

# St. Mark's Lutheran School

2025-2026

## Parent-Student Handbook

Kindergarten - 8th Grade



Make a  
**JOYful**  
noise to the  
**Lord.**  
Psalm 98:4

500 Meramec Blvd.  
Eureka, Missouri 63025  
Phone: 636-938-4432  
Website [www.stmarkseureka.org](http://www.stmarkseureka.org)



## Table of Contents

STATEMENT OF PURPOSE .....	4
MISSION STATEMENT .....	4
PHILOSOPHY AND GOALS .....	4
WORSHIP LIFE .....	4
ADMINISTRATION AND GOVERNANCE .....	4
ACCREDITATION.....	4
ADMISSION .....	6
ENROLLMENT.....	7
FINANCES.....	7
THE SCHOOL YEAR.....	8
THE SCHOOL DAY.....	8
SCHOOL CANCELLATION.....	9
COMMUNICATION .....	9
CRISIS MANAGEMENT PLAN .....	10
STUDENT HEALTH AND SAFETY .....	11
CURRICULUM AND COURSE OF STUDY .....	13
STUDENT GUIDANCE AND RESOURCE SERVICES .....	14
HOMEWORK.....	15
REPORTING PUPIL PROGRESS .....	16
STUDENT CHRISTIAN SERVICE PROGRAM .....	17
DRESS/DRESSCODE .....	17
FIELD TRIPS .....	19
VEHICLE POLICIES .....	20
LUNCH PROGRAM, SNACKS, AND NUTRITION.....	21
VOLUNTEERS.....	21
FORGOTTEN OR LOST ITEMS.....	22
VALUABLES AT SCHOOL.....	22
ELECTRONIC DEVICES.....	22
FUNDRAISING.....	22
DISCIPLINE.....	23
GRIEVANCE POLICY.....	31
EXTRA CURRICULARS .....	32
STATEMENT OF BELIEF AND PRACTICE .....	35

## 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.

## 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.

## PHILOSOPHY AND GOALS

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 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.

## 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 8:45 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.

## **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 pastors 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.

# 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.

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 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 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.

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.

## **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.

## **FINANCES**

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 - 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.

Financial assistance is also available through St. Mark's.

## **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.

## **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.

### **BUILDING SECURITY**

To care for our students in the best way possible, the doors to the buildings on St. Mark's campus stay locked. Parents may use the intercom at the office doors to be let in as needed.

### **ARRIVAL, DISMISSAL, LEAVING SCHOOL**

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.
- No child will be released to an unauthorized person. If alternative transportation arrangements are necessary, parents should notify the school office.
- Students who need to walk home should have a note on file in the office giving them permission to do so.

### **ABSENCE, TARDINESS, AND TRUANCY**

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 Principal 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 Principal.

## 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.

## COMMUNICATION

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.

## SCHOOL NEWSLETTER

The office will send home a newsletter every week via email. This newsletter will contain information about dates, school and church activities, and other information as needed.

## REPORTING OF STUDENT PROGRESS

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

## SCHOOL TELEPHONE

- The school phone number is 636-938-4432.
- 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.
- 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.

## E-MAIL

- To contact a teacher use: [firstinitiallastname@stmarkseureka.org](mailto:firstname.lastname@stmarkseureka.org) (example: [jsmith@stmarkseureka.org](mailto:jsmith@stmarkseureka.org))
- The office e-mail address is: [sstuart@stmarkseureka.org](mailto:ssuart@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 to the teacher.

## ADDRESS/PHONE CHANGES

Please remember to contact the office 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 Principal 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.

## CRISIS MANAGEMENT PLAN

In I Peter 1:13 the Apostle says, “Therefore, prepare your minds for action...” St. Mark’s has put together an ongoing Crisis Management Plan. It is our goal to prepare our staff and students in the event that a natural or intentional crisis would occur while we are in session.

In the event of a disaster:

- No student will be dismissed 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.

# STUDENT HEALTH AND SAFETY

## 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.

## ILLNESSES

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 or office will contact the parent or guardian who will arrange for transportation home.

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 labeled 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 school 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 office 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 or office will contact the parent or guardian who will arrange for transportation home.

## 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.

## 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.

## IMMUNIZATION AND PHYSICAL EXAMINATIONS

All students enrolled at St. Mark's must provide satisfactory evidence of immunization (or exemption from immunization), and physicals to the office administrator 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 within the last 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 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.

## **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 and Missouri State Standards 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
- Fine Arts – Music, art, drama
- Physical Education - Physical fitness, games, teamwork, sports, health and safety, first aid
- Technology – Technology is integrated into the curriculum throughout the day

### **EXTRA-CURRICULAR ACTIVITIES**

St. Mark's Lutheran School offers a variety of 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 "Extra Curricular" section.

Athletic participation is limited to 5th – 8th grade students with the exception of cross country which is open to students in grades K-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. Workbooks, and supplemental materials will be provided for the student. The selection and adoption of curricular materials is primarily the responsibility of the faculty and administration. Concerns about 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.

### **SUPPLIES**

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.

## **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 (NWEA-MAP) is administered to all students in grades 1 and 2 in the fall and grades 3-8 three times per year. 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 SUPPORT 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.

# **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 progress (1st – 8th) by checking the online grading program (Educate).
- 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 on the day it is due.
- Work which is not turned in on the due date is considered delinquent.
- 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 daily progress form. Parents should look for and review these forms regularly. Student progress 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 K-8 are produced online and can be printed out at the home. 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 6th – 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.

## 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.

## **DRESS/DRESSCODE**

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.

### **SHIRTS**

- Solid color polo-style, with a collar, long or short sleeved. No writing school logo only.
- (5th - 8th grade) 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 uniform bottoms.

### **PANTS and SHORTS**

- Pants and shorts should be navy, khaki, gray, or black plain, trouser-style. The hem of the pants shall not touch the floor. Pants/shorts may not be of jean material.
- The inseam on girls' shorts must measure 5" or longer.

### **JUMPERS, SKORTS, and SKIRTS**

- Girls may wear navy, khaki, solid color, or black jumpers polo style dresses, skorts and skirts which should fall to 3 inches above the top of the kneecap or longer. Shorts or leggings should be worn underneath jumpers and skirts. 5th - 8th grade should wear solid-color leggings or tights.

### **SHOES & SOCKS**

- 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.

### **PHYSICAL EDUCATION**

- All students are to wear tennis shoes for physical education classes.

### **OUTERWEAR**

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

### **JEWELRY**

- 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.

## 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 completed online. Permission for field trips cannot be obtained over the phone or via text or email. Students who wish to go on trips need to have forms and fees in 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.

## **LUNCH PROGRAM, SNACKS, AND NUTRITION**

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, fresh fruits, salads, and desserts 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 end of each month, each student will receive the lunch menu for the next month. Each student decides which lunches, seconds and drinks he or she will be ordering for the following month.

- The tally sheet, located to the right of the calendar, must be marked with their choices, and 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 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 younger 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.

Parents will need to complete a background check and successfully complete the "Protect My Ministry" video.

## **FORGOTTEN OR LOST ITEMS**

Parents who need to deliver items to students during the school day are to drop off 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 principal. Parents will need to speak to the principal 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. 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

## PHILOSOPHY

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 mold 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/misconduct
2. 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/MISCONDUCT

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 repeatedly (aggressive or unwanted behavior used 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.

## 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 teacher or principal 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 principal.

Upon receiving the third detention in a semester, a conference will be scheduled with the parents, teacher(s), and principal. Subsequent detentions are considered serious infractions. The principal 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 principal will then investigate.
- *Notice:* The principal 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 principal 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 principal will then investigate.
- *Notice:* The principal 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 the principal, 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 principal. 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. 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 principal will then investigate.
- *Notice:* The principal 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. 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 principal 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) 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.

## 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 in which someone intentionally and repeatedly causes another person injury or discomfort. 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

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 principal. It may be a single event/action which if allowed to continue, may constitute bullying. Parent(s)/guardians may submit to the principal a written report of incidents that they feel constitute bullying. The principal 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 principal for investigation.

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

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.

## 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.

## 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 principal 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.

# EXTRA CURRICULAR

## PHILOSOPHY

The extracurricular programs at St. Mark's Lutheran School serve as an extension of the overall program of Christian education. It is consistent with the school philosophy and exists to be a partnership with the home in nurturing healthy, positive, Christian values through organized sports, clubs, and activities. St. Mark's is a member of the St. Louis Lutheran Athletic League and supports all the league's objectives and practices.

Student participants are expected to prioritize their roles in the following manner: Christian first, student second, athlete/club member third.

## PURPOSE

The purpose of the extracurricular programs is to:

- recognize students' God-given talents and abilities.
- develop or learn skills for a specific sport or activity.
- provide opportunities for competitive activities in a Christian environment.
- teach healthy attitudes and responses to winning, losing, rules, and competition.
- teach teamwork, respect, perseverance, self-control, and humility.
- encourage school spirit, a lifelong appreciation of recreational activities, and a commitment to physical, mental, and spiritual health.

## PARTICIPANTS

Participation in extracurricular activities is limited to students in grades 5 through 8 with the exception of cross country which is open to students in grades 1 through 8. When adequate numbers are not available to fill a team, students in lower grades may be given an opportunity to participate.

## ROLES AND RESPONSIBILITIES

The Student Participant will:

- follow the rules and guidelines established by St. Mark's, the St. Louis Lutheran Athletic League, and the coach (es) of the sport or activity.
- attend practices with proper attire, put forth effort during practice, and demonstrate positive attitude, language, and actions at all times.
- know and follow the rules of the game or activity.
- prioritize academic achievement to remain eligible.
- show respect to teammates, opponents, coaches, and officials at all times.
- understand that, in addition to following league rules for playing time, playing time in games or matches is also determined by attendance, effort, attention, and performance at practices.
- Failure by the athlete to follow through with these responsibilities may result in dismissal from the team.

The Coach will:

- perform duties in accordance with the philosophy of St. Mark's and the league.
- be familiar with the rules, procedures, and guidelines for competition set forth by the league and St. Mark's.
- plan and conduct practices which will help students develop responsibility, teamwork, leadership, and respect as well as basic skills.
- guide and manage game and matches so that league guidelines are followed and players' effort and cooperation during practice times is acknowledged.
- serve as a positive Christian role model for players, parents, and fans during practices, games, matches, and outside of school activities as well.
- offer input to the Athletic Director regarding possible improvements in the program, possible areas of concern or conflict, or needs for the program with regard to supplies or equipment.

Failure to conduct oneself according to the guidelines above may result in sanctions by the league and dismissal from coaching at St. Mark's.

## THE PARENTS\* WILL:

\* the word “parents” refers to any adult guardians responsible for the child

- support their child’s participation by adhering to guidelines set forth by the coach, school, and league.
- use Christian language and comments when speaking to or about their child, their child’s teammates, the coach, the officials, and opponents, both at events and in the home.
- support the decisions of the coaches with regard to playing time, positions, and game strategies. Questions about coaching decisions should be done in private at a mutually agreeable time and place. In general, parents should wait at least 24 hours before contacting a coach about a specific question or concern. Concerns should be discussed with the coach first, one on one. If the concern is not resolved, the next step would be to contact the Athletic Director. If the concern persists after speaking to the Athletic Director, the parent should contact the principal.
- display mature, Christian sportsmanship at all games, matches, and practices.
- monitor and encourage successful classroom achievement and behavior.
- encourage healthy eating, sleep, and fitness regimens.
- support the athletic program by volunteering to help with scoring, gate, concessions, and other related responsibilities.
- make arrangements for transportation to and from games, and pick up their child from practices on time.
- assist the child in proper care and cleaning of uniforms and equipment when asked to do so.

## CODE OF CONDUCT FOR PLAYERS, COACHES, AND PARENTS

Players, coaches, and parents of St. Mark’s Lutheran School:

- do not use vulgar, abusive, or disrespectful language.
- treat all officials with respect and do not criticize them during or after games.
- know that their individual actions and choices reflect on the overall reputation of St. Mark’s in the community.
- promote Christian sportsmanship at all times through words and actions.

Technical fouls or other unsportsmanlike conduct will not be tolerated by coaches or players. If a technical foul or penalty is assessed, a written report will be filed with the Athletic Director by the coach, official, or other staff member. Disciplinary action may be taken and may include suspension or removal for a period of time deemed appropriate by the Athletic Director or Principal. Parents or fans who do not follow the Code of Conduct will be asked to leave the gym, site, or playing field. Failure to do so may result in discontinuation of the game. Repeated offenses may result in the parent/fan being barred from attendance. Coaches who refuse to enforce these regulations may be suspended or dismissed at the discretion of the Athletic Director or Principal.

## ELIGIBILITY POLICY

- Student-athletes must maintain a 70% or higher in all subjects to remain eligible to participate in games.
- Eligibility runs from 8:30 a.m. on Monday (or the first day of the week) to the next Monday.
- All work received by 3:30 p.m. on Friday (or the last day of the week) will be posted by 8:30 a.m. on Monday.
- Students who are not eligible for the week are expected to attend practices as usual and attend games so that they can keep current with plays and procedures. During games, ineligible students will sit on the bench in school uniforms.
- Ineligible players should work hard to raise grades by redoing low grades when possible, turning in missing work, or asking for help from teachers in whose classes they are not receiving a 70% or above.

## ATHLETIC PHYSICAL

Students participating in sports must have a current athletic physical on file to participate in competitive athletics. This is different than a regular school physical. Proof of this examination must be provided to the office. A returning student who has a sports physical on file from the previous year and also has a physical scheduled may attend and participate in practices. New students may not participate in practices until the sports physical has been completed and turned in to the office. Neither returning nor new students may participate in any games until a current sports physical is on file in the office.

Attendance Requirement

Students must be in attendance for the entire day to be eligible to participate in an after-school contest. Students who are ill should refrain from attending school just so that they will not miss a game. This choice has a detrimental effect on the student's own health and the health of his or her classmates. If a student has a previously scheduled appointment during the school day, such as an orthodontist or high school visit, he or she is still eligible to participate fully in an after-school event.

-----

I have read, I understand, and I agree to follow the rules and guidelines in the Athletic Policy.

Parent \_\_\_\_\_ date \_\_\_\_\_

Student \_\_\_\_\_ date \_\_\_\_\_

# 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.

