

# Family Handbook 2023-2024

(Revised August 2023)



## MARTIN LUTHER SCHOOL

*Train up a child in the way he should go,  
and when he is old he will not depart from it.*

*Proverbs 22:6*

## **OUR MISSION**

Martin Luther School, Preschool through 8<sup>th</sup> Grade, is an effort of the Bismarck/Mandan Lutheran School Association, Inc., a non-profit organization established by four Lutheran Church-Missouri Synod (LCMS) congregations in Bismarck and Mandan: Bethel, Messiah, Shepherd of the Valley, and Zion.

### **MISSION STATEMENT**

The mission of Martin Luther School is: Enriching lives by sharing Christ through quality Lutheran Education.

At Martin Luther School, your child will have the benefit of church, home, and school working together in a good relationship with the community to develop your child's God-given potential. Martin Luther School has a comprehensive program of quality education that recognizes each child as a unique creation of God. Jesus Christ is proclaimed as Lord and Savior through Bible study, worship time, music and drama, and other faith-oriented activities. Teachers integrate the Christian faith into the daily curriculum. The school is a place where God's Word and the Christian faith are related to all subjects, to help a child become a mature, faith-living Christian adult.

## **OUR PHILOSOPHY OF EDUCATION**

Martin Luther School in partnership with the church and home provide students with a foundation of faith and desire for each child to develop their God-given abilities to lead productive lives. This team of parents, students and teachers can make a strand of three that is not easily broken. We believe as Proverbs 22:6 states: **“Train up a child in the way he should go, and when he is old he will not depart from it.”** This verse is the theme verse for our school and has been since the beginning of our school.

Martin Luther School is an aid to the home in nurturing a child's life with God. We believe the uniqueness of Martin Luther School lies in the following: instruction from a Christian perspective; the impact of professionally trained Christian teachers; the potential to meet the child's spiritual, intellectual, physical, social, emotional, and aesthetic needs in a Christian environment; and the opportunity and motivation to witness for Christ in Christian worship, living, and service.

## **HISTORY OF LCMS SUPPORT FOR QUALITY, LUTHERAN EDUCATION**

Lutheran schools are a Missouri Synod tradition and mission. Since its beginning in 1847, the LCMS has strongly supported its Lutheran schools. The Lutheran schools of the Missouri Synod has 2,596 schools consisting of 1,677 early childhood, 191 elementary, 625 middle, and 103 high schools.

## OUR CHRISTIAN FAITH

Only doctrine and practice that is consistent with the norm of faith and doctrine and practice of The Lutheran Church -- Missouri Synod will be taught at Martin Luther School. As a Lutheran School affiliated with the Lutheran Church - Missouri Synod, we believe, teach, and confess that:

- † *The Bible, the inspired and inerrant Word of God, is the only source of truth for Christian faith and life.*
- † *The Triune God - Father, Son, and Holy Spirit - is the one true, living and almighty God.*
- † *All people, by nature, are sinful and deserve God's wrath and punishment.*
- † *Jesus Christ, true God and true man, through His innocent suffering and death, has redeemed the world from sin and hell.*
- † *By His victorious resurrection, Jesus defeated death and gives to all believers the gift of eternal life.*
- † *These blessings of salvation are personally received by grace through faith in Jesus, strengthened by the Holy Spirit through the hearing of God's Holy Word and Holy Baptism.*
- † *We are strengthened in this faith through the regular hearing of God's Word and attendance at the sacrament of the Lord's Supper.*

The LCMS Lutheran school is a story of successful Christian education for both Lutheran and non-Lutheran students. It is a story of warmth, enjoyment, satisfaction, gratitude, affirmation, and love. It is a story of depending on God, providing role models, caring, proclaiming the love of God in words and actions, and reaching out to people.

## THE CHRISTIAN HOME

The greatest share in the responsibility for educating the child is the home. It is expected that the home will work closely with the school by giving particular attention to:

- Regular church attendance.
- Supporting the work of the church according to God-given talents.
- Regular attendance at parent-teacher conferences.
- Active participation in the work of the church and the school.
- Active, daily concern and involvement in the student's schoolwork.

## **ABC CARE**

Before school and after school childcare are available through the school for students. Morning ABC Care is available for students and begins at 7:15 a.m. Students are dismissed to their classrooms at 8:05 a.m. There is no charge for morning ABC Care.

Afternoon ABC Care begins promptly after school and ends at 5:30 p.m. Any students remaining in the building after 3:30 will be sent to ABC Care. There is an hourly fee for after-school care for all students. A late charge will be assessed for students remaining at ABC Care after 5:30 p.m.

## **ATTENDANCE**

### **ABSENCE**

Regular, timely school attendance is not only required by law but is clearly very important to the educational process and to the development of appropriate life-long work habits. Regular school attendance is a parent-child responsibility. It is clear that there are times in the best interests of the child or family when not attending school is appropriate.

- If a student is ill, the child should not attend school and risk transmitting the illness to others.
- If the student is absent, the parent should call to inform the school prior to 9:00 on the morning of the absence. If prior notification is not possible, a student should bring a note to school from the student's parents informing the teacher why the student was absent.
- Occasional, significant family trips (taken with prior notification and work made up in advance) can be a valuable learning experience and are sometimes a priority. Parents will need to let their child's teacher know about upcoming planned absences in order to establish a plan for the completion of makeup work. While it is preferable to have make up work completed prior to the absence, work can be completed afterward when necessary.
- If the student has an appointment during the school day or must leave early, please stop in the office to check your child out. Please do not ask them to meet you at the door or in the parking lot. It is very important that you check your child out at the school office prior to leaving early. If your child should return to school following the appointment, please have your child stop and check in at the school office to let us know he or she has returned.

### **TARDINESS**

Tardiness causes undue commotion, embarrassment and loss of class time. Our day begins at 8:10, at which time doors are locked. Any student not in his/her classroom by 8:10 to begin class will be considered tardy. If you arrive after 8:10, you will need to buzz the school office for access to the building, and you will need to sign your child in. Parents or guardians will be notified in writing by the administrative staff after their child has **six** total tardies during the course of the school year.

## **BOOKS AND SUPPLIES**

All schoolbooks are provided to the students. Students are expected to take good care of them and will be required to reimburse the school for damaged books. Students are expected to provide their own school supplies as required by the teacher.

Beginning in the 3<sup>rd</sup> grade students, may be required to take home their class booklets or materials to use for their homework assignment. **It is important that they then bring those materials BACK with them the following day** as they are used in the class activity of the day. If after two days materials that are sent home for homework are not returned, you will need to purchase a replacement. We will have extra materials for you to purchase in the office should the need arise.

## **CHAPEL**

Weekly chapel services are conducted for all students on Wednesday's beginning at 8:20 a.m. This is an opportunity for our children to join together in public worship, to learn proper church behavior, and to develop a sense of Christian stewardship in giving. Offerings are given to selected mission projects on a quarterly basis. Parents and MLS friends are invited to attend chapel services!

## **CHILD ABUSE AND NEGLECT**

All staff and volunteers of Martin Luther School are mandated to report any suspected child abuse and neglect according to North Dakota State law, NDCC 50-25.1. A team of specialized child protection intake professionals will answer and gather all needed facts so workers in the human service zones can act more quickly to protect children, as needed. Please contact the Principal should you have questions or want clarification.

## **COMMUNICABLE DISEASES**

When any symptom of a communicable disease appears, please keep your child at home. We also request that you observe the "24-hour" rule. Wait until your child is fever-free, vomit and diarrhea free for at least 24 hours before returning them to school.

Please, **DO NOT** send your child to school on days when any if these symptoms are present:

- Fever of 100 degrees or more
- Vomiting or Diarrhea
- Inflammation, crusting, or redness of the eye
- Any contagious or infectious disease of the skin, mouth or eyes or unidentified rash
- Chronic cough that could be contagious or disruptive to the learning environment
- Sore throat with fever and/or swollen glands
- Heavy nasal discharge/mucous-any color (the first two to three days of mucous are contagious)
- Prescribed medication for contagious illnesses must be taken for a full 24 hours before returning to school.

## **CURRICULUM**

Martin Luther School provides academic courses, extracurricular activities, and other experiences for children to enable them to learn and grow in accordance with the school's mission and the distinctive character of Lutheran education. The teaching of the Christian faith is recognized as the major purpose of the school. Requirements for our courses are in accordance with state and national standards and meet all the educational requirements of the Department of Education in the state of North Dakota. However, with the use of the classical model, we do cover these standards in a different order and method. As students progress through the grammar stage, their depth of knowledge will allow them to surpass the state standards.

In addition, our teachers integrate teachings of the Bible throughout the curriculum. Although textbooks are purchased from a variety of publishers, all material is taught from a Christian perspective. The Board and faculty of the school strive to maintain high academic and spiritual standards, shaping and molding our students to be life-long, wise, discerning learners.

### **ACADEMIC OFFERINGS:**

Martin Luther offers a broad curriculum designed to lay a firm foundation for future learning.

**FAITH FORMATION** - Students participate in daily devotions, religion classes, memory work, weekly worship and a variety of service projects.

**LITERACY** – Our literacy program begins with a strong phonics emphasis in kindergarten. There is tremendous growth in the skill of reading especially in the 1<sup>st</sup> and 2<sup>nd</sup> grades after having the strong phonics background in those early years. We use materials from Memoria Press to teach spelling, composition, reading, and penmanship.

**MATH** – Rod and Staff curriculum is used to help our students master math facts, fractions, and general math concepts.

**HISTORY** – Students begin a chronological study of world history beginning in the 2<sup>nd</sup> grade using the “Story of the World,” series. World geography and general civics principles are incorporated.

We also include classical studies that cover the great men of Rome and Greek mythology. North Dakota studies are also covered.

**SCIENCE** – Science includes elements of life and earth sciences.

**PERFORMING ARTS** - Our Luther Academy of Music offers band and individual piano, violin, and guitar lessons. All students participate in choir. Beginning in 4<sup>th</sup> grade, students may also join MLS Handbell Choir.

**ART** - Lessons focus on the elements and principles of art, art history, drawing, painting. Students are also introduced to many examples of classical art during recitation time on a regular basis

**PHYSICAL EDUCATION** - Including body strength and fitness, group games, individual and team sports, lifetime sports.

**HEALTH** - Topics of study include injury prevention and safety, nutrition, diseases, other personal health issues.

**LATIN**– Students in the 1<sup>st</sup> grade are introduced to a very casual approach to Latin. In the 2<sup>nd</sup>

grade, they begin formal instruction to Latin that continues through all the grades.

## **DRESS CODE**

God reminds us that all things are to be done decently and in order. The Bible also speaks to us about the proper care and welfare of our bodies. High expectations regarding modest and tastefully appropriate dress is a significant aspect of overall training in Christian living.

Our student dress policy has been developed by the Board of Directors and school faculty in order to promote an environment that focuses on academics. Style of dress and grooming should not distract from student learning. We appreciate your understanding of and cooperation with our school dress policy.

### **GENERAL ATTIRE GUIDELINES**

1. All clothing should be in good condition, without holes or tears, and should be clean.
2. No excessively exaggerated styles and sizes will be allowed.
3. Clothing that advertises products, places or lifestyles inappropriate to the Martin Luther School philosophy of Christian education will not be allowed to be worn to school on any day. The judgment of the teacher and the principal will be used to determine whether the item promotes undesirable values.
4. Collared long or short sleeved shirts (polo style), button up shirts (oxford style), long sleeved turtlenecks, and sweaters are acceptable. Shirts without collars (t-shirts) may be worn provided they comply with all other attire guidelines.
5. Tank tops and spaghetti-strap tops may be worn with a shirt over or under them. In keeping with our expectations regarding modesty, tops should have appropriate necklines; and when arms are raised above the head, skin should not show at the waist.
6. Pants should be worn at the waist with no undergarments or skin near the waist showing. No flannel or fleece pajama pants. No wording on the seat of the pants is allowed.
7. Leggings and pants may be worn under skirts, dresses, jumpers and longer tops.
8. Considering the worship atmosphere being promoted in chapel and special services, a dressed-up appearance is encouraged.
9. On field trips students often leave our campus and interact with people in our community. School dress code and rules still apply. The school and/or teachers may ask that students dress according to the activity, keeping in mind our desire to promote an excellent, positive image.
10. No hats. The principal or classroom teacher may designate other special dress days as appropriate.

11. Shorts and sandals are permitted during the months of August, September and May. Running shorts, shorts shorter than finger-tip length, cut-off shorts, or form fitting bike-type shorts should not be worn. **Sandals must have a back strap. No flip flops or crocs.**

### **FOOTWEAR**

Shoes must be properly fitted, fastened and worn at all times. Shoes designed with laces must be worn with the laces and tied. Heels of footwear must not exceed one inch. No slippers, clogs, or “Heely”/wheeled shoes. Students should have a pair of athletic shoes at school for recess and P.E.

### **OUTSIDE WEAR**

For playing outside in wet and snowy weather, children should be equipped with boots, hats, gloves, and jackets, sweaters or sweatshirts. Snow pants are required when playing in the snow. All outerwear, hats, gloves, coats, jackets, sweatshirts, etc. are the responsibility of your child and should be labeled clearly with their name. Outdoor clothing is to be worn outside only.

### **PRESCHOOL STUDENTS**

Preschool is fun and full of many different kinds of experiences. Since some can be messy, we ask that you dress your child in comfortable play clothes. Your child should wear tennis or canvas shoes with socks. For safety reasons, shoes should have closed toes, heels, and sides. No sandals, heeled boots or clogs are permitted. Please make sure jackets, sweaters and sweatshirts have your child’s name labeled clearly on the inside. Parents are responsible for their child’s appearance and are asked to respect the Christian values of our school.

### **GENERAL GROOMING GUIDELINES**

Hair, make-up, and jewelry should be age-appropriate, conservatively styled, well-groomed and neat. Piercings other than ears are not allowed.

### **ENFORCEMENT**

If a student is found to be inappropriately dressed or groomed, a private consultation will be held to inform the student of the expectations. Parents will be informed of repeated dress code violations and may be asked to bring appropriate clothing.

### **ELECTRONICS/TOYS**

Electronics and toys are great to have, but we request that you leave these at home. Electronics and toys include but are not limited to the following: cell phones, games, music players, trading cards of any kind, cars, etc. If these items are needed for an after-school activity off campus, they should be stored in the child’s backpack for the day. If a student has these items at school without permission, they will be confiscated and returned to a parent/guardian.

### **ENROLLMENT AND REENROLLMENT**

Enrollment in Martin Luther School is open to anyone desiring a Christian education regardless of present church membership.

### **AGE**



An applicant for kindergarten must be five years old by midnight July 31 of the year of enrollment. An applicant for first grade must be six years old by midnight July 31 of the year of enrollment.

### **APPLICATION**

An applicant for enrollment must:

- ◆ Complete and submit a student application form via TADS found on the school website.
- ◆ Complete and submit tuition agreement
- ◆ If applicable, request the applicant's previous school to send a current transcript of grades and other testing.
- ◆ Include a certification as required by state law from a licensed physician or authorized representative of the North Dakota Department of Health and Consolidated Laboratories related to the student's immunization status.
- ◆ Submit an enrollment fee of one hundred twenty-five dollars per student.

### **INTERVIEW**

An interview of each applicant and the applicant's parents or guardian may be scheduled with the principal, classroom teacher and possibly a board member after registration application materials are submitted and before application is accepted.

### **ACCEPTANCE PROCEDURE**

Applicants receive consideration on a first-come, first-serve basis. Each student who applies for enrollment will be accepted if it is determined that the school can accommodate the needs of that student or if suitable arrangements can be made to accommodate the needs of the student. Within this general guideline, all students that apply will be enrolled, subject to enrollment capacity and a preference given to children of communicant members of congregations of the Lutheran Church -- Missouri Synod in Bismarck and Mandan.

Each applicant will be notified as to acceptance as soon as possible after the required information is submitted and the interview occurs. The parents or guardian of an applicant who is not accepted may request the Board to review the decision.

### **CONDITIONAL ENROLLMENT**

Each student is considered enrolled for a conditional period of nine weeks. If the principal determines at any time during that period, after consultation with the student's parents or guardian, that the school cannot accommodate the needs of the student or if suitable arrangements cannot be made to accommodate the needs of the student, the Principal may discontinue the student's enrollment. The parents or guardians of a student whose enrollment is discontinued may request the Board to review the decision.

### **REENROLLMENT**

After initial enrollment, parents should not take reenrollment in the future for granted. Beginning in January, returning students receive priority reenrollment. This is followed by enrollment of siblings and BMLSA members new to MLS. After a prescribed time, enrollment is open to the general public.

## EXCUSING STUDENTS DURING SCHOOL HOURS

Parents or guardians may come to school for their children at any time during the school day by first notifying the office. Please stop in the office to check your child out. Please do not ask them to meet you at the door or in the parking lot. It is very important that you check your child out at the school office prior to leaving.

## FIELD TRIPS

Meaningful field trips are occasionally scheduled by the classroom teacher. Field trips can be an extremely valuable learning experience. Rather than having parents sign for each field trip individually, a general permission slip for all field trips is part of the registration process. Parents will always be notified about any upcoming field trip. The bus is sometimes available for field trips, but parents may be asked to assist in giving rides. In cases involving volunteer drivers, the primary burden for liability insurance coverage is the driver's; however, the school also has blanket liability insurance as a secondary coverage. The use of seat belts and car seats (when required by law) is required.

## GRADES

School Insight from Common Goal Systems (also known as TeacherEase) is the school's on-line grade book & database system. Parents can easily view their child's grades and update their contact information with web access. This is a great communication tool to monitor a child's academic progress. Teachers will update grades each week. The on-line grade book will be available for students/parents beginning in 3<sup>rd</sup> grade. This is a secure web-based program and parents/students will be given their own access code when school begins. Check to see if the school has your correct contact information including address, phone, email address, and emergency contact information. Because parents can monitor their child's grades, mid-terms will no longer be sent home.

A+	100%
A	93-99%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	-59%

## HARASSMENT POLICY

As brothers and sisters in Christ, we are called to treat each other with love and respect. Students at Martin Luther School are expected to treat each other in such a way as to promote a safe and secure environment. Any action by a student that is in any manner threatening or hurtful will not be tolerated. A student who threatens or causes injury to another child or teacher will be removed from the classroom until it is determined that the student is no longer a threat. A conference with the child's parents, the administrator, and the child's teacher will be called to ascertain whether the offending student may be admitted back into the classroom. Examples of threatening acts include written or verbal threats or intentional injury occurring anywhere on school or church property or off school property at a school function.

## HOMework

One of the practices that help students succeed in the grammar stage is that of repetition and review. While much of the schoolwork can be completed during the school day, you can expect that your child will have homework each evening. It may not always be extensive or laborious. It might be reviewing Latin vocabulary, writing spelling words, or practicing math facts. Whatever it may be, it is to help reinforce what is being taught. We ask that you help make this a priority for your child to complete.

All of our teachers will have a form of check-in folder that your child will give her each morning to look over any work that needs to be completed. Beginning in 3<sup>rd</sup> grade, students may be required to take home their class booklets or materials to use for their homework assignment. **It is important that they then bring those materials BACK with them the following day as they are used in the class activity of the day.** If after two days materials that are sent home for homework are not returned, you will need to purchase a replacement available in the office, should the need arise.

Our suggestion is that you help your child get into the habit of keeping his or her backpack in the same place where they would study each night and have it ready to go each morning. Limit any excess things (toys, gadgets, etc.) that go in the bag and keep it for school items only.

## INJURIES

If your child is injured at school and medical attention is necessary, please report this to the school office as soon as possible but certainly within three days. **The school's insurance coverage for school-related injuries is limited.** Damage to or loss of glasses or any other personal property is not covered under any school-provided insurance plan. Parents may want to consider accidental dental coverage for their children.

## LEGAL CUSTODY

In situations where one parent has custody or is considered the legal guardian of a child (also referred to as the child's legal decision maker), documentation should be brought to the school and placed in the child's cumulative file. This is particularly important in cases in which one parent is legally denied contact with the child. In such cases, the school will make every effort to cooperate with court orders.

## **LUNCH/MILK/SNACKS/TREATS**

Students may bring their own lunches during the school year. Please keep in mind that we are not equipped to refrigerate or heat student lunches from home. Our hot lunch program offers a healthy lunch and milk. Parents should monitor their child's lunch and milk accounts online utilizing the School Insight /TeacherEase System. Parents may add funds to their child's lunch account in any increments but are encouraged to consider paying for a month at a time for both lunch and milk. You will be given numerous notices once your child's lunch account is low, empty and below a zero balance.

Martin Luther School is enrolled in the Federal Hot Lunch Program. Forms for free and reduced meals are available on Jump Start Day or in the office.

Each class has a snack break during the school day. Students are responsible for bringing their own snack. Every effort should be made to bring nutritious snack items. Students may order milk, or they may bring a water bottle and have water with their snack.

While peanut butter is a favorite of many kids, we encourage you to save peanut butter sandwiches for home and bring another favorite for school. We may have students enrolled at Martin Luther School who have peanut allergies. Please refrain from bringing treats that include nuts.

If your child wishes to treat his/her classmates on special occasions, we strongly recommend nutritious snacks. Please avoid sending items that require refrigeration, or teacher preparation (cutting cake, cookie cake, etc.) Please communicate with your child's teacher in advance if you wish to send a food item to school. We encourage "non-food" treats for the class such as fun pencils, erasers, stickers, etc. or consider donating a game or books to your child's classroom in honor of their birthday.

## **MEDICATION**

Under most circumstances, prescription and non-prescription medication should be taken **before or after school, and under parent or medical supervision**. If a student must take or receive prescription or non-prescription medication while on school property or during district-sponsored events, his/her parent or guardian must first submit written authorization and provide these medications in their original container and appropriately labeled with the child's name, medication name, dosage, scheduled frequency, and prescribing physician/medical provider. This includes both prescription and over-the-counter medications. A trained School Medication Administrator will administer these medications.

Written parental consent forms are available in the school office and are required for the child to receive their prescribed medications. These consent forms will be retained in the student's file. For the safety of all children, all medications must be brought to the office only by the parent/guardian. Please don't send medications of any type with your child.

When an injury occurs, only First Aid treatment will be provided, and includes only Band-aids and antiseptics.

## **MUSIC**

### **LUTHER ACADEMY OF MUSIC**

The Luther Academy of Music is an extension of the music program at Martin Luther School. The Academy provides students from the school and the entire community with an opportunity to take private lessons as listed below. All fees are paid to the individual instructor(s) for these programs.

#### **Band**

Martin Luther School offers a band program for beginning and returning band students beginning in 4<sup>th</sup> grade for an additional fee. The fee includes whole group instruction as well as instrument specific instruction. Band students will participate in school concerts throughout the school year.

#### **Suzuki Violin**

Violin lessons taught with the Suzuki method are offered for students as young as kindergarten.

#### **Handbells**

Handbells are offered to students beginning in the 4<sup>th</sup> grade for a per semester fee. Practices are generally held Wednesday from 3:30-4:00. Students will participate in school concerts, chapel and other special functions.

## **NEWSLETTERS AND COMMUNICATIONS**

Our school newsletter, called *The Purple Note*, reports on important events that have occurred or will occur during the coming week or month. The Purple Note is sent out via email on Fridays, or the last day of the school week if there is no school on Friday. *The Purple Note* is also on the website. If you are not receiving the Purple Note, check your spam box.

Website:

- [www.lutherschools.org](http://www.lutherschools.org) This will be the place to go for announcements, lunch menus, the monthly as well as the full year calendar.

Class newsletter:

- Each class will have a weekly newsletter that will go home with your child each Friday to keep you up to speed with what is happening.

Remind

- We use the electronic app “Remind” to send reminders of events, as well as a form of communication should there be an emergency or school closing.

## **PARENT-TEACHER CONFERENCES**

Scheduled parent-teacher conferences are held at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters. Parents and teachers are encouraged to make appointments for conferences at other times whenever they deem it necessary.

## **PARENT INVOLVEMENT**

The Parent Teacher League (PTL) offers the opportunity to become more involved in the total life of the school. It is an active group serving many agencies in our school and church. Research indicates that positive parent involvement in the school life of their child directly affects student success in school. It is our expectation that all parents of children will be involved in some area in the life of the school.

The PTL conducts several fund-raising and social activities during the course of the school year. These activities assist the school to purchase specific non-budgeted items, support classroom activities and also provide opportunities for fun and fellowship.

## **PARENT VOLUNTEERS**

The school encourages volunteers to assist with school activities. These parents may do classroom clerical work, tutor students individually, assist on field trips, help with special projects, help with newsletters, assist on the playground, help in the lunchroom, and assist with other activities. Contact the school office if you are interested in volunteering.

## **SCHOOL HOURS**

The school day begins at 8:10 a.m. Any variations to this basic schedule will be communicated through *The Purple Note* and website. Students may enter the classrooms at 8:05 a.m. In order to provide a safe environment for your children, students arriving prior to 8:05 a.m. should go directly to morning ABC Care. Students should not stop at their classrooms to drop off their coats and backpacks. Please remind your child to go directly to the ABC Care area prior to 8:05 a.m.

Unless previously arranged between the parent and the teacher, students should not enter the classroom before 8:05 a.m. The time prior to 8:05 a.m. is reserved for our staff to finalize their preparations for the school day and to participate in daily staff devotions. School is dismissed at 3:15 p.m. Students who are not picked up by 3:30 p.m. will be directed to ABC Care.

## **SPORTS PROGRAMS**

Martin Luther's sports program for elementary students through grade 5 are done in conjunction with Bismarck Parks and Recreation District or other independent organizations. Students from Martin Luther School will have the opportunity to play together on a team with another school.

Martin Luther School has arranged a cooperative agreement with the Bismarck Public School District for students in middle school wishing to participate in sports and must follow the requirements as set by the North Dakota High School Athletics Association. Students living in Bismarck may participate in sports at the Bismarck school which they would attend. Students living outside of Bismarck School Districts may participate in sports only in Bismarck schools. The principal or Bismarck Public School Athletics Department can help you determine with which Bismarck school team your child would participate.

It is the responsibility of the parents to contact the public school to find out when all tryouts and practices occur. MLS and BPS can co-op for the following sports: Basketball (Boys' and Girls'), Cross Country (Boys' and Girls'), Football, Golf (Boys'), Soccer (Boys' and Girls'), Track & Field (Boys' and Girls'), Volleyball, and Gymnastics. If the sport or activity you are interested in is not on the list, please contact the school office regarding adding that sport or activity to our co-op

agreement. Please note, applications for fall sports are due June 1, winter sports are due September 1, and spring sports by January 1.

## **STUDENT BEHAVIOR GUIDELINES AND DISCIPLINE POLICY**

At Martin Luther School discipline is the teaching of self-control, Christian attitudes, orderliness, and efficiency. As a Lutheran/Christian school, we are dedicated to the honor and glory of our Lord and Savior, Jesus Christ. Our conduct and speech should always seek to follow God's directive to "love Him above all and our neighbor as ourselves." We seek to instill the value of virtuous living as we are called to do as children of God.

Teachers deal with students as redeemed children of God. In enforcing discipline, teachers are guided by God's Word. Discipline at the school emulates Christ and His teachings through the application of Law and Gospel. In order to direct our behavior down the path our Lord sets before us in the Bible, the "Luther Lions Code of Conduct" has been established:

**Love THE LORD YOUR GOD WITH ALL YOUR HEART**

**USE your gifts and talents to God's glory**

**TAKE RESPONSIBILITY FOR YOUR ACTIONS**

**Have a humble spirit**

**Express gratitude for God's blessings**

**RESPECT the needs of others**

**LEND A kind HAND**

**IMITATE CHRIST'S patient EXAMPLE**

**Overcome challenges by using perseverance**

**NURTURE YOUR FAITH IN GOD'S WORD**

**SHOW GOD'S LOVE TO EVERYONE YOU MEET**

### **TEAM RESPONSIBILITIES**

At Martin Luther School we view education as a team effort. It is important to work together; students, parents, teachers and the Principal all have an important role in the success of your child's education. Even though we are in a Christian school, things aren't perfect. We are all sinners. Sometimes, there will be things that happen that hurt or even offend us. When these things happen, it is important that we take time to work out our problems. We all have responsibilities when these things happen.

**STUDENT RESPONSIBILITY**—As members of a Christian community who are concerned for one another, students are expected to follow the guidelines of our Lord Jesus Christ (Matthew 18:15-17) when aware of violations of the school standards. This will usually mean the following:

**First:** Personally confronting the person and encouraging him to stop the violation and to make known his problem to those in authority. The problem should not be communicated to other students who are not immediately involved.

**Second:** Others who are aware of the problem should be encouraged to talk to the person if the first step is unsuccessful.

**Third:** It is the responsibility of the student, in obedience to the Lord's command, to report a violation to school authorities so that the one who has committed the violation can be helped. Inability or failure to follow the first two steps should not keep a student from following the last.

### **TEACHER RESPONSIBILITIES**

Individual teachers will handle inappropriate behavior in his/her own classroom. It is expected that most disciplinary problems will hopefully be resolved between the student and teacher. It is also the role of the teacher to communicate between student, parent, and administration regarding inappropriate behavior. The teacher will maintain a record of these behaviors.

### **PARENT RESPONSIBILITIES**

According to Scripture, the parents of the student bear primary responsibility and authority of teaching their children and for rearing them in the nurture and admonition of the Lord. Open communication with school staff/administration is essential and expected.

### **ADMINISTRATION RESPONSIBILITY**

It is the responsibility of the administration to support the teachers/staff. Administration will also intervene with inappropriate behavior as needed. The administration will also maintain communication between parents, students, and teachers.

While it is impossible to address every situation or incident that may arise, the following information has been developed for the purpose of providing guidance to the students, parents, faculty, and administration. The nature and seriousness of a particular situation or incident may result in disciplinary action by the staff and administration as set forth in these guidelines.

### **DEALING WITH GRIEVANCES**

**“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother.” Matthew 18:15 (NIV)**

If any student or parent has a grievance against a school staff member, the proper procedure according to God's Word is as follows:

- The individual should discuss the matter privately with the staff member.
- If the matter is unresolved, it should be brought to the principal of the school. If the matter involves the principal, it should be brought to the school board president.
- If the matter remains unresolved, it may then be brought to a school board member.

Under no circumstances may personal accusations or criticisms be brought up on the floor of any meeting unless these steps are followed. Only an involved party may bring a situation, accusation, or criticism for discussion.

### **DEFINITIONS OF INAPPROPRIATE BEHAVIORS**

1. **Profanity**—The use of any language, act, remark or expression, including obscene gestures, which is offensive to modesty or decency.
2. **Illegal Behaviors**—Illegal behavior is not tolerated in a Christian environment. This behavior is that which is clearly contrary to the commandments of our Lord. This would include assault, battery, and involvement with weapons or items that could be construed as weapons, involvement with tobacco, alcohol or drugs, burglary, theft, robbery, arson, extortion,



vandalism or other felonious conduct. This type of behavior will be reported directly to the proper legal authorities.

3. **Vandalism**—The willful or malicious destruction or defacement of any property belonging to another student, faculty, staff, or the school.
4. **Harassment**—Threatening, intimidating, or taunting of another student by word, act, deed or excessive and/or inappropriate joking and/or teasing. Harassment/bullying can be physical, verbal, emotional, or social.
5. **Insubordination**—The failure to comply with reasonable requests from school personnel; refusing to identify yourself when requested to do so; giving false identification.
6. **Fighting**—Any action on campus or at any school activity that can be defined: Scuffling (physical contact such as shoving, pushing, or jostling); Fighting (mutual combat in which both students have contributed to a situation by verbal and/or physical action); Assault (intentionally, knowingly, or recklessly causing injury to another person).
7. **Stealing**-The unlawful taking disposition of property of another with the intent to deprive the person of the property; receiving stolen property or possession of stolen property.
8. **Honesty/Integrity**- Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are strictly prohibited. Behavior that is unacceptable includes, but is not limited to:
  - Looking at or copying another student’s work, test, or quiz answers
  - Allowing another student to look at or copy answers from your test or quiz
  - Copying information from a source (student, publication, Internet) without proper credit
9. **Weapons in School**- We have a "zero tolerance" policy related to weapons in schools. Students may be expelled from school in the event that they bring a weapon (real or look-alike, loaded or unloaded) on school property. School officials have discretion on a case-by-case basis to apply a lesser punishment. (Note: It is important to understand that knives, replica firearms, starter guns, splatter guns, any frame of weapon that expels any type of projectile, or administrative judgment on any type of personal or household gadget used inappropriately to cause danger or harm may be determined as a weapon by Martin Luther School).
10. **Bullying**: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated over time. Bullying may be verbal, social, or physical in nature.

## **BULLYING POLICY**

**“BULLYING”** means:

- a. Conduct that occurs in a school, on school premises, in a school owned or leased school bus or school vehicle, or at any school sanctioned or sponsored activity or event and
  1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
  2. Places the student in actual and reasonable fear of harm;

3. Places the student in actual and reasonable fear of damage to property of the student; or
  4. Substantially disrupts the orderly operation of the school.
- b. "Conduct" includes the use of technology or other electronic media.  
Forms of bullying include, but are not limited to:
- Physical contact/assault or attempted physical contact/assault;
  - Name calling, verbal assaults, or other putdowns;
  - Damaging or destroying property;
  - Social ostracism;
  - Threats of any kind. A threat is defined as a statement that would be interpreted by a reasonable person as a serious expression of intent to harm or assault another or to damage property;
  - Intimidation, either physical or mental;
  - Extortion or attempted extortion.

## **PROHIBITIONS**

While at school, on school premises, in an owned or leased school bus or school vehicle, or at any school or school sanctioned or sponsored activity or event, a student or school staff may not

- a. Engage in bullying; or
- b. Engage in reprisal or retaliation against
  1. A victim of bullying;
  2. An individual who witnesses an alleged act of bullying;
  3. An individual who reports an alleged act of bullying; or
  4. An individual who provides information about an alleged act of bullying.
- c. Knowingly file a false bullying report with the school.
- d. Off-campus bullying that is received on school property is also prohibited.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion, in accordance with policy and law. School staff found to be in violation of this policy shall be subject to disciplinary action up to and including termination of employment in accordance with policy and law.

## **VICTIM PROTECTION STRATEGIES**

When the school confirms that a violation of this policy has occurred, it shall notify the victim's parents/guardians and the school shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy.

## **PROCEDURAL STEPS**

### ***REPORTING PROCEDURES FOR ALLEGED POLICY VIOLATIONS***

A victim or witness of bullying should immediately report the behavior to a teacher, school staff member, or school administrator. Upon receipt of a complaint, the recipient shall forward it to the principal. If the principal is the subject of the complaint, the complaint should be forwarded to any School Board member. Complaints alleging bullying shall be handled in accordance with the school's harassment policy. See Principal for clarification.

### ***REPORTING OPTIONS FOR STUDENTS AND COMMUNITY MEMBERS***

Students and community members (including parents/guardians) may report known or suspected violations of this policy to the Principal.

## **DISCIPLINARY & CORRECTIVE MEASURES**

Students that the school has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the school's suspension and expulsion policy shall be followed;
3. Make restitution if applicable;
4. Create a behavioral adjustment plan;
5. Refer the student to a counselor (at the parent/guardian's cost)
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Take appropriate measures (e.g., assigned classroom & lunchroom seating, restricting contact during recess) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.
9. Referral to Law Enforcement

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other school disciplinary policies. For bullying initiated off campus and received on campus (e.g., cyber-bullying), the school only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the school may only take corrective measures as described above.

### **CONSEQUENCES FOR MISCONDUCT**

Possible consequences for inappropriate behavior include, but are not limited to, the following:

- Counsel and verbal reprimands from school authorities
- Loss of privileges for students
- After-school detention
- Parent/teacher conference
- Behavior contract
- In-school suspension
- Out-of-school suspension
- Expulsion

### **STUDENT SUPERVISION**

It is the intention of the Martin Luther School that students shall be appropriately supervised at all times during the regularly scheduled school day. The principal will establish rules regarding arrival and dismissal and will notify parents as to when supervision is available before and after school. Supervision may be accomplished through the use of responsible adult volunteers and/or paraprofessionals at the discretion of the administration and within the constraints of the adopted budget. Volunteers and paraprofessionals who are assigned to supervision have the same authority as teachers in the control of student conduct. However, volunteers and paraprofessionals should refer discipline problems to a teacher or the principal.

## **STUDENT RECORDS**

Each student has a cumulative record of school progress. Immunization records, report cards, achievement test results, attendance records, and other pertinent student data are recorded in the file. Student records are confidential, under the Family Educational Rights and Privacy Act

(FERPA), but open to parents as per the Act for inspection. For confidentiality, any reference in the student's file that references another student/person must be removed prior to authorized parent/guardian viewing.

## **SPECIAL NEEDS STUDENTS/LEARNING CENTER**

Martin Luther School cooperates with the public school system in the Title I program, writing of ISPs (Individual Service Plans), and testing students should the need arise.

MLS faculty reserves the right to request testing of a student if a student's behavior or academic performance warrants it. If testing is refused, BMLSA reserves the right to release the student. If parents request testing, they will be referred to the public school system at the public school's expense. Any instructional service plan for the student must be followed through.

If a student is evaluated to have a special need, the Board and faculty will determine as to whether the child's need can be met at MLS. After conferring with the faculty, the Board will make the final decision in each case. MR, ED, SED and non-ambulatory students' needs cannot be met at this time.

### **TITLE I SERVICES AT MARTIN LUTHER SCHOOL**

Martin Luther School Students who live within the boundaries of a Bismarck Public Schools Title I school are eligible to receive Title I reading services through BPS. Enrollment in the Title I program depends on the need of the student as compared to other students at Martin Luther School. The number of students Martin Luther School can enroll in the program depends on the overall number of students in the Title I reading program for non-public schools in Bismarck.

For students living outside the Bismarck Public School District, students must also qualify for the free and reduced lunch program. If you live outside of the Bismarck Public School District and would like to know if you qualify for Title I services, please contact the school principal.

Title I is a public school activity which is housed in our school. The above requirements for admission into the Title I Reading Program are determined by Federal Law, not Martin Luther School nor Bismarck Public Schools.

## **TELEPHONE USE**

If parents need to contact their children during the school day (8:05-3:15) please contact the office. Students are not allowed to use cell phones during the school day.

Student cell phones must be turned off and in student's backpack or locker. If a phone is visible or audible, without prior permission, it will be confiscated and may be picked up by the parent in the school office.

## **TUITION AND FEES**

### **ACTIVITY FEE**

An Activity Fee is due at the start of each school year. The Activity Fee is used to help pay for some field trips, bus use, technology and other class activities and student supplies. We try to avoid collecting money for field trips throughout the year.

## **TUITION RATES**

It is important to make Lutheran education affordable for parents, while maintaining high academic standards and providing unique educational opportunities for students. The tuition policies at Martin Luther strive to keep tuition as low as possible, and to rely on contributions and other fundraising in a mix of financial resources. Tuition income provides only about half of the total dollars needed to operate the school. Contact the school office for current tuition rates.

## **ENROLLMENT FEE**

An enrollment fee must be paid at the time the application is made for enrollment. If the applicant is not accepted for enrollment, the fee will be returned to the applicant. If the applicant is accepted for enrollment, and subsequently notifies the school of a decision not to enroll, the registration fee will not be returned.

## **TUITION PAYMENT PROCEDURES**

The tuition received is used to operate the school. It is vitally important that tuition is paid on time. Tuition payments are handled through the TADS Online Tuition Management System. If you are unable to make your monthly payments in a timely manner it is important you contact the school office. A student for which tuition payments are at least ninety days overdue may forfeit his or her enrollment. Prior to this enrollment forfeiture, the Principal/Principal designee will personally contact the student's parents or guardian to ascertain the circumstances, discuss alternatives, and report those circumstances, alternatives, and decision to the Board. The parents or guardian of a student may request the Board to review enrollment forfeiture.

If a student withdraws enrollment for the remainder of the school year, any tuition paid for the month during which the withdrawal occurs and any fees paid will not be refunded. Any other advance payments of tuition will be refunded.

## **VISITING SCHOOL**

We are certainly able to make arrangements if you are interested in visiting the school during the school day. We ask that you make arrangements with the school teacher and the school office. For the safety of our students, we request that all visitors check into the school office first when entering the building during the school day. Students wishing to bring a guest (i.e. a student from another school) for lunch must make arrangements with the principal at least one day in advance.

## **WEATHER/STORM POLICY**

The health and safety of the students is the major consideration when making decisions about the appropriateness of going outside during extremely cold or wet conditions. Other considerations will be other needs of children such as fresh air, exercise, work breaks, and unstructured playtime for social development. Students should come to school dressed appropriately to be outside during the weather expected that day. Martin Luther School follows the same guidelines used by the local public schools when determining the appropriateness of outdoor recess during cold weather. Outdoor recesses will not normally occur when the wind

chill drops below -15 degrees F. Keep in mind that actual time outside during recess breaks is generally limited to about ten—fifteen minutes. Teachers may determine the appropriateness of outdoor recess during cold weather based their individual classes.

*STORM POLICY:* The principal may cancel, delay opening, or end classes early in the event of storm conditions. When bad weather is in the forecast, the principal will closely monitor the weather conditions and forecast. We will communicate with parents about any school closures via the following methods:

Website:

- [www.lutherschools.org](http://www.lutherschools.org)

Text via *Remind*

- We use the electronic app “Remind” to send reminders of events, as well as a form of communication should there be an emergency or school closing.

If Bismarck Public Schools are closed due to weather related conditions, Martin Luther School will also be closed. If severe weather develops during the day when students are already in school, the principal will follow a general policy of not allowing students to leave the building unless called for by a parent or guardian.



# **SCHOOL BOARD**

## **THE BISMARCK-MANDAN LUTHERAN SCHOOL ASSOCIATION**

The Bismarck--Mandan Lutheran School Association is a nonprofit, 501(c)(3) corporation established in 1994 as a joint effort of the four Lutheran Church--Missouri Synod congregations in Mandan and Bismarck at that time. The purpose of the Association is to establish and maintain one or more educational institutions identified with The Lutheran Church -- Missouri Synod.

### **OFFICERS:**

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