

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

***STEELEVILLE, IL.***

***2021-2022 HANDBOOK***

## INDEX

<b>School Mission Statement</b>	.	.	.	.	.	.	.	.	.	<b>5</b>
<b>School Vision Statement</b>	.	.	.	.	.	.	.	.	.	<b>5</b>
<b>History of St. Mark's Lutheran School</b>	.	.	.	.	.	.	.	.	.	<b>5</b>
<b>Non-Discrimination Policy</b>	.	.	.	.	.	.	.	.	.	<b>5</b>
<b>Academic Contest &amp; Activities.</b>	.	.	.	.	.	.	.	.	.	<b>6</b>
<b>Accreditation</b>	.	.	.	.	.	.	.	.	.	<b>6</b>
<b>Standardized Tests</b>	.	.	.	.	.	.	.	.	.	<b>6</b>
<b>Advertising</b>	.	.	.	.	.	.	.	.	.	<b>6</b>
<b>Animals on School Property</b>	.	.	.	.	.	.	.	.	.	<b>6</b>
<b>Asbestos Management Plan/Eye Protection and Toxic Art Supplies in School Act</b>	.	.	.	.	.	.	.	.	.	<b>7</b>
<b>Athletics</b>	.	.	.	.	.	.	.	.	.	<b>7</b>
<b>Attendance and Absence Policy.</b>	.	.	.	.	.	.	.	.	.	<b>8</b>
<b>Attendance Certificates.</b>	.	.	.	.	.	.	.	.	.	<b>9</b>
<b>Beta Club</b>	.	.	.	.	.	.	.	.	.	<b>9</b>
<b>Bus Transportation</b>	.	.	.	.	.	.	.	.	.	<b>9</b>
<b>Cell Phones &amp; Electronic Equipment</b>	.	.	.	.	.	.	.	.	.	<b>10</b>
<b>Change of Address/Telephone.</b>	.	.	.	.	.	.	.	.	.	<b>10</b>
<b>Choir</b>	.	.	.	.	.	.	.	.	.	<b>10</b>
<b>Christian Conduct</b>	.	.	.	.	.	.	.	.	.	<b>10</b>
<b>Church Attendance.</b>	.	.	.	.	.	.	.	.	.	<b>12</b>
<b>Closed Campus</b>	.	.	.	.	.	.	.	.	.	<b>13</b>
<b>Conduct (General Rules)</b>	.	.	.	.	.	.	.	.	.	<b>13</b>

<b>Conflict Resolution . . . . .</b>	<b>15</b>
<b>Contacting Teachers at School . . . . .</b>	<b>15</b>
<b>Control &amp; Government . . . . .</b>	<b>15</b>
<b>Curriculum . . . . .</b>	<b>15</b>
<b>Bullying . . . . .</b>	<b>17</b>
<b>Discipline for Inappropriate Behavior . . . . .</b>	<b>18</b>
<b>Dress Code . . . . .</b>	<b>22</b>
<b>Enrollment and Acceptance Requirements . . . . .</b>	<b>23</b>
<b>Enrollment Steps . . . . .</b>	<b>24</b>
<b>Re-Enrollment . . . . .</b>	<b>24</b>
<b>Enrollment Transfer . . . . .</b>	<b>24</b>
<b>Facility Usage. . . . .</b>	<b>25</b>
<b>Field Trips . . . . .</b>	<b>25</b>
<b>First Aid . . . . .</b>	<b>26</b>
<b>Fund Raising . . . . .</b>	<b>26</b>
<b>Grading . . . . .</b>	<b>26</b>
<b>Graduation . . . . .</b>	<b>27</b>
<b>Head Lice Exams . . . . .</b>	<b>27</b>
<b>Health Requirements (Mandatory) . . . . .</b>	<b>27</b>
<b><i>Immunizations . . . . .</i></b>	<b>28</b>
<b><i>Dental Examinations . . . . .</i></b>	<b>28</b>
<b>Vision Examination . . . . .</b>	<b>28</b>
<b>Homework . . . . .</b>	<b>29</b>
<b>Honor Roll . . . . .</b>	<b>29</b>

<b>Illness and Serious Communicable Disease Policy</b>	.	.	.	.	.	.	.	.	.	29
<b>Insurance</b>	.	.	.	.	.	.	.	.	.	30
<b>Latchkey (Before and After School)</b>	.	.	.	.	.	.	.	.	.	30
<b>Latchkey (Sign-In/Sign-Out Procedures)</b>	.	.	.	.	.	.	.	.	.	30
<b>Lockers/Desks</b>	.	.	.	.	.	.	.	.	.	31
<b>Medical Emergencies</b>	.	.	.	.	.	.	.	.	.	31
<b>Nutrition Program</b>	.	.	.	.	.	.	.	.	.	31
<b>Parties</b>	.	.	.	.	.	.	.	.	.	31
<b>Physical Education</b>	.	.	.	.	.	.	.	.	.	32
<b>Pictures</b>	.	.	.	.	.	.	.	.	.	32
<b>Records</b>	.	.	.	.	.	.	.	.	.	32
<b>Report Cards</b>	.	.	.	.	.	.	.	.	.	33
<b>Respecting Others</b>	.	.	.	.	.	.	.	.	.	33
<b>Retention Policy</b>	.	.	.	.	.	.	.	.	.	34
<b>Safe School/Disaster Plan</b>	.	.	.	.	.	.	.	.	.	34
<b>School Day</b>	.	.	.	.	.	.	.	.	.	35
<b>School Staff</b>	.	.	.	.	.	.	.	.	.	35
<b>Sex Offender and Violent Offender Notification Laws</b>	.	.	.	.	.	.	.	.	.	36
<b>Special Education</b>	.	.	.	.	.	.	.	.	.	37
<b>Telephone</b>	.	.	.	.	.	.	.	.	.	37
<b>Textbooks</b>	.	.	.	.	.	.	.	.	.	37
<b>Tuition</b>	.	.	.	.	.	.	.	.	.	37
<b>Visitors</b>	.	.	.	.	.	.	.	.	.	38
<b>Volunteers</b>	.	.	.	.	.	.	.	.	.	38

<b>Weather Dismissal</b>	.	.	.	.	.	.	.	.	.	<b>38</b>
<b>Worship/Devotions</b>	.	.	.	.	.	.	.	.	.	<b>39</b>
<b>Attachment 1 - Ineligibility for Extracurricular Activities Form</b>	.	.								<b>40</b>

## **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.

## **ST. MARK'S LUTHERAN SCHOOL VISION STATEMENT**

St. Mark's Lutheran School believes in the importance of educational excellence and training for discipleship for each student. St. Mark's is committed to the education of the whole child, striving to bring each child to the full realization of personal sinfulness and, therefore, a personal need for salvation through Jesus Christ. Instruction in all areas of the curriculum focuses on the reality of Law and Gospel and Christ's love and forgiveness for us, as taught in the inerrant Word of God. Students are given a spiritual foundation for life as they are taught the inerrant word of God, according to the confessions and teachings of the Lutheran Church-Missouri Synod. They are also challenged to excel academically. The school regularly evaluates and adjusts the curriculum to meet each child's physical, mental, emotional, social, and spiritual needs. We know that without God's continual guidance we can accomplish nothing and we lean on Him for all things.

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 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.

## **NON-DISCRIMINATION 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 based on race, color, national, or ethnic origin in administration of its educational policies, admission policies, athletics, and any other school-administered programs.

## **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 and Science Fair, and Young Authors. Note: Some of these events are required.

## **ACCREDITATION**

St. Mark's Lutheran School has been 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. Our school and congregation are proud of our staff, Board, administration, and community for this accomplishment. This agency endorses our program because we:

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.

## **STANDARDIZED TESTS**

This year your child will take tests called Measures of Academic Progress® (MAP®). We will give students the MAP assessment to determine your child's instructional level and to measure academic growth throughout the school year, and from year to year in the areas of Reading and Math. Your child will take the tests on a computer in their classroom.

MAP tests are unique in that they adapt to be appropriate for your child's level of learning. As a result, each student has the same opportunity to succeed and maintain a positive attitude toward testing. Results are shared with the parents during Spring Parent/Teacher Conferences.

## **ADVERTISING**

Materials containing advertising or 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**

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**

Periodic surveillance and other preventative measures are ongoing. St. Mark's School complies with the Eye Protection in School Act and the Toxic Art Supplies in Schools Act.

### **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, basketball, volleyball, golf, track, and cross country; Boys: baseball, basketball, golf, track, and cross country. St. Mark's currently co-ops with Steeleville CUSD #138 for all sports except for cross country and track.

Since several 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 sports waiver must be on file in the office for all athletic sports 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 a.m. to participate in a scheduled athletic event that day. Absences other than illness will be examined on an individual basis.

**Athletic Eligibility:** Students in athletics must maintain eligibility to participate in practices and games. Any student receiving two (or more) Behavior/Academic Concerns slips during a week will lose their eligibility to participate in practice or games beginning the following Wednesday to the next Wednesday. Students will have to maintain a 4.0 (out of a 12.0 scale) on a weekly basis. A cumulative grade of "F" in any subject will require the student to be ineligible for the following week. These grades are updated weekly by teachers.

**\*Please note that students serving in-school or out of school suspension are not allowed to participate in extracurricular nor co-curricular activities for the duration of the suspension.**

**"Notice of Ineligibility for Athletic Activities" Form (attachment 1 page 40)** will be used by the athletic director to report an athlete's eligibility status. As with other notes from school, the Ineligibility Form is to be signed by the parent and returned the next day.

#### **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 for both teacher and the school office or notify the office by telephone. 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 when he/she returns from the absence. **Parents must come to the office to sign the child out.** The office will call the classroom and have the child sent to the office. **Teachers will not release students without notification from the school office.** For all other absences, **a parent should telephone the office on the day of the child's absence or send a written note to the school office as to the reason for the child's absenteeism the day that the student returns to school.** We discourage the practice of dental, orthodontist, and doctor appointments, family vacations, etc. during the school day. If an absence is known ahead of time, a written note must be sent to the office so that arrangements can be made with the teacher to obtain schoolwork for the day(s) of the absence.

According to state law, all children who turn 6 by September 1 of the school year are required to attend school.

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 students 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 a student is late due to the public-school bus, the tardiness 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.

### **BETA CLUB**

Beta Club is a national service organization for honor roll students. It combines service projects with educational events. To qualify for Beta Club, a student must attain high honors for two quarters in a school year or the fourth quarter of one school year followed by the first quarter of the next school year. After that, they must stay on the honor roll to be in good standing with the club. If a student fails to make the 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.

Private bus transportation is offered through the Transit Transportation System. All parents desiring this service should contact the office or Transit Bus Company to arrange for pick-up, and delivery.

## **CELL PHONES/ELECTRONIC EQUIPMENT**

Cell phones are not allowed to be used during the school day. This includes all cell phone accessories as well. This also includes any smartwatch or other type of wristwatch accessory which is being used as a text message device. Those things may be worn if they are used as regular watches. If they are used in an inappropriate way; it will be treated as a cell phone offense. **During school hours (8:00-2:55), cell phones must be kept in students' lockers and turned off.** Phones and other electronic devices may be accessed during school hours at teacher discretion. If you need to call home during these times because of an emergency, please report to the school office.

## **CHANGE OF ADDRESS AND/OR TELEPHONE**

It is especially important that proper records are always maintained. 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. Please notify the school of at least 3 emergency contact numbers.

## **CHOIR (Music Classes)**

St. Mark's maintains a music class for children in Grades 5-8. The classes will sing at regular and special church services at St. Mark's. 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 music 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, 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 innuendos 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 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 at 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 always conduct themselves in this manner.

### **CHURCH 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 regularly.

Church attendance is recorded weekly for all students. 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, pastor, 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 or phone call 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 a 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. Pocket Knives, 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. The stage located in the gymnasium is off limits to students without teacher permission.
17. All students are to remain on the playground during class recess unless excused by the teacher.
18. 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 to the teacher daily.
19. Shoes with cleats or rollers are not permitted in the school building.
20. Students must stay in the proper area during breaks as directed by the teacher.
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.
24. The use of medical marijuana is prohibited on school property.
25. It may become necessary to require access to a student's social networking passwords or websites if the use of these outside of school has interfered with regular school or student business or safety. The access will be used to investigate possible connections to school matters.
26. Those students assigned an in-school suspension may not be present on school property after school hours on the day(s) of the in-school suspension.
27. Those students assigned out of school suspension are not allowed on school property or at school activities for the duration of the suspension. Students assigned

out of school suspension may lose the privilege of attending field trips held during that school year, including overnight field trips, at the discretion of the school board.

### **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, send the teacher an email to arrange a time to meet or ask the secretary to 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.

Please note that it is the policy of St. Mark's Lutheran Church and School that no alcohol or tobacco products are allowed on school property at any time.

### **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, the One in Christ curriculum, 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 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.

Seventh and eighth grade pupils receive religious instruction taught 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, 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 into the classroom curriculum.

## **BULLYING**

As a matter of school policy and religious obligations, it is recognized that bullying behavior is not tolerated at St. Mark's Lutheran School. Students who are victimized by the abusive power exerted by bullies suffer serious harm to their self-esteem and their feelings of safety as they pursue their academic and social lives. St. Mark's Lutheran School seeks to create an environment of learning, compassion, and safety by educating parents, teachers, staff, and students in different areas concerning bullying and respect. All members of St. Mark's Lutheran School are expected to discourage, prevent, intervene, report and otherwise appropriately address bullying behaviors.

Bullying can take many forms including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation, and retaliation for asserting or alleging an act of bullying.

Cyber bullying can include all the above as well as the use of electronic tools, devices, social media sites, blogs, and websites to harm a student or students with electronic texts, photos, or videos.

Bullying acts or conduct described above can include the following.

\*Physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling.

\*Verbal which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet.

\*Emotional which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure.

\*Sexual which includes, but is not limited to, many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

\*during any school sponsored education program or activity, while in school, on school property, or at school sponsored or school-sanctioned event or activities.

\*through the transmission of information from a school or home computer network, or similar electronic school or home equipment.

\*outside of school.

All members of the St. Mark's Lutheran School community, parent/guardians, teachers, staff, administrators, and others are expected to work together in preventing bullying and promoting values in a Christ-centered environment.

Bullying by a student or students may result in suspension and/or expulsion from the school.

### **Policy for Handling Unacceptable or Bullying Behavior between Students**

Appropriate disciplinary consequences are applied to the offending student(s). The following procedures are followed:

\*When disciplinary action is taken against a student(s) because of a bullying complaint, documentation should indicate what happened and what action was taken.

\*Written documentation of the complaint must be placed in the student(s) file, as would documentation of other disciplinary action be taken in the student(s) file,

\*Whenever a bullying complaint is made by or on behalf of student(s), the school must place the record of what action was taken in the student(s) file.

\*Administrator and Board may decide on further disciplinary action.

### **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 regarding schoolwork and behavior. We are also dedicated to working very closely with the families to encourage growth in 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.

#### Consequence Chart

INFRACTION	1 <sup>ST</sup> CONSEQUENCE	2 <sup>ND</sup> CONSEQUENCE	3 <sup>RD</sup> CONSEQUENCE	4 <sup>TH</sup> CONSEQUENCE
Eating candy or chewing gum without teacher permission	Warning	Lunch detention	Lunch detention	Lunch detention
Insubordination	1-day lunch detention	1 day after school detention	1 day in-school suspension Parent Conference	2 day In-school suspension Parent Conference
General Disrespect	Lunch Detention	1 day after school detention	2 days after school detentions	1 day in-school suspension

Disrespect of Employee	1 day after school detention	2 days after school detention	1 day in-school suspension Parent Conference	2 day In-school suspension Parent Conference
Improper Dress	Warning	Lunch detention	Lunch detention	Lunch detention
Rough or Boisterous Play	Verbal Reprimand / Warning	Lunch detention	Lunch detention	Lunch detention
Cell Phone Use without Permission	Phone turned into office. Lunch Detention	Phone turned into office 1 day after school detention	Phone turned into office 2 days after school detentions	Phone turned into office 1 day in-school suspension
Willful Destruction of Property	Replace item and/or 1 day after school detention	Replace item and 2 days after school detention	Replace item and 1 day in-school suspension Parent Conference	Replace item and 2 day In-school suspension Parent Conference
Foul Language / Obscene Gestures	1 day after school detention	2 days after school detention	1 day in-school suspension Parent Conference	2 day In-school suspension Parent Conference
Fighting / Physical and Verbal Aggressor	2 day after school detention	4 days after school detention	1 day in-school suspension Parent Conference	2 day In-school suspension Parent Conference
2 <sup>nd</sup> Party	1 day after school detention	2 days after school detention	4 days after school detention	1 day In-school suspension Parent Conference

Bullying	1 day after school detention	2 days after school detention	4 days after school detention	1 day In-school suspension Parent Conference
De-panting A Student	2 days after school detention	1 day in-school suspension Parent Conference	2 day In-school suspension Parent Conference	3 day In-school suspension Parent Conference

**Threats** – Threats of any kind (including practical jokes) will not be tolerated. Any threat which is reported to the building principal will be investigated. If it is determined that a threat has been made against another person by a student, his/her parent or guardian will be contacted. Other actions may result in a student being monitored (desk, book bag, coat, and locker being frequently checked), suspended, referred to the juvenile authorities and/or what is otherwise deemed appropriate action.

**Weapons** – Students will not carry or possess any instrument which could be classified as a weapon. This would include all knives, guns, pointed objects, chains, steel toed footwear or any other item which could do bodily harm to another individual. Pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm. The minimum disciplinary action will be suspension from school and reported to the Police Department.

**IMPORTANT:** Punishment for each offense may vary according to the severity of the offense. For example, third and fourth offense punishment may be assigned if the misbehavior is extreme even on the first offense. If the offense is extreme enough, expulsion could be recommended. It is not possible to identify every type of disruptive behavior that can occur. We believe that it is our responsibility to provide an atmosphere that is conducive to learning. Students are here to learn, and interruptions of that learning will not be tolerated.

We believe that enforcement of rules should be carried out consistently in accordance with the school plan. When mitigating circumstances are clear and present, the principal may, however, apply other appropriate interventions.

## **Detentions**

**Lunch detention** – Lunch detentions are usually for minor reasons and disciplinary referral forms and parental notification are not required. Lunch detention is to be served during lunch time. Students spend approximately 40 minutes in the building under supervision.

**After school detention** - A Disciplinary Referral Form will be filled out and signed by the teacher and a copy sent to the principal. The form will be sent home with the student to be signed by a parent or guardian and returned to the teacher the next day. A copy should be retained by the parent or guardian. Parents/guardians shall be asked to make arrangements for transporting the student home after detention (3:30 p.m.). Detention will begin the next detention day immediately following the end of the school day. Students are to work on homework. Failure to return the signed form to the teacher the following day results in an additional day.

**Suspensions** - The parents will be notified. Suspensions may be served in school. All make-up work must be completed within a reasonable length of time at the discretion of the teacher involved. All classwork, homework, make up work will be counted as full credit. Students who are on suspension will not be allowed to attend school activities during such time.

## **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. Duct tape on clothes will not be permitted.
4. Clothing should not be 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. Spaghetti straps are not permitted. Shorts and skirts should be as long as the student's fingertips when his/her arm is fully extended.
5. Pants, shorts, and skirts should be worn at the waist.
6. Hats, coats, kerchiefs, or sunglasses should not be worn in the classroom.
7. Shoes (including sandals) must have a back strap or back part of the shoe. Students who wear shoes without a back or back strap will be reminded that they cannot wear those shoes. A note and/or phone call will be made to the parent, also.
8. For safety reasons, students should not wear dangling earrings.
9. 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".

### **ENROLLMENT AND ACCEPTANCE REQUIREMENTS**

**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.
5. State law now requires that children 6 years of age by Sept. 1 of the school year must be enrolled in school.



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. A certified copy of the birth certificate, current physical, and social security number are required for students entering our school. These are retained in the school files.

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.**

### **ENROLLMENT STEPS**

1. Arrange an interview with the 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 certified 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 registration 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://www.stmarksteeleville.com>, 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 a 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.

**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/her recommendation and the Board's approval; their acceptance and enrollment will be complete.

### **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. No alcohol, tobacco products, medical marijuana, e-cigarettes, or illegal drugs are allowed on school property at any time.

### **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 overnight trips or those involving excessive funding must have School Board approval. Walking field trips are permitted, but parents must be informed in advance.

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 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 groups of the class elsewhere, unless the teacher gives permission. Students are always to stay with the assigned chaperone.
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.

4. Students who are assigned an out of school suspension may lose the privilege of attending field trips held during that school year, including overnight field trips, at the discretion of the school board.

### **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. A medication administration form should be filled out and returned to the office, \*except medication for asthma according to state laws.

### **FUNDRAISING**

Occasionally students will be asked to participate in fundraising 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: The policy is to use letter grades (A, B, C, D, and F) as well as marks for superior, average, and unsatisfactory.

% GRADE	Letter Grade	Grade Point System
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

### **GRADUATION**

The valedictorian/salutatorian selection procedure is necessary to make a fair determination. To be eligible for valedictorian/salutatorian consideration, a student must have been enrolled at St. Mark's Lutheran school during their 7<sup>th</sup> and 8<sup>th</sup> grade year.

- Cumulative GPA shall be determined at the end of the 3rd quarter of the 8<sup>th</sup> grade year. The GPA will be based on the student's quarter grades between their fifth-grade year through the third quarter of their eighth-grade year.
- The student(s) with the highest average using this method shall be determined to be Valedictorian(s). The student(s) with the second highest average shall be determined to be the Salutatorian(s). The student(s) with the third highest average shall be determined to be the Historian(s).

### **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 thirteen months prior to entry into the above grades. Any new students to the school will have 30 days to comply with this requirement.*

### ***IMMUNIZATIONS***

All students must have the necessary immunizations by the first day of school of each school year. Failure to comply with the above requirement will 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 the first day of school of the current school year.*

## **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.

## **HONOR ROLL**

### **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 regard 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 must be free from fever for 24 hours before returning to school. 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 recommend 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. These 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 Preschool through grade 8. Latchkey 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. It may also be paid on a monthly basis as well.

### 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 to the Latchkey area. 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 pick up 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 parent's verbal permission. If there is a court order keeping one parent away from the child, we must have a copy of the order on file in the school office. Otherwise, we cannot prevent the noncustodial parent from picking up his/her child. These procedures are for your child's safety and must always be adhered to. The clock in the St. Mark's Latchkey facility will be used to determine drop-off and pick-up 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.

### **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.

### **PARTIES**

There will be occasions during the nine months of school life to set aside time for celebrations through special parties. Parents may be asked to help the classroom teacher with parties at Christmas, Valentine's 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 5-8 are under the direction of Junior High teacher(s). 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 extracurricular 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 to 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 must have their picture for the yearbook and his/her permanent file. Payment is made at the time the picture is taken if you wish to make a purchase.. Spring pictures are taken, which parents have the option to purchase or return if they do not want the picture package. Payment is only required if you decide to purchase the portraits.

## **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. 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 of 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. 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 regard 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/her for advice. A consultation will be held with the student's parents. A student must be passing three of the five core subjects (Reading, Language, Math, Science, and Social Studies) for the year in order to be promoted to the next grade. This follows state law.

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 regarding 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. 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. All visitors will be required to wear an ID.

**Campus Maintenance:** If a 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 7:30 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 gym. 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 Preschool 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 or coach 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/her 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.

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/).

### **SPECIAL EDUCATION**

The students and parents at St. Mark's Lutheran School have access to the services of the Perandoe Education Service. Through this service, social workers, speech and language therapists, and school psychologists can be brought in to observe students, work with teachers, and to help to develop an individualized plan for a student. If parents desire access to these services for their child, the parent should contact the child's teacher or the principal of the school.

### **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. The combined costs of staff salaries, janitorial services and supplies, books, and equipment represent a large part of the church budget. All members of St. Marks' congregation, whether they have children enrolled or not, lend financial support to the Christian Day School ministry. Families of school children are reminded to be faithful in bringing their tithes and offerings to the house of the Lord on a regular basis. Malachi 3:10. Tuition charges only cover one fourth to one half of the actual cost of educating a child at St. Mark's School.

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 students. St. Paul's Lutheran Church of Wine Hill, Immanuel Lutheran Church of West Point, St. John's Lutheran Church of Sparta, 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 a 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 to seek financial assistance. Registration fees are non-refundable unless a family is relocated by their employer prior to the start of the school year. St. Mark's uses [www.factstuitionaid.com](http://www.factstuitionaid.com) for those families seeking financial assistance. Our goal is that no child be turned away because of a family's inability to pay tuition. Parents may contact the school office for information about financial help. Please complete this process by September 30th.

### **VISITORS**

Parents are urged to visit St. Mark's Lutheran School to sit in on classes, share a special lunch with their children, or participate in activities 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. 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.

### **VOLUNTEERS**

Students need the support of parents, school, and community. St. Mark's Lutheran School wants and needs volunteer workers and helpers. If you are interested, please call the office and indicate to the secretary that you would like to become a volunteer. All volunteers must be pre-approved, and their names will be checked on the sexual offender registry. If a volunteer is to be used to drive students on field trips and/or extracurricular activities, the volunteer must possess a valid driver's license, current insurance, and be at least twenty-one years of age. All passengers are required to wear seat belts. All volunteer coaches and those volunteers who chaperone overnight class trips are required to complete a criminal background check. The forms are available in the school office.

### **WEATHER DISMISSAL**

If school is to be closed or dismissed early due to bad weather or other emergency situations, the principal and/or designee will use the Bright Arrow telephone system to notify all families (by 6:30 a.m. if at all possible). Please make sure that your current telephone number is on file with the school office. 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 WSIL Channel 3 out of Carterville. Our school closings for weather emergencies will coincide with those of the Steeleville Unit School District #138. If school is cancelled due to weather for the day, activities that were to be held that night at St. Mark's School are also cancelled.

### **WORSHIP/DEVOTIONS**

One day each week, usually on Wednesday, a chapel worship service is held beginning at 8:25 a.m. 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.



**Attachment 1**

**St. Mark's Lutheran School  
Athletic Department**

**Notice of Ineligibility for Extracurricular Activities**

Athlete Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

***The above-named athlete's extracurricular eligibility status has been modified due to performance in the subjects/areas checked below.***

**Deficiencies have been noted in the following areas from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_:**

- Unacceptable or missing homework assignments. (Within one week time frame)
- Poor attitude or behavior in class. (Poor work habits, fighting, disrespectful to teachers, etc.)
- Received two (or more) Behavior/Academic Concerns Notices (Within one week time frame)
- Grade Point Average below 4.00

Received an "F" in as indicated below:

- |   |   |
|---|---|
| <input type="checkbox"/> Religion/Confirmation____  | <input type="checkbox"/> Memory Work____        |
| <input type="checkbox"/> Mathematics____            | <input type="checkbox"/> Spelling____           |
| <input type="checkbox"/> Language Arts____          | <input type="checkbox"/> Computers____          |
| <input type="checkbox"/> Reading/Literature____     | <input type="checkbox"/> Physical Education____ |
| <input type="checkbox"/> Social Studies/History____ | <input type="checkbox"/> Music____              |
| <input type="checkbox"/> Science____                | <input type="checkbox"/> Health____             |

**Status:**

***Extracurricular Activity:*** \_\_\_\_\_ ***In effect from:*** \_\_\_\_/\_\_\_\_/\_\_\_\_ ***to*** \_\_\_\_/\_\_\_\_/\_\_\_\_

One week ineligibility status (***CANNOT practice or play in any games for one week***)

**Principal** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**I have seen and reviewed the above information.**

PARENT / GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

We ask that parents assist to provide a home/study climate to scholastic improvement for the athlete. Please contact your son/daughter's teacher to discuss any of their grades/behavior.

**Sign and return to the principal on the next school day.**

