

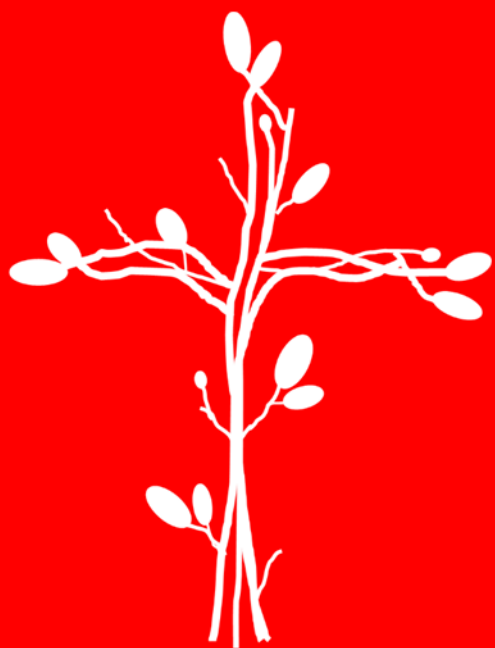
St. Mark's Lutheran School

2023-2024

Parent-Student Handbook

Infant - 8th Grade

CONNECTED IN CHRIST



"I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing."

John 15:5

500 Meramec Blvd.

Eureka, Missouri 63025

Phone: 636-938-4432 | Fax: 636-938-6464

Website www.stmarkseureka.org

Table of Contents

STATEMENT OF PURPOSE	4
ADMINISTRATION AND GOVERNANCE	4
ACCREDITATION	4
POLICY	4
EXEMPTIONS	4
MISSION STATEMENT	5
PHILOSOPHY AND GOALS	6
STAFF	7
WORSHIP LIFE	8
ADMISSION	9
ENROLLMENT	11
FINANCES	12
THE SCHOOL YEAR	13
VISITS DURING THE SCHOOL DAY	13
SIGN-IN/SIGN-OUT PROCEDURE	13
AUTHORIZED/UNAUTHORIZED PICK-UP	13
THE SCHOOL DAY	14
COMMUNICATION	16
SCHOOL CANCELLATION	17
EMERGENCY PREPAREDNESS PLAN	18
STUDENT HEALTH AND SAFETY	19
STUDENT GUIDANCE AND RESOURCE SERVICES	22
CURRICULUM AND COURSE OF STUDY	24
HOMEWORK	26
REPORTING PUPIL PROGRESS	27
STUDENT CHRISTIAN SERVICE PROGRAM	28
SUPPLIES	29
DRESS/DRESSCODE	30
FIELD TRIPS	32
VEHICLE POLICIES	33
LUNCH PROGRAM, SNACKS, AND NUTRITION	33
VOLUNTEERS	34
FORGOTTEN OR LOST ITEMS	34
VALUABLES AT SCHOOL	34
ELECTRONIC DEVICES	35
FUNDRAISING	35
DISCIPLINE	36
GRIEVANCE POLICY	46
STATEMENT OF BELIEF AND PRACTICE	47

FOREWARD

This Handbook has been prepared to acquaint St. Mark's parents and students with the program of Christian education offered at St. Mark's Lutheran School and to give a clearer understanding of the policies and regulations of the school. We hope that such information will make for a closer home and school relationship.

ADMINISTRATION AND GOVERNANCE

St. Mark's Lutheran School is operated by St. Mark's Lutheran Church. The St. Mark's Lutheran Church Board of Directors is given the responsibility and authority to direct and supervise the operation of the school, including grades K-8, the Early Childhood programs, and related organizations. They will make all policies concerning the administration of the school. The Board of Directors consists of an elected Chairperson and members appointed by the congregation. The pastor and principal serve as ex-officio members. Direct day-to-day supervision of the school is entrusted to the administration and members of the faculty.

ACCREDITATION

St. Mark's Lutheran School is accredited nationally through the National Lutheran School Accreditation program. The school also holds accreditation through the Missouri Chapter of the National Federation of Non-Public School State Accrediting Associations and the Missouri Non-public School Accreditation. Copies of the annual accreditation reports are available for viewing in the school office.

POLICY DECISIONS

The Early Childhood Administrator, in conjunction with the School Administrator, Leadership Team, and Board of Directors, makes decisions concerning tuition, hiring, school policies and procedures. Parent response is welcomed and encouraged through our School Advisory Team throughout the year.

EXEMPTIONS

St. Mark's Lutheran School is exempt from licensing. Certain childcare facilities are not required to obtain a childcare license from the Department of Elementary and Secondary Education (DESE). To document the exemption, these programs may file a Program Evaluation Questionnaire (PEQ) with DESE to obtain an exemption assessment. The exemption process questionnaire is reviewed in our central office. Depending on the type of licensing exemption a program may qualify for, that program may still be required to comply with certain child care laws and regulations. Exemptions are set forth in Missouri Statute, sections 210.201 and 210.211, RSMo.

Any private organization elementary or secondary school system providing child care to children younger than school age, including Private school systems, religious school systems, and Montessori schools, must submit the PEQ and the School Review Form for Child Care Exemptions, along with all required paperwork, for review by DESE to obtain an exemption determination. This form must be submitted to DESE annually after the exemption determination to ensure the program continues to meet exemption requirements.”

Nursery schools and child care programs maintained and operated under the exclusive control of a religious organization are license-exempt under Section 210.211, RSMo. These programs must file a Program Evaluation Questionnaire (PEQ) with the Office of Childhood to obtain an exemption determination. These types of license exemptions require a program to comply with certain childcare laws and regulations in accordance with Section 210.252, RSMo.

MISSION STATEMENT

St. Mark's Lutheran School equips young minds for service to God, family, and community through daily study of His Word and academic excellence.

Early Childhood Families

St. Mark's early childhood program is a joint ministry involving our day school, congregation members, the staff, the family and the child. We recognize that each child is God's unique creation and that the first years of life are extremely important in a child's total development. Within each child lies a spiritual, intellectual, emotional, social, creative and physical self. Our program acts as an arm of outreach by creating a warm and loving Christ-centered environment with planned activities appropriate to young children and their developmental stages. Through the teachers and staff, children learn of the unconditional love of Jesus. Parents are assisted in understanding their children and in celebrating God's blessings in their lives. "Equipping young minds for service to God, family, and community through daily study of His Word and academic excellence."

As parents enroll their children in our early childhood programs, we offer opportunities for worship and personal contact. This is our invitation to you to become part of our Christian extended family which brings those people without a support system into the arms of Jesus. Please join us Sunday mornings for our worship service and Sunday School/Bible classes. So that the children may..."Grow in the grace and knowledge of our Lord and Savior, Jesus Christ" (II Peter 3:18). "Train up a child in the way he should go and when he is old, he will not depart from it" (Proverbs 22:6).

PHILOSOPHY AND GOALS

Early Childhood Families

Early childhood is an active, happy time in a child's life when he/she progresses at an exceptionally fast rate. Our curriculum centers around the child as an individual allowing him/her to progress at his/her own pace.

St. Mark's provides an atmosphere of love, encouragement, Christian values and education to help your child develop to his/her highest potential. Children learn best by doing and being actively involved. Our curriculum provides a hands-on approach to learning to help your child gain knowledge about themselves through playful interaction with objects and people.

Our goals:

- Build self-esteem by creating a stimulating environment that encourages learning by doing.
- Provide a variety of experiences to strengthen the social, emotional, intellectual, physical and spiritual growth and development of the individual child.
- Instill moral values through words and actions.
- Develop appropriate social and developmental skills.
- Formulate a good foundation for kindergarten readiness skills through our language experience approach and spiritual nurturing.

In our early childhood programs, learning will be fun and each child will be exposed to new activities each day. We look forward to creating an environment where each child feels a little taller, a little freer, and a little nearer to Christ and his/her goals each day. Jesus expressed His love and care for children in Mark 10:14-16. "Let the children come to me...then He took the children in His arms...and blessed them."

K-8 Grade Families

VISION: *St. Mark's Lutheran School exists to:*

- Bring a uniquely, Christ-centered emphasis to all school subjects and all aspects of the life of the student.
- Cooperate with the home and congregation in providing daily, formal, Christian instruction for the student.
- Equip students and families for life-long service to the Lord.
- Create an additional, effective ministry through which the Gospel of Jesus Christ can be brought to the people of the community.
- Provide the highest possible quality education.
- Promote Christian fellowship between the children and parents of the St. Mark's Lutheran Church and School and the community.

GOALS AND CORE VALUES: *At St. Mark's Lutheran School, the child will be taught:*

- To see God the Father as the creator and sustainer of all things.
- To see that, because of Jesus Christ's sacrifice, the love and forgiveness of God is the foundation for all growth: emotional, physical, spiritual, intellectual, and social.
- That sin exists in in all people, Satan is a real and present threat, but Christ has redeemed His people, made them His, and provides His protection. (Ephesians 6:10-18)
- To recognize and appreciate the Holy Spirit's work as He encourages, comforts, strengthens, and teaches the child about Jesus Christ in every aspect of life.
- That the Word of God is God's direct revelation of Himself. All subjects will be taught in harmony with this Word.
- Biblical truths and lifestyle values as stated in the doctrine of the Lutheran Church-Missouri Synod.

THE CHILDREN SERVED: *The teachers and staff at St. Mark's believe:*

- Each child is a unique creation of God but separated from Him because of the sinful nature of mankind.
- Because of God's work through the death and resurrection of Jesus Christ, each child is set free from the bondage of sin and is uniquely equipped to develop the abilities and gifts given to him.
- Children develop and grow in positive, healthy ways when they are given consistent, scripture-based guidelines and boundaries.

STAFF

Early Childhood Families

We at St. Mark's pride ourselves as having a warm and caring staff. We know that each child is a gift from God and is to be loved and nurtured throughout these important developing years. Our teachers and caregivers attend early childhood workshops and conferences. They are CPR and First Aid certified. Our program follows all of the requirements of the state of Missouri for a license exempt facility.

CHARACTERISTICS OF A CHRISTIAN EARLY CHILDHOOD EDUCATOR/CAREGIVER

- Honors children.
- Shows Jesus' love in words and actions to people of all ages.
- Displays a positive self-image, living in "Christ-esteem."
- Demonstrates care for and joy in all children.
- Respects children and their families.
- Works with staff and parents as a professional.
- Has good physical and mental health.
- Listens actively.
- Shows willingness to continually learn.
- Demonstrates patience.
- Offers prayers and support for those in need.

K-8 Grade Families

POSITION STATEMENTS ON TEACHING AND LEARNING

- A variety of teaching methods will be used to help each child attain individual academic excellence.
- Effective discipline depends largely on the integrity of the home/school relationship. A partnership with parents is necessary to maintain the highest possible academic and discipline standards.
- The teacher is responsible for managing student behavior in the classroom through love and consistency. The goal is that each child will learn to demonstrate self-control and self-discipline.
- The academic standards at St. Mark's meet or exceed national expectations.
- The staff will make efforts to identify potential factors that may inhibit a student's learning progress. If identified, parents will be provided with an outline of options related to the available services and support within St. Mark's school and the support opportunities that are available through the public-school districts.

WORSHIP LIFE

In the Holy Scriptures, our Lord Jesus tells His followers, "He that is of God hears God's words..." (John 8:47). An additional reminder states, "Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another--and all the more as you see the Day approaching." (Hebrews 10:25).

WORSHIP ATTENDANCE

The Lord expects his followers to worship Him and study His Word. Parents and children of St. Mark's school are encouraged to regularly attend worship services and participate in Bible study and Sunday School.

Worship attendance is recorded weekly by the classroom teacher. Worship is defined as being physically present at a Christian place of worship or engaged in a virtual service.

Worship services are held weekly at St. Mark's. Children and families who do not have a regular church home are always welcome to worship and share in the blessings of the Gospel with the members of St. Mark's.

Adult information classes are conducted periodically by the pastor for those parents who wish to study the fundamental doctrines of the Lutheran Church - Missouri Synod and those who wish to prepare themselves for membership.

SCHOOL CHAPEL SERVICES

Chapel services are held most Wednesdays during the school year at 8:40 a.m. This allows the school family to gather together as a community of believers for worship. Parents and friends are invited to attend and participate with the students.

In an attempt to teach the practice of Christian stewardship and to emphasize the Lord's command to "go and teach all nations," the students are encouraged to bring their offerings to the weekly chapel services. These offerings will be used for various charitable and mission endeavors. Information concerning these chapel offering projects will be shared with the students and parents.

SPECIAL WORSHIP ACTIVITIES

On occasion, students will have the opportunity to sing, act, read, or otherwise participate in church services or other special programs. All students are encouraged to participate in these events. Advance notice will be given to families so that arrangements can be made to make it possible for all students to participate.

ADMISSION

NON-DISCRIMINATORY POLICY STATEMENT

St. Mark's Lutheran School admits students of any sex, race, color, ethnic background or national origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Furthermore, it does not discriminate on the basis of sex, race, color, ethnic background or national origin in administration of its educational policies, employment practices, or other school-administered programs.

FERPA POLICY

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Parents have the right to inspect and review their children's educational records while those children are attending St. Mark's Lutheran School. Custodial parents who wish to view their child's information should contact the school office.

ADMISSION POLICY

Children with disabilities may be accepted into any program if it is determined that our program is able to meet the special needs of that child and the teachers are able to simultaneously meet the needs of the other children enrolled in the program.

Pupils will be enrolled in St. Mark's Lutheran School in the following order:

1. Students currently attending the school or new students who have a sibling currently enrolled.
2. Children of members.
3. Children with no church affiliation.
4. Children of members of sister Lutheran Churches.
5. Children affiliated with other Christian Churches.

ADMISSION REQUIREMENTS

- Age guidelines established by the State of Missouri are:
- Children may enroll in the infant care program at the age of 6 weeks by July 31.
- Children may enroll in the toddler care program at the age of 12 months by July 31
- Children 20 months by July 31 are eligible for the 2-year-old class.
- Children 3 years old on or before July 31 are eligible for Preschool. Must be potty-trained.
- Children 4 years old on or before July 31 are eligible for Pre-Kindergarten. Must be potty-trained.
- Children 5 years old on or before July 31 are eligible for kindergarten.
- Children 6 years old on or before July 31 are eligible for first grade.

In addition, there are **five requirements** for families who wish to enroll a child at St. Mark's Lutheran School.

They include:

- Parents must desire a Lutheran Christian education for their child and demonstrate such desire by supporting the teachers in word and deed in front of the child whenever the opportunity arises.
- Parents must give moral support to the school by having an attitude of helpfulness and cooperation.
- Parents are to meet all financial obligations for fees and tuition and offer financial assistance by supporting various fund-raising activities throughout the school year when possible.
- Parents and children are expected to attend Christian worship services on a regular basis. Members of St. Mark's are also expected to contribute to the overall ministry of the congregation by practicing Christian stewardship of time, talents, and treasure.
- Parents and students are expected to adhere to rules, guidelines, philosophies, and conditions as outlined in this handbook.

All students enrolling for the first time must present an up-to-date physical and immunization records in accordance with the state and local requirements prior to the first day of attendance. Immunization records must be updated as needed.

Admission of students with "special needs" will be considered following testing/evaluation, and only upon consultation with the Administration, if necessary.

All students transferring to St. Mark's must present a transfer of records from their previous school. Students enrolling in K-8 will then go through a testing procedure as set up by the teachers of St. Mark's. Only upon completion of testing and acceptance by the Administration will students be enrolled.

Students enrolling at St. Mark's whose previous educational experience has involved home-schooling will be required to present evidence of successful completion of work at their previous level of placement. Such evidence may include "end-of-the-year" placement testing in reading, math, and study skills, and a sample of the student's writing. These students will also need to go through the enrollment testing process.

PROGRAMS OFFERED

Early Childhood Families

- 10 month program: August 2021 - May 2022 (40 weeks)
- 12 month program: August 2021 - July 2022 (52 weeks)
- Each family must commit to a consistent schedule for the year.

ENRICHMENT CHILD CARE (7:00 A.M. – 6:00 P.M.)

Our child care program is open to children who are six weeks to five years old. This program can be scheduled on a full or part-time basis. All children enrolled in this childcare program will automatically participate in all PS/PK programming.

LITTLE LAMBS (INFANTS), BUSY BIRDS (TODDLERS), MIGHTY MONKEYS/FROGS (2-YEAR OLDS)

These programs are for children from six weeks up to 2 years old. Children do not need to be toilet trained. Our staff will work with the parents during this process.

PRESCHOOL/PRE-KINDERGARTEN PROGRAMS (8:30 A.M. – 11:30 A.M.)

(Bumblebee/Owl Classes – 3 year olds; Panda/Little Travelers Classes – 4 year olds)

These programs are three hour sessions. We require that these children be completely toilet trained, meaning they are able to consistently attend to their toileting needs themselves. At least a two-day-per-week program is required for the preschool age and at least a three-day-per-week program is required for the Pre-K age for continuity before kindergarten.

PLEASE NOTE that we are a state approved enrichment childcare/preschool facility, not a babysitting service. Our tuition rates for those enrolled in our programs are determined by the cost per year, not on a day-to-day basis or hourly figure. This fee must remain the same and not be changed because of absences or holiday closings.

Also, since we are an enrichment childcare facility, please be considerate of this when bringing your children into the classroom. Please arrive as close to the school starting time as possible (8:30 A.M.). If you need to arrive after a session has begun due to your work schedule, etc., that is fine, but please remember to enter quietly, so as not to disturb the others while they are trying to learn.

We ask that parents communicate planned and unplanned absences. This allows us to schedule staff accordingly. Parents should contact the lead teacher as soon as possible when their child will not be in attendance.

AGE ADVANCEMENT

- Children who are six weeks old on or before July 31st qualify to enter the Infant Class.
- Children who are twelve months on or before July 31st qualify to enter the Toddler Class.
- Children who are twenty months on or before July 31st qualify to enter the 2-years-old Class. These children do not need to be toilet trained. The staff will work with each child individually, along with the parent's assistance and reinforcement, to accomplish this important skill.
- Children who are 3-years-old on or before July 31st qualify to enter the Preschool Class. (PS) Children who are 4-years-old on or before July 31st qualify to enter the Pre-kindergarten Class. (PK)
- It is mandatory that all children that qualify for enrollment in the PS/PK classes be completely toilet trained. This includes being able to acknowledge signals themselves, attending to their needs themselves, communicating when they need to go, and being able to get through nap time without accidents. We do not permit pull-ups or training pants in the preschool and pre-kindergarten classrooms. Children of these ages that are not toilet trained may not enroll or re-enroll in our programs until the toilet training process is complete.

ENROLLMENT

POLICY

Parents desiring to have children enrolled in the school must submit an application and a registration fee. The registration fee is non-refundable. Enrollments must be renewed annually.

TRANSFERS

If a child is transferring to a different school, parents should notify the school office regarding the date the child is leaving and the name and address of the new school. Records will be forwarded to the new school upon written request from parents, provided their account is paid in full.

WITHDRAWAL

Early Childhood Families

Your child's enrollment is for the entire school year. If you need to withdraw your child from our programs, we need to be notified in writing two weeks in advance. Children who are absent for two weeks or more without notification will be automatically withdrawn. An additional registration fee will be necessary to re-enroll if there is space available. Families that fall more than two weeks behind in their tuition without making arrangements with the EC Director may be withdrawn.

FINANCES

TUITION

The primary financial support of St. Mark's Lutheran School comes from the membership of St. Mark's Lutheran Church. To supplement this support received through regular offerings and gifts, families whose children attend the school pay a tuition fee. This fee is reviewed and set annually by the Board of Directors and is based on the annual cost per pupil.

MEMBER TUITION

Member families whose children attend St. Mark's pay an annual tuition fee per child. In addition, members are encouraged to support the entire church ministry through the practice of Christian stewardship. Parents whose children are members of sister Lutheran congregations who do not have a school shall also be assessed the member tuition.

NON-MEMBER TUITION

Parents whose children are affiliated with other denominations or have no church home are assessed a non-member annual tuition fee per child.

PAYMENT OF TUITION

Each family will set up an account with the TADS Tuition Management System for payment of all tuition and fees or make payment for the year in full to the school office by **July 1**.

The TADS Tuition Management System will handle collections by monthly payments, either by check or automatic withdrawal. Families may choose their preferred option. All paperwork is handled by TADS, who gives monthly reports of collection to the school. Late fees will be assessed.

Tuition must be paid in full upon completion of the school year unless prior arrangements have been made. If payment or arrangements have not been made, final progress reports will be withheld, and no credit given, pending full payment. In addition, no official records will be transferred out of the school until all fees are paid in full.

ADDITIONAL FEES

EDUCATION FEE

An Education Fee is assessed to each child annually. It is used for the replacement of textbooks, the purchase of consumable educational materials, and to offset other educational costs. This fee is non-refundable and is paid in one lump sum or in ten installments during the school year.

SPECIAL EVENTS/ACTIVITIES/TRIPS

Students may have the opportunity to attend or participate in special events or join various teams over the course of the year. These activities may require additional funds. If these additional events cause hardships, families are encouraged to contact the office to make arrangements.

FINANCIAL ASSISTANCE

Financial assistance is available to qualifying families through TADS and/or LESA (<https://lesastl.org/tuition-assistance/>). Applications for financial assistance should be made through TADS for a \$60 fee. Upon scholarship acceptance, the fee will be credited to your account. A referral credit will be issued to K-8 families who refer new students. Credits will be applied after the new student completed the first semester.

THE SCHOOL YEAR

All families will be given a copy of the school calendar prior to the first day of school. Parents are urged to review the calendar for early and special dismissals and school holidays.

VISITS DURING THE SCHOOL DAY

Parents and other interested parties may wish to visit St. Mark's Lutheran School. To prevent classroom interruptions and enhance pupil safety, all visitors are asked to schedule such visits ahead of time and report to the office before going to any other parts of the building. This will eliminate any inconveniences on the part of the class, teacher, or visitor. Unauthorized visitors will be requested to leave. Parents are to remain outside the school building while classes are in session.

SIGN-IN/SIGN-OUT PROCEDURE

It is mandatory that all parents/guardians sign in/out on the Brightwheel app when their child arrives/leaves the facility. This is required for safety and security reasons. All parents/guardians will be issued a unique code to check in/out their child. Parents will need to scan the QR code while using Brightwheel from their own devices.

AUTHORIZED/UNAUTHORIZED PICK-UP

We must have written permission from the parent for any person other than those authorized on the child's enrollment form to pick up the child from school; this includes carpooling. Staff may request identification before releasing the child.

THE SCHOOL DAY

SCHEDULE

- Grades 1-8 attend classes Monday through Friday from 8:30 a.m. to 3:30 p.m.
- Kindergarten meets every day: Morning session is from 8:30 a.m. to 12:00 p.m. and the full-day session is from 8:30 a.m. – 3:30 p.m.
- Early Childhood Classes meet Monday through Friday from 8:00 a.m. - 3:30 p.m. or 8:00-11:30 a.m. for the half-day option. Extended Care options are from 7:00 a.m. to 4:30 p.m. or 7:00 a.m. to 6:00 p.m.

BUILDING SECURITY

K-8 Grade Families

To care for our students in the best way possible, the doors to the buildings on St. Mark's campus stay locked. Parents of K-8 students are to remain outside the building unless they have been scheduled for a special event. Parents may use the intercom at the office doors to be let in as needed for Early Childhood Families EC families will be issued a code that is active from 7-9 a.m. and 3-6 p.m. Monday through Friday, on the office door and gym lobby door only. Parents will use the intercom at the office door to be let in between 9:00 a.m. - 3:00 p.m.

ARRIVAL, DISMISSAL, LEAVING SCHOOL

Early Childhood Families

All children must be brought to their classrooms by an adult. Children are to arrive at their scheduled times. All children are to be signed in and out each day. Parents or an authorized adult may pick up children from their appropriate areas. Please be on time, as your child may become afraid if you arrive after his/her classmates have already left.

- Preschool/PK Dismissal at 11:30: The children will be brought outside to be picked up. Parents will remain in their cars in the "pick-up" line and the children will be brought out individually to be loaded into the cars.
- Lunch Bunch: These children should be picked up from their classrooms at the appropriate times; they are not brought outside for pick-up.
- Full day childcare children: These children should be picked up from their appropriate areas no later than 6:00 p.m. Please keep in mind that our facility closes at 6:00 p.m. A penalty fee will be enforced for all late pickups at the cost of \$1.00 per minute for each minute after 6:00 p.m.

K-8 Families

Classroom activities and instruction begin promptly at 8:30 a.m. Students perform best when they are organized, settled, and prepared. For this to occur, the classrooms and hallways are opened to students at 8:15 a.m. each morning. Students are encouraged to arrive at school between 8:15 a.m. and 8:25 a.m. Students who arrive at school between 8:00 a.m. and 8:15 a.m. will be supervised in a designated area until the building is opened for students. Students who arrive before 8:00 a.m. need to be enrolled in the Extended Care Program.

- Afternoon pick-up is at 3:30 p.m. Students who have not been picked up by 3:45 p.m. will be taken to the Extended Care Program and will be assessed the appropriate fees.
- Parents desiring to have their child dismissed from school before the regular time, for justifiable reasons, are to notify the school. Parents must sign the child out in the office. Office personnel will contact the child's teacher and make arrangements for students to come to the office.
- No child will be released to an unauthorized person. If alternative transportation arrangements are necessary, parents should notify the school office.
- Students who may need to walk home should have a note on file in the office giving them permission to do so.

ABSENCE, TARDINESS, AND TRUANCY

Early Childhood Families

We ask that parents communicate planned and unplanned absences. This allows us to schedule staff accordingly. Parents should contact the lead teacher as soon as possible when their child will not be in attendance via Brightwheel, email, or calling the school office. If your child has a planned absence, please inform the teacher the week before using the same methods.

We understand that your child may not be able to attend every day due to illnesses, vacations or special stay-at-home days. We also understand that it can be frustrating to pay for days when your child doesn't attend. For this reason, each child will be given the equivalent of one week's worth of your child's regular program fee to be used when your child is absent from St. Mark's. For example, if your child attends five days a week, that's five free absence days. If your child attends two days per week, that's two free absence days. Written notification needs to be provided to the Director informing him or her when you plan to use these free days without being charged tuition. These days must be used in the current school year. They cannot be carried over into the next year.

K-8 Families

Absence from school interferes with a student's progress. Absences for recreation or vacation are discouraged. Parents should notify the school by phone or e-mail when a child is absent. Students are allowed a maximum of ten absences in a semester. All absences after the tenth must be excused in writing by a physician. Classroom make-up work will be given after the child returns from his/her absence.

To be eligible to participate in after-school activities such as games, practices, academic team, drama, dance, meets, presentations, or other school sponsored events, a student must attend school for the entire day on the date of the scheduled event. Sending sick students to school so that they can participate in athletic or other extracurricular activities later in the day or after school is not allowed.

Tardiness is disruptive and prevents the student from being adequately prepared to begin the day. Students are expected to be in the classroom and ready to begin activities by 8:30 a.m. Students who arrive after 8:30 a.m. must sign in at the office before they will be allowed in class. They will be issued a tardy pass which will be given to the teacher. After a student has received five tardies in one quarter, a conference may be initiated by the school administrator to plan for a more helpful morning experience for the student.

Truancy will not be tolerated and is punishable by suspension or expulsion upon review.

EXTENDED CARE

Extended Care for all children enrolled at St. Mark's (Early Childhood through grade 8) is available between 7:00 a.m. and 6:00 p.m. every weekday of the year. Exceptions are listed on the yearly program calendar. Fees are determined annually. Additional fees are assessed for late pick up.

OUTSIDE LESSONS

No student shall be permitted to be absent from school during regular sessions to take music, drawing, dancing, or other lessons except in cases where permission has been requested by the parent or guardian and authorization has been granted by the administrator.

COMMUNICATION

GETTING TO KNOW YOU MEETINGS

Held in August with parents prior to the first day of school. These meetings give parents a time to meet the teachers and share information about their child.

SCHOOL TELEPHONE

- The school phone number is 636-938-4432.
- The office fax number is 636-938-6464.
- Parents who need to leave a message for a child should call 636-938-4432. The office administrator will relay a message to the child through his or her teacher.
- Parents who wish to talk to teachers may call 636-938-4432. Teachers are not available to talk during school hours, but messages can be left at the appropriate extension which can be found in the Buzz Book.
- Students will not be allowed to make or receive calls during school hours except in emergency situations or if instructed to do so by a teacher or staff person.
- Students who have been given permission by their parents to bring cell phones to school must have them off and in backpacks while they are on school property. Students with smart watches or similar devices should not use them for entertainment or communication during the school day. Students who need to contact parents will be allowed to use school phones after being given permission to do so by a teacher.

E-MAIL

- To contact a teacher use: firstinitiallastname@stmarkseureka.org (example: jsmith@stmarkseureka.org)
- The office e-mail address is: sstuart@stmarkseureka.org

In most cases, teachers check their school e-mail before classes begin and before they leave the premises at the end of their school day. Teachers and staff will respond to e-mails within 24 hours. Parents who need immediate assistance should speak to a person in the office. Someone in the office will deliver a message since teachers may not have the opportunity to check the computer or phone messages during the day.

ADDRESS/PHONE CHANGES

Please remember to contact the director with any changes to your address, phone and/or email. This enables us to reach you when necessary.

OPEN DOOR POLICY

Our open door policy is in place to encourage parents to contact the director or teachers with questions or comments about their child. We also welcome sign-ups for volunteering in the classrooms, and for help with class parties.

PARENT/TEACHER AWARENESS

Open communication between families and teachers is very important. Please always keep us informed of any changes in routines, family situations, or health issues that might affect your child's behavior or progress so that we can make positive modifications in their care. We will likewise keep you informed of any observed changes so we can both best meet the needs of your child.

THE FIRST DAY OF ATTENDANCE

Early Childhood Families

The first day of attendance may be a bit overwhelming to the young child when he/she must separate from a parent for the first time. If you have prepared them and have a positive attitude yourself, it will help them realize that it is a good idea to stay. The teacher will be able to help you know what to do if a child becomes reluctant. Be sure to tell your child good bye and what time you will pick them up. If the child continues to have difficulty, parents will be advised to leave so that caring, trained staff can help the child adjust.

BRIGHTWHEEL

Early Childhood Families

St. Mark's Early Childhood uses the app called Brightwheel to enhance communication between parents and teachers. The program logs information about your child and sends instant notifications to your smart device when these events are logged. Some events include: meals, naps, diaper changes, incidents, special notes, health notes, medication administered, pictures, learning activities, and more. We also use this app for parents to log their child in and out each day by scanning a QR code through the app. This app has a messaging service that sends texts to the child's teachers. This is a great way to quickly send short notes or ask questions about your child.

COMMUNICATION

K-8 Grade Families

It is vital that the lines of communication between home and school remain open and up-to-date. The following vehicles have been put into place to make sure that each family has access to current, relevant, and important information in a timely manner. When families have multiple children enrolled, one child will be designated to deliver paperwork to the home. Families who need additional copies of written school communication should contact the office.

CLASSROOM NEWSLETTER

Each classroom teacher will send home a note every week via email. This note will contain information about assignments, dates, and information specific to that group of students.

REPORTING OF STUDENT PROGRESS

All record keeping and classroom progress for grades 1-8 is available online. Parents should activate their account and check their child's progress regularly. Progress reports and report cards are available online. Parents may receive a printed copy of progress reports and report cards from the school upon request.

SCHOOL CANCELLATION

Every attempt will be made to reach parents through the school's automated alert system. In addition, school closings for inclement weather are broadcast over television stations KTVI (2), KMOV (4), KSDK (5) and are also available on the stations' websites.

SNOW DAY/WEATHER CONDITION CLOSINGS

School closings for inclement weather are listed on television stations 2 (FOX), 4 (KMOV), 5 (KSDK), and 30 (ABC). You will also receive a phone call, email, and text message through St. Mark's "Educate Mass Notification System."

EMERGENCY PREPAREDNESS PLAN

In I Peter 1:13 the Apostle says, “Therefore, prepare your minds for action...” St. Mark’s has put together an ongoing Disaster Preparedness Plan. It is our goal to prepare our facilities in the event that a natural disaster, such as an earthquake, tornado, snowstorm, or a man-made disaster, such as abduction, nuclear, chemical or biological attack, would occur while we are in session. Please keep this information handy, should you need to refer to it at a later date.

In the event of a disaster:

- No student will be dismissed from the center unless a parent (or individual designated by a parent) comes for him/her.
- No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that particular person is listed on the Emergency Contact Form in our files.
- All parents or designated parties who come for students must sign them out.
- We are prepared to care for your children in times of critical situations. If you are not able to reach us, we will care for your child here.

STUDENT HEALTH AND SAFETY

INJURIES

Minor injuries such as scratches, scrapes, insect bites, etc. will be treated by the early childhood staff if necessary. Typical first aid for abrasions and scratches is to wash the area with soap and water and cover with a band-aid. Notify the EC Director if your child has allergies to band-aids.

Any serious injury/head injury will be reported to the parents immediately so that appropriate action may be taken. An accident report will be posted in Brightwheel. If a major injury occurs, the staff will immediately call for professional help (911). Parents will be notified immediately. If an emergency is such that immediate transportation to a hospital is necessary, a staff member will accompany the child.

ILLNESSES

Please check your child's health before bringing them to school. If your child has any symptoms of illness, please keep them home. Please notify us if your child is ill or has a communicable disease so other parents can be informed as necessary. If your child is observed at school with any of the following symptoms, they will be sent home.

- Fever of 100.4 degrees or higher Fahrenheit
- More than one (1) abnormally loose stool
- Red or blue in the face or making high pitched croupy or whooping sounds after coughing
- Difficult or rapid breathing
- Severe cold symptoms, including runny nose with thick, colored mucus
- Consistent cough
- Tears, redness or eyelid lining or irritation, followed by swelling or discharge of pus
- Unusual spots or rashes
- Sore throat or swallowing difficulty
- Vomiting
- Severe itching of the body or scalp or scratching of the scalp which may be symptoms of lice
- Lethargic
- At the discretion of the teacher or director who observed that the child was not behaving normally, and might need to be at home and/or seen by a doctor.

If a child becomes ill at school, the parents will be notified and expected to pick up the child within one hour. Please be sure to complete the "Emergency Contact Information" in TADS in order to facilitate contact regarding an accident or illness. Before returning to St. Mark's after an illness, symptoms should be gone for at least 24 hours without medication.

MEDICATIONS

If a child needs to take oral medication, including over-the-counter drugs, the following procedure must be followed:

- The medication shall be in the original container labelled with the child's name.
- Prescription medication may only be dispensed by the EC Director, Assistant Director, Principal or School Secretary upon written request of the parents. Parents will need to complete a "School Medication Authorization Form." This should include both the parent's and the physician's signature.
- Parents must deliver all medications directly to a staff member and pick up all medications when no longer needed at school, or when a refill is required. Medications are not to be transported in backpacks.
- Medications will be stored in the Assistant Director's office. The only exception to this will be for epi pens/ inhalers that may be needed in an emergency. These items will be kept in the class backpack and will be kept with the class at all times.

MEDICATION PROCEDURES

Parents are requested, whenever possible, to schedule medications to be given at home. Only those medications specifically prescribed to be given during school hours will be administered at school. Medication will be administered only upon receipt of A MEDICATION AUTHORIZATION FORM. The form must be completed and signed by the physician and parent and be kept on file at school. Forms are available from the school office.

All medications, both prescription and non-prescription, are to be kept at the school office, not on the child's person, in a desk, locker, or lunch box. Exceptions (i.e. Epi-pens, asthma inhalers) must be approved in writing.

Only designated personnel who have completed the required in-service training will be allowed to administer medications at school or on field trips. An authorization form is required for all over the counter medications (including such things as Tylenol, Ibuprofen, antacids, antihistamines, and throat lozenges).

Medications must be brought to school in the original container appropriately labeled by the pharmacy or physician.

All medication must be picked up by the parent or disposed of by school personnel at the end of the prescribed administration period or by the end of school year, whichever comes first.

ALLERGIES

Allergy information will be posted in each classroom and also in the kitchen. A Food Allergy & Anaphylaxis Emergency Care Plan signed by your doctor should be given to the teacher and Director prior to the student's first day. <https://www.foodallergy.org/resources/emergency-care-plan-english>

Missouri State Medical forms should be completed by your physician and must be in our files. This includes your child's immunization record.

To minimize the danger of spreading diseases, a child having the symptoms of a contagious infection should be kept at home. Before the child returns to school, he/she should be fever free (100.4 degrees), vomit free, diarrhea free, or on prescription medication for 24 hours. Should signs of a serious illness arise while the child is at school, the teacher will contact the parent or guardian who will arrange for transportation home.

AIDS, HIV, AND HEPATITIS INFORMATION

St. Mark's Lutheran School will follow a policy toward individuals who have AIDS, ARC, or HIV positive in a manner suggested by the LC-MS Board of Congregational Services. A copy of this policy statement is available at the school office.

FIRST AID

Teachers will administer first aid in case of minor injury. Any student who suffers a serious or life-threatening injury will be immediately transported to the hospital of the family's choice as indicated on the Emergency Procedure Card.

Minor Injuries - Necessary care will be administered.

Such care involves only:

- Cleaning and bandaging of minor cuts and scratches
- Application of ice packs on minor bumps and sprains

Major Injuries - All other medical injuries are considered major and will be treated according to the following procedures:

- Administer first aid and contact emergency medical personnel as necessary.
- Notify the student's parent as specified on the emergency procedure card.
- Notify appropriate school personnel immediately.
- Medical aid is secured through appropriate school personnel if the parent is not available.

CONTAGIOUS DISEASES

A student is not permitted to attend classes or other school sponsored activities if the student is known to have any contagious or infectious disease.

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. Any student diagnosed with a chronic infectious disease and who is not permitted to attend school will be provided instruction as per the policy of the student's local educational agency.

Students with special health conditions and their families have a right to privacy and a need for confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The school will implement reporting and disease outbreak control measures in accordance with 19 Code of State Regulations, Missouri Department of Health 20-20.010 through 20-20.060 and 20-28.010.

IMMUNIZATION AND PHYSICAL EXAMINATIONS

All students enrolled at St. Mark's must provide satisfactory evidence of immunization (or exemption from immunization), physicals, and comprehensive eye exams to the school officials prior to their admission to classes. Immunizations must follow the guidelines established by the Missouri State Board of Health. Students must be immunized against such diseases as: diphtheria, polio, mumps, rubeola (measles), rubella (German measles), and hepatitis B. The school will provide forms to be completed by the attending physician.

A current physical exam is required of all new students enrolling at St. Mark's as well as those who are entering pre-kindergarten, kindergarten, fourth, and seventh grades. Students must provide proof of this examination by a qualified physician. Exams should be completed after February 1 and prior to the first day of the school year.

All students participating in inter-scholastic athletics at St. Mark's are required to obtain a sports physical examination. Students with a sports physical on file at St. Mark's from the previous year may participate in practices if a new sports physical is scheduled. New students may not participate in practices without a sports physical. Proof of these examinations must be on file before students will be allowed to participate in any games.

HEALTH SCREENING SERVICES

Students at St. Mark's may undergo vision, hearing, and scoliosis screening conducted by the school nurse or other qualified personnel. Results will be reported to parents and recorded on the student's cumulative health file.

REPORTING CHILD ABUSE

St. Mark's Lutheran School abides by the Missouri State Child Protection and Reformation Act (RSMO 210) which requires all school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child to report such suspicion of abuse/neglect to the Missouri Department of Family Services.

STUDENT GUIDANCE AND RESOURCE SERVICES

SPECIAL NEEDS STUDENTS

Special needs students have particular educational requirements resulting from learning disabilities, physical disabilities, or emotional/behavioral difficulties.

St. Mark's is a private organization and therefore receives no state or federal funding for our early childhood programming. Private tuition funding does not allow us the income resources to employ staff with special education training.

St. Mark's offers classes in a traditional, large-group setting. Due to the fact that we do not employ teachers with early childhood special education degrees, our program is only able to serve children who are ready and capable of successful participation in a structured, large-group setting. We will take steps to ensure each child has the opportunity to adjust, as well as provide them with some simple classroom modifications to better meet their needs. These modifications may include special seating in a classroom, increased sensory materials, behavior goal charts, emails/meetings or other communication with parents.

Sometimes a child demonstrates behaviors or concerns that require more one-on-one teacher interaction than is manageable for the classroom setting. In these situations, a meeting with parents will be required. During this meeting, a plan of action, including the contact information for the local school district early childhood program, will be given to parents. Once a child has completed a district screening and evaluation process, the district will determine if it can offer any free services to assist the child and family.

St. Mark's program is not designed to provide special care for children who qualify and attend the district's early childhood programs. In the event a child qualifies for district services, their enrollment at St. Mark's may be discontinued. This decision will be made on a case by case basis. (This does not apply to a child with itinerate speech services.)

Each parent has the right to decide if they wish for their child to be screened by the local district or a medical professional.

St. Mark's has the right to discontinue services with any child/family when the child's needs are having an adverse affect on the child and/or their classmates. In addition, state early childhood licensing regulations do not allow private early childhood centers to keep children in classrooms who are causing harm to other children, staff or themselves (Statute 19 CSR 30-60.070 Section B, 7 of the Missouri Department of Health Rules for Child Care Facilities.)

STUDENT GUIDANCE AND RESOURCE SERVICES

St. Mark's Lutheran School has a distinct advantage in the field of student guidance because the children's lives are guided by and revolve around the Word of God.

At the same time, other guidance materials and programs are not neglected. Standardized achievement tests are administered to determine individual and group strengths and weaknesses.

TESTING PROGRAM

A nationally recognized achievement test is administered to all students in grades K through 8. Once scored, the results are shared with the student's parents at year's end and become a part of the student's cumulative school record.

Other tests may be administered as needed or desired. They will be provided and administered by appropriate personnel.

ADDITIONAL SUPPPORT SERVICES

St. Mark's Lutheran School has a qualified staff member designated to work with students who have special needs. Students who work with the Resource Teacher may receive modified grades, one-on-one instruction, homework assistance, or a variety of other services depending on their service plan.

Various additional support services are available to students through a variety of agencies. These services

include academic and psychological guidance and testing, speech, hearing, and remedial services.

Participation in these services will be determined by teacher referral and testing administered by specialists from the various organizations. Referrals for all support services should be requested and handled through the school office.

St. Mark's provides an Intergenerational Reading Program for students. This program provides one-on-one mentoring in reading for selected students in grades 1-3.

CURRICULUM AND COURSE OF STUDY

Early Childhood Families

THE EDUCATIONAL ENRICHMENT CURRICULUM

Our program is designed to meet the individual needs of each child. We provide age- appropriate learning activities, including language development, science, math, art, music, story time, indoor and outdoor free play. Children learn best by doing. That is why we carefully plan and provide creative, hands-on experiences daily. Around every corner there is always something special for your child to experience at St. Mark's.

- Religious Activities: "Jesus Time" – Use of the One In Christ Religion Series which contains Bible stories along with various other curriculum ideas and activities. The 3 & 4-year-olds attend regular, all school Chapel every Wednesday with the day school children. In addition, services are provided for just the early childhood students.
- Arts & Crafts: Painting, cutting, coloring, gluing – Develops fine motor skills and eye-hand coordination; help children express feelings.
- Science/Discovery: Seasons, Christian holidays, home/family, community helpers
- Music: Singing, listening, rhythm instruments, movement games and activities
- Math: Number recognition, number concepts, readiness skills, shapes, sizes.
- Reading: ABC activities, readiness skills, recognition/writing of letters, letter formation
- Literature and Language Development: Story time, vocabulary and speech development
- Dramatic Play: Housekeeping play, dress up, plays and skits
- Indoor/Outdoor Play: Develops gross motor skills and coordination
- Physical Education – Pre-K: Once per week – Helps develop gross motor skills and coordination

Skills will be observed periodically. Student portfolios for PS/PK classes will provide a picture of student growth throughout the year. Children in the infant, toddler and 2-year-old classes will receive a daily report in the Brightwheel app. Please feel free to discuss any concerns with your child's teacher at any time.

Every day throughout the year we teach readiness skills. We teach and reinforce learning in every activity. It is the variety of experiences and activities that keeps the interest and motivation high. Remember, with the young child, it is the process and not the end product that is important educationally. At St. Mark's activities might be "teacher directed" but they are "child done."

God has given each of His children different gifts that develop when they are ready.

K-8 Grade Families

CURRICULUM AND COURSE OF STUDY

The curriculum and course of study at St. Mark's Lutheran School comply with the standards of the state of Missouri (when applicable) and the National Lutheran School Accreditation Program. In addition to these requirements, students receive daily instruction in God's Word following the teachings and doctrine of the Lutheran Church-Missouri Synod.

CURRICULUM GUIDES

Lutheran Elementary and Secondary Association curriculum guides serve as the basis for St. Mark's Lutheran School's curriculum. Specific curriculum guides for each subject are available for viewing.

THE AREAS OF LEARNING

At St. Mark's, there is no separation of subjects as to religious and secular. All subjects are taught in the light of God's Word. At all levels of the school program there is a focus toward the holistic development of the child. .spiritual, intellectual, social, emotional, and physical. Formal curricular subjects include:

- Christian Living - Worship, Bible stories, Bible study, Christian doctrine, Christian living, Christian Issues, memory selections
- Language Arts - Reading, writing, phonics, spelling, English, literature, handwriting
- Social Studies - Geography, history, world cultures, citizenship, economics
- Mathematics - Basic math, pre-algebra, algebra, geometry
- Science - General science, earth science, physical science, life science, health and safety, first aid
- Fine Arts – Music, art, drama
- Physical Education - Physical fitness, games, teamwork, sports
- Technology – Technology is integrated into the curriculum throughout the day

EXTRA-CURRICULAR ACTIVITIES

St. Mark's Lutheran School offers a variety of fine arts, academic activities, and athletic programs after school. A minimal cost may be required to participate in these activities. An eligibility policy for all competitive teams can be found under the "Reporting Student Progress" section.

Athletic participation is limited to 5th – 8th grade students with the exception of cross country which is open to students in grades 1-8. If an adequate number of students cannot be fielded for a team, students in lower grades may be allowed to participate.

Students who attend extracurricular events (participants and spectators alike) are to remain in the venue in which it is taking place and should be near a supervising adult at all times.

CLASSROOM RESOURCES

Quality curriculum is used at St. Mark's and evaluated on a rotating schedule. Textbooks, workbooks, and supplemental materials will be provided for the student.

All materials are inspected by the teachers and their condition recorded prior to the time they are issued to students.

Upon issuance, the student becomes responsible for the materials and the condition of their return. If, for whatever reason, the materials are lost or damaged, the student will be assessed.

The selection and adoption of curricular materials is primarily the responsibility of the faculty and administration.

Concerns about textbooks and other instructional materials should first be communicated to the appropriate staff member and then the administration. Unresolved concerns will be addressed by the Board of Directors. All decisions of the Board of Directors are final.

HOMEWORK

HOMEWORK DEFINED

Homework is defined as any school-related work that must be accomplished after school hours. Students may have work that was specifically designed to be done outside school hours, or students may have work that was given during school but not completed during the allocated time.

The OBJECTIVES OF HOMEWORK include:

- To stimulate voluntary effort, initiative, independence, responsibility, and self-direction.
- To encourage a carry-over of worthwhile school activities into permanent life skills and leisure interests.
- To enrich the school experience through related home activities.
- To reinforce school learning by providing necessary practice, integration, and application.

HOMEWORK GUIDELINES

Homework will be age-appropriate and assigned in reasonable amounts.

It is strongly recommended that students spend time every night engaged in educational activities. On evenings when the child has no assigned homework, time could be spent doing such things as free reading, working ahead on assignments, review, memory, or completing long-term projects.

In cases where children give the appearance of having an excessive amount of home assignments, it is recommended that the parents arrange for a consultation with the teacher to determine the reason and arrive at a possible solution.

Religious memory selections are assigned weekly to students in grades K-8. These selections encourage Christians in time of joy or need, provide Bible support during witnessing opportunities, and can be utilized throughout the remainder of the student's life. Parents can assist children in this process by asking what is being studied, showing real interest in hearing the selection assigned, and encouraging and helping the child to understand the full value of memory work.

The parent's responsibilities include:

- To arrange a quiet, comfortable place for the child to work.
- To schedule time for the child to complete his or her homework.
- To ensure that the assignment is complete.
- To set aside an appropriate study and/or reading time each evening.
- To encourage and support the child through the homework process. The parent should at no time do the assigned work for the child.
- To stay current with the child's grades (1st – 8th) by checking the online grading program.
- To provide necessary materials for students to complete assigned homework. School printers and copiers are not for student use.

ASSIGNMENT COMPLETION AND MAKE-UP WORK

- Homework is to be turned in to the appropriate classroom location by 8:30 a.m. on the day it is due.
- Work which is not filed by 8:30 a.m. is considered delinquent. If the work is received by 8:30 a.m. the following school day, the student may lose up to 50% of the earned grade. Work that is more than one day late may be entered as a grade of "0."
- Students will be given the opportunity to make up missed work due to excused absence or tardiness. Students receive one day of make-up time for each day of absence.
- It is the student's responsibility to collect, complete, and turn in work if classes are missed for any reason.
- Students who are absent from class due to misbehavior or suspension will be expected to make up all assignments given during the absence. Students may or may not receive credit for this work depending on the specific circumstances surrounding the suspension. Determination will be made by the teachers involved and the administration.

REPORTING PUPIL PROGRESS

DAILY WORK

The first line of communication is the graded daily work. Parents should look for and review these papers regularly. Teacher gradebook information is available online to parents. Parents who do not have internet access should contact the school office.

REPORT CARDS

Report cards and progress reports for students in grades 1-8 are produced online and can be printed out at the home. Paper copies are sent home to kindergarten students. Parents are urged to give report cards their careful attention.

PARENT-TEACHER CONFERENCES

Parents are asked to participate in the school's Parent-Teacher conference program. At these times, parents are asked to come to the school for an appointment with the teachers to discuss their child's progress.

The specific objectives of the conferences are:

- To promote understanding in the home-school relationship.
- To strengthen the mutual interest of the parent and the teacher in the child's welfare.
- To give the parent an accurate picture of the child's progress.
- To assist the parent and teacher in finding ways to work together for the good of the child.

SPECIAL CONFERENCES

Special conferences may be initiated by parent or teacher as the need arises.

GRADING

To evaluate student achievement, the following scale will apply:

- A – 90-100% - superior achievement
- B – 80-89% - good achievement
- C – 70-79% - average/fair achievement
- D – 60-69% - below average/poor achievement
- F – 59% or below – failure
- I – incomplete – Missing work must be completed before a grade can be determined. Students with incompletes will not be promoted until missing work has been done in a satisfactory manner.

In addition to percentage or letter grades, student effort may be assessed with the following marks:

- E Exemplary (consistent exceptional effort which positively affects others)
- S Satisfactory (average expected behavior)
- I Improvement in this area would be beneficial

ACADEMIC HONORS

In 5th – 8th grade, a student’s grade point average (GPA) is determined by assigning a numerical value (A=4, B=3, C=2, D=1, and F=0) to the core subjects (Christian Living, English Language Arts, Math, Science, Social Studies). The total is then divided by 5. Students who earn a 3.0 – 3.49 GPA during the quarter will be put on the Honor Roll. Students who earn a 3.5 – 4.0 during the quarter will be put on the Lion’s List. To be on the Honor Roll or Lion’s List, students may not have D’s, F’s, or incompletes in any subject, even if those subjects are not part of the GPA calculation.

Students with a cumulative GPA of 3.5 or higher (based on grades from 6th, 7th, and first 3 quarters of 8th grade) will be eligible to be named Salutatorian or Valedictorian at 8th grade graduation.

ELIGIBILITY POLICY

In order to promote responsibility and nurture a healthy, lifelong ability to prioritize time and activities, students who wish to participate on competitive teams must meet academic eligibility requirements. The guidelines for the policy are:

- Students in grades 5-8 must maintain a 70% or above in all subjects to be eligible for sports, academic teams, or other competitive events.
- Eligibility runs from Monday (or the first day of the school week) to Monday.
- All daily assignments received by 3:30 on the last day of the previous week will be posted on the Educate website by 8:30 a.m. on the first school day of the school week. These grades will be used to determine the student’s eligibility.
- Students who are not eligible for the week will be informed and asked to call home to notify parents.
- During the week of their ineligibility, students are to seek assistance from teachers in the subjects of concern and keep up with current assignments and activities so that the grade will meet the 70% minimum for the upcoming week.
- During the week of ineligibility, students are to attend and participate in all practices. They are also to attend all games or competitions but may not participate or dress out in the team uniform. They are to sit on the bench with the team in standardized school attire.
- Report card grades will be used to determine eligibility for the first week of the second, third, and fourth quarters.

RETENTION

For some students, retention is necessary. When this option is being considered, the administration will contact parents by the beginning of third quarter or if the situation becomes critical at a later date. After conferencing, a decision will be made in the best interest of the student. St. Mark’s Lutheran School retains the right to withhold promotion from a child to the next grade when deemed appropriate.

STUDENT CHRISTIAN SERVICE PROGRAM

In order to teach and promote Christian stewardship of time and talents, St. Mark's Lutheran School promotes a Student Christian Service program. Under this program, students are given the opportunity to perform various acts of service to others, the school, church, and/or community.

Guidelines for participation in the Student Christian Service Program will be distributed at the beginning of each school year and are available at the school office. All students in grades 5-8 are encouraged to participate in this program. Students who log appropriate numbers of hours are recognized during chapel services at the end of each quarter.

SUPPLIES

Early Childhood Families

Please be sure items are labelled with your child's name. All nap items must fit in provided nap box. Routine classroom supplies will be provided for all students. *Missouri inspection guidelines require that these items be taken home weekly for laundering and sanitizing.

FULL DAY CHILDCARE PROGRAMS

Infants

- Diapers and wipes
- 2 full changes of clothing, including socks
- 2 compact crib sheets
- Bottles/Formula/Baby food

Toddlers and 2-year-old classes

- Pillow*
- Blanket*
- Kindermat/Nap Mat
- Stuffed animal/doll for rest time if needed
- A tote bag/back pack
- Complete change of clothes to be kept at school
- Diapers and wipes
- Lunch packed in lunch box/bag

Preschool and Pre-kindergarten classes

- Pillow*
- Blanket*
- Kindermat/Nap Mat
- Stuffed animal/doll for rest time if needed
- A tote bag/back pack that child can handle by himself/herself
- A complete change of clothes to be kept at school

K-8 Grade Families

A list of supplies needed by students will be distributed prior to the first day of school. Parents are responsible for securing all supplies indicated on the list for the child's grade level by the first day of school. Student's supplies should be replaced when used up, lost, or no longer functional. Any additional supplies requested by the child's teacher after the beginning of the school year should be obtained in a timely manner.

DRESS/DRESSCODE

Early Childhood Families

Please send an extra full change of clothes (including underwear and socks) to be kept at school in case of spills or personal accidents. Be sure clothing is appropriate for seasonal changes. Also check on sizes throughout the year. Keep in mind that your child will go outside on the playground, weather permitting, every school day. Please dress your child appropriately for weather and activity. Girls must wear shorts or leggings under dresses. All coats, hats, and mittens should be labelled with the child's name. For safety reasons, children should wear socks and tennis shoes every day.

Outdoor play is an important part of our daily routine. St. Mark's follows these recommended guidelines of temperatures and air quality. If windchill factor (regardless of actual temperature) is 10 degrees or below OR heat index factor (regardless of actual temperature) is 100 degrees or above, there will be NO outdoor play times. Children NEED fresh air every day. If the temperature falls within acceptable temperatures, they NEED to be outside. Children and teachers need to dress each day as if they will be outdoors.

TEMPERATURE	OUTDOOR TIME
100+ degrees	Limited
90-100 degrees	5-10 minutes
32-90 degrees	REGULAR TIME
20-32 degrees	10-15 minutes
10-20 degrees	5-10 minutes
0-10 degrees	No outside play

St. Mark's student dress code is designed to help students present themselves modestly and in good taste. It is designed to help students focus on the importance of their responsibilities at school and to keep them safe. God reminds us that it is the heart and not the outward appearance that defines our most valuable qualities. For any questions concerning appropriate style of school clothing, please contact the administration.

The following applies to students Kindergarten – 8th Grade.

SHIRTS

- Solid color polo-style, with a collar, long or short sleeved. (No writing or logos)
- Girls in kindergarten – 4th grade may wear solid color polo-style dresses. (No writing or logos)
- 5th - 8th grade students are to tuck shirts into pants, shorts, skirts, or skorts.
- Shirts worn underneath the uniform shirt should be a solid color and may not have any visible writing or pictures.

FAITH FRIDAYS

- T-shirts with a clear Christian message, Thrivent, or school theme shirts may be worn on Fridays with casual bottoms.

PANTS and SHORTS

- Pants and shorts should be navy, khaki, or black plain, trouser-style. The hem of the pants shall not touch the floor. Pants/shorts may not be of jean material, have rivets, ankle elastic, extra buttons, or extra pockets.
- The inseam on girls' shorts must measure 5" or longer.
- Students in grades 5-8 must wear a solid black or brown belt with pants or shorts that have belt loops.

JUMPERS, SKORTS, and SKIRTS

- Girls may wear navy, khaki, or black jumpers, skorts and skirts which should fall to 3 inches above the top of the kneecap or longer. Shorts should be worn underneath jumpers and skirts unless solid-color leggings or tights are worn.

SHOES, SOCKS, TIGHTS, AND LEGGINGS

- Students in kindergarten – 4th grade should wear closed toe/closed heel shoes. Tennis shoes are preferred due to safety and activities including P.E. and recess.
- Students must wear socks. Girls may wear solid-color leggings or tights under skorts.

PHYSICAL EDUCATION

- All students are to wear tennis shoes for physical education classes. Students in middle school physical education class are to wear a PE uniform.

OUTERWEAR

- Inside the building, students may wear sweaters or sweatshirts that are plain, solid colors or have a St. Mark's logo on them.

JEWELRY/SKIN MARKINGS

- Jewelry may be worn if it is simple and does not detract from the learning environment. Students are not to wear body piercings other than earrings. Tattoos and other skin markings (permanent or temporary) are not permitted.

CASUAL DAY/SPECIAL DRESS DAY GUIDELINES

- On special dress days, student clothing should be clean, neat and in good repair, consistent with Christian values, and compliant with the special dress day guidelines. The inseam on girls' casual shorts must measure 5" or longer.
- Individual teams or classes may occasionally have special dress days. Students should follow the guidelines set by the teacher for these days.

DRESS CODE VIOLATIONS

It is the responsibility of each parent to ensure that the dress code is followed by his/her child(ren). Parents will be notified of a dress code violation and, if necessary, will be required to bring a change of clothes to school before the student may return to class. Dress code violations will result in appropriate disciplinary action. Students may be required to change into appropriate clothing provided by the office. The administrator will make the final decision for dress code violations.

Please contact a teacher/administrator regarding dress code questions before sending students to school in questionable clothing.

FIELD TRIPS

Educational field trips to enrich classroom experiences will be taken throughout the school year. Field trips and class trips are designed to enhance and expand regular classroom learning. They are a privilege extended to students who have demonstrated achievement and behavior commensurate with individual ability and school standards. Students who do not meet these standards may be excluded from trips. A student who does not attend a field trip (for any reason) may be given work to compensate for the learning acquired by other students who attended the activity.

PARENTAL PERMISSION

Teachers will inform parents of upcoming field trips by means of a note. Parent permission for trips will be obtained by using a Field Trip Notification Form. Permission for field trips cannot be obtained over the phone or via text or email. Students who wish to go on trips need to turn in forms and fees by the indicated deadlines.

PARENT CHAPERONES AND DRIVERS

Parents are invited to accompany and provide transportation for students taking field trips. In order to provide a safe, quality educational experience for the students, parental supervision is necessary. There is sometimes a limit to the number of chaperones who will be allowed to attend an event. All adults are asked to stay with and supervise a group of students during the entire duration of the trip. Drivers must provide a copy of their driver's license, proof of insurance, a background check, and proof of successful completion of the Protect My Ministry video class to the office at least 72 hours before they drive or attend an event.

Parents are asked to adhere to the following guidelines while accompanying students on field trips:

- Parents should not make calls or text while driving. This will help set a good example for the future drivers in the car. Communication to other drivers or the teacher should be made by another individual in the car or made after the car is parked.
- All students must be buckled in individual seatbelts. Missouri state guidelines will be followed regarding younger students.
- Students are to follow the guidelines given by the supervising teacher when it comes to use of cell phones, game systems, tablets, and electronic devices during all phases of the field trip including transportation to and from the event.
- Students are not to watch TV, videos, or DVD's while riding to and from the destination.
- Carloads of students are not to make unplanned stops for food, treats, or other items without permission from the supervising teacher.
- Students must get permission from the supervising teacher if they need to leave the group for any reason.
- Students and chaperones are not to make any purchases during a trip or at an event except for those approved by the supervising teacher. Students may not borrow money from other parents or students for food, souvenirs, or snacks.
- Expectations for student behavior are the same as those followed while in the school building. Parents should report misbehavior to the supervising teacher immediately.
- Adults should avoid use of cell phones or other electronic devices for business, personal, or recreational use while chaperoning field trips.
- Younger children/siblings are not to accompany students on field trips unless specific permission has been given by the teacher.
- Tobacco products, vaping products, recreational drugs, and alcohol are prohibited.

EXTENDED TRIPS

When needed, parents are given an opportunity to help supervise extended, overnight class trips. There will be a process in place for determining which adults are best suited to provide the necessary supervision and skills for these events. Special training may be required for parents to attend. Chaperones must provide a copy of their driver's license, proof of insurance, a background check, and proof of successful completion of the Protect My Ministry video class to the office at least 72 hours before they drive or attend an event.

VEHICLE POLICIES

TRANSPORTATION

Transportation to and from school for students at St. Mark's Lutheran School is the responsibility of the parents. The school will try to assist the parents in setting up carpools and shared rides when requested.

Students may ride bicycles to school. Bicycles are not to be used during the school day and may not be ridden by anyone other than the bicycle's owner. Students who do not follow these guidelines will not be allowed to ride bicycles to school.

PARKING

Parents may not park in the parking lot behind the school or on the driveway adjacent to the playground. That lot is designated as an Early Childhood playground. Traffic on that roadway during school or Extended Care hours creates potential dangers for students. Parents are asked to park in the front parking lots.

LUNCH PROGRAM, SNACKS, AND NUTRITION

Early Childhood Families

For those children arriving prior to 8:00 a.m., parents may send in breakfast to be eaten at school upon arrival. Please note that the breakfast hour ends at 8:00 a.m. This allows the teachers time for clean-up prior to the start of class.

All children in the infant, toddler and 2-year-old programs are asked to bring healthy, balanced lunches each day. They remain in their classroom for lunch.

A hot lunch from the school menu is included for preschool and pre-kindergarten classes. Children are taken over to the cafeteria for their meal. If your child does not like what is on the school menu, a lunch may be brought from home. Please note that on days when the elementary school is closed or has early release, there will be no cafeteria service and the children will need to bring their lunch. Please check the school calendar for these days.

Healthy morning and afternoon snacks will be provided for all classes.

BIRTHDAY PARTIES

If you would like your child to celebrate his/her birthday with the class, speak with your child's teacher for procedures. Birthday invitations may not be put in cubbies. A student directory will be available for contact information of other students.

K-8 Grade Families

Students at St. Mark's may order hot lunch or bring a lunch from home. Students will eat their lunches in designated areas. Students are asked to refrain from sharing their food or snacks with other students. Students are expected to eat with their class. No child is permitted to leave school to purchase lunch.

HOT LUNCH

Hot lunches, sandwiches, and salads are available daily. The price of hot lunch is reviewed annually. All hot lunches include a ½ pint carton of 1% milk or fruit juice with parental permission. Students may order "seconds" of the entree.

By the 1st of each month, each student will receive the lunch menu for the next month. Each student will have to decide which lunches, seconds and extra drinks he or she will be ordering for the following month.

- By the 15th of each month, the tally sheet, located to the right of the calendar, must be returned to school for each student wanting any lunch or drink that month.
- An invoice will be sent by the 15th of the following month.
- Payments should be received within 10 days.
- Families may combine their payments, but each student needs to have his or her own tally sheet.

Students who have not pre-ordered or brought a lunch need to tell the teacher or call the kitchen as soon as announcements are over in the morning. A meal will be provided, and the family account will be charged appropriately.

COLD LUNCH

Students may opt to bring lunches from home. Due to health restrictions, students may not use the school's microwave ovens, freezers, refrigerators, or ovens for storage or preparation of their personal food items. Fast food is not to be brought in for a child's lunch.

DRINKS

Students may purchase ½ pint cartons of white or chocolate 1% milk from the school lunch program each day by the account system. Juice is available with a note from parents. Water fountains are available for student use. Students may bring and refill water bottles for use during lunch or class. Students may not purchase any drinks from the school vending machines for consumption during any part of the school day. Students are not to bring carbonated, caffeinated, or highly sugared drinks to school for lunch or snack.

SNACKS

Students are often given specific times during the day when snacks may be eaten. Parents are asked to send healthy items with their child for these times. Fruits, vegetables, and other foods that are low in fat, salt, and sugar are excellent choices.

PARTIES AND SPECIAL CELEBRATIONS

Room parents may assist the classroom teachers in planning for classroom parties. As a matter of respect for the general classroom schedule and learning environment, parents should contact the teacher before planning any kind of special event for a class. Students wishing to bring birthday/special celebration treats should bring prepackaged items. Invitations to personal parties should not be distributed at school.

VOLUNTEERS

With their vast array of God-given talents and special interests, parent volunteers provide invaluable contributions to the success of the school. We encourage families to offer their time and services when possible so that the school can provide the most beneficial educational opportunities for all students. Investing time in school activities also helps parents make positive connections with other families who share similar values and goals.

When volunteering for certain types of activities, parents are reminded that it may be necessary to make arrangements for the supervision of their children. This helps ensure a safe, non-disruptive environment for all involved. Parents who are unsure about bringing children to a volunteer activity should contact the school office.

FORGOTTEN OR LOST ITEMS

Parents who need to deliver items to students during the school day are to drop the items in the office. The office staff will contact the appropriate teacher. This eliminates classroom disruption. Valuable items found in the building that are not labeled with a student's name will be taken to the office.

VALUABLES AT SCHOOL

Students are not to bring personal toys, games, equipment, or money to school unless given permission by the classroom teacher. Items brought to school without permission will be kept by the teacher and returned to parents. St. Mark's will not be responsible for the loss or destruction of such items if brought to school.

When items are brought to school for special presentations, the teacher will keep the items in a safe place in the classroom before and after the presentations. Items will be returned home at the close of each school day unless other arrangements are made for their security.

ELECTRONIC DEVICES

Students whose parents have allowed them to have personal cell phones, tablets, or other electronic devices should leave them off and in a backpack while they are on school property. Smart watches and similar devices should not be used for personal communication or recreation. Any devices which are used inappropriately will be confiscated and given to the administrator. Parents will need to speak to the administrator before the items are returned. Repeated misuse will result in the student not being permitted to bring the device to school. The school is not responsible for loss or damage to personal devices brought to school.

Technology devices issued to students by the school will be monitored under a Technology Policy which will need to be read and signed by both students and parents. School-issued devices may only be used for the purposes outlined by the teacher. Devices damaged by student misuse will need to be repaired or replaced by the student/family.

FUNDRAISING

Fundraising events sponsored by the school have been carefully reviewed by faculty and staff. Funds from these events go directly to support student activities, missions, or other church/school ministries. Families are not required to participate. To minimize distractions, students may only contact teachers and staff regarding fundraising activities before or after school.

DISCIPLINE

Early Childhood Families

At St. Mark's we wish to show Christian love and concern to each individual child, and share Christian values through words and actions. Throughout the activities of the day, we constantly attempt to reinforce positive behavior. Each situation will be handled on an individual basis.

Discipline will be handled in the following manner(s):

- The child will be spoken to on an individual basis. Redirection techniques will be used.
- Correct behavior choices will be demonstrated.
- Safe Spot – separating the child from the situation.
- Removal from an activity when appropriate.
- Reporting to the parent immediately and developing a plan to correct the situation.
- If detrimental behavior continues, a conference will be held between the parent, teacher and director.
- After all options have been exhausted, termination of care may be considered.

PHYSICAL HARM/VIOLENT PLAY

The above discipline procedure will also be followed if a child physically harms another child/staff member. (For example, kicking, scratching, hitting, pinching, etc.) A copy of our biting policy has been included.

We do not allow any kind of violent play which uses or encourages pretend weapons or types of destruction, violent action figures, or any type of negative behavior. We encourage positive Christian love and care be shown throughout all activities of the day, even during free play.

BITING POLICY

Although biting is not an acceptable form of behavior, it may occur when young children interact. Frequently it is done by a child who is not able to communicate verbally and thus loses self-control. However, biting is also harmful to other children and staff. This policy is created with both of these ideas in mind. As an early childcare program, we understand that biting can often be a part of the learning process in our setting. Our goal is to help identify what is causing the biting and resolve those issues. If the issue cannot be resolved, this policy will serve to protect those who have been bitten. While parents of the child biting and parents of the child who was bitten will be contacted through Brightwheel, names of the children will not be shared.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

- The children involved will be separated as soon as possible.
- Comfort and first aid will be given to the bite. It will be cleaned with soap and water. If the skin is broken, the bite will be covered with a bandage.
- Parents are notified through an incident report on Brightwheel.

For the child that bit:

- The teacher will firmly tell the child "NO! DO NOT BITE!"
- The child will be placed in time out for no longer than the child's age (one year old, one minute).
- The caregiver will comfort this child and discuss the inappropriate action.
- Parents are notified through an incident report on Brightwheel.

When Biting Continues:

- The child will be shadowed to help prevent any biting incidents.
- The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
- The child will be given positive attention and praise for positive behavior.

When biting becomes excessive:

- If a child inflicts three (3) bites during a period of five (5) attended days in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for the following two (2) regularly-attended days and a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
- If the child again inflicts three (3) bites in a subsequent period of five (5) attended days in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.

If a child, who has been through step one then goes three (3) weeks (15 business days) without biting, we will go back to step one if the child bites again.

If a child bites twice in a four-hour period, the child will be required to be picked up from day care for the remainder of the day. This will not count towards the two-day suspension.

DISCIPLINE PHILOSOPHY

K-8 Grade Families

A primary task of St. Mark's Lutheran School is to create a stimulating, safe, and nurturing learning climate for all students. The responsibility for maintaining such an environment is shared to some degree by all members of the school community: administrators, teachers, parents, students, pastors, and the Board of Directors.

Good self-discipline begins when the home remains the primary molder of each child (I Timothy 5:4). St. Mark's Lutheran School is an extension of the home and does the task of parenting while children are in school. Hebrews 12:11 talks of the need for application of Law and Gospel. "For the moment all discipline seems painful rather than pleasant: later it yields the peaceful fruit of righteousness to those who have been trained by it."

St. Mark's School recognizes the important relationship between Christian discipleship and school discipline. Even as disciples of Jesus followed Him, so young disciples at St. Mark's are urged to follow Christ, to live in Him, and serve Him. Discipline policies and procedures, therefore, are based on Scriptural understandings of discipleship.

St. Mark's School also recognizes the importance of knowing children – their physical, emotional, social and spiritual needs, their behavioral patterns, and their age level characteristics. Discipline policies and procedures are, therefore, also based on reliable research and studies regarding human development and personality. In addition, each child will be viewed as a special child of God who is worthy of unique consideration.

Discipline procedures and penalties depend on the seriousness of the conduct according to three categories: 1) misbehavior, 2) misconduct, and 3) serious infraction.

Discipline options include: 1) student conference, 2) parent conference, 3) denying privileges, 4) research/writing assignment designed to help student better understand the details/consequences/options pertinent to the situation, 5) letter sent to the home, 6) forfeiting a field trip, 7) detention, 8) suspension (in or out of school) for 1-4 days, 9) out of school suspension for 5 or more days, 10) probation, or 11) dismissal from enrollment. These options do not imply a sequence but are applied to appropriate situations. The goal of disciplinary procedures is to help children have the courage to accept responsibility, to accept forgiveness, and to restore damaged relationships.

All School Discipline Plan:

- Respect God
- Respect Others
- Respect Yourself

Each teacher will develop an individual set of classroom rules and expectations using the all-school discipline plan as a foundational guide. The teacher may utilize reprimands, denial of privileges, detentions, or other appropriate consequences when students do not adhere to classroom expectations.

MISBEHAVIOR

Misbehavior is defined as choices made by a student which disrupt the classroom environment or routines. Each teacher will respond to misbehavior with steps listed in the individual classroom management plan which is formulated at the beginning of each school year.

MISCONDUCT

Students may be issued a detention for any of the following infractions. Upon the 4th infraction of this type, an in-school suspension may be issued. Additional infractions will result in an out-of-school suspension and possible expulsion. Upon receiving any detention, participation in any extracurricular activities will be affected. Field trips and special activities may also be affected.

- Hitting or scuffling
- Use of profanity, name calling, or obscene gestures
- Abuse of property belonging to the school, another person, or themselves
- Disrespect to an adult
- Disruptive behavior
- Misuse of electronic devices (cell phones, music players, computers, games, etc.)
- Lying
- Forgery and cheating
- Plagiarism

(Special note about plagiarism – With the influx of electronic information available to students, teachers are especially conscientious about checking student work for plagiarism. When students are asked to provide research for projects, posters, papers, edits, or presentations, the information they print or verbalize should be in their own words. Students may not copy and paste, lift phrases or longer writing segments from other authors including other students, or in any way present information that they do not understand or have not rewritten to reflect their own understanding and style. In addition to the detention for misconduct, students may receive a zero on any assignment on which they plagiarize.)

SERIOUS INFRACTION

If any of the following serious infractions occur, the administration will use the following as a guide for decisions. Depending on the severity and number of the infractions, the student could receive any of the following consequences:

- 1st serious infraction – detention or in-school suspension
- 2nd serious infraction – out-of-school suspension
- 3rd serious infraction – possible expulsion

The infractions do not have to be the same type of offense for the above procedures to be applied.

The police may be called for any of the following:

- Bullying (aggressive or unwanted behavior used repeatedly to isolate, harm, or control another person)
- The use and/or possession of tobacco in any form.
- Possession, use or distribution of controlled substances including alcohol.
- Use of inhalants.
- Unauthorized possession of medications.
- Excessive absences (10 or more days per semester unless excused with a doctor's note).
- Truancy
- Vandalism
- Leaving campus without permission of a teacher or administration during the school day.
- Use, possession, or distribution of fireworks.
- Falsifying an emergency situation (fire alarm, calling 911, etc.).
- Possession of a weapon.
- Fighting, assault.
- Stealing, theft.
- Harassment, threats, sexual harassment, possession of sexually explicit material or pornography.
- Gang activities.
- Arson.

Any problems that arise that are not covered here and are prejudicial to good order, safety and discipline in the school shall be dealt with by the administration according to the severity of the offense. This includes the administration's authority to recommend additional disciplinary action to the Board of Directors depending on the severity of the offense. Any offense which is considered to be a serious infraction will be documented in the student discipline record.

DISCIPLINARY OPTIONS

Teachers, administration, and the Board of Directors shall fully utilize all practical ways and means of helping students with behavior problems before extreme measures are taken. Sound professional judgment shall be used in determining whether formal disciplinary proceedings are necessary in each individual case.

The following are disciplinary options available to teachers (T), principals (P), and Board of Directors(B).

Disciplinary Option	Authority to Use	Procedures	Appeal
Student conference	T, P		
Parent conference	T, P		
Deny privileges	T, P		
Written assignment related to offense	T, P		
Letter sent home	T, P		
Detention	T, P	Written detention notice is issued following a conference with the student. The detention must be signed by the parent and returned to the principal.	
1-4 day suspension (in school or out of school)	P	Notice, informal hearing with student, parent(s), and principal	
1 month to 6 months probation	P	Notice, informal hearing with student and parent(s), and principal, conditions of the probation in writing and signed by principal, student and parent (s)	A 1- month to 6 months probation may be appealed to the Board. The grievance should first be taken up at the level at which it was instituted (principal). Notice of appeal to the Board must be in writing.
5 or more-day suspension out of school	P	(may follow 1-4 day suspension) Written notice, informal hearing with student, parent(s), and principal.	A 5 or more-day suspension may be appealed to the Board. The grievance should first be taken up at the level at which it was instituted (principal). Notice of appeal to the Board must be in writing.
Dismissal from enrollment	B	Written notice, formal hearing, student, parent(s), principal, Board	The Board may be asked to reconsider its original action. Notice of appeal shall be in writing.

DETENTION PROCEDURES

The administrator will phone the parent to notify the parent that the student will be serving a detention and to tell the parent the reason for the detention. If a teacher/administrator is available, the detention will be the afternoon of the infraction. If not, the detention will be served on the first day a supervisor is available. The student will serve the detention for one hour after school from 3:30-4:30 p.m.

A written detention notice will be sent home with the student at the close of the school day informing the parents of the student's misconduct. The note will be returned to the administrator, signed by the parent, before school the following morning. If the signed note is not returned, the parents will be called by the administrator.

Upon receiving the third detention in a semester, a conference will be scheduled with the parents, teacher(s), and administrator. Subsequent detentions are considered serious infractions. The administrator has the authority to require subsequent detentions to be served on Saturday mornings.

SUSPENSION PROCEDURES (1-4 DAYS)

- *Informal Hearing:* The student will be given an opportunity to admit or deny the accusation, and to give his/her version of the events. The administrator will then investigate.
- *Notice:* The administrator will provide the student or parent notice of the contemplated action. Such notice may be oral or in writing.
- *Content of Notice:* The notice will contain the following information: a. a statement of charges against the student, b. a statement of the basis of the allegation. Specific names may be withheld. The information may not be formal but should sufficiently inform the student and his/her parent/guardian of the basis for the contemplated action.
- *Timing:* The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing. If the presence of the student is a continuing danger to persons or property or threatens disruption of the academic process, notice of an informal hearing need not be given prior to removal from school.
- *Appeal:* The administrator may be asked to reconsider his/her decision.
- Students under suspension are not allowed to participate in or attend any extra curricular activities sponsored by the school until they have attended classes on the first day after the suspension.
- *Absence:* A student will be expected to make up all work missed during an in school or out of school suspension.
- *Re-admittance Conference:* Students will be readmitted to classes only after a conference has been held. The student, parent/guardian, administrator, and, in some cases, the teacher should attend the conference.

PROBATION PROCEDURES (1-6 MONTHS)

- *Informal Hearing:* The student will be given an opportunity to admit or deny the accusation, and to give his/her version of the events. The administrator will then investigate.
- *Notice:* The administrator will provide the student or parent notice of the contemplated action. Such notice may be oral or in writing.
- *Content of Notice:* The notice will contain the following information: a. a statement of charges against the student, b. a statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness. The information may not be formal but should sufficiently inform the student and his/her parent/guardian of the basis for the contemplated action.
- *Conditions of the Probation:* The principal may impose certain conditions to the probation. The conditions of the probation will be in writing and signed by administrator, student, and parent(s). Conditions may include academic standards, requirements for conduct, testing for substance abuse (paid for by the parents at the administrator's direction), and/or community service. Students on probation (as spelled out in the probation agreement) may be prohibited from participating in or attending any extra curricular activities sponsored by the school without specific permission from the administrator. The final condition of probation will read "The agreement of probation will be considered violated if, during the probationary period, the student breaks any condition of the probation or is involved in any disciplinary situation that results in a suspension from school. It is agreed that in such a circumstance, upon the request of St. Mark's School, the parents will transfer the student to another school."
- *Appeal:* A probation of one to six months may be appealed to the Board. The grievance should first be taken up at the level at which it was instituted (administrator). Notice of appeal to the Board must be in writing.

SUSPENSION PROCEDURES (5 OR MORE DAYS)

- *Informal Hearing:* The student will be given an opportunity to admit or deny the accusation, and to give his/her version of the events. The administrator will then investigate.
- *Notice:* The administrator will provide the student or parent notice of the contemplated action. Such notice will be in writing and may be delivered in person or by US mail.
- *Content of Notice:* The notice will contain the following information: a. a statement of charges against the student, b. a statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness.
- The information may not be formal but should sufficiently inform the student and his/her parent/guardian of the basis for the contemplated action.
- *Timing:* The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.
- If the presence of the student is a continuing danger to persons or property or threatens disruption of the academic process, notice of an informal hearing need not be given prior to removal from school.
- *Appeal:* Suspensions of 5 or more days may be appealed to the Board. The grievance should first be taken up at the level at which it was instituted (administrator). Notice of appeal to the Board must be in writing.
- *Participation in School Activities:* Students under suspension are not allowed to participate in or attend any extra curricular activities sponsored by the school until they have attended classes on the first day after the suspension.
- *Absence:* A student will be expected to make up all work missed during a 5 or more-day school suspension.
- *Re-admittance Conference:* Students will be readmitted to classes only after a conference has been held. The student, parent/guardian, principal, and, in some cases, the teacher should attend the conference.

DISMISSAL PROCEDURES

- Only the Board of Directors has the authority to dismiss a student from enrollment. If a student consistently refuses to conform to school policies and regulations or is responsible for behavior that endangers other students or substantially disrupts the education process, the principal may recommend to the Board of Directors, through the Board's director, to dismiss a student from enrollment.
- *Notice:* The Board will notify the parent/guardian of the student of the contemplated action. The notice will contain the following information: a. a statement of charges against the student; b. a statement of the basis of the allegation; c. a date for a formal hearing.
- *Hearing:* The Board will conduct a formal hearing. The Board will expect the administrator to present oral and written reports and statements regarding the student's conduct. The parents and/or student will also present oral and written reports related to the conduct in question. The number of previous disciplinary penalties may be a major factor in the Board's decision to dismiss a student from enrollment.
- *Re-admittance:* Re-admittance at the beginning of a semester will be possible only through consent of the Board of Directors.
- *Appeal:* The Board may be asked to reconsider its original action. Notice of appeal shall be in writing.

SEXUAL HARASSMENT

- *Policy Statement:* It is the policy of St. Mark's Lutheran School of Eureka, Missouri, to provide an educational environment in which all students are treated with respect and dignity. The school prohibits any form of sexual harassment of students whether verbal, physical, or environmental. It is a violation of this policy for any student of St. Mark's Lutheran School to harass another student in a sexual manner as defined below. It is never a defense to a claim of sexual harassment that the alleged harasser did not intend to harass.
- *Confidentiality:* Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will only be discussed when necessary for the investigation and/or resolution of the matter.
- *Retaliation:* The school forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.
- *Definition of Sexual Harassment:* For the purposes of this policy, sexual harassment is defined as including, but not limited to, unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks, and other verbal, visual, or physical conduct of a sexual nature directed toward a student under any of the following conditions:
 - Submission to or toleration of sexual harassment in an explicit or implicit term or condition of any services, benefits, or programs sponsored by the school and church;
 - Submission to or rejection of such conduct is used as a basis for academic evaluation affecting a student;
 - The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or creating an intimidating, hostile, or offensive learning environment.

Examples of Sexual Harassment:

Sexual Harassment includes, but is not limited to:

- Verbal: Sexually demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes, or epithets.
- Written: Suggestive or obscene letters, notes, or invitations.
- Physical: Sexual assault, touching, impeding or blocking movement.
- Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Making reprisals, or threats of reprisals following a negative response to sexual advances or following a sexual harassment complaint.

Student-to-Student Sexual Harassment:

This policy prohibits student to student/youth sexual harassment whenever it is related to school, or attendance, and occurs at any time including but not limited to, any of the following:

- While on school/church grounds.
- While traveling to or from school.
- During the lunch period whether on or off campus.
- During, or while going to or coming from, a school sponsored activity.
- Any student who engages in sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

Complaint Procedure:

- *Step One:* Students who feel aggrieved because of conduct that may constitute sexual harassment should directly inform the person engaging in such conduct that such conduct is offensive and must stop. If students do not feel comfortable doing this or are unable to do so, they shall direct their complaints to someone on the staff that they are comfortable telling. Any staff person who is informed shall make a report to the principal. This person has been designated to assist in resolving sexual harassment complaints and is bound by the highest degree of confidentiality. The person receiving the complaint will inform the alleged harasser that the offensive behavior must stop. The administrator may provide disciplinary consequences for the perpetrator as outlined in the Parent Handbook.
- *Step Two:* If the complaint is not resolved by actions taken in Step One, or if the harassment continues, the administrator will follow disciplinary procedures outlined in the Parent Handbook. If suspension or expulsion is contemplated as a possible disciplinary consequence, the discipline policy outlines procedures including an informal hearing. The disciplinary policy also includes avenues for appeal if the disciplinary consequence results in a suspension or expulsion.

SUBSTANCE ABUSE

The possession, use, or distribution of alcohol, drugs of any type (except those covered by the policy on administration of medications to students), tobacco, or drug paraphernalia at school or at any school sponsored activity is strictly forbidden and will generally result in suspension or expulsion. In an effort to keep St. Mark's School "Drug Free," the school may, unannounced, request the police department's canine unit to check the school for drugs. The school reserves the right to enforce the following policy:

Any student found to have been in possession of and/or using illegal drugs, alcohol or tobacco products while under the supervision of the school, or while present at school activities, or while in public areas and not under the direct and immediate supervision of the student's parent, parents, or legal guardian shall be dealt with according to the discipline procedures printed in the Parent Handbook.

On the first offense, in addition to being suspended from school, the student will be suspended from participation in public activities of the school such as athletics, music and drama activities, field trips, and other extracurricular activities and suspended from positions of leadership of student groups. The school's evaluation of the serious nature of the first offense may result in discontinued enrollment. A recommendation may be made to the parents/guardians to seek assessment or evaluation by a qualified individual (at the expense of the student's family). If the assessment indicates the need for further treatment of the student, participation of the student in an appropriate treatment program may be a prerequisite to continued enrollment at St. Mark's Lutheran School. The school reserves the right to request periodic reports from the agency responsible for the treatment at the family's expense.

Students who personally and voluntarily seek help for problems with drugs or alcohol may be exempted from the above procedures at the option of the school.

BULLYING

It is the policy of St. Mark's Lutheran School to provide an educational environment in which all students are treated with love, respect, and dignity. St. Mark's Lutheran School prohibits any form of bullying of students. It is a violation of this policy for any student of St. Mark's Lutheran School to intimidate, harass, or physically harm any student.

Bullying can present itself in a variety of forms and degrees. It may be subjective or overt in nature. . Bullying is defined as aggressive behavior that intimidates or harasses a reasonable student causing him or her to fear his/her physical safety or emotional well being. Bullying in any form is wrong and will not be allowed to continue.

Examples of bullying:

- Bullying includes, but is not limited to:
- Physical – hitting, kicking, pushing, punching
- Emotional – exclusion, tormenting, pressuring
- Racial – taunts, gestures, graffiti
- Sexual – unwanted contact, gestures, comments
- Verbal – name calling, sarcasm, spreading rumors, teasing
- Cyber – emails, messages, forwarded information

Bullying behavior can also be extended to possessions.

This policy prohibits students from harassing, physically harming, or intimidating whenever it is related to school, or attendance, and occurs at any time including, but not limited to:

- While on school/church grounds.
- While traveling to or from school.
- During the lunch period whether on or off campus.
- During, or while going to or coming from, a school sponsored activity.

Students and non-teaching staff/volunteers are encouraged to report behavior that they consider to be bullying to a teacher or the administrator. It may be a single event/action which if allowed to continue, may constitute bullying. Parent(s)/guardians may submit to the administrator a written report of incidents that they feel constitute bullying. The administrator shall be responsible for investigating the incident(s) to determine if further action is warranted.

Teachers are required to document all reports or observations of bullying. This report will be forwarded to the administrator for investigation.

Age and emotional maturity will define how the act/event will be addressed. The investigation will be the responsibility of the administrator.

Any student who is involved or engaged in the bullying of another student is subject to disciplinary action including verbal warnings, detention, suspension, and expulsion as listed in the Parent Handbook.

CORPORAL PUNISHMENT

Corporal punishment will not be administered at St. Mark's Lutheran School.

GRIEVANCE POLICY

When a parent or student has a grievance of one kind or another against a member of the faculty or staff, he or she shall follow the Christian example found in Matthew 18.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan and tax collector.” Matthew 18:15-17.

- The first step is that the person should voice his or her grievance in person to the faculty or staff person in question.
- If, after this one-on-one discussion, the parent or student feels the problem has not been resolved, he or she should arrange a time when the administrator or another person can go with him or her to meet with the person against whom the grievance has been voiced.
- If the matter is still not resolved after the meeting in step two, the person with the grievance and the persons who discussed the matter in step two should all meet with the Board of Directors.

At no time shall a parent or student voice a concern outside his immediate household before fulfilling these above three steps. If any matter is handled contrary to the above policy, the family will be asked to meet with the Board of Directors to discuss their continued enrollment in St. Mark’s Lutheran School. All cases will be reviewed within 30 days by the Board. All Board decisions are final.

This policy should in no way be construed as an effort to close the door of communication between parents, students, and the school. On the contrary, it is an attempt to channel all such grievances along the lines of Christian rapport. Any legitimate concerns will be received with all due consideration so that a satisfactory solution may be found.

STATEMENT OF BELIEF AND PRACTICE

Teachings in Brief

St. Mark's church and school is part of The Lutheran Church—Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world's redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church. Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

Governance

The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws – which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod – and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The Constitution and bylaws of St. Mark's govern our decision-making and policies. A copy is available upon request.

Current Issues on Marriage, Family, and Sexuality

Marriage matters. God created humanity in His image, as male and female, and gave marriage to be the lifelong union of one man and one woman (Gen. 2:24), a gift to be held in honor and kept pure (Gen. 2:2-24; Matt. 19:5-6; Heb. 13:4; 1 Thess. 4:2-5). Marriage between one man and one woman for life uniquely reflects Christ's relationship with His Church. (Eph. 5:21-33.) The LCMS believes that God gave marriage as a picture of the relationship between Christ and His bride the Church (Eph. 5:32).

Gender likewise matters. God wonderfully and immutably creates each person as male or female, and these distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). But some individuals reject their biological sex and often present as the opposite sex. In so doing, these individuals reject God's design and the person He created them to be.

Because the LCMS believes that sexual activity is intended by God within the one-flesh union of the marriage of man and woman, it does not accept or condone marriages between people of the same sex and it believes that homosexual behavior is prohibited in the Old and New Testaments (Lev. 18:22, 24, 20:13; 1 Cor. 6:9-20; 1 Tim. 1:10) as contrary to the Creator's design (Rom. 1:26-27). The LCMS affirms that such behavior is intrinsically sinful, and it has also urged its members "to give a public witness from Scripture against the social acceptance and legal recognition of homosexual 'marriage'" (2004 Res. 3-05A). At the same time, the Synod firmly believes "the redeeming love of Christ, which rescues humanity from sin, death, and the power of Satan, is offered to all through repentance and faith in Christ, regardless of the nature of their sinfulness" (1992 Res. 3-12A) and that sexual sin is only one of the countless ways that human beings turn away from God's will and design.

This page intentionally left blank.

