

It All Began With God ...

***In the beginning, God created
the heavens and the earth.***

(Genesis 1:1)



**Christian
Education**

**St. Mark Lutheran School
Handbook**

2021-2022 School Year

3307 State Street

Eau Claire, WI 54701

715-834-5782

www.stmark-wels.org

FORWARD

This handbook is a small guide, which contains help and information on policies regarding our school and regulations for the students. Our hope is that it will prove helpful to both parents and students.

By enrolling your child in our school, you agree to cooperate with us in your child's education. You are encouraged to bring questions about school policy as stated, or not stated in this booklet, to the principal, faculty or Board of Education. Let us recognize our children as gifts of God and do all we can for their temporal and eternal welfare.

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School Phone 715-834-5782 Church Phone 715-834-2595

FACULTY

Pastor Michael Hollmann	715-523-3728
Pastor Joel Naumann	715-214-7880
Principal Mr. Peter Micheel	Grades 5-6 715-835-6015
Athletic Director, Chris Biebert	Grades 7-8 715-456-9557
Technology Director Mrs. Kristin Knickelbein	Grades 5-8 (Depart.) 715-834-0254
Mrs. Sharon Pitt	Grades 3-4 715-577-6418
Ms. Jackie Plant	Kindergarten 715-271-9021
Mrs. Marie Seipel	Grades 1-2

651-210-5326

Activity Coordinator Mrs. Kristi Smith

4K; Grade 4
701-541-3169

Art instructor: Tami Jastrow

715-379-8649

Physical Education instructor: Scott Sponholz

715-835-0213

Piano: Jennifer, Rebecca, and Terry Wilkinson

715-839-1207

BOARD OF EDUCATION

Scott Kohlwey

Phone: 715- 214-7185

Email: skeagle13@hotmail.com

James Paulus

Phone: 715- 876-4111

Email: jpaulus86@gmail.com

Nate Hefti

Phone: 608-792-3576

Email: natehefti@gmail.com

Purpose and Aim

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.*

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.

Christian Conduct

Be kind and compassionate to one another, forgiving each other just as in Christ God forgave you. (Ephesians 4:32) All students, parents, faculty and staff are motivated in words and actions by the love God has shown us. This includes our interactions with each other in and out of the classroom. Students, motivated by this Christ-centered love, will want to treat other students and faculty members with love and respect. All students are expected to behave and live an appropriate life in words and actions that are in keeping with Biblical doctrine as taught by the Wisconsin Evangelical Lutheran Synod.

Home and School Cooperation

The Lord, through his word, has bound home and school together as one unit with one and the same aim when he said, *These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.* (Deuteronomy 6:6-7)

You as a parent can help your child...

1. By letting the Word of God be the guide in all daily living.
2. By worshiping regularly with your child and by having daily family devotions and table prayers.
3. By praying for your school and teachers.
4. By encouraging your child to respect their teachers and fellow students.
5. By refraining from being critical of school procedures in the presence of your child.
6. By consulting with your child's teacher on any matters you feel pertinent to your child's training.

7. By arranging suitable study habits at home. A regularly scheduled study time is a big help. Should school work seem excessive, consult the teacher.
8. By providing support and assistance if your child seems to have difficulty in completing assignments.
9. By discouraging your child from bringing distracting items to school, (gum, candy, radios, laser pointers, gaming devices, toys, etc....).
10. By seeing to it your child is regular and prompt in attendance.
11. By seeing that your child is physically and mentally ready for school; well rested, well clothed, and well fed.
12. By talking with your child about school experiences and listening attentively to what is said about your child's school day experiences.
13. By working at home with skills taught in school.

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.

Wisconsin Parental Choice Program

St. Mark participates in the Wisconsin Parental Choice Program (WPCP). This program permits eligible families to apply for a voucher from the state of Wisconsin to attend St. Mark. Applying for the program will be from February 1 – April 15 each year. Families must provide proof of income and proof of residency in order to qualify for the program. Contact the WPCP director or the principal for more information.

Special Needs Scholarship Program

St. Mark participates in the Special Needs Scholarship Program (SNSP). This program permits eligible families with students who have either an Individualized Education Program (IEP) or Individualized Service Plan (ISP) to apply for a voucher from the state of Wisconsin to attend St. Mark. Applying for the program will begin after July 1 each year. Families may contact the SNSP director or the principal for more information.

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.

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.

Transfer of Credits Policy

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.

Tuition and Fees

Because the school is an integral part of the life of the Church, there is no tuition for members of St. Mark congregation. As Christ commands, we expect that members of St. Mark congregation generously support their school within the means that God has blessed them. II Cor. 9:7, *Each man should give what he has decided in his heart to give, not reluctantly or under compulsion, for God loves a cheerful giver.*

Book Fee

All families, with the exception of those who are enrolled in the Wisconsin Parental Choice Program, members and non-members alike, with children 4K-Grade 8 are assessed a \$490 (\$515 if registering after May 27th) per student book fee which helps offset the cost of materials. Whatever is not paid at registration is placed on a TADS account. Please note that accounts which are not paid in full at registration, will be put on a ten equal monthly payment plan. TADS will also include a \$60 / account fee divided equally over the ten payments.

Tuition

St. Mark utilizes TADS for its tuition management. This service automatically withdraws tuition and book fees from a customer's checking account.

Families will be required to sign an agreement with TADS to cover any tuition and book fee costs that are not paid in full at registration. The remaining financial responsibility will be put on a ten equal monthly payment plan. TADS will also include a \$60 / account fee divided equally over the ten payments.

Payments more than one-month delinquent, without adequate reason provided by the tuition paying party will result in expulsion of the child from St. Mark. All delinquent payments and late fees must be paid in full before the child will be re-admitted.

Fellowship Tuition
Wisconsin Synod or ELS

4K (Preschool)	\$345
5K (Kindergarten)	\$415 (Half Day) or \$830 (All Day)
Grades 1-8	\$830 first child
	\$780 second child
	\$730 third child

A reduction of \$50 for each additional child beyond three.

Non-Fellowship Tuition
Other denominations

4K (Preschool)	\$1070
5K (Kindergarten)	\$1340 (Half Day) or \$2680 (All Day)
Grades 1-8	\$2680 first child
	\$2580 second child
	\$2480 third child

A reduction of \$100 for each additional child beyond three.

Wisconsin Parental Choice Program (WPCP)

4K/5K/Grades 1-8	\$0
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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.

Attendance	Description
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 8:25 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 8:10 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.

Tardiness

Regular and prompt classroom attendance is an expected part of orderly learning. Punctuality is a tremendous virtue that we as parents and school cooperatively work to develop. It also has long reaching effects on a student's success in the classroom. Therefore, it is important that punctuality is emphasized.

Instruction will begin at 8:25 AM. A child arriving in the classroom after the 8:25 AM bell is considered tardy. When a child is tardy, he/she misses the morning devotion, the entire classroom is disrupted in its communication with the Heavenly Father, and the child does not have adequate time to prepare for classes.

- Tardies will be recorded on the child's permanent report card.
- If a student accumulates two tardies in a quarter, the teacher will contact the parents/guardians.
- If a student accumulates five tardies in a quarter, the principal will contact the parents/guardians.
- If the tardiness continues, the matter will be dealt with by the Board of Education.

Church Attendance

Christian holiday services and class singing in church are important school functions and attendance is expected. If your child is unable to attend please let the teachers know in advance.

The love of Christ that children are learning in school each day works to promote regular attendance of parents and children in worship. Parents who do not bring their children to church, and who do not attend themselves, are not only working against Christ but are also undoing the work of the school.

Worship attendance will be recorded and listed on the report cards as a possible discussion topic at consultations.

When parents are invited to school functions, we hope they will show interest and cooperation by coming with their children. At the formal part of each program the teachers are responsible for the behavior and welfare of the children. At the social or refreshment portion of the program, parents are responsible for their children.

Arrival-Dismissal-School Hours

The school doors will be unlocked at 8:10 AM each morning. **Early arrival of students in the morning is not allowed.** School begins at 8:25 AM; therefore, students not in the classroom by 8:25 AM will be marked tardy. Students and parents arriving after 8:25 should use the church doors to enter the school. School doors are locked during the school day.

Student Dismissal During the School Day - If a parent is going to schedule a time to pick up their child during the school day, the parent should come to the office and ask the secretary to page the student. The child should wait in the classroom until the secretary calls the student to come to the office.

All children, with the exception of those scheduled in a school activity, are expected to leave the school grounds promptly at the end of the school day. **All children are expected to be picked up by 3:40 unless other plans have been worked out between parents and teachers.**

School Hours

*4K (Preschool)/ 5K (Kindergarten) 8:25 – 11:45
Grades 1-8 8:25 – 3:25
*4K (Preschool) meets on Monday- Thursday mornings.

Before / After School Care / Wrap Around Care

St. Mark offers several services to our school families who need extended care. Listed are the days and times available for extended care. For more detailed information contact either the school office or the principal for a detailed handbook outlining the programs.

- Before School Care – 7:00-8:10 AM (4K-Grade 8)
- Wrap Around Care – 11:50 AM – 3:25 PM (4K-Kindergarten Only)
- After School Care – 3:25-5:30 PM (4K-Grade 8)

Please note, that if 4K or 5K (half day) students are not picked up at 12:05 PM, they will be taken to Wrap Around Care, and parents will be charged accordingly.

Please note that if 5K (all day) – Grade 8 students are not picked up by 3:40 PM, they will be taken to After School Care, and parents will be charged accordingly.

Emergency Closing

If school must close because of bad weather, please listen to your radio or watch the local TV stations. The decision is usually made well in advance of school opening. St. Mark will follow the Eau Claire school

district. If the buses are not running, our school will not be in session. In the event of a two-hour delay, there will be no 4K (Preschool).

Curriculum and Instruction

The children receive instruction in all subjects comparable to any other elementary school. In keeping with standards of Lutheran Preparatory School or secular secondary school, curriculum includes: reading, math, language, composition, computer literacy, phonics, spelling, science, social studies, art, phy-ed, music, Spanish, and penmanship. Religious instruction in God's saving word includes: Bible History, Luther's Catechism, church history, and hymnology. Daily devotions and prayer are also an integral part of the religious training. Memorization of Bible passages and the six chief parts of the catechism give children the foundation they need to defend their faith and resist temptation. Families with children in the Wisconsin Parental Choice Program are strongly encouraged to participate in the religious instruction since Biblical teaching permeates St. Mark's entire curriculum.

Teachers strive to challenge children of all ability levels in the classroom. Children who demonstrate a talent for learning can be provided additional materials at the request of parents to be worked on at home. However, advancing students in grade levels or subject areas is highly discouraged because of the logistics of scheduling and the advantages of having the children remain with their classmates throughout the day.

Report Cards

Report cards are issued quarterly and are one tool for measuring what each child has accomplished. Please do not put undue emphasis on grades. The Lord has blessed us all in different ways. He has given each of us different talents. The Lord and our staff simply ask our children to work to the best of their abilities.

A parent need not wait for a scheduled consultation. Special conferences may be held upon the request of a parent or teacher at a mutual convenience. Parent – teacher consultations will be scheduled during the first and third quarters of the school year. The purpose of each conference is to discuss and review each child’s learning experience and progress at St. Mark.

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.

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.

Personal Appearance

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.

Electronic Devices

Students may bring phones or other electronic devices to school in order to communicate with parents. However, any phone or electronic device brought to school will be turned in to the classroom teacher upon arrival to school. Students must first get permission from a teacher before using their cell phone during school hours. **Phones, or other electronic devices, may not be used as an acceptable calculator in class.** Use of phones or electronic devices without following these guidelines will result in consequences.

Lunch

The majority of the time, children will be expected to bring a nutritious bag lunch from home. Parents and students are responsible for proper care of any food that is brought from home. Because of time restraints, the use of microwaves will be determined by individual teachers. Hot lunch is generally offered once a week. Hot Lunch is \$4.00 per meal, \$35.00 for a 10 hot lunch punch ticket, and \$105.00 for the entire year. Hot lunch will be served either Tuesday, Thursday, or Friday of that week. The St Mark Hot Lunch Coordinator will plan the hot lunch meal menus, order the food, and lead the food preparation for the meals. Families will be assigned to assist with serving the food and cleanup following the hot lunch.

Milk

White and chocolate milk will again be offered at a cost of:

- \$55 per school year for 5K (Kindergarten) through grade 8
- \$40 per year for 4K (Preschool), payable at registration.
- It is asked that milk selections of either chocolate or white be kept throughout a semester.
- Children are discouraged from bringing soda.

Health

St. Mark is served by the Eau Claire City-County Health Dept. Yearly checks are made for hearing, vision, scoliosis, TB, and general health.

Children must meet all of the immunization requirements determined by the state of Wisconsin unless a waiver is provided.

Sick Child Guidelines

Please keep your child home if he/she currently has or has had these symptoms in the last 24 hours.

- a. Temperature of 100° or more without medication.
- b. Sore throat
- c. Pain
- d. Chills
- e. Diarrhea
- f. Earache
- g. Vomiting
- h. Persisting Cough
- i. Rashes
 - *itching or spreading rash*
 - *chicken pox* – keep child home seven days or until all lesions are crusted over.
 - *strep throat* – child may not return to school until 24 hours after beginning the antibiotic treatment AND the fever has resolved.
- j. Other: *pink eye* – students will be excluded from school until seen by their doctor and treated for 24 hours. If no treatment, child is allowed to return only if there is no pus in the eyes.

Please keep your child home if your child has had head lice until an effective lice killing treatment has been administered and all lice have been removed. For more information on lice treatment please contact the school nurse.

Distributing Medications

Due to a change in the state of Wisconsin law in the spring of 2011, all medications, both prescription and over-the counter, that are distributed by either a child's teacher or other trained school personnel should be locked in a given location in school. Proper documentation from either a doctor, parent, or if necessary, both, should be included. Forms are available on the school website. For a more detailed policy, please inquire at the school office.

Care of Property

Children are expected to:

- Take good care of their school and the equipment provided for their education.
- Pay for any damage to books, desks, and other property beyond normal wear.
- Children and parents are expected to assist the faculty and custodians in keeping the building and property clean and in good order.

Shaker Center Supervision

Occasionally, we join together for fellowship opportunities in the Shaker center.

- Parents are responsible for the supervision of their children during these gatherings.

- Children are not allowed to run in the gymnasium or play on the bleachers during these gatherings.
- Please be sensitive to those trying to take advantage of fellowship opportunities and at times preparing for worship such as at Lenten suppers.
- Also, understand that running on the gym floor without proper footwear will result in irreparable damage to the floor.

Visitor Policy

In order to provide a safe environment for students attending St Mark, a visitor protocol has been put into place. Doors 2, 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 8:15 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.

Bus Service

Bus service is provided to students in the Eau Claire School District. Parents will be notified prior to school opening as to the bus route, number and pickup time. If your child will not be in school on a given day, you are asked to notify Student Transit, 715-839-5116, BEFORE SCHOOL.

If the need arises for a student to ride home on a different bus, they are required to have a signed and dated note from a parent.

If there are any changes in arrival or departure because of baby-sitters, please notify both Student Transit and St. Mark.

Children are expected to act as Christians and set an example on the bus. Student Transit's policies will be followed on school bus discipline.

Telephone

If it is necessary to talk to one of the teachers, please try to place your call before school, during the noon recess, (12:15 – 1:00), or after school hours so that you do not disturb class in session.

Children's calls home are limited to emergencies. Students may use the phone only with permission from a teacher.

Piano Lessons / Instrument Lessons / Band

St. Mark has had a history of offering piano lessons and instrument lessons to its students. Piano lessons are offered to students in grades 1-8 and instrument lessons are also offered to students in grades 1-8.

Chapel

Each Friday morning all classes gather in church for a thirty-minute chapel service. Parents and friends are welcome and encouraged to attend. Services begin at approximately 8:30 AM.

Mission Offerings

An offering is collected during the Friday morning chapel services. The freewill offerings go to four mission projects each year.

- 1st Quarter – Foster Family Support at St. Mark
- 2nd Quarter – Grace-Hmong Outreach in Vietnam
- 3rd Quarter – Western Wisconsin District Mission
- 4th Quarter – Michigan Lutheran Seminary

Christian Counseling

Clinic for Christian Counseling offers professional Bible-based counseling to those struggling in relationships such as marriage or between parents and children, along with offering help to people of all ages suffering with depression, anxiety, ADHD, anger, issues surrounding abuse, and so on.

Clinic for Christian Counseling
3410 Oakwood Mall Dr. Suite 700
Eau Claire, WI 54701
(715) 832-1678

Student Assistance Fund

The congregation of St. Mark offers a student assistance fund to assist in bringing the Gospel to those families in need. Money from this fund may be applied to the cost of a child/children attending St. Mark Lutheran School. The Board of Education manages, reviews, and monitors the activity of this fund. The fund is a separate non-budget item, supported by donations made specifically to assist families with the cost for attending St. Mark. If wishing to make a donation, you are invited to communicate with a Board of Education member, the principal, or leave a clearly marked envelope in the offering plate.

Anyone interested in applying for assistance from this fund must contact a Board of Education member or the principal. The requestor will be required to fill out an application. The Board will review each request for assistance, on a case-by-case basis in a fair, equitable and Christian manner. All requests will be kept confidential.

Parent Teacher Partnership

In the interest of gaining a more wholesome cooperation between home and school, the Parent Teacher Partnership, P.T.P. has been established.

- Our P.T.P. was established for all members of St. Mark, as well as for parents of children attending our school.
- It provides an opportunity to express their interest in and desire to grow in knowledge of Christian education.
- Meetings are held quarterly.
- Here, parents can familiarize themselves with the school and exchange ideas and information relative to school.
- Parents are the livelihood of the P.T.P.
- Therefore, it is encouraged that at least one member of a family attends each meeting.

Sexual Abuse Policy

We realize that St. Mark Lutheran School is the secondary educator for its students. Parents serve as the primary instructors for their children. Therefore, our school requires the aid of volunteer/parent help.

We also realize that *all have sinned and fall short of the glory of God.* (Rom. 3:23) Because of this fact, there is a need to provide a safe environment for students. We aim to protect our students from all forms of abuse, especially sexual abuse.

Therefore, it is the St. Mark Board of Education's policy that all parents sign a form that includes their full name and birthdate. This information will be used to check the individual's record on the Public Records of the Wisconsin Circuit Courts.

School Bullying/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 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.

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)

Copies of our school's complete bullying and/or harassment policy are available in the school office or copies can be distributed upon request. If a parent ever has a concern about school bullying and/or harassment, they should report it to their child's teacher. A form is available to file a concern in a formal basis.

School Rules

We love because he first loved us. (I John 4:19)

Because he first loved us, we ...

1. Will be respectful in the hallways
2. Will show love to our classmates on the playground
3. Will honor God's house with our actions in chapel
4. Will take care of the school building and the playground
5. Will listen to those in authority according to the 4th Commandment

Discipline

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 4th 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.

Early Childhood Ministry Rules and Discipline

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.

Family Educational Rights and Privacy Act

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

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

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

- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

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 Go Guardian 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.



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.

