



**2025-2026**  
**School Family Handbook**

## Welcome & Introduction

Mount Olive Christian Day School is a ministry of Mount Olive Lutheran Church; our mission is to *Prepare a New Generation in the Faith*. This includes preparation for a life in the faith, academic development, living and working together in community, and the development of personal character.

Life in the **faith** involves both learning about God and developing a relationship with Him. In school, we study the Bible because God's Word is what initiates and sustains our faith. God's Word reminds each and everyone that we are created in His image and that He loves us unconditionally. God's Word also calls us to repentance when we sin and assures us of forgiveness. Scripture tells us the story of creation and the story of salvation. Our relationship with Him is cultivated through continued study of the Bible, prayer, worship, the sacraments, and conversations with mentors and peers. Our relationship with God is also grounded in Baptism, where we are made a child of God and our sins are forgiven.

The **academic** pursuit at Mount Olive is to learn about every facet of God's creation. Our hope is to ignite a love of learning, not just in the classroom, but for life. A solid academic foundation begins with a mastery of foundational skills and acquisition of core content. This then gives us the opportunity to develop the mind and intellect of each student to reflect, think independently, and analyze. This pursuit is both individual and collaborative in our classrooms. Both of these skills are necessary for success in life.

As teachers, students, and families, we live in **community** together. Community is necessary for us to flourish as people. As teachers we teach, not just because we love a subject area, but because we love our students. In our school community, we develop the relational skills to work with everyone. This cannot happen without respect, and it cannot flourish without kindness and love. Everyone, teachers and students, participate and contribute to our community. We are bound together by God's commitment to us and His unconditional love. We strive to share this love with all those around us by the way we engage with one another.

We foster individual growth in all our students as we develop **character**. We challenge them to be hard working and resilient; we intentionally push them to grow in every way, personally and academically. We create a place where it is acceptable to fail and try again. We expect them to be respectful. We ask them to be accountable for all their words and actions. And lastly, we create a place where reconciliation allows us to restore relationships when we impair relationships with those we live and learn with.

Erin Ballard  
*Principal*

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## **Leadership, Faculty, & Staff**

### **Administration**

Mrs. Erin Ballard, Principal (erin.ballard@mtolivemke.org)

Rev. Mike Schleider, Administrative Pastor (mike.schleider@mtolivemke.org)

Rev. Stephen Rosebrock, Kantor (stephen.rosebrock@mtolivemke.org)

### **School Faculty**

Ms. Lisa Ainsworth, Pre-Kindergarten

Mrs. Isabel Lee, Kindergarten

Mrs. Kari Bohmann, 1<sup>st</sup> Grade

Mrs. Elizabeth Gottschalk, 2<sup>nd</sup> Grade

Ms. Kenzie Peters, 3<sup>rd</sup> Grade

Mrs. Desiree Trochinski, 4<sup>th</sup> Grade

Ms. Addy Sadowski, 5<sup>th</sup> Grade

Ms. Lindsey Fuchsberger, 6<sup>th</sup> Grade Homeroom, Math

Mr. Phillip Rogers, 7<sup>th</sup> Grade Homeroom, Social Studies

Mrs. Abigail Hansen, 8<sup>th</sup> Grade Homeroom, English/Language Arts

Mrs. Danika Hojnacki, Head of Counseling and Student Services

Rev. Stephen Rosebrock, Elementary Music and Middle School Electives

Rev. Benjamin Schimm, Middle School Electives

Mrs. Erica Rosebrock, Instrumental Music & Band

Rev. Mike Schleider, Theology

### **Staff**

Mrs. Amy McGuire, Choice Manager (amy.mcguire@mtolivemke.org)

Mr. Dave Smid, Financial Administrator (dave.smid@mtolivemke.org)

Mrs. Christy Braatz, Teachers' Aide

Ms. Sherice Grey-Wesley, Teachers' Aide

Mrs. Paula Richter, Maintenance

Mrs. Dana Flegner, Church Office Manager

### **Board of Christian Day School (BCDS)**

Mrs. Kala Hill, chair

Mrs. Beverly Braun

Mrs. Sarah Kerner

Mrs. Melissa Reske

Ms. Kristine Tickner

Mr. Bob Winkler

Mr. Matt Wolf

*This handbook does not create a contract and is subject to change at any time.*

## Admissions & Enrollment

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

### Prospective Students

Families enrolling at Mount Olive Christian Day School for the **first time** need to follow the following steps:

1. **Tour:** Contact the school office for a family meeting and tour with the principal.
2. **Mt. Olive Application:** School reviews previous school attendance, behavior, and academic records. Students interested in grades kindergarten through 8th grade will also be required to complete testing for Mt. Olive.
3. **School Admissions Acceptance:** Administration will review paperwork and offer families admittance to Mt. Olive. Families not offering admittance will be notified in writing.
4. **Financial Path:** Families are offered four pathways for financial commitment to Mt. Olive
  - a. **Milwaukee Parental Choice:** Enrollment periods offered from February through July with residency and income requirements. See section of handbook for Choice program.
  - b. **Wisconsin Parental Choice:** Enrollment periods offered from February through April with residency and income requirements. See section of handbook for Choice program.
  - c. **Tuition:** *See tuition schedule below.*
  - d. **Olive Branch Financial Assistance:** Families may apply for financial help with tuition if needed. See Olive Branch section of handbook for more information.
5. **Enrollment Paperwork :** Work with the school office manager to accept Choice seats, sign tuition plan, complete enrollment paperwork, and gather information regarding the school choice programs available if applicable.

### Probationary Period

All children entering Mount Olive Christian Day School as a new student will be placed on a probationary status for his or her first trimester. The Principal, after consultation with the appropriate staff and the Board of Christian Day School, has the authority to remove the student from enrollment anytime during this probationary period for academic or behavioral issues. (BCDS

policy B-111)

## **Current Students/Re-enrollment**

### **Re-Enrollment**

Family Re-enrollment is dependent on **academic success, school attendance/tardies, and behavior**. Families will be welcomed back with their re-enrollment folders in January. Any family not invited to re-enroll will be notified in writing. Families not invited to re-enroll may request a meeting to discuss this decision.

Enrollment for the following school year begins in January. All enrollment applications and materials are made available to parents at this time. It is the responsibility of families to make sure that all enrollment papers are turned in by the deadlines. Families wishing to enroll under the Milwaukee Parental Choice Program or the Wisconsin Parental Choice Program will need to pay special attention to the specific guidelines that govern these programs. The first Choice enrollment period is in February for the following school year. Families who have questions or need clarification about re-enrollment are encouraged to contact the school office.

### **2025-2026 Tuition**

\$2500.00 per student, families holding church membership at Mt. Olive Lutheran Church \$4800.00 for the first student of those not having church membership at Mt. Olive Lutheran Church  
\$2800.00 for each additional student in the same family who also do not have church membership at Mt. Olive Lutheran Church

### **Tuition Payments**

Mount Olive Christian Day School tuition payments may be made as set by the financial administrator with the first payment due by July 30th prior to the start of the school year. A signed tuition agreement is required to secure a seat for the upcoming school year. Tuition must be paid in full by June 1st or grades and promotion will be withheld. All tuition-paying families shall sign an annual agreement which specifies their mode of paying tuition. (BCDS Policy D-104) A late fee of \$10.00 will be charged to a family's account each time a tuition payment is overdue by more than 5 business days. If prompt payment cannot be made, the family may request a temporary late fee exception from the financial administrator and must submit an alternate plan for delayed payments in writing. If an account remains delinquent, final grades are withheld and reenrollment will be denied. (BCDS Policy D-104.1)

### **Olive Branch Financial Assistance**

Mt. Olive provides financial assistance for students' families who do not qualify for one of the school choice programs and experience either financial hardship or do have the means to pay the full

amount of tuition. Families of students who are members of Mt. Olive Lutheran Church as well as those who are not are able to apply to the Olive Branch for assistance. Applications for assistance may be obtained from the principal. Families are required to submit their paperwork from the most recent year's tax returns with the application. All financial information remains confidential. Families are responsible for paying the remaining balance after the funds from the Olive Branch are applied. All payment due dates continue to apply to students receiving financial assistance.

### **Milwaukee and Wisconsin Parental Choice Programs**

*See Appendix A for Additional Information*

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

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

Wisconsin's statewide Parental Choice Program was enacted and launched in 2013. The program offers school vouchers to students whose families meet certain income qualifications and are not assigned to the Milwaukee Public Schools or Racine Unified school districts. Each year, our school sets aside a specific number of "choice" seats per grade level that we will accept. This number is determined based primarily on current choice students in a grade level. Parents are encouraged to check with the school office prior to reenrollment to determine their eligibility for this program.

Pursuant to State Statute 119.23(7) (c) A private school may not require a pupil attending the private school under the Milwaukee Parental Choice Program to participate in any religious activity if the pupil's parent or guardian submits to the pupil's teacher or the private school's principal a written request that the pupil be exempt from such activities. Pursuant to Wisconsin State Statute 119.23(7) (b) 3m, the BCDS has scheduled two meetings at which board members will be present and at which pupils, and the parents or guardians of pupils, are applying to attend Mt. Olive or attending Mt. Olive under the Milwaukee Parental Choice Program may meet and communicate with the members of the governing body. These meetings are held biannually in Fall and late Winter; these dates and times are announced a month in advance.



### **Transferring to Another School**

The school in which the student is enrolling must submit a request for records transfer to the school office. When a student transfers, only the academic transcripts, standardized test scores, and attendance records are forwarded. Records are transferred within one business day. (B-140)

## **The Christian Life**

### **Church Attendance**

All school families should strive to attend church on a weekly basis. We understand that there may be special circumstances which prevent you from attending church. Students and their families are always welcome at Mount Olive Lutheran Church. If you would like to know more about the Lutheran church our pastor is always welcome to share more with you. (B-106)

### **Church & Bible Study**

All are welcome to attend church services and Bible studies at Mt. Olive on the weekends:

Saturday Evening Worship, 4:00 p.m.

Sunday Morning Worship, 9:30 a.m.

Sunday Morning Bible Studies and Sunday School, 10:45 a.m.

### **Baptism**

Baptism is an essential part of the Christian life. Through baptism God makes us his child. Through Baptism God gives the forgiveness of sins, rescues us from death and the devil, and gives eternal salvation to all who believe this. Any child desiring baptism is welcome to be baptized at Mount Olive with the consent of their parent(s). Please contact the pastor for more information.

### **Praying Together**

On Wednesdays, the school gathers for Morning Prayer during the school day. Parents are always welcome to join the students, faculty, and staff, for these services. On all other days students begin the day by prayer with their classroom teachers and classmates.

## **Daily Routines**

### **School Day**

School hours are from 8:00 a.m. – 3:15 p.m. Classrooms open at 7:45 a.m., students are encouraged to arrive before 8:00 to prepare for the school day. When we have half days, school is dismissed at 11:30 a.m. (B-121.1) The school office is open on school days from 7:30 a.m. - 4:00 p.m. On work days when school is not in session the schedule may be modified.

### **Morning Drop Off**

Students are dropped off at the 53rd Street entrance for school at door S4 beginning at 7:15 a.m. Students arriving between 7:15 a.m. and 7:45 a.m. remain under supervision in the gym. Students arriving between 7:45 a.m. and 8:00 a.m. use this same entrance and go directly to their classroom.

Students arriving after 8:00 a.m. must enter at the Washington Blvd. entrance, door N1, and check in at the school office accompanied by their parent/guardian. All students arriving after 8:00 a.m. are marked tardy.

### **After School Dismissal**

Pre-Kindergarten and Kindergarten students are dismissed at the 54th St. gym entrance, door W1; First, second, third, and fourth grades are dismissed through the Washington Blvd. entrance, door N1; fifth, sixth, seventh, and eighth grade students are dismissed at the 53rd St. entrance, door S4. Parents with multiple children dismissing from various locations should plan to meet all their children at the youngest child's point of dismissal. Older siblings pick up their younger siblings at their dismissal point.

Help us insure that every child is picked up safely and dismissal is organized and efficient by:

1. Arrive early.
2. Park a block away and walk up the main school entrance to meet your child(ren).
3. Absolutely no double parking.
4. All children cross at crosswalks with crossing guards or parents.

Students attending YMCA After School Care are taken directly by a staff member.

Students who are not picked up by 3:30 will wait in the school office until they are picked up; parents will receive a phone call. After three late pickups families will be asked to register for YMCA After School Care. If a late pick up becomes habitual and a family will not enroll in the YMCA After School Care program, the situation will be referred to the Board of Christian Day School for further action.

### **Crossing Guards**

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

### **School Closing & Emergency Early Dismissal**

The principal is authorized to close the school when one of more of the following conditions exist:

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

After school child care automatically closes when the school closes. Parents or guardians will be notified via an all school email and all school text message in the event of a school closure. Parents are responsible for keeping their contact information current in FACTS.

## **Dress Code**

The purpose of our dress code is to keep it simple so we can focus on learning and growing as students.

### **Dress Code**

1. Polo Shirts: solid black, navy blue, hunter green, or white; short sleeve or long sleeve; no visible logos
2. Sweaters: solid black, navy blue, hunter green, or white; no hoods, no logos
3. Mount Olive crew sweatshirts may be worn with a polo shirt for warmth as needed.
4. Mount Olive gray fleeces may be worn for warmth as needed
5. White or black long sleeved crew neck t-shirts may be worn under a polo for additional warmth as needed.
6. Khaki, black, or navy blue chino pants or shorts; no cargo pants, corduroy, denim (leggings are allowed only with skirt/jumper/dress)
7. Khaki, black, or navy blue jumpers, skirts, dresses; girls only
8. Black, navy blue, hunter green polo dresses; girls only
9. Solid colored black, navy blue, or white tights/leggings may be worn with skirts, jumpers, dresses.
10. Khaki, black, or navy blue chino shorts and skorts may be worn from April - October; no athletic or gym shorts
11. All shoes must be closed toe and closed heel; they must tie, velcro, or fasten with a buckle; no Crocs or sandals; boots may not be worn in the building
12. For student safety, stud earrings only (nothing hanging below the ear lobe)

### **Spirit Wear Days - *As announced***

1. Tops: any Mount Olive shirt, t-shirt, or sweatshirt; no exposed shoulders or midriffs
2. Bottoms: jeans or athletic pant / shorts; no holes
3. Shoes: same as dress code
4. No leggings or yoga pants

### **Casual Wear Days - *As announced***

1. Tops: any shirt, t-shirt, or sweatshirt; no exposed shoulders or midriffs
2. Bottoms: jeans or athletic pants / shorts; no holes
3. Shoes: same as dress code
4. No leggings or yoga pants

## **Other Information**

1. Students may wear dress code clothing on spirit wear days and casual wear days.
2. Any non-essential clothing or accessory that is a distraction to learning will be taken and kept until the end of the school year.
3. Repeated dress code infractions may result in a demerit.
4. Students wearing any clothing that the principals or teachers deem inappropriate, offensive, unsafe, or an impediment to learning will need to secure appropriate clothing for the school day. *This infraction will result in a notice or demerit.*
5. No cologne, perfume, or body spray is allowed.
6. Make-up and hair products may not be brought to school.

## **Tardy, Attendance, & Reporting**

### **Tardiness and Attendance**

Regular attendance shall be a requirement for all students. Excessive tardiness or absence may lead to expulsion. Habitually truant refers to missing school days without a valid excuse per school family handbook. Chronic absenteeism refers to all days absent from school whether absences are excused or unexcused. Excessive tardiness to be defined as 15 or more tardies in a school year.

According to the Department of Public Instruction (DPI) “A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester” Wis Stat. sec. 118.16(1) (a) and (c ). Mount Olive Christian Day School uses a trimester calendar; therefore, ten days is considered habitually truant for the school year. Students will be marked tardy if they are not in their classrooms ready to learn at 8:00 a.m. All student absences need to be reported to the school office before 9:00am on the day of student absence. Wisconsin state law requires the school office to contact all families of unexcused absent children. Absences left unreported are marked as unexcused.

Mount Olive will address truancy, absenteeism, and tardies in the following ways:

1. Parents/Guardians will be notified at all grading periods throughout the school year of their days absent, number of tardies, and the percentage of school year absent. (3 midterms, 3 report cards)
2. Administration and teachers will work with families to identify obstacles in attendance and work to find solutions that improve attendance.
3. Teachers will use conferences to connect attendance to behavior and academic performance at school.
4. The principal will work to encourage attendance for the Mount Olive community.

Consequences:

Students that are habitually truant, chronically absent, or excessively tardy may have consequences in regards to enrollment or future enrollment. The principal and the Board of Church Day School will address families with the following consequences. Any student that meets the state and national standards for being habitually truant, chronically absent, or excessively tardy may:

1. Be brought to the school board for expulsion, especially when behavior and academics are shown to be impacted.
2. Be ineligible for future enrollment at Mount Olive Christian Day School.
3. Be considered for grade retention.

### **Make Up Work**

When a student is absent the teacher will provide homework at the end of the school day for pick up or the next school day. Assignments due that were assigned before the absence are due on the scheduled due date. Tests scheduled prior to the absence will be taken at the scheduled time. With an absence, students will be given the same number of days they were absent to complete missed work that was assigned on the day(s) they were absent. Teachers do not provide homework packets prior to scheduled absences such as vacations or family trips.

### **Extended Absences**

Sometimes children have prolonged absences because of illness or accidents. At such times our teachers are always ready to help children learn the concepts that they missed. The school may work with the parents to accommodate a student who has an extended medical absence by providing guided home instruction.

### **Academics**

Grading Scale: PK - 2 <sup>nd</sup>	Grading Scale: 3 <sup>rd</sup> - 8 <sup>th</sup> Grade	
Grade	A = 95% - 100%	C+ = 81%-82%
4 = Mastery	A- = 93%-94%	C = 75%-80%
3 = Satisfactory	B+ = 91%-92%	C- = 73%-74%
2 = Improving Slowly	B = 85%-90%	D+ = 71%-72%
1 = Needs Attention	B- = 83%-84%	D = 65%-70%
		D- = 63%-64%
		F = 0% - 62%

### **Honor Roll**

Mount Olive Christian Day School's Honor Roll and High Honor Roll system is a way to recognize exceptional academic effort and achievement on behalf of students in grades 4-8. In order to honor student academic achievement, the school celebrates students meeting "High Honor Roll" (3.5-4.0 GPA Avg.) and "Honor Roll" (3.0-3.49 Avg.) To qualify, students in grades 4, 5, 6, 7 and 8 must have a

course average of 3.0 (B) or higher, with no incomplete grades, “D”s or “F”s on the trimester report card.

*Note: Grades 3-8 have weighted grades based on the time allotted for core courses: religion, math, social studies, reading, and science.*

### **Benchmarks for Student Promotion**

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

Promotion to the next grade level is dependent upon:

1. Academic testing, including state academic testing,
2. Sufficient academic performance,
3. Teacher recommendation,
4. Consistently demonstrates independence needed to succeed in the next grade,
5. Consistently demonstrates self discipline and self control appropriate for their age, and
6. Satisfactory attendance (Wis.Stat.118.33(6)(c) and 118.33(6)(cr))

### **Student Records**

Each student's records are on file in the principal's office. Student records are confidential. The file contains the student's academic transcripts, standardized test scores, discipline infractions, attendance records, physical health records, psychological evaluations, and official written communication. Custodial parents may contact the principal in advance to make an appointment to review the file. Upon viewing the file custodial parents may request a copy of the records; originals are property of the school. Students' records are kept on file for five years beyond transfer or graduation. (B-140)

## **Culture: Behavior & Discipline**

All students are expected to be consistently engaged in learning, participating in a manner that promotes a positive learning environment for all students, and treating all people with respect, empathy, and kindness.

### **Discipline Policy**

It is expected that the students of Mount Olive Christian Day School will live their lives, both in and out of school, as Christian disciples. Parents, teachers, and other adults expect the students to be self-controlled. Therefore, in order to provide clear and concise communication between school and home about your child's behavior, the following code of discipline has been adopted. (B-145)

### **Notice**

A notice is a parent communication sent home via email and noted in FACTS; parents are expected to acknowledge receipt of the notice within 24 hours. A notice indicates a minor interruption in the learning environment during the school day, for example, incomplete work, dress code violations,

disruptive behavior, lack of self-control, etc. Notices are also sent home acknowledging positive behaviors and exemplary accomplishments.

### **Demerit**

A demerit is a consequence that results from inappropriate behavior. Examples in behaviors that may result in a demerit include frequent and repeated minor interruptions, disrespecting others, insubordination, physical aggression, bullying, and elopement from classroom / campus. Teachers may assign a consequence to accompany the demerit at their discretion. A demerit is communicated via email to parent and noted in FACTS; parents are expected to acknowledge receipt of the demerit within 24 hours.

Upon receiving four (4) and eight (8) demerits in the school year, the student and a parent will meet with the principal. Upon receiving eight (8) demerits in the school year, the student and parent(s) may be put on probation or referred to the Board of Christian Day School for additional action; including expulsion.

### **Suspensions**

All suspensions include an automatic assignment of a demerit. The principal may suspend a student for a period of up to three school days. Parents and students may be required to conference with the principal before the student returns to school. Infractions that may result in a suspension or expulsion may include, but are not limited to: fighting, constant disrespect for a teacher or teachers, elopement from classroom or campus, vandalism, theft, possession of drugs or alcohol, drug or alcohol use, sexual behavior, acts or words involving racism, bullying and harassment, possession of any weapons, possession of something mimicking a weapon, or dangerous implements. All suspensions are to be reported to the Board of Christian Day School at its next meeting. Students who are suspended for a second time within one school year may be given an indefinite suspension and referred to the Board for possible expulsion. Suspensions are counted as unexcused absences; students are required to complete missing assignments from suspensions.

### **Expulsions**

The Board of Christian Day School retains the authority to expel a student. Infractions that may result in an expulsion may include, but are not limited to: exceeding eight demerits, fighting, constant disrespect for a teacher or teachers, elopement from classroom or campus, vandalism, theft, possession of drugs or alcohol, drug or alcohol use, sexual behavior, acts or words involving racism, bullying and harassment, physical aggression towards student or staff, threat of violence, possession of weapons, possession of something mimicking a weapon, or dangerous implements.

Prior to the expulsion:

1. Parents are notified of impending expulsion and may meet with the principal.
2. The parents shall be informed of their option of appearing before the Board. The parents have a right to legal representation at their own expense.

3. When the Board expels a student, the principal shall inform the parents in writing. A copy of the written notification shall be included in the student's file.

### **Suspension Appeal**

If a student or parent wishes to appeal a suspension they must notify the principal in writing within 24 hours of the suspension notification. Upon receipt of the written suspension appeal, the principal will schedule an appeal hearing to take place within 48 hours. In the interim, the student will not be allowed to attend school or school events. The principal, guardian(s), and student will be present at this appeal. If requested by any party, the chairperson of the Board of Christian Day School may mediate the appeal, but has no decision-making authority in this process. Upon completion of the appeal hearing, the principal will inform the guardian(s) of the decision within 24 hours. The decision of the principal is final.

### **Expulsion Appeal**

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

### **Nuisance Items**

Generally speaking, nuisance items are any objects which children are not using in the learning process. The definition of nuisance items, therefore, falls within the purview of the classroom teacher whose judgment is the final authority of what is and is not allowed in the classroom. Items deemed to be nuisance items will be confiscated and returned only to a child's parent or guardian. Items not claimed by the end of the school year will be disposed of.

### **Cell Phones & Devices**

Students may not use cell phones, smart watches, earbuds, headphones, gaming systems or other electronic devices while on the church and school campus. This includes but is not limited to the school day, child care, athletic practices, rehearsals, and concerts. All devices brought to school must be silenced when brought on campus and turned into the homeroom teacher at the start of the school day. Devices will be returned at dismissal. Students who bring any device to school bring the devices at their own risk. The school is not responsible for any damaged, lost or stolen devices. Staff have the discretion to allow a student to use a cell phone if needed to contact a parent. Students caught using any device at any time while on campus without the explicit permission of a teacher will have the device confiscated and will receive a demerit. Repeated offenses will result in the student not being allowed to bring devices to school.



### **Resolving Parent - Teacher Disagreements or Concerns**

If a parent has a disagreement or concern with a faculty member he or she must first directly contact the teacher. If the disagreement or concern is not resolved the parent may request a meeting together with the teacher and the principal. If this fails to resolve the grievance a meeting with the board may be requested.

### **Racial Harassment Policy**

Genesis 1:27: “So God created mankind in his own image, in the image of God he created them; male and female he created them.” and Romans 2:11: “God shows no partiality” and finally with Romans 10:12: “There is no difference between Jew and Gentile—the same Lord is Lord of all and richly blesses all who call on him”. In accordance with God’s Holy Word, Mount Olive Christian Day School is committed to having a school culture free from direct or indirect discrimination and harassment on the basis of race, color, physical features and national origin. Harassment of a student, staff member, or school visitor is contrary to Mount Olive’s pledge to provide a physically and psychologically safe environment in which to work and learn.

### **Racial Harassment Defined**

Racial harassment can be imparted by any race and is a form of racial discrimination. It is a physical, oral, or written act which is based on a person’s race, ethnic background, skin color, physical features, nationality, language or cultural background on Mount Olive Christian Day School’s property or at off-site school activities while representing Mount Olive Christian Day School.

Racial harassment conduct applies to any complainant, including staff-to-student, peer-to peer, and student-to-staff incidents. Examples of racial harassment include, but are not limited to:

Physical: Intimidating and imitating gestures, physical violence, assault or threats of injury because of a person’s race, ethnic background, skin color, physical features, nationality, language or cultural background.

Oral: Direct or indirect derogatory remarks and/or jokes (pranks) and comments about a person’s race, ethnic background, skin color, physical features, nationality, language or cultural background.

Written or graphic: Includes graffiti, social media postings, defacing notices or posters, cartoons, caricatures, written threats and derogatory statements of a racial nature.

### **Racial Harassment Consequences**

Any student who engages in the racial harassment of another student or adult in the school setting will be subject to the following corrective or disciplinary action. Consequence steps may be non-sequential for reasons that may include, but are not limited to: parental participation, family circumstances, and age of student.

1<sup>st</sup> offense: Meet with the principal, parents contacted. Consequences may include a detention, out-of-school suspension, or expulsion.

2<sup>nd</sup> Offense: Meet with the principal, parents contacted. 3-day out-of-school suspension, and return to school with a signed behavior contract.

### **Retaliation/False Accusations**

In accordance with Exodus 20:16: "You shall not bear false witness against your neighbor." retaliation and/or making false accusations and statements in connection with the reporting or investigation of racial discrimination and harassment is also prohibited by this policy and subject to discipline.

### **Bullying Prevention**

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

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

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

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

Power imbalance - occurs when a bully uses his/her physical or social power over a victim.

Intent to harm - the bully seeks to inflict physical or emotional harm and/or takes pleasure in this activity.

Threat of further aggression - the bully and the victim believe the bullying will continue.

Terror - when any bullying increases, it becomes a "systematic violence or harassment used to intimidate and maintain dominance."

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

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

Verbal bullying includes name calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs, threatening electronic communications, anonymous notes, etc.

Physical bullying includes poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and personal property, threatening gestures, setting fires, assault with a weapon, stealing, etc.

Social or relational bullying includes excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing, looks, giving dirty looks, aggressive stares, etc.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

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

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

In determining the appropriate response to students who commit one or more acts of bullying, faculty shall consider the following factors: the developmental and maturity levels of the parties involved, the degree of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

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

#### **Reporting Bullying and Harassment in School**

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

#### **Obtaining Relief from Bullying and Harassment in School**

Once reported to the teacher, the teacher is responsible for addressing this behavior. Prior to taking any disciplinary action, the teacher should consult with the principal or principal's designee.

Actions that may be taken include, but are not limited to, those consequences outlined in the above section entitled "Consequences and Remedial Actions for Students Who Commit Acts of Bullying." (B-174)

## **Technology Policy**

All students are required to sign the Acceptance Use of Technology form at the start of each school year. Devices used for classroom instruction are loaned to students and are the property of the school. Use of technology at school is specifically to enhance and support educational endeavors in the classroom. Website accessing and browsing history are regularly monitored. All content on students' accounts and school issued devices remain the property of Mount Olive Christian Day School. Any device or account may be searched at any time by the principal or teacher. Offensive content, including, but not limited to: pornographic or erotic images, sexual implications, racial slurs, derogatory gender-specific comments, information or instructions designed to cause physical harm to another person, comments that offensively address a person's age, sexual orientation, religious beliefs, political beliefs, national origin, or disability, any comment intended to frighten, intimidate, threaten, abuse, annoy, or harass another person, or those data or activities which invade the privacy of another person are considered a violation of the technology policy. Consequences for violation of this policy will include a notice, demerit, suspension, expulsion, and/or loss of technology privileges for a determined period of time.

## **Required Permissions & Student Safety**

### **Field Trips**

Signed permission slips are required for all students to participate in a school field trip. Students without a signed permission slip will remain on campus.

### **Mandatory Reporting**

All employees of Mount Olive Lutheran Church and Christian Day School are mandated reporters. We are required by law to report any suspicion of child abuse including emotional, physical, and/or sexual abuse to authorities. School personnel are not allowed to make judgements about guilt or innocence. All school personnel are trained in mandatory reporting following the requirements of the state and church.

### **Volunteers**

All volunteers must have a background check and participate in safe church training prior to volunteering. No individual may volunteer at Mount Olive Christian Day School if they have been convicted of any form of abuse, crime against a child, or have a felony conviction within five years. Registered sex offenders are not allowed to volunteer for school activities. All adult volunteers are expected to respect and protect the confidentiality of our students, act in a Christian manner.

### **Chaperones**

All chaperones are selected by teachers for field trips. The number of chaperones are limited for each field trip. Chaperones assisting on field trips must meet the following requirements:

- 1) Pass a background check
- 2) Follow the lead teacher's instructions and needs for the class during the field trip

- 3) Be engaged and physically present with students throughout the field trip (limited cell phone use)
- 4) Model appropriate behavior and language that aligns with Mount Olive's Christian values.

Parents/Guardians who are unable to meet these requirements may not be asked to chaperone at future field trips.

### **Birthday Celebrations**

We enjoy celebrating student's birthdays as a way for them to feel loved by their school community. Birthday celebrations for students at school are:

- 1) Held at the end of a school day
- 2) Scheduled and approved in advance with the student's homeroom teacher
- 3) Limited in time to not disrupt student learning

*Note: Birthday events outside of the school day may not come through our communication platforms or by the homeroom teacher.*

### **Visitor's Policy**

All visitors must enter through the Washington Blvd. entrance, door N1, and check in at the school office. To minimize classroom distractions parents and visitors usually remain in the school office and their child will be called to the office. All visitors visiting the parts of campus during the school day must sign in upon arrival, present their drivers license for a background check, wear a visitor's badge while on campus, and sign out upon departure. Classroom observations by parents are permitted but must be scheduled in advance with the principal. Forgotten items such as lunch, homework, band instruments will be dropped off in the school office for student pick up.

### **Administering Medication**

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

1. Children must not have any medications in their possession.
2. Children needing medicine should have a separate container of that medicine to be kept at school.
3. A medication form must be on file in the school office for medication to be administered.
4. Only those who are trained to administer medications may do so.

Students must never have medications in their personal possession. They must bring needed medications to the office for safekeeping. Teachers and other school personnel are not permitted to administer any medication. Medicine must be administered by the designated school personnel.

### **Injury Policy**

If a student suffers an injury, it will be assessed by the staff member nearest to the student at the time. A minor injury includes but is not limited to an injury where a student has received a scrape, graze, bump, bruise or minor cut to arm, leg or body. A serious injury includes but is not limited to an injury consisting of severe bleeding or suspected broken bones.

A serious injury may require further treatment. All head or eye injuries are considered to be potentially serious. It is the responsibility of the attending staff to decide whether an injury should be considered serious. They shall make a common sense judgment as any reasonable, untrained medical person would, and take into consideration the specific needs of the student concerned, the student's age, and distress level.

If an injury is determined by staff to be serious, then a staff member shall attempt to contact the student's parent/guardian. If the considered opinion of the attending staff is that immediate professional medical assistance is required, then 911 will be called and the staff will attempt to contact the student's parent/guardian.

If an injury is determined by staff to be minor, the student shall be reasonably treated and may return to class. If a staff member assesses the injury as serious, the staff member shall complete the accident form provided by the school's insurance company. (Adopted 10/06, Replaced 03/09/2020)

## **Extra-Curricular Information**

### **After School Activities**

Children staying for after-school practices and activities beginning at 3:30 p.m. may not leave Mount Olive's premises between the end of the school day and the beginning of these activities. Students are expected to be picked up promptly when practices or other activities are completed for the day. Children not directly involved in after-school activities may not remain at school in the gym area or in the church parlors.

### **Athletics**

The athletic program is open to students in 5th through 8th grades. Students participating in athletics are required to submit a permission slip from their parents indicating that their physical condition enables them to participate in the program. A medical examination by the family physician is always advisable. Some of the coaching is done by teachers, some by parents. We are a member of the Milwaukee Lutheran Elementary School Athletic Association (MLESAA). Nearly all of our athletic contests occur with other schools who are members of this organization.

All athlete, parent, coach, and spectator policies can be found in the Athletic Handbook which is distributed to all athletes at the start of each sport season.

## **Lunch Milk**

Mount Olive Christian School students can participate in the Special Milk Program for Lunch. Milk orders are placed on FACTS. All students have a milk account into which families can deposit money via online payment or by bringing cash or check to the school office. Some families may qualify for free

lunch milk, those who do are encouraged to submit the paperwork with the school office. All information is kept confidential. If a family qualifies for free milk, either through direct certification or through an application, each student in the household is eligible for free milk for the rest of the school year, and for 30 operating days into the next school year. If a student is lactose intolerant please contact the school office for the paperwork for a dairy milk alternative. Students purchasing milk must have a positive milk balance in their account to receive milk.

2025-2026 Lunch Milk Price is provided at back to school orientation dates when it becomes available in the late summer.

## **Wellness Policy**

### *Belief Statement*

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

### *The Gospel Motivates*

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

### *Intent*

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

### *Rationale*

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

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

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

#### *Goals for Nutrition Education*

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

#### *Goals for Physical Activity*

1. Students in preschool through grade 8 shall participate in daily physical education that enables them to achieve and maintain a high level of personal fitness and emphasizes self-management skills including energy balance (calories in minus calories out).
2. It is recommended that students participate in physical education for a minimum of 150 minutes per week. Special emphasis should be placed on promoting an active lifestyle in preschool through primary grades as healthy habits are established at a young age.
3. Students shall have a daily supervised recess or physical education period.



4. Students shall be provided opportunities for physical activity through after-school activities.
5. Because students should engage in a minimum of 60 minutes of physical activity a day, the physical education program shall actively engage families as partners in providing physical activity beyond the school day.

#### *Goals for Other School-Based Activities Designed to Promote Student Wellness*

##### *Parent Partnerships*

1. Schools shall support parents' efforts to provide a healthy diet and daily physical activity for their children.
2. Parents shall be provided information to help them incorporate healthy eating and physical activity into their student's lives. This information may be provided in the form of handouts, postings on the school/district website, information provided in school/district newsletters, presentations that focus on nutrition and healthy lifestyles and any other appropriate means available for reaching parents.

##### *Consistent School Activities and Environment – Healthy Eating*

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

##### *Consistent School Activities and Environment –Physical Activity*

1. Physical education shall be provided by trained staff that meet certification requirements equivalent to those for other curricular areas.
2. Physical education classes shall have a student to teacher ratio comparable to those in other curricular areas.

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

#### *Food or Physical Activity as a Reward or Punishment*

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

#### *Measuring Implementation & Community Involvement*

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

#### *Triennial Assessment*

Mount Olive Christian Day School will evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy and how the policy compares to a model policy, as established by the U.S. Department of Agriculture.

#### *Update/Inform the Public*

Mount Olive Christian Day School will actively inform families and the public about the content of and any updates to the policy through the school handbook and Board of Christian Day School meetings. The district will invite a diverse group of stakeholders to participate in the development, implementation, and periodic review and update of the policy. (B – 156)

## **The Lutheran Church - Missouri Synod's Statement of Belief**

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

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

Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

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

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5;

Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of [the organization] as the local Body of Christ, and to provide a biblical role model to the Mount Olive Lutheran Church and Christian Day School members and the community, it is imperative that all persons employed by Mount Olive Lutheran Church and Christian Day School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of [the organization]. Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws – which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod – and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The Constitution and by-laws of Mount Olive Lutheran Church and Christian Day School govern our decision-making and policies. A copy is available upon request.

### **Grievance Procedure Under the Americans with Disabilities Act**

Any individual or organization may file a complaint with the Department of Public Instruction if they believe a public agency has violated state requirements under Chapter 115, Wis. Stats., or PI 11 Wis. Admin. Code, or federal requirements under the Individuals with Disabilities Education Act (IDEA) when providing special education programs. The complainant must allege a violation that occurred not more than one year prior to the date that the complaint is received. The party filing the complaint must forward a copy of the complaint to the LEA serving the child at the same time the party files the complaint with DPI.

Complaints must be in writing and must be signed. They also must include:

A statement that a public agency has violated special education law. The facts on which the statement is based. The contact information for the complainant. If the complaint alleges violations with respect to a specific child-the name of the child;

the child's residence address; the name of the school the child attends; a description of the nature of the problem of the child, including facts relating to the problem; and proposed resolution of the problem to the extent known and available to the party at the time the complaint is filed.

The department must provide the school district or other LEA with the opportunity to respond to the complaint by proposing a resolution of the complaint and by agreeing with the parent who filed the complaint to voluntarily engage in mediation.

The department must investigate a complaint and issue a written decision within 60 days of receiving it. The department can take longer than 60 days if exceptional circumstances exist, such as the parent and school district agreeing to an extension in order to participate in mediation. If as a result of its investigation of the complaint the department finds that the public agency has violated requirements relating to special education, the public agency will be required to develop and implement a plan to correct the violations.

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Mount Olive Christian Day School Is a LCMS Lutheran school that believes and teaches that God's plan for humanity is to make human beings as male or female. That the two distinct genders are each genetically unique and irreplaceable in God's plan. God's plan is for genetically made men and women to marry and create children, thus forming the family, which is God's first church. No effort to feed hungry people through secularly funded programs changes God's reality or our obedience to that plan or the teaching of that plan.

Many federal laws, rules, court rulings, and prior practice recognize our religious liberties and we fully claim those rights.

Mount Olive Christian Day School is a member of the Wisconsin Council of Religious and Independent Schools, which has been protecting our religious liberty since 1974, representing nearly 800 schools statewide. WCRIS is the official state chapter of the Council for American Private Education (CAPE), which has affiliates in 36 states.

### **Appendix A: Milwaukee and Wisconsin Parental Choice Program Policies**

#### *Non-Discriminatory Policy*

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

#### *Milwaukee Parental Choice Program Eligibility*

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

"The pupil is a member of a family that has a total family income that does not exceed an amount equal to 3.0 times the poverty level determined in accordance with criteria established by the director of the federal office of management and

budget. In this subdivision and sub. (3m), family income includes income of the pupil's parents or legal guardians. The family income of the pupil shall be verified as provided in subd. 1. b. A pupil attending a private school under this section whose family income increases, including a pupil who attended a private school under this section in the 2010-11 school year and whose family income has increased, may continue to attend a private school under this section."

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

Milwaukee Parental Choice Income Limits  
300% of the Federal Poverty Level for 2025-26

Family Size    Maximum Yearly Income\*

1	\$45,180
2	\$61,320
3	\$77,460
4	\$93,600
5	\$109,740
6	\$125,880

For each additional member add \$16,140

*Milwaukee Parental Choice Program Random Selection Plan*

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

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

At the random drawing, all applications submitted during the open application period shall have an equal chance of being drawn, with the following exceptions: The private school may give preference to

1. pupils continuing in the choice program at that private school and their siblings
2. pupils continuing in the choice program who attended another private school in the MPCP the previous year; and
3. siblings of pupils who have been accepted to the private school.

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

Letters shall be mailed to all applicants, informing the applicants of their acceptance or their number on the waiting list, on the day following the random drawing. If the school rejects a student application, the letter of no acceptance must include the reason why the pupil was not accepted. All applicants shall be notified of their status within 60 days of the date the student application was submitted to the school.

#### *Denial of Milwaukee Parental Choice Program Enrollment Appeals Process*

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

#### *Wisconsin Parental Choice Program Eligibility*

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

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

#### *WPCP Only Income Limits*

220% of the Federal Poverty Level for 2025-26

Family Size	Maximum Yearly Income*
1	\$33,132
2	\$44,968
3	\$56,804
4	\$68,640
5	\$90,476
6	\$92,312
For each additional member add \$11,836	

#### *Transfer Credit Policy*

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

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

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

#### *Not for Profit Status*

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

### **Appendix B: Asbestos Notification**

This describes the asbestos related projects completed at Mt. Olive Christian Day School in 2023-2025. The six-month periodic surveillances were completed as required by the Asbestos Hazard Emergency Response Act (AHERA). The 3-year asbestos re-inspection of the school building is due early 2026. The last re-inspection was completed in March 2023. We plan to have the updated re-inspection completed in the first quarter of 2026.

Asbestos abatement projects took place in 2023, 2024, and 2025. All exposed asbestos was abated from our air handler room, water fountain encasement, and water heater storage(lower floor). This was undertaken in an effort to further eradicate the asbestos from our building. This update will be reflected in the re-inspection that will be scheduled for the 1st quarter 2026.

The asbestos management plan, re-inspection reports, periodic surveillance reports, and information on previous asbestos related projects are available in the school office. Documentation for all activities planned for completion in 2025 and 2026 will be available for review in the school office after the work is completed.

Paula Richter  
Asbestos Designated Person  
Mt. Olive Christian Day School

### **Tax Exemption Status**

Mount Olive Lutheran Church and Christian Day School is a tax exempt non-for-profit institution.

*23 July 2025*