

***ST. MARK'S LUTHERAN SCHOOL***

***STEELEVILLE, IL.***

***2010-2011 HANDBOOK***



***CONNECTED IN CHRIST***

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## ST. MARK'S LUTHERAN SCHOOL MISSION STATEMENT

St. Mark's Lutheran School assists families in equipping children through excellent Christian education to proclaim the Good News of Jesus Christ.

### SCHOOL PHILOSOPHY OF CHRISTIAN EDUCATION

The philosophy of Christian education is rooted solely in Christ as revealed in the divinely inspired Holy Scriptures.

- C** We are Committed to the education of the whole child: physically, mentally, emotionally, socially, and spiritually.
- H** We Hold the confessions and teachings of the Lutheran Church Missouri Synod to be right and proper in the instruction of children.
- R** We strive to bring each child to the full Realization of his/her sinfulness and his/her need for salvation through Jesus Christ.
- I** We Instruct in all areas of the curriculum within the light of Christ's teaching of love and forgiveness, law and gospel.
- S** We provide a Spiritual foundation from which each child will apply the truth of God's Word for his/her entire life.
- T** We Trust in God's continual guidance and care in our Christian education endeavors.

Proverbs 22:6 states "Train up a child in the way he should go; when he is old he will not depart from it." With this promise of God's firmly in mind, we will work with the families of our school to enable each child to achieve his/her maximum potential and to seek God's will throughout his/her life.

### HISTORY OF ST. MARK'S LUTHERAN SCHOOL

St. Mark's Lutheran School was established in 1879. St. Mark's bought six city lots and a half acre near the church. One of the buildings on these lots was remodeled to serve as a school. By 1928 a new school building was needed to meet the needs of growing enrollment, so the current three story building was constructed at 504 North James Street in Steeleville. As enrollment continued to increase, another addition was made in 1960 (which included a gymnasium). The school complex has been updated several times since then, including the addition of a computer lab and a small scale solar panel system. Since the school's founding, St. Mark's continues to meet and exceed the educational needs of students in and around the Steeleville area.

## ACADEMIC CONTESTS & ACTIVITIES

A variety of academic contests and activities are available for students to participate. Some of the opportunities are Spelling Bee, Art Contest, Literary Contest, Geography Bee, Geography and Science Fair, Scholar Bowl, Young Authors, Music Contest, and Yearbook Staff. Note: Some of these events are required.

## ACCEPTANCE POLICIES

St. Mark's Lutheran School is established as a Christian Day School for the children of St. Mark's Lutheran Church. Applications for admission and enrollment are accepted in the following order:

1. Students in good standing previously enrolled in grades K-8 and siblings of the same household.
2. The children of communicant members of St. Mark's Lutheran Church.
3. All children already enrolled from the previous school year.
4. All other students based on availability at the time of the application.

Students enrolling must be of proper age as determined by the school codes of the State of Illinois. Following registration deadlines, student enrollments are accepted on a first-come basis and as space permits.

Enrollment in school will be conditional to the child's social and emotional adjustments and academic capabilities. **If the social and/or emotional conduct of a child becomes detrimental to the class, a consultation with the school staff and parents will be necessary. The child may be asked to enroll elsewhere.**

## ACCREDITATION

St. Mark's Lutheran School has been accredited by the National Lutheran School Accreditations and recognized by the Illinois State Board of Education of Nonpublic Elementary Schools. Accreditation is done for the purposes of validating the educational mission, program, goals and objectives of our school. In 2006, our K-8 grade school received validation from the Accreditation Association along with our Early Childhood program. Our school and congregation are proud of our staff, Board, administration and community for this accomplishment. These agencies endorse our program because they:

1. Foster excellence in elementary education.
2. Encourage school improvement through a process of continuous self-study and evaluation.
3. Assure a school and its public that the school has clearly defined and appropriate educational goals and objectives and established conditions under which their achievement can reasonably be accomplished.

## ACHIEVEMENT TESTS

Standardized achievement tests and a short test for educational ability are administered during the third quarter as methods designed to assist the teacher in instructional strategies to meet the needs of the student. This test battery measures mastery of the basic skills in vocabulary, reading, language, spelling, work-study skills, reference skills, science, social studies, and math. Results are shared with the parents during Spring Parent/Teacher Conferences.

## ADMISSIONS POLICY

St. Mark's Lutheran School admits students of any race, color, national and ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to all students at this school.

St. Mark's Lutheran School does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admission policies, athletics, and any other school-administered programs.

**All new students will be on probation for one 9-week quarter. Probation may be extended because of academic or**

**disciplinary problems.** The Principal is responsible for interviewing families who wish to enroll their child/children in the school and upon his recommendation and the Board's approval; their acceptance and enrollment will be complete.

## **ADVERTISING**

Materials containing any kind of advertising or any kind of handouts are not to be distributed to pupils, sent home, or posted in hallways or on bulletin boards unless authorized by the Principal.

## **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying individuals with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## **ASBESTOS MANAGEMENT PLAN**

St. Mark's Lutheran School has an approved asbestos management plan on file for view in the school office. Our latest 3-year re-inspection, as required by the Asbestos Hazard Emergency Response Act of 1986 was conducted by a certified asbestos inspector/management planner on September 28, 2009. Periodic surveillance and other preventative measures are ongoing.

## **ATHLETICS**

St. Mark's offers a variety of athletic opportunities. Our goal is to teach sportsmanship and skills. **Students who choose to participate in St. Mark's sports and other sports leagues need to realize that their first commitment is to our St. Mark's Panthers Teams.**

St. Mark's Lutheran School is a member of the Okaw Valley Conference, the S.I.J.H.S.A.A., and the Lutheran Sports Association of Illinois. The conference is composed of public and non-public area schools. Currently being offered to the students: Girls: softball, cheerleading, basketball, volleyball, track, and cross country; Boys: baseball, basketball, track, and cross country. All events are open to students in grades 5-8. (Basketball & Cross Country is also open to grade 4.)

Since a number of games are out of town, drivers are usually needed. If your child plays on a team, we expect you to participate by driving. Drivers must be 21 years or older, have proper license, and require all passengers to wear their seat belts. A permission slip must be on file in the office for the athletic sport the child is participating in or the child will not be allowed to participate.

No student shall participate in any practices or games unless a physical examination form has been properly completed for that school year and given to the coach or athletic director.

**Medical Appointments:** If a practice or game is to be missed for any reason including medical appointments, the player must inform the coach or Athletic Director in person (not through a friend) or present a note prior to the event to be missed.

**Athletic Policy:** The athletic program at St. Mark's Lutheran School is established to provide an avenue for players, coaches and fans to give **GLORY TO GOD**. This ministry is designed to support Christ-like behavior. It is a privilege to participate in sports and requires a great amount of commitment by players, parents, and coaches.

Players are expected to attend **ALL** scheduled practices and games. They are also expected to exemplify Christ-like behavior in the classrooms, school, and at athletic activities whether home or away. When an athlete is not participating

in a game, he/she must be under the direct supervision of a coach or parent. Students must be at school by 11:30 p.m. to participate in a scheduled athletic event that day. Absences other than illness will be examined on an individual basis.

### **Athletic Suspensions May Result When Students Fail To Meet these Expectations:**

#### 1. Athletic Suspensions (will be enforced in the following areas:)

A. Attendance - Failure to attend practices and/or games at home/away. Excused absences will be honored: (a) illness or injury to player (if injured please send doctor's note), (b) emergency (death in family, illness, etc.)

B. Behavior - Un-Christ like behavior in school or athletic activities may result in suspension (fighting, disrespect, etc.). **This will be determined by coaches, Athletic Director and Principal.** Any infraction of the above will result in one or more game suspensions. Under this suspension, players are still expected to attend the event whether at home or away, but will **NOT** be allowed to wear their uniform and **WILL** sit with the team as a spectator.

#### 2. School Related Suspensions/Detentions

A. A discipline problem may result in the student not being able to participate in practice that day. If so, they will not be allowed to play in the next scheduled game. (See Athletic Suspension/Attendance.)

B. A student who receives **two Yellow and/or Pink Slips** during a week will lose their eligibility to participate in any athletic practices or games beginning the following Monday to the next Monday.

C. Academic Suspension – At St. Mark's Lutheran School our student athletes understand academics come first. As a result all student athletes must maintain a grade point average of 4.00, with no failing cumulative grades (F's) in any subject. **If a student athlete's GPA falls below 4.00 a warning will be issued to the student alerting them to their low GPA and making them aware they have one (1) week to get the GPA above 4.00 before a suspension is handed out.** If after that warning week the grade point average of 4.00 is not reached, an academic suspension will be given to the student. At the end of the suspension week, the suspension will be reviewed. If the GPA is 4.00 or better, and there are no failing grades (F's), the player will be reinstated. If the GPA is still below 4.00 the suspension will continue for another week. A review will again take place with the above guidelines. During the time of suspension the student athlete will not participate in any games or practices. The suspension will be given by the teacher and the teacher will inform the Principal, athletic director, and coach. **After 3 warnings that have resulted in 3 subsequent suspensions in a given sport season, the next warning will result in a meeting with the Principal to discuss permanent removal from the sport the student is currently involved in.**

## **ATTENDANCE AND ABSENCE POLICY**

Punctual and regular attendance is a requirement of St. Mark's Lutheran School. Parents desiring to have their child dismissed from school before the regular time are requested to send a note with the child or notify the teacher by telephone or call for the child in person. No child will be released to an unidentified person. The teacher can then assign make-up work ahead of time; the pupil should then hand in the work before the absence. If unable to obtain prior approval as in cases of illness or emergency, the child should present a written excuse (signed by the parent) to the teacher upon the child's first day of returning to school. **A parent should also telephone the school office as to the reason for the child's absenteeism.** We discourage the practice of dental, orthodontist, and doctor appointments, family vacations, etc. during the school day. **Parents must come to the office to sign the child out.** The office will call to the classroom and have the child sent to the office. Teachers will not release students without notification from the school office.

St. Mark's reserves the right to determine an absence inappropriate and thus unexcused (An unexcused absence will not permit the student to make up the missed work and they will be given a 0 for the work missed.). Any student who has more than twenty-five (25) absences during any one school year will be reviewed for retention.

Teachers will use the following guidelines for determining tardiness, full or half-day absences:

1. Mark student tardy when arriving late less than one hour from the start of school or leaving less than one hour before the end of the school day. (If student is late due to the public school bus, the tardy will be waived).
2. Mark student 1/2 day absent if the student is more than 1 hour late and arrives prior to the ending of the classroom lunch hour.
3. Mark student 1/2 day absent if the student is absent only after lunch.

## ATTENDANCE CERTIFICATES

A Certificate of Perfect School Attendance is given to each child who has attended every day of school during the given term. A Certificate of Punctual Attendance is given to each child who has only one infraction. (For example: one tardy, absent one-half day, or absent one full day, but no combination of any two infractions). A Certificate of Perfect Church and/or Sunday School Attendance will be given to any child who qualifies.

## BAND

Children in Grades 4-8 may participate with the public school children in the public grade school band. Rehearsals are conducted at the public grade school before the school day. This band presents music at concerts and in parades. It is the responsibility of the parents to provide transportation to the public school. Return transportation is provided to St. Mark's. Students in latchkey may ride the bus over to the public school for band.

## BETA CLUB

Beta Club is a national service organization for honor roll students. It combines service projects with educational events, and just fun times. In order to qualify for Beta Club, a student must attain high honors for two consecutive quarters. After that, they must stay on the honor roll to be in good standing with the club. If a student fails to make honor roll, they are put on probation and have one quarter to remake honor roll status.

## BUS TRANSPORTATION

St. Mark's Lutheran School students living within the Steeleville Public School District #138 may ride on the Steeleville public school buses as applies to the regular bus route. All parents desiring this service should contact the principal or superintendent of Unit #138 to arrange for pick-up, time and delivery. All guidelines, rules, regulations, and policies governing the bussing of the Steeleville Public School students will be applicable to all St. Mark's Lutheran School students.

## BUS CONDUCT

Furnished bus transportation, does not however relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus and only at that time does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the district Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In extreme cases, the bus driver has the authority to refuse to allow a student to ride until school officials, along with the bus driver or the bus contractor, have met with the parents and resolved the situation. Drivers are to notify the Steeleville and St. Mark's Principal of the incident that evening so parents can be notified. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

General Bus Regulations:

1. Obey your driver and treat him or her with respect.
2. Treat your fellow riders with respect and kindness.
3. Remain seated at all times. **DO NOT** move from your seat without permission.
4. No yelling or other loud, distracting behavior is allowed.
5. Silence is required at all railroad crossings.
6. Keep your hands to yourself.

7. Put all litter in waste cans.
8. Absolutely **no** beverages on the bus.
9. With regard to food, ask your driver about his or her policy.
10. Keep head, hands and all other objects inside the bus.
11. Foul language will **not** be tolerated.

Route Students:

1. Be at your appointed bus stop on time. Your driver cannot wait on you.
2. If you are picked up on the left side of the road, you **MUST** wait for your driver to signal you to cross. The same applies when you are being dropped off – stand behind the crossing arm and wait for your driver’s signal. Unsafe crossing practices **will not** be tolerated!
3. If you wish for a friend to ride home on the bus with you, then you must have a note giving permission that has been signed by someone in the office. There will be **no exceptions** to this rule.

If, at the discretion of the driver, a child does not conduct himself according to the established rules, the following discipline guidelines will be enforced:

First Offense:

A School Bus Incident Report will be filed by the driver with an administrator on the day of the incident. Parents will be notified of the incident and receive a copy of the report.

Second Offense :

Another School Bus Incident Report will be filed with an administrator. A conference with the parents, driver and or bus contractor and building administrator will be held. Penalties for the misconduct will be discussed and administered at these conferences.

Third Offense:

A report will again be filed with an administrator. The student’s privilege to ride the bus may be revoked for ten (10) days. Parents will be notified of each penalty and incident.

Fourth Offense:

The student’s bus conduct may be brought before the School Board. A decision may be made to revoke the student’s bus privilege for the rest of the school year and even perhaps into the following year. In each case the parents will be required to assume the responsibility of providing transportation to and from school daily.

Depending on the situation, the above-mentioned offenses may be combined and the privileges to ride the bus may be revoked on the first offense.

**NOTE:** If a student’s privilege of riding to and from school is revoked, he or she will not be allowed to ride the bus to extra-curricular activities during that time.

## **CELL PHONES/ELECTRONIC EQUIPMENT**

Cell phone communication has become a way of life for most families. However, cell phones can become a distraction item during the regular school day and are not needed by the students. Therefore, cell phones are to be turned in to the office at the start of the day and may be picked up at the end of the day. If you need to communicate something to your child, it can be done through the office and with classroom teachers. If a staff member sees a child with a cell phone during the regular school day, it will be confiscated and a parent will need to pick up the phone in the school office at the end of the school day. Electronic equipment, such as CD players and Ipods shall not be permitted in the classroom(s), unless authorized by a teacher. St. Mark’s will not be responsible for any damage or loss to cell phones or electronic equipment brought to school by students.

## CHANGE OF ADDRESS AND/OR TELEPHONE

It is very important that proper records are maintained at all times. The school wants to be able to get in touch with parents rapidly if it should be necessary to do so. The school asks that students and/or parents notify the office immediately regarding any change in address or telephone number.

## CHOIR

St. Mark's maintains a choir consisting of children in Grades 5-8. The choir will sing at regular and special church services at St. Mark's. The choir, in conjunction with the other church musical groups, presents the annual Choral Christmas Concert during the Third Advent Service. Children in Pre School and grades K-4 will also learn songs and sing in the worship services at St. Mark's church on occasion. The student's grade for children's choir will be based on effort and attendance at scheduled events.

## CHRISTIAN CONDUCT

Students enrolled at St. Mark's Lutheran School are expected to adhere to the basic principles of Christian conduct as outlined in God's Word. For these principles, we look to the Old Testament law of the Ten Commandments and to Jesus' words recorded in Mark 12:30-31, "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength . . . Love your neighbor as yourself." It is our prayer that the love of Christ compels each student to live for Him ("For Christ's love compels us, because we are convinced that one died for all, and therefore all died. And He died for all, that those who live should no longer live for themselves but for Him who died for them and was raised again." II Cor. 5:14-15). As one grows in faith and love, his Christian behavior grows accordingly. Therefore, St. Mark's expects all of our students to conduct themselves according to the following principles:

### 1. Be respectful . . .

- To those placed into authority by God. Speak truthfully in all interactions.
  - By following the rules, policies and procedures set forth by those in positions of authority.
  - To others, including those who are part of the St. Mark's family. **See the "Respecting Others" section of this handbook for more information.**
- a) Do not bully, pick on, or make fun of others.
- b) Harassment of any person relating to the person's sex, race, color, religion, age, or disability is not acceptable. The term "harassment" includes but is not limited to slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's sex, race, color, religion, age, or disability. Sexual harassment includes any sexual advance or other verbal or physical conduct of a sexual nature.
- c) Acts or threats of violence are unacceptable between any of God's people. This includes verbal or written threats of violence made to another student or family member at any time. Weapons, including any kind of gun, knife, including pocket knives and leathermans, are not to be brought onto the St. Mark's campus.
- To the property of others. Do not take or damage any item that is not yours.
  - To the St. Mark's campus by not littering or participating in vandalism. In order to keep the campus in the best shape possible, food and drink should only be consumed in designated areas. Chewing gum is prohibited on campus.
  - To yourself by refraining from items that damage your body. Therefore, the use or possession of any tobacco products, alcoholic beverages, illegal drugs, drug paraphernalia, or nonprescription items used to achieve a mentally or physically altered state is not permitted on or around school premises at any time. This also applies to all school sponsored activities at other facilities.

### 2. Be restrained . . .

- By avoiding conduct that will cause disruption in the classroom or draw undue attention to yourself.
- In personal relationships, by not showing inappropriate affection in public.

- By abstaining from sensually or sexually explicit pictures or materials. Refrain from using sexual innuendoes and suggestive or provocative writings or speech.
  - By avoiding cursing, swearing and other language that is out of place in the life of a child of God.
3. Be responsible . . .
- By being prepared for every class, having the required materials with you.
  - For your academic work by completing assignments on time and preparing for tests and quizzes. Do not cheat or plagiarize.
  - For other assigned duties by completing them in a timely fashion and to the best of your ability.
  - For your time by working hard and making the most of it. Students are to be accountable for all of their time during the school day. Students are not to leave the premises during school hours unless there is written permission from a parent.

In addition, students are encouraged to . . .

- Be thoughtful of others, considering the feelings of others.
- Be helpful by pitching in when and where help is needed.
- Be friendly to all of the St. Mark's family and guests.
- Be forgiving as God has forgiven you.

St. Mark's recognizes that teachers, coaches, advisors, and those supervising different activities will have the need and authority to formulate rules for the situations that they oversee. Therefore, students are also expected to follow the rules designed to govern various activities. The students of St. Mark's Lutheran School represent our school and our Lord and Savior Jesus Christ every moment of every day. Therefore, students are not only expected to follow these principles of Christian conduct any time in which they are on school premises or at a school sponsored event, but should strive to conduct themselves in this manner at all times.

## **CHURCH AND SUNDAY SCHOOL ATTENDANCE**

St. Mark's Lutheran School provides a unified religious training of pupils not only during the week, but also on Sundays. It is considered normal procedure for the pupils to attend worship services regularly together with their parents. Parents are urged to set a good example for their children by attending church and Bible Class regularly.

Each teacher keeps a record of every child's church and Sunday school attendance. The record goes on the regular report card to remind parents of their child's worship record. Each teacher will complete a quarterly church attendance report of his/her class and hand it in to the principal's office. The principal will report quarterly to the School Board the percentage of church attendance of each child. The principal, pastors, and School Board take note of those children who are not attending at least 25% of the time.

## **CLOSED CAMPUS**

No one will be permitted to leave the school grounds during the "School Day" for reasons other than doctor or dental appointments, etc., unless he/she has special permission from the Principal. The term "School Day" here includes the time from when the child arrives at school until 2:55 p.m.

Parents should notify the school by written note if the student will need to leave the grounds for any reason. Included in the note should be the reason and times for leaving and returning to school. Parents are asked not to send notes for students to run errands in the local business district, as they will not be excused. For liability reasons, students who have permission to stay after school for athletics or other school related activities **must immediately report to the activity or a supervised room.**

## **CONDUCT (GENERAL RULES)**

1. All pupils are subject to the rules of St. Mark's Lutheran School as written above.
2. Each student is required to take the general course of study, including required religion courses.

3. Students are to talk in a normal, conversational manner. No foul language will be tolerated.
4. No running is permitted in the halls or classrooms.
5. All pupils should appear at school with neat attire and clean body.
6. No belongings should be left on the classroom floor or floor of the locker room.
7. Students may not enter any teacher's desk or other student's desk.
8. Children are not permitted to play outside on the school grounds prior to the school day.
9. Throwing sticks, stones, snowballs, etc. is prohibited.
10. All children are expected to play responsibly and show a sense of fair play.
11. Children are to use the playground equipment as it was designed.
12. Pocketknives, water pistols, matches, rubber bands, etc. are forbidden.
13. Possession of chewing gum on the school grounds is prohibited.
14. All food (including snacks) is to be eaten only in authorized areas and times.
15. There is to be no loitering in the lavatories. Do not waste towels, soap, or water.
16. All students are to remain on the playground during class recess unless excused by the teacher.
17. Students are to go outside during recess or noon hour unless the weather is inclement. If students cannot participate outside, a written note must be given the teacher on a daily basis.
18. The stage is off-limits (except by teacher permission).
19. Shoes with cleats or rollers are not permitted in the school building.
20. Students must stay in the proper area as directed by the teacher during breaks.
21. Students may only leave the classroom to attend the rest room in cases of an emergency.
22. Students may not have cell phones displayed or turned on during school hours.
23. These rules are not meant to be all-inclusive, but a guideline for students and teachers.

## **CONFLICT RESOLUTION**

Matthew 18:15-20, "If your brother sins against you, go and show him his fault, just between the two of you..." is the source for working through concerns. When a concern arises about your child, please contact the child's teacher, coach, or individual in question as soon as possible. Please do not permit assumptions or miscommunications to get a foothold. The proper and most productive way to deal with concerns is to share them with the person with whom you have them. If after a discussion the matter cannot be resolved, the parent should contact the Principal. In the event this does not bring satisfaction, only then should the parent address the St. Mark's School Board for action. Every effort should be made by all parties to solve any problems in the early stages of development. The parties involved will be invited to a conference or contacted by mail regarding the decision. In all discussions, place the Word of God, the welfare of the school, and the most productive results for the student at the forefront. As a faculty, we uphold a strong commitment to keep parents informed about all aspects of student performance. We will not harbor resentment or negative feelings toward a student because a parent has expressed a concern. We are, above all, partners in this educational experience.

## **CONTACTING TEACHERS AT SCHOOL**

It is evident that teachers cannot leave their classroom during class periods to answer the telephone or to conduct personal conferences. If parents would like to speak with a teacher, the office secretary can make arrangements or connect them to the teacher's voice mail.

## **CONTROL & GOVERNMENT**

The policies and activities of St. Mark's Lutheran School are governed and guided by the Board of Directors and members of St. Mark's Lutheran Church through its elected leadership. St. Mark's School Board of Education Ministry Team, consisting of appointed members of the congregation, the School Principal (ex-officio), and the Pastor (ex-officio), is entrusted with all matters pertaining to the Christian School.

## **CURRICULUM**

The curriculum and courses of study at St. Mark's Lutheran School comply with the State of Illinois Learning Standards

in what the students should know and be able to do in the seven core subject areas. Each classroom teacher has on file a description of the curriculum for his/her grade. The curriculum of St. Mark's Lutheran School is based upon the Bible, Integrating the Faith, and other current educational resources. Although textbooks are purchased from a variety of publishers, all material is taught from a Christian perspective.

#### THE AREAS OF LEARNING:

**RELIGION:** Bible History, Church History, Catechism, Doctrine, Worship, Bible Study, Missions, Memorization, and Christian Living.

The various topics under the heading of religious instruction are the heart of the Lutheran school Curriculum. Scripture gives a particular Christian viewpoint to the secular as well, and is applied and correlated to all subject matter and school activities. All students enrolled in our school are required to take a course in religious instruction, which is taught from the Lutheran Church-Missouri Synod perspective.

In application of many truths learned in the study of religion, opportunity for worship is provided. The devotions at the opening and closing of each day provide a theme for the day. Weekly chapel services are conducted. Offerings are collected for the mission of the Church.

Upon reaching the eighth grade, pupils receive religious instruction by the Pastor of St. Mark's Lutheran Church. This course of instruction is also designed to prepare pupils for Confirmation and Communicant Church membership in the Lutheran Church-Missouri Synod.

**LANGUAGE ARTS:** Reading, Phonics, Spelling, Grammar, Writing, Literature, and Handwriting.

**SOCIAL SCIENCES:** Geography, History, Constitution, and Current Events.

**MATHEMATICS:** Concepts, computations, problem solving, Pre-Algebra, Algebra, and Geometry.

**SCIENCE:** Concepts in Biological, Physical, and Earth Sciences, General Science, and Health.

**MUSIC:** Choir, Band, Singing, and Music Appreciation.

**ART:** Art Appreciation, Basic Principles of Art, Practice with various media.

**PHYSICAL EDUCATION:** Strength & Skills exercises, Group Games, Rhythm, and Recreation.

**COMPUTER EDUCATION/TECHNOLOGY:** Technology is integrated in the classroom curriculum.

### **DISCIPLINE FOR INAPPROPRIATE BEHAVIOR**

St. Mark's follows a Biblical approach to discipline taking direction from Galatians 6:1-2, "My brothers, if someone is caught in a sin,, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted. Carry each other's burdens, and in this way you will fulfill the law of Christ."

Two principles emerge with reference to discipline:

1. Wrongdoing must not go unnoticed or unpunished.
2. It must be handled in a way that the wrongdoer is not "lost" but "gained".

St. Mark's Lutheran School is dedicated to having each student attain his/her best in regard to schoolwork and behavior. We are also dedicated to working very closely with the families to encourage positive growth in the area of discipline. When a student at St. Mark's fails to follow any of the set rules of the school, he/she needs to be "set right". Hopefully, students will recognize their wrongdoing and confess to their improper behavior. If a student does not recognize his/her improper

behavior, it needs to be pointed out to them. Confession is the first step in being “set right”. Secondly, we expect students to repent for their wrongdoing. To repent means to have a change of heart. Actions and words of remorse demonstrate this change of heart. When repentance occurs, forgiveness follows. God has been gracious and merciful to us, forgiving us of our sins and sending his only Son, Jesus Christ to suffer, die, and rise in victory to wash away our sins. As we live in the Gospel of our Lord, we show this forgiveness to others. However, we also recognize the need to have direct consequences for improper behavior. Our concern is for the student who has behaved improperly and for other students and staff that this behavior affects. When students cannot modify their behavior to conform to the teacher or school’s expectations, problems arise. It is the school’s belief that when parents also get involved with their children’s behavior - changes do happen. Depending on the situation, the slip process may be modified or changed. To curb improper behavior, to help students learn from their mistakes, and to lead students to improve self discipline, the following steps and consequences will be used:

The teacher is responsible for day to day discipline in the classroom. The teacher will be in communication with the parents as is needed to guide the student in his/her behavior. Personal contact with the parent by the teachers may very well eliminate the need for further steps.

**Yellow Slips:** These **informational notes** sent to the parent to identify a specific behavior that has been worked on with the student by school personnel, but the behavior pattern is not changing. These notes are to be signed by the parent and returned the next school day to verify that communication has been made between the school and the parent. At anytime, depending on the situation, an after-school detention may be assigned.

**Pink slips:** This procedure may be initiated if a specific act is deemed serious enough for such action or if a specific behavior continues after steps #1 and/or #2 have already been utilized. As with other notes from the school, the pink slip is to be signed by the parent and returned to school the next school day.

PINK SLIP #1 for any unacceptable behavior must be signed by a parent and returned to school.

PINK SLIP #2 for any unacceptable behavior must be signed by parent and returned to school; student and teacher meet with principal.

PINK SLIP #3 for any unacceptable behavior must be signed by parent and returned to school; parent, student, teacher, and principal meet; student serves in-school suspension.

PINK SLIP #4 for any unacceptable behavior results in immediate suspension of student from class; parent contacted to immediately take student home: student does not return to school until satisfactory arrangements are made through a meeting with parent, student, teacher, principal, and Chairman of Board. Assignments are to be picked up DAILY by the parents and students work turned in to be graded.

PINK SLIP #5 for any unacceptable behavior: immediate suspension of student from class for three days: parent contacted and informed of the situation: student does not return to school until a meeting has been held with the School Board, parent, student, teacher, and principal to determine the continued enrollment of the student.

## **DISCIPLINE FOR ASSIGNMENTS NOT COMPLETED**

A yellow slip is given for assignments not completed or completed but with no attempt to have the proper responses. As with all slips, these are to be signed by the parent and returned to the teacher the next day. Students may be assigned an after-school detention if the slip process does not improve the situation. After two such yellow slips, the third incomplete assignment would be given a pink slip. The following steps are followed concerning pink slips given for incomplete work:

#1 Pink - sent to parent and returned to school.

#2 Pink - sent to parent and returned to school.

#3 Pink - parent, student, teacher and principal meet to discuss problem and solution.

#4 Pink - student serves in-school suspension the next school day.

#5 Pink - parent is called to immediately take the child out of school for the rest of the day. And between themselves the parents and student reach a solution to the problem. The student would not return to school the next day nor continue classes, until the parent, student, teacher, and principal meeting can be conducted with the School Board Chairman and/or School Board members to determine conditions for continued enrollment.

## **DRESS CODE**

At St. Mark's Lutheran School our concerns for our children involve all aspects of Christian living. The Bible tells us "man looks at the outward appearance, but the Lord looks at the heart" (1 Samuel 16:7). As Christians our role as "ambassadors for Christ" should be to reflect values and teachings of Christ to the community. We trust that parents share our desire to foster high standards in every area of our school program, including dress and personal appearance. It is our experience that there is a correlation between student dress and personal appearance. Consequently, we insist that each student be dressed in a way that will not hinder the educational process, that will promote a positive image among our students, and which will provide a positive Christian witness to the community.

Our faculty reserves the right to make judgments concerning what we consider to be proper or improper dress based on the guidelines below. If it is necessary to do so, we will inform individual students and their parents of "dress corrections" that must be made.

1. All clothing should not contain any unchristian words or slogans.
2. Students may not wear clothing that advertises beer, liquor, and tobacco products, has unacceptable language, suggestive language, writing, or pictures that may be construed to be in poor taste.
3. Clothing should be neat, not torn or tattered.
4. Clothing should not worn in such a manner that over-exposure (esp. necklines, shoulders, underarms, midriffs, and upper thighs) is evident. Shoulder straps must be wide enough to cover the undergarment. Shorts should be no shorter than mid-thigh.
5. Pants should be worn at the waist.
6. Hats, coats, kerchiefs, or sunglasses should not be worn in the classroom.
7. On chapel days, a higher standard of clothing is encouraged.

We will appreciate your understanding of and cooperation with our school dress code. We urge parents to help their children adhere to our dress guidelines throughout the school year, rather than placing their children in the position of having to be confronted by teachers or the principal with the need to make "dress corrections". We realize that it may be difficult to find certain types of clothing, but if this dress code cannot be followed, we may find it necessary to go to school uniforms.

## **ENROLLMENT AND ENTRANCE REQUIREMENTS**

### ***ENROLLMENT STEPS***

1. Arrange an interview with school principal. (Please bring recent report cards, standardized testing, and a certified birth certificate)
2. Complete an application for enrollment through the school office.
3. Complete registration forms accompanied by the registration fee (a non-refundable fee) for each student.
4. Present a copy of an official birth certificate of those entering pre-school, kindergarten, or transferring into St. Mark's. This birth certificate should have the birth certificate number.
5. Present an updated health record which must include copies of current immunization records.
6. Tuition and registrations fees may be paid all at once or a monthly billing process arranged. (9 payments).

### ***RE-ENROLLMENT***

All returning students must confirm registration on Registration Day. Information regarding re-enrollment will be

announced in the local papers, St. Mark's School website: <http://stmarksteeleville.com/school.aspx>, letters to parents as well as the St. Mark's Lutheran Church congregational publications.

### ***ENROLLMENT TRANSFER***

Transcripts of records will be requested from the last school attended by a transfer student. The parent will be asked to sign a form requesting the release of the student's records. Students transferring from other schools and school systems are accepted on probationary basis. Final acceptance and grade placement is made after receiving appropriate records from the child's previous school. Enrollment in school will be conditional to the child's social and emotional adjustments and academic capabilities.

### **FACILITY USAGE**

St. Mark's Lutheran School is proud of its facilities and wants the Lutheran community and the community at large to be able to use its facilities. For an outside group to use any part of the St. Mark's campus, they must contact the school office and complete a facility use form. Nominal fees are applied. That form must contain a hold harmless clause that removes any liability of St. Mark's Lutheran School.

### **FIELD TRIPS**

At various times, different classes will embark on field trips for the purpose of introducing the students to an experience that cannot occur on campus. Field trips may also require an extra expense, which is to be paid prior to the trip by the parent. Any over night trips or those involving excessive funding must have School Board approval.

A field trip is an extension of the classroom and should not be considered a family activity. (No siblings are to be included by the chaperones.) and are therefore required for students in that particular class. We do, however, need chaperones for most of these field trips and we welcome parents volunteering as chaperones. Every attempt will be made to use all parents who volunteer. In the event space is limited, the teacher will attempt to devise a fair system of choosing those persons who will be allowed to serve as chaperones on the field trip. The following rules apply to a person serving as a chaperone:

1. A chaperone is to assist the teacher in disciplinary matters. Students are expected to show the same respect to the chaperones as they do toward the teacher. The teacher is the final authority relating to any aspect of the field trip.
2. At no time, is the chaperone to leave the class or take group of the class elsewhere, unless the teacher gives permission. Students are to stay with the assigned chaperone at all times.
3. Because the safety of the students is always uppermost in our minds, if cars are used, chaperones should have a valid driver's license, be over twenty-one years of age, have adequate insurance coverage, and all passengers must wear seatbelts. The chaperones may be asked to show proof of each prior to the outing.

### **FIRST AID**

All accidents in the school or on the playground should be brought to the attention of the nearest teacher. A staff member will administer to the student. However, under no circumstances will staff members administer medication to students.

No prescription medicine\* should ever be administered to a student in the classroom. If a student brings prescription medication\* from home, it must be stored in the office and permission given by a parent of the child to allow the student to take the medication at a specified time and under the supervision of the St. Mark's employee.

\*Except medication for asthma according to state laws.

### **FUND RAISING**

Occasionally students will be asked to participate in fund raising for special projects benefiting the student body as a whole. Students will be greatly encouraged to participate.

## GRADING

Each teacher is responsible for keeping a record of grades for their class to indicate the progress the students are making. The following is the "recommended" method of grading:

<b>% GRADE</b>	<b>LETTER GRADE</b>	<b>GRADE POINT SYSTEM</b>
100	A+	12.00
99-96	A	11.00
95-94	A-	10.00
93-92	B+	9.00
91-87	B	8.00
86-85	B-	7.00
84-83	C+	6.00
82-77	C	5.00
76-75	C-	4.00
74-73	D+	3.00
72-71	D	2.00
70	D-	1.00
Below 70	F	0.00

The policy is to use letter grades (A, B, C, D, and F) as well as marks for superior, average, and unsatisfactory.

## HEAD LICE EXAMS

Twice yearly (beginning of the school year and calendar year) students will be examined for head lice. If necessary, other examinations may be required throughout the school year. Should a case be found, a school official will notify the parents immediately and the child will be dismissed from classes. The student may come back to school upon presentation of proof of appropriate treatment. Proof consists of one of the following: a note from a physician, copy of prescription and proof of purchase of said prescription, or proof of purchase of over-the-counter product. Seven days following the initial treatment, a second treatment must be administered. On the tenth day after the initial treatment an approved individual may examine the child again.

## HEALTH REQUIREMENTS (MANDATORY)

A physical exam and immunizations are required to be on file for every child in St. Mark's school. Students entering St. Mark's from another school will have 30 days to comply. If the previous school does not send the physical and immunizations with the records it is the responsibility of the parents or guardians to obtain these documents.

*In accordance with the timetable in Section 665.140 of the Illinois Public Health Code, health examinations for all St. Mark's students are required for the protection from communicable disease. Lead screening is required as part of the health examination, as specified in Section 665.140(f). New physicals are required for early childhood, kindergarten, or grade 1 (if they did not attend Kindergarten) and sixth. The examination must be completed within one year prior to entry into the above grades. **If the child does not have a health exam physical prior to September 1 of the current school year***

*they will not be allowed to attend.* This policy is strictly enforced. Any new students to the school will have 30 days to comply with this requirement.

## **IMMUNIZATIONS**

All students must have the necessary immunizations by September 1 of each school year. Failure to comply with the above requirement may result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. Records of these immunizations properly signed by a health care provider must be placed on file when a student enters this school.

## **DENTAL EXAMINATIONS**

*As specified in Section 665.410 of the Illinois Public Health Code* all students in Kindergarten, grade 2, and grade 6, are required to have a dental examination by May 15 of that school year. The examination must be performed by a licensed dentist and a "Proof of Dental Examination Form" must be completed by the dentist. If the school does not have a completed form on your child, the school can withhold your child's end-of-year report card.

## **VISION EXAMINATION**

*As specified in Section 665.610 of the Illinois Public Health Code* a vision examination is required for all incoming kindergartners or grade 1 (if they did not attend Kindergarten) or children enrolling for the first time in an Illinois public or private school. This examination must be performed by a licensed ophthalmologist, optometrist or a physician who provides complete eye examinations. These forms must be completed by October 15 of the current school year.

## **VISION AND HEARING SCREENINGS**

Vision and hearing screening will be administered during the 2010-2011 school year according to the Illinois Department of Public Health guidelines. The mandate requires that students are routinely screened for vision in Early Childhood, Kindergarten, second and eighth grade and screened for hearing in Early Childhood, Kindergarten, first, second and third grade.

## **HOMEWORK**

Homework is an important part of the educational process. Homework is defined as work done outside of the classroom. Most students, especially in the upper grades, should have regular assignments to be completed at home. Parents should show an interest and concern in their child's work by providing encouragement and a quiet place and time for study. Parents should frequently check and discuss the assignments. Each child is responsible for completing his/her assignments. In the event of excessive homework, parents should contact the teacher to discuss how the student may get the work done on time. In the event of illness, the student shall have one day (plus one) for each day absent to complete the work. After this time, the work will not be accepted and a 0 shall be recorded.

## **HONOR ROLL**

All students from grades 5-8 are eligible. The academic subjects involved determining the honor roll is: Religion, Memory, Mathematics, Language Arts (x3), Science, Social Studies, and the Constitution (alt. years either 7<sup>th</sup> or 8<sup>th</sup> grade).

### **Categories:**

High Honors: 10.1 – 12.0 GPA

Honors: 8.5 – 10.0 GPA

Straight A Students denoted with \*

## ILLNESS AND SERIOUS COMMUNICABLE DISEASE POLICY

Through effective education, good cleaning methods, proper supervision of all teaching areas, and coordination between public health officials and the faculty and administration in the monitoring of programs, St. Mark's Lutheran School will provide a healthy atmosphere for students to grow. St. Mark's Lutheran School encourages students and their parents to use "common sense" when dealing with an illness that is contagious. We expect that students will follow their doctor's directions in regards to school attendance. However, St. Mark's Lutheran school expects that students with a contagious infection will remain out of school until medication prevents the spread of the infection. Students who become ill during the school day should immediately report to the school office. If deemed necessary, the office will contact the student's parents. St. Mark's understands that children infected with serious communicable diseases need to be cared for and educated in Christian settings and that St. Mark's has the responsibility to protect the welfare of all students enrolled. Therefore, when a student is diagnosed with a serious communicable disease, the Principal will work with the parent/guardian, local health department representatives, and the student's physician to provide the best possible environment and education for each enrolled student. The Principal will report and recommended any needed action to the Board of Education. The case of each student with a persisting condition will be reviewed at the beginning of each school year and as deemed necessary.

## INSURANCE

Optional individual accident insurance policies will be offered to parents for the children. This policies offer, at a nominal cost, generous benefits on all accidents which occur on the way to or from school, in school, on the playground, or on other school sponsored activities. A 24-hour around-the-clock policy is also available for students. Application forms are available at registration and during the first week of school. Parents who wish to insure their children are asked to supply information requested on the application and return it together with the money as soon as possible. St. Mark's maintains liability insurance.

## LATCHKEY (BEFORE AND AFTER SCHOOL)

The St. Mark's Latchkey Program is open Monday thru Friday from 6:00 to 8:00 a.m. and from 2:55 to 5:30p.m. for students in Pre-School through grade 8. The school is closed on holidays and other days identified on the school calendar and those days due to weather conditions. Early dismissal days will be communicated well in advance for parents to make alternate arrangements for their children. Latchkey hours are billed on an hourly and daily basis as the service is used. Statements will be sent out bi-weekly.

## LATCHKEY (SIGN-IN/SIGN-OUT PROCEDURES)

**Sign-in:** Each day upon arriving in the a.m., the parent is required to sign his/her child(ren) in, noting the time arrived. Children are not to be dropped off prior to 6:00 a.m. Please do not simply drop your child(ren) at the door. A sign-in/out pad, pens, and a clock are all located in the Latchkey room by the door. This gives us a written record of the child's attendance, hours, and who brought/picked- up the child.

**Sign-out:** Children MUST be signed-out (when picked up in the p.m.) of the program each day by an adult (18 years of age or older) listed on the St. Mark's Drop Off & Pick Up Authorization form. Children are to be picked up no later than 5:30 p.m.

When picking children up at the end of the day, parents are asked to come up to the Latchkey area on the 3<sup>rd</sup> floor area unless we have a note indicating other arrangements. Children are not permitted to go out to their car unattended at pick up times. We will only release your child to you or someone else you designate. If someone else is to pickup your child, please notify us or the school office ahead of time. A verbal notice is fine that day. If the person is NOT on the approved list, we will attempt to contact the parents and verify. WE MUST have permission to release your child(ren).

Please inform emergency contacts, or people designated to pick up your child(ren), that if they are not listed on your

authorization sheet and the child is too young to recognize them/or we do not know them, we will need to ask for photo identification. We do not mean to offend anyone, it is simply a measure taken for the child's protection. We will not let a child leave without a parents verbal permission. If there is a court order keeping one parent away from the child, we must have copy of the order on file in the school office. Otherwise, we cannot prevent the non custodial parent from picking up their child. These procedures are for your child's safety and must be adhered to at all times. The clock in the St. Mark's Latchkey facility will be used to determine drop-off and pick-up time.

## **LIBRARY**

A library is available for each grade containing fiction, non-fiction and reference materials. Grades 3-8 have a central library for their use. A staff member, along with library aides, will direct the circulation of the material. Students are encouraged to checkout books weekly. Fines will be administered for overdue materials or lost items. The fines for overdue books are \$.05 per school day and the charge for lost books will be based on replacement cost of the materials. Any fines still owed at the time of end of the grading periods will result in the student not receiving their report card at that time.

## **LOCKERS/DESKS**

The lockers and desks are the property of St. Mark's Lutheran School and are placed in the school for the student's usage. The teachers and/or principal may inspect lockers or desks, without the consent or knowledge of the student, whenever they have a reasonable cause to suspect that the student has placed illegal or dangerous material or substances in the locker or desk. Law enforcement officials who wish to inspect lockers or desks should possess a valid search warrant. When law enforcement officials are involved with searching or questioning, parents will be notified immediately.

## **MEDICAL EMERGENCIES**

In case of a medical emergency of a child, the parent will be notified immediately. In the event the parent cannot be reached, the office will attempt to contact the emergency number as placed in the student's file. The child will be taken to the nearest medical facility by the quickest means pending the nature of the injury. The teacher will notify the principal of the status of the child.

## **NEWSLETTER**

The school publishes a newsletter every two weeks, *Panther News*, which is intended to keep parents informed. Information in the newsletter is to be considered official. Parents should take time to read the information once it's distributed.

## **NUTRITION PROGRAM**

St. Mark's School provides a hot lunch under the National School Lunch Program (NSLP) for our staff and students and we encourage all families to participate. The NSLP is a federally assisted meal program operating in public and private non-profit schools. The program was established under the National School Lunch Act and provides nutritionally balanced, low-cost or free lunches to children each school day. It is administered at the federal level by the US Department of Agriculture and at the state level by Illinois State Board of Education and subsidized with both funding and commodities.

Since the hot lunch program is a separate account, payment for participation in any part of the lunch program should not be included on the same check as any other fees. Payment should be made to the school office once you receive your statement from the Nutritional staff. Students may bring their own lunches. Eighth grade students assist the food service staff during the lunch period on a rotating and assisting students will receive free lunches during their week of service.

**A family may apply for free or reduced lunches according to their income or expense status at anytime of the year.** If you feel you may qualify for such aid, please request an application and turn it into the office for verification of your status. Once verification has been determined, you will be notified. The information is kept strictly confidential.

## **PARENT TEACHER LEAGUE (PTL)**

St. Mark's Lutheran School PTL is affiliated with the National PTL. The purpose of the PTL is to foster Christian education promoting a strong relationship between home and school and to promote fellowship among the St. Mark's Lutheran School family. Topics and discussions are related to Christian parenting. In addition financial support is given to St. Mark's Lutheran School through various fundraisers.

All Parents/Guardians whose children are enrolled at St. Mark's are members of the PTL. The programs and meeting dates are indicated in the weekly school Newsletter. Meetings are generally the first Monday of every school year month and **parents are highly encouraged to attend these meetings**. Officers are elected each year in April and installed in May. The following officers are elected: President, Vice-President, Secretary, and Treasurer.

## **PARTIES**

There will be occasions during the nine months of school life to set aside time for celebrations through special parties. The PTL Room Mothers help the children to observe parties at Christmas, Valentines Day, and an end of the school year party. All other parties should be cleared through the principal.

## **PHYSICAL EDUCATION**

St. Mark's Lutheran School offers a physical education program for all students in Grades K-8. The teachers of their respective grades conduct physical education classes for Grades K-5 separately. Physical education classes for Grades 6-8 are under the direction of a Junior High teachers. The purpose of these classes is to provide systematic exercises and participation in sports to develop the child physically.

All children are required to participate in physical education classes unless they present a written excuse from a doctor for medical reasons. If a child does not participate because of illness or injury in physical education classes, he/she may not participate in extra curricular athletic events for that day.

Each pupil in Grades 5-8 must wear proper clothing for these classes. Girls and boys are to wear shorts, appropriate tops, white socks, and gym shoes. Each child is to keep his/her gym clothes laundered. The pupils are also responsible for the proper care and storage of physical education clothes when not in use. Lockers will be provided all students for this purpose. Clothing should be labeled to aid in distribution if lost. St. Mark's is not responsible for clothes left unattended in the locker room or in the gymnasium.

## **PICTURES**

Individual student pictures are taken early in the school year. There is no obligation to purchase these pictures; however, all students have their picture taken so that we have a picture for each student in the yearbook and in their permanent file. Payment is made at the time the picture is taken. Spring pictures are taken, which parents have the option to purchase or return if they do not want.

## **RECORDS**

Proper and legal school records will be kept at all times. Upon transfer from St. Mark's, proper records are sent to the new school. Permanent records will be kept at St. Mark's for a minimum of sixty years from attendance. All material in either the permanent or temporary records shall be treated as confidential, according to the following guidelines:

1. Any student (of the age of majority), his/her parents, teachers, or Principal shall have access to the school's records of that student.
2. To gain access to a student's record, the student (of age of majority), parent, or guardian must request the access from the Principal either in writing or in person. Any request from another school or any other agency must first be submitted to the Principal in writing, who shall have written authorization from the student (of age of majority), parents, or guardian before granting access.

## **REPORT CARDS**

St. Mark's Lutheran School issues report cards on a quarterly basis. The cards should be completed one week after the end of the quarter. Parent-teacher conferences are scheduled after the first and third quarters and a schedule of these conferences is sent home. At this time, the student's educational progress is discussed. The faculty encourages parents to discuss their children's progress anytime during the school year. Report cards are not only notification of the student progress, but are the official records of the students and ultimate promotion. At the end of any grading period, St. Mark's Lutheran School may withhold the document in lieu of financial obligations.

## **RESPECTING OTHERS**

All St. Mark's Lutheran School students, faculty and staff, and visitors are expected to treat each other with Christian love and respect. Therefore, the following guidelines apply:

1. Any and all forms of abuse are strictly forbidden.
2. Corporal punishment is not acceptable as all employees and volunteers are strictly forbidden from using all shapes and forms of corporal punishment.
3. No abuse or molestation, physical or sexual, is acceptable and is strictly illegal and will not be tolerated.
4. Bullying, picking on, intimidating or mistreating others is unacceptable.
5. Creating, accessing, and/or distributing any written or electronic material that will cause substantial disruption of the proper and orderly operation of the school or school activities or interferes with the rights of other students or employees is strictly forbidden.
6. Harassment of any person relating to the person's sex, race, color, religion, age, ancestry, national origin, physical or mental disability, or other protected group is not acceptable.

***Other expectations of behavior can be found under the "Christian Conduct" section of the St. Mark's Student/Parent Handbook.***

If a student feels that he/she is a victim of any of these forbidden actions or witnesses such treatment of others, he/she should immediately report the incident to the Principal or a teacher. All members of the school community, including parents, volunteers, and visitors, are encouraged to report all alleged violations of these policies to the Principal or a teacher. Teachers are required to report all such accusations or incidents to the Principal immediately. The Principal will conduct a prompt and thorough investigation of all alleged incidents and respond in an appropriate manner. Any person found to have violated any of these policies will receive consequences. The Principal will inform and involve the parents/guardians of any student found to have violated any of these policies or engage in aggressive behavior. If the incident includes the Principal, please contact a teacher or a member of the St. Mark's Board of Education. Outside authorities will be contacted in regards to illegal behavior. St. Mark's Lutheran School will enhance programs regarding the respect of others. All faculty members and students will discuss these policies annually regarding the respect of others. St. Mark's Lutheran School complies with State and Federal laws concerning these policies.

## **RETENTION POLICY**

Each pupil will be treated on an individual basis. When doubt arises whether to promote or retain a student, the teacher takes the following criteria into consideration: maturity, interest, native ability, and actual achievement as indicated by standardized achievement tests and report cards. The teacher will discuss students in question with the principal and consult him for advice. A consultation is also to be held with the student's parents to elicit their advice, suggestions, and attitudes. Should the parents and school staff not agree on retention or promotion, the child may be passed on a

conditional basis. Whenever a child is promoted on a conditional basis, the child must attend 4-6 weeks of summer school preparing for the coming school year. Tutoring is to be at the expense of the parent with a tutor's evaluation at the end of the session.

Only rarely will a student be retained twice or more. If this is the case, the parents may need to consider another school setting. Any student who has more than twenty-five (25) absences during any one school year will be reviewed for retention. Also the school code for the state of Illinois will be followed with regard to the number of unexcused absences.

## **SAFE SCHOOL/DISASTER PLAN**

St. Mark's Lutheran School is committed to maintaining a safe and healthy environment for its students, faculty, staff, and guests. To achieve this goal, numerous policies have been developed, including the following:

**Safety Coordinator:** The Principal or his designee (must be a full-time employee of St. Mark's Lutheran School) shall serve as the Safety Coordinator for St. Mark's. The Safety Coordinator is given the authority to act to keep the students, faculty, staff, and guests of St. Mark's safe.

**Visitors:** During the school day, all entrances to the building will remain locked. Visitors to the St. Mark's building will only be allowed to enter through the front door. All visitors during the school day must first come to the school office upon entry into the building. A sign at the entrance will direct visitors to report to the office. In the office, all visitors must sign-in and will be given a Visitor's Pass before moving throughout the building. Visitors unfamiliar to the school will be asked to show a photo ID and their name and address are recorded on the sign-in form.

**Campus Maintenance:** The school custodian and/or Safety Coordinator will perform a weekly safety check of the building and campus. Such safety check will include a visible inspection of all common areas and mechanical equipment. A quarterly visible inspection of all safety equipment will also be performed. Any safety issues should be reported immediately to the Safety Coordinator. If the safety issue provides imminent danger, the Safety Coordinator will immediately restrict access to the area or take other steps to ensure that the safety issue does not jeopardize the safety of any individual. Other safety issues not providing an imminent danger will be reported to the Board of Trustees for further inspection and recommendations. All faculty and staff, students, and visitors are encouraged to watch for any safety issues and should also report any concerns to the Safety Coordinator.

**Safety Drills:** St. Mark's School will perform appropriate safety drills numerous times during the school year. The drills are for the safety of the students. Conduct should reflect the seriousness of the situation to which the drill is related. Students are to note the fire/emergency exits posted in each classroom. At the beginning of each semester, each teacher will review safety procedures for their classrooms with the students. For more information, you may request to see the St. Mark's Crisis Management Plan.

## **SCHOOL DAY**

The school day begins at 8:15 a.m.. All teachers will be present by 7:35 a.m. for Daily Devotions. The school building will open at 7:45 a.m. and we ask that children **not** arrive before 7:45 a.m. unless they report to Latchkey. Students arriving between 7:45 and 8:00 a.m. (including bus students) are to go directly to the cafeteria. Permission to leave the cafeteria must be granted by a teacher. The school day ends at 2:55 p.m. Half Day Pre-School classes end at 10:50. Full Day Pre School and Kindergarten classes end at 2:50 p.m. No student should be in the school building 10 minutes after dismissal unless they are in Latchkey, participating in a school-sponsored activity, or are under the direct supervision of a teacher. If a teacher requests a student or group of students to remain after the school hours he/she will be responsible for the students.

## **SCHOOL STAFF**

THE PASTOR is the shepherd of the entire congregation. He is the spiritual advisor and religious leader of the school. He promotes the school publicly and privately among members of the congregation and also those without a church home. He is

to be sure all instruction is permeated by the eternal truth of God's Word. He offers assistance and advice to the teachers in all matters pertaining to the welfare of the school. The pastor is responsible for the confirmation instruction for those of proper age.

THE PRINCIPAL has been hired by the Board of Education for service, helpfulness and leadership within the school. His entire energies center in the advancement of St. Mark's Lutheran School, its pupils, and its teachers. The principal is responsible to the School Board, the Parish Council and the Voters' Assembly. These groups are kept informed concerning the work of the school in executing such policies as are adopted.

THE TEACHERS have been called by the Voters' Assembly and/or contracted by the School Board. As such they should be interested and concerned with the total welfare of the church. Instructional guidance, discipline, and the general attitude of any child, regardless of grade, are the responsibility of every teacher. The teachers are responsible to the principal. They discuss any matters pertaining to the school, its pupils, and the parents of the students with the principal.

## **SEX OFFENDER AND VIOLENT OFFENDER NOTIFICATION LAWS**

State law requires that all schools provide parents/guardians with information about sex offenders and violent offenders against youth. State law prohibits a convicted child sex offender from knowingly:

(a) being present within 100 feet of a site posted as a pick-up or discharge stop for a conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity when one or more persons under the age of 18 are present at the site. (b) loiter within 500 feet of a school building or real property comprising any school while persons under the age of 18 are present in the building or on the grounds, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the principal or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

You may find the statewide Sex Offender Database (a/k/a Sex Offender Registry) at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor) and the statewide Child Murderer and Violent Offender Against Youth Database at [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/).

## **SNAPGRADES**

Grades one through eight use the online grading system [www.snapgrades.net](http://www.snapgrades.net). Parents and students can check their grades and progress at anytime. Midterm and end of quarter grades will be sent home.

## **TELEPHONE**

The school telephone system is provided for school business. Children are not to use the school phones except for unforeseen events creating an emergency situation. The kitchen phone is not to be used except with the permission of the cooks.

## **TEXTBOOKS**

St. Mark's Lutheran School tuition includes the cost for textbook rentals. All textbooks (consumable and hardback) are the property of the school. The only writing in the books should be directed by the teacher. Because the student does not own the books, fines will be assessed for unusually high wear and/or damage to the textbooks. Consumable books may be given to the students at the conclusion of the school year. Students are expected to treat their textbooks with care.

## **TUITION**

St. Mark's Lutheran School is maintained by members of St. Mark's Lutheran Church and School. The combined costs of staff salaries, janitorial services and supplies, books, and equipment represent a large outlay of money on a single ministry area on a per capita basis. All members of St. Marks' congregation whether they have children enrolled or not, lend financial support to the Christian Day School ministry. Parents are reminded to be faithful in bringing their tithes to the house of the Lord on a regular basis. Malachi 3:10.

Members of St. Mark's Board of Education annually reviews and sets the basic tuition. Tuition is charged for all St. Mark's Members or Non-Member families. St. Paul's Lutheran Church of Wine Hill and St. Peter's Lutheran Church of Campbell Hill, our sister congregations, are charged the non-member rates and billed accordingly. Tuition collection takes place by either payment in full at registration or by a commitment to regular monthly payment plan starting on September 15<sup>th</sup>. The monthly plan is based on nine (9) equal payments, with payments due the 15<sup>th</sup> of each month and the final payment due May 15<sup>th</sup> of the current school term. If a family's financial situation changes in the course of the year, they must contact the school principal to work out a plan to meet their financial obligation or provide financial assistance. Registration fees are non-refundable unless a family is relocated by their employer prior to the start of the school year.

## **VISITORS**

Parents are urged to visit St. Mark's Lutheran School in order to sit in on classes, share a special lunch with their children, participate in activities all to gain a greater understanding of the operation of the school. However, ALL visitors entering the building after 8:15 a.m. will be asked to sign in at the office and receive a Visitors Badge. All doors to the school will be locked down at this time daily. Parents dropping off a forgotten lunch or team uniform are asked to leave the article at the office for delivery to the student. Faculty and staff have been instructed to direct unfamiliar visitors to the school office for proper registration. Likewise, students arriving late to school, or leaving early for appointments, must be signed in/out at the office before going to class or leaving the building. All parents must enter the building through the front entrance.

## **WEATHER DISMISSAL**

If school is to be closed or dismissed early due to bad weather or other emergency situations, the Principal shall email all families (by 6:30 a.m. if at all possible). In addition, announcements will be made over the local radio stations, WHCO/WINI 1230, and on television KMOV Channel 4 ([www.KMOV.com](http://www.KMOV.com)), KSDK News Channel 5 ([www.KSDK.com](http://www.KSDK.com)) out of St. Louis, and KFVS Channel 12 ([www.KFVS12.com](http://www.KFVS12.com)) out of Cape Girardeau. Our school closings will coincide with those of the Steeleville Unit School District #138.

## **WORSHIP/DEVOTIONS**

One day each week, usually on Wednesday, a chapel worship service is held beginning at 8:25 a.m. All chapel worship services are to be led by members of The Lutheran Church-Missouri Synod. The messages of all devotions and chapel services are to be in communion with and in support of the doctrinal confessions of The Lutheran Church-Missouri Synod. Students who are not members of the LCMS may participate in the presentation of devotions and/or chapel services. When it is desirable to have a special guest who is not a member of the LCMS address the students, it will be done through an assembly that is in addition to the weekly chapel service. St. Mark's Lutheran School has a commitment to carry on the traditions of the LCMS. Students will participate in classroom devotions on a daily basis. For Christians,

every moment of every day is part of a life of worship and praise of God. St. Mark's Lutheran School provides students with daily opportunities for worship.

Other opportunities for worship are provided through theology and other classes. All students are encouraged to participate fully in congregational life and worship. St. Mark's Lutheran School recognizes that being a student in a Christian school is only one part of the big picture of spiritual development.