

School-Wide Student-Parent Handbook

2016 / 2017

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Welcome Students, Parents and Guardians!

St. Marcus School Mission Statement: To disciple children for Christ now and for all eternity and to train them in excellence for their roles in their family, church, community, workplace and country.

Dear Parents & Guardians,

Welcome! We are excited you are a part of our St. Marcus family. Here we commit to train your child to use a STRONG voice, freely receive and give forgiveness, learn self-control, service, humility and the GRIT needed to succeed. There are three key factors that create the remarkable “M-House” family:

CHRISTIAN

First and foremost, St. Marcus School is a Christian school, in the truest sense of the term. St. Marcus is a member of the Wisconsin Evangelical Lutheran Synod (“WELS”). We are determined to educate your child in their faith in our Lord and Savior, Jesus Christ. “God so loved the world” and we will reflect his love towards your child, you, and our community. Motivated by our love for God, St. Marcus drives a gospel-based behavior program, creating a unique and successful approach that produces behavior excellence. When our students’ behavior reflects their Savior, the result is Christian leadership within their family, church, community, workplace and country. Further, when stable behavior is achieved, our students will be able to take ownership over their academic success!

COLLEGE PREP

St. Marcus’ academic program is ultimately focused on preparing your child for college. Students must look to their future, pursuing high and long-term goals, pushing themselves academically for success beyond high school. St. Marcus scholars independently break their academic barriers rather than follow others. Our students understand education is the key that unlocks the door to positively affect the world around them.

CHOICE

To be a member of the St. Marcus family means you are actively CHOOSING to live up to the “St. Marcus Covenant”. It means you, your student, and the staff members are each going to use GRIT and urgency to meet goals. Greatness cannot be achieved without sacrifice. Time, effort and energy are necessary during school hours and at home. There are no shortcuts; NO EXCUSES. Using St. Marcus program to mold strong Christian children with sound character and college-bound mindsets depends on the ACTIONS you take as a parent or guardian, in partnership with the selfless, motivated staff. Compelled by Christ’s love, St. Marcus chooses to work with you to ensure your child’s success.

Our mission statement summarizes what is and will remain our core commitment to you, the parents and guardians of St. Marcus scholars. Welcome to the family and blessings on your school year!

Sincerely,

*Henry Tyson
Superintendent*

I. Directory

- Visit stmarcus.org for most recent and accurate contact information.
- Faculty and Staff Emails are FirstName.LastName@stmarcus.org.
- Please refer to 2016/2017 Faculty & Staff Directory for a full list of faculty and staff.

A. CAMPUS INFORMATION

Main Campus 2215 N. Palmer Street, Milwaukee, WI 53212
K4 - 8th Grade Phone (414) 562-3163 | Fax (414) 562-9188

North Campus 243 E. Center Street, Milwaukee, WI 53212
K3 (Early Childhood) - 3rd Grade Phone (414) 539-4843 | Fax (414) 562-9188

B. SCHOOL COUNCIL

<i>Position</i>	<i>Name</i>	<i>Member Since</i>
Chairman	Lewis Jiles	2008
Member	Thomas Bell	2001
Member	Susan Ristow	2008
Member	Maureen Lawrenz	2011
Member	Jim Datka	2014
Member	Bret Hopf	2015
Member	Amy Miles	2015
Ministry Representative	Dr. Paul Steinberg	2007
Superintendent	Henry Tyson	2002
North Campus Principal	April Richter	2016
Main Campus Principal	Erin Hollmann	2016
Director of Staff Recruitment & Development	Jon Boche	2008

C. EXECUTIVE SCHOOL ADMINISTRATION

<i>Position</i>	<i>Name</i>	<i>Phone</i>
Superintendent	Henry Tyson	(414) 267-8387
School Pastor	Dr. Paul Steinberg	(414) 530-0476
Main Campus Principal	Erin Hollmann	(414) 416-7541
North Campus Principal	April Richter	(414) 336-5567
Director of Personnel	Jon Boche	(414) 313-9110

D. ST. MARCUS MINISTRIES LEADERS

<i>Position</i>	<i>Name</i>
Executive Director	Fred Lautz
Senior Pastor	Rev. Mark Jeske
Lead Pastor	Rev. James Hein
School Pastor	Dr. Paul Steinberg
Director of Mission Advancement	Christine Safranek
Director of Communications	Sara Roemer
Director of Operations	Barry Spencer

II. Church Membership

St. Marcus School is owned and operated by St. Marcus Lutheran Church. Its mission is to connect people to Jesus and to each other in joyful love and service. St. Marcus is aware, respects and celebrates that many students have their own home church. Staff members love to hear about and be invited to special events at other churches where students are involved.

We believe that God reveals himself to us through his Word, the Holy Bible, and that the changeless Gospel is divinely inspired, free of mistakes, contradictions or error. We believe in the Triune God. One God, three persons; the Father, the Son, and the Holy Spirit. Through the innocent life, death and resurrection of Jesus Christ, anyone can be saved. There is nothing we humans can do to earn our own salvation. The Holy Spirit calls us to Christ and to faith through the Word and baptism. He creates and sustains saving faith in Christ, and all who believe in him will not perish but have eternal life.

St. Marcus considers any students and families that are not members of another church, part of its spiritual family. There is a place for you at St. Marcus! We rejoice when others share our faith in Jesus and join us in ministry and life together. Please contact the School Ministry team with requests for prayer or to get involved in a Bible Study. Their full contact information can be found in the School Directory section of this handbook or online at www.stmarcus.org/school/about/school-ministry.

Any parents/guardians interested in baptism for themselves or for their children can also contact the School Ministry team. They will connect with a pastor or staff minister and arrange a time to be baptized. Baptisms can take place at Sunday worship services, in school chapels or at a privately scheduled time. Being baptized at St. Marcus does not automatically make someone an official member of the congregation.

Church membership allows an individual to make a public commitment to embrace the theology, vision, and mission of St. Marcus Lutheran Church. Members invest their time, talent and resources to help move the mission of the church forward, sharing their love for Jesus and serving others in our community. Those seeking membership are encouraged to contact one of the pastors to determine the best way to proceed. A full list of contact information can be found in the School Directory section or online at www.stmarcus.org/church/about/church-leadership.

III. Parents & Guardians

A. PARENT / GUARDIAN ROLE

God has given parents/guardians the primary responsibility of nurturing their children in all things, as Paul says in Ephesians 6:4 “Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.”

A Christian school and a Christian parent/guardian have a secondary responsibility as commanded by Jesus in Matthew 28:19-20: “Go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey everything that I have commanded you.”

God’s ideal way to raise children is through a partnership between parents/guardians and the institution that they choose so that children are trained to be disciples of Christ and do not depart from that. The chief responsibility and decision making always remains with the parents/guardians, and children are instructed to follow those decisions as Paul says in Colossians 3:20 “Children, obey your parents in everything, for this pleases the Lord.”

B. PARENT / GUARDIAN SCHOOL COMMUNICATION

(1) **Teacher / Parent Communications:** St. Marcus School recognizes parents/guardians as the primary educators of their children. Communication between parents/guardians and teachers is an essential ingredient to success in school. Parents/Guardians are strongly encouraged to:

- a) Initiate communication with their child's teachers (teachers will respond at earliest convenience);
- b) Communicate questions or concerns before they turn into major issues;
- c) Avoid emotional responses to concerns before discussing the matter with other school personnel.

Our goal is to maintain an open, two-way, collaborative communication with parents/guardians. The school communicates with parents/guardians through phone calls, voicemails, text messages, notes, letters, orientation meetings, an electronic school newsletter, and the Parent Handbook.

(2) **Emails:** Please pay close attention to your emails for the weekly Newsletter, notifications from the business office, your child's teachers, Skyward (student database for grades and behavior reports), and other correspondence from St. Marcus. Emails will be used for important announcements and requests. It is critical that your email address is up-to-date and used regularly for communications.

(3) **Events Calendar:** An Events Calendar containing the list of events will come out each month. Please watch for this calendar and be sure to mark important dates such as: students singing in church, parent events, meetings and conferences, school-closed dates, etc. The events calendar is also available online at the the "Parent Room" on www.stmarcus.org - a link to the website will always be included in the newsletter.

C. ACCESS TO THE CLASSROOM

Parents/Guardians are welcome and encouraged to volunteer or observe in daily activities at the school. Parents/Guardians must sign in at the front office and wear a guest pass. Cell phone use in the classroom and hallways is prohibited. Parents/Guardians may visit their children's classes provided that the visit is scheduled in advance or the parent has received permission from an administrator to visit the class. The school administration is committed to providing teachers with advanced notice of guests in the classroom. This is done not only as an added security measure and courtesy to teachers, but also to ensure that the educational process is not disrupted.

Parents/Guardians may be denied the opportunity to visit a class if the school administration has determined that the parents/guardians' presence has had, is having, or may have a negative impact on the educational process. This has happened only a limited number of times. When parents/guardians are denied the opportunity to visit a class, they may appeal to the St. Marcus School Council (please refer to Appeals, under the "Governing Policies").

D. PARENT / GUARDIAN - COVENANT

During a home visit or mandatory parent meeting, each parent/guardian, student, and teacher will sign the St. Marcus Covenant. Below is the section that parents/guardians agree to uphold each school year.

As a parent / guardian in the St. Marcus community I WILL:

- Do everything in my power to ensure the academic success of my child;
- Ensure that my child is at school and ready to learn before 8:00 a.m. every school day;
- Ensure that my child is in a clean school uniform at the beginning of every school day;
- Provide a quiet place in the home where my child can read, learn, and complete homework;
- Ensure the completion of homework; including reviewing and signing necessary documents;
- Proactively communicate with my child's teachers when needed;
- Assist my child in problem solving by allowing my child to contact teachers regarding homework;
- Attend parent-teacher conferences and other mandatory parent meetings;
- Complete volunteer hours at the school during the school year;
- Enforce reasonable bedtimes to ensure adequate sleep;
- Notify the school in advance of any necessary absences;
- Support the Biblical foundations of St. Marcus Lutheran School.

By failing to keep these commitments, your child will eventually lose his / her seat at St. Marcus Lutheran School.

E. CHAPERONE & FIELD TRIP EXPECTATIONS

St. Marcus School provides extensive opportunities for students to travel outside of the classroom through local field trips and the Discover America program. It is a privilege to leave our school to learn outside of the classroom. Students earn this privilege by exhibiting effort in academics and behavior. Students who are not academically, behaviorally, or emotionally prepared to represent their Savior, family, and self remain at school to work in another classroom only during the hours of the trip. Remaining at school during field trip hours is not an excuse for an absence.

Students are expected to be in school regardless of their participation on school field trips. Students who are not in school on the day of a field trip without a justifiable reason, jeopardize their participation in all future field trips.

The school relies upon parents/guardians to provide transportation and leadership for some events. Chaperones are arranged by the classroom teacher or administrator in advance.

(1) Chaperones Expectations

- (a) Chaperones are expected to help the classroom teacher uphold St. Marcus expectations and stay with the group at all times. Chaperones do not accompany classes for their own personal benefit but rather to enhance the experience for the students.
- (b) Chaperones are expected to insist their child stay with the rest of the group and not be given special treatment or conflicting expectations.
- (c) Inappropriate behavior, conversations, or comments should be reported to a staff member immediately. Only a member of the St. Marcus staff should administer discipline.
- (d) Distributing candy, gum, or other treats must be done only with the teacher's approval at an appropriate time.

(2) Transportation Expectations

- (a) Parent/Guardian drivers will be asked to provide proof of a valid driver's license and insurance.
- (b) Vehicles transporting students must be in good repair with functioning seat belts.
- (c) Younger siblings should not accompany parents/guardians unless approved by the teacher.
- (d) All students must be buckled in appropriately.
- (e) Small children must be in the back seat according to state law.
- (f) Speed limits and all traffic laws must be observed at all times.
- (g) Loud or inappropriate music will not be played with students in the vehicle.
- (h) Smoking at anytime during a field trip, including in a vehicle, is unacceptable.

IV. Fees & Costs

A. STUDENT ACCOUNTS

Parents / Guardians are highly encouraged to work towards a positive balance of \$100 by the beginning of each school year.

Parents / Guardians receive bills on a monthly basis. Bills will be sent home with the youngest child during the school year. Parents / Guardians who do not receive a bill should contact the business office immediately. Review bills carefully and make payments in a timely manner.

To dispute a bill, please contact the business office:

- 1) A dispute of a bill must be made within 60 days (2 months) of the time that the charge was applied to a student account. The school will not consider billing disputes that are over 60 days old.
- 2) A billing dispute must be made in writing or via email (laura.troutman@stmarcus.org).
- 3) Parents / Guardians should keep a copy of all written disputed and responses.

Parents / Guardians are encouraged to look out for their child's bill, pay in a timely manner, and communicate quickly when a billing concern exists. Please refer to sections specific to Aftercare Billing for information particular to those categories.

B. BILL PAYMENTS

Students bills may be paid online from the school's website (www.stmarcus.org) or in person. When paying a bill in person, go to the lower level of the primary school building located on First Street. For questions on your bill, please contact the business office.

Normal Business Office Hours
Monday-Friday 7:30 a.m. - 4:30 a.m.*

**Appointments may be made outside of business hours upon request. Please watch for newsletters and signs posted on doors for non-school day hours and summer hours. The business office is closed for federal holidays.*

Pay Online! For your convenience, pay your fees for the following, online 24/7:

- 1) Aftercare
- 2) Book Fines
- 3) Discover America
- 4) Tuition
- 5) Uniform Donations

Pay with VISA, Discover or MasterCard credit or debit cards. By contracting with RevTrak, a national credit card payment processor, we provide you a secure site for making payments.

Payment Instructions for the St. Marcus Lutheran School's Web Store

Visit school website at www.stmarcus.org/school/

- Click on the Online Payment link
- To view/print previous online payments or to update login information please click on My Account.
- Redirect to the St. Marcus Lutheran School web store
- Click on payment type
- Enter required information
- Click "Buy Now"
- To make a payment for another fee or student, click "Continue Shopping" and select additional fee type and fees
- When all fees are in shopping cart, click "Go to Checkout"
- If a new customer, select "I am a new customer." Enter your email address, and "Sign In."
- Enter your billing and payment information. Create a password if required.
- Verify information for accuracy and select "Complete Order".
- Payment will be processed and Receipt can be viewed and printed. An emailed receipt will be sent to the email address provided during account set up.
- Logout

C. AFTERCARE BILLING

For the convenience of our families, after care is provided for a nominal fee until **5:30 p.m.** Children whose parents/guardians have outstanding accounts from previous school years will not be permitted to use after care until the accounts have been paid in full. Parents will be billed bi-weekly for aftercare charges. If the balance is not paid by the due date, your child will not be able to use the school after care program. Students who are either not picked up on time will be referred to an administrator.

Monday - Friday

Normal fees: K4 - 8th Grade = \$5 per child beginning at 3:45 p.m.

LATE PICK UP FEES: K4 - 8th = \$5 per child per 15 minutes beginning at 5:30 p.m.

D. BREAKFAST & LUNCH

We have again applied for the Federal free breakfast/lunch program, this allows all our children to receive free breakfast and lunch regardless of income. Please note that the State of Wisconsin still requires that **all** families fill out an Alternative Household Income form regardless of income. **YOUR CHILD WILL NOT BE ABLE TO ATTEND CLASS UNTIL THE "ALTERNATE HOUSEHOLD INCOME FORM" IS RECEIVED BY THE BUSINESS OFFICE.**

E. UNIFORM & TIE COSTS

Per the St. Marcus Covenant, parents/guardians are expected to ensure that their child arrives at school in a clean, proper school uniform. **Please see the appropriate [Kindergarten, Primary Grades, or Middle School] Addendum for uniform policy, procedures and consequences.**

Students may purchase a uniform tie for \$5, or an honor roll / high honor roll / leadership tie for \$6 by the following methods:

- 1) Cash (exact change only) payments are accepted at either front office
- 2) Cash or credit card payments are accepted in the business office
- 3) Purchase a tie using a credit balance (only available to those who maintain an account with a positive balance)

V. Student Health

A. STUDENT MEDICATIONS

It is the school's preference that medications be administered at home, before a student arrives to school. However, if absolutely necessary, a parent/guardian can authorize St. Marcus to administer medication during the school day. In order to do so, the office will track distribution and parents must follow this procedure, with no exceptions:

(1) Prescription Expectations

- (a) A Prescription Drug Authorization Form must be on file in the office. The form can be obtained from the school office and requires a physician's signature.
- (b) Each medication must be labeled with the child's name, birth date, and directions.
- (c) A new form must be filled out each school year and/or any other adjustment to the medication (i.e. a change in dosage).
- (d) Medications must be taken home at the end of each school year.

(2) Over the Counter Expectations

- (a) It is not the practice of the school offices to administer non-prescription, over-the-counter medications. However, in an urgent circumstance, the nurse has made basic items available (i.e. Tylenol, Ibuprofen).
- (b) Any over-the-counter medications needed by a student must first be approved by parental over the phone for a same-day request. The adult must speak to another adult, and the distribution will be documented.
- (c) In rare instances where a student regularly needs an over-the-counter medication, a written Non-Prescription Medication Permission and Instruction Form must be signed by a parent/guardian. The Non-Prescription Medication Permission and Instruction Form may be found in either of the school offices. The parent must supply the medication for students that fit this situation. It may be kept in the school office.

B. STUDENT BREAKFAST

The school provides an opportunity for students to take breakfast upon arrival at school in the morning. In order to best take advantage of this opportunity, students should arrive to school by 7:30 a.m.

Please see the “Fees and Costs” section for notes about cost of meals provided by St. Marcus.

C. STUDENT NUTRITION

The U.S. Department of Health & Human Services reports that overweight and obese children are significant health problems in the United States. The number of adolescents who are overweight has tripled since 1980 and the prevalence among younger children has more than doubled. Reference:

http://aspe.hhs.gov/health/reports/child_obesity

To respond to the fact that nearly one third of children and youth in the United States are overweight or obese, St. Marcus has made a commitment to:

- (1) Work with our food service staff to provide healthy well-balanced meals (breakfast and lunch)
- (2) Restrict lunch to the following healthy options:
 - (a) School lunch program (no additional food from home is necessary)
 - (b) Healthy, well-balanced lunch prepared at home (refrigeration or microwave not available)

Food from local restaurants will be reserved for special occasions with prior arrangement with their child’s teacher.

D. STUDENT FOOD ALLERGIES

Students with a food allergy or any medical or special dietary need that restricts the child’s diet should be reported to the school. A parent/guardian should complete a Medical Statement requesting special accommodations. This form, which requires a physician’s signature, can be obtained from the school’s business office.

E. SCHOOL NURSE INFORMATION

St Marcus has a school nurse, Monday through Friday, who spends time at both campuses. The School Nurse is an RN who doesn’t prescribe medication or diagnose disease, but will see students in her office for assessment of acute problems [like an injury, severe pain or wheezing] that occur while at school. Children need permission from their teacher in order to be seen.

- (1) Sick or Injured Students: When a child is sick during the day the nurse will help determine if he/she needs to go home or be seen by a healthcare provider. The RN will always try to contact you if any treatment or follow up is needed for the illness or injury.
- (2) Yearly Screening: Along with the St Marcus Parish Nurses, the school nurse helps provide yearly health screenings for vision and hearing in certain grade levels. Parents/guardians are informed of any abnormal findings and referrals.
- (3) Health Education: Health literacy is very important for children and families in order to promote healthy lifetime habits, and the nurse will be working with teachers to have health education in each classroom. She communicates with parents and teachers, making sure that our staff is aware of any ongoing health issues with students and how to manage them. She insures that plans of care and medications are on hand so that a child is safe and at their best health at school.

F. IMMUNIZATION REQUIREMENTS

St Marcus school requires parents to bring a current immunization record before the FIRST DAY OF SCHOOL at K3, K4, K5, and 6th grade, or if the student is new. The immunization record will need to be produced during February enrollment each school year. As of January 2016, if the school is under 99% compliance with this law, Wisconsin requires **non-compliant children to be excluded from school**.

The school nurse checks every student's immunization records and does mandatory reporting to the Milwaukee Health Department if students are behind. Our goal is that every student be fully immunized against preventable and life-threatening diseases as recommended by the CDC.

VI. The School Day

A. DROP-OFF & BEFORE CARE

Getting children to school early reinforces the value of being on time, and allows students to start their day by getting organized and without stress. Thank you for your diligence in getting your scholars to school on time for learning! For the convenience of our families, before care is provided outside, weather permitting, at no charge. If the temperature falls below 15 degrees Fahrenheit, either real temperature or wind chill, students will be inside.

6:30 a.m. students may arrive for before care - drop off at the Middle School Parking Lot (Palmer Street).*

7:30 a.m. students may enter the building - must be with teacher or after an administrator is at the doors.

8:00 a.m. school day officially begins - please review "Timeliness and Tardiness Procedures".

*If a special arrangement is made with a teacher, 4th - 8th grade students who need assistance or need to study before school may be inside 6:30 a.m. - 7:00 a.m.

Between 7:00 a.m. - 7:30 a.m. - no students are permitted to enter the building. A staff member will stand at the door to let a student in the building should before care have to move to an indoor location due to inclement weather.

B. TIMELINESS & TARDINESS

Tardiness is unacceptable. It is the number one reason for employee termination in the United States. In order to be on time, students must be seated in their desks ready to begin work **by 8:00 a.m.** As a positive reminder, each day at 7:57 a.m. an announcement is made stating "learning will begin in 3 minutes." At 8:00 a.m. daily announcements are read and students and staff share a moment of silence for reflection and prayer.

Parents/guardians are encouraged to consider 7:35 a.m. as the start of school so that their children understand the importance of being on time and are never tardy. This is especially true for younger children who take 5-10 minutes to get situated, especially when wearing winter clothing. There are two types of tardies at St. Marcus School: "Tardy Late" and "Tardy - Not Ready".

(1) Tardy Late

(a) The Policy: This policy applies to all students in grades K4-8th grades. Tardy-late is when a student arrives at school after 8:00 a.m., or so close to 8:00 a.m. that he/she is not able to be ready for instruction that begins at 8:00 a.m. in each classroom. **Bringing your child to school on time is the responsibility of the parents/guardians.**

- (i) Excused-Tardy: The first four tardy-lates during each quarter are excused. A good reason for the tardy is always appreciated, but there is no distinction between a good reason and a bad reason. *The only exception is a regularly scheduled appointment or an appointment that is pre-scheduled and the school is notified at least one day in advance.* If your child receives one or more tardies in a given week, you will receive a letter from a Director or Dean of Students that needs to be signed and returned in your child's folder.
- (ii) Unexcused-Tardy: The responsibility for arriving at school before 8:00 a.m. every day lies with parents/guardians. Transportation or childcare problems are not considered an excuse for tardiness. Therefore the consequence is for the parent/guardian and every tardy after the fourth tardy in each quarter/marking period is marked unexcused.

- (b) **Consequences:** Upon the fifth tardy-late, parents/guardians will be contacted by an administrator to discuss the tardiness and one of the following actions:
 - (i) Parent / Guardian will need to meet with an administrator.
 - (ii) The parent/guardian will make a commitment to arrive at or before 7:30 a.m. for the remainder of the quarter.
 - (iii) Continued tardiness issues beyond 5 days will result in a probationary plan as determined by the administrator.
 - (iv) ***If tardiness issues are still not resolved, it could result in a scholar losing their seat at St. Marcus.***

(2) **Tardy - Not Ready**

- (a) **The Policy:** FOR STUDENTS IN GRADE 2 - 8, ONLY, a “tardy-not ready” is marked when a student was not ready for instruction to begin at 8:00 a.m. Being ready to begin learning at 8:00 a.m. is the responsibility of the student. Each of our students made a promise when he/she signed the St. Marcus Covenant which reads: “As a student in the St. Marcus community I WILL be seated at my desk and ready to begin learning by 8:00 a.m. every school day.” To be ready for instruction, students need have completed the following:
 - (i) unpacked book bag
 - (ii) turned in homework
 - (iii) eaten breakfast
 - (iv) have all materials on desk **by 8:00 a.m.**
- (b) **Consequences:**
 - (i) The first four “**tardy-not ready**”s during each quarter/marking period are excused. You will receive a letter from a Director or the Dean of Students that needs to be signed and returned in your child’s folder at the end of each week. Since the responsibility is upon the student to be ready, the consequence is for the student.
 - (ii) **Upon the fifth Tardy - Not Ready** parents/guardians will be contacted by an administrator to discuss the tardiness and the student will serve and **in-school suspension.**
 - (iii) ***Those who develop chronic tardiness issues will be referred to the school council for potential loss of seat. Ultimately, students will be removed from the school if tardiness issues are not resolved.***

C. AFTERCARE

Aftercare is a service for parents of St. Marcus. At a minimal fee, aftercare offers a secure, positive setting for your scholar after school while waiting for respective transportation. **Please see the “Fees & Costs” section for aftercare rates and billing information.**

Aftercare is provided Monday-Friday starting at 3:45 p.m. and ending at 5:30 p.m. For safety and accountability purposes, **ALL** students must be signed in. Snack is provided for aftercare. It is imperative that **ALL** scholars are signed out by a parent/guardian. In special circumstances, a middle school sibling that has obtained a designated pass, will be permitted to sign a younger sibling out of aftercare.

D. DISMISSAL PROCEDURES

- (1) Student Sign-Out Procedure:
 - (a) Parents/Guardians, authorized adults or daycare providers must be present to sign out each student. Parents/Guardians picking up children from aftercare must enter the building to sign out their children.
 - (b) Students are not allowed to pick up younger siblings unless they have a sibling pass.
 - (c) K3 - 4th grade parents/guardians must pick up their children from the exact specified location listed in the chart.
 - (d) K3 - 4th grade students will not be allowed to walk across the street alone.

(2) Daycare Pick-up:

Main Campus: Students picked up by daycare transportation will be in the hallways just inside Door #4 (Main Entrance within the Main Campus parking lot off North Ave. & Palmer Street).

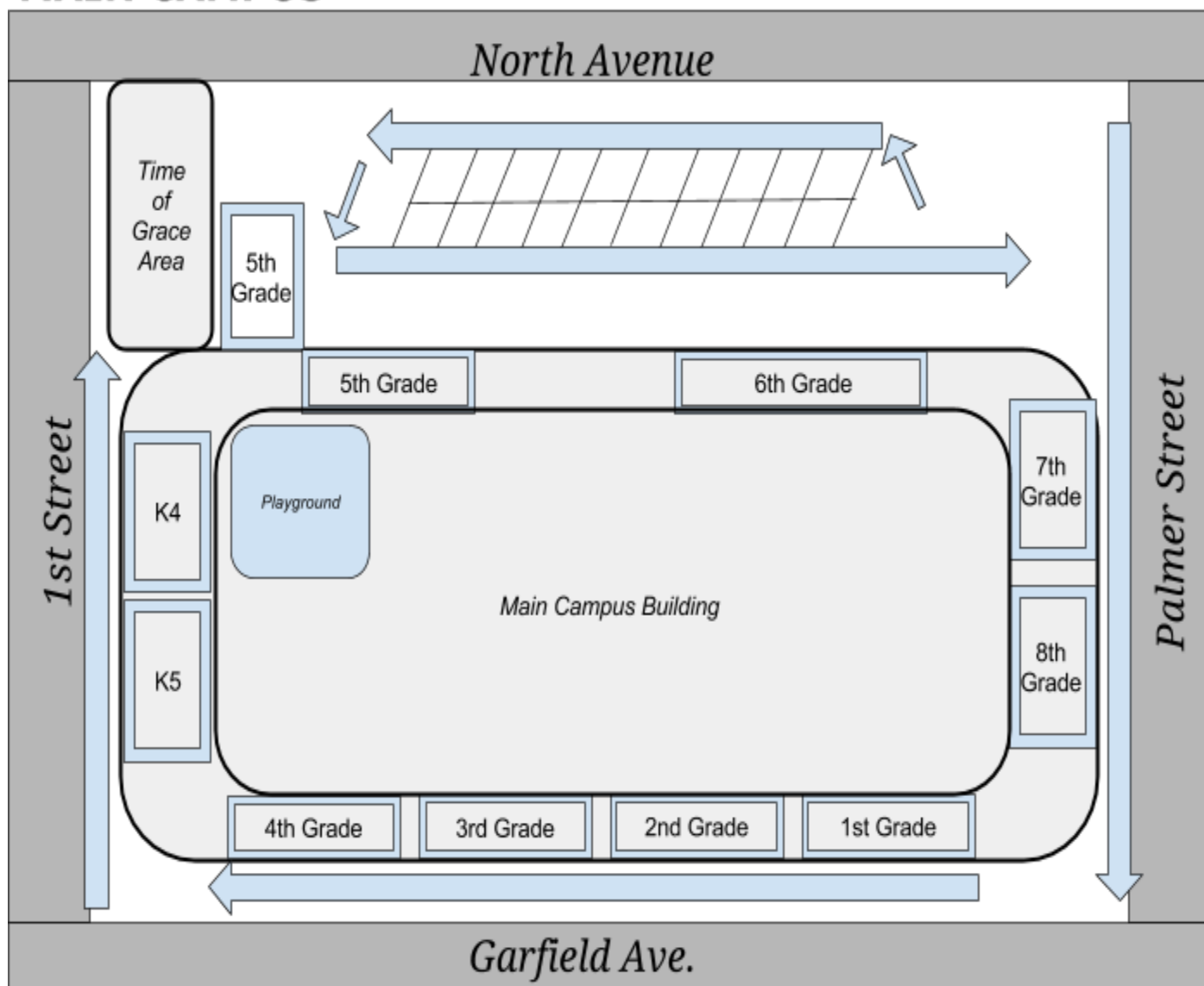
(3) School Traffic & Parking:

Drop-off and pick-up are the most dangerous times of the day for students and the most stressful for the parents / guardians and staff. Many cars are coming and going while children are in the parking lot and near the street. ALWAYS drive slowly around the school, especially in the parking lot and show courtesy to other parents. **Parking Note:** During pick-up, do NOT double park. A fire station is located one block south of St. Marcus, on Palmer. Drivers and the school can be fined if cars are double-parked.

(4) Location & Times:

The “Normal Pick-up Location” is where you will pick up your student each day. If weather prevents students from being dismissed outside, students will be at the “Indoor Pick-up Location”. Parents/Guardians are not to pick up students from the classroom to avoid the disruption of the educational process.

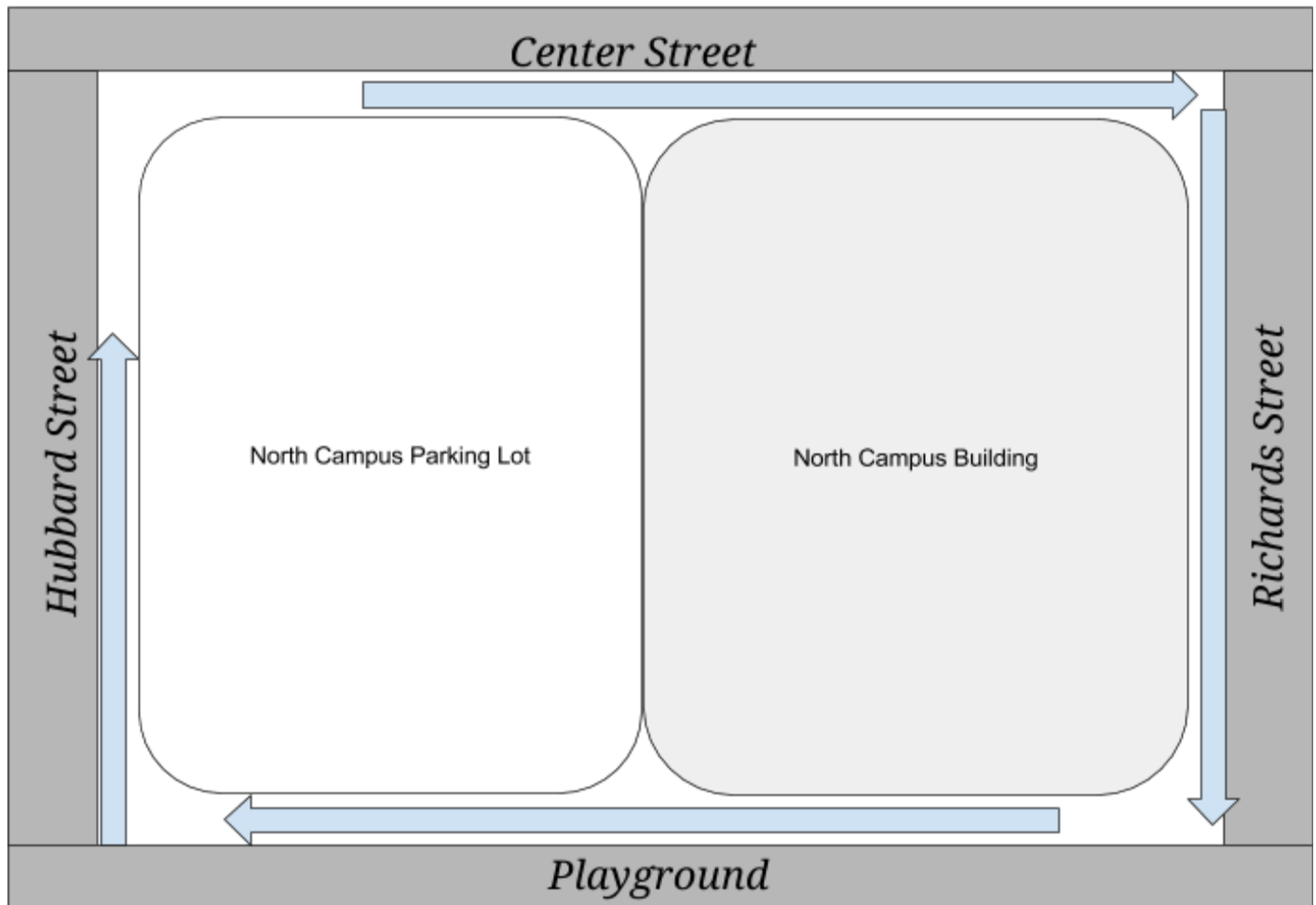
MAIN CAMPUS



*See below for Main Campus Dismissal Times

Main Campus Dismissal Times & Locations			
	K4 & K5	Primary Grades	Middle School
Dismissal Time	3:15pm	3:15pm	3:30pm
Normal Pick-Up Location	1st Street	Garfield Avenue	5th/6th - Parking Lot 7th/8th - Palmer Street
Indoor Location (Inclement Weather)	B. Bruce Krier Gym	B. Bruce Krier Gym	All on sidewalk within parking lot

NORTH CAMPUS



North Campus Dismissal Times & Locations			
	K3	K4 & K5	Primary Grades
Dismissal Time	3:15pm	3:15pm	3:15pm
Normal Pick-Up Location	K3 Classrooms	Richards Street	Richards Street
Indoor Location (Inclement Weather)	K3 Classrooms	Cafeteria	Cafeteria

E. ATTENDANCE EXPECTATIONS

The Wisconsin Board of Education requires all students enrolled at St. Marcus Lutheran School to attend school regularly in accordance with the laws of the state. St. Marcus takes daily attendance seriously, resulting in an average 96% attendance rate last school year.

Under Wisconsin's "Missing Child Law", parents or guardians must notify the school office any morning their child is not attending. **St. Marcus requires parents/guardians to contact the school office before 9:00 a.m. if their child is going to be absent from school, stating the reason for the absence. Those who fail to report their child absent, will receive a phone call from an administrator before their child returns to school. On the third occasion that a parent fails to report their child absent, the student will face disciplinary action up to or including suspension or expulsion.**

- (1) **Reporting Absences:** St. Marcus staff devotes countless hours to tracking absent students who have not been called in by parents/guardians. This can be solved with a phone call to the office. **A conversation with a teacher (voicemail, email, text, etc.) about an absence does not replace a call to the office.** An excuse for an absence from school may be approved for one or more of the following reasons or conditions:
 - (a) **Personal illness:** Parents or guardians must call the school each morning their child is home ill. The school will require a doctor's excuse if the child is absent 3 or more consecutive days.
 - (b) **Death of a relative:** Parents or guardians must contact the school office to explain the situation and estimated time of absence from school.
- (2) **Professional Appointments:** We strongly encourage families to schedule medical, dental, legal, and other necessary appointments outside of school hours. If this is not possible, the parent/guardian must do the following one full day in advance of the appointment:
 - (a) Call the school office to provide day and time of early pick-up, including valid reason.
 - (b) Notify classroom teacher and Dean of Students of day and time of the appointment, including valid reason.
 - (c) Parents / Guardians must pick up their child(ren) in the school office: you must sign out upon pick-up, and sign student back in upon return.
 - (d) Parents / Guardians must present a doctor's excuse upon the child's return to school.
- (3) **Unexcused Absences:** An unexcused absence becomes part of a student's permanent school record. Students are "unexcused" if they:
 - (a) Fail to bring a doctor's excuse for three or more consecutive days of absence
 - (b) Are absent from school for any reason other than those listed as an excusable reason
- (4) **Consequences:** Students who are absent without a valid excuse will not be permitted to return to class until a parent or guardian has contacted an administrator. Students will face major consequences for unexcused absences and will ultimately lose their seat at St. Marcus if the problem persists.
- (5) **Make-up work for Excused Absences:** An absence from school, even for several days, does not excuse students from their responsibilities in the classroom on the day they return to school. With an excused absence, students will be given the same number of days they were absent to make up missed work.

When returning to school, students are expected to find out what work was missed and when the work needs to be completed. All make-up tests will be scheduled at a time designated by the teacher. It is the student's responsibility to inquire about classwork and homework to ensure that it is made up.

- (6) **Early Pick-Up Requests:** A student picked-up before normal dismissal times, particularly within thirty minutes of the end of the school day, disrupts teachers and students. Consequently, students may not be picked-up early unless the student or his immediate family is involved in some kind of crisis such as severe illness, or death in the family.

- (a) Unexcused Early Pick-Ups: Transportation or child-care problems are not considered a valid reason for early pick-up. Under such circumstances, parents / guardians should contact school administration for assistance in finding a solution to the problem.

F. INCLEMENT WEATHER & SCHOOL CLOSINGS

- (1) **Snow Emergency**: If Milwaukee Public Schools (MPS) close due to a snow emergency, St. Marcus will also be closed.
- (2) **Cold Temperatures**: Unless media outlets specifically list “**St. Marcus**”, the school will generally NOT close due to the extreme cold temperatures (whether or not MPS has decided to close for this reason). This is due to the fact that fewer than 10% of St. Marcus students walk or take public transportation to school.
- (3) **Transportation Issues**: When the temperature drops below zero degrees Fahrenheit, students who walk or take public transportation are encouraged to immediately coordinate an alternate, safer plan for transportation. If it is not possible to secure transportation, parents / guardians are encouraged to call the school for assistance and the school will make its best efforts to coordinate rides for those students.

VII. Student Expectations

A. THE COVENANT

Student Commitment from the St. Marcus Covenant:

As a student in the St. Marcus community I WILL:

- do everything in my power to ensure my academic success and that of my fellow students
- be seated at my desk and ready to begin learning every school day by 8:00 a.m.
- follow the school uniform policy and maintain a neat and clean appearance
- complete all homework assignments thoroughly; including getting necessary signatures
- seek out and find solutions to problems without resorting to excuses
- strive to exhibit Christ-like behavior in all that I do

By failing to keep these commitments, a student will eventually lose school privileges and his / her seat at St. Marcus Lutheran School.

B. BEHAVIORAL STANDARDS

“Since God so loved us, we also ought to love one another. No one has ever seen God; but if we love each other, God lives in us and his love is made complete in us.” 1 John 4:11

The behavioral standard at St. Marcus is based on a simple Law and Gospel equation. Our ultimate goal is for students to be proactive in demonstrating positive behaviors based upon the Gospel and God’s love for us through Jesus Christ. Simply put, because God loved us enough to send His Son to die for us, we reflect the love of Jesus in our daily lives as we reflect God’s love in our interactions with others. All this we do as a “thank you” to our Heavenly Father in appreciation for what he has done for us.

- (1) Gospel Behaviors: As we teach students to be proactive in their Christian behavior, we focus on some specific gospel behaviors. These include building each other up, forgiveness, sacrifice, humility and self control. In each of these behaviors and attributes, students are taught to think and consider other people. This truly represents the gospel made manifest in that students learn to constantly put the needs of others before their own short term wants and desires. Ultimately, students more fully understand what it means to reflect God’s love in their lives as a constant and joyful testimony to what Christ has done for all of us.
- (2) The Role of the Law: At times, students demonstrate behavior that is outside of the proactive, gospel motivated behaviors. During these unfortunate moments it becomes necessary to utilize the Law as a tool to show students that their actions are inappropriate and unacceptable. Essentially, students who have misbehaved must endure unpleasantness (consequence) in order to effectively understand the

fact that they have made a poor choice. Despite the situation, we work hard to avoid negatively charged teacher-to-student interactions. Instead, we believe in consistently and calmly teaching and emphasizing choices and consequences. This approach helps the student to maintain focus on owning their specific behavior that was problematic rather than personalizing the disciplinary situation on the adult who is delivering the consequence.

- (3) **Consequences:** When students fail to make positive choices, the St. Marcus administration reserves the right to determine the proper and necessary consequences to achieve appropriate changes in student behavior. The below list are consequences may be utilized at St. Marcus (please see Addendum specific to your child's grade level for more details on Student Expectations and Consequences):
- (a) Students sit or stand in an isolated location to reflect on behavior.
 - (b) Students write documents focused on behavioral improvement.
 - (c) Students work to complete community or school service projects.
 - (d) In rare extreme cases a suspension (in-school or out-of-school) or expulsion may be issued.
- (4) **Forgiveness in Word and Action:** In addition to emphasizing the Gospel in encouraging students to be proactive in positive behavior, the St. Marcus staff also strives to incorporate the Gospel through word, and more importantly action, as part of the conclusion of each disciplinary incident with students. The wonderful promise of God's forgiveness drives all that we do and is an essential element to any interaction with students. This action is particularly crucial when a student has done wrong and has repented.

C. FIELD TRIP EXPECTATIONS

St. Marcus School provides extensive opportunities for students to travel outside of the classroom through local field trips and the Discover America program. It is a privilege to leave our school to learn outside of the classroom. Students earn this privilege by exhibiting effort in academics and behavior. Students who are not academically, behaviorally, or emotionally prepared to represent their Savior, family and self remain at school to work in another classroom only during the hours of the trip. Remaining at school during field trip hours is not an excuse for an absence.

Students are expected to be in school regardless of their participation on school field trips. Students who are not in school on the day of a field trip without a reasonable excuse, jeopardize their participation in all future field trips.

D. EXTRA-CURRICULAR EVENTS EXPECTATIONS

St. Marcus Athletic Program Mission Statement: *Participating on an athletic team will challenge our student athletes with many opportunities. It is our hope that St. Marcus scholars combine the knowledge from their education with the talents God has given them to glorify HIM in body and spirit.*

At St. Marcus Lutheran School all extra curricular activities are considered an important part in the student's overall education and learning process. It is very much a privilege and blessing to be able to participate in any extracurricular activity. St. Marcus sponsors many different activities throughout the school year. Information regarding all activities will be passed along through classroom and school newsletters - watch your emails closely!

St. Marcus expects all students to be outstanding ambassadors for their Savior, school, and self by demonstrating exceptional Christian character at ALL times. *"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him."* Colossians 3:17

- (1) **Coaches:** The men and women who coach are committed to the athletic teams voluntarily. Therefore, the entire coaching staff should be treated with complete respect.

(2) **Spectator Expectations:** Students and fans should treat all facilities, individuals, coaches, and referees at St. Marcus or while visiting another school with complete RESPECT. During any game, yelling at referees or officials will not be tolerated. During basketball season, we ask that players and fans refrain from making noise during free-throws. Failure to honor these guidelines may lead to removal from an athletic facility.

(a) **CHAPERONE:** ST. MARCUS STUDENTS WHO WISH TO BE SPECTATORS AT ANY EVENT MUST HAVE A PARENT / GUARDIAN OR ADULT CHAPERONE WITH THEM.

(b) **DRESS CODE:** Student Spectator's Dress Code requires all students who attend games and/or tournaments on a school day are required to wear their school uniform. All students are encouraged to wear St. Marcus gear but can wear casual clothing to a game on the weekend, as long as their appearance is neat and tidy.

E. PROHIBITED MATERIALS

(1) **Summary:** St. Marcus students are not allowed to have the following items at school:

- (a) Gum
- (b) Portable Music Devices (i.e. iPods)
- (c) Toys
- (d) Trading Cards
- (e) Cell Phones (see specific policy below)
- (f) Electronics (see specific policy below)

(2) **Cell Phone Policy:** Due to serious problems with cell phones students may NOT bring cell phones to school or any St. Marcus event. The cell phone will be returned to the parent/guardian as follows:*

- (a) First Offense: The phone is kept for 2 weeks. Parent/Guardian has an immediate \$50 buy-back option.
- (b) Second Offense: The phone is kept for a semester. Parent/Guardian has a \$50 buy-back option after two weeks.
- (c) Third Offense: The phone is kept for the year. Parent/Guardian has a \$50 buy back after a month.

If a student takes a picture on school property, a cell phone is visible on the student, a cell phone goes off in class or anywhere in the building, or the student is using the phone in any way, the cell phone will be confiscated.

We understand that some of our students travel to school on foot or by bus necessitating the need to have communication with his/her parent. If your child falls in this category, it is REQUIRED to fill out the **STUDENT CELL PHONE FORM**. This form needs to be completed before your child brings a cell phone to school. In addition, your child will need to turn in his/her phone to his/her teacher each school day. The same guidelines above apply to students in this situation.

(3) **Electronics Policy:** Due to serious problems with electronics in general, students may NOT bring electronics to school or any St. Marcus event. The electronic will be returned to the parent/guardian as follows:*

- (a) First Offense: Returned after two weeks.
- (b) Second Offense: Returned after completion of semester, or earlier for a \$50 buy back.

****Please be advised that St. Marcus is not responsible for lost or damaged cellular phones and other electronic devices.***

F. PROMOTION TO NEXT GRADE OR GRADE-RETENTION

(1) **Communication:** Teachers will communicate with parents / guardians throughout the school year to discuss retention. Decisions to retain a student are made in consultation with parents / guardians, teachers, and administrators and take into consideration the unique circumstances of every child.

(2) **Eligibility:** A student's eligibility for promotion to the next grade:

- (a) Satisfactory behavioral and emotional maturity
 - (b) Satisfactory attendance record (no more than 15 days of absence)
 - (c) Academics are in good standing
 - (d) Demonstrate proficiency on standardized tests (Badger Exam/MAP testing)
- (3) **Retentions:** Retentions must be viewed as an opportunity rather than a punishment. The school has had very positive results with students who have been retained. St. Marcus School takes its commitment to prepare students for success in college very seriously. Students who are not academically, behaviorally, or emotionally prepared for the next grade will be retained regardless of age of previous retentions. The most important reasons for this are:
- (a) Self-esteem improves with retention as the student feels success and learns leadership during their retention year.
 - (b) It is simply not fair to make students believe they are ready for the next grade when they are not.
 - (c) It is better for a student to graduate high school at 19 or 20 rather than not at all. Students must be adequately prepared for high school and college.

G. SUSPENSION / EXPULSION PROCEDURES

At times, when a student's behavior is particularly disruptive or disrespectful, it becomes necessary to remove students from the academic environment. Such removal is based upon our belief that behavioral and moral development of the individual and the classroom as a whole is of primary importance and crucial for student growth and behavioral improvement. Therefore, we firmly believe in utilizing in-school suspensions. Out-of-school suspensions are reserved for particular disruptive behaviors and typically an indication that student is nearing expulsion from the school program. Behaviors which may lead to an in-school suspension include, but are not limited to, the following:

- Saying "No" to any staff member when asked to do something which is not illegal or immoral
- Non-verbal defiance
- Actions displaying blatant disrespect (rolling of eyes, tisking, huffing, etc.)
- Verbally abusing other students or tearing other students down
- Repeated minor infractions accompanied by a refusal to repent
- Intentional academic dishonesty
- Behaviors disrupting instruction (displays of anger, screaming, crying, etc.)

- (1) **Suspension Policy:** The principal, dean of students or directors have the authority to suspend students. Suspension shall mean temporary removal from classes and/or school. Suspensions shall be made solely after the principal, dean of students, or directors have made an investigation and determined that such suspension is necessary to help any student, to further school purposes, or to prevent interference with school operations. Initiation of a suspension may begin immediately or a certain point of time, at the discretion of the principal, dean of students or directors.
- (a) The length and type of the suspension (either in-school or out-of-school) shall be at the discretion of the principal, dean of students or directors.
 - (b) If the suspension is to start immediately, the principal, dean of students or directors will inform the parents/guardians by phone or letter.
 - (c) The suspension process will include the opportunity for a meeting with a director, the dean of students or the principal, student and parents / guardians.

In instances of extreme negative behaviors such as physical assault, property damage, theft, gang-related activity or the possession of any illegal narcotic or weapon, an immediate out-of-school suspension or expulsion may occur.

- (2) **Expulsion/Dismissal Policy:** If a student is to face discipline that may result in expulsion (permanent removal from school), the following will occur:

- (a) Parents / Guardians will be phoned and the student will be immediately removed from premises.
 - (b) A meeting with school administration, parent(s) or guardian(s), and student will take place within five days after the student's removal from school.
 - (c) After the meeting, parent(s) or guardian(s) and the student will be notified by school administration of the decision and the terms for reentry or permanent expulsion.
 - (d) If the student is permitted to return to St. Marcus: prior to his/her return, a conference with school administration must occur, at which time a statement agreeing to the terms of re entry will be signed.
- (3) Expulsion/Dismissal Appeals: In order to appeal an expulsion/dismissal the following procedures must be followed by parents / guardians:
- (a) Parents / Guardians must submit a written complaint to the superintendent.
 - (b) The superintendent will respond to the parent or guardian within 7 days of submission of the grievance.
 - (c) If the parent or guardian is dissatisfied with the response of the superintendent, they can submit a letter of complaint within 30 days of the letter of the superintendent.
 - (d) The parent / guardian must address it to the school council and must contain an explanation as to why the problem occurred and a proposed resolution. In the absence of these items, the appeal will be denied.
 - (e) Following the submission of the letter to the council, the parent / guardian will be advised whether the school council has agreed to hold an appeals hearing or denied the appeal.
 - (f) The school council has final say concerning the appeals opportunity and decision on expulsion / dismissals.

VIII. Governing Policies

A. CHILD PROTECTIVE SERVICES

Certain individuals whose employment brings them into contact with children are **required by law to report** any suspected abuse or neglect or threatened abuse or neglect to a child seen in the course of their professional duties. Persons required to report, who intentionally fail to report suspected child abuse or neglect, may be fined up to \$1,000 or imprisoned up to 6 months or both. **School administrator, teachers and counselors are required or mandated to report abuse and neglect. Reference:** <http://dcf.wi.gov/children>

The purpose of Wisconsin's Child Protective Services Program is to:

- To protect the health, safety, and welfare of children by encouraging the reporting of suspected child abuse and neglect.
- To assure that appropriate protective services are provided to abused and neglected children and their families and to protect children from further harm.
- To provide support, counseling, and other services to children and their families.

B. DENIALS OF ENROLLMENT; APPEALS PROCESS

(1) Denial of Enrollment

Under 119.23(2)(a) a pupil must reside in the city of Milwaukee and meet the income requirements as defined below to qualify for the MPCP:

The pupil is a member of a family that has a total family income that does not exceed an amount equal to 1.75 times the poverty level determined in accordance with criteria established by the director of the federal office of management and budget. A pupil attending a private school under this section whose family income increases may continue to attend a private school under this section if the pupil is a member of a family that has a total income that does not exceed an amount equal to 2.2 times the poverty level determined in accordance with criteria established by the director of the federal office of management and budget. For purposes of admission to a private school under this section, siblings of pupils attending a private school under the section are subject to the higher income limit. If a pupil attending a private school under this section ceases to attend a private school

under this section, the lower income limit applies unless the pupil is a sibling of a pupil attending a private school under this section.

119.23(3)(a) states that a school must, "Within 60 days after receiving the application...notify the applicant, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include the reason." A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery. Under St. Marcus Lutheran School's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school board that the applicant was improperly rejected. The evidence must include income and residency documentation. The school superintendent shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him / her of the acceptance or rejection of the appeal.

(2) Appeals Process

When addressing a concern, parents/guardians are encouraged to go directly to the source of their concern before engaging in the appeals process. This is a biblical concept described in the book of Matthew 18:15-17. For example, if a parent or guardian has an issue with a teacher or a support teacher, the parent / guardian is encouraged to go directly to that individual and discuss the matter in private when students are not around.

When concerns are not fully addressed, parents/guardians are encouraged to then contact the relevant director. If that is not successful, parents/guardians may contact the school principal and request a meeting to discuss the issue. The school principal will make a determination regarding the issue.

In the event that the parent / guardian remains dissatisfied, a written appeal may be filed with the school superintendent. If the superintendent fails to resolve the situation, the final stage of the appeals process is to file a written appeal with the chairman of the school council. Parents / Guardians are encouraged to submit appeals to the superintendent and chairman of the school council via email and to keep hard or electronic copies of the appeal. The determination of a committee of the school council will be the final determinant.

C. HARASSMENT POLICIES

(1) Sexual Harassment

At St. Marcus we understand sexual harassment to be a form of sexual discrimination that occurs when one person subjects to another person to unwanted sexual attention, coerces him / her into sexual activity, and / or punishes his / her refusal. Sexual harassment may be manifested verbally (which includes, but is not limited to, propositions, innuendoes, and / or subtle pressure for sexual activity) and / or physically (which includes, but is not limited to, touching, patting, pinching, brushing against another's body, physical assault, rape, or subtle pressure for sexual activity). The accusation of sexual harassment is a serious one, and all will be given immediate individual attention with the strictest confidentiality imposed. A student should contact his / her teacher, Director, the Dean of Students, and / or the Principal if he / she encounters this problem.

(2) Verbal Harassment

There shall be no verbal harassment at St. Marcus. Verbal harassment includes threats, gestures, or verbal attacks on persons, including attacks directed at one's racial, ethnic, or religious background, physical or mental disability, appearance, as well as any form of obscene language, swearing, slander, name-calling, or slur. Our school is a place where every one of us must be comfortable and treated with due respect.

(3) Response to Harassment

St. Marcus is committed to the equitable and swift resolution of harassment issues. Any student or employee experiencing harassment should follow any or all of these measures:

- A. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
- B. If you are not comfortable confronting the offender alone, ask a friend to accompany you, or write a letter to the offender, keeping a copy.
- C. Make a record of when, where, and how you were mistreated; include witnesses (if any), direct quotes, and other evidence.
- D. If you are a student, notify a Director, the Dean of Students or Principal. If you are uncomfortable doing so, speak with another adult.
- E. If you are an adult, notify a Director, the Dean of Students or Principal.

As soon as possible, the adult notified will report to a Director, the Dean of Students or Principal who will

notify the authorities, if necessary. One of the administrators will investigate the matter in a swift and equitable manner and communicate a decision to all parties involved.

D. NON-DISCRIMINATION POLICY

St. Marcus Lutheran School admits students of any race, color, national or ethnic origin to all the rights, privileges, responsibilities, and activities made available to students at school. There is no discrimination in the administration of educational policies, scholarships, grading, athletic programs, or student disciplinary matters.

E. NON-PROFIT STATUS

St. Marcus Lutheran School is a nonprofit 501(c)3 organization. If needed, please see the Business Office for an IRS form.