



Martin Luther

Evangelical Lutheran Church & School

Martin Luther School

Student-Parent Handbook

2019-2020

More than Conquerors (Romans 8:37-39)

Martin Luther School
1526 Algoma Blvd.
Oshkosh WI 54901
(920) 235-1612
WELSSA & NCPSA Accredited

Martin Luther School exists to assist families in preparing their children for eternal life by providing a Christ-centered education that equips them to be life-long disciples of Jesus Christ.



Whom Do I Contact If...

If I have concerns about an incident at school?

➡ Speak with the principal.

If I have concerns about finances or financial assistance?

➡ To request a financial aid form or for questions or problems with your FACTS plan, see the office staff. For other financial concerns, speak directly with the principal.

If I have concerns regarding a teacher?

➡ First, speak directly to the teacher and, if no resolution, then speak with the principal.

If I need to vent general frustration or express praise?

➡ Speak directly to the principal.

If I have concerns regarding a coach?

➡ Speak directly to the coach and then with our Athletic Director.

If I have concerns about my student's academic performance:

➡ First, your student, then your student's teacher.

If I have spiritual concerns?

➡ Speak with one of our Pastors.

Preface

Our Christian Day School provides for the instruction of children in the truths of God's Word and in the secular subjects taught in the light of Scripture to the end that they may become, not only model citizens of their country, but above all, children of God and faithful members of the Lutheran Church. Therefore, the Holy Bible and Luther's Small Catechism form the basis of all instruction.

This handbook is a book of information and policies for the operation of Martin Luther School. Parents and children should consult it whenever information is desired concerning the operation of our school.



Table of Contents

<u>Whom Do I Contact If...</u>	<u>2</u>
<u>Mission, Vision, and Objectives</u>	<u>6</u>
<u>Goals and Expectations of Christian Parents, Families, and Teachers</u>	<u>7</u>
<u>Wisconsin Parental Choice Program</u>	<u>8</u>
<u>Nondiscriminatory Policy</u>	<u>8</u>
<u>Enrollment Policy</u>	<u>8</u>
<u>State Requirements</u>	<u>8</u>
<u>Student Wellness Policy</u>	<u>9</u>
<u>Family Educational Rights and Privacy Act (FERPA)</u>	<u>10</u>
<u>School Information & Policies</u>	<u>11</u>
<u>Absences</u>	<u>11</u>
<u>Accreditation</u>	<u>11</u>
<u>After School Program</u>	<u>11</u>
<u>Allergies</u>	<u>13</u>
<u>Athletics and Co-curricular Activities</u>	<u>13</u>
<u>Area Lutheran High Schools</u>	<u>15</u>
<u>Band</u>	<u>15</u>
<u>Bicycles and Rollerblades</u>	<u>15</u>
<u>Birthday Celebrations</u>	<u>15</u>
<u>Book and Property Damage</u>	<u>15</u>
<u>Busing Information</u>	<u>15</u>
<u>Calendar</u>	<u>16</u>
<u>Church Attendance</u>	<u>16</u>
<u>Church Singing</u>	<u>16</u>
<u>Classroom Visitation</u>	<u>16</u>
<u>Communicable Disease</u>	<u>16</u>
<u>Computer Use</u>	<u>16</u>
<u>Confirmation</u>	<u>17</u>
<u>Daily Arrival & Departure</u>	<u>17</u>
<u>Discipline</u>	<u>17</u>
<u>Doctor and Dentist Visits</u>	<u>20</u>
<u>Dress Code & Grooming</u>	<u>20</u>
<u>Electronics</u>	<u>22</u>
<u>Emergency Closing</u>	<u>22</u>
<u>Field Trips</u>	<u>22</u>
<u>Financial Assistance</u>	<u>23</u>
<u>Friends for Christian Education (FCE)</u>	<u>23</u>
<u>Grades – Grading / Percentages</u>	<u>23</u>

Gum	23
Honor Roll	23
Hot Lunch	23
Illness	24
Incomplete and Make-up Work	25
Injuries	24
Library	25
Lunch	25
Milk	25
Mission Offerings	25
Newsletter	25
Orientation	26
Parent Teacher Relationships	26
Pre-K	26
Registration	26
Report Cards	26
Schedule	26
School Items	27
Student Medication	27
Substance Abuse	27
Tardies	27
Telephone	27
Testing	27
Textbooks	28
Tuition And Fees Policy	28
Volunteers	28
Weather (Cold) Policy and Weather-Related School Closing	28
Tuition Fees for 2019-2020	29
Faculty Directory	29
Christian Day School Team Directory	29
School Choice Addendum	30
School Information	30
For Profit or Not for Profit Status	30
Application Appeal Process for the Parental Choice Program	30
Criteria for granting a high school diploma: NA	31
Non-harassment Policy	31
Suspension and Expulsion Policies and Procedures	32
Transfer Policy	34
Visitors	34
Academic Standards	34

Mission, Vision, and Objectives

Mission Statement

Martin Luther School exists to assist families in preparing their children for eternal life by providing a Christ-centered education that equips them to be life-long disciples of Jesus Christ. (Acts 4:12)(Proverbs 22:6)

Vision

- Martin Luther students and families are disciples of Christ, serving in their homes, congregations, and communities. (Acts 1:8, Eph. 4: 11-14)
- Martin Luther School provides qualified staff, follows a comprehensive Christ-centered curriculum, and uses all appropriate resources to assist in achieving its mission. (Eph. 6:4, I Cor. 10:31)
- Martin Luther School has excellent communication with all church and school families. (I Cor. 14:40)
- Martin Luther School is recognized within our church and community as an exceptional school. (Matt. 5:16)

Objectives

Disciples of Christ

1. To have our students and families regularly in God's Word where the Holy Spirit will show them the love of God in Jesus Christ so that they may respond with a life of faith, service, fellowship, and love
2. To use our Friends of Christian Education (FCE) parent-teacher organization to bring in speakers and workshops that promote Christian parenting
3. To promote and offer Bible Studies that focus on the family
4. To offer training for our families to witness their faith to others

Education

1. To provide our staff with appropriate funding to stay current with educational trends and philosophies
2. To review one curricular area annually
3. To research, gather and use appropriate educational resources to achieve our mission
4. To provide a Christ-centered curriculum that promotes spiritual, academic, physical, and social development

Communication

1. To send classroom and school information to our church and school families in a useful manner
2. To use a variety of means of communication to reach our church and school families
3. To provide our school families with a list of goals and expectations for which they are responsible

Community

1. To promote our school by using various means...e.g. FVL Schools, school community projects, promoting school events
2. To promote our school within our church and other local congregations by implementing a Harvest Strategy.

Goals and Expectations of Christian Parents, Families, and Teachers

Goals

Parents are encouraged to prayerfully strive to meet the following goals in order for our school to fulfill its mission, vision, and objectives

1. Teach your children to know and love the Lord through the Holy Scriptures.
2. Worship with your child frequently at home and at church.
3. Pray with your children and for them.
4. Teach them respect for authority.
5. Teach your children to love and respect their classmates and their property.
6. Teach your children to cherish learning about God and the world He created.
7. Teach your children to repent when they do wrong and then announce God's pardon and your pardon.
8. Send your children to school properly rested, fed, and dressed, and with a healthy lunch.
9. Visit your children's classroom periodically during the year.
10. Hear both sides of the story, one from your child and one from the teacher before you make judgment.
11. Teach your children to be responsible for their assignments.
12. Provide a study environment that is conducive to learning.
13. Show an interest in what your children are learning.
14. Guide your children in making wise choices in the use of their free time.
15. Cherish your children as a precious, God-given gift to be cared for physically and spiritually.

Expectations

1. Parents will allow their children to visit Lutheran High Schools and Colleges. As a member of the FVL and WLA Schools partnership, the school does share information with Fox Valley Lutheran High School and Winnebago Lutheran High Schools as Martin Luther Schools offers programs and events through these high schools.
2. Parents will be supportive of the school, its teachers, and its policies.
3. Parents will be faithful in making timely school related payments.
4. Students are scheduled to sing in Martin Luther's regular worship services several times a year. Parents will encourage children to participate and accompany them. We understand that those from other congregations may wish to worship at their home church.
5. Parents will respect and support the decisions of the administration.
6. Families not in fellowship with the W.E.L.S. will take an Adult Information Class as outlined in our Harvest Strategy.

Teacher Expectations

1. Teachers will treat each child with dignity and respect as a redeemed child of God.
2. Teachers will make themselves accessible to parents.
3. Teachers will assess and return student work in a timely manner.
4. Teachers will inform parents of upcoming deadlines in regards to AR and projects and will give advance notice of tests through weekly news
5. Discipline will be handled in an efficient and consistent manner using both God's Law and Gospel. The Law is necessary to show the sin, but the Gospel is used to reassure the child that he is forgiven by God and me.
6. Teachers will pray for you and your children as we work together to provide a Christ-centered education for your child.
7. Encourage students to serve in the public ministry as pastors, teachers, or staff ministers.

Wisconsin Parental Choice Program

Martin Luther is now part of the Wisconsin Parental Choice Program. Under this program, funded by the State of Wisconsin, parents have a voice in how their tax dollars are spent on the education of their children.

At Martin Luther, we believe parents are best equipped to decide what school is the best fit for their child. This program allows more families to choose Christian education for their sons or daughters.

Please contact the Principal for more information regarding this program.

Nondiscriminatory Policy

Because our Lord has told us in 2 Peter 3:9 and in 1 Timothy 2:4 that He is not willing that any should perish, but that all should come to the knowledge of the truth, Martin Luther Ev. Lutheran School does not discriminate in any respect on the basis of race, color, national or ethnic origin, disability, or gender. All students are treated equally in the administration of its education policies, including religious instruction, enrollment policies, and other school administered programs.

Enrollment Policy

We endeavor to serve all who desire a Christian education. However, if because of space or budgetary constraints we cannot serve all who apply, the following priority list will be used.

1. Martin Luther Church members
2. Unchurched mission prospects
3. Fellow Wisconsin Ev. Lutheran Synod (WELS) church members
4. Non-WELS church members. All unchurched parents of students of Martin Luther School will need to attend our Basics of Christianity class within the first quarter of attendance. Martin Luther will only accept new students after the school year begins on a case-by-case basis.

State Requirements

Age

To enter Pre-kindergarten, a child must be three years old or four years old by September 1, based on the Pre-K level the student is entering. To enter Kindergarten, a child must be five years old by September 1. If, however, a child has in the evaluation of the teacher and parents, not matured enough mentally or physically for the requirements of Kindergarten, the child may enter the following year. Students must be six years old by September 1 to enter first grade.

Immunization

Wisconsin State law states that all Wisconsin students entering school must have completed at least the first dose of the series of vaccine(s) required for their grade within thirty school days after enrollment. A complete immunization record must be provided for the school records at the time of registration. Forms will be mailed on request to interested parents.

Physical

A physical examination is required of all pupils prior to entrance into Kindergarten.

Screening

We encourage our parents to take advantage of the screening offered by the City of Oshkosh for special educational needs. Presently, such screenings are conducted during the year for all children who would be 4 years of age by September 1 of that year.

Child Abuse

Wisconsin State law states that all educational agencies are required to report any instances of suspected child abuse.

Student Wellness Policy

Martin Luther School promotes student wellness through good nutrition and regular physical activity as part of the total learning environment. Healthy lifestyles are God-pleasing and optimize student performance.

Martin Luther School is committed to:

- Providing a comprehensive learning environment for developing and practicing lifelong wellness behaviors - The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding and habits as they relate to the good nutrition and regular physical activity that are present in a God-pleasing lifestyle.
- Providing a curriculum that supports life-long healthy choices - The curriculum will educate students to develop the knowledge, attitudes, skills and behavior for a healthy lifestyle. Through a combination of the health and physical education the students will learn to be good stewards of the body the Lord has given them by making healthy lifestyle choices.
- Increasing the amount of time students are engaged in physical activity - A quality physical education program is an essential component for all students. Physical activity should include regular instructional physical education, co-curricular activities, and recess. Substituting any one of these components for another is not appropriate.

Student Nutrition

A. Student Nutrition Education - Martin Luther School has a comprehensive curriculum approach to nutrition in Kindergarten through Grade 8. All instructional staff will be encouraged to integrate nutritional themes into lessons.

These nutritional themes will include but are not limited to:

- Knowledge of food guide pyramid
- Diet and disease
- Sources and variety of foods
- Understanding food labels
- Multicultural influences
- Proper sanitation
- Identify and limit empty calorie food

B. Lunchroom - The lunchroom environment will provide students with a relaxed, enjoyable climate. It is encouraged that the lunchroom environment be a place where students have:

- Adequate space to eat and pleasant surroundings
- Adequate time for meals

- Convenient access to hand-washing facilities before meals
 - In keeping with good stewardship, students will be encouraged to eat healthy meals, including beverages. Milk will be available for students and encouraged whenever possible. High-fat, high-sugar, and high-sodium foods and beverages will be discouraged.
 - If children bring food from home, parents and their children are responsible for proper care of that food.
- C. Teacher to Student Incentives - Strong consideration should be given to nonfood items as part of any teacher-to-student incentive programs. Should teachers feel compelled to utilize food items as an incentive, they are encouraged to use healthy choices.
- D. Classroom Activities - In order to foster a change in attitude and behavior regarding making healthy choices, teachers should:
- Be models of good stewardship for all students by making healthy food and beverage choices
 - Follow healthy food standards when asking for class snacks (e.g. whole grain crackers, pretzels, fruit)
 - Encourage parents to utilize nutrition standards when planning classroom parties

Family Educational Rights and Privacy Act (FERPA)

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

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations:
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies;
 - and State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington D.C. 20202-592

School Information & Policies

Absences

Regular attendance and punctuality is very important and should not be taken lightly by the parent or student. If a child is absent from school he/she will not be allowed to participate in any co-curricular activities that day.

All absences are expected to be explained by informing the teacher in writing as to why the absence took place, or by contacting the school in person or via telephone by 8:00 a.m. on the morning of the absence. Absences not reported according to these guidelines will be considered unexcused.

Unexcused absences will be handled in compliance with the attendance laws of the State of Wisconsin. Explanations of these laws are available from the principal.

Excessive absences are detrimental to the academic success of any student, no matter how bright or hard-working the student may be. In cases where a student shows a continuing pattern of non-attendance the teacher, principal, and parents will meet to discuss the matter and attempt to resolve the problem. The Christian Day School Team/Youth Discipleship Committee reserve the right to dismiss habitually absent student from school entirely.

Accreditation

In November 2009, Martin Luther School received full accreditation through WELSSA. A site visit was completed in 2016 and Martin Luther School’s accreditation was renewed with an Exemplary rating. Being accredited by WELSSA, which is recognized by the National Council for Private School Accreditation reinforces that Martin Luther School is committed to providing an exceptional Christ-centered education.

After School Program

Martin Luther School provides an After School Program for students in Kindergarten through Grade 8. The program operates on regularly scheduled school days from 2:50 – 5:30 pm. All policies, including, but not limited to, discipline, illness, medication, electronics, etc., as listed in the Martin Luther School Student/Parent Handbook apply to the ASP as well. Any student not picked up by 3:00 will be taken to the After School Program. Fees will be applied.

Daily Activities

1. The staff or your child must sign the daily Sign-In book upon entering the program.
2. A nutritious snack will be provided each day in accordance with the Martin Luther School Wellness Policy. Parents have the option of sending a healthy snack from home. Donations are always appreciated.
3. Students may be encouraged to do homework in the ASP. Students choosing not to do homework will be required to participate in a quiet, independent activity during this time. It is not the responsibility of the ASP Supervisor to assure that students complete their homework.
4. Upon departure, make contact with staff and sign out. We need to know that your child is safely back into your hands, as well as convey information. - Each family will be required to complete a "Permission to Pick Up" form at the beginning of the school year. This form will list the names of persons who will be picking up your child from the ASP and serve as an emergency contact list. If someone (even a relative) who is not on the list attempts to pick up a student, the parent will be contacted by the ASP supervisor. If the parent cannot be reached, the student will not be allowed to leave the ASP. For the child's safety, no child will be dismissed to a person, authorized or not, who appears to be under the influence of an intoxicant or a controlled substance.

Discharge

The Martin Luther School After School Program reserves the right to exclude enrolled children from attending due to the following reasons:

- Nonpayment or excessive late payment of fees.
- Non compliance of discipline guidelines
- Parents do not observe the policies outlined in the Parent Handbook. (The principal will inform the parents verbally or in writing and take the matter to the Christian Day School Team within 30 days. Parents may contact the Team in writing within one week.)

Fees

- Fees: \$3.50/hour/child with the maximum due from any single family in one week being \$100.00.
- A statement will be sent home with one student from each family on the first school day of the next week. Payment is due in the school office Wednesday of that week. A late fee of \$5 will be added to any account not paid in full by the last school day of the week the statement was sent. Year-end receipts will be provided upon request. If a student is absent on the first school day of the week, the responsibility of a timely payment remains with the parent. Please contact the office to find out the amount due and see that it is paid according to the guidelines described above.
- The program closes at 5:30. Parents arriving after 5:30 will be charged \$1/minute, payable upon arrival, regardless of the reason.
- A \$25 fee will be charged for any returned check. All future payments must be made in cash or bank check.

Parents that are volunteering at Martin Luther School after regular school hours may make use of the ASP at no charge to them using the following criteria:

- Students must be of school age (K-8)
- Additional students are on a "stand-by" basis. Admission to the ASP for the day depends on staff availability and attendance in the ASP for the day.
- The After School Program Supervisor must grant approval of students' admission for the day.
- Parents still are required to sign in each student, indicating on the sign-in sheet that the parent is volunteering.
- Any misuse of the ASP in this capacity will result in the elimination of this benefit.

Program staff may be reached during ASP hours by calling the church and school phone number, 235-1612.

Allergies

In addition to indicating any allergies on the student's physical exam record form and the student's emergency contact form, it is the responsibility of the parents to inform the student's teacher and the school office of any form of allergies the student has.

Athletics and Co-curricular Activities

Philosophy

The main purpose of interscholastic athletics is for the children to develop their God given abilities and interests as well as their application of Christian principles in competitive activities. It also serves as a way for the students to learn to work with others in a God pleasing way.

As a Lutheran Elementary School, Martin Luther applies Christian attitudes in these activities. , 1 Corinthians 10:31 tells us, "So whether you eat or drink or whatever you do, do it all for the glory of God." We must never forget that this includes athletic events, and that as children of God, parents, students, and coaches will use these opportunities to reflect the love of their Savior.

The interscholastic athletic program consists of two levels: B-Team and A-Team. The students will develop the fundamental skills at the B-Team level and will focus on active participation. The students will have the opportunity to use those skills in a competitive setting at the A-Team level and will focus on competition.

Co-curriculars offered:

Jr. Choir and Choir Chimes are offered from the Music Dept and includes performances at area events and sister congregations as well as our own worship services. Students in grades 4-8 are eligible.

Forensics is in the spring for interested students in grades 5-8 and includes meets at area schools.

Robotics is for interested students in grades 5-8 and competes in meets with other robotics teams.

Basketball for boys and girls, grades 5-8, based on the number of interested students, and is not co-ed.

Soccer is offered in the fall for interested boys and girls in grades 5-8.

Volleyball is offered in the fall for girls, grades 4-8.

Cheer is offered for girls in grades 5-8.

Guidelines

The following guidelines have been established for our co-curricular program so that all things can be done decently and in order, and that all our words and actions may glorify our Savior Jesus. If there are any questions, contact the coach/director in charge of the specific activity.

1. All practices and games/events should be attended unless excused by a parent prior to the event, either verbally or by note. If absent during the school day, the individual will not be allowed to attend practices or games/events. The coach/director need not be contacted if the child leaves school because of sickness.
2. An individual must be present at practices and games/events at least 75% of the time to receive recognition as being part of the team.
3. One unexcused absence will result in suspension from the next game/event or practice.

4. On the third unexcused absence the individual may no longer be on the team. Three unexcused absences shows lack of interest and/or commitment.
5. To show the desire to learn the skills of any co-curricular activity the student(s) must be willing to cooperate with coaches/directors and assistants.
 - a. To practice willingly
 - b. To show respect to those in authority, based on the Fourth Commandment, for example...
 - i. No talking back
 - ii. No grumbling or complaining
 - iii. Following directions without question
6. To reflect the love of our Savior, we should portray a Christian attitude at all times toward:
 - a. each other
 - b. opposing team members
 - c. coaches and assistants
 - d. fans
 - e. referees
7. As Christians, we will respect the property and facilities at home and when visiting other churches and schools. For example...
 - a. gyms and locker rooms
 - b. personal property
 - c. facilities and grounds
8. If an individual fails to show cooperation or Christian conduct, he will receive one warning of reprimand. After the second occurrence, he will be placed out of the practice session or game, but within view and supervision of the person(s) in authority. This will result in an unexcused absence.
9. All major disciplinary actions will be reported to the principal.

Conduct

When events are held inside a school or church facility, students and spectators must remain in the gymnasium or the immediate area of the event (i.e. auditorium, church, soccer field). Remember to respect the equipment and facilities at all times and to support our teams in a Christian manner, demonstrating good sportsmanship. When we host events at our school, we, as Christians, are hosting other Christian families. As their hosts we will make them feel welcome. Parents will have direct supervision of their children prior to and after all practices and athletic events.

Eligibility Requirements for Co-Curricular Activities

Martin Luther School encourages students to make use of their God given talents outside of the classroom setting. Students that maintain an acceptable level of academic achievement and satisfactory behavior are eligible to participate in the school's co-curricular programs.

1. "Co-curricular" includes all school functions outside the regular curriculum of the school.
2. When determining "acceptable academic achievement," the teacher takes into consideration that the students are redeemed children of God. Each one is an individual. There may be times when these eligibility guidelines must be tailored to the needs and abilities of an individual.
3. In general, however, students must maintain a Christian attitude toward their school, schoolwork, classmates, teachers, and coaches. This attitude will manifest itself through God-pleasing and constructive work habits. Students must maintain a "C" grade average or better and not receive an "F" in any subject. Finally, students must not have three or more late assignments in any given week or four or more in any two week period.

4. "Exhibiting satisfactory behavior" means that students will comply with school and classroom rules and displays sportsmanlike conduct on the playing field or court.
5. Students that are declared ineligible will be prohibited from participating in all co-curricular activities for a duration of ten school days from the time the term ends or the third late assignment occurs.
6. The classroom teacher will contact the child's parent(s) promptly to discuss possible solutions to the problem.
7. After ten school days, the student's progress will again be reviewed. If the student has demonstrated a satisfactory improvement, the student will be declared eligible.

Area Lutheran High Schools

As part of a K-12 education system, Martin Luther Church and School is blessed to be part of both the Winnebago Lutheran Academy Association and the Fox Valley Lutheran High School Federation. As part of our overall ministry, students will formally and informally visit both high schools during their years at Martin Luther. We encourage all families to continue Christian education at one of these high schools. As a member of the FVL and WLA Schools partnership, the school does share information with Fox Valley Lutheran High School and Winnebago Lutheran High Schools as Martin Luther Schools offers programs and events through these high schools.

Band

Band instruction is offered through our Fox Valley Lutheran and Winnebago Lutheran Academy for students in grades 5-8. Families interested in band lessons should contact the grade school band program directors at FVL or WLA.

Bicycles and Rollerblades

Bikes may be ridden to school, but must be parked in the bike rack. Bikes may not be left overnight. No bike riding will be allowed during recess time.

Rollerblades, roller skates, or any other type of wheeled footwear, skateboards, and scooters are an accepted means of transportation to and from school but may not be used during school hours, at recess or inside the school building at anytime. Rollerblades, skates or skateboards may not be used recreationally on school property.

Birthday Celebrations

Children may bring a treat to share with the other students in the classroom. Please check with your child's teacher to see if any foods need to be avoided due to students with food allergies and also to confirm the number of students in the class to assure a sufficient number of treats. Be mindful of Martin Luther School's Wellness Policy when choosing snacks for classroom celebrations.

Invitations for birthday parties are not to be distributed at school.

Book and Property Damage

Fines will be sent out for damage and/or loss of school textbooks and library books. Also, any student involved in the destruction of school or church property will be subject to repair or replacement cost.

Busing Information

Parents of Pre-kindergarten students must provide private transportation for their children regardless of where they live. All students, grades Kindergarten and above, are eligible to use the available public school system transportation providing that the family resides in those areas designated by the OASD as pick up areas. Eligible families will be contacted by Kobussen's Bus Co. with information regarding pick-up and drop-off times and locations. Questions can be directed to the Martin Luther School office or Kobussen's Bus Co. Families living in the Winneconne or Omro School Districts should contact the local school board to arrange for either direct busing or financial assistance to be used toward alternate transportation and also inform the Martin Luther office of out-of-district residence.

All students will be expected to take their regular means of transportation home from school unless a note or a phone call from their parent explains the alternate arrangements.

Calendar

A calendar of the school year's events will be given to each family prior to the start of the school year. A monthly calendar of church and school activities is in the church and school newsletter and posted on the website.

Church Attendance

Children enrolled at Martin Luther School are expected to attend weekly church services with their parents. We also offer Sunday School for the children and Bible class for the parents each Sunday. "I was glad when they said unto me "Let us go into the house of the Lord." (Psalm 122:1) Worship and Bible study are a privilege. It is a chance to receive the precious Word of God which students have been hearing and learning throughout the week at school. It also provides an opportunity for the entire family to worship together. Failure to worship or study God's Word on a regular basis can weaken the Christian faith that, with the Holy Spirit's guidance, our school builds in the children.

A record of church attendance will be kept by the classroom teacher and a report provided to the Principal and Pastor at the end of each quarter.

Church Singing

Singing is certainly one of the most beautiful ways of expressing our faith and worshiping God. It is a privilege to sing the praises of our Savior, Jesus Christ. For this reason, the children at our school will occasionally sing in our worship services. Parents will be notified of such occasions. Parental cooperation in getting the children to these specific services at the time scheduled is appreciated.

Classroom Visitation

Parents and visitors are always welcome in our classrooms. To avoid visiting on testing days it is recommended to call and speak with the teacher a day or two in advance.

Communicable Disease

All communicable diseases are to be reported to the school office.

Computer Use

As the use of the computer and the internet expands in the school, it is important that it be used wisely. An agreement on computer use will be signed by each student and their parents at the beginning of the school year.

Confirmation

For a student to be confirmed at Martin Luther Church, he/she must attend regular weekly worship services, Sunday School and/or Christian Day School and Confirmation classes.

Daily Arrival & Departure

Students may enter the school building at 7:30 a.m. All persons entering the school building are required to enter through the main entrance. The east doors are to be used as exit-only doors.

Upon arrival in the morning vehicles are to enter from Algoma Blvd, park in a marked stall while children exit the vehicle, and then proceed east out of the parking lot to Elmwood Ave.

Any student not picked up by 3:00 will be taken to the After School Program. All applicable fees will apply. Refer to the ASP section for details.

For your child's safety he/she will only be released to parents with legal custody, legal guardians or persons named in writing on the emergency card. A parent or guardian must inform the school if someone other than the usual person will be picking up your child, even when they are named in writing on the emergency card. Teachers must know the adult or will ask for identification before releasing the child. For your child's safety, no child will be dismissed to any person, authorized or not, who appears to be under the influence of an intoxicant or controlled substance. At the time of departure, younger children will be escorted by a staff member to parents waiting in parked cars. No vehicles are allowed to park/wait along the sidewalk from Algoma Blvd to the flagpole. All vehicles are to be parked legally in the parking lot.

Discipline

The students of our school are taught that the Bible is their foundation for faith and their guide for conduct. Discipline is administered to direct students to our Savior, and to the peace that comes through faith in him." No discipline seems pleasant at the time, but painful. Later on however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrews 12:11

Disciplinary Responses to Student Misbehavior

LEVEL 1 Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by the teacher, but sometimes may require the intervention of the principal.

Example of Misconduct: Classroom disturbances, inappropriate language, failure to complete assignments or carry out directions, violations involving misuse of technology and/or electronic devices, disrespect to student/staff that is mostly verbal/visual, minor rule violations.

Teacher Response to Misconduct:

1. There is immediate intervention by the teacher who is supervising the student or who observes the misbehavior.
2. Teacher will communicate with the parent in written form and/or personal contact regarding misconduct.
3. Informal documentation by the teacher.

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

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

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

Teacher/Principal Responses to Misconduct:

1. The student is referred to the principal for appropriate disciplinary action.
2. The principal meets with the student and/or teacher and affects the most appropriate response.
3. The teacher is informed of the principal's actions.
4. Teacher will communicate with the parent in written form and/or personal contact regarding the misconduct.
5. Principal will notify the School Governing Board of any suspensions.
6. Incident is formally documented by the teacher and principal.

Response Options: School community service, loss of privileges, discipline note, parent conference, verbal or written contract, detention, in-school/out-of-school suspension.

LEVEL 3 Acts directed against persons or property, but whose consequences may not seriously endanger the health or safety of others in the school.

Examples of Misconduct: Fighting (minor), vandalism (minor), stealing, threats to others, physical/verbal violence or intimidation, serious defacing or permanent defacing or destruction of property, blatant Level 1 Level 2 Level 3 disrespects, and continuation of Level 1 and/or level 2 behaviors.

Teacher/principal Responses to Misconduct:

1. The principal initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.
2. Student completes a "My Actions" form. (see below for sample)
3. The principal meets with the student and confers with the teacher and parent about the student's misconduct and the resulting disciplinary action.
4. Principal will notify the Board of any suspensions.
5. Incident is formally documented by the teacher and principal.

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

LEVEL 4 Acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school.

Examples of Misconduct: Continued Level 1, 2 or 3 misconduct, bomb threat, possession/use/transfer of dangerous weapons, assault/battery, vandalism, theft/possession/sale of stolen property, arson, furnishing/selling/possession and/or use of illegal substances, and fighting (serious), excessive physical/conflict/harassment, excessive physical/verbal violence or intimidation.

Teacher/Principal Responses to Misconduct:

1. The principal verifies the offense, confers with the staff/students involved and meets with the student.
2. Student completes a “My Actions” form. (see below for sample)
3. A complete and accurate report is submitted to the Board by the principal.
4. Parents are notified by the principal.
5. A meeting is arranged between the Board, principal and parents.
6. The Board informs parents of disciplinary action.
7. Legal notification.

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

Suspension and Expulsion Appeals Process

If a family would like to appeal a student suspension or expulsion, they should do the following:

1. Notify the school principal they are appealing the suspension or expulsion.
2. Within two days of notifying the school they provide the principal and board chairman a written request with rationale why they are appealing the suspension or expulsion.
3. The governing board chairman will notify the board of the request and share the rationale with the board.
4. If necessary, a special meeting will be scheduled with the Governing Board, family, and the student to discuss the appeal. For all expulsion appeals a meeting will be scheduled.
5. The board chairman will notify the family of the board’s decision regarding their appeal following the meeting.

SAMPLE FORM

MARTIN LUTHER SCHOOL "MY ACTIONS" FORM

STUDENT'S NAME _____ GRADE _____

TEACHER _____ SUBJECT _____

LEVEL OF MISBEHAVIOR: LEVEL 1 ___ LEVEL 2 ___ LEVEL 3 ___ LEVEL 4 ___

TYPE OF MISCONDUCT:

WHAT HAPPENED AND WHY:

WHAT I FEEL MY CONSEQUENCE SHOULD BE:

WHAT SHOULD I DO THE NEXT TIME I AM IN A SIMILAR SITUATION?

STUDENT'S SIGNATURE _____ DATE _____

TEACHER'S SIGNATURE _____ DATE _____

PRINCIPAL'S SIGNATURE (IF APPLICABLE) _____ DATE _____

Doctor and Dentist Visits

Whenever possible, make all appointments for after school hours.

Dress Code & Grooming

Martin Luther School has a three-fold purpose for school dress guidelines.

- First, students at Martin Luther are learning to present themselves as Christ's ambassadors and children of God. Since many of today's styles are in questionable taste, especially for Christians, following the guidelines below will help children reflect a positive Christian image.
- Second, Martin Luther School strives to provide a favorable learning environment for all students. The dress guidelines will help students make clothing choices that reduce distraction to themselves while also preparing themselves for the standards of our Lutheran high schools.
- Third, the guidelines below support the safety and health of the students.

Dress Code Violations

The faculty reserves the right to tell a child to refrain from wearing items of clothing that they feel are not conducive to the Christian school's learning environment.

1st infraction

Teacher discusses infraction with student, violation recorded.

2nd infraction

Verbal warning, teacher calls parents, violation recorded, note sent home for parent signature. Student will be issued appropriate clothing for the remainder of the day.

3rd infraction

Teacher calls parents, the student will be issued appropriate clothing, violation recorded, note sent home for parent signature and principal notified.

4th infraction

Principal notifies parents, parents must bring appropriate attire before the student is allowed back in the classroom, violation recorded, and note sent home for parent signature.

5th infraction

Student receives a detention, parents meet with the principal and school board to discuss enrollment.

Clothing

The students at Martin Luther School are permitted to wear the following:

1. T-shirts, button downs, polos, or long sleeved shirts that have logos that are God-pleasing
2. Jeans or Khakis worn at the hip and secured with a belt if necessary
3. Skorts, skirts, and dresses may be worn by females at any time during the school year. As a guideline, follow this self-examination guide: The bottom hem of the item must exceed the reach of the fingertips when your arms are placed at your side, even when wearing leggings.
4. Jean or Khaki shorts during the months of August, September, and May
5. Shoes with a solid bottom that fully enclose and protect the toes and heel
6. Approved items promoting God's Word, Martin Luther School, or our Area Lutheran High Schools are encouraged.

The students at Martin Luther School are NOT allowed to wear:

1. Clothing that is torn, worn out, or dirty
2. Shirts without sleeves
3. Any items with a logo or slogan that endorses attitudes and actions that displease our Lord are not to be worn. These would include logos and slogans referencing: beer, alcohol, drugs, double meaning, vulgar language, violence and gore (including skulls), professional wrestling, mature video games, and music (individuals, groups, concerts, album covers, etc). This also pertains to backpacks, gym bags and other school-related material.
4. Clothing that does not cover up cleavage or undergarments
5. Pajama pants, sweat pants, wind pants, yoga pants, athletic wear, and leggings worn as pants
6. Shorts, skorts, skirts, and dresses that do not meet the self-examination guide
7. Cut-off shorts and athletic shorts
8. Flip flops, sandals, backless shoes, and slippers
9. Earrings for boys and body piercings of any kind will not be worn.

Hair

The students at Martin Luther School will have hair that follow these guidelines.

1. Students are allowed to wear hair in a style that is neat, clean, and in a style that is moderate and non-distracting.
2. Hair coloring is to be of a natural color.
3. Boys are to have hair trimmed so that it does not fall over the top of a collar, or fall below the eyebrows.
4. Girls are to keep their hair trimmed or groomed so that it does not cover the eyes or face.
5. Hats, caps, headscarves, hoods, or other headgear may not be worn in the building during the school day.

For the sake of safety and health, Martin Luther School **REQUIRES**:

1. Students come to school with clean hair, bodies, and clothing.
2. Outerwear to be worn that is appropriate to weather conditions: hats, boots, snow pants, mittens or gloves, and appropriate coats.

Electronics

Students are encouraged to leave all electronic devices at home. This includes, but is not limited to cell phones, mp3 players, tablets, etc. All electronics must be checked in at the school office upon arrival at school. Items may be collected when the student leaves the building for the day. Students attending the After School Program may collect their electronics from the ASP supervisor when parents arrive at the end of the day.

1st infraction - the electronic device will be confiscated and released to the student's parent at pick-up.

2nd infraction - the device will be confiscated, a \$5 fine will be charged, and the device will be released to the student's parent upon receipt of payment.

In the case of additional infractions, the device will be confiscated, the fine will be charged and the student will meet with the principal for further disciplinary action. The principal will contact the parents and release the device to them upon receipt of payment.

Emergency Closing

In the event of an emergency requiring that the school be evacuated for safety reasons during the school day, students will be escorted to the Paine carriage house where they will remain until it is safe to return to school or arrangements for pick-up can be made by the administration.

In the event that school closes for non-emergency reasons (e.g. illness, water main break) parents will be contacted via our school information system, PowerSchool. No student will be released in the care of anyone other than a parent/guardian unless directed by a parent/guardian.

Field Trips

Field trips will be taken periodically by the children. The teacher will send permission slips home before the activity takes place. A student must return the permission slip before going on the activity.

Whenever possible a school bus will be the primary means of transportation on field trips. All students will be required to travel to and from the destination on the school bus.

Parents may be asked to assist on field trips as chaperones and/or drivers. Any driver transporting children on a field trip will be required to provide 1) proof of insurance for any/all vehicles to be used for school functions; 2) a valid drivers' license and, 3) submit to a background check. This information will be kept on file in the office and updated with each field trip.

No child will be allowed to ride to any school function in a private vehicle that is not equipped with seat belts or is not insured. Children must wear seat belts while riding in private vehicles on school functions. Children under 8 years old or under 80 lbs are required to be in an appropriate child safety seat. No child will be transported in any vehicle on any school function without the proper restraint. Parents are responsible for providing a legal safety seat for each of their own children attending the school function.

Financial Assistance

Members of Martin Luther Church attending Martin Luther School grades K-8 are eligible for financial assistance. Applications for financial assistance are processed through the FACTS Grant and Aid Assessment program. The Martin Luther Church & School Trust Team will notify applicant families before final registration of the amount of assistance granted.

Friends for Christian Education (FCE)

The Friends for Christian Education is a parent-teacher organization that meets quarterly during the school year to discuss school-related activities, plan fund raisers, hear education-related presentations, or enjoy fellowship activities. All parents of Martin Luther students are members of FCE. Attendance is encouraged of all school parents and church members of Martin Luther.

Grades – Grading / Percentages

In Pre-K the grading system uses the High Scope COR Assessment Program. In Kindergarten and Grade 1 the following letters will be used on the report cards: E-excellent, S-satisfactory, N-needs improvement, and U-unsatisfactory. In grades 2-8 the standard A's, B's, C's, D's, and F's will be used. The following percentages will be used throughout the school in determining grades on daily assignments:

100-94 – A's 93-86 – B's 85-78 – C's 77-70 – D's 69-0 - F's

Gum

No gum chewing will be allowed in the school building. The teacher will confiscate any gum brought to school.

Honor Roll

Students who obtain a B+ or higher grade average in grades 5-8 will be placed on the Honor Roll.

Hot Lunch

Pending available volunteers, hot lunch will be offered for the children as scheduled. Order forms will be accessible online. If children desire hot lunch the appropriate form/s must be submitted according to the directions provided. A punch card good for 5 meals may be purchased from the school office for \$15. Each student desiring hot lunch will be required to have his/her own punch card.

Illness

It is in the best interest of your child and the other children to keep your child at home when he/she has symptoms of illness. Please contact the school office by 8:00 AM if your child will not be coming to school.

Some reasons for a child to remain at home or to be sent home are: fever (100 degrees), vomiting, skin rash or sores, inflamed or swollen eyes, diarrhea, cough, sore throat, headache, or head lice. The child may return to school when he/she is free of symptoms for 24 hours and/or 24 hour after prescribed medication has begun, whichever is longer. Should a teacher feel that a child is unable to function properly due to illness, the parent, or a designated responsible person, when the parent cannot be reached, will be notified immediately and requested to make arrangements for transportation home within one hour of parental contact.

In the event that a child has a contagious disease, he/she may not come to school. The office must be informed of the disease so notice of possible exposure can be given to all families and the local public health officer. The child's name will be kept confidential. A child with a communicable disease will be readmitted to school only after allowing for the longest usual incubation of the disease or with a signed statement from your physician. Communicable diseases include, but are not limited to, chicken pox, German measles, infectious hepatitis, influenza, measles, mononucleosis, mumps, scarlet fever, or meningitis.

Incomplete and Make-up Work

Incomplete work will result in a "F" for the missed assignment. All incomplete work will be required to be made up during one of the three periods that follows:

1. At home.
2. During a recess period.
3. After school.

After a student has been absent (illness or vacation), he/she must make arrangements with the teacher to make up any missed work. If a student will be absent for several days (illness or vacation), arrangements should be made with the teacher so that some of the missed work can be made up during the absence. This work should be turned in to the teacher on the day of return to school. Any make-up work not turned in two weeks after the return of the student will be considered incomplete.

Injuries

If your child happens to be injured at home and the results of this injury will be evident to the teacher at school, please inform the teacher of the injury and how the injury occurred. This is for the protection of the student and the teacher, since Wisconsin teachers are required by law to report any cases of suspected child abuse.

Should a student be injured during school hours, whether on school premises or at a school activity, staff will assess the injury and, using their best judgment, provide or call for emergency medical assistance as needed.

In the event of an injury occurring at school, parents and guardians are reminded that the blanket student insurance policy, which Martin Luther has procured for covering all students in all school activities, is intended to provide secondary coverage. Primary coverage is to come from your family insurance.

Parents, your student/athlete must report any injury to the coach or teacher in charge. Sometimes it may seem that an injury is of no significance; however, later on or the next day your child may realize that the injury is not getting better and needs to receive medical attention. The importance of reporting the injury is that our coverage, which is secondary, requires all medical care to be completed within one year from the date of the injury. Once all of the medical bills have been submitted to your primary insurance company, and they have paid what they will, then will Martin Luther's secondary insurance take over and review the remainder. You should contact the Martin Luther office where you will be given the necessary paperwork.

Library

Martin Luther has a school library set up for the students' use. Parents are encouraged to donate books at any time so that the library may grow in size and efficiency in meeting our students' needs. Library books are due one week from check out. Students not returning books on time will be subject to fine and will not be allowed to check out additional books until the original book is returned.

Lunch

In keeping with the Martin Luther School Wellness Policy, and in an effort to practice good stewardship, students will be strongly encouraged to eat the lunch provided them. This lunch, including beverages, should be low in sugar and sodium. Milk (see below) will be encouraged whenever possible.

If children bring food from home, parents and their children are responsible for proper care of that food. Refer to the Wellness Policy.

Milk

Milk is optional. Milk is for students in grades K – 8 and full day PreK students at lunchtime only and is paid for by parents. Refer to the Wellness Policy.

Mission Offerings

In keeping with our Lord's command to preach the Gospel to every nation, our school seeks to develop a sense of responsibility toward the mission endeavors of our church. The entire student body will gather once each week (usually on Wednesday morning) for a joint chapel service/devotion. During this service a mission collection will be taken. Children are encouraged to bring their mission offerings out of love for the great things their Lord has done for them. These weekly offerings will go directly to support the mission selected for the quarter. The children study the people, problems, and needs of the mission area being supported by their offerings of love. All other school days begin with a hymn, devotion and prayer in the classroom.

Newsletter

The Weekly News is emailed out to families who have provided a current email address on the first school day of the week. School news is also included in the monthly newsletter, Eagles' Wings; families may add their name to that mailing list or choose to have the monthly news mailed to their home. Families may request that a hardcopy of the Weekly News be sent home with their student if an email is not available.

Orientation

Orientation will be held before the start of each school year. Orientation will take place at school. The following things will be taken care of:

1. Teachers are available to greet students and parents.
2. Policy changes and updates will be covered with parents.
3. Families will receive a School Handbook.
4. Parents will turn completed forms.
5. Students will drop off their school supplies.

Parent Teacher Relationships

It is important to remember that parents and teachers have the same goal: Christian education for the child. Parents and teachers need to remember to never undermine each other's authority. As role models, disagreements will be discussed in private, not in front of students or other parents. Then when the adults have agreed on the appropriate course of action, we will back up each other's rule and authority as spelled out in the 4th Commandment.

With this in mind, we encourage a close, positive relationship between parent and teacher. Communication is the key in this relationship. If problems arise, please talk to your child's teacher about them, according to Matthew 18. Parents retain responsibility for the conduct of their children during all co-curricular activities.

Pre-K

Martin Luther School offers Pre-Kindergarten classes at the 3-year-old and 4-year-old levels. The 3-year-old class introduces basic group socialization skills. The 4-year-old class prepares children for Kindergarten. All students must be toilet trained before enrolling in the Pre-K program.

Registration

Registration for the next school year will be done with a registration commitment form. This form needs to be turned in to the office by the date advertised each spring. On this commitment form, a payment plan for the following school year will need to be selected. A deposit will be paid with the form. If received before the deadline, this deposit will be applied to tuition for the coming year. If it is received after this cut-off date, it will not be applied to tuition.

Report Cards

A report of your child's progress is given quarterly. Parents are to study the reports carefully and consult with the teacher if there are any questions concerning the report.

Schedule

Kindergarten thru 8th Grade: 7:50 AM to 2:50 PM Monday thru Friday
4 year old Pre-Kindergarten: As Scheduled
3 year old Pre-Kindergarten: As Scheduled

School Items

Parents will receive information as to what supplies will be needed by the students. Please make sure all of these supplies are in the student's possession by the first day of school and every school day thereafter. Items above and beyond these things will be confiscated by the teacher and returned to the parent. Appropriate outdoor items to be used at recess may be brought and kept by the students' hooks. If the child is required to bring something extra for a project or art lesson, parents will be notified by the teacher.

Student Medication

Martin Luther staff may not administer any medication without written permission from a parent or guardian. If your child must take medication, fill out the form provided by the school office. Medication will be kept in the office and must be in the original container. In the case of prescription medication, the physician must complete the required form, the medication must be in the original bottle which must include child's name, name of drug, dosage, and physician's name. Medication will be administered only according to directions printed on the original bottle.

If your child uses an inhaler for asthma he/she may keep it in his/her possession during the school day if the proper directive from the physician and parent is on file in the school office.

In the case of an emergency any staff member may administer medication.

Substance Abuse

Any violation of the City of Oshkosh, State of Wisconsin, or Federal Government's laws concerning illegal substances will be referred to the Oshkosh Police Department.

Any student involved with illegal substances on school grounds will be subject to arrest. Students involved with illegal substances on school grounds will also be subject to being expelled from Martin Luther School.

Tardies

School doors open at 7:30 a.m., and the school day begins at 7:50 a.m. A 5K-8th grade student who is not in his/her desk and ready for school to begin by 7:50 a.m. is considered tardy. Habitual tardiness will result in principal referral. A plan of action will be developed with parent or guardian to resolve the problem. A student will not be marked tardy in the event of unforeseen circumstances such as severe weather or accidents.

Telephone

Students may use the school telephone when given permission by their teacher. Faculty or staff will make emergency calls. Students' cell phones are not allowed (refer to "Electronics"). If a situation arises and a parent must leave a message for a student, the message will be delivered to the classroom teacher who will then pass it on to the student at the appropriate time.

Testing

This year, Martin Luther's students in grades 3-8 will take part in the ACT Aspire nationally standardized tests. Individual test results will be made available to the parents.

Textbooks

All textbooks and workbooks will be provided by the school, except for the following religious books:

1. CW Hymnal (Grades 2-8)
2. Bible (NIV) (Grades 2-8)
3. Catechism (Grades 7-8)

All the books listed above are available for purchase through the Martin Luther School office. Prices will be listed on the school supply list or can be obtained from the office. Families may obtain these books from other sources if they choose.

Tuition And Fees Policy

Parents of students will pay tuition as established by the voters of Martin Luther Church for each child attending school. A multiple child discount may be applied as follows: eldest child-full tuition cost; second child-5% discount; third and any additional children-10% discount. See page 29 for current tuition rates.

Tuition payments may be made in full by July 1 or through FACTS Tuition Management. All FACTS paperwork must be completed by July 1st.

Member rates for children enrolled in the Christian Day School will revert to prorated non member tuition rates for the remainder of the school year upon transfer of membership out of the Martin Luther congregation. The date of the membership change will be on the day following approval of the transfer at the quarterly Voters' Meeting.

Volunteers

Parents and other adult family members are encouraged to volunteer at our school. Areas available, but not limited to, for volunteers are: the library, hot lunch program, room parents, chaperones, drivers, and school cleaning. Any volunteer or guest is to sign in at the school office. All volunteers will submit the required paperwork for a background check.

Weather (Cold) Policy and Weather-Related School Closing

All children are required to bring outdoor clothing appropriate for the day's weather conditions. In winter that includes, but is not limited to, winter jacket, hat, gloves/mittens, snow pants, boots, scarves, etc. Children will not be sent outside for recess if either the actual temperature is zero degrees or colder or the wind chill factor is reported in the below zero range.

In the event that the Oshkosh Area School District cancels or delays classes for the day, Martin Luther School will also cancel or delay classes. All weather decisions are made by 7 AM and the information is given to the local radio stations and television stations. A message from PowerSchool, our school information system, will also be sent to all families that have access to text message services.

If we start school in the morning and weather conditions dictate that we close before regular dismissal, we will contact you via PowerSchool as soon as a decision is made. If school is canceled for the day or dismissed early, there will be no evening co-curricular activities such as basketball practice or games, Jr. Choir, etc. Refer to the school calendar for planned no-school days.

Tuition Fees for 2019-2020

<u>Pre-K 3 and Pre-K 4 Options</u>	<u>2 Days (only PK3)</u>	<u>3 Days</u>	<u>5 Days</u>
Full Day (until 5:30 pm)	\$2660/\$70wk	\$3800/\$100wk	\$5510/\$145wk
School Day (until 2:50 pm)	\$1900/\$50wk	\$2660/\$70wk	\$3990/\$105wk
Half Day (until 11:30 am)	\$950/\$25wk	\$1330/\$35wk	\$1900/\$50/wk

<u>Grades Kindergarten-8th</u>	<u>First Student</u>	<u>Second Student</u>	<u>All Other Students</u>
Martin Luther Church Members	\$1850	\$1758	\$1665
Non Members	\$4200	\$3990	\$3780

Faculty Directory

Mr. Steve Hennig, Principal	stevehennig@martinlutheroshkosh.com	920-235-8954
Mr. Josh Arndt, Grades 7-8	j.arndt@martinlutheroshkosh.com	651-900-5181
Mr. Greg Martin, Grades 5-6	g.martin@martinlutheroshkosh.com	505-379-4332
Mrs. Kate Schroeder, Grades 3-4	k.schroeder@martinlutheroshkosh.com	262-347-8780
Mrs. Sue Pieper, Grades 1-2	s.pieper@martinlutheroshkosh.com	262-498-7274
Mrs. Amy Busse, Kindergarten	amybusse@martinlutheroshkosh.com	920-420-0252
Mrs. Erika Martin, ECM Director & PK4	e.martin@martinlutheroshkosh.com	505-379-0699
Mrs. Penny Lecker, PK3	p.lecker@martinlutheroshkosh.com	989-928-6507
Mrs. Becky Korthals, Resource & Dept.	beckykorthals@martinlutheroshkosh.com	920-232-8825
Rev. Jeffrey Berg	pastorberg@martinlutheroshkosh.com	920-235-8074

Christian Day School Team Directory

Mr. Nathan Smith, Chairman	natosmith79@gmail.com	920-966-0559
Mr. Fred Otto	fred_otto@hotmail.com	608-235-6462
Mr. Jason Laridaen	jaridaen@yahoo.com	920-251-9903

School Choice Addendum to Parent Student Handbook

Martin Luther School Disclosure Information

This addendum outlines the policies that are required by state statute for all schools participating in the Wisconsin Parental Choice Program. For a complete list of school policies and procedures, see the accompanying “Parent/Student Handbook”.

1. School Information

Name of School: Martin Luther School
School Address: 1526 Algoma Blvd.
School Phone Number: 920-235-1612
Contact Person: Principal Steve Hennig

Governing Board of Martin Luther School

Mr. Jason Laridaen
Mr. Dave Schroeder
Mr. Frederick Otto
***Mr. Daniel Smith** (Chairman)
Mr. Nathan Smith

OPEN ACCESS TO GOVERNING BOARD REPRESENTATIVES

Meeting dates and times will be published in our regular weekly update. The events listed below are opportunities for questions to be asked of individual Governing Board representatives.

The schedule is as follows: Parent/Teacher Conference Night - Oct 29, 2019 5-7pm, Round Up - Jan 26, 2020 3-5pm

This planned individual interaction with the Governing Board is designed to create more opportunities for open communication with the leaders at MLS. It will always be important to keep in mind the guidelines established in Matthew chapter 18 as well as the Conflict Resolution Policy outlined earlier in the Parent/Student Handbook as things are brought to the Governing Board of MLS.

May God continue to bless the ministry at MLS as we work together as a team to nurture the growth of every student to live as Christ’s child in their families, congregations, and communities.

2. For Profit or Not for Profit Status

Martin Luther School is a ministry of Martin Luther Church and a non profit organization. MLS exists to glorify God by nurturing the growth of every student to live as Christ’s child within their families, congregations, and communities. (See attached 501(c)3 document)

3. Application Appeal Process for the Parental Choice Program

In accordance with the Parental Choice Program, the open enrollment period runs from February 1st through April 20th only. A student is eligible for the Choice program based on their residency in the state of Wisconsin and their

household income. Any WPCP applicant may appeal an application that has been rejected by contacting the Principal/WPCP administrator to inquire as to the reason for the rejected application. If the parent is not satisfied with the information received, the matter will be brought to the attention of the school's governing board.

4. Criteria for granting a high school diploma: NA

5. Non-harassment Policy

Harassment, Bullying, and Threats

It is the policy of Martin Luther School to maintain a safe learning and work environment that is free from bullying and harassment. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. We prohibit all forms of bullying and harassment.

Definition

Bullying is defined as any negative behavior that is repeated consistently or intentionally done to harm others. For our purposes, it takes place in the school, on school property, on school field trips or other school events. Examples of bullying could include:

- Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over a cell phone or internet, etc.)
- Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, causing intentional bodily harm with any object, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.
- Social: ostracism or exclusion (shunning), ignoring, being unfriendly, alienating, etc.
- Psychological: acts that instill a sense of fear or anxiety, etc.
- Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

Awareness

- Annually, as part of the required in-service training for all school staff, the principal or designee conducts Bullying Awareness and Response Training. Because adults must take the initiative in combating bullying, they closely supervise children on the playground, in the classrooms, hallways, restrooms, gym, etc.
- Teachers conduct class discussions, role-playing, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of bullying behavior, responding assertively to the bully, walking away from bullying behavior, etc. This information may be presented in Bible, Social Studies, and/or other classes. Late enrolling students will be educated by the teacher as part of their first week orientation.
- School and class policies, rules and consequences are given out at registration and home visits.
- Students and their parents/guardians are asked to sign the school's "No Bullying" Pledge" acknowledging that they support the school's efforts to implement a "No Bullying" Program. These pledge forms are given at registration and are available in the school office.

Reporting

- Students and staff are prohibited from knowingly falsely accusing another of bullying. Disciplinary action, up to, and including suspension/expulsion for students and termination for staff, shall be taken if they knowingly make false reports.
- Any member of the school staff receiving a bullying report (verbal or written) will address the matter as soon as possible, prior to the end of the school day if possible. The staff member will assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. (Not all conflict constitutes bullying.)
- If the behavior meets the criteria for bullying, the staff member will report this to the school principal immediately and the principal will take steps to address the matter. An intervention plan will be developed in cooperation with the parents. If necessary and appropriate, a school resource officer will be contacted.
- Following a meeting with the principal to discuss the nature of the offense and offer correction and forgiveness, a child who has been bullying will be closely monitored until trust has been built and all bullying behaviors cease. There will also be careful monitoring of the victim during this time (sometimes by enlisting the help of a class buddy).

6. Suspension and Expulsion Policies and Procedures

SUSPENSION POLICY

Definition of “Suspension”

“Suspension” is the removal from the classroom and the prevention of class attendance of a student for a period of no more than three (3) full school days. The suspension may be “in-house” or at home, to be determined by principal / parents / teacher. A second suspension may be imposed as an intervention only after a conference of the same, along with possible inclusion of pastor / governing board chairman.

Reasons for possible “Suspension”

- Vandalism, defiance, uncontrolled & aggressive behavior;
- Continued disregard for correction based on principles of God’s Word;
- Exhibiting strong anti-Christian behavior (Ex: shouting curses, seeking fights)
- A pattern of repeated detentions
- 3rd offense for cheating; stealing
- Inappropriate / abusive language or gestures
- Sexual harassment
- Possession or use of a controlled substance;
- Possessing a “dangerous weapon”, with or without intent to threaten or cause bodily harm; (“dangerous weapon means any firearm whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm; any electric weapon; or any device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm; as defined by WI State Statute 939.22)

Conditions to be met in cases of “Suspension”

- The student is referred to the principal to confirm that the suspension procedure is best for the student, the teacher(s), and the student’s schoolmates.

- A “Suspension Report” form is completed by the teacher and/or principal. Copies go to student, parents, principal and the student’s cumulative file.
- The school office will attempt to immediately notify the student’s parents by phone, preferably having the student explain the situation to his/her parents.
- A meeting will be held with the student, parents, teacher(s), and principal to discuss methods of remediation of the problem. A written summary of the meeting will be added to the “Suspension Report” form.
- The parents must return their child to school at the end of the suspension period; at that time the parents and student will meet with the principal to discuss the problem to see how close to a solution the persons involved have come.
- A suspension is considered an unexcused absence. After-school detentions for suspensions may not exceed the school time missed during the suspension.

Appeals Process

The parents have the right to ask that the School’s Governing Board to review the case. This request should be made in writing and state the reasons why the parents feel that a suspension is not appropriate to the circumstances. Any proposed suspension would be delayed until the school board has a chance to review the appeal and make a decision. A member of the governing board will inform the parents of the decision within 2 days of the meeting to discuss the appeal. The decision of the School’s Governing Board is final.

EXPULSION POLICY

Definition of “Expulsion”

“Expulsion” is the permanent removal from school enrollment at Martin Luther.

Reasons for “Expulsion”

An expulsion may be carried out for repeated and ongoing infractions or depending upon the severity of the infraction, an expulsion could be carried out for any major infraction. Major infractions will be recorded on an Incident Report form by the teacher and/or principal to ensure the safety and well being of our students at Martin Luther. These forms are kept in the Principal’s office. Major infractions include but are not limited to the following:

- Verbal / Physical / Social Abuse / Cyber Bullying
- Fighting
- Inappropriate/abusive language or gestures
- Defiance
- Possession of weapons or controlled substances
- Vandalism
- Theft
- Disregard for correction
- Sexual harassment
- Lying
- Repeated disruptive behavior or continued disregard for school policy

Conditions to be met in cases of “Expulsion”

- Records of the case are to be kept in the office.

- Each teacher involved will make a written report to be included into the office record.
- The parents will be notified that the case is being reviewed by the School's Governing Board.
- Each teacher involved will be present to report to the School's Governing Board.
- The parents will meet with the School's Governing Board to discuss the situation.
- The School's Governing Board will discuss the case and make a formal decision along with a written report.
- A copy of the formal report will be sent to the proper officials to prevent truancy.

Appeals Process

The parents have the right to ask that the School's Governing Board review the case. If they are dissatisfied with the School's Governing Board's decision they may ask the congregation's President to set up a committee of five members of the Servant Leadership Board to act as a hearing committee for the case.

7. Transfer Policy

Martin Luther School is a member of the Wisconsin Evangelical Lutheran Schools System and is listed in the the Wisconsin Non-Public School Directory published by the Wisconsin Department of Public Instruction. Credits earned at Martin Luther are transferable to other elementary and middle schools, both public and non-public, and to high schools upon completion of 8th grade. Martin Luther School will accept the transfer credits earned from any accredited institution. Transfer students are subject to transcript evaluation to determine proper grade placement and also may be evaluated to verify appropriate grade placement.

8. Visitors

(The policy below is found in the Martin Luther Student Parent Handbook)

Visitors

Martin Luther School maintains a closed campus during the school day. For the well being of our students and the entire school community, guests are expected to be buzzed in by the school office to gain entrance into the school.

All guests are expected to sign in at the school office. Upon departure, all guests are required to sign out in the office.

9. Academic Standards

Standards serve as rigorous goals for teaching and learning. Setting high standards enables students, parents, educators, and citizens to know what students should have learned at a given point in time. Clear statements about what students must know and be able to do are essential to ensure that our schools offer students the opportunity to acquire the knowledge and skills necessary for success. It is for these reasons that Martin Luther School's curriculum is aligned to the Wisconsin Model Academic Standards issued by the governor as Executive Order No.326.