



**2019 - 2020**  
**Mt. Olive Lutheran School**  
**Student Handbook**

Mt. Olive Lutheran  
Church & School  
1123 Marsh Street  
Mankato, MN 56001

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**Pastors**

Pastor John Petersen  
Pastor Luke Ulrich

**Principal**

Principal Silas V. Born



## **School Faculty**

|                                      |              |                                |
|--------------------------------------|--------------|--------------------------------|
| Mr. Silas Born, Principal            | 507-388-9220 | principal@mtolivelutheran.org  |
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| Mr. Jim Siewert, Band Director       | 507-317-5333 | jdsiewert@gmail.com            |
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## ***Support Staff***

|                                       |                            |
|---------------------------------------|----------------------------|
| Mrs. Annette Feistner, Office Manager | school@mtolivelutheran.org |
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| Office lines: 345-4966 or 345-7927    |                            |

## ***Board of Education***

|                        |              |
|------------------------|--------------|
| Craig Brown (Chairman) | 507-387-6190 |
| Dave Munsen            | 507-381-1878 |
| Chad Sorensen          | 507-385-1520 |
| Nathan Graham          | 507-304-0091 |
| Dan Gerdts             | 507-351-8797 |
| Gabe Cornish           | 507-382-3822 |



## Message from Our Pastors

*Thank you for entrusting a part of your children's education to Mt. Olive. We count it a privilege to assist you in their growth and development as productive, knowledgeable citizens of this world. Even more, we rejoice in the opportunity to train the children in the Word of Life, the Gospel of Jesus, which brings us the forgiveness of sins and the promise of heaven which He earned for all by His holy obedience to God's will and His innocent suffering and death on the cross.*

*As parents, you know that rearing sons and daughters is not always an easy thing to do. It takes hard work, dedication and stamina. But as we enter this new academic year, we rely on the same source of strength the Apostle Paul relied on as he pressed forward with the Gospel. "I can do all things through Christ who strengthens me."*

*May that strength and peace be with you and your children through the year and always!*

*Pastor John J. Petersen*

*Pastor Luke Ulrich*

## Mission Statement

Mt. Olive Lutheran School exists to carry out Christ's commission to make disciples of all nations by assisting parents in the Christian training of their children to live a life of faith here on earth and forever after in Heaven.

## Scriptural Foundation for Our Mission

The Lord has commanded parents in Proverbs 22:6, *"Train a child in the way he should go, and when he is old he will not turn from it."* More specifically in Ephesians 6:4 the Lord has told parents to bring up their children *"in the training and instruction of the Lord."* The Lord has also commanded us in Matthew 28:19-20, *"Go and make disciples of all nations, baptizing them in the name of the Father and of the Son, and of the Holy Spirit; teaching them to obey everything I have commanded you."*

## School Purpose

Mt. Olive is a place where children will learn to know **God the Father** who created them, **God the Son** who redeemed them from the curse of sin by His blood, and **God the Holy Spirit** who created faith in His children through His Word and baptism, and continues to nourish their faith through His Word. All subjects are taught under the guidance of God's Word. All teaching, learning, guiding, and living are directed by that life-giving Word and, with our Lord's blessing, will result in each student growing in faith and love for the Lord and for others.

## School Objectives

### Spiritual Development

- Each student will be taught that the Bible is God's infallible word.
- Each student will be taught to know and worship the triune God: Father, Son, and Holy Spirit.
- Each student will be taught that he/she is a unique creation of God and that God preserves him/her.
- Each student will be taught that due to Adam's fall into sin, he/she was born an enemy of God and needs a Savior.
- Each student will be taught that he/she is a redeemed child of God through faith in Christ's death and resurrection.
- Each student will be taught that the Holy Spirit works faith in his/her heart through God's Word.
- Each student will be taught that he/she is saved by grace and not by good works.
- Each student will strive to show and share his/her faith in all his/her thoughts, words, and deeds.

### **Academic Development**

- Each student will be taught the knowledge, skills, and understanding necessary for being a productive citizen.
- Each student will develop and demonstrate a level of competency in each subject area of the curriculum.
- Each student will strive to use his/her God-given gifts to work up to his/her potential in all subject areas.

### **Physical Development**

- Each student will be taught that his/her body is the temple of the Holy Spirit.
- Each student will be taught the components of a healthy lifestyle.
- Each student will strive to use his/her body in ways that glorify God by living a healthy lifestyle.

### **Social Development**

- Each student will be taught that everyone is a child of God.
- Each student will be taught that all things are gifts from God.
- Each student will be taught to respect all those God has placed in authority.
- Each student will be taught how to communicate in an appropriate and loving manner.
- Each student will strive to use God's gifts in a caring, wise way.

### **Cognitive Development**

- Each student will be taught that God gives each person unique gifts and abilities that develop at differing rates.
- Each student will strive to accept and appreciate the God-given differences in each individual.
- The school will strive to help each student develop a love for learning.

### **Statement of Organization**

Mt. Olive Lutheran School is an integral part of Mt. Olive Lutheran Church. The church provides for the school's operating budget, which is provided through the church's general fund and tuition. The church provides supervision through an elected board of education with final authority vested in the voters' assembly of Mt. Olive Lutheran Church.

### **Non-Member Families**

Mt. Olive Lutheran School exists to assist the members of Mt. Olive Lutheran Church and others in the Christian training of their children. Families who are not members of the Mt. Olive congregation, but are seeking a Christian education for their children, are warmly welcomed in the school.

Non-member families should expect that their children will be required to fully participate in religious studies, memory work assignments, and other school related assignments.

### **Enrollment Cap and Priority Policy**

In order for Mt. Olive to offer a quality Christian education to all its students, as a general rule, each class has a maximum of 25 students. The School Board sets dates for Priority Registration. Priority Registration is limited to Mt. Olive members and current school families. After the Priority Registration period has ended, enrollment is open on a first-come, first-served basis. All enrollments are subject to school board approval.

### **Non-Discrimination Policy**

Mt. Olive Lutheran School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in administration or its educational policies, admission policies, and athletic and other school-administered programs. This policy is carried out in principle and practice at Mt. Olive Lutheran School.

### **Parent-Teacher Relationship**

Parents' help and support is vital in the education of their child. You are invited to discuss any matter concerning the welfare of your child with the teacher any time this is deemed necessary. A phone call or email to the teacher would assure a satisfactory and sufficient time for consultation. You have a standing invitation to visit school at any time, but please give the teacher the courtesy of advance notification.

### **Expression of Concern**

All school concerns involving discipline, textbooks, social and academic problems, teaching methods, or the like should be handled in Christian love, according to Mathew 18:15-17; "Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that 'by the mouth of two or three witnesses every word may be established.' And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector."

Please do not discuss the issue with other parents but follow the steps listed below

1. Discuss the matter with the teacher first.
2. Consult the principal if necessary.
3. If it is still unresolved, bring the matter to the Board of Education.



### **Parents, Teachers & Friends Organization**

All school parents are automatically members of this organization. The PTF is also for anyone else interested in working with others to improve Mt. Olive Lutheran School. Projects of the group include things to create more interest in Christian education, provide additional extra-curricular activities for the students, provide funds\* for special projects or education materials/equipment, and supply volunteer workers in time of need. Topics of interest and help to parents may also be presented. Meetings and social events are held throughout the school year.

The PTF is not a policy-making body. It operates under the policies established by the Mt. Olive Board of Education and Board of Deacons. The Mt. Olive Board of Education has the responsibility of overseeing the PTF's activities.

\*All fund raising must be in harmony with the guidelines established by the Mt. Olive Board of Deacons.

### **Tuition Payments**

Mt Olive Lutheran Church continues to subsidize a large part of the cost of Christian education. All parents are charged tuition to offset the cost of their child's education. The amount of tuition is established each year by the Mt. Olive Board of Education based on the cost of educating a student. The custodial parent has financial responsibility for all Mt. Olive tuition. We use FACTS Tuition Management Services to collect tuition. Parents can manage their tuition account through the FACTS link on the school website.

### **Overdue School Fees**

If a family is not current with their payments at the end of a quarter, their delinquent account is forwarded to the Mt. Olive Board of Education.

If a family is not current at the end of the school year, then arrangements must be made with the Mt. Olive Board of Education to complete their financial obligation.

### **Lockers**

The lockers at Mt. Olive are school property. Please take care of the one assigned to you. Keep your locker clean. Nothing may be attached to the outside of the lockers without special permission. No locks, tape or stickers may be attached to the lockers. Lockers may be inspected by school officials whenever it is deemed necessary. **Do not store valuable items in your locker.** Mt. Olive is not responsible for any lost property. Do not open or enter any locker other than your own without permission.

### **School Equipment**

Students should also show care for desks and other school property along with the property of other students.

The state of Minnesota owns most of our textbooks and we are accountable to Mankato School District #77 for them. Students are encouraged to demonstrate good stewardship in preventing damage and defacing of the books. To prevent damage, all hardcover books in grades 3-8 must have a book cover. Students are responsible for damages to books.

### **State Funds**

Mt. Olive receives state funding for some textbooks and health care. This funding in no way compromises Mt. Olive's Christian curriculum or principles. The registration forms you sign and check "yes" are the basis for this funding based on the number of pupils we have. Registration forms marked "yes" also provide funds for career surveys for 7<sup>th</sup> and 8<sup>th</sup> grade students.

- If you check "no" on the Request Form for Textbooks, an additional fee is added to your school bill for each child enrolled at Mt. Olive.
- If you check "no" on the Request Form for Health Services, your child does not receive any public health services such as vision/hearing or scoliosis screening, and other nursing services.
- If you check "no" on the seventh and eighth grade Request Form for Career Guidance, your child is not included in the career interest analysis provided by the public school.

### **Attendance and Excuse Policies**

Inform the office (345-7927) before 8:00 AM of the school day your child will be absent or tardy. Extended medical absences must be explained by a note from a doctor's office. In those cases where it is known in advance that an extended absence is unavoidable, give advance notification to the teacher. For your child's benefit, please try to plan any vacations for days when school is not in session. That way your child won't miss the daily instruction in incremental subjects, and he/she won't have an accumulation of make-up work to complete without the benefit of the daily instruction.

Attendance is expected at all school events such as singing in church, Children's Christmas Service, Talent Showcase, Graduation, and the like. Therefore, inform the persons in charge (the choir directors, coaches, and the like if a student will be absent from a scheduled event.

### **Make-up Work**

Students who are absent are required to complete any academic assignments that the teacher determines are necessary for their academic advancement. The student will have two days for every day he/she was absent to complete the make-up work.

Parents who know in advance that their child will be absent are expected to inform their child's teacher(s). The teacher is not expected to plan or give out assignments in advance of the absence, but the teacher will keep a record of the assignments that the student must satisfactorily complete. It shall then be the parents' responsibility to see that this work is explained and completed in the prescribed amount of time.

### **Tardy Policy**

A student is considered tardy whenever he/she is not in the classroom when the morning bell rings at 8:00 AM. Promptness and timeliness are values of our society, and these are also values at Mt Olive Lutheran School. We feel these are taught by the example we set for our children. For that and other reasons, our school day begins with devotion and lunch count promptly at 8:00 AM. Students need to be in their classrooms at that time. After the 5<sup>th</sup> unexcused tardy of the quarter, the principal is notified and contacts the parent(s). If the situation does not improve, after the 10<sup>th</sup> tardy of the quarter, the Board of Education is notified for further action.

### **Grades**

Grading is done on a percentage as follows

|             |             |                   |
|-------------|-------------|-------------------|
| A+ = 100%   | B = 90-88%  | C- = 77-75%       |
| A = 99-97%  | B- = 87-85% | D+ = 74-72%       |
| A- = 96-94% | C+ = 84-82% | D = 71-68%        |
| B+ = 93-91% | C = 81-78%  | D- = 67-65%       |
|             |             | F = 64% and lower |

Some subjects (music, art, penmanship, physical education, and the like) may be graded on a percentage basis, or these subjects may be graded E (Exceptional), S (Satisfactory), N (Need Improvement), or U (Unsatisfactory). Assignments that are not made up in a reasonable amount of time are changed to a failing grade.

There is a parent-teacher conference at the end of the first and third quarters to discuss the progress of each student. Report cards are handed out at this time. Report cards are mailed at the end of the second and fourth quarters.

### **Advanced Math Guidelines**

To insure that students are successful at mastering math skills and concepts in the "Advanced Math Program," each student must maintain at least an average of a "B" (88-90%) on tests at his/her placement level and obtain at least a 90% on an end-of-year cumulative test. If a student is unable to meet either of these criteria, he/she is returned to the grade level math class the following year.

### **Extracurricular Eligibility**

Students need to remember that academics are an important part of their school life. Students who wish to participate in extracurricular activities must complete their schoolwork in a satisfactory manner.

- All late work must be finished before the student may participate in extracurricular activities.
- Students are considered ineligible for extracurricular activities if their core subject grade average falls below a 2.0 or if they do not complete their assignments. \*A teacher has the right to waive this rule if he/she believes that the student is putting forth an adequate effort or is showing improvement in the areas that have been weak.
- Students may also be declared ineligible for extracurricular activities for disciplinary reasons.
- Any student with an “F” in any subject on a report card will be declared ineligible for participation in the next week’s activities. The student will also be given a two-week period to show improvement. If there is no sign of significant effort to improve, ineligibility for the remainder of the season would be the next step.

### **Physical Policy**

The school nurse recommends that each student get a general physical when entering kindergarten, fourth, and seventh grades. All students who want to participate in any extracurricular sports at Mt. Olive must have a current physical on file at Mt. Olive before they can participate. (A current physical is one dated within 3 years of the year of participation.)

### **Standardized Progress Tests**

Mt. Olive uses the MAP testing program in grades 3 – 8 to measure the student’s progress in academic areas. These tests compare our students’ progress with the national average for each grade level tested. Results of these tests are reported to parents with their child’s report card.

### **Home Visit**

In August, individual faculty members may conduct home visits. The teacher delivers registration materials and information about changes for the school year. Registration forms must be completed and returned on registration night. Students may not start school until all completed forms have been turned in.

### **Back-to-School Night**

Registration packets are given to parents of grade 6 – 8 students at Back-to-School Night. Completed forms are due Registration Night.

### **Standard Dress**

As Christians, we are to let our light shine and glorify God in all things. We can glorify God in the way that we dress. In general, simplicity, suitability, cleanliness, modesty, and good taste should govern the manner in which our students dress for school.

### **Appropriate Dress**

- Skirts and shorts are to be at mid-thigh or longer in length.
- Hair is to be clean, neatly groomed, and trimmed. Hair should be of a natural color. No outlandish colors such as blue, green, purple, or gothic red or black. Unconventional hairstyles or cuts are not permitted.
- Shoes must be worn at all times; sandals are permitted if they have a strap around the backside. Flip flops are not permitted.
- Nice looking sweat pants (no writing on backside), wind pants without snaps are permitted.

### **Gym Shoes**

Ensure that gym shoes are non-scuffing to the gym floor. Even some white-soled shoes scuff the gym floor.

### **Special Events**

The administration may recommend a form of dress to be appropriate for a specific event and communicate this to the students and parents in advance of such an event.

### **Not Appropriate**

- Apparel promoting products or activities that are illegal for use by minors.
- Apparel or footwear that would damage school property.
- Visible tattoos or body piercing, except ears.
- Halter-tops, spaghetti straps (and tops that expose the midriff or clothing that is ripped or reveals underwear).
- Jewelry and make-up that are excessive or distracting to learning may not be worn, nor are earrings that dangle or hoops that are unsafe.
- Hats, sunglasses, bandanas, hoods, or head coverings may not be worn indoors.
- Pajamas or pajama-style pants may only be worn for specific events, such as Spirit Week.
- Leggings, jeggings, yoga pants, or any other outfits relating to tights are to be covered (mid thigh or longer) by a long sweater (tunic) top, skirt, or dress.

### **Procedure for Dress Code Violation**

Students who come to school in violation of the dress code policy are expected to rectify the violation as directed by the principal. The following steps are followed to rectify the violation.

- 1) Students are allowed to change into other school-appropriate clothing.
- 2) If no appropriate clothing is available at school, parents will be called and asked to bring school attire immediately.
- 3) If parents are unable to come or unable to be reached, school-appropriate attire (larger T-shirt, basketball shorts, or the like) will be provided for them.

### **Winter Wear**

Students should wear warm clothing, (hats, gloves/mittens, snow pants, coats, and boots) during the winter. During the winter, students will also need a pair of shoes to wear in the classroom after they remove their boots. They are not allowed to sit in the classroom in stocking feet. Label all clothing items like boots, mittens, coats, and the like that may be removed frequently.

### **Winter Recess Rules**

To provide for the student's health and warmth when there is snow and cold weather:

1. Students wishing to play in the snow areas will need boots. (Grades K – 4 students who wish to play in the snow need snow pants also.)
2. Students may play on the plowed pavement without boots as long as they can change into dry (not gym shoes) when they go inside.
3. Students will not go outside if the **wind chill** temperature drops below –10 degrees.
4. Students may not throw snowballs while on school property. Do not throw snowballs at cars, school buses, or other vehicles on the way to/from school.
5. Students may not put snow on another student's neck or face, nor in another student's clothing.
6. Students may not play pushing/tackling games in the snow.
7. Students may not push others off the snow piles. Do not jump off snow piles trying to dunk balls in the baskets.
8. Students may not jump out of a moving swing.
9. Please respect other student's snow constructions by not destroying them.

## **Discipline**

Students are subject to God's Word and therefore pupils must respect each other, obey their teacher, pastor, every member of the school staff, and all school policies. Misconduct or failure to heed Christian admonition will result in appropriate disciplinary measures. These include: in-school detention, conferences with parents, suspensions, and expulsion.

## **Mt. Olive Lutheran School Wellness Policy**

God tells us in 1 Corinthians 10:31 "Whether you eat or drink or whatever you do, do it all for the glory of God." Therefore, the purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

1. The Mt. Olive school board recognizes that nutrition education and physical education are essential components of the educational process, that good health fosters student attendance and education, and that healthful eating and drinking, and physical activity can have a positive impact on student behavior.
2. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthful eating and drinking, and physical activity.
3. Mt. Olive School encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school nutrition and physical activity policies.
4. Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive.
5. Students in grades K – 8 will have opportunities, support, and encouragement to be physically active on a regular basis.

Qualified food service personnel provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutritional needs of students.

## **Physical Activity and Education Guidelines**

1. All students receive regular, age-appropriate physical education.
2. Physical education should be designed to build interest and proficiency in the skills, knowledge and attitudes essential to a lifelong physically active lifestyle. It should include providing information, fostering a positive atmosphere, encouraging self-discipline, developing motor skills and promoting activities that can be carried out over the course of students' lives.
3. The physical education curriculum should be coordinated with the health education curriculum.
4. Physical education should provide safe and satisfying physical activity for all students, including those with special needs.
5. Whenever possible, Mt. Olive provides daily recess that encourages physical activity.
6. Mt. Olive provides information to parents to help them promote and incorporate physical activity and healthful eating into their children's lives.

## **Complaints - Students, Employees, Parents, Other Persons**

1. The school takes seriously all concerns or complaints by students, employees, parents or other persons.
2. Students, parents, employees or other persons, may report concerns or complaints to the school. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal of the complaint. The principal shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the Board of Education.



3. Depending upon the nature and seriousness of the complaint, the administrator receiving the complaint shall determine the nature and scope of the investigation or follow up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the Board of Education who shall determine whether an internal or external investigation should be conducted. In either case, the Board of Education shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
4. The administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow up, including any appropriate action or corrective measure that was taken. The Board of Education shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

### **Weapons Policy**

No person shall bring a weapon of any kind onto school property or to any school functions such as sporting events, field trips, and other off campus school activities.

No person shall use articles designated for other purposes (that is, belts, combs, pencils, files, scissors, or the like), to inflict bodily harm or to intimidate another person. Such use is treated as the possession and use of a weapon.

Consequences for weapon possession, use or distribution: The school takes a position of “Zero Tolerance” in regard to the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons shall include

1. Immediate confiscation of the weapon
2. Notification of the principal
3. Notification of the parent/guardian
4. Notification of the police\*
5. Immediate out-of-school suspension\*
6. Report the incident to the Mt. Olive Board of Education.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

\*Administrative Discretion: While the school takes a “Zero Tolerance” position on the possession, use, or distribution of weapons by students, the principal may use discretion in determining whether a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

### Christian Discipline

At Mt. Olive Lutheran School, God’s Word guides faculty and students alike. The goal of Christian discipline at Mt. Olive is to help students show their love and thankfulness to their Savior by using God’s Word as a guide for their words and actions. “And be kind to one another, tender hearted, forgiving one another, even as Christ forgave you.” Ephesians 4:32. This type of God-pleasing conduct comes in response to the gospel message. Since we have a sinful nature, God’s law will also be used. The law will be used to show a child his/her sin with the hope of bringing the child to repentance, at which time the gospel would be shared.

When gross misconduct occurs and correction is necessary, the following steps will serve as general guidelines. Gross misconduct infractions are actions such as, but not limited to: intentional bodily harm, intentional property damage, cheating, cursing, stealing, lying, bullying\*, or sexual harassment\*\*. This plan may be followed in order, or depending on the severity, several steps may be skipped at the discretion of the principal. Assigned detention will be served at Mt. Olive. A student who receives a detention or suspension is not allowed to participate in extra curricular activities until the given detention or suspension has been served.

1. The first blue slip issued by the principal will result in **two days of detention**.
2. The second blue slip issued by the principal will result in **five days of detention**. The child, parents, teacher, and principal will meet.
3. If gross misconduct persists, a third blue slip will be issued by the principal. The third blue slip brings a **one-day suspension**. The pastor will join a meeting of the child, parents, teacher, principal, and the results will be communicated to the Board of Education.
4. A fourth blue slip issued by the principal results in a **one-week suspension from school**. Parents are responsible for picking up the child’s studies during the week of suspension. During this week, child, parents, teacher, principal, pastor, and representative(s) from the Board of Education meet to discuss the matter.

5. If the undesirable behavior continues, the child will be expelled from Mt. Olive Lutheran School by action of the Board of Education. The parents have the option of removing their child from school so no expulsion occurs.

\*Bullying defined: "Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time."

- stopbullying.gov (U.S. Department of Health & Human Services)

This includes three important components

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

\*\*Sexual harassment is defined as any unwelcomed conduct of a sexual nature; verbal, nonverbal, or physical. It can include making sexual comments, jokes, or gestures.

- U.S. Department of Education Office for Civil Rights

### **Books and Supplies**

Students must furnish their own paper, pencils, and other such supplies. A list of the required items is provided before school begins.

### **Smoke-Free Facility**

Mt. Olive Lutheran School is a smoke-free facility. No smoking, use of E-cigarettes, or other use of tobacco products are permitted in any part of the building. Students using tobacco products anywhere on Mt. Olive property are subject to the discipline guidelines.

### **Health Care**

Mt. Olive has a complete health program in conjunction with the Minnesota State Aid to Non-Public Schools. A nurse, provided by District #77, is responsible for the program. All state required health practices are met through this service. These include immunizations and vaccinations, annual vision and hearing screenings, dental health forms, first aid and communicable disease treatment, emergency information and assistance, and the establishment of a thorough and permanent health record for each child. These services are provided at no cost when you check the "yes" box on the Health Registration form.

The nurse may contact the parents regarding

1. The results of a health screening
2. Procedures to follow to treat a particular illness or health problem such as head lice.
3. The need for immunizations required by the state.
4. The length of time a child must be absent from school due to a communicable disease.

### **Student Illnesses**

While at school, the students are under the authority of the teachers, who are responsible for their physical well-being. This responsibility often encompasses 20 or more students, and thus when one student gets ill, it may affect others. To insure each and every student's well-being and good health, the teachers will do the following when an injury or illness occurs

1. The teacher or secretary will call the parent\* when an illness is suspected.
2. The teacher or secretary will call the parent\* if an injury occurs at school that appears to need attention from a doctor or medical professional, or if the seriousness of the injury is unknown.
3. The teacher or secretary will call "911" and the parent\* when a serious illness or injury occurs.

\*In all cases above, if either of the parents cannot be contacted, the teacher or secretary will call the emergency contact person. If the emergency contact person is not available, then the teacher may call the nurse provided by District #77 after consulting with the principal.

### **Emergency Contact Person**

Each parent must list an emergency contact person on their child's enrollment form. This person is contacted if a student emergency develops at school and the parent cannot be reached. **It is essential that this contact person be located in the Mankato area and available to help and a daytime phone number be listed.**

## **Medications**

Prescription drugs require doctor's permission and must be brought to school by parents. All medications brought to the school are to be placed in the hands of the school secretary by the parent along with a permission form (renewed annually). Over-the-counter medications require parental permission. **All medications need to be in the original container or prescription bottle.** They are secured in a locked box in the main office.

## **Communicable Diseases**

The State Health Department recommends that children with communicable diseases be kept away from school for a period of time, which varies with the disease and/or medication given. Those diseases are chicken pox, mumps, measles, mononucleosis, infectious hepatitis, rubella, strep throat, pink eye, and head lice. Parents must keep their sick student at home the minimum number of days required by state law.

## **Hot Lunch Program**

Mt. Olive offers hot lunch when available. Milk is also available.

When hot lunch is available, free and reduced-price lunches are available for students who qualify. To see if you qualify, fill out the lunch application form. All information is kept strictly confidential.

In accordance with Federal law and U.S. Dept of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## **Bicycles, Scooters, Skateboards and Rollerblades**

Bicycles are to be parked in or near the bicycle rack and are to be locked during the school day. They may not be parked on the sidewalks or in the school or church building on rainy days. Under no circumstances are bicycles, skateboards, roller blades, or scooters to be ridden on the school grounds (including sidewalks) during the day or when arriving or leaving school property. They are not to be ridden in the school and church at any time. Please wear a helmet if you ride your bike, skateboard or rollerblades to school. Do not walk or ride bikes across any of our neighbors' properties when coming to school or leaving.

### **Bus Service**

Students living within the school district may ride District #77 buses. Parents wishing to make use of this service can receive the transportation form from the school office. Parents needing to know bus routes and other information must call the district's transportation secretary at 207-4006.

### **Leaving School**

Students are not allowed to leave the school premises during the school day except if accompanied by a parent/guardian. Students who leave the school campus during school hours are to log out at the school office, and log in upon their return.

### **Graduation**

A graduation service is held for grade 8 students who have successfully completed their course of study. The entire student body is expected to sing at this service.

### **Extra-Curricular Activities**

To give children an opportunity to participate with other Christians outside the classrooms, Mt. Olive offers various extra-curricular activities. These activities are available to all students who satisfactorily complete their academic work. There is a wide variety of activities such as: band, spelling bee, drama show, and sports. Mt. Olive Lutheran School participates with other Lutheran schools in various inter-scholastic sports such as volleyball, soccer, basketball, softball, and track. Most of these activities are limited to the students in grades 5 – 8. Gym shoes and socks are required for those times when we use the gym for practice.

### **Curricular and Extra Curricular Participation**

Mt. Olive children in grades K – 8 may participate in extra-curricular activities offered by Mt. Olive. Examples of such activities are band, sports, choir, and the like. Participants must pay any fees connected with participation and meet all practice schedules and other requirements established by the person running the activity. Curricular activities are limited to enrolled Mt. Olive students. Requests for special exceptions may be made to the Board of Education.

### **Room Parents**

During the school year, seasonal school parties and events may be held. Volunteer room parents assist in conducting these parties and arranging for games and treats.

### **Booster Club**

The Booster Club was formed to assist with all of the activities surrounding the various extracurricular sports at Mt. Olive. Like the PTF, the Booster Club has its own chairperson(s), secretary, and treasurer and is monitored by the Mt. Olive Board of Education. They file the volunteer worker schedules for concession sales, scorekeepers, set-up, clean up, hall monitors, and the like for events such as basketball games, volleyball, and the annual Charger Tournament.

- Many of these events are also fundraising opportunities to help raise monies that provide needed sporting supplies like uniforms. The fundraising efforts must follow the guidelines set forth by the deacons of Mt. Olive Church.
- Each family with children involved in sporting events is expected to work a minimum number of hours to support their children's sports. Others without children in sports are also encouraged to help because many volunteers are needed.

### **Volunteers**

Each year Mt. Olive Lutheran School benefits from the dedicated work of volunteers. The school board, administration, and faculty seek volunteer workers in order to accomplish the many tasks required to provide a quality Christian education. Volunteers who assist in after school activities may place their children in the After-School Care program without paying the normal fee.

### **Church Activity**

Since God encourages us to join together to hear His Word, we recognize the need for regular attendance at divine worship. In addition to weekly chapel services, all children are expected to participate in special services, such as the Children's Christmas Service, graduation, the spring concert, or other functions of the church and/or school. Students are also expected to be present when their choir/class is scheduled to sing in church.

During our weekly chapel service, a mission offering is taken. This is an opportunity for the students to thank their Savior by spreading the Gospel to others with the money collected.

### **Curriculum**

Our curriculum is grounded in the Word of God and guided by the education code of the State of Minnesota. The curriculum for each subject is reviewed by the faculty and approved by the Board of Education.

### **Special Help**

As much individual attention as possible is given to each child. If remedial help is needed, that may be arranged by the teacher or principal. The public school district makes some special education programs available at Mt. Olive School.

### **Field Trips**

Field trips and assembly programs that serve to educate and broaden the students' knowledge of the world around them are scheduled at various times during the year. A teacher might plan a field trip to enhance the student's educational experience at Mt. Olive. To keep parents informed about field trip activities, and to insure that chaperones could get proper medical attention for a child that may get sick, injured, or the like, a permission form is sent home before each field trip. Parents need to sign the permission slip and return it to the teacher.

### **Music**

The regular music curriculum at Mt. Olive is a comprehensive program that includes many facets of music, from music theory and appreciation to reading music. There are multiple opportunities for children to participate in singing at worship services.

### **Band**

Students in grades 5-8 may participate in the Mt. Olive Band. A fee is charged for those wishing to participate. This fee covers the cost of a weekly instrument lesson in addition to a weekly group lesson. All band students will be supervised in After-School-Care while waiting for their lesson or group band practice. However, they will not be charged for this service. Group rehearsals are held after school on Wednesdays and individual lessons are held before, during, and after school. Students need to provide their own instrument.

### **Physical Education**

Our body is the temple of the Holy Spirit and we are to take care of our body. Physical education gives us a chance for healthful conditioning of our body. All children are to participate in supervised physical education activities unless excused by doctor's orders for reasons of health or disability. Send a note if your child should not participate in Phy Ed or recess activities.

### **Party Invitations**

If you want your child to hand out invitations to a birthday party, sleep over, or other celebration **at school**, include an invitation for all students **or** all boys **or** all girls in the class. If you **wish to be more limited** with your invitation, then please send them in the mail. We ask this so that hurt feelings can be avoided.



### **Christmas Celebrating**

The focus of the Christmas celebration at Mt. Olive centers upon the birth of Jesus, our Savior. In an effort to not distract from this focus and to insure we don't offend anyone, we ask that students not bring in books or videos about Santa Claus for classroom use.

### **School Hours**

School begins at 8:00 AM and ends at 2:30 PM. Students are asked not to arrive before 7:45 AM and they are to leave immediately upon dismissal. School supervision of students begins at 7:45 AM and ends at 2:45 PM. The school doors will not be opened until 7:45 AM. Please keep this in mind when dropping off children on cold mornings. Once the school doors have been unlocked, students should come directly into the school when they arrive in the morning. During the winter season, the main entrance doors may be opened at 7:30 AM based on weather conditions.

After school, students are to leave promptly. **Any student remaining at school after 2:45 PM is sent to After-School Care to wait for their parents.**

### **After-School Care**

As a convenience for parents who are unable to pick up their children when school ends, Mt. Olive provides after-school care. This program provides adult supervision for students waiting to be picked up. The program runs from 2:30 – 5:15 PM on all full days of school. There is a fee for this service. For more information about this program, contact the After-School Care Director.

### **Telephone**

Students are allowed only to use the telephone for emergencies such as illness. Students are not able to use the school phone to make social plans for after school. Have your child make these arrangements before they come to school. If you need to contact your child during the school day, call the Mt. Olive School number at 345-7927 and we will forward your message. Students should not come to the office to use the phone, but rather get permission to use the classroom phone.

### **Electronic Devices**

These devices are to be turned off and checked in with the teacher from 8:00 AM – 2:30 PM. Students may ask the teacher to use them if the school office phone is unavailable or another situation warrants use of the electronic device.

### **Weather-Related School Closing**

District #77 officials determine the closing of school due to weather conditions. Local radio station KTOE (1420 AM) and local TV station KEYC carry the announcement of such closings. You may also call the District #77 hotline, which is 386-4777. Any announcement for “Mankato Public Schools” or “District 77” includes Mt. Olive.

### **Emergency Notifications**

In the event of a school-wide emergency, parents will be contacted by email and/or telephone.

### **School Newsletter**

Our weekly newsletter, the *Mt. Olive Herald*, is sent home with the youngest student in each family on Thursday, is emailed to each parent, and is posted on the school web site. Parents are advised to read this newsletter. It is our chief method of communicating important information to the home.

### **Directory Information**

The Family Educational Rights and Privacy Act (FERPA) allows schools to classify certain information as “directory” information. When so classified, the school has the right to disclose the information without parental consent. Mt. Olive’s Board of Education has classified the following student information as “directory.”

1. Name
2. Address
3. Telephone Number
4. Date of Birth
5. Family Members
6. Honors and Awards
7. Attendance
8. Participation in extra-curricular activities
9. Height of Athletes
10. Picture

Examples of where directory information might be made public are

- \*Family Directory/Student Roster
- \*Yearbook
- \*School/Church Newsletter
- \*Local Newspaper
- \*Printed Programs

We do not publish the above information on the Internet. Parents who object to having any one or more of the directory items made public should contact the principal in writing, listing the areas they wish to remain private.

### **School Pictures**

A professional photographer takes individual pictures of each student shortly after the school year begins. Parents are not obligated to buy these pictures. Anyone wishing to bring pre-school children to be photographed at that time may arrange to do so.