workstation or a networked storage device and should be reviewed regularly by the user for relevance, timeliness, and appropriateness to the educational and employment environment.
4. Materials published to the World Wide Web using Mount Olive Christian Day School computing facilities are considered official Mount Olive Christian Day School materials and will be created by appropriate persons. Students may, upon approval of their teacher, create Web pages relating to class projects or other school-related activities. The purpose of Web pages published by Mount Olive Christian Day School shall be to communicate information about Mount Olive Christian Day School to students, parents, and the public. The Web also is an instructional tool with links to other sites that correlate with current curriculum, are age-appropriate. To ensure appropriateness, Mount Olive Christian Day School staff reviews Web sites in advance.
5. Creation and publishing of Web pages is subject to the following guidelines:
 - Pages and the data contained thereon belong to Mount Olive Christian Day School and should reflect both quality work and accurate information.
 - Contents must adhere to this Acceptable Use Policy, applicable privacy policies and laws, applicable copyright policies and laws, and other established Mount Olive Christian Day School policies.
 - Information published on Mount Olive Christian Day School web pages will be education-related, non-confidential, and non-commercial. However, advertising for non-profit, school-sponsored organizations is acceptable.
 - All pages will be created to facilitate easy loading and viewing of graphics and audiovisual materials by the user of the page, whether internal or outside Mount Olive Christian Day School, and subject to the restrictions contained in this Acceptable Use Policy.
 - Links to commercial or personal Web pages shall not be made from any Mount Olive Christian Day School web page, except where such linking would serve a legitimate educational purpose and the content on the entire linked site would not violate any provision of this Acceptable Use Policy.
6. Mount Olive Christian Day School web pages shall not contain the following items without the explicit written permission of a parent, guardian, or in the case of information about an employee, the employee:
 - Students' full names, electronic mail addresses, telephone numbers, street addresses, or any other identifying information.
 - Identifying photographs, video, or likenesses of students and staff.
 - Employees' personal electronic mail addresses, personal telephone numbers, street addresses, or any other identifying information of a personal nature. Web pages may contain an employee's name, title, work telephone number, work electronic mail address, the building or facility they are employed in, and other work-related information to facilitate communication with parents and other outside correspondents.

7. All school Web pages must be reviewed and approved by the site tech team, including the building principal, prior to their publication.

8. Mount Olive Christian Day School web pages will be updated regularly on a schedule determined by appropriate Mount Olive Christian Day School systems management personnel. Links to outside pages must be reviewed and checked regularly for accuracy.

9. If a written release is granted by the parent or guardian of a student, the work of said student may be published on Mount Olive Christian Day School's Web pages.

10. Each employee and student using the Web and other Internet facilities of Mount Olive Christian Day School shall identify himself or herself honestly, accurately, and completely. No faculty, staff, or student may purport to represent Mount Olive Christian Day School or its views, policies, or opinions to the media or in a public forum, without the express advance approval of the principal. When political advocacy and/or endorsement of products and services actually or implicitly include Mount Olive Christian Day School, prior approval of the principal is also required.

F. Resource Considerations

1. Students and staff with Internet access will not use Mount Olive Christian Day School computing facilities to transfer images, video, or sound materials unless there is an explicit educational purpose for such a transfer. The regular and widespread transfer of large amounts of data creates a significant burden on any computing facility. Rather than transferring large files via the public Internet, users will ideally download a large amount of data once, then distribute it to others using Mount Olive Christian Day School's faster internal networks.

2. Students and staff will schedule communications-intensive operations such as large file transfers, video downloads, mass emailing, or the use of streaming audiovisual technology for times when other users are not likely to be performing the same activity.

3. Students and staff will be granted a limited amount of space on Mount Olive Christian Day School's networks to store electronic mail, files, and other data. Users may not exceed this quota without the advance approval and assistance of appropriate Mount Olive Christian Day School systems management personnel. Users at their storage limit may find that their access to some resources will be automatically restricted or disabled, ensuring that the resource will be equally available for everyone's use.

4. Mount Olive Christian Day School may, at any time and without warning, move or delete data stored on networked systems to efficiently allocate computing resources to all users. While every reasonable attempt will be made to inform users of such modifications or deletions, users should preserve important or sensitive data on a disk or other removable storage medium and particularly recognize that there may be circumstances when such a notification will not be possible, such as at the end of an academic year or during a vacation period.

G. Enforcement

1. Any user identified as a security risk or having a history of problems with computing systems may be denied access to Mount Olive Christian Day School's computing facilities, with or without advance notice, warning, or opportunity to cure a defect that may result in such a revocation of privileges.

2. Mount Olive Christian Day School will report all violations or suspected violations of Mount Olive Christian Day School, local, State, or Federal laws and policies to the appropriate administrator, agency, or law enforcement authority, and will cooperate fully in the investigation of any activity that may violate established law or doctrine.

3. Violations of this Acceptable Use Policy will be investigated by appropriate Mount Olive Christian Day School personnel. Where appropriate, disciplinary action will be taken against students or staff violating any provision of this Policy, as provided by Board policy.

Final Approval: Regular Board of Education Meeting July 17, 2007

WELLNESS POLICY

Belief Statement

The Mt. Olive Lutheran School Board of Christian Day School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

THE GOSPEL MOTIVATES

As leaders of Lutheran schools, we believe that God created us and gives us all things, including our health. Therefore, we thank God for the gift of life and health He has given us – imperfect as it may be with problems of illness and diseases as a result of sin. But knowing what God has done for us through Jesus Christ – the forgiveness of sins, life, and salvation – our response is to care for the body that is on loan to us as a way of thanking and praising God. If we view our bodies as His temple, we can begin to see the importance of daily maintenance in order to keep it useable for His service. By keeping our bodies well-maintained and filled with the right kinds of fuel (foods) needed to sustain us we will be ready at a moment's notice for the demands and tasks He is calling us to do.

Intent

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness; helps to reduce childhood obesity; supports nutrition education, physical activity and other school-based activities designed to promote student wellness; provides nutrition guidelines for all foods available during the school day; and designates one or more persons with operational responsibility for this policy.

Rationale

A disturbing number of children are inactive and do not eat well. The result is an alarming 16 percent of children and adolescents are overweight – a three-fold increase since 1980. Congress passed the Child Nutrition and WIC Reauthorization Act of 2004 on June 30, 2004. Recognizing the role schools can play in health promotion; this law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. The

objectives of the wellness policy are to improve the school nutrition environment, promote student health and reduce childhood obesity.

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

GOALS FOR NUTRITION EDUCATION

1. Students in 4K through grade 8 shall receive nutrition education. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors *and* aimed at influencing students' knowledge, attitudes and eating habits. Special emphasis should be placed on nutrition education in preschool through primary grades as eating habits are established at a young age.
2. To maximize classroom time and to achieve positive changes in students' eating behaviors, nutrition education shall be integrated into other school subjects like math, science, language arts, physical education, health, family and consumer science and social sciences.
3. The nutrition education program shall include enjoyable interactive activities

GOALS FOR PHYSICAL ACTIVITY

1. Students in preschool through grade 8 shall participate in daily physical education that enables them to achieve and maintain a high level of personal fitness and emphasizes self-management skills including energy balance (calories in minus calories out).
2. It is recommended that students participate in physical education for a minimum of 150 minutes per week. Special emphasis should be placed on promoting an active lifestyle in preschool through primary grades as healthy habits are established at a young age.
3. Students shall have a daily supervised recess or physical education period.
4. Students shall be provided opportunities for physical activity through after-school activities.
5. Because students should engage in a minimum of 60 minutes of physical activity a day, the physical education program shall actively engage families as partners in providing physical activity beyond the school day.

GOALS FOR OTHER SCHOOL-BASED ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS

Parent Partnerships

1. Schools shall support parents' efforts to provide a healthy diet and daily physical activity for their children.
2. Parents shall be provided information to help them incorporate healthy eating and physical activity into their student's lives. This information may be provided in the form of handouts,

postings on the school/district website, information provided in school/district newsletters, presentations that focus on nutrition and healthy lifestyles and any other appropriate means available for reaching parents.

Consistent School Activities and Environment – Healthy Eating

- It is recommended that food providers share information about the nutritional content of school meals and/or individually sold foods with students, family and school staff.
- School meals shall be served in clean, safe and pleasant settings with adequate time provided for students to eat and socialize.
- Food providers shall work with suppliers to obtain foods and beverages that are nutritious.
- Food providers shall work closely with school instructional staff to reinforce nutrition instruction and foster an environment where students can learn about and practice healthy eating.
- Students, parents, school staff and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options and shall be provided with a list of recommended food and beverage options.
- School-based organizations shall be encouraged to raise funds through the sale of items other than candy or similar products.
- To reduce competition with nutritionally balanced school meals and enhance student safety, it is recommended that, to the extent practicable, students are not permitted to leave school grounds to purchase foods or beverages.
- The school shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (MyPyramid) such as fruits, vegetables, low-fat dairy foods and whole grain products.
- Students are not permitted to bring any soda pop or other caffeinated beverages onto school grounds. Exceptions can be made at the teacher's discretion for classroom parties, etc.

Consistent School Activities and Environment –Physical Activity

1. Physical education shall be provided by trained staff that meet certification requirements equivalent to those for other curricular areas.
2. Physical education classes shall have a student to teacher ratio comparable to those in other curricular areas.
3. The physical education program shall be closely coordinated with the other components of the overall school health program. Physical education topics shall be integrated within other curricular areas. In particular, the benefits of being physically active shall be linked with instruction about human growth, development, and physiology in science classes and with instruction about personal health behaviors in health education class.
4. Teachers are encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.
5. Board, faculty, and staff are encouraged to develop community partnerships with other child-serving organizations such as park districts and YMCA's to provide students with opportunities to be active.
6. Board, faculty, and staff are encouraged to provide student and community access to and promote use of the school's physical activity facilities outside of the normal school day.
7. Physical activity facilities and equipment on school grounds shall be safe.
8. The school shall work with the community to create a community environment that is safe and supportive of students walking or biking to school.

Food or Physical Activity as a Reward or Punishment

1. School personnel shall be encouraged to use nonfood incentives or rewards with students and shall not withhold food from students as punishment.
2. School personnel shall not use physical activity as a punishment or withhold participation in physical education class as a punishment.

MEASURING IMPLEMENTATION & COMMUNITY INVOLVEMENT

- The principal shall be responsible for implementation of the wellness policy. The principal shall make recommendations to the school board for a plan of action for improvement, as needed.

UNIFORM DRESS CODE

Mount Olive Christian Day School requires that all students adhere to a uniform school dress code

Boys:

- Solid Hunter Green, Navy Blue, or White knit polo shirts (long or short sleeve). NO LOGOS EXCEPT FOR MT. OLIVE ARE ALLOWED.
- Navy Blue, Black or Khaki walking shorts or pants (cargo pants/shorts, jeans and corduroy are not acceptable).
- Shorts may only be worn April 1st – October 31st
- While a belt is certainly encouraged to be worn, it is not required. If there are issues such as students' pants "sagging," the school can require that student to wear a belt.
- Shoes must be closed-toe, closed-heel. They can be lace-up or Velcro. No sandals, flip-flops, etc. will be allowed. Boots of any kind, fashion or snow, are not allowed in the classroom. Girls are not allowed to wear high heels of any kind.
- **Solid** Hunter Green, Navy Blue, or White sweaters (without hoods) may be worn in cold weather.
- White solid colored shirts may be worn under a polo
- Mt. Olive Lutheran School hoodies or pullovers are allowed on all days EXCEPT during Chapel (students MUST wear a polo underneath).
- Extreme Hairstyles are not permitted (No designs shaved into the hair, No Mohawks). Hair cannot block a student's eyes.
- Cologne, Perfume, and Body Spray are not permitted at school.
- Hair must be above the collar.
- Boys are not allowed to wear earrings.

Girls:

- Solid Hunter Green, Navy Blue, or White knit polo shirts (long or short sleeve). NO LOGOS EXCEPT FOR MT. OLIVE ARE ALLOWED..
- Navy Blue, Black or Khaki pants, polo dresses, skirts, skorts, jumpers or walking shorts (cargo pants/shorts, jeans and corduroy are not acceptable)
- Shorts and skorts may only be worn April 1st – October 31st
- **Only Solid** color navy, black or white tights/leggings may be worn with skirts.
- Shoes must be closed-toe, closed-heel. They can be lace-up or Velcro. No sandals, flip-flops, etc. will be allowed. Boots of any kind, fashion or snow, are not allowed in the classroom. Girls are not allowed to wear high heels of any kind.
- **Solid** Hunter Green, Navy Blue, or White sweaters (without hoods) may be worn in cold weather.
- White solid colored shirts may be worn under a polo
- Mt. Olive Lutheran School hoodies or pullovers are allowed on all days EXCEPT during Chapel (students MUST wear a polo underneath).

- Extreme Hairstyles are not permitted (No designs shaved into the hair, No Mohawks). Hair cannot block a student's eyes.
- Cologne, Perfume, and Body Spray are not permitted at school.
- Only stud earrings may be worn to school (no hoops).
- Make-up may not be brought to school.
- Hair spray may not be brought to school.
- Girls are encouraged not to wear jewelry to school. The school will not be responsible if jewelry is lost.

DRESS-DOWN DAYS

- Foot attire must be the same as regular dress code
- Jeans WITHOUT holes may be worn
- Athletic pants may be worn
- Dresses that touch knees may be worn
- T-shirts with appropriate content may be worn
- Tank tops are not permitted

Failure to wear the proper attire will result in a notice sent home with the student on the first occurrence. Upon the second violation the parent must bring appropriate clothing before child is permitted into the classroom or a child must wear clothing provided by the school until situation is remedied. The dress code will be strictly enforced.

Classroom teachers, in consultation with the principal, have the final authority regarding the appropriateness of clothing worn in their classrooms. If there is a question about the appropriateness of a particular item of clothing, bring it in instead of wearing it.

Uniform clothing can be found at Target, Kohl's, Sears, Wal-Mart, Land's End, Marcus Uniforms, and The Uniform Place.

APPENDIX A: MILWAUKEE AND WISCONSIN PARENTAL CHOICE PROGRAM POLICIES

Non-Discriminatory Policy

Mount Olive Christian Day School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

Milwaukee Parental Choice Program Eligibility

Under 119.23(2)(a) a pupil must reside in the city of Milwaukee and meet the income requirements defined below to qualify for the MPCP:

"The pupil is a member of a family that has a total family income that does not exceed an amount equal to 3.0 times the poverty level determined in accordance with criteria established by the director of the federal office of management and budget. In this subdivision and sub. (3m), family income includes income of the pupil's parents or legal guardians. The family income of the pupil shall be verified as provided in subd. 1. b. A pupil attending a private school under this section whose

family income increases, including a pupil who attended a private school under this section in the 2010-11 school year and whose family income has increased, may continue to attend a private school under this section.”

Student Eligibility, which is established by state law, varies for each program. Student eligibility is a combination of student residence, income and prior year attendance. There is also an age requirement that must be met for grades K4, K5, and 1. All students must apply each year and provide documentation that they meet the residency requirements that are specific to each program. Students continuing in the program or students that were on a Choice waiting list in the prior year for the same program they are applying are not required to provide income documentation. MPCP: Students in grades kindergarten through 12 residing in the City of Milwaukee may apply for the MPCP during a period the school is accepting Choice applications. To qualify for the program, a new student must have a family income equal to or less than 300% of the federal poverty level income limits shown in Table 1. If the student's parents/legal guardians are married their income is reduced by \$7,000 when determining income eligibility for the program. All students must meet the residency requirement every year

Table 1 – MPCP and RPCP Income Limits
300% of the Federal Poverty Level for 2019-20
Family Size Maximum Yearly Income*

1	\$36,420
2	\$49,380
3	\$62,340
4	\$75,300
5	\$88,260
6	\$101,220

For each additional member add \$12,960

Milwaukee Parental Choice Program Random Selection Plan

Prior to each open application period, the school will determine the number of seats available for the MPCP at each grade level. The school will notify the applicant, upon their application, of the number of seats available at the grade level of the applicant, the dates of the open application period, and the date and location of a random drawing for acceptance if more applications are submitted than there are spaces available. The school will also notify the applicant that they do not have to be present at the random drawing, and that they will be notified immediately after the drawing (but no later than 60 days after their initial application) of their acceptance or non-acceptance status.

After the close of the open application period, if the number of eligible MPCP applications for any grade level exceeds the number of seats available at that grade level, the school will hold a random drawing to determine which applicants are accepted. The random drawing, if necessary, shall be held within one week of the end of the application period and prior to the count date.

At the random drawing, all applications submitted during the open application period shall have an equal chance of being drawn, with the following exceptions: The private school may give preference to (1) pupils continuing in the choice program at that private school and their siblings (2) pupils continuing in the choice program who attended another private school in the MPCP the previous year; and (3) siblings of pupils who have been accepted to the private school.

The random drawing shall continue until all available seats are filled and a waiting list order is determined in the event a previously filled spot opens up or the school opens additional seats at a later date.

Letters shall be mailed to all applicants, informing the applicants of their acceptance or their number on the waiting list, on the day following the random drawing. If the school rejects a student application, the letter of nonacceptance must include the reason why the pupil was not accepted. All applicants shall be notified of their status within 60 days of the date the student application was submitted to the school.

Denial of Milwaukee Parental Choice Program Enrollment Appeals Process

119.23(3)(a) states that “Within 60 days after receiving the application, the private school shall notify each applicant, in writing, whether his or her application has been accepted. If the private school rejects an application, the notice shall include the reason. A private school may reject an applicant only if it has reached its maximum general capacity or seating capacity.” A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery. Under Mount Olive Christian Day School's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to notify the school administrator or designee in writing that the applicant was improperly rejected. Rejected applicants cannot submit any additional evidence or documentation as part of the appeal. The school administrator or designee on register with the Wisconsin Department of Instruction shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

Wisconsin Parental Choice Program Eligibility

WPCP: Students in grades kindergarten through 12 residing in a Wisconsin school district, other than in the city of Milwaukee or Racine Unified School District, may apply for the WPCP between February 1st and April 20th. To qualify for the program, a new student must have a family income equal to or less than 185% of the federal poverty level income limits shown in Table 2. If the student's parents/legal guardians are married their income is reduced by \$7,000 when determining income eligibility for the program. In addition, all students applying for the WPCP must meet one of the following prior year attendance requirements: (1) have attended a public school in Wisconsin the previous school year; (2) was not enrolled in school in the previous school year; (3) is applying for grades kindergarten, first or ninth in the current school year or; (4) participated in the WPCP or RPCP in the previous school year. All students must meet the prior year attendance and residency requirements every year.

For the 2017-18 school year, state law mandates that no more than 2% of the pupil membership of a public school district may participate in the WPCP. The DPI will conduct a random drawing of eligible applications. DPI will also notify parents of student acceptance and establish a waiting list for students not selected in the random drawing.

Table 2 – WPCP Only Income Limits
220% of the Federal Poverty Level for 2019-20

Family Size Maximum Yearly Income*

1	\$26,708
2	\$36,212
3	\$45,716
4	\$55,220
5	\$64,724
6	\$74,228

For each additional member add \$9,504

Transfer Credit Policy

Under 119.23(6m)(a)(8) all schools in the Milwaukee Parental Choice Program (MPCP) must provide every MPCP applicant "A copy of the policy used by the private school for accepting or denying the transfer of credits earned by a pupil attending the private school under this section for the satisfactory completion of coursework at another school."

The following is the School's policy adopted by the Board of Christian Day School to satisfy the requirements of 119.23(6m)(a)(8):

The School will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with the School academic standards as adopted under 118.30(1g)(a)3. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the School's principal.

Promotion Standards

Students are promoted or retained by the principal acting upon advice of the teachers and after consultation with parents. Promotion to the next grade level is dependent upon:

4. Satisfactory behavioral and emotional maturity
5. Satisfactory attendance record (no more than 15 days of unexcused absence)
6. Good standing in academics (teacher's recommendation)

Visitor Policies

Parents/Guardians are always welcome to visit the school. Parents/Guardians may also observe their children's classes provided that the observation is scheduled in advance or the parent has received permission from an administrator to observe the class. The school administration is committed to providing teachers with advanced notice of guests in the classroom. This is done not only as a courtesy to teachers but also to ensure that the educational process is not disrupted and as an added security measure. Parents/Guardians must also check in at the front office before proceeding to the classroom.

Parents/Guardians may be denied the opportunity to observe a class if the school administration has determined that the parents' presence has had, is having, or may have a negative impact on the educational process. When parents/guardians are denied the opportunity to observe a class they may appeal to the Board of Christian Day School.

Any children visiting the school for class projects must have prior approval of the Principal. Students are not allowed to bring children to school at any time. No one under the age of 18 is allowed in the building without prior permission of the Principal.

Not for Profit Status

Mount Olive Christian Day School is not operated for profit. The school is owned by Mount Olive Lutheran Church, a member of the Lutheran Church-Missouri Synod. The Synod is a 501(c)3 nonprofit corporation. The Synod's nonprofit status extends to all component parts of the Synod including member corporations (churches) and their unincorporated elementary schools.

FEDERAL INCOME TAX EXEMPTION THE LUTHERAN CHURCH—MISSOURI SYNOD

The Internal Revenue Service has issued rulings under Internal Revenue Code Section 501 (c) (3), which recognize the exempt status of the Synod and its component parts, and which grant a blanket federal income tax exemption to member corporations, their unincorporated elementary schools, and to those incorporated elementary schools and high schools that consent in writing to their inclusion in the group ruling. These rulings are dated June 3, 1992, and any reference to the Synod's exempt status or to the group ruling should refer to that date. Also, the Synod's group ruling is identified by the number 1709. The existing rulings are applicable to all of the following:

1. All of the Synod's boards, commissions, and councils, including:

Board for Church Extension
Board for National Mission
Children's Ministry
Family Ministry
School Ministry
Stewardship Ministry
Youth Ministry
Deaconess Ministry
Disaster Response
Districts/Congregations
LCMS Health Ministries

LCMS Life Ministries
Social Ministry Organizations
Specialized Pastoral Care and Clinical Education
Evangelism Ministry
Board for International Mission
Ministry to the Armed Forces
Commission on Constitutional Matters
Commission on Doctrinal Review
Commission on Handbook
Commission on Theology and Church Relations
Council of Presidents

2. Concordia Asia Educational Foundation
3. Concordia Historical Institute
4. Concordia University System
5. Lutheran Church Extension Fund—Missouri Synod
6. Radio Station KFUD
7. The Lutheran Church—Missouri Synod Foundation
8. LCMS National Housing Support Corporation
9. Concordia Plan Services
10. Synodical Districts operating in the United States, to wit:

Atlantic
California-Nevada-Hawaii
Central Illinois
Eastern
English
Florida-Georgia
Indiana
Iowa East
Iowa West

Kansas
Michigan
Mid-South
Minnesota North
Minnesota South
Missouri
Montana
Nebraska
New England

New Jersey
North Dakota
North Wisconsin
Northern Illinois
Northwest
Ohio
Oklahoma
Pacific Southwest
Rocky Mountain

SELC
South Dakota
South Wisconsin
Southeastern
Southern
Southern Illinois
Texas
Wyoming

11. Incorporated church extension funds of districts, to wit:
California-Nevada-Hawaii District Lutheran Church Extension Fund, Inc.
Central Illinois District Lutheran Church Extension Fund, Inc.
Ohio District Lutheran Church Extension Fund, Inc.
Church Extension Fund of the Michigan District of The Lutheran Church—Missouri Synod
Southern District Lutheran Church—Missouri Synod Church Extension Fund, Inc.

12. The education institutions of the Synod to wit:
Concordia College, Bronxville, NY
Concordia College, Selma, AL
Concordia Seminary (the legal name of which is Concordia College), St. Louis MO
Concordia Theological Seminary, Fort Wayne, IN
Concordia University, Ann Arbor, MI
Concordia University Texas, Austin, TX
Concordia University, Irvine, CA
Concordia University, Portland, OR
Concordia University Chicago, IL
Concordia University, St. Paul, MN
Concordia University, Seward, NE
Concordia University Wisconsin, Mequon, WI

13. The congregations of The Lutheran Church—Missouri Synod located in the United States and including those listed, by states, in the Directory of Congregations set forth on prior pages of this *Annual*, as well as those in the formative stages of membership, as established by records that exist in the offices of the Synod's districts listed above.

14. The elementary schools, middle schools and junior high schools, and high schools (a) that are operated by member congregations of the Synod and are not separately incorporated, as well as those (b) that are either separately incorporated or are otherwise identified as entities separate from congregations and which have consented in writing to be included in Synod's group ruling.

The separately incorporated preschools and day care centers that are controlled by member congregations of the Synod and that have consented to the inclusion in the group exemption ruling of the Synod, while not expressly included within the scope of the rulings listed above, like separately incorporated elementary schools, middle schools, junior high schools, and high schools that are operated by member congregations of the Synod, are listed among the organizations covered by the federal income tax exemption of the Synod, because they are controlled by congregations of the Synod and are teaching ministries of those congregations.

The programs listed under the Board for District and Congregational Services, the Board for Human Care Ministries and the Board for Mission Services are not expressly included within the scope of the rulings listed above. However, they are active programs of those boards, and thus are listed among the entities covered by the federal income tax exemption of the Synod.

Academic Standards

Mount Olive Christian Day School adopted the pupil academic standards as issued by the governor as executive order no. 326, dated January 13, 1998 (Wisconsin Model Academic Standards). These standards are the basis for our curriculum which has been approved by the National Lutheran School Accreditation and the Wisconsin Religious and Independent Schools Accreditation. A copy of these academic standards is available by visiting the Wisconsin Department of Public Instruction web page (<http://dpi.wi.gov/standards/stds.html>) or by requesting a paper copy from the school office.

APPENDIX B: ASBESTOS NOTIFICATION

This describes the asbestos related projects completed at Mt. Olive Lutheran School in 2017-2018. The six-month periodic surveillances were completed as required by the Asbestos Hazard Emergency Response Act (AHERA). The 3 year asbestos reinspection of the school building was completed in February 2017.

No asbestos repair actions (asbestos abatement or operations and maintenance projects) occurred at Mt. Olive Lutheran School in the past 12 months.

The asbestos management plan, reinspection reports, periodic surveillance reports, and information on previous asbestos related projects are available in the school office. Documentation for all activities planned for completion in 2018 and 2019 will be available for review in the school office after the work is completed.

Sherry Scheid
Asbestos Designated Person
Mt. Olive Lutheran School

THIS HANDBOOK DOES NOT CREATE A CONTRACT AND IS SUBJECT
TO CHANGE AT ANY TIME.