

**Board of Education Handbook**

**St. Mark Lutheran Church & School**

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**BOARD OF EDUCATION for 2021-2022 School Year**

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### **Mission of St. Mark Lutheran Church**

As men, women, and children through faith in Christ, we exist to:

- **GLORIFY** the Triune God
- **GROW** in grace and knowledge
- **GO** to proclaim God's truth to one another,

to the campus, the community, and the world.

*"Therefore go and make disciples of all nations..." Matthew 28:19*

### **Mission of St. Mark Lutheran School**

The mission of St. Mark Lutheran School is to assist parents, both in the congregation and community, in providing their children a Christ-centered education, preparing them for life with their Savior here on earth and eternally in heaven.

### **Purpose and Aim of St. Mark Lutheran School**

The prime responsibility for education of children lies with the parents. St. Mark Lutheran School exists to assist and support parents with the Christian education and training of their children. II Peter 3:18a, *But grow in the grace and knowledge of our Lord and Savior Jesus Christ.*

Children learn that God's Word is not an isolated course, but all subjects are taught in light of Scripture.

Our Lutheran Elementary School strives to develop and nourish the children's spiritual life so their faith will show itself in their personal relationships as well as their role in society.

The Holy Spirit has called each certified member of the St. Mark staff to faithfully serve the school and congregation. Each called servant will prepare students spiritually while maintaining the high academic standards necessary for Lutheran Preparatory School or secular secondary education. Through daily contact with the Word, the children will be inspired to serve the Lord with their time and abilities, whether it be through the preaching or teaching ministry, or other vocations in life.

St. Mark Lutheran School will provide students and families with an atmosphere ideal for Christian education. This is achieved through well maintained facilities and faithful communication between parents and staff.

Through our programs of Christian education, we are providing children of God with the discipline and training for a more effective service to their Lord and at the same time, furnishing them with the knowledge and skills necessary for life in the world around them. Prov. 22:6, *Train a child in the way he should go, and when he is old he will not turn from it.*

## **Purpose of the Board of Education**

The purpose of the St. Mark Lutheran Church Board of Education is to oversee the operation of St. Mark Lutheran School. They shall formulate all policies related to the school in the light of the Word of God and in keeping with sound Christian judgment.

## **Responsibilities as Outlined by the By-Laws**

### **Section 4**

### **Board of Education**

1. The Board of Education, should the congregation elect to have such a board, shall consist of three laymen who, together with the pastors and principal, shall have charge of the education programs of the congregation, as set forth in Article 12 of the Constitution. The assistant principal and the activities director may attend meetings of the board as ex-officio members. They shall administer, control, manage, and promote those programs. They shall assist, consult with, and advise the teachers and perform such other duties as may be assigned to them under the Bylaws or by resolution of the congregation.
2. A lay member of the board shall be selected to serve as Chairman and shall be a member of the Church Council. This lay member may serve consecutive terms as Chairman.

## **THE LUTHERAN ELEMENTARY SCHOOL AND THE SUNDAY SCHOOL**

### **Section A Character of the Lutheran Elementary School**

The school maintained by this congregation shall be a Lutheran Elementary School, the aim and object of which shall be to bring up children in the training and instruction of the Lord (Ephesians 6:4) and to provide for them a complete course of elementary education. All subjects shall be taught from the Scriptural point of view and in accordance with Article 2 of the Constitution of the congregation.

### **Section B Rules for admission in the Elementary School**

While our Lutheran Elementary School is primarily maintained for the children of St Mark Congregation, we shall also welcome children from outside the congregation as resources will accommodate and circumstances dictate. We recognize that St Mark Lutheran Elementary School can be an important agency for training the children of other Christian families, and that through its instruction unbelieving souls may also be led to believe in Jesus Christ as their Savior. Non-members desiring to enroll children will pay the tuition scale. The tuition scale will be specified by the Board of Education and approved by the voters.

Children applying for admission into preschool, kindergarten, and first grade must meet the age requirements. The age requirements will be specified by the Board of Education and approved by the voters.

The Board of Education shall be responsible for the following administrative functions of the Lutheran Elementary School. All changes and proposals must be submitted to the Church Council for review and approval:

- a. Setting the annual School Calendar
- b. Overseeing the school curriculum and proposing changes as needed
- c. Proposing Fees and Tuition rates to be charged to students. (Voter approval also required)
- d. Proposing budget requests to be included in the annual Ministry Plan to support the curriculum. Expenditures for changes must be approved through the financial process as defined in the Bylaws (See Article VI, section 2, Item 2 and Article VII Sections 3 & 4) and Church Policy (See Article XIV)
- e. Overseeing the school technology program and working with the Board of Technology to propose changes. Expenditures for changes must be approved through the financial process as defined in the Bylaws (See Article VI, section 2, Item 2 and Article VII Sections 3 & 4) and Church Policy (See Article XIV)
- f. Overseeing the music lessons' program within the school
- g. Overseeing the Before & After School Care Program and recommending the coordinator to be approved by the voters
- h. Overseeing the Athletic Department and approving the volunteer coaching appointments each school year

#### Section C The Sunday School

To further the Christian training of the children of St. Mark congregation and School, a Sunday School offering systematic Christian education for children shall be maintained by the congregation.

The Board of Education shall be responsible for the following administrative functions of the Sunday school. All changes and proposals must be submitted to the Church Council for review and approval:

- a. Setting the annual Sunday School Calendar in coordination with the worship schedule developed by the Board of Elders
- b. Overseeing the Sunday school curriculum and propose changes as needed. Propose budget requests as part of the annual Ministry Plan to support the curriculum. Expenditures for changes must be approved through the financial process as defined in the Bylaws (See Article VI, section 2, Item 2 and Article VII Sections 3 & 4) and Church Policy (See Article XIV)
- c. Overseeing the volunteer staffing of Sunday school teachers, Sunday School Superintendent, music leaders, and classroom assistants

#### Section D Teaching Staff of Lutheran Elementary School and the Sunday School

The congregation shall call Lutheran Elementary School teachers according to the provisions of Article 11, Sections 4, 5 and 6, of the Constitution of this congregation. A properly called male

teacher shall serve as Principal of the school. If the teaching staff of the Lutheran Elementary School is comprised of women teachers only, the pastor shall serve as principal of the school.

Lutheran Elementary School teacher aids shall be selected from the qualified ranks of the congregation's membership or members of our fellowship.

Sunday School teachers shall be selected from qualified ranks of the congregation's membership or members of our fellowship. Both the Board of Education and the Pastors are authorized to call Sunday school teachers in the name of the congregation.

The Board of Education shall appoint a Sunday School Superintendent, who shall assist the pastor in supervising the Sunday School instruction. He shall also attend to such matters as the pastor(s) and the congregation may ask of him. Both the Board of Education and the Pastors are authorized to call the Sunday School Superintendent in the name of the congregation.

#### Section E Youth Ministries

The Board of Education shall be informed of and appoint committees and liaisons to supervise other youth ministries as deemed appropriate.

The Board of Education shall oversee the Vacation Bible School curriculum and propose changes as needed. Propose budget requests as part of the annual Ministry Plan to support the curriculum. Expenditures for changes must be approved through the financial process as defined in the Bylaws and Church Policy

#### Section F Policies and Handbooks

The Board of Education shall maintain handbooks and policies to be used for our education programs. They shall propose changes to the handbooks and policies to the Church Council for review to insure that the handbooks and the policies are in agreement with church policies. The Church Council must recommend any changes to the voters for approval.

#### **Organization of the Board of Education**

Each elected member to the Board of Education will serve a three year term. Every year, a new member will be elected to the Board of Education starting in July, and the one Board member that has completed three years will step down from the Board.

A lay member of the board shall be selected to serve as Chairman and shall be a member of the Church Council. This lay member may serve consecutive terms as Chairman. The chairman shall preside at all meetings of the Board, strive to see that all decisions of the Board are carried out, serve on the Church Council as the Board of Education representative (or appoint another Board member to replace him if he must be absent) and report the activities of the Board and the school to the same. He shall at all times serve as an advocate of the school before the Church Council and the congregation.

The secretary of the Board of Education will be assigned by the Board of Education Chairman. He shall take minutes at all Board of Education meetings, keep a record of the same, and distribute the minutes to the rest of the Board.

All members of the Board shall be ready to receive the concerns of parents and teachers in an open-minded, non-judgmental way. If there is a problem concerning a child and his/her education, the parent should be encouraged to first discuss the matter with the child's teacher. If the problem continues, the parents should next discuss it with the principal. If there is still no satisfactory resolution to the situation, then the matter should be brought before the Board of Education.

All members of the Board shall make every effort to visit and observe the classrooms of the school at least once each year.

### **Meetings of the Board of Education**

The Board of Education shall attempt to meet once a month at a time that is convenient for the most members. Extra meetings shall be held as needed and the chairman, or the principal, shall be responsible for arranging the time of the meeting and informing all the members of the Board.

### **Budget**

The Board of Education shall review the budget of the school on a yearly basis prior to the establishment of the church's budget for the coming year. It shall make recommendations for changes to the budget in keeping with the needs of the school.

### **Tuition and Book Fees**

The Board of Education shall review and set the yearly Book Fee as well as the tuition fees for Non-Members on an annual basis. These fees and tuition changes shall be brought to the Church Council for approval. They also need to be approved by the Voters' Assembly.

### **School Enrollment**

It is the responsibility of the Board of Education to set guidelines for the entrance of students to St. Mark Lutheran School. The following guidelines have been established:

- Members of St. Mark Lutheran Church will be admitted first, followed by other WELS or ELS families. If there is enough room, other non member students may be considered for enrollment.
- Students who turn 4 years old before September 1 are eligible to enter at the preschool level.
- Students who turn 5 years old before September 1 are eligible to enter at the kindergarten level.
- If a student wishes to transfer to St. Mark from another school, and there is a question as to the appropriateness of accepting this student, the Board of Education will make a final

decision. To do so it will gather as much information as it can.

### **Gym Use**

The Athletic Director is in charge of coming up with a gym use calendar as well as proper supervision for groups using the gym. If a problem arises, the Board of Education will make the final decision on gym use.

### **Discipline Guidelines**

The Lord Jesus Christ directs parents to raise their children according to Christian principles, motivated by God's love and grace. Our Christian Day School's mission is to assist parents in this important endeavor. We want our children to learn appropriate behavior which is outlined in God's Word, including the Ten Commandments. All Board of Education discipline action is to be handled out of Christian love and concern for the child.

The Board of Education will carry out this Christian discipline by following the discipline policy outlined in the school handbook.

### **Other Board of Education Policies**

As the situation arises, additional policies may be adopted by the Board of Education. These additional policies will be shared with the Church Council and approved by the Voters' Assembly. Additional policies are attached to this handbook. All adopted policies shall keep the mission of the school in mind as well as the good of St. Mark Lutheran School and Church.

Policy Category: School Administration

Policy Title: Admission Policy

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

Our Board of Education is a board elected by the voting members of St. Mark. It establishes policies and procedures, and acts as the administering body of the school. The board will make final decisions on all applications for admission in the following order of priority:

1. Members of St. Mark Lutheran Church
2. Members of other Wisconsin Evangelical Lutheran Synod or Evangelical Lutheran Synod congregations.
3. Other children.

St. Mark Lutheran School exists primarily for the benefit of the children of WELS and ELS members. However, non-members are also admitted. Incoming families of non-members are required to meet with the principal and the classroom teacher(s) of their child(ren). Parents are also advised to meet with a pastor so that all questions in doctrine can be answered. Final decisions for enrollment are made by the Board of Education. Non-members will be admitted under a one-month probationary period.

Applications for students who have special needs will be considered with extra care. If St. Mark decides that a student's needs cannot be met, it reserves the right to deny admission or discontinue enrollment for the sake of the child.

Non-WELS or Non-ELS members will be accepted only at the beginning of a semester and not after the semester has begun.

- **Children entering 4K (preschool) must be 4 on or before September 1.**
- **Children must be 5 on or before September 1 to enroll in 5K (kindergarten).**
- **All children must have proper immunizations or provide the proper waiver form.**
- **All children must be potty trained.**

St. Mark Lutheran School exists to provide children with daily exposure to the powerful Word of God and its saving message of Jesus Christ. We enroll children with that purpose in mind.

Motivated by Christ's saving love, the parents of our students understand, appreciate and support this philosophy of education. They value their children's eternal souls above all. They know that their sacrifices of time, talent, and treasure are not loss, but spiritual gain.

For these reasons, parents of non-fellowship (non-Wisconsin Parental Choice Program) children enrolled in K-8 are required to attend and complete the church's Bible Information Class during the first year of involvement in school. This is to be sure that parents are clear on doctrines their children are being taught in school. Parents who do not follow through with this requirement will jeopardize further enrollment of their child(ren). *Families with children in the Wisconsin Parental Choice Program are strongly encouraged to take the Bible Information Class, since Biblical teaching permeates St. Mark's entire curriculum.*

Because our school depends on a strong and active relationship between parents, school, and church, St. Mark reserves the right to discontinue school enrollment based on our philosophy of Christian education.

Space limitations and class sizes may make enrollment limitations necessary. Decisions on enrollment are based on the enrollment priority established by the Board of Education.

**Children entering kindergarten are required to have a physical:** Appropriate forms should be turned in before the first day of school.

It is understood that all children are to participate in the total curriculum of the school, including singing concerts, field trips, the school track meet, and the memorizing of Bible passages, hymns, and doctrine from Luther's Catechism. All students in 5-8 will be expected to meet the requirements for confirmation.

Books and instructional materials that are used in religious studies are considered separate items from the usual classroom materials. We ask families to purchase these books separately. They then become your personal property. We pray they will be used in the home, as well as in school.

Parents of St. Mark are asked to participate in serving hot lunch.

Adopted: 1/26/14

Adopted: Voters' Assembly, 7/23/17

Revised: 1/31/21

Policy Category: School Administration

Policy Title: Attendance Policy

Regular and punctual school attendance is essential for success in school. As Christians, we recognize how important it is to model the lessons of attendance and punctuality to our children for their own future. We also recognize that valuable lessons in God's Word and other academic subjects will be missed if we are absent or tardy from school. An accurate record of attendance is required by law and is carefully noted in a student's permanent record where employers and other schools may find it.

<b>Attendance</b>	<b>Description</b>
Present	Student is in attendance for all classes all day.
Half Day Absent	Student misses over 2 hours, and is excused by parents.
Absent (Excused/Illness)	Student misses all day and is excused by parents.
Absent (Unexcused)	Student misses all day and not excused by parents.
Tardy	Student arriving in the classroom after the 8:45 AM bell will be marked tardy.
Appointment	Student misses less than 2 hours for a planned absence excused by parents.

If a child is absent:

- Parents are required to notify the school, through either a phone call or e-mail by 8:30 am, as to why their child will not be in attendance. If the school is not notified, parents will receive a call from the school inquiring of the child's status.
- Upon return from any absence, the child is responsible for promptly completing all assignments missed during the absent period.
- Parents are required to notify the teacher a week in advance before they take their child out of school for family vacations or other reasons. The child is responsible for all work missed.
- Children not attending field trips and the track meet are marked absent for that day.

By law, all children are required to attend school every day that school is in session. The average number of days that a child is typically absent from school is five days in a school year. The parents/guardian of a student who misses 20 days during a given school year will be notified by the school office and a meeting will be requested with the classroom teacher, principal and

member of the board of education. If a student misses 30 days, he/she will be retained and his/her continued enrollment at St Mark will be reviewed in accordance with Christian judgment and governmental guidelines. Special situations involving medical or other reasons that require extended absences will be taken into consideration.

Adopted: 1/26/14

Adopted: Voters' Assembly, 7/23/17

Revised: 6/13/18

Policy Category: School Administration

Policy Title: School Board Orientation

Effective membership on the board of education requires a substantial knowledge of the school and its related agencies of education. New members will be provided a thorough orientation to the school and to the operating procedures of the board. This orientation shall be conducted by the principal before the new board member assumes his place on the board. The orientation shall consist of at least the following:

1. Review of the Policy Book;
2. Review of the Parent Handbook;
3. Review of the Faculty Handbook;
4. Introduction to faculty and staff; (may be done at the beginning of the school year)
5. Summary of plans, problems, and challenges facing the school.

Additional orientation may be provided by the pastor(s) and the chairman of the board.

Adopted: 4/1/14

Passed by Voters: 4/27/14

Adopted: Voters' Assembly, 7/23/17

Revised:

Policy Category: School Administration

Policy Title: School Board Meeting Minutes

To help keep accurate records of how the Board of Education is overseeing the operation of St. Mark Lutheran School, the agenda of each meeting with any decisions that occur will be recorded. These records should be maintained by the assistant principal or designated School Board member.

Rules and regulations:

1. Both electronic and hard copies of the minutes should be maintained.
2. The records should reflect what was discussed at the meeting.
3. Minutes should be distributed to all school board members before the next meeting.
4. Certain sensitive items can be left out of the official records.
5. Hard copies should be kept for 5 years, electronic copies should be kept for 10 years.

Adopted: 4/1/14

Passed by Voters: 4/27/14

Adopted: Voters' Assembly, 7/23/17

Revised:

Policy Category: School Administration

Policy Title: School Calendar: Length of School Year

To help with the planning of various activities involving both church and school, a tentative school calendar shall be drawn up yearly. This calendar is to be approved by the Board of Education.

#### Rules and Regulations

1. The assistant principal will draw up the tentative schedule for the following school year following the publication of the Eau Claire school district calendar.
2. Although there will be some variances, the school calendar will try to follow the school district calendar. This will cut down on the amount of drive days for the parents.
3. The calendar must meet the length of school hours as set by the Wisconsin Department of Public Instruction for Public Schools/Wisconsin Parental Choice Program. Chapter PI 8.01 (2) (f) Wisconsin Administrative Code. Hours of Instruction:
  - a. Preschool/Kindergarten (Half Day) - 435 instructional hours
  - b. Grades 1-6 - 1050 instructional hours
  - c. Grades 7-8 - 1137 instructional hours

Adopted: 3/10/14

Passed by Voters: 4/27/14

Adopted: Voters' Assembly, 7/23/17

Revised: 1/31/21

Policy Category: School Administration  
Policy Heading: Recruitment  
Policy Title: Outreach to the Unchurched

The following activities may take place to reach out to the unchurched with opportunities to learn about St. Mark Lutheran Church and School:

1. Power Hour: A gathering of preschool aged children for Bible time, Bible songs, and crafts. Parents attend with their children. This group meets 8 times per school year.
2. Vacation Bible School: Each summer a week long Bible camp is provided for members of Mark and the community from 3yrs to 5<sup>th</sup> grade.
3. Community events such as parades provide opportunities to hand out fliers and provide information about St. Mark Lutheran Church and School.
4. Advertising by means of:
  - a. Ads in the local paper, radio, or TV
  - b. Signage on the property
  - c. Posters in local businesses
  - d. A St. Mark LES promotional DVD
5. Articles will be published in the local paper for school activities, events, and recognizing student achievement.
6. Other activities as they may arise.

Through the contacts made through these activities, a list of nonmember families will be gathered and allow for a follow-up contact by a pastor, the principal, a teacher, or congregation member to determine if there might be interest in St. Mark Lutheran School.

Adopted: 10/8/14 (Board of Education); 10/21/14 (Church Council)

Adopted: Voters' Assembly, 7/23/17

Revised:

Policy Category: School Administration

Policy Heading: Recruitment

Policy Title: St. Mark Families not Enrolled in the LES

1. The Mission, Vision, and Objectives, as well as all the activities of St. Mark Lutheran School are kept before the congregation members as much as possible through regular articles in the monthly church newsletter and weekly bulletin.
2. The Board of Education and principal provide regular reports at Open Forums and Voters' Meetings.
3. Families not sending their children to St. Mark Lutheran School are encouraged to participate in:
  - a. Sunday School
  - b. Vacation Bible School
  - c. Power Hour: program for preschool age children in the Church and community
  - d. KICK: Youth group for all 6<sup>th</sup>-8<sup>th</sup> graders in the Church and School
  - e. Other activities as they may arise
4. A "Cradle Roll" is maintained of all children baptized at St. Mark Lutheran Church. A committee sends out regular mailings to families from birth to age 5 from "Strong Roots for Tender Shoots."
5. Personal invitations are extended to all families who have children eligible to enroll in our Preschool or Kindergarten to attend any "Roundup" activities. Announcements about roundups and registration are also placed in the weekly bulletins and monthly church newsletters.
6. Parents of students not enrolled in St. Mark Preschool or Kindergarten programs are contacted by the teacher or principal to determine the reason for not enrolling their children. This provides information needed to determine if changes need to be made in the programs to make them more accessible to our families.
7. Parents who do not send children for the Kindergarten Roundup are contacted soon after the roundup by the principal to determine future enrollment.
8. A list of unenrolled children is maintained and the pastors and principal consult with one another concerning the status of the families and their children. Personal visits to encourage enrollment may follow as needed.

Adopted: 10/8/14 (Board of Education); 10/21/14 (Church Council)

Adopted: Voters' Assembly, 7/23/17

Revised:

Policy Category: School Administration  
Policy Heading: Recruitment  
Policy Title: Assimilation of New Families

The following activities will take place when a new family inquires about enrolling and then enrolls their children in St. Mark Lutheran School:

1. The principal will meet with the family and provide a tour of the facilities. They will be given the Parent Handbook and all materials necessary to enroll their children in our Lutheran elementary school.
2. The principal will review the Mission, Vision, and Objectives of St. Mark Lutheran School and answer any questions a family may have about enrolling in our LES.
3. Arrangements will be made for the family to meet their children's teachers and visit their classrooms.
4. Arrangements will be made to meet with one of the pastors so that if appropriate the membership process at St. Mark Lutheran Church can begin.
5. For new non-member families, they will be enrolled in the next available BIC class to become familiar with the Biblical doctrine taught at St. Mark Lutheran School.
6. The Assimilation Committee will meet with the family to introduce them to St. Mark Lutheran Church. A mentor program is in place to help in the assimilation to St. Mark.
7. A home visit by the students' teachers will be made before school begins. The teachers will share their classroom procedures and get to know the family on a personal level.
8. Families will be invited to the "Opening Service" by the principal. At this time, new students can bring their school supplies, and the family can attend a short chapel service.
9. Other activities as they may arise.

Adopted: 10/8/14 (Board of Education); Church Council (10/21/14)

Adopted: Voters' Assembly, 7/23/17

Revised:

Policy Category: School Administration

Policy Title: Book Fees for New Students

If new students are enrolled at St Mark Lutheran School during the school year, families will be assessed a book fee according to the following scale:

- Families will pay the full Book Fee if their children are enrolled for 2-4 quarters.
- Families will pay half the Book Fee if their children are enrolled for 1 quarter.
- Families will pay the full Book Fee if their children are enrolled at the beginning of the year and leave at some point during the school year.
- Member families may enroll at any time during the school year. Non-member families may enroll only at the beginning of the school year and at the start of the second semester.
- Special circumstances will be discussed on an individual basis.

Adopted: 3/1/16 by BOE

Adopted: Voters' Assembly, 7/23/17

Revised:

Policy Category: Administration

Policy Title: Policy for New Students

1. The principal will gather contact information from the prospect family: this includes a phone number, e-mail address, and home address. The principal will keep a word processor document of all prospect families.
2. The principal will set up a time with the prospective family to get a tour of the school.
3. Following the tour, the principal will provide a welcome folder to the prospective family. This welcome folder includes an application, calendar, and school handbook.
4. The principal will encourage the prospect family to complete the application form.
5. If the family applying for enrollment is not a WELS/ELS family, the principal will inform the prospect family about the expectation to take the Bible Information Class with one of the congregation's pastors. The principal will also explain that the school is an extension of the church.

Note: There are three possible outcomes that come from taking the Bible Information Class:

- The family sees there are doctrinal differences with what they believe, and the family does not feel comfortable with those doctrinal differences so they remove their child from the school.
  - The family sees there are doctrinal differences with what they believe, and the family wishes to continue enrollment at the school. The family understands that their child will be welcome while understanding that the child is there as a "willing learner." In other words, the child will not be allowed to express the differences in doctrine that his/her church teaches.
  - The family, moved by the Gospel as the Holy Spirit works on their hearts, decides to join the St. Mark congregation. They are gladly welcomed to the congregation and as members, now have the opportunity to support the church and school through their offerings.
6. When the family has completed the application, the principal, the prospective child's teacher, and the Board of Education will review the application and determine whether the child may be enrolled. The principal will inform the family that the child will be enrolled on a provisional basis (4-6 weeks) in order to make sure that our school can fully meet the needs of the student.
  7. Note: St. Mark families may enroll at any time during the school year; ELS and nonmember families may enroll based on staff and Board of Education approval.
  8. In order to ease the transition, the principal will meet with the family to fill out the proper paperwork and identify a plan for making the payments for books fees and if applicable, school tuition.

Adopted: 4/4/17 (Board of Education); Church Council (4/7/17); Voters' Assembly (4/26/17)

Adopted: Voters' Assembly, 7/23/17

Policy Category: Students and Student Services

Policy Title: Pass or Retain Policy

At the end of the school year the student will: 1. PASS – The student has achieved passing grades in the course of study. 2. PASS ON CONDITION – The student will go on to the next grade on a trial basis. 3. ADVANCE – The student has not achieved passing grades, but will not benefit by being retained. 4. RETAINED – The student has not received passing grades and will benefit from being retained.

In case of possible retention in a grade, a consultation with the parent is required. The case is reviewed by the child's teacher, the parent, and the principal. If a resolution is not made, a recommendation is made to the Board of Education. The Board will take final action in the matter. Their decision is based on the placement, which will give the child the best opportunity for maximum growth the next year.

Adopted: 1/26/14

Adopted: Voters' Assembly, 7/23/17

Revised:

Policy Category: Students and Student Services

Policy Title: Eligibility Policy

A student earning a failing grade in any subject, at any time during the school year is ineligible for any athletic activity until the grade is raised to a passing grade. If an “F” is received at the end of the fourth quarter, the student may be eligible under a probationary period during which appropriate grades must be maintained. It is important to remember that participating in athletics is a privilege. Each student is a representative of St. Mark Lutheran School and their Savior.

Any student who receives an “Unsatisfactory” in conduct/behavior is also ineligible for the following quarter.

In order to participate in any after school activity, students must be at school by noon that same day.

Adopted: 1/26/14

Adopted: Voters’ Assembly, 7/23/17

Revised:

Policy Category: Students and Student Services

Policy Title: Personal Appearance Policy

St. Mark wishes to develop within its students a feeling for proper grooming and dress along with proper attitudes. Students may express personal tastes in dress and grooming as long as they are consistent with Christian standards and appropriate for an educational setting. In this respect, moderation should be exercised in dress, hairstyles and jewelry.

- Students should wear shirts that cover from the neck to the shoulder (spaghetti straps and strapless tops are not permitted).
- Shirts should also cover both the torso and lower back while arms are raised.
- Mesh material may only be worn with an undershirt. Mesh material is defined as anything that can be seen through.
- Shorts and skirts should be long enough to go beyond a student's fingertips with arms fully extended to his/her sides.
- Shorts of appropriate length may be worn in the months of September, October, April and May.
- Undergarments should be completely covered and not visible through clothing.
- Leggings and tight-fitting pants may be worn in a modest manner with shirt and pants overlapping each other.
- Hats and hoods are not allowed in the classroom.
- Excessive make-up should not be worn.
- Any garment with writing or pictures of questionable nature or which exalts a group, concept, or opinion offensive to Christians and their God is forbidden. (This includes alcohol or tobacco related clothing)
- Please label all boots, coats, shoes, gloves, lunch boxes, etc.... for identification.
- Students are required to have a separate pair of athletic shoes at school on physical education days. All PE clothes also need to follow the St Mark dress code.
- Please dress appropriately for the season.
- Teachers reserve the right to ask students to change or cover clothing that is deemed inappropriate.

Parents have the responsibility of sending their children to school properly attired. Standards of neatness, cleanliness, and decency are to receive prime consideration in the selection of clothing suitable for our school. Students who violate the dress code will be asked to change. If they do not have proper clothing to change into, the parents will be called.

Adopted: 1/26/14

Adopted: Voters' Assembly, 7/23/17

Revised:

Policy Category: Students and Student Services

Policy Title: Staff to Children Ratio in the Early Childhood Ministry

The following teacher/student ratios will be maintained in the St. Mark Early Childhood Ministry in order to provide the best Christian education possible for our students.

<b>Grade Level</b>	<b>Number on Children for a Teacher Before an Aide</b>	<b>Maximum Number of Students for a Classroom</b>
<b>3K</b>	1 to 9	18
<b>4K</b>	1 to 10	20
<b>5K</b>	1 to 10	20

Adopted by the Board of Education: April 6, 2021

Adopted by the Church Council: April 13, 2021

Adopted by Voters' Assembly: April 25, 2021

Revised:

Policy Category: Students and Student Services

Policy Title: Progressive Discipline Policy

Discipline in the school must be in keeping with the principle of the Word of God. *Do not withhold discipline from a child.* (Proverbs 23:13). Parents having children in the school automatically extend their authority to the teacher while their children are at school. Full cooperation between parents and the school is expected in the disciplining of students.

The children in our school will be expected to conduct themselves as Christian young people at all times, whether in school, on the playground, riding the bus, attending or participating in an athletic event, field trips or while communicating with technology.

In the spirit of Matthew 18, any discipline that will be done at our school will be dealt with in this order: 1. Teacher 2. Principal 3. Pastors 4. Board of Education.

Each student is a unique child of God with unique personal, social and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Our school staff dedicates itself to following a set of principles that provide a guide for dealing with student discipline. These principles guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these principles provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

### **Principles for Dealing with misbehavior**

- Students will be shown their sin with the use of the Law and guided in God-pleasing behavior with Gospel motivation.
- Students should respect all those in authority (teachers, pastors, staff and parents) according to the 4<sup>th</sup> commandment.
- Students should be guided and expected to solve the problems they create without making problems for anyone else.
- Misbehavior should be handled with natural consequences instead of punishments whenever possible.
- There should be a logical connection between the student's behavior and resulting consequences.
- Every attempt should be made to maintain the dignity of both the adult and student.

When the regular classroom discipline applied by the teacher is no longer productive and fruitful, the school will use God's word to guide us and to better provide direction so that every matter is handled in a fitting and orderly way as Paul reminds us, *But let all things be done decently and in good order*, (I Corinthians 14:40). Suspensions can occur immediately upon incidents of verbal or physical aggression against anyone, threats of violence or other harm, severe incidents of bullying or harassment, vandalism or destruction of school property, or severe disrespect. In cases where repeated minor offenses occur, suspension can be used to send a stronger message. An expulsion may take place after all other attempts at discipline have failed or when willing gross misconduct or unlawful activity has occurred. Examples of such behaviors may include violence or threats of violence, illegal activity, endangering or threatening to endanger the property, health or safety of others. Under state law, any student who brings a firearm to school is to be expelled for not less than one year.

The following steps will be taken:

- **Step 1:** The teacher will notify the parent(s) and meet to plan a course of action
- **Step 2:** The teacher, principal, and parent(s) will meet further to discuss the situation and to join in a united effort in disciplining the child.
- **Step 3:** The parent(s), teacher, and principal will meet with the Board of Education and one of the Pastors for further disciplinary discussion.
- **Step 4:** Final disciplinary action which may include suspension and/or expulsion will be determined by the school's Board of Education.
- **Step 5:** If the family feels that the suspension/expulsion was improperly administered, the family may appeal in writing to the congregational Church Council, and the Church Council will review the situation. Readmission is not possible without permission by the Church Council.
- **Step 6:** The Board of Education chairman will communicate to the parent and pupil in writing within one week of the Church Council's final decision.

Adopted: July 2012    Revised: June 2017; January 2021

Adopted: Voters' Assembly: January 31, 2021

Policy Category: Students and Student Services

Policy Title: Early Childhood Ministry Rules

**Early Childhood Ministry Rules:**

1. Use kind words and gentle touches.
2. Remember walking feet and inside voices.
3. Share with others and patiently wait your turn.

Positive behaviors are recognized and acknowledged verbally to children throughout the 4K (Preschool) day, as well as in conversations with parents at pick-up time. Age-appropriate behavior problems that arise are taken as opportunities to help children learn and grow in God-pleasing ways.

- The teacher will explain to the child what action was inappropriate and why.
- The teacher and child will work together toward repentance and achieving acceptable behavior.
- The teacher will reassure the child that Jesus forgives our sins.
- Logical and natural consequences will be assessed on a situational basis.
- The child may be directed to another area of the classroom if their behavior continues or is affecting the learning or safety of others until they are able to demonstrate self-control.
- The child may need to be removed from the room if the problem persists. In such a case, the principal, assistant principal and/or pastor would become involved. Parents would be notified at pick-up time about the incident or if necessary, called to pick their child up early.
- In severe or persistent discipline cases, the teacher, principal, pastors and Board of Education will consult with the parents regarding further cooperative disciplinary action.

Adopted: Voters' Assembly: January 31, 2021

Policy Category: Students and Student Services

Policy Title: St Mark After School Care Policy

### **St. Mark Before and After School Care Handbook**

St. Mark Lutheran School is providing both before-school care and after-school care as a service to our school families. We recognize the challenges that working parents face with childcare arrangements and strive to provide options for our school families as an extension to our school's mission statement:

*The mission of St. Mark Lutheran School is to assist parents, both in the congregation and community, in providing their children a Christ-centered education, preparing them for life with their Savior here on earth and eternally in heaven.*

With that mission statement as our guide, our Before-School Care and After-School Care Program will follow the applicable policies and procedures as stated in the school handbook.

#### **Who may attend?**

The Before-School Care and After-School Program will be available for students of St Mark Lutheran School currently enrolled in grades Preschool through Eighth Grade. This program is only available on the days the student attends school.

#### **When will the care be available?**

##### **Before-School Care**

Before-school care will be available from 7:00 AM until 8:15 AM. Between 8:10-8:35 AM, all students will be allowed to head to their classrooms. Students arriving at St. Mark before 8:10 cannot enter the school building without attending before-school care.

Anytime that St. Mark Lutheran School or Kindergarten classes are canceled, (including snow days) the Before-School Care Program is also canceled. Before-school care will still take place on late start days. If St. Mark experiences a "two-hour delay" due to weather, Before-School Care will begin at 9:00 AM. Regular rates will still apply on these days.

This program relies on parents signing up for care. Even though care will be offered every day school is in session, the coordinator will only schedule staff on mornings the care will be used. In the event no child is signed up, there will be no staff working.

##### **After-School Care**

St. Mark After School Care hours are from 3:25 PM to 5:30 PM, Monday through Friday. After School Care is only offered on full school days. If school is off or releases early for any reason, After School Care will not be offered on those days.

## **How much will it cost?**

### **Before-School Care**

Before-School Care will cost \$6 per student for those arriving between 7:00-7:30 AM. It is \$4 per student for those arriving between 7:30-8:00 AM. For students arriving after 8 AM, the cost will be \$2. Please note the following special circumstances:

- If a child is scheduled for care and the parent does not notify the coordinator of any changes by 10PM the night before via email, there will be a \$5 scheduling fee charged.
- Parents **cannot** just show up for before-school care without notifying the coordinator by 10PM the night before. If this happens, a \$5 scheduling fee will be assessed along with the regular hourly fee. Keep in mind that if no students are signed up for care that morning, there will not be any staff working.
- In the case of no-shows, a \$5 “no show” fee will be charged. The coordinator or staff will also call the parent or emergency contacts to find out why the child is not in care. This firm policy is for the protection of your child – if they are scheduled to be in the care of St. Mark Before-School Care and they are not there, we must be able to know that they are safe and accounted for.
- Families with multiple children in before school care can get a discounted rate. A maximum of \$15 per morning will be charged per family.

### **After-School Care**

St. Mark After-School Care charges at a rate of \$4.00 / hour / child. Any part of the hour will be charged as follows: \$2.50 for 30 minutes, and \$4 for an hour. Please be prompt in picking up your children. You will be allowed a 10 minute grace window from 5:30-5:40 PM. If you arrive after 5:40 PM, you will be charged \$1 for every minute after 5:40 PM. Pick-up time should be no later than 5:30 PM.

Also note, your child will be sent directly to After School Care if they are not picked up by 3:40 PM after school charges will begin at that time.

Finally, if an After School program (athletics; academics) is scheduled to begin before 4:30 PM and children will be staying after school, children are to report to After School Care. They will be released at the appropriate time. The St. Mark athletic fund will cover the necessary expenses. If the children stay after school for an After School program (athletics; academics) that begins after 4:30 PM, parents are expected to pay the normal After School Care rates.

## **Is food available?**

### **Before-School Care**

St Mark Before-School care will not provide breakfast for students. The Before-School care will have a microwave and toaster for students to make their own breakfast. All students using Before-School care are encouraged to eat before arriving or to bring something to eat, especially those arriving before 7:30. Milk can be ordered for students in before school care if they sign up at the beginning of the year.

### **After-School Care**

St. Mark After-School care will provide a small healthy snack to the children that attend.

## **What are the scheduling procedures?**

### **Before-School Care**

Parents need to fill out a Before-School Care schedule **by Friday** of the preceding week. The schedule can be found on the St. Mark website. Click on the link to sign up, and submit the form. If parents will have a set schedule each week, they only need to fill out the schedule once, and contact the coordinator via email to notify them their schedule will be the same until further notice. The same no-show and scheduling fees will still apply if parents do not notify the coordinator of changes to their schedule.

It is important that the parents fill out their schedules by the previous Friday whenever possible. If a parent needs to schedule care during the week care is needed, the coordinator needs to be notified by 10PM the night before care is needed to avoid any scheduling fees. ***It is vitally important that parents realize the importance of the program schedule as it relates to scheduling staff for the program.***

### **After-School Care**

Parents are also asked to complete the After-School Care schedule **by Friday** of the preceding week. The schedule can be found on the St. Mark website. Click on the link to sign up, and submit the form. If parents will have a set schedule each week, they only need to fill out the schedule once, and contact the coordinator via email to notify them their schedule will be the same until further notice.

If the need arises for After-School care during the school day, please contact the school secretary and/or program coordinator.

All children remaining at school after 3:40 PM will be brought to After School Care to sign in.

## **What are the payment procedures?**

The Before-School Care and After-School Care coordinator will be in charge of billing families that use the Before-School Care and After-School Care program. The payment policy will follow these steps:

1. A monthly bill will be sent to families. All payments should be placed in the Before-School Care and After-School Care coordinator's church mailbox.
2. If no action is taken, a second "reminder bill" will be sent out after two weeks.
3. If no action is taken, a third "reminder bill" will be sent out again after two weeks. This third bill will include a one week due date. If no payment is made within one week, the family will no longer be able to use the Before-School Care and After-School Care program, and the matter will be shared with the Board of Education.

## **What if I am late or have to cancel?**

Please contact the coordinator for any schedule changes as soon as they are known. Please email [shannon@smwels.org](mailto:shannon@smwels.org) with any changes. Changes in schedule must be received by 10 PM the night before to avoid the \$5 "late schedule change" fee. The one exception to this rule is in the case of a sick child. If your child is sick, please email the coordinator at [shannon@smwels.org](mailto:shannon@smwels.org) or text even if it is the morning of the scheduled care. If the child is unable to attend school, the fee will be waived. ***Please remember, with a small program like ours, schedule changes can have significant impact on the staff and other parents.***

**Who will staff the program?**

The program will be staffed by the Before-School Care and After-School Care coordinator. As needed, additional staff will be used on days the coordinator is unable to work. The coordinator and any additional staff have gone through a thorough background check. All workers will be 18 years or older and a member of a WELS/ELS congregation.

**What are the Drop Off and Pick Up Procedures?****Before-School Care**

The students can be dropped off at either entrance by the parent/adult and gain access to the building with use of the family keycard. Before-School Care will take place in the Large Meeting Room from Monday-Thursday. On Fridays kids will meet in the lower grade wing or gym in relationship to men's Bible study.

**After-School Care**

Children are to sign-in immediately after arriving at the After School Care. Children will remain in After School Care until a parent / guardian / alternative pick-up person signs them out.

Alternative pick-up persons will need to be communicated to the program coordinator. After School Care will also take place in the Large Meeting Room.

**Discipline Policy**

Discipline of children will be carried out in a God-pleasing manner. We will not use discipline that is abusive, frightening, humiliating, or neglectful. We believe that we must lovingly guide and redirect the children to cooperate with their peers, while learning self-control and respect for others. If a child demonstrates behavior that is inappropriate, several methods can be used to try to change the behavior. The child will be asked to stop the inappropriate behavior and be directed to another appropriate activity. Behaviors that have a high degree of intensity or cause injury to other children are cause for immediate concern and intervention. Parents will be notified, and disciplinary action will be taken in connection with the St. Mark Lutheran School discipline policy.

Adopted By the Board of Education: 2/11/13; Revised: 10/11/16; 8/1/21

Adopted By the Church Council: 2/11/13; Revised 8/10/21

Adopted By the Voters' Assembly: 7/23/17; Revised 2/26/20

Policy Category: Students and Student Services

Policy Title: St Mark Wrap-Around Care Policy

### **St. Mark Wrap-Around Care Handbook**

St. Mark Lutheran School is providing wrap-around care to our school families. We recognize the challenges that working parents face with childcare arrangements and strive to provide options for our school families as an extension to our school's mission statement:

*The mission of St. Mark Lutheran School is to assist parents, both in the congregation and community, in providing their children a Christ-centered education, preparing them for life with their Savior here on earth and eternally in heaven.*

With that mission statement as our guide, our Wrap-Around Care Program will follow the applicable policies and procedures as stated in the school handbook.

#### **Who may attend?**

The Wrap-Around Care program will be available for students of St Mark Lutheran School currently enrolled in Preschool or Kindergarten. This program is only available on the days the student attends school.

#### **When is Wrap-Around Care available?**

The wrap-around care will be available from 11:50 AM until 3:25 PM. At 3:25 PM, all students will transition to the After School Care Program, are picked up by the parents, or ride the school bus home.

Anytime that St. Mark Lutheran School, Preschool, or Kindergarten classes are canceled or experience a two-hour delay, (including snow days) the Wrap-Around Care program is also canceled for the day. Wrap Around Care is not available on half-day school days.

This program relies on parents signing up for care. Even though care is offered every day school is in session, the coordinator will only work on the days the care will be used. In the event no child is signed up, there is no staff working.

#### **How much does it cost?**

- St. Mark Wrap-Around Care charges at a rate of \$4.00 / hour / child. Any part of the hour will be charged as follows: \$2.50 for 30 minutes, and \$4 for an hour.
- If a child is scheduled for care and the parent does not notify the coordinator of any changes by 10PM the night before via email, there will be a \$5 scheduling fee charged.
- Children **cannot** just show up for the wrap-around care without notifying the coordinator by 10PM the night before. If this happens, a \$5 scheduling fee will be assessed along with the regular hourly fee. Keep in mind that if no students are signed up for care that day, There is not any staff scheduled.

### **Is food available?**

Children bring their own lunch each day. Microwave warm-ups are allowed, however they must require less than 2 minutes to cook. Milk is available to purchase, or they may have water or bring a drink from home. Children are able to purchase hot lunch once a week when it is being provided for the rest of the school. The standard rates for milk and hot lunch apply. Children are provided with a healthy snack in the afternoon during wrap-around care.

### **What does an afternoon at Wrap-Around Care look like?**

- 11:50-12:30 – Lunch in the classroom (in the gym on hot lunch days)
- 12:30-1:00 – Active Play - The children spend time playing either outside or in the gym depending on weather and gym availability. Children must have appropriate outdoor clothing and shoes/boots every day.
- 1:00-1:10 – Transition Time – The children come in from outside and wash their hands.
- 1:10-2:00 – Free Play – The children choose from various activities around the classroom.
- 2:00-2:30 – Craft, project, games, or sensory activities.
- 2:30-3:15 – Snack / Read Aloud / and Bible Story Time - Children wash their hands and sit to eat a snack. The caregiver reads aloud Bible lessons and books.
- 3:15-3:25 Transition/End Time – Children transition either to After School Care, are picked up by parent, guardian or other designated person, or ride the school bus home.

\*Rest time will be incorporated as needed.

### **What are the scheduling procedures?**

Parents need to fill out a Wrap-Around Care schedule **by Friday** of the preceding week. The schedule can be found on the St. Mark website. Click on the link to sign up, and submit the form. If parents will have a set schedule each week, they only need to fill out the schedule once, and contact the coordinator via email ([liz@smwels.org](mailto:liz@smwels.org)) to notify them their schedule will be the same until further notice. Scheduling fees will still apply if parents do not notify the coordinator of changes to their schedule.

Care schedules should be completed by the previous Friday whenever possible. If a parents need to schedule care or make a change to their schedule during the week care is needed, the coordinator must be notified by 10PM the night before care is needed to avoid scheduling fees. and ensure a caregiver is staffed. ***It is imperative that parents realize the importance of completing care schedules and/or communicating schedule changes promptly to ensure staffing for the program.***

### **What are the payment procedures?**

The Wrap-Around Care coordinator is in charge of billing families that use the Wrap-Around Care program. The payment policy follows these steps:

1. A monthly bill is sent to families. All payments are placed in the Wrap-Around Care coordinator's church mailbox.
2. If no payment is received, a second "reminder bill" is sent out after two weeks.
3. If no payment is received, a third "reminder bill" is sent out again after two weeks. This third bill includes a one week due date. If no payment is made within one week, the

family is no longer able to use the Wrap-Around Care program, and the matter is turned over to the Board of Education.

**Who will staff the program?**

The program will be staffed by the Wrap-Around Care coordinator. Additional caregivers are scheduled on days the coordinator is unable to work. The coordinator and all caregivers have gone through a thorough background check. All workers are 18 years or older and a member of a WELS/ELS congregation.

**What are the Pick Up Procedures?**

Children sign-in immediately after arriving at Wrap-Around Care. Children remain in Wrap-Around Care until a parent, guardian or other designated person signs them out. Names of people with prior approval by each child’s parent or guardian are kept on file. In the event of a change, the parent/guardian must notify the Wrap-Around Care Coordinator before the child is picked up. At 3:25 PM the students either transition to the After School Care Program, are picked up, or ride the school bus home. Children who have an older sibling will be able to ride home on the school bus. If the child is the only child in school, arrangements will need to be made for pickup.

**Discipline Policy**

Discipline of children is carried out in a God-pleasing manner. We do not use discipline that is abusive, frightening, humiliating, or neglectful. We believe that we must lovingly guide and redirect the children to cooperate with their peers, while learning self-control and respect for others. If a child demonstrates behavior that is inappropriate, the child is asked to stop the inappropriate behavior and is redirected to an appropriate activity. Behaviors that have a high degree of intensity or cause injury to other children are cause for immediate concern and intervention. Parents are notified, and disciplinary action is taken in connection with the St. Mark Lutheran School discipline policy.

Adopted by the Board of Education: 2/5/19; Revised 8/1/21

Approved by the Church Council: 2/19/19; Revised 8/10/21

Approved by the Voter Assembly: Concept approved – 1/21/19 – Ratify – 4/28/19

Revised - 2/26/20

Policy Category: Students and Student Services

Policy Title: Access to Student Records

The following policy is adopted per section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA).

### Definitions

For the purpose of this document, the School Board of St. Mark Lutheran School has used the following definition of terms:

<u>Student</u>	Any person who attends or has attended St. Mark Lutheran School
<u>Eligible Student</u>	A student or former student who has reached age 18 or is attending a post-secondary school
<u>Parent</u>	Either natural parent of a student, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent/guardian
<u>Educational Records</u>	Any record (in handwriting, print, tapes, film or other medium) maintained by St. Mark Lutheran School which is directly related to a student, except:

- 1) A personal record kept by a staff member if it is kept in the sole possession of the executor of the record and is not accessible or revealed to other persons except a temporary substitute for the executor of the record;
- 2) Records created and maintained in relation to local law enforcement agencies for law enforcement purposes;
- 3) An employment record that is used only in relation to a student's employment by St. Mark Lutheran School;
- 4) Alumni records which contain information about a student after he or she is no longer in attendance at St. Mark Lutheran School and which do not relate to the person as a student.

### Annual Notification

Parents will be notified of their FERPA rights annually at registration prior to the beginning of each school year.

### Procedure to Inspect Educational Records

Parents of students or eligible students may inspect and review the student's education records upon request. Parents or eligible students must contact the principal of St. Mark Lutheran School with a written request, which identifies as precisely as possible the records he or she wishes to inspect.

The principal of St. Mark Lutheran School will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected. This will be done within one week of the request.

When a record contains information about students other than the parent's child or the eligible student, the parent or the eligible student may not inspect and review the portion of the record which pertains to other students.

Providing Copies/Copy Fees

St. Mark Lutheran School will not provide a parent or eligible student a copy of the student's educational record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records. The fee for copies will be \$.10 per sheet. Postage would also be charged if copies need to be sent through the mail.

Types, Locations, and Custodians of Educational Records

Maintained by St. Mark Lutheran School

<b>TYPE</b>	<b>LOCATION</b>	<b>CUSTODIAN</b>
Cumulative School Records	Principal's Office	St. Mark Lutheran School Principal, School Secretary, Assistant Principal, and Classroom Teacher
Cumulative School Records of Former Students	Principal's Office	St. Mark Lutheran School Principal, Assistant Principal and Secretary.
Health Records	Cumulative School Records Folders in Office and Local Health Department	St. Mark Lutheran School Principal and Assistant Principal, Classroom Teacher, Secretary, and Local Health Department Officials
Speech Therapy and Psychological Records	Local School District Special Services Department	Local Special Services Personnel
School Transportation Records	Transportation Services of the Local School District	Local School District's Director of Pupil Transportation
Attendance Records	Cumulative School Records and Principal's Office	St. Mark Lutheran School Principal and Assistant

		Principal, Classroom Teachers, and Secretary
Special Test Records	Cumulative School Records, Principal's Office, and/or Local School District Special Services Office	St. Mark Lutheran School's Principal and Assistant Principal, Classroom Teachers, and/or Local School District Special Services Personnel
Miscellaneous Records	Principal's Office	St. Mark Lutheran School's Principal, Assistant Principal and Secretary

Disclosure of Educational Records

St. Mark Lutheran School will disclose information from a student's educational record only with written consent of the parent or eligible student, except:

1. To school officials who have a legitimate educational interest in the records. School officials include principal, teachers, support staff members, pastors, current members of the School Board of St. Mark Lutheran School, local School District special services personnel, school attorney, and health department officials.

A school official has a legitimate educational interest if the official is:

- a. Performing a task that is specified in his or her position description or by contract agreement.
  - b. Performing a task related to a student's education.
  - c. Performing a task that is related to the discipline of the student.
  - d. Performing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
2. To the official of another school, or upon request, in which a student seeks or intends to enroll.
  3. To certain officials of the United States Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported educational programs.

4. In connection with the student's request for or receipt of financial aid as necessary to determine eligibility, amount, or conditions of financial aid, or to enforce the terms and conditions of aid.
5. If required by a state law mandating disclosure that was adopted before November 19, 1974.
6. To parents of an eligible student who claim the student as a dependent for income tax purposes.
7. To comply with a judicial order or a lawfully issued subpoena.
8. To appropriate parties in a health or safety emergency.
9. Directory information so designated by St. Mark Lutheran School.

#### Record of Requests for Disclosure

St. Mark Lutheran School will maintain a record of all requests for an/or disclosure of information from a student's educational record. This record will indicate the name of the party making the requests, any additional party to whom the student's educational record may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. This record may be reviewed by the parents or eligible student.

#### Directory Information

St. Mark Lutheran School reserves the right to ask for the following items as St. Mark Lutheran School Directory information: student name, parents' names, addresses, telephone number(s), date and place of birth, date and place of baptism, participation in extracurricular activities, weight and height of members of athletic teams, dates of attendance, awards received, most recent previous school attended, and photograph. St. Mark Lutheran School may disclose any of these items without prior written consent, unless notified in writing to the contrary by the first Tuesday of September of each school year.

#### Correction of Educational Records

Parents of eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Parents or eligible students must ask St. Mark Lutheran School to amend a record. In doing so, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of the student's privacy or other rights.
2. St. Mark Lutheran School may comply with the request or it may decide not to comply. If it decides not to comply, the principal will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the principal of St. Mark Lutheran School will arrange for a hearing and notify the parents or eligible student, reasonably in advance of the date, time, and place of the hearing.
4. The hearing will be conducted by the chairman of the School Board of St. Mark Lutheran School or his designated substitute. The parents or eligible student shall be afforded a full opportunity to present evidence relevant to the issues raised in the original request to amend the student's educational records. The parent or student may be assisted by one or more individuals, including an attorney.
5. St. Mark Lutheran School will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If St. Mark Lutheran School decides that their information is not accurate, misleading, or in violation of a student's right of privacy, it will notify the parents or eligible student that they have the right to place in the record a statement commenting on the challenged information and/or statement setting forth reasons for disagreeing with the decision. This statement will be maintained as part of the student's educational records as long as the contested portion is maintained. If St. Mark Lutheran School discloses the contested portion of the record, it must also disclose this statement.
7. If St. Mark Lutheran School decides that some information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.

Adopted: 4/1/14

Passed by Voters: 4/27/14

Adopted: Voters' Assembly, 7/23/17

Revised:

Policy Category: Students and Student Services

Policy Title: Custody Issues

St Mark will honor the custody agreements decided upon by the courts. In these situations, copies of custody agreements will be kept on file. Parents have access to information and their children until a court rules otherwise.

Adopted by the Board of Education: November 3, 2020

Adopted by the Church Council: November 10, 2020

Adopted by Voters' Assembly: November 15, 2020

Revised:

Policy Category: Students and Student Services

Policy Title: Emergency Procedures for Accident or Illness

1. Assess the situation. Be sure the situation is safe for you to approach. The following dangers will require caution: live electrical wires, gas leaks, building damage, fire or smoke, traffic or civil violence.
2. A responsible adult should stay at the scene and give help until the person designated to handle emergencies arrives.
3. **This person will call 911** if necessary, and take charge of the emergency situation to render any further first aid or care needed, and send word to the Principal or Assistant Principal.
4. DO NOT give medications without appropriate authorization.
5. DO NOT move a severely injured or ill child unless absolutely necessary for immediate safety. If moving is necessary, follow the neck and back injury guidelines in the school office.
6. Another teacher or staff member should notify the parent/legal guardian.
7. If the parent/legal guardian cannot be immediately reached, continue contacting those listed on the student's emergency contact card.
8. A responsible individual should stay with the injured child.
9. Fill out a report for any incident requiring above procedures, and turn it into the school office.

Adopted: 10/8/14 (Board of Education); 10/21/14 (Church Council)

Adopted: Voters' Assembly, 7/23/17

Revised:

Policy Category: Students and Student Services

Policy Title: Abuse and Sexual Misconduct Procedure

## **I. Introduction**

God clearly spells out a standard of conduct for those who serve him in the public ministry (1 Timothy 3:1-6; Titus 1:9). Our Lord's requirements would exclude from the public ministry those who are guilty of child molestation, child abuse, sexual exploitation, or harassment. Our membership and the public have every expectation that we will conduct our ministry according to the standards the Lord has set and in compliance with the laws of our land.

## **II. WELS Background**

The synod serves as the centralized calling body for all called workers serving in ministry throughout the United States and the world. The procedures provided in this document complement the synod's calling process and thus provide the needed legal defense, precluding the possibility of problem called workers being inadvertently transferred to another congregation. Identifying offenders and stopping their mobility is likewise a priority for governmental agencies and insurance providers.

Since 1996, all new Martin Luther College graduates have a background check prior to entering public ministry. A background check is required of pastoral candidates as a prerequisite to entering Wisconsin Lutheran Seminary. Colloquized called workers must submit to a background check prior to entering public ministry.

In addition, St. Mark Lutheran Church and School also maintains a policy requiring background checks of its workers. Reference the St Mark policy "Background Check Policy".

## **III. Purpose**

The purpose of this procedural guideline is to establish a working model to be followed in reporting and resolving incidents of this nature. The procedure is intended to recognize and be especially sensitive to the feelings of, needs of, and long term implications for the accused, the accuser, the congregation, and the synod while fulfilling the legal mandates in disposing of such incidents. The procedure takes into account present and future "call" implications, defamation of character, and concerns about the continued ability to earn a livelihood. It does this by minimizing the amount of reporting, involving in the process only those who have a need to know and screening out the impact of frivolous incidents from the calling process. It also recognizes the need to have a cumulative record of incidents involving an individual regardless of how frivolous each may seem. Such accumulation may indicate a need for corrective action at some point for the good of the individual and/or the legal defensive posture of the congregation and synod.

All persons in a position of authority and/or having oversight responsibility are expected to be familiar with the content of this policy statement and assure that all aspects are strictly enforced. These persons will receive training in this process and must sign off on the training.

#### IV. Definitions

Definition of terms:

A. **Incident** – a charge, report, or allegation made to a responsible church official which requires investigation. This does not include hearsay or anonymous calls.

B. **Allegation** – as commonly used, a statement asserting something without proof. The words “charge” or “report” are preferred as being more definitive.

C. **Sexual Harassment** – There are two types as defined under federal law:

1. Situations in which tangible job benefits are granted or withheld based on submission to or rejection of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

2. Situations in which the working environment is oppressive because of sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

D. **Sexual exploitation** – usually refers to a therapist who abuses his or her position of power to manipulate a patient they are counseling into permitting sexual contact. Numerous state statutes, including Wisconsin’s, include members of the clergy within the term therapist.

E. **Sexual contact** – any intentional touching, either directly or through clothing, of a person’s intimate parts.

F. **Child physical or sexual abuse, molestation** – or any other inappropriate action involving children.

1. Physical abuse - Inflicting bodily harm to children constitutes physical abuse. Instances of physical abuse include any physical act of undue force such as assault with knife, strap, or other implement; burns, fractures, and bruises resulting from being beaten, pushed down, shaken, pinched, slapped or thrown. Physical abuse does not always leave visible marks.

2. Emotional abuse - Emotional abuse deeply affects a child’s self-esteem by submitting him/her to verbal assault or emotional cruelty. It is usually tied in with physical abuse, but does not always involve injuries we can see. The child receives the message that he/she is not good. Emotional abuse can include closed confinement (being shut in a small area), making racial or gender remarks, excessive punishment, use of profanity, knowingly permitting drug or alcohol abuse, ignoring or encouraging peer abuse.

3. Sexual molestation is the making of annoying sexual advances with hostile intent or injurious effect.

G. **Corporal punishment** – is punishment applied to the body of an offender, e.g., whipping

H. **Neglect** - Not hearing or addressing a child’s basic needs for health, welfare or safety may result in harm to the child. It can include any of the following acts of negligence or maltreatment:

- Failure to provide adequate food, shelter, clothing;
- Abandonment;
- Refusal to seek treatment for illness;
- Inadequate supervision;
- Health hazards in the home, school, or church;
- Ignoring a child’s need for contact, affirmation, stimulation and nurture;
- Unsafe transportation.

I. **Called Worker / Staff Member**: as used in this policy, is a person who is an employee and is paid a wage for the performance of duties or activities on behalf of St. Mark Lutheran Church or School.

**J. Volunteer:** any individual whose labor or service is requested by and donated to the Church or school, and is under the church/school's direction or supervision. The existence of a monetary stipend for reimbursement of expenses does not negate voluntary status.

**K. Sexual Misconduct:** Sexual misconduct includes the following:

- (a) Sexual abuse or sexual molestation of any person, including but not limited to, any sexual involvement or sexual contact with a person who is a minor or who is legally incompetent. Sexual contact means any intentional touching, either directly or through clothing, of a person's intimate parts
- (b) Sexual exploitation, including but not limited to, the development of or the attempt to develop a sexual relationship between an employee, guest or volunteer, and a person with whom he/she has a school relationship, whether or not there is apparent consent from the individual.

**L. Mandatory Reporter:** a person who is required by WI Children's Code 48.981

<https://docs.legis.wisconsin.gov/statutes/statutes/48/XX/981> to immediately report to the local authorities any information they have that a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused.

## **V. Insurance Coverage**

Congregations should periodically review their insurance policies to assure adequate coverage for each of these liability areas including corporal punishment. Coverage is usually included by endorsement and involves three liability categories. Suggested insurance coverage for each is 1) corporal punishment \$1,000,000; 2) counseling \$1,000,000, and; 3) sexual misconduct \$1,000,000.

## **VI. What Incidents must be reported**

Congregations and/or schools are responsible for reporting incidents involving pastors, teachers, vicars, full or part-time employees, and volunteers in any capacity. This includes incidents that happen in any activity in which the church is involved and has responsibility, e.g., Sunday school, youth activities, day care, camping trips, class trips, etc. Reporting is to be made to the synod and, in most cases, to governmental authorities where minors are involved.

## **VII. Reporting of Incidents to the Authorities**

### **7.516 Incident Reporting Guidelines**

**What to report:** Any charge, report, allegation of an incident of sexual misconduct or physical abuse involving pastors, teachers, vicars, full or part-time employees, or volunteers in any capacity. Incidents must be reported that occur in any activity in which the church is involved and has responsibility (Sunday School, Pioneers, youth groups, day care, camping trips, class trips, counseling, etc.).

**Who should report:** Generally the pastor (or principal in an incident related to a school) is responsible for the reporting of an incident unless it involves him directly. In such cases, the chairman of the congregation would make the report.

**Children and Minors** – There is a legal obligation to report cases of child abuse (i.e., physical, sexual, molestation, or any other inappropriate action involving children) to the proper

authorities. The local department of health and social services, the sheriff's department, or police department must be notified in the following instances:

1. Reasonable cause to suspect child abuse in the home must be immediately reported by the teacher, pastor, or other person having direct oversight of the child. Failure to report could result in criminal charges being filed against that individual.
2. Instances of child abuse that occur at a function of the congregation/school must be immediately reported by the pastor, principal, teacher or oversight person witnessing the abusive act. Failure to report could result in criminal charges being filed against the individual witnessing the act. In situations where a parent or other person responsible for the child brings reasonable cause to suspect that an abusive act against a child has taken place during a church/school function, it must be investigated immediately and reported to the proper authorities.

**Adult sexual exploitation/harassment** – Allegations should be investigated in a timely fashion to the depth necessary to develop the facts and a resolution. Certain situations of sexual harassment may create liability to the church/school, and a criminal penalty could be assessed against the one committing the act as well as the employer. Matthew 18 may be used as a part of the investigation and resolution. However, since exploitation incidents by definition involve individuals of disparate positions, bringing the accused and accuser together face-to-face at the investigation meeting can easily result in unjust resolution because the counselor has a psychological advantage. Matthew 18 certainly is an initial and integral part of a harassment claim investigation and its resolution. For legal protection purposes, each congregation and school should have a very simple, direct, internally publicized statement outlining the kind of conduct that will not be tolerated. The statement should indicate that complaints will be discreetly but thoroughly investigated with verified complaints and that offenders will be subject to discipline up to and including termination. This type of policy statement may provide the best legal protection an employer may have against such liability.

#### **Reporting Procedure:**

1. Immediately notify local authorities in allegations against church personnel that involve children and minors. The pastor and/or church president should notify the congregation's insurance company.
2. When immediate reporting to authorities is not mandatory, reporting to the insurance company should be deferred until the facts developed by the investigation warrant it.
3. The pastor and/or church president notifies the district president, or in his absence, reports the incident directly to the **synod director of human resources (HR) at 414-559-4037**.
4. The district president notifies the synod director of human resources or designated representative at the synod office. HR initiates documentation and verifies that notification requirements have been met.
5. In the event that the incident is public in nature, the synod's director of communications will oversee synod media contact and assist the congregation or school in developing appropriate communications for the media.

**WELS Documentation:** Due to legal ramifications, all incidents must be reported to the human resources director regardless of how frivolous they may seem. Documentation of the incidents is filed in confidential files accessible only to the HR director, the administrator of the Commission on Parish Schools, and the synod president. The incumbents of these positions make up the “panel” which has responsibility for reviewing, screening and revealing incident issues into the calling process, if warranted.

Because of the confidential nature, need for immediacy in reporting, and perhaps the need for legal or procedural instruction, all reporting should be made by phone to (414) 559-4037. Significant happenings or status updates should be phoned to the same number as they occur so that “panel” files are always current. The “panel” files should also contain investigative dispositions, solutions, findings, court findings, rulings, etc. so that files can be closed in a timely fashion.

### **VIII. The Investigation**

Whether reporting to the authorities is required or not, all incidents, frivolous or not, must be thoroughly investigated and reported internally within the synod. The investigation must be conducted by those who, because of their congregational position, should be involved as the logical choice based on the type of incident involved. Some guidelines on who might conduct an investigation:

Teacher involved in sexual exploitation incident: The principal, pastor, board of education chairman and congregational chairman would conduct the investigation.

Pastor involved in sexual exploitation incident: The circuit pastor, congregational chairman and chairman of the Board of Elders would conduct the investigation. The District President would be informed and involved.

Circuit pastor involved in a sex discrimination incident: The District President, plus the congregation chairman and Board of Elders chairman of the reporting congregation would conduct the investigation.

The investigation should begin immediately when an incident is made known. The investigative meeting should be held as quickly as possible. The investigation should not delay reporting to the authorities when such is required. To do so may be viewed as jeopardizing/delaying the investigation by the authorities.

The purpose of the investigation is to establish the facts surrounding an incident to aid in determining the probability that one has occurred and how best to resolve it. Appropriate written notes should be made including at the investigative meetings. These meetings should include face-to-face discussions with all directly involved parties, informants, witnesses, and those with a need to know, i.e. those conducting the investigation. Copious notes should be taken of the facts including the rationale for any determination, resolution, or agreement. Notes should be signed and if a resolution or understanding is reached, the involved parties should sign it. A confidential filing should be kept of all such records. An incident report form is attached for use in recording and updating information for the file.

## **IX. Timing of Reporting**

The timing of reporting has been mentioned earlier in various sections. It is discussed here in a dedicated section to emphasize the importance of timely reporting when legally mandated and for clarity and ease of reference.

### **To Synod**

- All incidents must be reported and each must be reported immediately.
- Update reports of significant happenings must be reported on an ongoing realtime basis. This includes a report covering the final disposition of the incident.

### **To Civil Authorities**

- All incidents involving a child or minor under 18 years of age must be reported to the appropriate authorities immediately, i.e., county or state department of health and human services (may be known by some other name), sheriff's department, or local police. Reporting to any one within the department usually suffices, but verify that no other authority needs to be contacted.

### **To Insurance Company**

- An immediate incident report should be made to the congregation's insurance company agent to alert them of a possible claim.

All of the above reporting should be made by phone or at least initiated by phone and documented on the incident report form.

## **X. The Panel**

The synod has created a panel for the purpose of maintaining a confidential file of reported incidents and assisting congregations in maintaining compliance with reporting requirements. The panel is comprised of the Synodical Council Administrative Committee chairman, the director of human resources, the administrator for the Commission on Parish Schools, and the synod president. In the event the incident is public in nature, the director of communications serves in an advisory role to the panel. The review function of this panel is tied directly into the ongoing called worker calling process. District presidents desiring to place a name on a call list will review the Progress notes section to determine if a "flag" has been placed on the worker's record for the district president to contact the director of human resources. The district president will then contact the HR director and request a name check of the incident file. If no incident report is found or the content of the record shows it to be frivolous or unfounded based on the local investigation, neither the existence of the incident report on file nor its content will be made known to the requesting district president. However, if the incident report on file indicates that, based on the local investigation, the incident could not be dismissed for lack of factual foundation or that it resulted in an unfavorable disposition, the incident information will be made known to the district president requesting the file check. The panel will make judgments on the release of information on "open" incident reports based on the facts of the situation, including the type and severity of the unresolved incident. Responses to a district president's request for incident file information will be given over the phone at the time of the request.

This procedure obviates the need for follow-up requests for such information by a calling congregation. It is sensitive to the personal and long-lasting effects associated with such

incidents, and yet it also meets the legal reporting requirements and protection needs of the congregation and synod. An accumulation of frivolous or unfounded incidents may be indicative of something in an individual's ministry that makes it prone to such claims and the need for corrective action for the benefit of the individual and the ministry.

Although the volume of name checks on Progress for Parish Schools and the district presidents could be substantial at times, this procedure is not burdensome because the number files of incidents involving active workers is very small.

### **XI. Background Checks – Called Workers**

The incident reporting procedure demonstrates the need to be in strict compliance with legislated rules in regard to sexual misconduct in the workplace. In addition, many state and insurance providers are requiring that all applicants for jobs with schools, public or private, have their backgrounds checked for criminal records on a regular basis. Knowledge of and compliance with state and federal laws is the responsibility of each calling body. The synod has every intention of complying with these statutes and is looking to the calling bodies to develop guidelines for local compliance.

The synod serves as the centralized calling body for all called workers serving in ministry throughout the United States and the world. The procedures provided in this document complement the synod's calling process and thus provide the needed legal defense, precluding the possibility of problem called workers being inadvertently transferred to another congregation. Identifying offenders and stopping their mobility is likewise a priority for governmental agencies and insurance providers.

New graduates are required to have submitted to background checks while students at Martin Luther College or prior to attendance at Wisconsin Lutheran Seminary. The applicable school is responsible for making appropriate arrangements with local police departments or state agencies to process students through the FBI files. The cost of background checks is included in student fees.

Colloquy candidates should be fingerprinted upon application as an integral part of the interview process. The district president responsible for the interview process is responsible for having the fingerprints taken and processed by the local police.

Documentation of each student's background checks is maintained at synodical schools for a period of seven years.

### **XII. Incident Prevention – Local Church Workers/Volunteers**

"Call to serve" forms and application forms should be used for volunteers. It is intended that these documents be used at the local level in all instances where volunteer help is involved with youth in any way, e.g., Sunday School teachers, youth activities, leaders, coaches, field trip organizers, etc. Although there are no guarantees that the individuals signing the forms have not been involved in prior incidents, such forms obtained and filed on workers do provide hard evidence recognizable by the courts that a screening procedure was in effect and, in fact, was used.

Individuals applying for hired positions within local congregations, schools, and synod organizations must complete an application for employment in its entirety and furnish references. Each reference must be checked prior to the person being hired. If the individual will have access to children in the normal course of business, a background check is recommended.

Local congregations and organizations are encouraged to use resources provided by WELS human resources and their insurance providers in conducting training for all workers on a regular basis.

### **XIII. Reference Checks**

The procedures used in the calling process automatically provide internal reference checking for called workers within the synod. They do not cover local church workers or volunteers. The congregation should establish a procedure for subtly or directly seeking background information on all persons who will be working directly with children in any capacity. As an example: the congregation may want to consider a policy where no member or volunteer is assigned to work with children during the first six months of membership or at least not alone. This allows the congregation and school time to get to know the new member better. Also, ask for and check references on any potential employee.

Reference checks from the outside on a prior employee or member of the congregation may pose a different issue. If a former worker has a good record, there is no problem in responding positively to such requests. The legal concern or problem occurs when a person has a poor employment record, and a poor reference may give rise to a charge of defamation. Facts may differ greatly from situation to situation and state law may require different responses in different situations.

When non-WELS organizations are seeking reference information for a worker with a poor employment record, the reference should include the name of the your organization, date of service and position held together with a statement that no further information will be furnished unless a document authorizing the furnishing of more information with a release of liability signed by the former worker is received by the congregation or WELS organization involved. If child abuse is involved, many states either have or are considering laws which may require further reporting to potential employers.

When providing employment references within WELS for non-called positions, the discussion in the previous paragraph would apply. The calling process when coupled with the incident handling and reporting procedure described herein should suffice for called workers in providing personal worker background information, including protection where child abuse is involved.

### **XIV. Incident Prevention – Congregation Program**

In this connection, there are excellent resource materials available to congregations and schools for legal updates and training programs. *Church Law and Tax Report*, publisher of legal and tax materials for churches and a newsletter by the same name, has developed an excellent resource kit for helping religious organizations prevent and deal with incidents of child abuse. The title of the kit is “Reducing the Risk II” and contains a video (CD or VHS format) and other printed

materials. The cost of this program if ordered from *Church Law and Tax Report* is about \$50. The program is also available at minimal cost to WELS organizations insured by Church Mutual Insurance Company at the following address:

Church Mutual Insurance Company  
P.O. Box 357  
Merrill, WI 54452.  
[www.churchmutual.com](http://www.churchmutual.com)

Non-Church Mutual policy holders should check on the availability of “Reducing the Risk II” from their insurance provider or go to [www.churchlawtoday.com](http://www.churchlawtoday.com) to order.

Establishing an incident prevention program at the local level is a major step in providing a safe and loving environment for children and workers. Invite parents and members to participate in awareness training so that everyone who wants to be involved knows the parameters the congregation and school have established. Most importantly, the guidelines demonstrate our ongoing concern for the welfare of our children as well as the high moral responsibilities of those who supervise them.

#### **XV. Implementation of this Procedure**

This policy and procedure guideline is provided for use in handling and reporting all incidents involving called, volunteer, or hired workers on an ongoing basis as they occur. Incidents should be reported to the synod via the special private hotline at 414-559-4037. This is a direct line to the director of human resources’ mobile phone. Messages and faxes can also be sent to the director of human resources at 414-256-3268. District presidents use the same phone numbers for seeking incident information when preparing call lists.

#### **XV. Links and Resources**

- Godly Response to Abuse in the Christian Community (G.R.A.C.E.): [www.Netgrace.org](http://www.Netgrace.org)
- Prevent Child Abuse America: [www.preventchildabuse.org](http://www.preventchildabuse.org)
- Child Welfare Information Gateway: [www.childwelfare.gov](http://www.childwelfare.gov)

Policy Category: Students and Student Services

Policy Title: School Security Plan/Visitor Policy

In order to provide a safe environment for students attending St Mark, a visitor protocol has been put into place. Doors 3 and 4 to school will be open in the morning during the arrival hours of 8:10 AM- 8:25 AM. During this time, teachers will be monitoring the two entrances as students arrive. Students arriving before 8:10 will be required to go to before school care. The doors will be locked during the school day from 8:25 AM-3:25 PM at all times. Parents, visitors, and students arriving during the school day will be required to enter the church entrance. This door is locked and the secretary will buzz visitors in. Upon being buzzed in, the visitor will check in with the office and will be directed by the secretary where to go. The school doors will once again be open from 3:25 PM-3:45 PM as students are dismissed. Teachers will be monitoring all entrances during dismissal times. Any student still in the building at 3:45 will be sent to after school care.

Adopted by the Board of Education: September 11, 2018

Adopted by the Church Council: September 25, 2018

Adopted by Voters' Assembly: October 22, 2018

Revised: January 31, 2021

Policy Category: Students and Student Services

Policy Title: Toxic Chemical and Dangerous Materials Safety

In order to provide a safe learning environment at St. Mark Lutheran School, the following safety procedures dealing with toxic chemicals and other dangerous materials and tools must be implemented:

- Janitor closets containing chemicals and other dangerous tools must be locked during the school day.
- Sharp knives in the kitchen need to be kept in a safe and secure location.
- Any cleaning supplies in the classroom need to be kept out of reach of small children, and need to be stored with proper MSDS file sheets.
- MSDS file sheets need to be kept on file in the principal's office for all chemicals used in the building.
- Any science equipment needs to be kept in a safe and secure location.
- Staff members who have been exposed to hazardous chemicals should report the incident to the principal and fill out an incident report form which are located in the principal's office.

Adopted by the Board of Education: 1/6/15

Adopted by the Church Council: 1/20/15

Adopted by Voters' Assembly: 1/25/15

Adopted: Voters' Assembly, 7/23/17

CHEMICAL EXPOSURE INCIDENT REPORT  
ST MARK LUTHERAN SCHOOL

Date of Report:

Date and time of accident/incident:

Location of accident/incident:

Name of accident victim (if any):

Description of accident/incident (use additional sheet if needed):

Extent of accident/incident:

Describe damage to equipment:

Suggestions/actions taken to prevent a repeat accident:

Treatment undertaken (if any):

Signature of accident victim: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Policy Category: Students and Student Services

Policy Title: Bullying and/or Harassment Policy

St. Mark is committed to each student's success in learning within a caring, responsive, and safe environment that is free of bullying and/or harassment. Bullying is defined by the [stopbullying.gov](http://stopbullying.gov) website as ... *unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.* Bullying and/or harassment includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Even though God's Word is studied throughout the day at St. Mark Lutheran School, our students are still sinners. Because of our sinfulness, students will be tempted to bully and/or harass one another in and out of the classroom. *For all have sinned and fall short of the Glory of God.* (Romans 3:23). Teachers will do their best to identify bullying and/or harassment, but they will not always be able to identify bullying and/or harassment immediately.

The following steps will be taken if bullying and/or harassment is seen or suspected by a staff member or volunteer.

1. All bullying and/or harassment accusations will be treated in a serious matter. If a student is seen bullying and/or harassing or is accused of bullying and/or harassing, the teacher will talk with the students involved. The teacher will inform the principal, and together will determine if the principal will consult with the students involved as well. Note, the student consultation between the victim and the one observed bullying and/or harassing may need to be kept separate in order for both parties involved to be comfortable sharing the details. The teacher will also make contact with the children's parents and explain the matter. The teacher will keep a written record of the incident.
2. If further bullying and/or harassing occurs, the teacher, the principal, and the students involved will meet to discuss the situation. Note, the student consultation between the victim and the one observed bullying and/or harassing may need to be kept separate in order for both parties involved to be comfortable sharing the details. The principal will contact the parents and arrange for a meeting among the teacher, the principal, the students involved and their parents. The teacher and the principal will keep a written record of the incident. The principal will inform the Board of Education and the faculty of the incident.
3. Should bullying and/or harassment continue, the principal will arrange a meeting among the parents, pastors, teacher, principal, and Board of Education. At this time the child

may be suspended from school for a minimum of three days. The teacher and the principal will keep a written record of the incident.

The following steps will be taken if a parent brings a bullying and/or harassment accusation to a teacher or the principal.

1. The teacher or principal will provide the parent with a form to complete detailing the concern. The teacher, the principal, and the students involved will meet to discuss the situation. Note, the student consultation between the victim and the one accused of bullying and/or harassing may need to be kept separate in order for both parties involved to be comfortable sharing the details.
2. The principal will contact the other parents and arrange for a meeting among the teacher, the principal, the students involved and their parents. Note, the student consultation between the victim and the one accused of bullying and/or harassing may need to be kept separate in order for both parties involved to be comfortable sharing the details. The teacher and the principal will keep a written record of the incident. The principal will inform the Board of Education and the faculty of the incident.
3. Should bullying and/or harassment continue, the principal will arrange a meeting among the parents, pastors, teacher, principal, and Board of Education. At this time the child may be suspended from school for a minimum of three days. The teacher and the principal will keep a written record of the incident.

In addition to the bullying and/or harassment policy, St Mark will provide parents with resources to talk to their kids about bullying and/or harassment. These resources may include, but are not limited to parent presentations, devotional books, articles and Christ Light materials.

When working through a school bullying and/or harassment issue, it is our goal for the sinner to be led to repentance, and that the others involved might feel safe and recover spiritually, physically, mentally, and emotionally. We also desire that the broken relationships might be restored. *Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.* (Ephesians 4:32)

Adopted by the Board of Education: 2/7/17

Adopted by the Church Council: 2/14/17

Adopted: Voters' Assembly, 7/23/17

Revised: January 31, 2021

## Bullying and Harassment Parent/Guardian or Teacher Reporting Form

St. Mark is committed to each student's success in learning within a caring, responsive, and safe environment that is free of bullying and/or harassment. Bullying is defined by the [stopbullying.gov](http://stopbullying.gov) website as ... *unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.* Bullying and/or harassment includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

**Directions:** If you feel that your student has been bullied and/or harassed, please fill out the form below. If you need more space, attach another piece of paper. When you are done, turn this form into the classroom teacher or principal. You will be contacted for follow-up as soon as possible.

Your name \_\_\_\_\_ Relationship to student \_\_\_\_\_

Student's Name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Your Phone Number - - \_\_\_\_\_ Your Email \_\_\_\_\_

Today's Date / / \_\_\_\_\_ When did the bullying occur? \_\_\_\_\_

Please put an "x" one or both boxes:

- My student is being bullied and/or harassed
- My student reported someone else being bullied and/or harassed

Describe what you witnessed or what the student reported to you:

Who was involved in the bullying and/or harassment?

What did the student do? Was anyone with him or her?

Was the student threatened in any way?       Yes       No

If yes, please explain what was said, written, typed, or texted.

Parent/Guardian/Teacher signature

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Date completed for was received

/ /

---

Signature of teacher/principal  
receiving form

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Date formal investigation initiated

/ /

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Policy Category: Students and Student Services

Policy Title: Volunteer Driver Agreement

In discussion with St. Mark Lutheran Church's insurance company, Church Mutual, and in order to ensure student safety when attending field trips, St. Mark Lutheran School will require all drivers to provide a "proof of insurance" certificate before driving students on a school related field trip.

Responsibilities:

Principal

- The principal will deliver the "Volunteer Driver Agreement" form to the school parents. This form will be included with the summer mailing. Parents can return the appropriate form and copy of the proof of insurance at the August school registration.
- A reminder note will be included at the beginning of the second semester in order for drivers to update their insurance information.
- The principal will follow-up with parents who are wishing to drive and have not provided a proof of insurance.

Secretary

- The secretary will gather and make a copy of the proof of insurance certificate when it is brought to the school office.
- The secretary will also maintain a spreadsheet with the family name, name of the insurance carrier, and the expiration date for the auto insurance.
- When a teacher informs the secretary about an upcoming field trip and the supervising drivers, the secretary will confirm those names and report to the principal and the teacher any names have not provided proof of insurance.

Teacher

- One week before the field trip, the teacher will provide the secretary a list of names of the parents who are driving for the upcoming field trip.
- If a driving parent has not provided proof of insurance, the teacher will wait for the principal to inform the teacher when parents turn in the proof of insurance. If none is provided three days before the trip, the teacher will work to make other arrangements for driving.

Adopted by the Board of Education: 9/6/18

Adopted by the Church Council: 7/16/19

Adopted by Voters' Assembly: 7/21/19

Policy Category: Students and Student Services

Policy Title: Playground Safety

St Mark will ensure students will have a safe environment during recess. To ensure that will happen, the following procedures will be followed.

1. Students will be supervised at all times during recess. Students may not be left unattended.
2. Playground equipment will be inspected on a yearly basis. Unsafe equipment will be removed or replaced.
3. Students should not cross the street to get playground balls. Teachers or parents will cross the street.

Adopted by the Board of Education: November 3, 2020

Adopted by the Church Council: November 10, 2020

Adopted by Voters' Assembly: November 15, 2020

Revised:

Policy Category: Students and Student Services

Policy Title: Pick-up/Drop-off Procedures

**Drop Off Procedures**

The school doors will be locked in the morning until 8:10 AM. Students arriving before that time will need to make prior arrangements with the before school coordinator and attend before school care. If there is a two hour delay, doors will open at 10:10. Students arriving before that time will also need to use before school care. Students arriving after 8:25 AM will be marked tardy and will need to enter the church entrance. Teachers will be at both the upper and lower grade wing doors monitoring who is entering the building from 8:10-8:25 each morning.

**Pick Up Procedures**

Students in the upper grades taking the bus home will stay in the established bus room until their bus is called. They will then walk down to the bus line to board the bus. Lower grade students will line up in their hallway. Students being picked up by parents will be dismissed by their classroom teacher. Teachers on both wings will monitor students leaving the building. Students still in the building at 3:45 will go to after school care.

**Parking Lot Safety**

Busses will stay on the north side of the building for drop off and pickup. Parents picking up students will pick up students from doors on the east side of the building. Parents will use caution when driving in the parking lot. Teachers will watch students and help younger students cross the parking lot. At least 2 teachers will be in charge of dismissal each day.

Adopted by the Board of Education: November 3, 2020

Adopted by the Church Council: November 10, 2020

Adopted by Voters' Assembly: November 15, 2020

Revised:

Policy Category: Students and Student Services

Policy Title: Application Appeals Process

Families applying for the Wisconsin Parental Choice Program have the right to appeal a rejection of an application. The appeal must be made in writing to the Board of Education chairman between April 15 - April 25. The letter should include the reasons listed for rejection of the application and reasons to counter that determination. The Board of Education will review the appeal, and the Board chairman will communicate with the family on the decision that is made. All the decisions from the Board of Education are the final level of appeal.

Applications will only be rejected on the basis of the following: does not meet the Wisconsin Parental Choice Program residency requirements, income requirements, or age requirements for entering grades K4, K5, 1st, and the prior year attendance requirement.

Adopted by the Board of Education: January 5, 2021

Adopted by the Church Council: January 12, 2021

Adopted by Voters' Assembly: January 31, 2021

Revised:

Policy Category: Students and Student Services

Policy Title: Criteria for Granting a High School Diploma

St. Mark Lutheran School offers a Christian education for students entering K4-Grade 8. St. Mark does not offer high school grades and does not grant a high school diploma.

Adopted by the Board of Education: January 5, 2021

Adopted by the Church Council: January 12, 2021

Adopted by Voters' Assembly: January 31, 2021

Revised:

Policy Category: Students and Student Services

Policy Title: Transfer of Credits

Upon enrollment and legal consent of the parents/guardians, the school will request pupil records from the previously attended school. All school records are kept on file in the school office.

All students enrolling at St. Mark when beginning in grades 1-8 will likely be placed in their concurrent grade level. A parent/guardian may appeal grade level retention from a previous school given that retention is for the upcoming school year. Our multi-grade classrooms make it possible for all students to learn at an appropriate level and many classrooms teach multiple math and language arts courses to smaller groups within a classroom or grade level. All records, credits, and grades from previous schooling will stand in the student's records upon enrollment at St. Mark and will remain upon transfer to another school.

Adopted by the Board of Education: January 5, 2021

Adopted by the Church Council: January 12, 2021

Adopted by Voters' Assembly: January 31, 2021

Revised:

Policy Category: Personnel

Policy Title: Orientation of New Teachers

When a new teacher is assigned to St. Mark Lutheran School or an experienced teacher accepts a Divine Call to St. Mark, the following steps will be taken to assist this teacher with the transition.

1. The Principal will make contact with the teacher to welcome the person. The principal will also work with the new teacher to set up a timeline for moving to the Eau Claire area.
2. The Board of Education chairman will coordinate moving plans and housing arrangements for the new teacher. This may include setting up a group of members from St. Mark to help move the individual to Eau Claire. It may also include connecting the teacher with a realtor to assist with the housing component. Finally, it will include coordinating a group of St. Mark members to assist the teacher with moving in to the chosen housing.
3. The principal will assist the new teacher by helping the individual find the necessary services to get the person started. This may include obtaining a welcome packet from the chamber of commerce, driving the teacher around Eau Claire to help familiarize the individual with the community of Eau Claire, finding grocery stores that are close to home, finding a mechanic for auto repair, choosing a dentist, eye doctor, or medical doctor, assisting with utility services, and assisting with phone services.
4. The pastors will coordinate with the teacher the installation date.

When the new teacher is settled and ready to begin working on teaching responsibilities, the following steps will be taken to assist the teacher with the transition.

1. The principal will assign an experienced teacher on staff to serve as a mentor for the incoming teacher.
2. The assistant principal will share the new classroom, textbooks, and written curriculum the new teacher will be using.
3. The technology coordinator will share what technology is available for the new teacher to make use of at St. Mark. This individual will also work to get an assigned computer for the teacher and the necessary passwords to make use of such technology.
4. If the new teacher is a beginning teacher, the principal will make contact with Martin Luther College and make use of the New Teacher Induction program. Martin Luther College will assign a mentor to assist the teacher. This training will include: how to lead a parent / teacher consultation, how to get through the winter blues, and end of the school year reflection and celebration.
5. The principal will inform the new teacher about the first formal faculty meeting and what responsibilities the individual will have on orientation / registration day at St. Mark.

Adopted by the Board of Education: 1/6/15

Adopted by the Church Council: 1/20/15 Adopted by Voters' Assembly: 1/25/15; 7/23/17

Policy Category: Personnel

Policy Title: Background Check Policy

**Rationale**

St. Mark Ev. Lutheran Church & School exists for the purpose of bringing Christ to our members and their children through the programs of our church and school. While Christ is the center of all that we do at St. Mark, our church and school do exist in a sinful world. Realizing that misconduct by our faculty, staff, and volunteers can be harmful to St. Mark, both financially and with regards to the tarnishing of the Gospel ministry, the St. Mark Church Council finds it necessary to implement a system for screening its faculty, staff, and volunteers. These periodic screenings will consist of background checks, and in special cases additional checks may be dictated by area of service to St. Mark.

**Purpose & Scope**

The focus of these screenings will be to identify potential problems from past history that may compromise our students and our Gospel ministry. As such, the policy laid out herein and approved by the St. Mark Church Council will require background checks be completed for staff members which include:

- All Called workers of St. Mark, including all pastors and teachers,
- Hired St. Mark staff members,
- Contracted St. Mark staff members with student contact to include but not limited to the piano/organ instructor and any vocal instructors, and
- Volunteers with student contact who cannot be protected by policy and procedure modifications (isolated one-one involvement with student) such as but not limited to head/assistant athletic coaches, Angel Wing and Lions Pride leaders etc.
- All Sunday School teachers

Specification of individuals falling into these categories will be made by the School Principal and/or the School Assistant Principal.

All background checks will include the National Criminal Search PLUS and the State Criminal Search Plus. Descriptions are included at the end of this document. In situations where appropriate, the background checks may include, but are not limited to, driving record checks, credential validations, and/or credit reports. The appropriate background screenings will be conducted at least once every five years for the before-mentioned St. Mark staff members.

In addition to the comprehensive checks for the St. Mark staff members listed above, all parents who want to volunteer/help drive for a field trip must complete a form at registration including their birthdate, name and signature. This form will be used by the principal to conduct a background check on the Wisconsin Court Records website. Parents will be allowed to drive and or volunteer only after this has been completed and approved by the Principal.

### **Use of Information & Confidentiality**

All St. Mark staff members who are screened will receive a copy of the screening report. The information will be reviewed by the Principal (and/or the Assistant Principal, and the Chairman of the Board of Trustees) for review and for confidential filing as part of the personnel records of St. Mark. The Principal will have sole access to these files. The files will be stored in a locked safe in the principal's office. A copy of the principal's and assistant principal's report will be kept in the church's safe deposit box. In special cases such as a vacancy in the Principal position, the St. Mark Church Council can appoint another designee to have access to this information. In situations where action may be necessary, the St. Mark Church Council will receive information pertinent to the action required by the St. Mark Church Council. Any time that a file is reviewed, the file will be signed and dated by the reviewing person.

### **Mandatory Screenings**

The background screenings are required for the designated persons. Should a volunteer refuse to allow the appropriate background check(s) then an alternate volunteer will be recruited to serve in that particular role. Newly hired and contracted staff members will be required to allow the necessary background checks prior to employment at St. Mark. For those currently employed, the background checks will be a necessary part of continued employment. For future Called workers, the background check(s) will be a stated section in the Call at the time the Call is issued. For current Called workers, the background check(s) will be a requirement for continued service at St. Mark.

### **Addressing Problems**

In the situation that a report identifies a past problem, the Principal, Assistant Principal, and Board of Trustees Chairman will meet with the individual concerned to review the history. If necessary, the Principal and Assistant Principal will work with the individual to remedy any potential problems. Any special considerations given to an individual will be documented in the individual's personnel file. The information will be shared with the St. Mark Church Council for review and any necessary action. The individual's confidentiality will be maintained provided that necessary actions are followed.

### **Priority of Screening**

If budgetary limits require background checks to be limited, the priority for screenings should be given to new members in each of the five designated St. Mark staff classifications. If other checks may be completed but not the entire group, then randomized checks should be completed with the plan to complete all background checks as soon as permissible.

Adopted by the Board of Education 9/9/13

Adopted by the Church Council 9/24/13

Adopted by Voters' Assembly 11/10/13

Revised: 10/8/14 (Board of Education); 10/21/14 (Church Council)

Adopted: Voters' Assembly, 7/23/17

Policy Category: Personnel

Policy Title: Medication Distribution Policy

- Prescription drugs may be given to a student with a doctor's written order. The medication should be in the original prescription container that indicates the prescription drug, dosage, and instructions for administering it. Any teacher or staff member at St. Mark that has received the proper training is authorized to distribute this medication to the student.
- Over the counter medications may be given to a student in compliance with the written instructions of the student's parent or guardian if the student's parent or guardian consents in writing, the nonprescription drug product is supplied by the student's parent or guardian in the original manufacturer's package, and the package lists the ingredients and recommended dose in a legible form.
- Over the counter medications may be given to a student in a dosage other than the recommended dose ONLY if the request to do so is accompanied by the written approval of the student's doctor.
- Students with asthma may possess and self administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have the written approval of the student's physician and the written approval of the student's parent or guardian. A copy of this approval will be kept in the student's school record.

Storing Medications at School:

- All medications, both prescription and over-the-counter should be stored in a locked box in the laminating room.
- Accompanying this box will be a notebook that logs all necessary information when a medication is distributed. This includes the following: name of student, name of medication, dosage given, time given, the route it was given, and person distributing.

Students Self Medicating:

If parents choose, they may send medication along with the student to school. The student takes responsibility for this self-medication. The Board of Education recommends that students 4<sup>th</sup> grade and under not self-medicate.

Other necessary information:

- Establish an allergic reaction plan for each student with known allergies that may require acute medical attention. Forms will be provided
- Students with severe allergies (nuts, bee stings, etc.) may possess and self administer an epi pen dosage. A phone call will also be made to 911. Parents will be informed of this procedure prior to an emergency.

Adopted: 1/4/11.

Adopted: Voters' Assembly, 7/23/17

Policy Category: Personnel

Policy Title: Volunteer Policy

We at St. Mark are very thankful for the active souls that the Lord has provided us with to help carry out the work of His kingdom. We thank each and every volunteer for their willingness to serve and assist the school through the offering of their time and talents. Volunteer help further enables us to prepare our students for this life and the life to come and helps us to meet our mission of making disciples of all nations.

In order to better assist with instruction, supervision and discipline, we ask that all volunteers comply with the following guidelines:

1. Be concerned with the faith and life of the young people assigned to you.
2. Be a Christian example to the children entrusted to your care.
3. Approach volunteering with a positive attitude.
4. Maintain a calm and rational temperament when dealing with students.
5. Report continuous misbehavior or disturbances to the teacher(s).
6. Let the classroom teacher(s) carry out disciplinary measures.

This policy applies but is not limited to the following volunteer activities:

- hot lunch volunteers
- room parents
- field trip drivers and/or chaperons
- lay coaches
- concession volunteers
- volunteers assisting with the remedial work of students
- other classroom instruction

Volunteers should expect students to behave as children of God. This means treating other people and their property with common courtesy and respect. When students fail to meet these expectations, we ask that volunteers notify teacher(s) before disciplinary action is taken.

Thank you for your assistance in these matters and your service to us as a volunteer at St. Mark Lutheran School. May God bless the work that you do for us and for Him.

Adopted: 1/26/14

Adopted: Voters' Assembly, 7/23/17

Revised:

Policy Category: Personnel

Policy Title: Bloodborne Pathogen Policy

Because the staff at St. Mark Lutheran School is trained in First Aid, and because injuries can and do occur on the school grounds, a bloodborne pathogen action plan will be passed by the Board of Education. This action plan will be reviewed annually by the faculty, and will comply with OSHA's guidelines. A copy of this action plan will be kept electronically and in the Principal's office. If incidents involving blood occur, staff will follow the procedures outlined in the plan.

Adopted by the Board of Education: 1/6/15

Adopted by the Church Council: 1/20/15

Adopted by Voters' Assembly: 1/25/15

Adopted: Voters' Assembly, 7/23/17

Policy Category: Personnel

Policy Title: Continuing Education, Teacher Conferences, and Reimburse for Expenses

### CONTINUING EDUCATION

The St. Mark congregation stresses the importance of continuing education for its teachers. All of the teachers at St. Mark are expected to create a Ministry Development Plan that strategically outlines a plan for teacher growth, both professionally and spiritually. Teachers are encouraged to continue their education by creating and adhering to a timeline for how they plan to research, implement, and assess their focused area of instruction and how it will benefit student achievement.

### TEACHER CONFERENCES

All of the full time teachers at St. Mark Lutheran School are required to attend all synodical and district teachers' conventions and conferences. Part time teachers are required to attend one of the two teachers' conference. This time is set aside for teachers to receive current education information.

If some reason arises, well in advance of a conference, to prevent the teacher from attending, he/she should give a written statement to the principal stating the reason(s) for requesting not to attend the conference. The principal along with the Board of Education will decide if the request is such that the teacher should be paid for that day. Otherwise, he/she will forfeit pay for each day in question, per WELS Synod Substitute Code.

If, at the time of the conference, a teacher becomes ill, a family crisis arises, or there arises a situation over which a teacher has no control, the teacher may be excused from the conference by the principal. A written excuse should be submitted to the secretary of the conference.

### REIMBURSEMENT FOR CONTINUING EDUCATION AND CONFERENCE EXPENSES

Please consult the addendum attached to this policy. This addendum is reviewed annually by the Voters' Assembly.

### CLASSROOM EXPENSES

Each classroom teacher is granted up to \$100 per school year to purchase necessary school supplies for classroom instruction.

## Addendum

# St. Mark Ministry Plan Reimbursement Rates for Continuing Education Expenses Addendum (June 2021-June 2022)

**Tuition/Books:** Note: St. Mark pays up 100% of all tuition/book payments up to \$500. Thereafter, St. Mark will pay 50% of all tuition expenses.

**Pastors' / Teachers' Conferences:** St. Mark pays all of the pastors' / teachers' conference registration fees.

**Meals:** St. Mark pays up to \$30 / day for meals.

**Lodging Expenses:** Lodging expenses for conferences and off campus classes are reimbursed at 100%.

**Mileage / Car Rental:** Each car will be reimbursed for mileage at the rate of 50 cents / mile. If more reasonable, all car rental expenses will be reimbursed at 100%.

**Substitute Teacher Rates:** \$107/Day

**Classroom Expenses:** Each classroom teacher is granted up to \$100 per school year to purchase necessary school supplies for classroom instruction.

Adopted by the Board of Education: 8/4/15 Revised: 7/6/21

Adopted by the Church Council: 8/11/15 Revised: 7/13/21

Adopted: Voters' Assembly, 6/28/20 Revised: Voters' Assembly 7/25/21

Policy Category: Personnel

Policy Title: Substitute Teacher Protocol

The faculty handbook outlines the days allowed for teacher absences. In the event a teacher is absent from school, teachers will fill out a teacher absence form. All absences require approval from the principal. For sick leave, teachers must notify the principal by phone or email, and fill out a form upon return to work. All substitute teachers will be paid by St. Mark Lutheran Church. If a teacher makes use of all his/her personal days or all his/her sick days and needs to use additional time, the teacher will have the current rate of the substitute teacher deducted from his/her next paycheck, whether a sub is needed or not. Thus, this limits the tax liability for the Called Worker.

A personal day or sick day is defined as a teacher absent for one school day, regardless if they are full time or half time.

Adopted: 3/1/16 by BOE

Adopted: Voters' Assembly, 7/23/17

Revised:

Policy Category: Personnel

Policy Title: Teacher's Aide Meeting Expectations

As St. Mark hires teacher's aides to assist the classroom teacher with both classroom instruction and Special Needs Scholarship Program students, the teacher's aides will be expected to attend the following meetings:

- Staff meeting that is scheduled prior to the school registration day in August each year.
- Staff meeting that concludes the school year and outlines the summer schedule and changes for the following school year. This meeting is either in the end of May or beginning of June.
- Staff meetings where the following trainings take place:
  - First Aid training - once every two years
  - CPR/Choking/AED training - once every two years
  - Bloodborne Pathogens training - once a year
  - Epilepsy training - as needed
- Aides that assist a Special Needs Scholarship Program student:
  - Staff meetings where Hope Approach student progress is discussed - three / school year
  - ISP Meetings with the ECASD, teacher, and parents - once a year for the assigned student

The principal is responsible for informing the aides when these meetings are scheduled.  
The aide will be paid the assigned hourly rate for all of these meetings

Adopted by the Board of Education: April 6, 2021

Adopted by the Church Council: April 13, 2021

Adopted by Voters' Assembly: April 25, 2021

Revised:

Policy Category: Personnel

Policy Title: Mandatory Reporting of School Violence Threats

Act 143, passed by the Wisconsin state Assembly, requires the reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians and other medical and mental health professionals. A full list of individuals required to report threats of school violence can be found in s. 48.981 (2) (a) Stats, and is the same list of individuals required to report suspected child abuse and neglect.

These individuals must report all school violence threats to the local law enforcement agency if they believe in good faith the threat poses serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

The Act provides immunity from civil or criminal liability for any person or institution making a report in good faith. The Act also mandates that school boards require employees to receive training regarding mandatory reporting of school violence threats.

An intentional violation of the reporting requirement is an unclassified misdemeanor in the State of Wisconsin.

Adopted by the Board of Education: November 3, 2020

Adopted by the Church Council: November 10, 2020

Adopted by Voters' Assembly: November 15, 2020

Revised:

Policy Category: Personnel

Policy Title: Teacher Training

St Mark Teachers will be trained to handle specific safety issues. Teachers will be trained according to the following schedule:

1. AED/CPR training will be completed every 2 years.
2. First Aid Training will be completed every 2 years.
3. Blood borne pathogen training will be completed each year.
4. Crisis plan and communication training will be completed each year.

Adopted by the Board of Education: November 3, 2020

Adopted by the Church Council: November 10, 2020

Adopted by Voters' Assembly: November 15, 2020

Revised:

Policy Category: Personnel

Policy Title: Drill Schedule

### **FIRE DRILLS**

Fire drills are required by law to be held once a month. Procedures for exiting the building will be determined before the start of school. Exiting procedures for each individual classroom will be posted in each classroom. All faculty members are responsible for knowing exit procedures. Students should be led in single file, at least fifty feet from the building. Once students have exited the building, they should gather in the school parking lot. All students are to file in lines so that the classroom teacher can count students easily and quickly. The principal will come out and wait for the teacher of each classroom teacher to raise their hand indicating that all of their students are present. After ensuring all students are out of the building, the principal will return to the building to turn off the alarm. When the alarm has been deactivated students will be summoned to return to the building.

The fire alarm is a local alarm and not connected to the public safety building. In the event of a fire, 911 must be dialed and emergency personnel requested. Give all information requested: name of school/church, address, and nature of problem, etc...

In the event that the alarm is set off be sure to close doors to help isolate the fire and reduce the spread of smoke. If weather is inclement, move students to parsonage/teacherage for the short term or to Bethesda Lutheran Church for the long term.

### **TORNADO DRILLS**

Tornado drills will be held as the season dictates at least 2 times per year. A tornado drill will be signaled with the school intercom system. In the event of a tornado drill each classroom should go to their designated area. Areas will be predetermined before the start of the school year. Teachers are responsible for being familiar with tornado drill procedures and predetermined safe locations for their classroom. Safe locations for each individual classroom will be clearly posted in each classroom. The hallway traffic pattern is vital for the success of a tornado drill. Older students should yield to younger students.

### **LOCK DOWNS**

A lockdown drill will be held at the beginning of each year and later in the year. Teachers should be familiar with the lockdown procedure outlined by the school, and a specific procedure for each classroom should be posted in each room.

Adopted by the Board of Education: November 3, 2020

Adopted by the Church Council: November 10, 2020

Adopted by Voters' Assembly: November 15, 2020

Revised:

Policy Category: Facilities and Equipment

Policy Title: Gym Usage Policy

### **St. Mark Lutheran Church Gym Usage Contract**

#### Conditions of Contract

- St. Mark Lutheran Church and School will have priority over outside gym users. In the event of an unscheduled congregational activity, St. Mark has the right to cancel the gym use of any outside group. Any cancelled date will be refunded to the user.
- St. Mark reserves the right to cancel scheduled gymnasium use of any group that it feels is not complying with the guidelines established. In the event of such a situation, the user will be refunded any remaining scheduled days that they have paid for only.
- Fees for gym use:
  - Usage for church and school functions or organizations/societies within St. Mark's Congregation is free.
  - Rental of gymnasium will be set at the following rate: \$40.00 per hour.
- Groups may only use the gym for team practices. No scrimmages or games with other groups will be allowed in the gymnasium.
- A hold harmless agreement must be signed by the user.
- St. Mark will not cover any injuries that occur during the use of the gym facilities. Each person is responsible for their own coverage.

#### Rental Procedures

- Return the completed rental request form to the church/school at least **30 days prior to the date of event** for all non-St. Mark groups. St. Mark should return **7 days prior to the event.**
- You will be notified so as to confirm the date chosen and the availability of the gymnasium.
- Payment in full is due on or before the date of the scheduled event.
- Make checks payable to **St. Mark Lutheran** and mail or deliver payment to the church office. Mark envelopes to the attention of the Athletic Director.

#### Termination of Gym Usage

- St. Mark has the right to terminate usage of gym at any time due to damage of property.
- If minor infraction of policy occurs than the group leader will be notified and given a written warning of infraction or offense.
- Upon third offense the group's privileges will be terminated and any money paid in advance will be returned to the group leader unless deemed necessary to pay for any damages.

Adopted: 1/26/14

Adopted: Voters' Assembly, 7/23/17

Revised:

Policy Category: Facilities and Equipment  
Policy Title: Activity Field Usage Policy

## **St. Mark Lutheran Church Activity Field Usage Contract**

### Conditions of Contract

- It is the policy of St. Mark Lutheran Church and School to restrict the use of its field to its members in good standing, the organizations of St. Mark and organizations in fellowship with St. Mark (eg WELS, ELS). In the event of an unscheduled activity, St. Mark has the right to cancel the field use of any group. Any canceled date will be refunded to the user.
- St. Mark reserves the right to cancel scheduled field use of any group that it feels is not complying with the guidelines established. In the event of such a situation, the user will be refunded any remaining scheduled days that they have paid for only.
- Fees for field use:
  - Field use is free for St. Mark church and school functions or organizations/societies within the congregation.
  - Activity Field rental rates:
    - \$14.00 for one-time rental fee.
    - 6 to 10 events for a one-time fee of \$21.00
    - 11 to 20 Events for a one-time fee of \$28.00
- Groups may only use the field for team practices. **No scrimmages or games with other groups will be allowed on the field.**
- A hold harmless agreement must be signed by the user.
- St. Mark will not cover any injuries that occur during the use of the field. Each person is responsible for their own coverage.

### Rental Procedures

- Fill out and submit the completed Activity Field Usage Contract form to the church/school at least **14 days prior to the date of the event.**
- The requestor will be notified to confirm the date chosen and the availability of the Activity Field.
- Full payment is due on or before the date of the scheduled event.
- Make checks payable to **St. Mark Lutheran** and mail or deliver payment to the church office. Mark envelopes to the attention of the Athletic Director.

### Termination of Field Usage

- St. Mark has the right to terminate the use of the Activity Field at any time if property is damaged during use.
- If a minor infraction of policy occurs, the group leader will be notified and given a written warning of infraction or offense.
- Upon the third infraction of policy, the group's privileges will be terminated and any money paid in advance will be returned to the group leader unless deemed necessary to pay for any damages.

Adopted by the Voters: January, 2017 Revised: By the Voters' Assembly, April 2019

Policy Category: Facilities and Equipment

Policy Title: Technology Acceptable Use Policy

St. Mark students are expected to use technology resources as if they were in-person interactions. All rules and expectations of the school apply while under the supervision of staff at St. Mark. This applies to student use of St. Mark and personal technology, their online conduct, and their electronic communications. This document and various other St. Mark policies, rules, and regulations include additional requirements and expectations that are directly related to the use of technology resources and electronic devices. Policies, rules, and regulations cannot directly address every situation that a student may encounter. Therefore, an additional aspect of “acceptable use” is that St. Mark expects each student who uses St. Mark and personal technology resources to take an appropriate degree of personal responsibility for exercising sound judgment in his/her use of technology and in his/her technology-related activities and communications. St. Mark’s technology resources, including St. Mark’s technology-related equipment, software, networks, network account, and Internet access, are open to limited and regulated use by students as a privilege. Each student who uses St. Mark’s technology resources is required to follow St. Mark’s established expectations for acceptable use and Biblical values. In general, “acceptable use” means that a student is required to use technology resources in a manner that:

- has a legitimate educational or other school-authorized purposes
- is legal
- is ethical (including, for example, avoiding plagiarism)
- avoids harm to any person (including, for example, making threats, harassing or bullying someone, violating someone’s privacy, accessing another person’s accounts, records, or files, etc.)
- avoids harm to property (including, for example, damaging hardware, software, equipment, another person’s work, or electronic files, etc.)
- avoids accessing or transmitting harmful or inappropriate material
- is respectful of others
- is consistent with all applicable school notices, rules, and regulations, as well as any additional directives or instruction that may be provided by St. Mark staff.

If a student wishes to use technology (including engaging in electronic communications) in a manner that is secured, private, and not accessible to St. Mark, he/she should not use St. Mark’s technology resources. If a student uses St. Mark or personal technology resources in a manner that violates St. Mark’s expectations for acceptable use (or any other established policy, regulation, rule, or directive), the student is subject to possible discipline. This means that the guardians and students who wish to use the Internet or communicate digitally while at St. Mark, are here consenting to be monitored by our filtering and monitoring software such as

GoGuardian and or firewall logs by using St. Mark provided devices and any that connect to the internet while on St. Mark provided by wired or wireless connections.

Examples of possible consequences for improper use of technology include the following:

- Suspension, restriction, or revocation of the privilege of use of St. Mark technology resources;
- The imposition of academic consequences for academic-related violations;
- Suspension and/or expulsion from school;
- and/or referral to law enforcement.

If a student has a question concerning any policy, notice, rule, regulation, or directive that relates to technology resources, or if a student encounters a situation in which they are uncertain about any expectation for acceptable use or about how to proceed, the student should contact a teacher or an administrator to obtain appropriate guidance.

## **Technology/Mobile Device Student Agreement**

### Introduction

St. Mark's Acceptable Use Policy aligns with the International Society for Technology in Education (ISTE) standards for students. For the latest ISTE standards, visit [www.iste.org](http://www.iste.org).

### Terms of Agreement for School Issued Devices

For purposes of this document, "mobile device" refers to any laptop or tablet. Examples include, but are not limited to, the Chromebook or iPad. Each piece of equipment is issued to a student as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school-issued calculator. St. Mark is the legal owner of the mobile device and its accessories. St. Mark reserves the right to take back the mobile device at any time.

Right of possession and use is conditioned upon successful completion of the St. Mark Digital Citizenship curriculum and compliance with the following:

- All Board policies & rules
- Classroom and school guidelines
- Local ordinances
- State statutes
- Federal laws
- Copyright laws and educational Fair Use policies

Damage and/or violations may result in the loss of privilege, disciplinary action, and/or legal action for the student. Students are responsible for the mobile device at all times and will be

required to pay for damaged, defaced, lost, or stolen mobile devices and protective cases due to negligence as determined by St. Mark staff. **A \$100 refundable deposit for damaged or lost devices will be collected at registration.** The remaining balance of repair or replacement costs will be assessed as the damage occurs or at the end of the student's use. Families concerned about these costs should consider scheduling the mobile device through their personal insurance plan. Costs are derived from the current fair market value. The right to use and possess the mobile device and all peripherals terminates no later than the last day of attendance. Failure to return the mobile device on or before this date to the school technology director may result in charges being sought against the student and/or family. Students are allowed access to electronic resources unless the school is notified in writing by the parents/guardians. When using the mobile device, all rules and guidelines are in effect before, during, and after school hours, for all St. Mark mobile devices. All files stored on the mobile device or the network are also the property of St. Mark and may be subject to review and monitoring.

#### Student Use of the Mobile Device

When using the mobile device, students need to act in an ethical and legal manner. All students need to demonstrate proper digital citizenship by recognizing and guarding their personal and private information. While on the Internet, students shall not share any personally identifying information. Some of the mobile devices are equipped with a camera, video recording, and audio recording capabilities. St. Mark retains the rights concerning any recording and/or publishing of any student or staff member's work or image. These digital media are for school use only. Students are expected to report any damage to their issued mobile devices as soon as possible. A student should contact his/her teacher immediately if he/she identifies or knows about a security problem, or if he/she comes across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

#### Personalization and Apps/Software on the Mobile Devices

All students will have access to a cloud-based drive on which to store data. All mobile devices may be re-imaged when they malfunction, or at any point during or after the school year. Re-imaging removes all data on the mobile device. All content must be legally purchased when downloaded to the mobile device. Students should protect their mobile devices by digitally locking it.

#### School Provided—Required Apps

Required software/apps may be installed by St. Mark throughout the school year. In compliance with the Children's Internet Protection Act, students under the age of 13 may not create online accounts outside of those managed by St. Mark.

## Care of Mobile Device

### General Information

Students are responsible for the general care of the mobile device. Mobile device repair/replacement will be done by the St. Mark Technology Department. Students may be issued a temporary mobile device, or other materials until the damaged/lost mobile device is working properly or replaced. Each mobile device has a unique identification number (internal and external). At no time should the numbers or labels be modified or removed.

### Battery and Charging

- Mobile devices come with ports for charging and other accessories.
- Care must be exercised when plugging and unplugging accessories.
- The mobile device is designed for daily use.
- Each user should monitor the battery status of the issued mobile device to ensure it is charged for classroom use.

### Cases

- Some mobile devices come with a protective case. In those situations, leave the mobile device in its case at all times.
- Mobile device cases furnished by the school must be returned with only normal wear.
- To avoid replacement fees, no alterations (e.g. stickers, marks, etc.) should be made to the case.

### Screen

- Cleaning - The mobile device should only be cleaned with a soft, lint-free cloth. Electronic devices do not respond well to liquids.
- Scratching - Avoid using any sharp objects on or near the mobile device.
- Cracking - Handle the mobile device with care, avoiding drops, crashes, and placing under heavy objects.

### Storage and Carrying

- Never leave a mobile device unattended.
- Place the mobile device in a safe location when transporting it in a bag.
- Keep the mobile device away from food and drinks.
- Ensure the device is not stored in a hot vehicle or extremely cold temperatures.

## Student Parent Agreement

**THE LAW:** Students may access the Internet only when a teacher is in the classroom and acting in a supervisory role. We encourage teachers to use pre-selected sites to provide reliable and safe information for students to use, but it is also necessary for students to learn how to safely search using the engines and directories on the net. Teachers will be supervising that activity as it occurs. In accordance with the CIPA (Children's Internet Protection Act), we will do all we can to protect the child from obscenity, pornography, and materials harmful to minors. This is the categorization from the law itself. Note that these categories according to the CIPA refer only to pictures, not text. We would include the text as objectionable as well and it will be avoided, of course, in our setting.

**FILTERING:** We have installed a content filtering agent on the Internet material that comes into our server. These devices are not foolproof, and it is still important for teachers and parents alike to teach children to discern what is right and wrong with the material that surrounds us daily in this age of information.

**G SUITE FOR EDUCATION:** G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world.

This means that students work in a closed environment controlled by the Google Administer (Mrs. Knickelbein). Students will have access to their accounts at home and at school since everything is done with Google is cloud-based. Students who access their accounts away from school will have the same restrictions on their accounts as if they were in school. By signing this AUP, I give permission for St Mark to create/maintain a G Suite for Education account for my child which will include Core Google Services and Additional Google Services. More information can be found at: <https://support.google.com/a/answer/6356441>

**STUDENT EMAIL:** Secure email accounts are now assigned through Google Apps for Education. Students will have Gmail accounts (in grades 3-8) which are used only for school project purposes and permissions are controlled through the admin management. Any teacher can apply for his/her students to have accounts issued when needed for project work. They can be tightly monitored.

**CHAT ROOMS:** The use of chat rooms in school is strictly forbidden except in the case of a teacher-led project with the teacher as a participant or when used by students collaboratively in project work. This is rarely used in our setting.

**SCHOOL HARDWARE AND SOFTWARE:** Students are instructed in the careful and responsible use of all school hardware and software. Abuse of the same will result in the suspension of the use of materials for a time deemed appropriate by the teacher/technology coordinator, as well as cost to replace broken hardware or software in cases of abuse. If the equipment is abused during horseplay, students will be held accountable for replacement costs if needed. Software may not be brought to school and loaded onto any computer in the building. Technology will be used in a way that treats other people in a God-pleasing manner. Therefore,

the sending of threatening messages, or other inappropriate communication, such as using technology to bear false witness or spread rumors about someone, make inappropriate overtures toward another, or impersonating another person, is prohibited and will be dealt with as detailed in the discipline policy of St. Mark.

We have every confidence that our students and teachers are and will continue to be responsible users of the gifts of technology at St. Mark.

If you have any questions, please feel free to contact Mrs. Knickelbein.

I support this Acceptable Use Policy and my child may participate in technology at St. Mark as indicated by the policy.

Print parent name: \_\_\_\_\_

Parental Signature \_\_\_\_\_ (Parents with Children in grades K-8)

Student Signature \_\_\_\_\_ (Grades 3-8)

Adopted: 1/26/14

Adopted: Voters' Assembly, 7/23/17

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