

MOUNT OLIVE LUTHERAN CHURCH AND SCHOOL

VISION

BY GOD'S GRACE, PREPARE PEOPLE TO GLORIFY AND SERVE GOD

MISSION STATEMENT

The mission of Mount Olive Lutheran School is to foster an attitude of lifelong learning and to equip the student with skills necessary for productive Christian citizenship – to provide an education for now and for eternity.

PHILOSOPHY

Christian education is based upon Holy Scriptures, which we believe to be the true, inspired Word of God. We believe that Scripture clearly teaches that Christian education is not merely imparting information, but is a process of Christians forgiving, encouraging, and strengthening one another. Through Christian education we have the unique opportunity for emphasizing the Christian development of the whole person, meeting spiritual, mental, physical, emotional, social and aesthetic needs.

Mount Olive Lutheran Church and School, a Lutheran Church-Missouri Synod congregation, is a high quality training center for Christian living based on Holy Scripture and the Lutheran confessions;

Providing opportunities to worship, pray, and receive the Sacraments along with Christ-centered education, Christian fellowship, and a Christian day school;

For people who desire and support Christian education of all ages and want to be part of a loving and caring group;

In a way which gives direction for children and adults to live a peaceful daily life as Christian disciples committed to sharing the good news of Jesus Christ throughout the world and joyfully serving others.

MOUNT OLIVE LUTHERAN SCHOOL ESSENTIAL LEARNINGS **“An Education for Now and Eternity”**

Students in our school will be challenged as a result of their Lutheran education to integrate their faith in Jesus Christ as their Savior into their daily lives as they:

Essential Spiritual Learnings

- ❖ Demonstrate knowledge of the Triune God
- ❖ Cultivate an understanding of salvation as a gift from God
- ❖ Share the Gospel of Jesus Christ with others

Essential Academic Learnings

- ❖ Access, comprehend, and use information effectively
- ❖ Apply technology competently
- ❖ Solve problems independently and cooperatively
- ❖ Reason scientifically, mathematically, and historically

Essential Social Learnings

- ❖ Accept church, civic, and personal responsibility
- ❖ Anticipate and constructively react to change
- ❖ Communicate ideas and feelings effectively in various ways
- ❖ Demonstrate global awareness and cross cultural understandings
- ❖ Demonstrate personal wellness practices
- ❖ Cultivate an understanding of an appreciation for the arts

STUDENT RESPONSIBILITIES

As a student of Mount Olive Lutheran School, I will, with the help of God:

- ❖ conduct myself as a Christian to the best of my ability, both in school and at any school activity;
- ❖ follow Christ's example from Matthew 18 when dealing with members of the Mount Olive family: teachers, staff, coaches, parents, and volunteers;
- ❖ show honor, courtesy, and respect toward parents, volunteers, teachers, classmates and property;
- ❖ conduct myself properly in Chapel, church services, during prayer and devotions;
- ❖ develop good study habits and make a sincere effort to do my best in all studies by having my assignments and homework done on time;
- ❖ be responsible for my own actions and accepting the consequences;
- ❖ be on time and well prepared for classes each day, both mentally and physically;
- ❖ do all to the glory of God, to His service, and to the service of those around me.

TEACHER RESPONSIBILITIES

As a teacher of Mount Olive Lutheran School, and as one called to serve my Lord, Jesus Christ, I will, with the help of God:

- ❖ follow Christ's example from Matthew 18 when dealing with members of Mount Olive family: staff, coaches, parents, volunteers and students.
- ❖ respect each student as a distinct individual and recognize the differences in learning rates and to the best of my ability provide for these differences;
- ❖ prepare materials and plan lessons well and in advance;
- ❖ develop strategies for motivating students to do their best at all times;
- ❖ have an attractive physical arrangement and displays in the classroom that will be inviting and interesting to the student;
- ❖ be available for parent visits and telephone calls;
- ❖ inform parents immediately if students are not working up to their ability;
- ❖ establish and maintain a positive learning atmosphere in the classroom;
- ❖ be a Christian witness to those around me.

PARENT RESPONSIBILITIES

As a parent of students at Mount Olive Lutheran School, and as one recognizing Jesus as my Savior, I will:

- ❖ follow Christ's example from Matthew 18 when dealing with members of Mount Olive family: teachers, staff, coaches, other parents, volunteers and students.
- ❖ provide a wholesome, Christian atmosphere in my home;
- ❖ study the Word together as a family, and pray for the blessings of God and the school;
- ❖ set an example of regular attendance at church and Sunday school;
- ❖ set an example of regular tithes and offerings
- ❖ become acquainted with the objectives and functions of the church and school;
- ❖ consult with the teacher in regard to my child's training;
- ❖ visit the school (as a matter of courtesy, please inform the teacher beforehand);
- ❖ take an active part in the total school program;
- ❖ regularly participate in school-sponsored activities;
- ❖ be responsible for the actions of my child(ren) at church and school activities;
- ❖ give love, encouragement, and assistance to my child(ren).

ADMINISTRATION

Mount Olive Lutheran School is maintained by the members of Mount Olive Lutheran Church and is also financially assisted by members of sister congregations in the Des Moines area.

The will of the congregation is translated into policy by a Christian Day School Action Team comprised of 1) the Chairperson, elected from within the Christian Day School Action Team, must be a Mount Olive member. 2) the Vice-Chairperson, elected from within the Education Membership, acts in absence of Chairperson 3) six members are elected each year from the congregation at large (of which the Chairperson and Vice-Chairperson are elected, and 4) one representative appointed by each affiliated congregation. (An affiliated congregation is a Lutheran Church – Missouri Synod congregation which pays a part or all of the student’s tuition on an annual basis.) Paid professionals of Mount Olive Lutheran Church are not eligible to serve as a member of the Christian Day School Action Team unless they are serving as an ex-officio member.

Immediate supervision of the school rests with the Principal. The Principal, with the help of the faculty, suggests changes and policy for the improvement and welfare of the school, and is responsible for carrying out the policies and wishes of the committee and the congregation.

ATHLETICS

Soccer, basketball, volleyball, and cheerleading are presently offered by the school to all students in grades 5-8. Practices take place either before or after school and students are responsible for arranging transportation. Students on the various athletic teams should always remember that they are representing our school and their behavior should always reflect this. Game participation will be at the discretion of the coach and grade eligibility. Participation will be determined by student attitude, student ability, game situation, and player need. An attempt shall be made to involve as many students in each contest as possible. Students participating in athletics must have a physical examination and pay an athletic fee prior to participation in the sport. There is also a **mandatory athletic meeting for players, coaches, and parents at the beginning of the school year**. The purpose of this meeting is to hand out game and practice schedules, and advise the player and parents of expectations of the coaches and school for participation in the sport.

All school rules are enforced when competing at other schools. No students or team members are to leave the building without a parent/teacher/coach’s permission.

If a student is absent from school all day of a game, he/she will be unable to play in a game that day. If he/she comes in by noon they will be able to play that day. If they are absent on Friday, they will be able to play Saturday.

Further guidelines are covered in the “Athletic Handbook.”

BEFORE AND AFTER SCHOOL PROGRAM

The Before and After School Program is a ministry of Mount Olive Lutheran School.

Before School Program hours are 7:00 am to 8:00 am. Students may bring food such as juice, bagels, etc. for breakfast. There is a refrigerator available to keep items cool. The following activities are acceptable during this time:

- ❖ Playing games or with toys
- ❖ Teacher-led activities
- ❖ Relaxing – reading

- ❖ Studying

After School Program hours are 3:30 pm to 5:30 pm. A snack will be provided according to CACFP guidelines, which will include juice and milk. The following activities are acceptable during this time:

- ❖ Play time – games inside and supervised activities outside.
- ❖ Teacher-led activities
- ❖ Arts and crafts activities
- ❖ Relaxing – reading
- ❖ Study/Quiet time

Early Dismissal Days – On early dismissal days, and snow days a structured program will be available for your child. (In case of weather related closings, lunch will be provided for your child for a reasonable fee.)

Fee Policy and Financial Agreement

Registration Fee per Child Annually: \$ 15.00

	<u>Regular School Day</u>	<u>Early Release Per Day Fee</u>
BEFORE SCHOOL ONLY		
1 child	\$ 7.00	+6.00
2 children	\$ 9.00	+8.00
3 children	\$11.00	+10.00

AFTER SCHOOL ONLY

\$5.00/hr per child (fees will be broken down into the half hour)

AFTER HOURS PICK-UP:

After hours pickup of a child after 5:30 pm will be assessed a fee of \$10.00 for the first five minutes and an additional charge of \$2.00 for each additional minute.

If a check is returned for NSF, the parent or guardian will be assessed a fee of \$10.00. It will appear on your next statement.

Statements will be sent home the first of the month and are expected to be paid by the 15th. If balances are not paid by the 15th of the month, a \$10.00 late fee will be charged. Any fees not paid by the end of the month will result in services being terminated until the account is brought up-to-date.

BOOSTER CLUB

PURPOSE:

The Mount Olive Athletic Booster Club shall promote Christian fellowship through assisting the Mount Olive Athletic Director and supporting the Mount Olive Athletic Program.

ORGANIZATION:

The Mount Olive Athletic Booster Club shall report directly to the Mount Olive Christian Day School Action Team.

MEMBERSHIP:

Membership is open to all parents of the Mount Olive Lutheran School athletes.

EXECUTIVE COMMITTEE:

The officers of the organization are: President, Vice President, and Secretary.

The President shall preside over meetings, call meetings, and set agendas.

The Vice-president shall act in the stead of the president when he/she is not available. The Vice-president shall also represent the Booster Club at PTL meetings.

The Secretary shall record all minutes of general meetings and correspondence as needed.

Terms of office are two years.

FINANCIAL RESPONSIBILITIES:

Any coach needing financial assistance in purchasing equipment or materials for the Mount Olive Athletic Program will submit a request form to the President of the Booster Club.

All fundraising activities will be brought to the Booster Club by the President for approval before submitting to the Christian Day School Action Team.

All fundraising activities will be brought to the Christian Day School Action Team.

A preliminary list of fundraisers must be submitted to the Christian Day School Action Team by the first Tuesday in September. Including, Date of fundraiser, Use of funds, Sport needing funds, Total amount needed, Date funds needed.

All funds will be kept under Booster in the school checking account.

A five-year plan will be in place for purchase of equipment and materials for the Mount Olive Athletic Program.

All monies will be promptly deposited within three (3) days.

All referees, trophies, tournament entry fees, coach gifts, uniform purchase, Athletic Director's salary, and gym rentals will be paid through the Booster Club.

OTHER RESPONSIBILITIES:

The concession stands for games and tournaments will be coordinated through this committee. Organizing and hosting an athletic banquet at the end of the sports' season shall also be included.

CHAPEL

A children's worship service is held at 8:45 am or 9:00 am each Wednesday when school is in session. Parents are encouraged to worship with the Mount Olive School family.

Offering envelopes are given to each pupil enrolled in Mount Olive Lutheran School to be used in the Wednesday morning chapel service. Be sure to record exact amount along with the student's full name and grade so that proper credit can be given.

Chapel offering mission projects are determined by faculty. Children are also encouraged to donate items for the food pantry and other special projects.

CHOIR/BELL CHOIR

As part of their music instruction, children in grades K-4 and grades 5-8 are in a school choir. Students in grades 5-8 may choose to be in a select choir. The bell choir will be a part of the middle school music program. Since this group has a limited number of positions, auditions may be held as necessary. The choirs may sing and play as scheduled at various locations in the community. Choir members are expected to be in regular attendance when the choir sings and/or plays. A parent **must** inform the director beforehand of any absence.

CHURCH/SUNDAY SCHOOL ATTENDANCE

Since the religious instruction and the program of Mount Olive Lutheran School are an integral part of congregational life, it is extremely important that all students attend divine services and Sunday school regularly and faithfully. **Parents are encouraged to attend worship services and Sunday school with their children.** The models set for their children help instill the basis for future worship patterns. Church and Sunday School attendance are recorded on student report cards as reported by the students. Attendance will be expected at selected special services.

COMMUNICATION TO/FROM PARENTS

Throughout the school year it is necessary to inform parents about school events. A school MEMO is posted weekly on the Mount Olive web site. An updated monthly calendar of events is also posted the week prior to the beginning of the month. A yearly calendar is given at registration.

Permission forms signed and dated by a parent/guardian are necessary if a class is leaving the school grounds. Students may not leave school unless the written permission form is returned to school. Mid-term reports, some homework, detention forms, assignment books (grades 3-8), and other materials which require a parent/guardian's signature should be returned promptly to the student's teacher.

Grievance route for Parents:

1. Contact the teacher involved in the problem (follow Matthew 18).
2. Call the Principal if the problem is not resolved.
3. If not satisfactorily resolved, a written appeal for a hearing shall be made to the Christian Day School Action Team Chairperson 10 days prior to meeting date in order to be placed on the

agenda. The Christian Day School Action Team meets the second Tuesday of each month at 6:00 pm.

4. Any complainant not satisfied with the action of the School Principal and the Christian Day School Action Team, may appeal through the Pastor(s) to the voting membership of Mount Olive Lutheran Church for a reconsideration of the case.

CURRICULUM

The curriculum of Mount Olive Lutheran School meets the requirements of the State of Iowa and the curriculum for Lutheran schools as adopted by the Christian Day School Action Team of Mount Olive Lutheran Church and School.

The curricular series which are used by the school are kept up-to-date, and are selected on the basis of the material provided, to bring about the greatest amount of learning to the individual student.

Every effort is made to meet or exceed the standards of instruction set forth by the Iowa Department of Education. Since Mount Olive Lutheran School is fully accredited, our students may transfer to other schools without special examinations and our graduates are accepted by all public schools in the community.

EIGHTH GRADE CLASS TRIP

1. This is a privilege and will be awarded at the discretion of the Administration.
2. All programs and activities must be under the guidance and direction of instructional professional staff.
3. All trips shall be self-funded.
4. Preliminary itinerary and fund raising plans must be submitted to the Principal by the last day of the first quarter, for approval at the November Christian Day School Action Team meeting.
5. For overnight trips there must be one adult in each room.
6. Trips will be limited to 8th graders, adult parent/guardian chaperones, and staff only.
7. Signed parental permission slips and medical release forms must be on file prior to the trip.
8. Field trips are privileges afforded to students, not rights. Students can be denied participation if they fail to meet academic or behavior requirements.
9. One staff person will be designated as "in charge".
10. If a substitute teacher is needed for the staff person attending the trip, the substitute will be paid by the class trip fund.
11. Submission of the final trip itinerary will be presented for approval at the March Christian Day School Action Team meeting.
12. Any student not going on the class trip is expected to be in attendance at school.

EMERGENCY PLAN

Two (2) Tornado, monthly fire and September intruder drills are conducted during the school year.

In case of an actual tornado warning, students are taken to a designated area until an “all clear” has been given.

If students are unable to re-enter the building for any reason they will meet at Christ United Methodist Church on the corner of Franklin Avenue and Merle Hay Road.

A detailed Emergency Plan for the following is available in the office:

- ❖ Fire, building collapse, tornado
- ❖ Intruder in building or on school grounds.
- ❖ Intoxicated parent
- ❖ Bomb threat
- ❖ Assault at school
- ❖ Lost child
- ❖ Kidnapping at school
- ❖ Kidnapping phone call to parent
- ❖ Weapons at school
- ❖ Early dismissals, late starts, school closings
- ❖ Power failures/water main break
- ❖ Riots
- ❖ Earthquakes
- ❖ Poisoning
- ❖ Chemical spill

EXTRACURRICULAR ACTIVITIES (Non-athletic)

Extra-curricular activities are offered to enhance the educational quality of Mount Olive. Participation in these activities is a privilege. Students participating are under the direct supervision of adult coaches. Students are expected to follow the rules and guidelines set forth by the coach. Failure to do so may

result in removal from the team. Students participating in on-site extra-curricular activities are to go directly to the location of the activity after school dismissal. Students are not to leave the school property between dismissal from school and the start of the activity, unless directed by the coach.

Students must maintain academic eligibility (“C” average) to remain on the team

FEEES

TUITION

Parents/Guardians are responsible for paying tuition. Tuition can either be paid in full at registration or by paying the annual amount on a ten-month basis in ten (10) equal installments of ten percent (10%) of the yearly total. If not paid at registration, all tuition payments must be made through automatic withdrawal using the Simply Giving program. These payments will be automatically withdrawn from the parent’s checking or savings account beginning with the August payment and continuing through the May payment. Enrollment forms for the automatic deduction will be sent with registration papers. A \$10.00 fee will be assessed if we receive an “insufficient funds” notice from the bank. For anyone who does not have a bank account, all tuition payments or other arranged payments are due by the first of the month. If payment is not made by the 30th of the month a \$10.00 late fee will be added. If payment is not made by the end of the last day of the month, or payment arrangements made, the student(s) will be unable to return to class until payment is made.

REGISTRATION FEE

The registration fee must be paid at the time of registration. Registration fees are not refundable if the student does not attend Mount Olive or terminates attendance for any reason.

ATHLETIC FEE

All students at Mount Olive Lutheran School who participate in athletics (this includes cheerleading) are required to pay an athletic fee. This fee is used to help pay for referees, tournament entry fees, new uniforms, and gym rentals. The academic fee is to be paid at registration or before a student starts participating in a sport.

MISCELLANEOUS

The Education Committee will review and set the amount of each of the above listed fees annually.

No student with unpaid fees will be allowed to attend school the following year until arrangements have been made to pay those fees.

GUIDELINES FOR SCHOOL ENROLLMENT

Admission Criteria for Mount Olive Lutheran School

The Christian Day School Action Team endeavors to offer a Lutheran education to all who desire it. All applications must be approved by the Principal before enrollment. In the case of over-crowded conditions, new applications will be determined by the following guidelines:

1. Children who are members of Mount Olive congregation or who are considered prospects for church membership;
2. Students previously enrolled;
3. Members of sister congregations (with members of the affiliated congregations given priority);
4. Other Lutheran churches;
5. Members from other churches;
6. Unchurched, given special consideration.

In addition to the above priority rankings, the following criteria shall be considered in admitting students to Mount Olive:

- ❖ An indication of parental commitment to the Christian philosophy of education.
- ❖ An indication that the basic reason for transfer or enrollment is not due to racial discrimination.
- ❖ The ability and willingness to pay tuition and costs or make arrangements for assistance with the Financial Aid Committee.
- ❖ A child must be five (5) on or before September 15th of the current school year for admittance to kindergarten.

Students transferring to Mount Olive from other schools must request a conference with the Principal prior to applying for admission to the school. An application form for school enrollment is to be completed by the parent. Upon receiving this form, the school may request a transcript of record. This transcript of record may become the basis for denying enrollment. The school may also determine that special testing should be required. The Principal must approve all applications. All new students will be conditionally enrolled for nine weeks.

Twenty-five students per teacher will be considered the maximum class size in grades one through eight. The maximum for kindergarten enrollment shall be twenty-four. Consideration will be given to providing teacher associates in special circumstances.

There will be a registration day prior to the opening of school. At this time the various fees and forms are to be paid and completed. Forms and fees may also be mailed to the school office prior to the start of school. **No child will be accepted into the school until all forms are completed!**

HEALTH SERVICES

Mount Olive Lutheran School uses volunteer school nurses (RN's) who monitor illness and student health records and maintain a health file on each student to meet health requirements for the State of Iowa.

Vision screening is conducted on students in grades 1, 4, and 7 each year, and on students where a concern is identified. Heartland AEA 11 conducts hearing screening on students in grades K - 5 annually.

Health Care Plans are required by the State of Iowa for students who have health issues that do or may effect their educational process. The volunteer school nurses develop that care plan in coordination with the parents (usually through written interview), the educational staff, and the physician as necessary.

Up-to-date immunization records are required by the State of Iowa. Physical examinations are required for students entering or in grades K, 4, and 7. A copy of the examination will be requested for the student's health file. Parents are asked to complete a health update form on their student annually.

Any student in grades 5-8 participating in athletics must have an athletic physical examination each year prior to participation in the sport.

MEDICATION POLICY:

All prescription medication, excluding inhalers that must be taken during the school day must be turned in to the office.

- ❖ Prescription medications must be in the original pharmacy-labeled container. The pharmacy label on prescription medication is considered the physician's instructions.
- ❖ Over the counter medications (e.g. pain reliever) must be in the original container and must be labeled with the students name. All over the counter medications must have a *Request For Giving Medication at School* form signed by parent.
- ❖ A new *Request For Giving Medication at School* form must be signed for new medication or dosage changes.
- ❖ Parents may administer medication at school to their own children without the above-mentioned request form.
- ❖ A student may be considered for co-administration or self-administration of medication with demonstrated competency and instructions from the physician and parental permission.
- ❖ Antibiotics that are prescribed for three times per day should be given at home.
- ❖ Lip balm, cough drops and inhaler will be left in teacher's desk.
- ❖ Medication can only be given to students by qualified teachers and staff.

When should your child stay home?

The following are public health recommendations when deciding whether or not to send a child to school who wakes up not feeling well. This is a general guideline for common mild illness.

- | | |
|-------------------|---|
| Diarrhea/Vomiting | Within the last 24 hours: Keep student home. |
| Fever | 100 degrees or greater: Keep student home until fever free for at least 24 hours. |
| Runny Nose | 1) Due to allergies or mild irritation: May attend school.
2) Due to cold virus with other symptoms such as cough, sore throat headache, yellow/green nasal drainage: Keep student home. |

The most common communicable diseases requiring that students need to stay home from school:

- | | |
|---------------------------|---|
| Chicken Pox | Symptoms usually are low grade fever, distinctive red vesicle rash. They may be excluded from school for a minimum of 5 days after the eruption first appears and/or until vesicles are dry or crusted over. |
| Conjunctivitis (Pink Eye) | Symptoms are usually red, itchy eyes with yellow drainage. The student must be excluded from school during the acute stage and/or started on an antibiotic by a physician and released to return to school with a physician note. |
| Impetigo | Symptoms are usually red spots that fill with fluid, usually on hands and face, especially around the nose and mouth. The student must be excluded from school until they have been started on an antibiotic by a physician. Any draining lesions need to be covered when in school. |
| Strep Throat | Symptoms usually are sore throat, fever, and aches, sometimes associated with stomach aches. A student must be excluded from school until 24 hours after antibiotic therapy has started. |
| Lice/Scabies | Symptoms are usually lice/nits in the scalp hair for lice and microscopic mites under the skin causing an area of irritation and itching for scabies. The student needs to be excluded until after the first treatment with a lice shampoo for lice, and treatment prescribed by a physician for scabies. The currently recommended effective treatment for the elimination of lice is to shampoo the 1st and 7th day, with wet fine tooth combing. Without this vigorous combing reinfestation is likely to occur. |
| Rashes | Some rashes are contagious, but frequently this is hard to identify. You may be asked to have your student seen by a physician and to obtain a signed release stating the rash is not communicable before being allowed to return to school. |

A more detailed and much larger list of communicable diseases, their symptoms, treatments, and exclusions from school is published by the Iowa State Department of Public Health and is kept at school.

HEAD LICE POLICY:

PURPOSE

Manage the communicability of pediculosis among school students with minimal interruptions of educational time and respect for students and families.

PROCEDURE:

Head lice screens will be completed only on students as cases are suspected or identified.

Group screenings will be limited to situations where there are several cases identified in one setting. These screening will be set up at the discretion of the school nurse consultant and coordinated with the school staff.

Head Lice Screening:

- ❖ Screening is to be done by the school nurse consultant or school staff that is assigned to health duties.
- ❖ Screening is to be completed individually in a well-lighted area and where confidentiality may be maintained.
- ❖ The screener may wear gloves and change between each student; or wash hands between students screened.

Students will only be sent home if live lice are noted in the screening.

- ❖ Information will be proved to families regarding effective lice treatment. (See attached form)
- ❖ It is recommended that education regarding lice (presentation, spread, treatment and the related school policy) be provided in the school newsletter at the beginning of the school year.
- ❖ The school nurse consultant will work with families individually if a head louse becomes a prolonged problem.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS):

Mount Olive Lutheran School will continue its existing enrollment policies as it relates to all students, including any child testing positive for the Human Immunodeficiency Virus (HIV) and evidencing Aids-Related Complex (ARC) or testing positive for HIV and evidencing symptoms of classic AIDS.

Mount Olive Lutheran School, as it demonstrates its care and concern for all students and evaluates its programs as it relates to each child, will consider any such case of an HIV, ARC, or AIDS infected child individually. The Principal shall be instructed to establish procedures which will protect the confidentiality of the child and family. Recommendations regarding enrollment or continued enrollment shall follow such procedures as are established by the Principal, but must include the recommendations of a team including the child's parents, the child's physician(s), and a public health official.

Because children with HIV, ARC, or AIDS are highly susceptible to infections, the Principal shall establish procedures which certify that such a child has been examined by a doctor before attending school or before returning to school after an illness.

HOMEWORK

The challenging program at Mount Olive Lutheran School has always required that some study be done at home. The amount of homework depends upon the grade level and the ability and study habits of the child. Parents can help by providing encouragement, time, and a quiet place for study. Providing too much help is to be avoided. If assignments are consistently burdensome, the teacher would appreciate such information so that the problem can be alleviated. Late work penalties are at the discretion of the teacher in grades K-4. For students in grades 5-8 any late work will receive a 20% deduction from the total points received for the assignment.

A student who is absent because of illness for six consecutive days must have a signed statement by his/her doctor before returning to school. A student is responsible for making arrangements to complete all work that was assigned. Teachers will allow one school day for make-up work for each school day missed, unless other arrangements are made. Loss of credit will result if make-up work is not handed in promptly.

If a student knows of an absence ahead of time, it is up to the discretion of the teacher if homework will be given in advance.

INSTRUMENTAL MUSIC PROGRAM

Fee Schedule Policy

Each student participating in the band program is charged a monthly lesson/participation fee. If a student misses a scheduled lesson, he/she is given the opportunity to receive a make-up lesson. The lesson fee is due if the student fails to attend his/her lesson or make-up lesson.

A flat fee schedule is as follows:

- ❖ \$31.00 per month for students taking lessons at school.
- ❖ \$25.00 per month for a student taking lessons outside of school, yet participating in Concert Band.
- ❖ \$12.50 per lesson for summer lessons.

All fees are payable to Mount Olive Lutheran School. Fees are to be paid on a nine-month basis, beginning in September and continuing through May. Payment is due on the first of the month. Fees not paid by the 15th of the month will be assessed a \$10.00 late charge. A fee of \$10.00 will also be assessed for each check not honored by the bank. If payment is not made by the end of the month, or suitable payment arrangements made, the student will be unable to participate in the band program until payment is made.

Festival and contest fees are paid to Mount Olive Lutheran School, who in turn, sends the fees to the necessary entities.

Piano students pay \$31.00 per month in accordance with the above policy.

Participation Requirements – Band

Only students whose director or teacher is a paid member in good standing of both SCIBA and IBA may participate in activities sponsored by IBA or SCIBA. The activities include, but are not limited to,

SCIBA Honor Band; IBA 8th Grade Honor Band; SCIBA Solo/Ensemble Contest; and SCIBA Large Group Contest. This requirement is set forth by the Iowa Bandmasters Association.

Students wishing to be eligible for concerts, honor bands, and festivals must be a member of a performing instrumental group within the school (i.e., band). Students who take lessons through the school music instructor are automatically eligible. Those students who attend Mount Olive, but have another music instructor, must join the Concert Band to gain eligibility.

Participation Requirement - Piano

Students wishing to be eligible for performance at school concerts, must be taking lessons from an instructor within the school itself. School concerts are not open recitals for outside piano teachers to have their students perform selections. Students who take piano outside school, but are members of a performing group, do not qualify for eligibility, as stated above. There are no piano ensembles; therefore, there is no performing group to be a member of to qualify as in the paragraph above.

LIBRARY

The library of Mount Olive Lutheran School is operated through the services of volunteers. One faculty member serves as director. A large share of the books in the library have been donated by the parents and children. We encourage parents to donate a library book on the child's birthday. A list can be obtained from the teacher. Each classroom also contains a library.

LITTLE LAMBS PRESCHOOL

The congregation sponsors an excellent program of preschool education for children ages three through five years (must be three by September 15th). Parents who are interested in the program can obtain information about the preschool by either calling the school office (277-0247) or Little Lambs (277-3587).

MILK AND HOT LUNCH

Mount Olive Lutheran School offers hot lunches throughout the school year. Milk is available to be purchased. The cost of lunch is \$3.75. There are forms available from the school office for families eligible for free milk tickets. Lunch and milk tickets can be purchased in the office. Students must have a lunch or milk ticket before eating. A fee of \$10.00 will be assessed for any check not honored by the bank.

Students are responsible for cleaning up the lunch room whenever it is used for eating. Milk cartons and other waste should be placed in the wastebaskets. Each student is responsible for cleaning up the area where he/she eats. Students are not to leave the lunch room until they are dismissed by their teachers. There should be no walking around while eating lunch.

MOVIE GUIDELINES

All movies shown in Mount Olive classrooms are to be directly related to the curriculum. "G" rated movies are allowable. Any movies rated other than "G" must have written consent of the parents prior to children viewing the movie. This shall also apply to the Mount Olive Before and After School Program. Teachers are to send an e-mail to the Principal advising him/her of which movie they intend to view and how the movie fits their curriculum.

NON-DISCRIMINATION POLICY

Applicants for admission and employment with Mount Olive Lutheran School are hereby notified that this school does not discriminate on the basis of race, marital status, color, creed, socio economic status, national origin, sex, age, sexual orientation or disability as defined in Section 504 of the Rehabilitation Act of 1973 as it applies to Lutheran Schools and Title I of the Americans with Disabilities Act, in admission or access to, or treatment or employment in, its programs and activities.

**PARENT/TEACHER CONFERENCES
STUDENT PROGRESS REPORTS**

Consultations are held with the parents of students in kindergarten through eighth grade during the first quarter and during the third quarter. An opportunity is provided for an exchange of ideas between teacher and parents and for the discussion of means and procedures whereby the child’s progress and growth might be aided. Parents are notified in advance as to the time of their conference. Since more and more homes have situations where both parents are working outside the home, we realize that business schedules may make it difficult for one or both parents to attend the conference. Special arrangements may be made with individual teachers to change the conference to an agreeable time. Parents are discouraged from scheduling trips out-of-town during conferences because of the difficulty of re-scheduling conferences.

Student Progress Reports are issued quarterly to children in all grades. Mid-quarter progress reports (grades 4-8), which need to be signed and returned, are also given. Parents are urged to consult the teacher whenever the progress of their child seems unsatisfactory. They are also encouraged to contact the teacher if they have questions, concerns, and/or suggestions about their child.

GRADING SCALE

Students in grades 3-8 earn letter grades based on the following grading scale:

100-94	A	79-75	C
93-92	A-	74-72	C-
91-90	B+	71-70	D+
89-85	B	69-67	D
84-82	B-	66-65	D-
81-80	C+	64-0	F

Grades K-2 report cards use the following grading system:

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement

HONOR ROLL

Students in grades 3-8 who receive A’s and B’s in all subject areas are eligible for honor roll status. These awards are given out quarterly. There is also an award at the end of the year for students earning honor roll status all four quarters.

PERFECT CHURCH AND SCHOOL ATTENDANCE AWARDS

Students receive quarterly awards for perfect church and school attendance. In addition, awards are given at the end of the school year for those students who have perfect church and school attendance for the entire school year.

PHYSICAL EDUCATION

All children are required by law to participate in physical education. ***The law also requires a signed excuse by the physician to exclude a student from participating in physical education.*** During the winter months (November-March) grades 5-8 go to various city-wide facilities, at an additional cost. ***Appropriate footwear and clothing are required for physical education.*** Students in middle school are required to change clothing for PE classes, unless specified otherwise by the teacher.

PARENT-TEACHER LEAGUE (PTL)

The major purpose of the Parent-Teacher League is to promote a strong relationship between home and school and to promote fellowship among the Mount Olive Lutheran School family. In addition, financial support is given to Mount Olive Lutheran School through various fund-raisers.

RIGHTS IN IDENTIFICATION, EVALUATION, AND ACCOMMODATION SECTION 504 OF THE REHABILITATION ACT OF 1973

Parents/Guardians/Employees/Job Applicants:

The following is a description of the rights granted by Federal law to students with disabilities who attend parochial schools. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to the following:

- ❖ Have your child educated in facilities and receive services comparable to those provided to non-disabled students in this parochial educational institution. This includes opportunities to participate in extra-curricular activities.
- ❖ Have the school advise you of your rights under federal law as it applies to parochial educational institutions.
- ❖ Initiate an evaluation of your child for possible accommodations under Section 504 by identifying your concern to appropriate school personnel, that is, to the principal.
- ❖ Be notified about, be present at, and contribute to identification, evaluation, and accommodations proceedings.
- ❖ Be provided with an evaluation for your child which draws on information from a variety of sources, including input from individuals who know the student and are familiar with evaluation data and options for accommodations.
- ❖ Have your child receive specific accommodations if s/he is found eligible under Section 504.
- ❖ Receive a timely periodic re-evaluations prior to a significant change in your child's program or accommodations.

- ❖ Access all relevant student records in accord with the Family Educational Rights and Privacy Act (FERPA). This act gives you the following rights:
 - To inspect and review child's educational record.
 - To make copies of these records.
 - To receive a list of individuals having access to these records.
 - To ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights.
 - To request and receive a hearing on the issue if the school refuses to make the amendment.
- ❖ Receive all information, including notification of rights in your native language and/or primary mode of communication.
- ❖ Right to transportation to and from school on school days if transportation is offered by the school to non-disabled students at a cost not to exceed that charged to the families of non-disabled students.
- ❖ Obtain information concerning the Section 504 grievance procedure.
- ❖ File a grievance over all alleged violation of Section 504 regulations, including the right to an impartial, formal hearing.
- ❖ Appeal the decision of the hearing officer resulting from a formal hearing to the Office of Civil Rights.
- ❖ Appeal directly to the Office of Civil Rights at any time concerning an alleged violation.
- ❖ Right to request payment of reasonable attorney fees if parents' claim is upheld.

The person at this school who is responsible for assuring that the school complies with Section 504 as it applies to parochial schools is the Principal.

SCHOOL ATTENDANCE

PHILOSOPHY

In order to develop habits of self-discipline and responsibility, students are expected to attend classes regularly. While it is possible for an absent student to make up most of the school work missed, it is impossible to completely compensate for absences and tardies from the classroom.

In order to maintain interest and understanding in a program of instruction, students cannot expect to be absent.

Students who must be absent but fail to make up work may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up work missed.

Tardy students not only affect their own studies, but also interfere with the progress of those students who are prompt. Tardiness to class creates an obvious interruption and confusion for all class members. ***Students who are in the building are expected to be in the classroom by 8:10 a.m. in order to be ready to start class at 8:15 a.m.***

It is unfair that an entire class may be interrupted by students who are unprepared because of irregular attendance and/or tardiness.

Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of punctuality, responsibility, and self-discipline. Students with good attendance records are developing these good habits with prompt, regular school attendance.

PARENTS RESPONSIBILITIES

Parents are responsible for the student's regular attendance and **are required to notify** the school office by phone before 8:30 am when the student will not be attending school.

A student is recorded present on the attendance report if he/she is in school for five or more hours of instructional time. A student attending at least two hours in either the morning or afternoon may be counted as present for one-half day.

POLICY

It is the parents' responsibility to cause the child to attend as required by the compulsory attendance statute.

Twenty (20) days in one school year (defined as 10 days each semester) will be considered excessive absenteeism. Students who reach 20 days (10 in a semester) of absenteeism will place themselves in jeopardy and have certain academic consequences outlined below:

1. On the seventh day of absence in one semester, the Principal will notify the family by mail. The student along with a parent/guardian and the student's teacher will be required to attend an administrative staffing. The staffing serves the purpose of notification and dialogue. A proper course of action will be outlined for the future success of the student.
2. If a student reaches the tenth day of absence for the semester, the parents will be notified by the Principal that the possibility exists for loss of academic credit for the semester's work and that summer school may be a necessity for the loss of instructional time.

ABSENCES

Absences are illness of the student, family emergencies, and bad weather. Excused absences are usually those which cannot be avoided. Any exceptions to this must be approved by the Principal prior to the day the student will be absent from school.

A student who is absent because of illness for six consecutive days must have a signed statement by his/her doctor. The student is responsible for making arrangements to complete all work that was assigned. Teachers will allow one school day for make-up work for each school day missed unless other arrangements are made. Loss of credit will result if make-up work is not handed in promptly.

Students who wish to participate in school sponsored activities must attend school at least the half day of school immediately prior to the activity, unless prior permission has been given by the Principal for the student to be absent.

TARDINESS

Tardies are those late arrivals that could have been avoided or are not approved by the Principal. Students arriving late for any reason must be signed in at the office by an adult. ***Excessive tardiness (more than 3 times per quarter) will be dealt with by the imposing of a penalty for the student. For each tardy in excess of three the student will be penalized by a "tardy detention", a period of 40 minutes supervised after school. When a student has been tardy for 10 times for the school year, he/she and their parents will be required to meet with the Principal and the Christian Day School Action Team to provide explanation for the excessive tardiness and to assist in finding a solution to the problem.***

TRUANCY

To be truant means that the student, without permission, willfully fails to attend school on a regular basis. Truant students will be reported to the appropriate authorities.

LEAVING SCHOOL

Parents wishing to have their child(ren) excused for part of the school day, must send a written note or contact the school by phone. The parent must sign out and pick up a student at the school office and sign in when the student returns to school before the end of the school day.

Families are encouraged to schedule vacations during the time school is NOT in session, rather than taking children out of school.

As you examine our school calendar in this handbook, you will note our scheduled vacation days and days of early dismissal. Please try to arrange your family activities so that the student will not miss school. We ask that parents take their children out to lunch only on NO SCHOOL/EARLY DISMISSAL days.

SCHOOL CLOSING/EARLY DISMISSAL/(BAD WEATHER)

Parents are instructed to listen to the following television and radio stations for announcements:

WHO/KLYF
KIOA/KRNT/KSTZ

KCCI - CHANNEL 8
WHO - CHANNEL 13

SCHOOL INSURANCE

Mount Olive Lutheran School makes available to students a group insurance policy. For legal reasons the school requires parents either to purchase student insurance or to release the congregation from responsibility.

SCHOOL REGULATIONS

SCHOOL HOURS

No students are to be in the building prior to 8:00 am unless special permission has been given by the teacher or the Principal.

Instructional time is from 8:15 am to 3:30 pm. The doors will be opened to students at 8:00 am. All students are expected to be in their classrooms by 8:10 am for organizational purposes. Upon entering the building the student is to go to his/her classroom and remain there. Teachers will be in their classrooms at this time. If it is necessary for a student to arrive before 8:00 am prior arrangements to participate in the Before School Program must be made, paying set fees.

Students are to go directly home when dismissed from school and not loiter on the school grounds. Children are to be picked up by 3:45 pm. **No children are allowed on the playground after school unless participating in the After School Program. Children are to remain with parents at all times.** Any student remaining after 3:45 pm must participate in the After School Program, paying set fees. Students remaining more than five minutes after detention or after on-site extra curricular activities dismissal must participate in the After School Program, paying set fees. These fees will be billed to the parent's account.

SCHOOL TELEPHONE

The school telephone is a business phone so **personal calls by students and parents must be limited to emergency calls.** Students must obtain permission from school faculty or staff to use the telephone. This also applies to before and after school hours.

Only in cases of emergency will phone calls be forwarded to teachers or students during class time.

USING THE CHURCH

Students are not to be in the church sanctuary except for chapel services, special class practices, or classroom instruction. Students must have permission from the Principal to use musical instruments in the church or for any special practices.

CLASSROOMS

A student's classroom is home away from home. Classrooms, desks, and lockers will be kept clean and neat. Loud and disturbing noise and "show off" behavior are out of place. Throwing objects, running, and shoving can be dangerous to others. Books and other objects should not be placed in the aisles or under desks. Radios, recording devices, video games, CD players, i-pods, cameras, toys, toy-like items, and other items of value are not to be brought to school. The school assumes no liability for loss of these items. Students are expected to clean up after themselves. Students must have permission from their teacher to play the piano or other musical instruments in the classroom. Students will be held financially accountable for destruction of school property. **We strongly discourage**

student cell phones at school. If they are necessary, cell phones and pagers must be turned in at the school office before classes begin.

HALLWAYS

Loud noise and certain actions like bouncing balls, etc. are disturbing to other classes. There should be no running or loitering in the halls. When going up or down stairs, use the right side. No one is to be in the locker of another student. There are no “cuts” at the drinking fountain or “messaging around” with water. Paper towels should be placed in the wastebasket. Students are responsible for making sure the hallways are free of debris and shelves clear of personal possessions. Items are not to be left on top of lockers or on hooks or shelves in the hallways.

RESTROOMS

Students should make use of restrooms primarily during the recess/beak periods. They are to be used only for the purposes for which they are designed, not as a play area or a meeting place. Please make sure to flush toilets/urinals when finished using them.

The restrooms in the narthex by the office should only be used with permission from a teacher. Generally they are considered off limits during the school day.

RECESS

The lower play area is bounded by the north sidewalk behind the school and the sidewalk going to the Kinderhaus.

Students are not permitted to play around or behind the Kinderhaus, the east side of the church, or the fence along the play field. Permission by the supervising teacher needs to be granted before a student retrieves a ball from the street or a neighboring yard.

The upper blacktop area can also be used as a play area. No students are to play on the grassy area or sidewalks in front of the church unless under the direct instruction of a teacher. All games should stop when vehicles enter or leave the parking area. Children are not permitted to play where cars are parked.

There is no saving of swings, no standing or twisting when swinging, or no jumping out of swings allowed. There is to be no jumping on the clatter bridge. Hardball, tackle football, chicken fighting, wrestling, and snowballing are forbidden on the playground. Swings and other equipment should not be used when it is raining or water is standing under it. Extreme care should be taken when playing so that other children are not physically endangered or clothing torn.

Students are asked to report any broken or damaged playground equipment, or hazardous material on the playground (broken glass, etc.) to the teacher supervising the playground. Each class is responsible for returning playground equipment to the proper receptacle at the end of recess.

During snowy weather students are expected to wear boots, or they will not be allowed to play in the snow.

Students are asked to help keep the building clean by leaving sand, dirt, mud, and snow outside.

DRESS CODE

We at Mount Olive Lutheran School expect and require clean, neat appearance on the part of the faculty and students. It is the parent's responsibility to see that the child is neatly, cleanly, and appropriately dressed for an academic atmosphere. Research has shown that what a student wears has an effect on academic performance.

We at Mount Olive reserve the right to set certain standards which will assist parents and children in the selection of appropriate dress which reflects Christian ethics and teachings. **The standards used to determine our dress code were based on the idea that modesty and educational atmosphere contribute to good education and Christian witness.** To meet these requirements, when at school or at a school sponsored activity, children at Mount Olive should dress within the following guidelines:

- ❖ Shirts, tops, and blouses
 - Acceptable Shirts
 - Polo shirts or button up shirts with collar (logos on polo shirts are acceptable)
 - T-shirts, sweatshirts or blouses that are without words or pictures (small brand name emblems and patterns are acceptable)
 - Mount Olive Lutheran Church and School clothing along with other Christian shirts (these may all contain wording and pictures)
- General Rules for Tops
 - ❖ No bare midriffs during any activity
 - ❖ No undergarments visible
 - ❖ Sleeved shirts only
 - ❖ Tight clothing is considered immodest
- ❖ Slacks/Jeans/pants
 - Pants cannot have holes or show threads
 - Pants must fit appropriately
 - Must not be too tight
 - Must not be low riding or saggy
- ❖ Dresses/skirts/shorts
 - Appropriate length (fingertip or longer)
 - No shorts with writing on the back

General rules for dress

- ❖ Clothing should be appropriate for the season and the weather conditions
- ❖ No pajama pants
- ❖ Hats are to be worn outside only
- ❖ Scarves and bandanas are not to be worn
- ❖ No sandals or open-backed shoes are allowed.

- ❖ Only ear piercings allowed, up to two per ear
- ❖ **No bare feet.**
- ❖ Belts are required with pants with belt loops for students in grades 5-8.
- ❖ Backpacks must have appropriate logos/pictures

Habitual breaking of these rules will be considered disrespect and will be treated as such.

While styles of dress have become more casual, please remember we worship together in Chapel each Wednesday. Dress appropriately for Chapel.

PARKING LOT

Parents should enter the east driveway. They are to leave by the West Franklin drive or through the North gate. **Handicapped parking spaces are only for vehicles with handicapped stickers.**

Students may be picked up on the lower, northern paved area (northwest side of the school), on Merklin Way, or along Franklin Avenue. We ask parents to use extreme care when leaving the parking lot exit, especially when cars are loading or unloading.

VISITORS DURING SCHOOL HOURS

All doors are locked during the school day (8:30 am to 3:15 pm). All visitors must enter the front double doors and sign in at the office. All visitors must wear a badge while in the buildings. ***Visitors must return the badge to the office and sign out when leaving.***

BICYCLES

Because bicycles can be dangerous, students who ride bicycles to school are asked to park them upon arrival behind the school in the bike rack and are not to use them until they are dismissed from school at the end of the day. All motorized vehicles are prohibited on the school grounds.

DAMAGES

The student will be required to pay the appropriate party for the loss of, as well as any willful or careless damage to, any properties.

STUDENT DISCIPLINE

Each student is expected to lead a Christian life in the classroom, on the playground, and at any school function or activity. The Christian Day School Action Team holds its faculty responsible for good discipline in the school. They place the discipline of the young into the hands of the teachers and the Principal, who are given full authority to take the appropriate action necessary to maintain high standards of conduct at all times.

GOALS OF CHRISTIAN DISCIPLINE

- ❖ Mount Olive's discipline goals and procedures are rooted in Scriptural understanding of Christian discipleship. Growth in discipleship is the result of the Holy Spirit working through God's Word. Attending Mount Olive Lutheran School is a privilege.

- ❖ Disciplined behavior is best demonstrated when students are motivated by self-directed action. **Each student is responsible for the behavior he/she chooses.** It is essential that each student respect the freedom and dignity of others. It is the responsibility of each student to ensure this is a safe school
- ❖ Discipline contributes positively to Mount Olive Lutheran School's learning climate. **This assumes that the students feel the school is a safe, friendly, pleasant place where learning is highly regarded.**
- ❖ Since Mount Olive Lutheran School is an extension of the home, parents should be apprised and involved in the child's growth as a disciple, especially when problems arise.
- ❖ Since attending Mount Olive Lutheran School is considered a privilege, students and their parents/guardians are asked to read the handbook.

Matthew 18 states, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

Following the example of Matthew 18, a teacher will contact a child's parents if inappropriate behavior continues. If this fails, the Principal will be informed. This is also true concerning disagreement with teachers. If a parent feels there is an injustice served toward a student, the parent should first discuss the action with the teacher. If unsatisfactory results occur, the Principal should be asked to become involved. If at that time proper action is not taken, then the Christian Day School Action Team should be apprised of the matter.

DISCIPLINE POLICY

Mount Olive Lutheran School's discipline policy shall apply to students:

- ❖ on the school premises
- ❖ while they are being transported to/from a school activity.
- ❖ while they are engaged in school sponsored activities.

STUDENT DISCIPLINE CODE

Behavior which conflicts with the educational program or which interferes with the rights of the other students to attain their education shall not be permitted. Student discipline may include:

- ❖ Refusal to conform to the rules of Mount Olive Lutheran School, profanity, temper tantrums, or boisterous conduct which disturbs and/or interferes with the school's operation.
- ❖ Refusal to obey a teacher, staff member, or supervising adult's request/directions.

- ❖ Bullying behavior
- ❖ Physical violence or the threat of physical violence.
- ❖ Extortion toward students, teachers, or other school personnel.
- ❖ Possession of dangerous or harmful objects, including laser pointers.
- ❖ Display of bigotry, racial or otherwise.
- ❖ Willful injury to another person.
- ❖ Theft or robbery which includes the intent to commit a theft.
- ❖ Cheating
- ❖ Mischief which includes damage or destruction of property, including walls, furniture, or fixtures.
- ❖ Assaults, where a person commits an act which attempts to cause pain or physical contact which may be insulting or offensive to another person. This may also include acts of intimidation.
- ❖ Unlawful assembly.
- ❖ Sexual harassment including verbal abuse, physical touching and physical abuse.
- ❖ False reports which may endanger students or school personnel.
- ❖ Threats to endanger the school and its persons.
- ❖ Trespassing on Mount Olive Lutheran Church/School property.
- ❖ Possession or consumption of alcoholic beverages on school property or during school sponsored events.
- ❖ Possession of any controlled substance, including tobacco, on school property or during school sponsored events.
- ❖ Truancy or absence from school or any class without a reasonable excuse.
- ❖ Gambling.
- ❖ Expulsion may result as a result of bringing a weapon to school, including guns, slingshots, knives, matches, etc.
- ❖ Repeated violation of school dress code.

STUDENT SEARCH

NO CONTRABAND ALLOWED

In the interest of maintaining the health, safety and good order of the school environment, students shall not have items of contraband in their possession or control on school grounds, in school vehicles, or while attending school activities or events.

Items of contraband are such as controlled substances which have not been validly prescribed, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco products, weapons, explosive poisons, stolen property, or other devices or material which are intended to interfere with school order. Certificated school employees may, without a warrant, search a student, a student's belongings, student's lockers, desks, work areas, or vehicles under circumstances outlined below in order to maintain the safety, health, discipline, and order of the school environment.

REASONABLE SUSPICION

Searches of students, their clothing, purses, briefcases, book bags, duffel bags, or other personal containers in the immediate proximity of the student, lockers, desks, or other work stations which a student may lock (except for periodic inspections) will be conducted if there is reasonable suspicion that a criminal offense or a school rule (including the rule prohibiting possession of contraband) have been violated by the student(s) being searched and that the search will produce evidence of such violation.

PERSONAL SEARCH

Authorized personnel, with a witness present, may ask a student to empty his/her pockets, purse, briefcase, book bag, duffel bag, or other personal belongings, when there is a reasonable suspicion that the student has contraband in his/her possession. If the student fails to comply, an administrative staff member or his/her designee, with a witness, may search the student or his/her belongings. Except in cases of emergency (e.g., it is believed the student may harm himself/herself or others), other staff members shall not conduct a search. If contraband is found in a personal search, appropriate disciplinary action may be taken. Items which may be illegal to possess may be turned over to law enforcement authorities.

LOCKERS AND OTHER LOCKED FACILITIES

Lockers, desks and other facilities remain at all times property of the church or school, even though temporarily assigned to students. Lockers, desks, and facilities may be periodically inspected for cleanliness, missing school property, and evidence of damage. Written notice need not be given. Oral notice may be given through normal school channels. If contraband is found in a periodic inspection, the student may be subject to appropriate disciplinary action, and items which may be illegal to possess may be turned over to law enforcement authorities.

Authorized personnel, with a witness, may request a student to open his/her locker, or other assigned facility which may be locked by the student, and disclose its contents when there is a reasonable suspicion the student has contraband in the facility. Facilities which are not allowed to be locked by students may be inspected or searched at any time. If the student fails to comply, authorized personnel, with a witness, may search the locker or other facility. If contraband is found, the student may be subject to appropriate disciplinary action, and items which may be illegal to possess may be turned over to law enforcement authorities.

SEARCHES BY LAW ENFORCEMENT OFFICIALS

Law enforcement officials will not be allowed to search students, their belongings, desks, lockers, or vehicles on school premises unless pursuant to an arrest, a valid warrant, or other reason allowed by law.

The law as to private schools and search and seizure is clear. A private school, while respecting a student's and employee's property, may, nonetheless, with or without probable cause, search persons, lockers, books, bags, and other possessions since the search is not conducted by "public" authorities as opposed to "private" authorities. That is to say that search and seizure may happen at a private institution without Constitutional safeguards. It is the policy of Mount Olive Lutheran School to respect peoples' constitutional rights and to balance those rights against the responsibility of the school to insure a drug free environment.

GUN FREE SCHOOLS ACT

Students in possession of a firearm while on school property or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Re-admission of the student at the end of the expulsion period will be based on the recommendation of the Principal to the Christian Day School Action Team. The Principal shall have the authority to recommend to the Christian Day School Action Team modification of the expulsion requirement for a student on a case-by-case basis. For purposes of this policy, the term "firearm" includes any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive incendiary or poison gas.

DETENTION, EXCLUSION, PROBATION, SUSPENSION, EXPULSION

It is expected that all students be living witnesses of their Christianity. School discipline is expected to be an extension of home discipline. The fourth commandment forms the basis for a child's relationship to his/her teachers, parents, and all in authority. "Respect your father and your mother so that all may go well with you and so that you may live a long time in the land" (Deuteronomy 5:16). The duty of the student lies in two distinct areas: **Attitude and Behavior**

By means of daily training and curriculum students at Mount Olive Lutheran School will learn God-pleasing attitudes and behavior in relation to parents, those in authority, and peers. Student behavior will act out that understanding of what pleases God.

Mount Olive Lutheran Church and School exists for the education and welfare of our students. Classrooms must be places where students can learn and parents and personnel can work and live together in harmony. The desired form of discipline is self-discipline. Each student is taught responsibility and expected behavior. He/she is then required to be responsible for his/her own behavior.

The faculty strives toward positive relationships in keeping with God's Word. Learning involves the whole child, and a child who makes a mistake must be dealt with in a loving and caring manner. The child must be forgiven and given a chance to start anew. This kind of caring reaction makes behavior change and self-discipline possible.

Sometimes caring and repentance fail, and a student may continue to choose inappropriate behavior. At this time, or any other time where inappropriate behavior becomes evident, the discipline policy will be followed. It is essential that our faculty and administration have the understanding and whole-hearted support of all parents in the area of behavior and discipline.

All students should conduct themselves as Christian young people in work and play. Behavior such as cheating, bad language, damaging property, substance abuse, dishonesty, disrespect, truancy, unexcused absences, deviance, paraphernalia, or weapons could constitute grounds for dismissal. The following guidelines will be followed in dealing with discipline concerns:

Step 1: Talk with Student. The parent is phoned to tell them of the offense, and explain the seriousness of the situation.

Step 2: Detention #1. The student will spend time after school Tuesday or Thursday from 3:15 to 4:15 pm in the detention room. During that time the student will fill out a Student Behavior Reflection Form. The rest of the time is at the discretion of the supervising staff member.

Step 3: Detention #2. The student will serve a second detention. In addition, the parent(s), all of the child's teachers, and a member of the Christian Day School Action Team will have a mandatory meeting in the evening after the detention is served to discuss the serious nature of the problem(s) and try to seek a plan to stop the behavior.

Step 4: 1-day In-School Suspension is served.

Step 5: 2-day In-School Suspension is served. Also, a mandatory meeting with the student, his/her parent(s), the Principal, and the Christian Day School Action Team will be held to discuss the future of the student at Mount Olive Lutheran School.

Step 6: Expulsion of student. The student is removed from Mount Olive Lutheran School.

*Positive Motivation: In the event that the student refrains from the disrupting behavior and maintains a good record for 45 consecutive school days, his/her record will be reversed one step on the Discipline Plan. Good behavior will be rewarded, and will be encouraged.

OUT-OF-SCHOOL SUSPENSION

Out-of-School Suspension by the Principal is that period of time that the student is sent home for a serious breach of the discipline policy. The Christian Day School Action Team chairperson shall be notified of any out-of-school suspensions. This period shall not exceed ten (10) days. Out-of-School suspensions of more than ten (10) days must be approved by the Christian Day School Action Team. The student will be given the opportunity to make up any assignments, but will be recorded as being absent from school during the suspension period.

DUE PROCESS

- ❖ The Principal will inform the parent through a written letter and/or verbally of a student's in-school or out-of-school suspension. This notice will include the reasons for the suspension and the length of suspension. A conference will be set up with the parent, the teacher(s), the Principal, and the Christian Day School Action Team chairperson to discuss and work with the student's discipline problem.
- ❖ Any parent or student shall have the right to appeal a discipline decision by a review with the Principal. If still not satisfied, a written appeal can be addressed to the chairperson of the Christian Day School Action Team.
- ❖ Any parent or student shall have the right to appeal a discipline decision suspension,

probation, expulsion) made by the Principal. Within a period of ten (10) days, a request to review a decision may be made to the Christian Day School Action Team. Parents or students may have the right to have an attorney, or other advisors of their choice, present for the review.

With respect to due process, the due process clause of the State and United States Constitutions do not impact on the private school setting. Mount Olive Lutheran School may suspend or terminate a student's attendance with or without due process. As used here in due process, it contemplates a hearing and notice prior to a student being deprived of any significant right. It is the policy of Mount Olive Lutheran School that due process does not limit in any way the ability of Mount Olive to suspend or expel any student it deems undesirable. Hearing and notice are gratuitous and are not mandatory under Mount Olive policy.

Mount Olive Lutheran School employees are prohibited from using corporal punishment on students. Students who wish to allege abuse from a Mount Olive employee can report the alleged abuse to Tona Speltz or to Cory Emily the Principal, or to the Pastor(s).

These policies are intended to acknowledge that the school and church are ultimately responsible for the environment and atmosphere at school and are not subject to public authorities.

SEXUAL HARASSMENT POLICY

It is the policy of the educational programs governed by the Mount Olive Lutheran School Christian Day School Action Team to maintain a learning and working environment that is free from sexual harassment and/or harassment of any type. No employee, volunteer, or student associated with these programs shall be subjected to sexual harassment or harassment of any kind. Any person who alleges harassment by an employee, volunteer, or student of an educational program governed by the Mount Olive Lutheran School Christian Day School Action Team may complain directly to his/her teacher, to the immediate supervisor, to the Principal, or to the Pastor(s).

PROHIBITED ACTS

Sexual harassment is strictly forbidden in Mount Olive education programs. For the purposes of this policy, sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- ❖ submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment or status in a class, program or activity;
- ❖ submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
- ❖ such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile, or offensive environment for work or learning.

EXAMPLES OF SEXUAL HARASSMENT

Sexual harassment encompasses any sexual attention that is unwanted. Examples of the verbal or physical conduct prohibited include, but are not limited to:

- ❖ physical assault;
- ❖ direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, education, grades or letters of recommendation;
- ❖ direct propositions of a sexual nature;
- ❖ subtle pressure for sexual activity, an element of which may be conduct such as repeated and unwanted gestures;
- ❖ a pattern of conduct (not legitimately related to the subject matter of a course of one involved) intended to discomfort or humiliate, and/or that includes one or more of the following:
 - comments of a sexual nature; or
 - sexually explicit statements, questions, jokes or anecdotes;
- ❖ a pattern of conduct that would discomfort and/or humiliate a reasonable person at whom the conduct was directed and includes one or more of the following:
 - unnecessary touching, patting, hugging, or brushing against a person's body;
 - remarks of a sexual nature about a person's clothing or body; or
 - remarks about sexual activity or speculations about previous sexual experience.

ISOLATED AND INADVERTENT OFFENSES

Staff and students who, without establishing a pattern of doing so, engage in isolated conduct of the kind described in the last two items above, or who exhibit a pattern of engaging in such conduct but fail to realize that their actions discomfort and/or humiliate, demonstrate insensitivity that necessitates remedial measure. When program administrators become aware that such activities are occurring in their areas they should discuss such conduct with those involved, and where appropriate, recommend that person take an educational program designed to develop understanding of the harm being done.

If, after participating in the educational program or failing to participate after being recommended to do so, a person continues to engage in the conduct described in the last two items above, he/she will be deemed to have engaged in a pattern of conduct intended to discomfort or humiliate the one at whom the actions or statements are directed. Any complaint against an employee should be reported to Brenda Geurink, to Orv Spence, to the Principal, or to the Pastor(s).

TECHNOLOGY ETHICAL USE POLICY

The use of technology at Mount Olive Lutheran School is a privilege, not a right.

TECHNOLOGY IN GENERAL:

- ❖ Use all technology for the purpose of learning;
- ❖ Use all technology only under the direct supervision of the designated adult;

- ❖ Treat all equipment with care and respect;
- ❖ Use the proper etiquette specific to the medium;
- ❖ Follow all guidelines set up by the instructor.

STUDENTS WILL NOT:

- ❖ Send or display offensive messages or pictures
- ❖ Use obscene or threatening language
- ❖ Harass, insult or attack others
- ❖ Damage computers, computer systems or computer networks
- ❖ Violate copyright laws trespass in others' folders, work or files
- ❖ Students will not access personal e-mail unless it is related to an *in class* assignment.
- ❖ Students will not instant message or access chat rooms.
- ❖ No food or drink while working on computers.
- ❖ Use personal electronic devices (cell phones, tablets, game systems, etc.) at before care, during the school day or at after care.

If a student chooses to violate these guidelines, the consequences may include but are not limited to:

- ❖ Loss of privilege for a specific amount of time, not to exclude the entire school year;
- ❖ Make restitution for any and all damages
- ❖ Law enforcement agencies may be involved, when applicable.
- ❖ Compliance with the Mount Olive Discipline Policy.

INTERNET – TERMS AND CONDITIONS OF USE

ACCEPTABLE STUDENT USE:

The purpose of the networks making up the internet is to support research and education in and among academic institutions by providing access to resources and the opportunity for collaborative work. The use of your account must be in support of education and research consistent with the values of Mount Olive Lutheran School. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to the following:

- ❖ Students who use the Internet at Mount Olive Lutheran School must abide by the provisions contained in this policy and must conduct themselves in a manner that is consistent with the mission of Mount Olive Lutheran School. Any student whose internet

use violates provisions will, in addition to losing her or his privilege to use the internet, be subject to discipline up to and including suspension or expulsion from school. When applicable, law enforcement agencies may be involved.

- ❖ An industrious user may discover information that could be considered unreliable, Controversial, and/or offensive. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of Mount Olive Lutheran School.

ADHERENCE TO INTELLECTUAL PROPERTY LAWS:

Use of the system to copy, use or distribute software, publications, or other data and materials in violation of copyright, trademark, patent, or other intellectual property laws is strictly prohibited. Students are advised that they can be held personally liable should they violate state or federal laws in this regard.

NETWORK ETIQUETTE:

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- ❖ Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- ❖ Be polite. Do not write or send abusive messages to others.
- ❖ Do not reveal personal names, addresses or phone numbers (yours or anyone else's).
- ❖ Note that e-mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- ❖ Do not use the network in such a way that you would disrupt the use of the network by other users.
- ❖ Do not arrange to physically meet anyone you have contact with over the internet without parent supervision.

IF A MOUNT OLIVE LUTHERAN SCHOOL USER VIOLATES ANY OF THESE PROVISIONS, HIS OR HER ACCOUNT WILL BE TERMINATED AND FUTURE ACCESS MAY BE DENIED.