



WELCOME BACK FAMILIES!

Dear St. Marcus Families,

We want to officially welcome all of you to the 2018-2019 school year! Summer is well under way, and we can begin to focus on the next school year that is quickly approaching. The Main Campus has been buzzing with the excitement of summer school and our teachers have begun visits with our school families! Everything is progressing smoothly as we look ahead to a great opening of school on **Tuesday, August 21, 2018.**

We have an opportunity to start the year strong, united together, at our Back-To-School Parent Meetings.

This year the format of our Back-To-School Parent Meetings has CHANGED!

★ **ALL NEW & TRANSITIONING families MUST** attend on either August 15th (Main Campus), August 16th (North Campus) OR August 18th in order for your scholar to attend the first day of school. (Transitioning families = families with any students going into K4, 1st, or 5th grades) ★

RETURNING families there will be an opportunity to drop off school supplies & opportunities to sign up for activities

See Details Below:

Main Campus (MC): WEDNESDAY, AUGUST 15th North Campus (TNC): THURSDAY, AUGUST 16th	SATURDAY, AUGUST 18th **Main AND North will BOTH be at the Main Campus together.
<p>4:45 - 5:30 pm: Open Classrooms for ALL parents to drop off School supplies. New & Transitioning parents sign- in on Chromebooks</p> <p><u>New & Transitioning Parents</u> 5:30-5:50 pm (MC: Wehr Gym; TNC: Cafeteria) 5:50-5:55 Transition 5:55 - 6:30 Team Meetings 6:30-7:00 Activity Sign-Up (MC: Krier Gym)</p> <p><u>Returning Parents</u> 5:30 - 7:00 Activity Sign-Up (MC: Krier Gym)</p>	<p><u>New & Transitioning Parents</u> 10:30-10:50 am in the Wehr Gym 10:50-10:55 Transition 10:55-11:30 Team Meetings 11:30-12:30 Activity Sign-Up & Open Classrooms for ALL parents to drop off School supplies. New & Transitioning parents sign- in on Chromebooks 11:30 - 1:00 Back to School Lunch</p> <p><u>Returning Parents</u> 11:30-12:30 Activity Sign-Up & Open Classrooms for school supplies drop off 11:30-1:00 Back-to-school Lunch JOIN US!</p>

It will be important to register your family in the classrooms. Please arrive early to give yourself time to do so! We will have staff members available to help direct you. Once registered, your scholar will be ready to start the year strong! In addition, your family will be entered into a St. Marcus raffle!

In closing, please enjoy the remaining days of summer. I look forward to seeing many new and familiar faces at the Back-To-School Meetings and again on our first day of school on TUESDAY, August 21st!

Warmly,
Mrs. April Richter & Erin Johnson
 St. Marcus Lutheran School Principals

St. Marcus School

K4 - 8th | Main Campus 2215 N. Palmer Street, Milwaukee, WI 53212 | P (414) 562-3163 | F (414) 562-9188
 K3 - 5th | North Campus 2669 N. Richards Street, Milwaukee, WI 53212 | P (414) 539-4843



June 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

27 CfUT Summer School* (6/27 - 7/26; No School 7/4-7/6)
Summer School Hours
 7:30am breakfast
 8:00am assembly
 2:00pm dismissal - Mon, Tue, Thu, Fri
 1:00pm dismissal - Wed

2018-2019 Academic Calendar

July 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Mandatory Home Visits Begin - by appointment
 4-6 **No Summer School: Independence Day Break**
 26 Last day of CfUT Summer School
 30 New Teacher Trainings 7/30 - 8/1

January 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-4 **No School: Christmas Break** 12/24 - 1/4
 7 School Resumes
 18 2nd Quarter Ends (50 days)
 21 **No School: Martin Luther King, Jr. Day**
 24 2nd Quarter Mandatory Parent/Teacher Conferences - PM
 25 **No School: 2nd Qtr. Mandatory Parent/Teacher Conf. - AM**
 Faculty Meetings: Data Analysis - PM

August 2018						
Su	M	Tu	W	Th	F	Sa
30	31	1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

30-1 New Teacher Trainings 7/30 - 8/1
 6-10 Team Level Teacher Meetings
 10 Due: Mandatory Home Visits - by appointment
 15-17 Faculty In-Service | Team Meetings
 15, 18 Main Campus Parent Meetings*
 16, 18 North Campus Parent Meetings*
 21 **First Day of School**

February 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

1 Open Enrollment begins for 2019/2020
 20 Last day for February Open Enrollment
 25 **No School: Winter Break** 2/25 - 3/1
 28 Metro Milwaukee Lutheran Teachers Conference 2/28 - 3/1

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5 **No School: Labor Day**

March 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1 **No School: Winter Break** 2/25 - 3/1
 Metro Milwaukee Lutheran Teachers Conference 2/28 - 3/1
 4 School Resumes
 29 3rd Quarter Ends (43 days)

October 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12 1st Quarter Ends (38 days)
 18 1st Quarter Mandatory Parent/Teacher Conferences - PM
 19 **No School: 1st Qtr. Mandatory P/T Conf. - AM**
 Faculty Meetings: Data Analysis - PM
 22-26 **No School: Fall Break**
 29 School Resumes

April 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3-5 3rd Quarter Parent/Teacher Conferences*
 *by appointment only
 5 **No School: Faculty Meetings**
 19 Good Friday | 1pm Dismissal | No Aftercare
 22-26 **No School: Easter Break**

November 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9 **No School: Gala Set-Up**
 10 Annual Benefit Gala
 21-23 **No School: Thanksgiving Break**

May 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24 **No School: Faculty Meetings**
 27 **No School: Memorial Day**

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 12pm Dismissal | No Aftercare | Christmas Break Begins
 24... **No School: Christmas Break** 12/24 - 1/4

June 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7 4th Quarter Ends (42 days)
 12pm Dismissal | No Aftercare
 10-14 Faculty End-of-Year Meetings

173 School Days



PARENT COPY: KEEP FOR REFERENCE

Non-Prescription Medication Notice & Objection Form

Dear Parent or Guardian:

Occasionally students present minor symptoms during the school day which affect their ability to focus and learn in the classroom. Students with occasional symptoms such as these may be given the below non-prescription medication(s) as deemed necessary by a St. Marcus staff member.

Name of Medication (Generic / Trade Name)	Strength / Dosage	Common reasons to administer
Ibuprofen / Advil	Age / Weight based	Headache / Aches / Cramps / Fever
Acetaminophen / Tylenol	Age / Weight based	Headache / Aches / Cramps / Fever
Cetirizine / Zyrtec	5-10mg based on symptoms	Allergies / Allergic Reactions
Hydrocortisone Cream	Topical (on the skin)	Rash / Insect Bite
Antibiotic Ointment / Neosporin	Topical (on the skin)	Minor Cut / Scrape

If a student refuses to take the non-prescription medication offered, St. Marcus staff will not force him/her to do so. If you approve, and/or do not have a regular medication that needs to be given, NO FURTHER ACTION NEEDED.

If your child will need to take a non-prescription medication regularly, parent/guardian must bring the non-prescription medication to school in its original labeled container and fill out, sign and return the "Regular Medication Administration: Prescription and/or Non-Prescription Permission Form".

Thank you!

OBJECTION(S)

ONLY IF you OBJECT to the administration of one or more items listed in the gray box above:

- (1) **Strike** which medication(s) you do NOT want administered **and**
- (2) Sign and date below.

*I **object** to the administration of what I have crossed out above for 2018/2019 school year.*

Printed First & Last Name	Signature	Date
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***SAMPLE ONLY!* SEE SCHOOL OFFICE FOR ACTUAL FORM**
Regular Medication Administration Permission Form
Prescription and/or Non-Prescription
To be completed each school year!

TO BE COMPLETED BY PARENT/GUARDIAN

Student First & Last Name:	Date of Birth:
2018/2019 Teacher:	2018/2019 Grade:

I am requesting that my child receive prescription and/or non-prescription medication as designated below.

I will be responsible for bringing the medication to school EACH SCHOOL YEAR in its accurately labeled container to avoid any interruptions of the medication administration. Failure to do this will result in termination of medication administration program.

I understand that, if my child refuses to take the medication, force will not be used by school personnel to make my child comply.

Parent/Guardian's Printed Name	Permission Effective Through Date*
Parent/Guardian's Signature	Today's Date

**UNLESS discontinued, changed by me, or withdrawn in writing by child's legal parent/guardian.*

Medication (Generic & Trade Name)	Dosage	Time of day / Frequency	Possible/Common Side Effects

PRESCRIPTION MEDICATION ONLY
TO BE COMPLETED BY HEALTH CARE PROVIDER

Child's First & Last Name:	Date of Birth:
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I am prescribing the medication(s) as described for the child listed above.

Health Care Provider's Printed Name	Orders Effective Through Date*
Health Care Provider's Signature	Today's Date
Name of Health Care Provider's Office	Phone Number

**UNLESS discontinued, changed by me, or withdrawn in writing by child's legal parent/guardian.*

II. Primary Grades Uniform Policy

A. REQUIRED DRESS ITEMS

- (1) Must be clean, proper and free of wrinkles.
- (2) Students not dressed appropriately will not be permitted to participate in school events, including those not meeting the expectations for given 'dressdown' days.

Boys	Girls
<p><u>Required</u></p> <ul style="list-style-type: none"> ● <u>PLAIN</u> white button down dress shirt (long or short sleeves) ● <u>PLAIN</u> white t-shirt must be worn under dress shirt ● Navy blue uniform tie ● Navy blue uniform dress pants <ul style="list-style-type: none"> ○ navy blue uniform shorts permitted May-September ● Plain, solid black belt ● Plain white, navy blue, red or black socks ● Black dress shoes <p><u>Optional</u></p> <ul style="list-style-type: none"> ● Plain navy blue, white or red uniform sweater or vest 	<p><u>Required</u></p> <ul style="list-style-type: none"> ● Plain white button down blouse, can have straight or round collar (long or short sleeves) ● Plain white t-shirt must be worn under blouse ● Red cross-over tie ● Navy blue dress pants OR ● Navy blue skirt (pleated or plain) OR ● Navy blue jumper (navy blue shorts can be worn under jumper) ● Plain red, white, black or navy blue ankle socks, knee socks or tights ● Black dress shoes – must be flats, straps recommended but not required. <p><u>Optional</u></p> <ul style="list-style-type: none"> ● Plain, solid black belt ● Plain red, white or navy blue uniform sweater or vest

B. PROHIBITED DRESS ITEMS - NO EXCEPTIONS

Tops

- Blouse with color, ruffles, straps or decoration
- Polo shirts, short or long sleeved
- Long sleeves under a short sleeved dress shirt/blouse
- Sweatshirts, pullovers, hoodies or zip-ups

Bottoms/Tights

- Tight/stretch/skinny pants
- Leggings or footless tights
- Cargo pants or Capris
- Skorts or shorts for girls
- Colored belts; large or decorative buckles

Socks/Shoes

- Printed socks
- Boots and Heels
- Tennis shoes, sporty-looking shoes (i.e. bowling shoes) or "Toms"
- Open-backed shoes

Accessories/Hair

- Lip Gloss
- Fake (non-prescription) eye glasses or sunglasses
- Unnatural hair color (i.e. blue, green, purple, pink, etc.)
- Earrings larger than a quarter
- Excessive jewelry
- Boys: NO EARRINGS OF ANY TYPE, VISIBLE OR COVERED

PARENT COPY (KEEP): St. Marcus Lutheran School Covenant

Christ First Sacrificial Love Biblical Discipleship Radical Expectations

Teacher and Administrator Commitment:

As a teacher in the St. Marcus community **I WILL:**

- do everything in my power to ensure my students' academic success (SL)
- arrive at school at or before 7:00am every day (RE)
- be prepared for the school day at the opening bell (RE)
- be accessible to students and families when questions arise (SL)
- communicate information in a professional and timely manner (RE)
- create a classroom atmosphere that respects the individual rights of all students (SL)
- utilize technology in appropriate ways to support the learning of my students (RE)
- remain committed to teaching Biblical principles and strive to witness those principles in all I do (CF/ BD)
- support families in understanding the Biblical foundations of St. Marcus Lutheran School (CF/ BD)

I understand that failure to adhere to these commitments will result in the loss of my status as a teacher at St. Marcus Lutheran School.

Signed: _____

Psalms 32:8 "I will instruct you and teach you in the way you should go; I will counsel you with my loving eye on you"

Student Commitment

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 (SL)
- be seated at my desk and ready to begin learning by 8:00am every school day (RE)
- follow the school uniform code and maintain superior appearance (RE)
- complete all homework assignments thoroughly, including necessary signatures (RE)
- utilize technology in appropriate ways to further my learning (RE)
- seek out and find solutions to problems without resorting to excuses (SL)
- strive to exhibit Christ-like behavior in all that I do inside the school building, on social networks, and in my community (CF/ BD)

I understand that by failing to keep these commitments I will eventually lose school privileges and my seat at St. Marcus Lutheran School.

Signed: _____

Colossians 3:23 "Whatever you do, work at it with all your heart, as working for the Lord."

Parent / Guardian Commitment

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

- do everything in my power to ensure the academic success of my child (SL)
- ensure that my child is in his/her seat ready for learning by 8:00am every school day (RE)
- ensure that my child is in a clean school uniform at the beginning of every school day (RE)
- provide a quiet place in the home where my child can read, learn, and complete homework (SL)
- ensure the completion of homework, including reviewing and signing necessary documents (RE)
- initiate communication with my child's teachers when necessary (SL)
- assist my child in problem solving by enabling my child to contact teachers regarding homework (SL)
- attend parent-teacher conferences and other mandatory parent meetings (RE)
- seek out opportunities to partner with my child's school (i.e. volunteering) (SL)
- enforce reasonable bedtimes to ensure adequate sleep (SL)
- notify the school in advance of any necessary absences (each school day; by 9:00 am) (RE)
- ensure my scholar appropriately uses technology to enhance his/her learning (RE)
- support the Biblical foundations of St. Marcus Lutheran School (CF/ BD)

I understand that by failing to keep these commitments my child will eventually lose his or her seat at St. Marcus Lutheran School.

Signed: _____

Proverbs 22:6 "Train up a child in the way he should go: and when he is old, he will not depart from it."

Elementary Management Plan

We are excited to introduce some updates to our behavior management system (color system) that will support our students in making positive choices throughout the school day. We have outlined the updates in this document, starting with our shared philosophy.

St. Marcus Philosophy:

God tells us, "No discipline seems enjoyable at the time, but painful. Later on, however, it yields the fruit of peace and righteousness to those who have been trained by it" (Hebrews 12:11). Discipline is to be carried out in love for the child. Consequences are in place to curb everyone from doing wrong. Any consequences given are appropriate to the situation. And when a child is truly sorry for doing wrong, the teacher reminds him that he is forgiven for Jesus' sake. Our students are children of God through faith in Jesus. Our teachers are dedicated to caring for those souls by pointing out and forgiving sin and guiding children in lives that praise their Heavenly Father.

*There will be a significant emphasis on positive reinforcement! You will be receiving more positive phone calls home. In addition, your scholar will be acknowledged often either individually or with their class, and teachers will plan fun and exciting ways to celebrate students making good choices throughout the day.

*Each classroom will teach and implement the following classroom rules:

1. **We listen** and follow all directions, expectations, and procedures.
2. **We participate** in all activities.
3. **We respect** our classmates, our teacher, and our school.

*Each classroom will use the following color tracking system displayed on a yardstick:



*Each scholar will have an individual name clip on the color chart, and will start each morning on STRONG (Gold). All clips will be reset to STRONG (Gold) midday regardless of their morning color. On their homework sheet, scholars will receive one color for their choices in the morning and one color for their choices in the afternoon.

*In each classroom, the teacher will use the following steps if a scholar is struggling to follow the rules outlined above

1. A reminder to follow the rule. If the choice continues, the teacher will give another reminder/warning and move the scholar's clip off the yardstick.
2. If the scholar fixes the behavior, his/her clip moves back to STRONG (Gold). If the choice still continues, the scholar's clip moves to silver and he/she moves to the recovery spot.
3. If the choice still continues, you will receive communication from the teacher by the end of the day. The scholar's clip will move to bronze, and he/she will go back to recovery. If the choice continues further, the scholar's clip will move to purple and she/he will either go to the office or speak with an administrator in the classroom.

Note: The following behaviors may result in an automatic communication home:

- Defiance (ie. blatant refusal to follow directions, arguing/yelling at an adult)
- Disrespectful gestures (i.e. tisking, eye rolling)

St. Marcus North Campus 2018-2019 School Supply List

K4 - Guzman:

Backpack
6 boxes crayola crayons
3 Elmers glue sticks
1 composition notebook
2 Expo Dry erase markers
2 Purell Hand Sanitizer
1 large package of napkins
2 boxes of tissues
1 box of ziplock bags- sandwich
3 containers clorox wipes
1 package underwear- labeled
1 package socks- labeled

K5 - Detro/Christensen:

Backpack
1 Set of Headphones
4-12 Packs No 2 Pencils
2 Chunk Erasers
1 pair of scissors
2 boxes 24-Crayola Crayons
4 Elmer's Glue Sticks
1 Plastic Pocket Folder
1 Composition Notebook
1-8 pack Crayola Markers-Classic
8 Expo Dry Erase Markers-Black
1 Yellow Highlighter
2 Purell Hand Sanitizer
1-Large Pack of Napkins
2-3 Roll Packs of Paper Towel
2-3 Packs of Kleenex Tissues
1 Box Gallon Size Ziplock Bags
1 Box Sandwich Size Ziplock Bags
2-3 Packs Containers of Cloros Wipes
1 Small Blanket Labeled with Name
1 Spare Uniform

1st Grade - Hodgson:

Backpack
1 Set of Headphones
1 Zippered Pencil Pouch
1 Plastic Pencil Box
4-12 Packs No 2 Pencils
6 chunk Erasers
2 boxes 24 Crayola Crayons
4 Elmer's Glue Sticks
6 Pocket Folders (Red, Yellow, Blue)
2-wide ruled notebooks
8 Expo Dry Erase Markers-Black
1-Large Pack Napkins
2-Rolls of Paper Towels
4-Boxes of Kleenex Tissues
1 Box Ziplock Bags-Sandwich
3-Containers Clorox Wipes

2nd Grade - Poulson:

Backpack
1 Set of Headphones
1-Plastic Pencil Box
1 Pack Colored Pencils
6-12 packs No 2 Pencils
5-Chunk Erasers
2-Boxes 24 Crayola Crayons
6 Pocket Folders (Red, Yellow, Blue)
1-8 Crayola Markers-Classic
2-wide ruled notebooks
1-Wide Ruled Loose Leaf Paper
1-2 inch Binder
8 Expo Dry Erase Markers-Black
1-Ruler (in/cm)
1-Pair Scissors
1- Purell Hand Sanitizer
4-Rolls of Paper Towels
3-Boxes of Kleenex Tissues
1 Box Ziplock Sandwich Bags
3-Containers of Clorox Wipes

3rd Grade - Christensen:

Backpack
1 Set of Headphones
1 Zippered Pencil pouch
1-Plastic Pencil Box
1 Pack Colored Pencils
6-12 packs No 2 Pencils
2-Chunk Erasers
1- Box 24 Crayola Crayons
1 Scissors
4 Elmer's Glue Sticks
6 Pocket Folders (Red, Yellow, Blue)
1 pack of Index Cards (3 x 5)
1 Wide Ruled Loose Leaf paper
1 Wide Ruled Notebook
1 Composition notebook
12- Dry Erase Markers (Black)
1-2 inch Binder
2 Purell Sanitizer
1-Large Pack Napkins
1 Large Pack Paper Cups
2-Roll Paper Towels
6-Boxes of Tissues

4th Grade - Tolliver:

Backpack
1 Set of Headphones
1 Zippered Pencil pouch
1-Plastic Pencil Box
1 Pack Colored Pencils
6-12 packs No 2 Pencils
2-Chunk Erasers
1- Box 24 Crayola Crayons
1 Scissors
8 Elmer's Glue Sticks
6 Pocket Folders (Red, Yellow, Blue)
1 pack of Index Cards (3 x 5)
1-2 inch Binder
1-3 inch-DRing Binder
1 Wide Ruled Loose Leaf paper
1 Wide Ruled Notebook
1 Composition notebook
12- Dry Erase Markers (Black)
2 Purell Sanitizer
1-Large Pack Napkins (boys)
1 Large Pack Paper Cups (girls)
2-Roll Paper Towels
6-Boxes of Tissues
3 Containers of Clorox Wipes
1 Box Sandwich Bags (boys)
1 Box Gallon Size Bags (Girls)

5th Grade - Sandow:

Backpack
1 Set of Headphones
1 Pencil Pouch with 3 ring holes
1 Binder (3 inch-DRing)
6-12 packs No 2 Pencils
2-Chunk Erasers
1- Pack Colored Pencils or Crayons
1- Pair of Scissors
1 Glue Stick
2 Loose leaf paper (College-100 count)
1- pack of note cards (3 X 5)
12- Dry Erase Markers
1 Pack of Graph Paper (100 Count)
4-Highlighters
4 Boxes of Tissues
1-Container of Clorox Wipes



Please Join US...

Annual M-House BBQ



.....
Kickin' off the school year with a cookout!

**Get to know other school parents and staff members...
Adults ONLY. No children.**

When: Saturday, September 15th

Time: 5:00pm—10:00pm

Location: Main Campus/2215 N. Palmer Street

Provided: Beverages, Food & FUN!!



Life is hard....

Counseling can help

St. Marcus is blessed to partner with Christian Family Counseling to provide counseling services to our students at all grade levels. Counseling services may include individual support, group counseling support, & classroom lessons. Counselors are available to meet with students on-site during the regular school day. Contact the counseling coordinator for more information about these services!

Hannah Aderman

St. Marcus Lutheran School North Campus
Student Services Coordinator

hannah.aderman@stmarcus.org

262-389-6221

School-Wide Student-Parent Handbook

2017 / 2018 to 2018 / 2019

Summary of Changes

A snapshot of the Table of Contents of the Student Parent Handbook is below. Inconsequential updates/edits are not noted. * Denotes sections that have a noteworthy change, and descriptions of the changes are on the pages that follow.

WELCOME LETTER

I. *DIRECTORY

II. SCHOOL MINISTRY TEAM & CHURCH MEMBERSHIP

III. *PARENTS & GUARDIANS

- A. Parent/Guardian Role
- B. Parent/Guardian School Communication
- C. *The Covenant - Parent Commitment
- D. Chaperone & Field Trip Expectations

IV. *FEES & COSTS

- A. Student Accounts
- B. Bill Payments
- C. *Aftercare
- D. Breakfast & Lunch
- E. Uniforms & Ties Costs

STUDENT HEALTH

- A. Student Medications
- B. Student Breakfast
- C. Student Nutrition
- D. Student Food Allergies
- E. School Nurse Information
- F. Immunization Requirements
- G. School Counseling Program

VI. THE SCHOOL DAY

- A. Drop-Off & Before Care
- B. Timeliness & Tardiness
- C. Dismissal Procedures & Map
- D. Aftercare
- E. Attendance Expectations
- F. Inclement Weather & School Closings

VII. *STUDENT EXPECTATIONS

- A. *The Covenant - Student Commitment
- B. Behavioral Standards
- C. Field Trip Expectations
- D. *Extracurricular/After-School Program Expectations
- E. *Prohibited Materials
- F. *Promotion to Next Grade or Grade-Retention
- G. *Public Displays of Affection (PDA)

VIII. GOVERNING POLICIES

- A. Child Protective Services
- B. Denials of Enrollment; Appeals Process
- C. Harassment Policies
- D. Non-Discrimination Policy
- E. Non-Profit Status
- F. Transfer of Credits
- G. Access to the Classroom
- H. Suspension / Expulsion Procedures
- I. School Contact Information
- J. Members of St. Marcus Governing Body
- K. Visitors to St. Marcus

I. Directory

B. SCHOOL COUNCIL

*** Welcomed these new members in 2018!**

<i>Position</i>	<i>Name</i>	<i>Council Member Since</i>
Member	Scott Raymond	2018
Member	April McCaskill	2018
Member	Sharon Preuss	2018

III. Parents & Guardians

C. THE COVENANT - PARENT/GUARDIAN COMMITMENT*

***The Covenant language has been updated to reflect and support our core values. The section reads as follows:**

The St. Marcus Covenant is the specific commitment of the Teacher and Administrator, the Parent/Guardian, and the Student to support and uphold the Mission and Core Values of St. Marcus. Noted next to each item of the Covenant is which Core Value that particular pledge upholds.

- CF: Christ First
- SL: Sacrificial Love
- BL: Biblical Discipleship
- RE: Radical Expectations

During a home visit, each Parent/Guardian, Student, and Teacher will sign the St. Marcus Covenant. Below is the section that **Parent/Guardian** agrees 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 (SL)*
- *ensure that my child is in his/ her seat ready for learning by 8:00am every school day (RE)*
- *ensure that my child is in a clean school uniform at the beginning of every school day (RE)*
- *provide a quiet place in the home where my child can read, learn, and complete homework (SL)*
- *ensure the completion of homework, including reviewing and signing necessary documents (RE)*
- *initiate communication with my child's teachers when necessary (SL)*
- *assist my child in problem solving by enabling my child to contact teachers regarding homework (SL)*
- *attend parent-teacher conferences and other mandatory parent meetings (RE)*
- *seek out opportunities to partner with my child's school (i.e. volunteering) (SL)*
- *enforce reasonable bedtimes to ensure adequate sleep (SL)*
- *notify the school in advance of any necessary absences (each school day; by 9:00 am) (RE)*
- *ensure my scholar appropriately uses technology to enhance his/ her learning (RE)*
- *support the Biblical foundations of St. Marcus Lutheran School (CF/ BD)*

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

Proverbs 22:6 "Train up a child in the way he should go: and when he is old, he will not depart from it."

IV. FEES & COSTS

C. *AFTERCARE

***Aftercare usage rules were more clearly defined and highlighted this year. The major new requirements being enforced are a positive student account balance of \$100 in order to utilize aftercare; after 5:30 p.m. the cost goes up to \$1/minute (prior years, it was \$5 per child per 15 minutes); and finally, a student may be suspended for late pick-up, as defined below.**

For the convenience of our families, after care is provided for a nominal fee on school days until 5:30 p.m. Parents will be billed monthly for aftercare charges. The following rules apply to aftercare usage:

- (1) Rates are \$5 per day from 3:45 p.m. - 5:30 p.m.
- (2) After 5:30 p.m. the charge is \$1 per minute until 6:00 p.m. Children need to be picked up by 6:00 p.m.
- (3) Parent's account balance must be below \$100 to use aftercare for their children. This includes outstanding accounts from prior school years.
- (4) Children picked up after 6:00 p.m. or children using aftercare who are on the no-after care list will be referred to an administrator.
- (5) Students on the "no-aftercare list" for any reason, including unpaid bills, who are picked up more than 15 minutes after 5:30 p.m. will be suspended the following school day for late pick-up.
- (6) Students on the "no aftercare" list for any reason, including unpaid bills, who are picked up more than 15 minutes after pick up time will be suspended the following day for late pick up.

VII. Student Expectations

A. *THE COVENANT - STUDENT COMMITMENT

***The Covenant language has been updated to reflect and support our core values. The section reads as follows (same as Parent/Guardian section notes):**

The St. Marcus Covenant is the specific commitment of the Teacher and Administrator, the Parent/Guardian, and the Student to support and uphold the Mission and Core Values of St. Marcus. Noted next to each item of the Covenant is which Core Value that particular pledge upholds.

- CF: Christ First
- SL: Sacrificial Love
- BL: Biblical Discipleship
- RE: Radical Expectations

During a home visit, each Parent/Guardian, Student, and Teacher will sign the St. Marcus Covenant. Below is the section that **students** agree to uphold each school year.

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 (SL)*
- *be seated at my desk and ready to begin learning by 8:00am every school day (RE)*
- *follow the school uniform code and maintain superior appearance (RE)*
- *complete all homework assignments thoroughly, including necessary signatures (RE)*
- *utilize technology in appropriate ways to further my learning (RE)*
- *seek out and find solutions to problems without resorting to excuses (SL)*
- *strive to exhibit Christ-like behavior in all that I do inside the school building, on social networks, and in my community (CF/ BD)*

I understand that by failing to keep these commitments I will eventually lose school privileges and my seat at St. Marcus Lutheran School.

Colossians 3:23 "Whatever you do, work at it with all your heart, as working for the Lord."

D. *EXTRACURRICULAR ACTIVITIES / AFTER-SCHOOL PROGRAM EXPECTATIONS

***Parents now have to have a current payment plan in place or \$0 student account balance in order to participate in extracurricular activities.**

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!

Student Account Note: Eligibility to participate in after school activities will be presented in detail in grade level specific Addendum (i.e. Middle School Addendum). However, it is important to note that families must have a zero balance on their invoice or have a current payment plan in place in order for scholars to be eligible for St. Marcus' after school activities. Balances from the previous school year do roll over to the current school year.—Balances will be checked prior to each athletic season (at the start of the school year, at Fall Break, and at Winter Break) by the Business Office personnel and the Superintendent. Contact the Business Office to establish a payment plan at 414-562-3163 ext. 4.

Behavior: 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

***The prohibited materials policy remains the same, however consequences have been adjusted in regards to the cell phone policy:**

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

- (i) Last year First Offense: The phone is kept for 2 weeks. Parent/Guardian has an immediate \$50 buy-back option.
 - 1) **This Year First Offense:** Phone is confiscated and given to an administrator. Phone must be picked up by a parent.
 - (ii) Last Year Second Offense: The phone is kept for a semester. Parent/Guardian has a \$50 buy-back option after two weeks.
 - 1) **This Year Second Offense:** Phone is kept for 2 weeks. Parent/Guardian has a \$50 immediate buy back option.
 - (iii) Last Year Third Offense: The phone is kept for the year. Parent/Guardian has a \$50 buy back after a month.
 - 1) **This Year Third Offense:** Phone is kept for a semester. Parent/Guardian has a \$50 buyback option after two weeks.
 - (iv) **New Addition:** **Please note: Inappropriate behavior using a cell phone and/ or refusing to give the cell phone to a St. Marcus adult will result in an immediate \$50 buyback option or two weeks, rather than a warning.*
 - (v) **If parents choose not to follow the cell phone policy and demand the phone back immediately, the phone will be returned and the student will be given a five day at-home suspension.**
- (b) Student Cell Phone Form: We understand that some of our middle school 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 and the follow the same guidelines of the Cell Phone Policy. For more details on this option, please see Middle School Addendum.

F. *PROMOTION TO NEXT GRADE OR GRADE-RETENTION

***In previous years the language could have been interpreted that retentions were a normal and common solution. However, research shows that retentions are not what is best for kids. We clarified that we will use every resource possible to promote students to the next grade, and only in extreme circumstances would a retention be the solution. The language is as follows:**

St. Marcus School is committed to preparing students for college and beyond. We set high standards for our students to reach both academically and behaviorally, and we are committed to supporting students in meeting these standards. St. Marcus understands that in some cases retention is in the best interest of the student. Retention will be recommended only in circumstances where it will serve the educational and developmental needs of the student. In these circumstances, the following are considered:

- a. Behavioral and emotional maturity
- b. Attendance record (15 or fewer absences in a school year)
- c. Academics
- d. Performance on standardized tests

Communication:

- 1. 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 individual learning and development of each child.
- 2. If retention is recommended as the best option for the students, parents will be presented with a retention agreement at the third quarter conference.

G. *PUBLIC DISPLAYS OF AFFECTION (PDA)

***New addition to the handbook.**

At St. Marcus, students are expected to exhibit Christ-like behavior in all they do. We understand that feelings of affection may exist between students; however, we expect our students to represent themselves and their Savior, especially while on school premises and/or participating in school related activities. We also expect them to be exhibiting behaviors that do not create distractions or uncomfortable situations which could take away from our students' ability to focus on their studies. Students who engage in displays of affection are subject to disciplinary action such as detention, suspension, or expulsion. Displays of affection include, but are not limited to: holding hands, kissing, excessive hugging, massaging, cuddling, inappropriate touching & caressing.

Student-Parent Handbook 2018/2019

School-Wide Policies & Procedures

St. Marcus is driven by its mission 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.



St. Marcus School

www.stmarcus.org/school



School-Wide Student-Parent Handbook

2018 / 2019

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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. We are excited to partner with you to equip every child to use a STRONG voice, freely receive and give forgiveness, learn self-control, service, humility and the GRIT needed to succeed. Everything that happens at St. Marcus is guided by our four core values: Christ First, Biblical Discipleship, Sacrificial Love, and Radical Expectations. 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. We are determined to develop children in their faith in our Lord and Savior, Jesus Christ. Motivated by our love for God, St. Marcus drives a gospel-based behavior program, creating a unique and successful approach that produces behavioral excellence. When students behavior reflects their Savior, the result is Christian leadership within their family, church, community, workplace and country. Further, when student behavior reflects their identity as a child of God, students will be able to take ownership over their academic success!

COLLEGE PREP

St. Marcus’ academic program is ultimately focused on equipping children to access college, pursue a technical career, or lead in the military. 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. Students understand that 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 CHOOSING to live up to the “St. Marcus Covenant”. It means parents, students, and 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 the St. Marcus program to mold strong Christian children with sound character and college-bound mindsets depends on the ACTIONS we take as parents or guardians 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. School Ministry Team & 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.

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.

II. Parents & Guardians

A. PARENT/GUARDIAN ROLE

God has given parents 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.”

The Christian community has a secondary responsibility in the nurturing of children, 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 I have commanded you.”

God’s ideal way to raise children is a partnership between parents and the Christian institution they choose to partner with, working together to train a child to be a disciple of Christ so they do not depart from it. The chief responsibility for making decisions in the best interest of children always remains with the parents, and children are encouraged to respect and 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:** Please mark important dates such as students singing in church, parent events, meetings and conferences, school-closed dates, etc, on your calendars!. The events calendar is available online at the “Parent Room” on www.stmarcus.org - a link to the website will always be included in the newsletter.

(4) **Text Messages:** Important and time sensitive updates and reminders about indoor or outdoor dismissal, events, holidays, school breaks, snow days, etc., are sent via text message! Please opt-in **each school year** to the group(s) that apply to your family. Watch for instructions to come home at the start of the year.

C. THE COVENANT - PARENT/GUARDIAN COMMITMENT

The St. Marcus Covenant is the specific commitment of the Teacher and Administrator, the Parent/Guardian, and the Student to support and uphold the Mission and Core Values of St. Marcus. Noted next to each item of the Covenant is which Core Value that particular pledge upholds.

- CF: Christ First
- SL: Sacrificial Love
- BL: Biblical Discipleship
- RE: Radical Expectations

During a home visit, each Parent/Guardian, Student, and Teacher will sign the St. Marcus Covenant. Below is the section that **Parent/Guardian** agrees 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 (SL)*
- *ensure that my child is in his/ her seat ready for learning by 8:00am every school day (RE)*
- *ensure that my child is in a clean school uniform at the beginning of every school day (RE)*
- *provide a quiet place in the home where my child can read, learn, and complete homework (SL)*
- *ensure the completion of homework, including reviewing and signing necessary documents (RE)*
- *initiate communication with my child’s teachers when necessary (SL)*
- *assist my child in problem solving by enabling my child to contact teachers regarding homework (SL)*
- *attend parent-teacher conferences and other mandatory parent meetings (RE)*
- *seek out opportunities to partner with my child’s school (i.e. volunteering) (SL)*
- *enforce reasonable bedtimes to ensure adequate sleep (SL)*
- *notify the school in advance of any necessary absences (each school day; by 9:00 am) (RE)*
- *ensure my scholar appropriately uses technology to enhance his/ her learning (RE)*
- *support the Biblical foundations of St. Marcus Lutheran School (CF/ BD)*

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

Proverbs 22:6 “Train up a child in the way he should go: and when he is old, he will not depart from it.”

D. CHAPERONES: FIELD TRIP EXPECTATIONS

St. Marcus 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 learn outside of the classroom.

On occasion, the school relies upon parents/guardians to provide transportation and leadership on field trips. Chaperones are arranged by the classroom teacher or administrator in advance. St. Marcus appreciates the support that chaperones are able to provide and asks that all chaperones adhere to the following expectations:

(1) Chaperones Expectations

- (a) Chaperones are expected to engage with students during the duration of the field trip. To support engagement, we ask that chaperone cell phone usage stays at a minimum.
- (b) 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.
- (a) Chaperones are expected to insist their child stay with the rest of the group and not be given special treatment or conflicting expectations.
- (b) Inappropriate behavior, conversations, or comments should be reported to a staff member immediately. Only a member of the St. Marcus staff should administer discipline.
- (c) 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.

Please review "Field Trip Expectations" under the "Student Expectations" section for expectations specific to students.

III. FEES & COSTS

A. STUDENT ACCOUNTS

(1) Statements & Balances: Parents / Guardians are highly encouraged to work towards a positive balance of \$100 by the beginning of each school year. 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.

K4 - 8th Grade Parents / Guardians receive bills on a monthly basis. K3 billing is done bi-weekly, 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.

(2) Business Office Information: In person services are available to parents for:

- (a) Bill Payments for tuition, aftercare, book fines, etc.
- (b) Making deposits to Middle School "Discover America" student accounts
- (c) Information from our Student Activities Coordinator (Field Trips, Summer Activities, Fundraisers)
- (d) Enrolling students and/or wait list status
- (e) Paying for a tie or apparel item with a card (receipt must be brought to front desk to redeem item)

LOCATION: The business office is located in the lower level of the Kindergarten / Primary Grades building, Door #17 off of 1st Street.

HOURS: School-Day Business Office Hours: Monday-Friday 7:30 a.m. - 4:30 p.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.

(3) Online Payment Instructions for School Fees & Tuition

(a) **Payment Instructions through Procure**

- (i) Visit (www.myprocure.com/). This link is associated with your account. You can set up and make online payments, view, and print your invoices.
- (ii) When you login, you will be asked for your email address. Then, it will prompt you to register and choose a password.
- (iii) **The email address has to match the email you gave us at the time of enrollment or you will not be permitted access.** The password you choose will be only for you to know. We do not have access to any of that info.

(b) **Payment Instructions for the St. Marcus Lutheran School's Web Store**

- (i) Visit school website at www.stmarcus.org/school/
- (ii) Click on "School Fees" link at top right of the page
- (iii) Choose school fees again
- (iv) Choose category for your payment
- (v) Insert amount and name of child
- (vi) If finished, choose checkout
- (vii) Log in to the web store, or create a new account if you have not set it up
- (viii) Place Order

(4) Disputes: To dispute a bill, please contact the business office:

- (a) 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.
- (b) A billing dispute must be made in writing or via email (tanya.johnson@stmarcus.org).
- (c) Parents / Guardians should keep a copy of all written billing concerns and responses.

(5) Payment Plans: Please contact Tanya Johnson in the business office to make payment and/ or set up a payment plan. Mrs. Johnson can be reached at tanya.johnson@stmarcus.org or (414) 562-3163 then choose option #4.

B. TUITION

Tuition is billed in 10 monthly installments from August through May. The first payment is due on or before the first day of school. The payments will be due by the 15th of each month from September through May. If a parent/guardian misses a tuition payment, the child will be suspended from school.

C. AFTERCARE

For the convenience of our families, after care is provided for a nominal fee on school days until 5:30 p.m. Parents will be billed monthly for aftercare charges. The following rules apply to aftercare usage:

- (1) Rates are \$5 per day from 3:45 p.m. - 5:30 p.m.
- (2) After 5:30 p.m. the charge is \$1 per minute until 6:00 p.m. Children need to be picked up by 6:00 p.m.
- (3) Parent's account balance (amount owed) must be below \$100 to use aftercare for their children. This includes outstanding accounts from prior school years.

- (4) Children picked up after 6:00 p.m. or children using aftercare who are on the “no-aftercare list” will be referred to an administrator.
- (5) Students on the “no-aftercare list” for any reason, including unpaid bills, who are picked up more than 15 minutes after 5:30 p.m. will be suspended the following school day for late pick-up.

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 Alternate Household Income form regardless of income.

YOUR CHILD WILL NOT BE ABLE TO ATTEND CLASS UNTIL AN ACCURATELY COMPLETED “**ALTERNATE HOUSEHOLD INCOME FORM**” IS RECEIVED and VERIFIED 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 \$10 by the following methods:

- (1) Exact change cash payments are accepted at any front office
- (2) Cash or credit card payments are accepted in the business office (bring receipt to front office to redeem the item)
- (3) Purchase a tie using a credit balance (only available to those who maintain an account with a positive balance; must bring receipt to front office to redeem item)

IV. Student Health

A. STUDENT MEDICATIONS

It is the school’s preference that medications be administered at home before a student arrives at school. As circumstances do arise during the school day a parent/guardian may authorize St. Marcus to administer medication when necessary. The School Nurse, with assistance from the office staff, will monitor medication administration and parents must follow this procedure. There will be no exceptions.

(1) Prescription Medication Expectations

- (a) A Prescription Drug Authorization Form must be on file in the office. The form will be distributed during the home visit and is also available in the school offices. A Physician or other healthcare provider’s signature is required. The form is not required for insulin administration as those orders come directly to school from Children’s Hospital.
- (b) Each medication must be labeled with the student’s name, birth date & administration directions. Inhalers must have spacers.
- (c) A new form is filled out each school year or if there is an adjustment to the medication (i.e. a change in dosage or frequency).
- (d) Medications must be taken home at the end of each school year.

(2) Non-Prescription Medication Expectations

- (a) Parental permission is required for the administration of any non-prescription medications. The Non-Prescription Medication Permission Form will be handed out during the home visit and should be filled out and returned with the teacher.
 - (i) Having permission in writing prevents delaying treatment when parents/guardians are unavailable to give phone consent.

- (ii) The form is available in the school offices or from the School Nurse. A new form must be filled out each school year.
- (b) If preferred, the School Nurse or the student's teacher will call the parent/guardian each time medication is necessary. The teacher or school nurse must speak to the appropriate adult; consent may not be transmitted by the student.
- (c) Medications such as acetaminophen (Tylenol), ibuprofen, hydrocortisone cream and antibiotic ointment will be dispensed from the St. Marcus supplies. If a parent/guardian has specific non-prescription medications their child needs the medication must be labeled with the student's name, birthdate & instructions and brought to the School Nurse Office.
- (d) Medication administrations will be documented in Skyward.

B. STUDENT BREAKFAST

The school provides an opportunity for students to have 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. Breakfast is served at the following times:

- (1) Kindergarten & Primary: 7:30 a.m. - 7:50 a.m.
- (2) Middle School: 7:30 a.m. - 7:45 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)

Fast food/food from restaurants should be reserved for special occasions and may only be brought when a prior arrangement was made with your child(ren)'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 note on their registration paperwork each year whether they have an allergy that requires special accommodations.

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 the parent/guardian 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 lifestyle habits, and the nurse will be working with teachers to have health education in classrooms. 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.

G. SCHOOL COUNSELING PROGRAM

The Counseling Office at St. Marcus School provides a variety of counseling related services to students and their families at all grade levels. Counseling services may be able to be provided during the school day to students who could benefit from counseling support, as identified by a staff member, parent/guardian, or through self-referral. Counseling services may include, but are not limited to: individual counseling, group counseling, classroom lessons, and communication with necessary staff, parents, and/or community service agencies. Counselors may assist the student in the following areas: family changes, developing organizational skills, work habits and problem solving techniques, improving self-concept, developing appropriate social skills, and understanding emotional growth. As a parent/guardian, you have the right to examine the materials used by the Counseling Office and to communicate with your child's counselor regarding their individual progress or concerns.

If you are interested in more information about the Counseling Office and the services provided, please contact: Jackie Kacmarynski, Coordinator for Student Counseling & Community Services: Email: jackie.kacmarynski@stmarcus.org | Cell: 414-333-6294

V. The School Day

A. 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 devote 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. -If the child is absent three or more consecutive days, the school requires a doctor's excuse.
- (b) Death of a Relative or Family Emergency: 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 may be asked to present a doctor's excuse upon the child's return to school.

(3) Unexcused Absences: Any 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 have extended absences without turning in 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 makeup 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.

(7) Unexcused Early Pick-ups

Transportation or childcare 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.

B. 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 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. Main Campus before care begins - drop off at the Middle School Parking Lot on Palmer Street.*

7:00 a.m. North Campus before care begins - drop off is at Main Entrance and held in the Cafeteria

7:30 a.m. Main Campus students may enter building - with teacher or after administrator is at the door.**

8:00 a.m. School day officially begins - please review “Timeliness and Tardiness Procedures”.

MAIN CAMPUS: Before 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.

If a special arrangement is made with a teacher, students who need assistance or need to study before school may be inside with their teacher before 7:30 a.m.

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, policies and billing information. Note there are charges and potential consequences regarding late pick-up: see “Late Pick-Up” and “Billing” sections for more details.**

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. 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.** An announcement will be made each day at 7:57 am reminding students that they should be ready for learning 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 7:30 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: 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.
- (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 may 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 to 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) In middle school, students receive a demerit for a “tardy-not ready”
- (ii) In grades 2-4, 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.
- (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.***

E. DISMISSAL PROCEDURES

(1) Student Sign-Out: 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. Students are not allowed to pick up younger siblings unless they have a sibling pass.

(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.

K3 - 4th grade students will not be allowed to walk across the street alone. Finally, a **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) Dismissal Time & Location: Parents/guardians must wait to pick up their child(ren) from the exact location and time listed in the charts and diagrams below. -Each day, students will be dismissed from the “Normal Pick-up Location”. However, if weather prevents students from being dismissed outside, students will be at the “Indoor Pick-up Location” (communication will be sent to parents/guardians via **text message** for Indoor Dismissal; be sure to sign up for parent text messaging each year). Further, parents must follow these critical procedures:

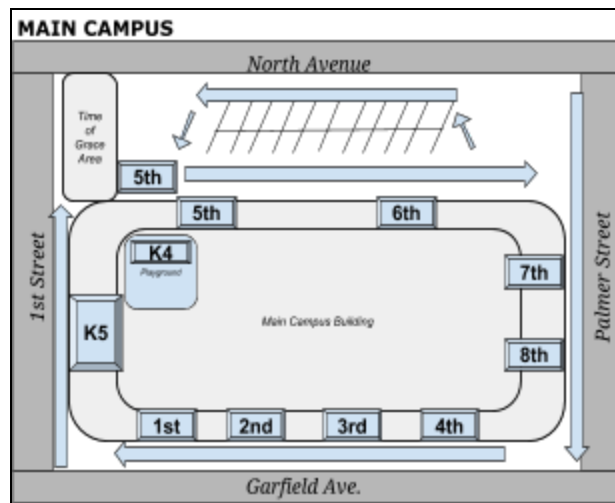
- (a) Do not collect your child(ren) from the classroom;
- (b) Do not collect your child(ren) while in transition to dismissal location (i.e. hallways, sidewalk, etc.);

These procedures are in place to avoid the disruption of the educational process, enable staff to finalize and communicate with your child(ren) about their homework, organize the students, get your child(ren) to the dismissal location on time, and ensure the safety of each child.

(5) Late Pick-Up: Children who are repeatedly picked up late from school may face suspension. Late pick-up is defined as more than 15 minutes after the child's pick-up time. This would include 15 minutes after the end of the regular school day unless the child qualifies for aftercare services; 15 minutes after the formal end of aftercare; 15 minutes after the end of special or athletic events; other special pick-up times.

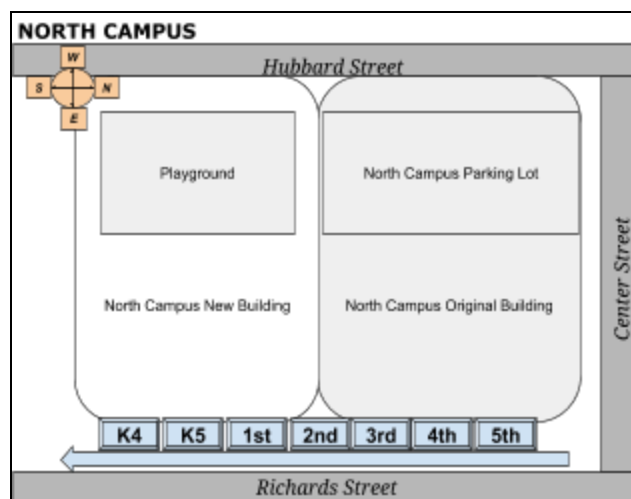
(6) Main Campus Dismissal Times & Locations

	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)	K4: Amy's Room K5: B. Bruce Krier Gym	B. Bruce Krier Gym	5th/6th Wehr Gym 7th/8th Cafeteria



(7) North Campus Dismissal Times & Locations

	K3	K4 & K5	Primary Grades	5th Grade
Dismissal Time	3:15pm	3:15pm	3:15pm	3:30 pm
Normal Pick-Up Location	K3 Classrooms	Richards Street	Richards Street	Richards Street
Indoor Location (Inclement Weather)	K3 Classrooms	Cafeteria	Cafeteria	Cafeteria



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.

VI. Student Expectations

A. THE COVENANT - STUDENT COMMITMENT

The St. Marcus Covenant is the specific commitment of the Teacher and Administrator, the Parent/Guardian, and the Student to support and uphold the Mission and Core Values of St. Marcus. Noted next to each item of the Covenant is which Core Value that particular pledge upholds.

- (1) CF: Christ First
- (2) SL: Sacrificial Love
- (3) BL: Biblical Discipleship
- (4) RE: Radical Expectations

During a home visit, each Parent/Guardian, Student, and Teacher will sign the St. Marcus Covenant. Below is the section that **students** agree to uphold each school year.

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 (SL)*
- *be seated at my desk and ready to begin learning by 8:00am every school day (RE)*
- *follow the school uniform code and maintain superior appearance (RE)*
- *complete all homework assignments thoroughly, including necessary signatures (RE)*
- *utilize technology in appropriate ways to further my learning (RE)*
- *seek out and find solutions to problems without resorting to excuses (SL)*
- *strive to exhibit Christ-like behavior in all that I do inside the school building, on social networks, and in my community (CF/ BD)*

I understand that by failing to keep these commitments I will eventually lose school privileges and my seat at St. Marcus Lutheran School.

Colossians 3:23 “Whatever you do, work at it with all your heart, as working for the Lord.”

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 of and consider other people. This truly represents the gospel, 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 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 list below includes consequences which 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. EXTRACURRICULAR ACTIVITIES & AFTER-SCHOOL PROGRAM EXPECTATIONS

At St. Marcus Lutheran School all extracurricular 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!

- (1) 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.
- (2) Eligibility: Student Account Balance: Eligibility to participate in afterschool activities will be presented in detail in grade level specific Addendum (i.e. Middle School Addendum). However, it is important to note that families must have a **zero balance** on their invoice or **have a current payment plan in place** in order for scholars to be eligible for St. Marcus' after school activities. Balances from the previous school year do roll over to the current school year. Balances will be checked prior to each athletic season (at the start of the school year, at Fall Break, and at Winter Break) by the Business Office personnel and the Superintendent. Contact the Business Office to establish a payment plan.
- (3) Behavior: 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
 - (a) 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.
 - (b) 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.
 - (c) Chaperone Requirement: ST. MARCUS STUDENTS WHO WISH TO BE SPECTATORS AT ANY EVENT MUST HAVE A PARENT/GUARDIAN OR ADULT CHAPERONE WITH THEM.
 - (d) 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) Weapons: actual weapons, “look-alike” weapons, and anything that could be perceived as a weapon
 - (f) All Electronics: see specific policies outlined below
- (2) Cell Phone Policy
 - (a) **The Policy**: Due to serious problems with cell phones students may NOT bring a cell phone to school or any St. Marcus event.
 - (b) **Consequences**: 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. The cell phone will be returned to the parent/guardian as follows:*
 - (i) **First Offense**: Phone is confiscated and given to an administrator. Phone must be picked up by a parent.
 - (ii) **Second Offense**: Phone is kept for 2 weeks. Parent/Guardian has a \$50 immediate buy back option.
 - (iii) **Third Offense**: Phone is kept for a semester. Parent/Guardian has a \$50 buyback option after two weeks.
 - (c) **Refusal to Follow Policy**:

- (i) Inappropriate behavior using a cell phone and/or refusing to give the cell phone to a St. Marcus adult will result in an immediate \$50 buyback option and the phone is kept for two weeks, rather than a warning.
- (ii) If parents choose not to follow the cell phone policy and demand the phone back immediately, the phone will be returned, and the student will be given a five day at-home suspension.

(3) Student Cell Phone Form: We understand that some of our middle school 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 and the follow the same guidelines of the Cell Phone Policy. For more details on this option, please see Middle School Addendum.

(4) All Other Electronics: All other electronics not specifically noted, such as an iPod, iPad, tablets, etc., will follow same Cell Phone Policy as stated.

(5) Lost or Damaged Electronics: Please be advised that St. Marcus is not responsible for lost or damaged cell phones or other electronic devices.

F. PROMOTION TO NEXT GRADE OR GRADE-RETENTION

St. Marcus School is committed to preparing students for college and beyond. We set high standards for our students to reach both academically and behaviorally, and we are committed to supporting students in meeting these standards.

(1) Circumstances: St. Marcus understands that in some cases retention is in the best interest of the student. Retention will be recommended only in circumstances where it will serve the educational and developmental needs of the student. In these circumstances, the following are considered:

- (a) Behavioral and emotional maturity
- (b) Attendance record (15 or fewer absences in a school year)
- (c) Academics
- (d) Performance on standardized tests

(2) Communication

- (a) 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 individual learning and development of each child.
- (b) If retention is recommended as the best option for the students, parents will be presented with a retention agreement at the third quarter conference.

G. PUBLIC DISPLAYS OF AFFECTION (PDA)

At St. Marcus, students are expected to exhibit Christ-like behavior in all they do. We understand that feelings of affection may exist between students; however, we expect our students to represent themselves and their Savior, especially while on school premises and/or participating in school related activities. We also expect them to be exhibiting behaviors that do not create distractions or uncomfortable situations which could take away from our students' ability to focus on their studies. Students who engage in displays of affection are subject to disciplinary action such as detention, suspension, or expulsion. Displays of affection include, but are not limited to: holding hands, kissing, excessive hugging, massaging, cuddling, inappropriate touching & caressing.

VII. Governing Policies

A. MANDATED REPORTERS & CHILD PROTECTIVE SERVICES

(1) Summary: Individuals whose employment brings them into contact with children under Wisc. Stat. s.48.981, are **required by law to report** any suspected, threatened, or risk of abuse or neglect of a child, when seen in the course of their professional duties. ALL SCHOOL EMPLOYEES fall under this code and are considered Mandated Reporters. Mandated Reporters who intentionally fail to report suspected child abuse or neglect, may be fined up to \$1,000 and/or imprisoned up to 6 months. Additionally, a school must allow the Child Protective Services worker to have access to the child. Parental consent is not required to conduct these observations and interviews.

(2) Reference: <https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/sswchildabuse.pdf>

(3) Purpose: The purpose of Wisconsin's Child Protective Services Program is:

- (a) To protect the health, safety, and welfare of children by encouraging the reporting of suspected child abuse and neglect.
- (b) To assure that appropriate protective services are provided to abused and neglected children and their families and to protect children from further harm.
- (c) To provide support, counseling, and other services as the parent/guardian makes the necessary changes to provide a safe and protected environment for their family.

B. DENIAL OF ENROLLMENT & APPEALS PROCESS

(1) Denial of Enrollment: Under 119.23(2)(a)(1)(a) a pupil must reside in the city of Milwaukee and meet the income requirements as defined 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 3.0 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.

119.23(3)(a) states that a school must, "No later than 60 days after the end of the application period...notify each applicant, in writing, whether his or her 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 exhibited 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.

F. TRANSFER OF CREDITS

St. Marcus Lutheran School does not use a system of credits. Students will be admitted into their grade level based on information from two sources:

- (1) The last recorded grade level on their previous school's report card, and
- (2) Results from internal testing following student admission.

Completion of a grade at another school does not guarantee admission into the next grade level.

G. ACCESS TO THE CLASSROOM

Parents/Guardians are welcome and encouraged to be engaged in each child's education, including school activities and observing in the classroom. 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. The school administration is committed

to providing teachers with advance 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.

In order to ensure a smooth dismissal and to enable school staff to organize students, assign homework, get children out on time, and ensure that every child is signed out, parents may not collect their children from the classroom or in the hallway but must wait until the class arrives at their dismissal location.

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 request to meet with the Superintendent for clarification.

H. VISITORS

All visitors must report to a front office and receive a visitor's sticker. Visitors will sign in upon arrival. Please see "Access to the Classroom" for more details.

I. 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 both in-school and out-of-school suspensions.

(1) **Behaviors:** Behaviors which may lead to an in-school or out-of-school suspension include, but are not limited to, the following:

- (a) Saying "No" to any staff member when asked to do something which is not illegal or immoral
- (b) Non-verbal defiance
- (c) Actions displaying blatant disrespect (rolling of eyes, tisking, huffing, etc.)
- (d) Verbally abusing other students or tearing other students down
- (e) Repeated minor infractions accompanied by a refusal to repent
- (f) Intentional academic dishonesty
- (g) Behaviors disrupting instruction (displays of anger, screaming, crying, etc.)
- (h) Late pick-ups (these occur when students remain at school more than 15 minutes after the end of aftercare or more than 15 minutes after the end of the school day when students are not permitted to attend aftercare).

(2) **Suspension Policy:** The superintendent, principal, deans of students and directors each have the authority to suspend students. Suspension shall mean temporary removal from classes and/or school. Suspensions shall be made solely after the superintendent, principal, deans 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 at a certain point of time, at the discretion of the principal, deans 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, deans of students or directors.
- (b) If the suspension is to start immediately, the principal, deans of students or directors will inform the parents/guardians by phone or letter.
- (c) The suspension process for any extended suspensions (longer than 3 days) will include the opportunity for a meeting with a director, a dean of students or the principal, and the student and parents / guardians.

In instances of extreme negative behaviors, including but not limited to 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.

(3) 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 three school 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 re-entry 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 contract or a statement agreeing to the terms of re-entry may be signed.

(4) 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 3 school 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 3 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.

J. SCHOOL CONTACT INFORMATION

(1) Main Campus

K4 - 8th Grade	2215 N. Palmer Street, Milwaukee, WI 53212
Principal: Erin Johnson (414) 267-8363	Phone (414) 562-3163 Fax (414) 562-9188

(2) North Campus

K3 - 5th Grade	2669 N. Richards Street, Milwaukee, WI 53212
Principal: April Richter (414) 336-5567	Phone (414) 539-4843 Fax (414) 562-9188

K. GOVERNING BODY

(1) School Council

<i>Position</i>	<i>Name</i>	<i>Council Member Since</i>
Chairman	Lewis Jiles	2008
Member	Thomas Bell	2001
Member	Scott Raymond	2018
Member	April McCaskill	2018
Member	Sharon Preuss	2018
Member	Bret Hopf	2015
Member	Amy Miles	2015
Ministry Representative	Pastor Dan Leyrer	2016
Superintendent	Henry Tyson	2002
North Campus Principal	April Richter	2016
Main Campus Principal	Erin Johnson	2016

(2) Executive School Administration

<i>Position</i>	<i>Name</i>	<i>Phone</i>
Superintendent	Henry Tyson	(414) 267-8387
Main Campus Principal	Erin Johnson	(414) 416-7541
North Campus Principal	April Richter	(414) 336-5567

(3) St. Marcus Ministries Leaders

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

(4) Other Contact Information & Directories

(a) Staff Contact Information:

(i) Phone Numbers: Obtain your child(ren)'s teachers' and administrators' contact information during summer home visits or by calling the front office(s) at the campus phone numbers listed above.

(ii) St. Marcus Staff Email Addresses: FirstName.LastName@stmarcus.org

(b) St. Marcus Website: www.stmarcus.org

(c) St. Marcus on Social Media:

(i) Facebook: <https://www.facebook.com/stmarcusschool>

(ii) Twitter: <https://twitter.com/stmarcusschool>

(iii) YouTube: <https://www.youtube.com/channel/UCvtG7nLQZDCPBliv1mTVdpQ>

(d) St. Marcus Messenger: Weekly parent newsletter - please subscribe! www.stmarcus.org/school/parent-room

Primary Grades Addendum

Student-Parent Handbook 2018/2019: Grades 1-4 Policies & Procedures

“For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.”

- J E R E M I A H 29:11



St. Marcus School

www.stmarcus.org/school



St. Marcus Ev. Lutheran School
Primary Grades Addendum
Student-Parent Handbook 2018 / 2019

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Welcome to Primary Grades!

Hello Primary Families,

We are excited to start the school year together! Whether you are a returning family or brand new to St. Marcus, we look forward to working as a team to ensure your scholar grows academically as well as spiritually this year! Your first interaction with your scholar's teacher will be at home visits. Your scholar's teacher will be contacting you this summer to set up a time to meet your scholar and your family and go over important information about the school year. Please watch for your summer packet prior to school starting as it contains important information regarding home visits. If you do not hear from your scholar's teacher by the week prior to school starting, please contact the school office as we may have an incorrect phone number.

As we prepare for the school year, there are a few items that are important to look over as we always strive to have clear communication with our families. Please look over the following items and contact us if you have any questions!

Sincerely,

Your Primary Grades Faculty and Staff

I. Primary Grades Directory

Visit stmarcus.org for most recent and accurate contact information.

Faculty and Staff Emails are FirstName.LastName@stmarcus.org.

A. CAMPUS INFORMATION

Main Campus | K4 - 8th Grade

2215 N. Palmer Street, Milwaukee, WI 53212 | *Kindergarten & Primary Grades Office Entrance: Door #17 off 1st Street*
Phone (414) 562-3163 | Kindergarten & Primary Grades Office - ext. 1001 | Fax (414) 562-9188

North Campus | K3 (Early Childhood) - 5th Grade

2669 Richards Street Street, Milwaukee, WI 53212 | *Main Office Entrance off of Richards Street*
Phone (414) 562-4843 | Fax (414) 562-9188

B. PRIMARY GRADES ADMINISTRATION & OFFICE STAFF

North Campus	Name	Phone
North Campus Principal	April Richter	336-5567
North Campus Academic Dean (K4 - 4th Grades)	Lisa Rouse	(262) 844-3007
North Campus Director of Operations	Rasheed Vinson	405-6687
K3 Program Director	Rachel Guenther	403-8959
North Campus Front Office Manager	Angela Hunt	539-4843

Main Campus	Name	Phone
Director of Primary Grades	Maria Smessaert	550-1327
Primary Grades Parent Support Coordinator	Val Young	550-7802
Primary Grades & Kindergarten Front Office Manager	Jackie Wilder	562-3163

II. Primary Grades Uniform Policy

A. REQUIRED DRESS ITEMS

- (1) Must be clean, proper and free of wrinkles.
- (2) Students not dressed appropriately will not be permitted to participate in school events, including those not meeting the expectations for given 'dressdown' days.

Boys	Girls
<p><u>Required</u></p> <ul style="list-style-type: none"> ● <u>PLAIN</u> white button down dress shirt (long or short sleeves) ● <u>PLAIN</u> white t-shirt must be worn under dress shirt ● Navy blue uniform tie ● Navy blue uniform dress pants <ul style="list-style-type: none"> ○ navy blue uniform shorts permitted May-September ● Plain, solid black belt ● Plain white, navy blue, red or black socks ● Black dress shoes <p><u>Optional</u></p> <ul style="list-style-type: none"> ● Plain navy blue, white or red uniform sweater or vest 	<p><u>Required</u></p> <ul style="list-style-type: none"> ● Plain white button down blouse, can have straight or round collar (long or short sleeves) ● Plain white t-shirt must be worn under blouse ● Red cross-over tie ● Navy blue dress pants OR ● Navy blue skirt (pleated or plain) OR ● Navy blue jumper (navy blue shorts can be worn under jumper) ● Plain red, white, black or navy blue ankle socks, knee socks or tights ● Black dress shoes – must be flats, straps recommended but not required. <p><u>Optional</u></p> <ul style="list-style-type: none"> ● Plain, solid black belt ● Plain red, white or navy blue uniform sweater or vest

B. PROHIBITED DRESS ITEMS - NO EXCEPTIONS

Tops

- Blouse with color, ruffles, straps or decoration
- Polo shirts, short or long sleeved
- Long sleeves under a short sleeved dress shirt/blouse
- Sweatshirts, pullovers, hoodies or zip-ups

Bottoms/Tights

- Tight/stretch/skinny pants
- Leggings or footless tights
- Cargo pants or Capris
- Skorts or shorts for girls
- Colored belts; large or decorative buckles

Socks/Shoes

- Printed socks
- Boots and Heels
- Tennis shoes, sporty-looking shoes (i.e. bowling shoes) or "Toms"
- Open-backed shoes

Accessories/Hair

- Lip Gloss
- Fake (non-prescription) eye glasses or sunglasses
- Unnatural hair color (i.e. blue, green, purple, pink, etc.)
- Earrings larger than a quarter
- Excessive jewelry
- Boys: NO EARRINGS OF ANY TYPE, VISIBLE OR COVERED

V. Homework Policy

Homework is a very important part of the instruction at St. Marcus. The homework is given to help reinforce skills, concepts, and ideas learned in class. In addition, it can prepare the students for further investigation and upcoming lessons.

A. THE PROCESS

Teachers will assign homework and/or mandatory corrections. Homework will reflect the student learning and practice what was covered in class.

- (1) Students will complete homework with excellence. Neatness, completeness, and a commitment to learning should be evident in all homework assignments.
- (2) Parents/Guardians should review all homework and sign in the appropriate spots provided. The signature tells the teacher that parents/guardians have reviewed the homework to see if everything is finished. It also tells us that you checked to make sure your child is reading each evening.
- (3) Students will hand in their homework at the start of each day.
- (4) Teachers will collect and sort student work the day it was due and record any missing homework assignments by marking it on the student missing log in the folder AND in a teacher binder. The missing log will stay in the folder at all times. Please check it daily.
- (5) Teachers will update the digital records to record missing homework.
- (6) Teachers will correct work and hand it back to students if they have mandatory corrections or teachers sort the work into a student's assigned folder to be passed back.

B. CORRECTIONS | *Note: Not applicable to 1st grade*

Teachers may assign students to do corrections. The corrections are considered a homework assignment. Corrections are due one week from the day which they were passed back. Corrections are an invaluable opportunity for students to practice concepts again. Teachers will grade corrections and update Skyward. A student can receive up to full credit on corrections.

C. MISSING/ LATE HOMEWORK

Missing homework is homework that was not handed in at the appropriate time, more than ¼ not finished, is not legible, does not show work or follow directions. Please note if the Renaissance book is missing, it will also count as a missing assignment (*Note: not applicable to 1st grade*). As stated above, parent signatures are an important piece to ensure our scholars' success. At each grade level, teachers will be looking for these signatures in designated spots. Please note that scholars will receive 3 oops opportunities each quarter.

Students have the opportunity to receive full credit on missing or late assignments if it is turned in by 8:00 am the following day. If it is turned in later than 8:00 am, the highest grade a student will receive is an 80%. If the missing or late work is never turned in to be graded, scholars will receive a zero in the grade book.

D. ABSENT WORK

If a scholar is absent from school, he or she will have a week to turn in any make-up work in order to receive full credit.

E. COMMUNICATION

It is important that parents, teachers, and students work together as a unit.

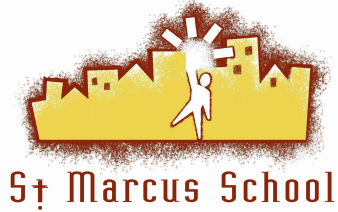
- (1) Each night in the folder the Missing Homework Log will appear. Parents should be checking this sheet on a regular basis.
- (2) If homework is not being completed it is up to the teacher to communicate this with the family.
- (3) If homework is difficult or unclear it is up to the student or parent to communicate with the teacher the night before the homework is due via the phone or in person.
- (4) If patterns are developing in homework habits that are inhibiting learning or causing concern, it is up to the parent to communicate with the child's teacher.

V. **Behavior Programs, Policies & Procedures**

St. Marcus is driven by its mission 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. A wonderful Bible verse that represents our behavioral philosophy is “Train a child in the way he should go and when he is old he will not turn from it.” Proverbs 22:6. In order to achieve our mission, school leaders and teachers establish routines and procedures with high behavioral expectations that result in a secure, respectful and productive learning environment.

The behavioral programs and parent communication plans will be appropriately unique to the student’s age groups as follows: Early Childhood (K3), Kindergarten (K4-K5), Primary Grades (1st-4th Grades), and Middle School (5th-8th Grades). Occasionally we review, evaluate and tweak the behavioral programs in order to ensure we are doing our job to uphold our mission and do what is best for our students. Behavioral programs and their supporting policies and procedures will be rolled out each school year during home visits or parent meetings and may be reiterated throughout the year via written school communications.

Please pay close attention to the St. Marcus Weekly Messenger and emails from your child's administrators and teachers for more information!



**St. Marcus Media Release Form
2018-2019 School Year**

Dear Parents/Guardians,

St. Marcus produces letters, newsletters, calendars, a website, videos, social media posts and press releases that often highlight the students and programs of our school.

Periodically, other media representatives request permission to observe and report on one of our school programs, and we invite the media to do so under circumstances which we believe are appropriate and beneficial for our programs and our students. Those broadcast reports frequently include video and/or photographs of the students participating in the program.

St. Marcus staff also periodically post photos or videos on their personal social media accounts that highlight students, programs and their classroom successes.

In particular, please understand that school activities include student assemblies and other large gatherings, sporting events, off-campus field trips and other extra-curricular activities which frequently occur in public places. Press, media and private parties may cover a story, which captures students participating in those activities. St. Marcus does not have the ability to prohibit coverage and broadcast of public activities, so this release form is not seeking to address those situations.

With that understanding, if you have any objection to the publication of interviews, photos or videos featuring your St. Marcus student(s) in any of the three scenarios described above and listed below, please check the appropriate item(s). If we do not receive a completed form confirming your objection(s), we will assume you do not object.

Please fill out the form on the back of this letter if you have objections.

Thank you,

Sara Roemer
Director of Communications
sara.roemer@stmarcus.org
414-267-8357



St. Marcus School

I object to my St. Marcus student(s) appearing in St. Marcus published content. ____

I object to my St. Marcus student(s) appearing in external media. ____

I object to my St. Marcus student(s) appearing in staff published media. ____

Please print

Student Name: _____ Grade: _____

Teacher: _____

Parent Name: (please print) _____

Parent Signature: _____

Date: _____



***SAMPLE ONLY!* SEE SCHOOL OFFICE FOR ACTUAL FORM**
Regular Medication Administration Permission Form
Prescription and/or Non-Prescription
To be completed each school year!

TO BE COMPLETED BY PARENT/GUARDIAN

Student First & Last Name:	Date of Birth:
2018/2019 Teacher:	2018/2019 Grade:

I am requesting that my child receive prescription and/or non-prescription medication as designated below.

I will be responsible for bringing the medication to school EACH SCHOOL YEAR in its accurately labeled container to avoid any interruptions of the medication administration. Failure to do this will result in termination of medication administration program.

I understand that, if my child refuses to take the medication, force will not be used by school personnel to make my child comply.

Parent/Guardian's Printed Name	Permission Effective Through Date*
Parent/Guardian's Signature	Today's Date

**UNLESS discontinued, changed by me, or withdrawn in writing by child's legal parent/guardian.*

Medication (Generic & Trade Name)	Dosage	Time of day / Frequency	Possible/Common Side Effects

PRESCRIPTION MEDICATION ONLY
TO BE COMPLETED BY HEALTH CARE PROVIDER

Child's First & Last Name:	Date of Birth:
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I am prescribing the medication(s) as described for the child listed above.

Health Care Provider's Printed Name	Orders Effective Through Date*
Health Care Provider's Signature	Today's Date
Name of Health Care Provider's Office	Phone Number

**UNLESS discontinued, changed by me, or withdrawn in writing by child's legal parent/guardian.*



OPTIONAL: SIGN & RETURN ONLY IF OBJECTING AS STATED BELOW

Non-Prescription Medication Notice & Objection Form

Dear Parent or Guardian:

Occasionally students present minor symptoms during the school day which affect their ability to focus and learn in the classroom. Students with occasional symptoms such as these may be given the below non-prescription medication(s) as deemed necessary by a St. Marcus staff member.

Name of Medication (Generic / Trade Name)	Strength / Dosage	Common reasons to administer
Ibuprofen / Advil	Age / Weight based	Headache / Aches / Cramps / Fever
Acetaminophen / Tylenol	Age / Weight based	Headache / Aches / Cramps / Fever
Cetirizine / Zyrtec	5-10mg based on symptoms	Allergies / Allergic Reactions
Hydrocortisone Cream	Topical (on the skin)	Rash / Insect Bite
Antibiotic Ointment / Neosporin	Topical (on the skin)	Minor Cut / Scrape

If a student refuses to take the non-prescription medication offered, St. Marcus staff will not force him/her to do so. If you approve, and/or do not have a regular medication that needs to be given, **NO FURTHER ACTION NEEDED.**

If your child will need to take a non-prescription medication regularly, parent/guardian must bring the non-prescription medication to school in its original labeled container and fill out, sign and return the "Regular Medication Administration: Prescription and/or Non-Prescription Permission Form".

Thank you!

OBJECTION(S)

ONLY IF you OBJECT to the administration of one or more items listed in the gray box above:

- (1) **Strike** which medication(s) you do NOT want administered **and**
- (2) Sign and date below.

*I **object** to the administration of what I have crossed out above for 2018/2019 school year.*

Printed First & Last Name	Signature	Date
---------------------------	-----------	------

TEACHER COPY (Sign & Return): St. Marcus Lutheran School Covenant

Christ First Sacrificial Love Biblical Discipleship Radical Expectations

Teacher and Administrator Commitment:

As a teacher in the St. Marcus community **I WILL:**

- do everything in my power to ensure my students' academic success (SL)
- arrive at school at or before 7:00am every day (RE)
- be prepared for the school day at the opening bell (RE)
- be accessible to students and families when questions arise (SL)
- communicate information in a professional and timely manner (RE)
- create a classroom atmosphere that respects the individual rights of all students (SL)
- utilize technology in appropriate ways to support the learning of my students (RE)
- remain committed to teaching Biblical principles and strive to witness those principles in all I do (CF/ BD)
- support families in understanding the Biblical foundations of St. Marcus Lutheran School (CF/ BD)

I understand that failure to adhere to these commitments will result in the loss of my status as a teacher at St. Marcus Lutheran School.

Signed: _____

Psalms 32:8 "I will instruct you and teach you in the way you should go; I will counsel you with my loving eye on you"

Student Commitment

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 (SL)
- be seated at my desk and ready to begin learning by 8:00am every school day (RE)
- follow the school uniform code and maintain superior appearance (RE)
- complete all homework assignments thoroughly, including necessary signatures (RE)
- utilize technology in appropriate ways to further my learning (RE)
- seek out and find solutions to problems without resorting to excuses (SL)
- strive to exhibit Christ-like behavior in all that I do inside the school building, on social networks, and in my community (CF/ BD)

I understand that by failing to keep these commitments I will eventually lose school privileges and my seat at St. Marcus Lutheran School.

Signed: _____

Colossians 3:23 "Whatever you do, work at it with all your heart, as working for the Lord."

Parent / Guardian Commitment

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

- do everything in my power to ensure the academic success of my child (SL)
- ensure that my child is in his/her seat ready for learning by 8:00am every school day (RE)
- ensure that my child is in a clean school uniform at the beginning of every school day (RE)
- provide a quiet place in the home where my child can read, learn, and complete homework (SL)
- ensure the completion of homework, including reviewing and signing necessary documents (RE)
- initiate communication with my child's teachers when necessary (SL)
- assist my child in problem solving by enabling my child to contact teachers regarding homework (SL)
- attend parent-teacher conferences and other mandatory parent meetings (RE)
- seek out opportunities to partner with my child's school (i.e. volunteering) (SL)
- enforce reasonable bedtimes to ensure adequate sleep (SL)
- notify the school in advance of any necessary absences (each school day; by 9:00 am) (RE)
- ensure my scholar appropriately uses technology to enhance his/her learning (RE)
- support the Biblical foundations of St. Marcus Lutheran School (CF/ BD)

I understand that by failing to keep these commitments my child will eventually lose his or her seat at St. Marcus Lutheran School.

Signed: _____

Proverbs 22:6 "Train up a child in the way he should go: and when he is old, he will not depart from it."



NORTH CAMPUS PRIMARY GRADES 2018/2019 HOME VISIT CHECKLIST

-- PARENT/GUARDIAN: PLEASE FILL OUT THIS SECTION --

STUDENT INFO

Student Name:	Grade 2018/2019	K4	K5	1	2	3	4	5	6	7
Teacher's Last Name:	<input type="checkbox"/> Main Campus <input type="checkbox"/> North Campus									

CONTACT INFORMATION: Review information on classroom roster then **CHOOSE ONE:**

NO CONTACT INFORMATION UPDATES: Name(s), Address, Email & Phone Number are **ALL** accurate.
 - OR -
 UPDATE(S) NEEDED: Please update whichever items need it by providing the NEW information below.

<u>UPDATED NAME(S):</u>	<u>UPDATED ADDRESS:</u>	<u>UPDATED PHONE(S):</u>
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UPDATED PARENT/GUARDIAN EMAIL: **Main** communications - check **often!** - please write one letter and/or number in each box

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SCHOOL COMMUNICATIONS NOTE: *The school newsletter, the "Messenger", arrives **weekly** to the email you have provided at time of registration or updated above. It contains critical, time-sensitive announcements, reminders, and information that affects you and your student(s). Please commit to checking your email frequently for St. Marcus publications, especially the weekly Messenger.*

REVIEW & KEEP

I have received and reviewed:

<input type="checkbox"/> Primary Grades Uniform Policy <input type="checkbox"/> Primary Grades Handbook Addendum <input type="checkbox"/> Elementary Classroom Management Plan <input type="checkbox"/> Parent Copy: Non-Prescription Medication Notice (& Objection)* <input type="checkbox"/> Parent Copy: Regular Medication Administration (Permission Form)* <input type="checkbox"/> Parent Copy: Media Notice (& Objection Form)*	<input type="checkbox"/> North Campus Supply List <input type="checkbox"/> 2018/2019 School Calendar <input type="checkbox"/> M-House BBQ Flyer <input type="checkbox"/> Counseling Flyer (Aderman) <input type="checkbox"/> School-Wide Student/Parent Handbook <input type="checkbox"/> Summary of Handbook Policy Changes <input type="checkbox"/> Back-to-School Meetings Flyer
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***Please see "OPTIONAL: Review & Return" for more information on these forms.**

OPTIONAL: REVIEW & RETURN (Green)

Media Notice & Objection Form: Only fill out and give to teacher TODAY if objecting to any media as listed in the Notice.
 Non-Prescription Medication Notice & Objection: Only fill out and give to teacher TODAY if OBJECTING to any medications listed.
 Regular Medication Administration Permission Form: If Non-Prescription and/or Prescription medication(s) must be administered at school regularly, bring the completed form AND medication in its original container to front desk or nurse ON FIRST DAY OF SCHOOL.

MANDATORY: REVIEW & RETURN (Goldenrod)

I have reviewed, filled out, and returned to teacher: ***Special Note for Alternate Household Income Form: only need one per family*

<input type="checkbox"/> The Covenant <input type="checkbox"/> Alternate Household Income Form** <input type="checkbox"/> Home Visit Checklist (this form)	<i>The State of Wisconsin is EXTREMELY particular with how this form is filled out. Please fill it out carefully and respond quickly to requests to fill out a new form or come to the Business Office to tweak an existing form. We appreciate your partnership and patience with this form!</i>
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CONFIRMATION

PARENT SIGNATURE REQUIRED! Signing below confirms you:

- 1) Grant permission for publication of your student as outlined in Media Notice, OR if NOT: TURNED IN SIGNED OBJECTION FORM;
- 2) Grant permission for as-needed administration of non-prescription medication OR if NOT: TURNED IN SIGNED OBJECTION FORM;
- 3) Have reviewed all documents listed above and returned mandatory forms;
- 4) Will check emails often, read my St. Marcus Messenger that comes via email; and update Business Office with contact info. changes.

Printed First & Last Name	Signature	Date
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- TEACHERS: PLEASE FILL OUT THIS SECTION -

BEFORE LEAVING HOME VISIT:

Check that forms are accurately and fully completed:

- Contact Information verified and/or updated by parent (teacher: fill out skyward change google form)
- Mandatory Forms are fully completed (goldenrod papers)
 - Alternate Household Income form (if they aren't sure whether they filled one out, just do another!)
 - Home Visit Checklist
 - Signed Covenant
- ASK PARENTS & COLLECT - ONLY IF they want to opt-out or object (green papers):
 - Media Notice & Objection Form (only if objecting to any of the media outlets as listed on the Notice)
 - Non-Prescription Medication Notice & Objection (only if objecting to certain/all medications as listed)
- STRESS TO PARENT: If they have a regular medication they'd like administered, they obtain an actual form from the front office, fill out and return that form AND the medication on the first day of school to office or nurse (can only accept BOTH items, not one or other).

DUE AUGUST 10TH

Turn into front office:

- PARENT/GUARDIAN and TEACHER-signed HOME VISIT CHECKLIST (this form)
- COMPLETED FORMS as noted in the "Before Leaving Home Visit" section above
- Leftover packets/paperwork.

TEACHER'S CONFIRMATION OF COMPLETION

Initialing below confirms that you:

- 1) Gave parents each of the items listed AND collected mandatory forms;
- 2) Gave parents the opportunity to complete and give to you the optional forms;
- 3) Will check your emails often and also stay up to date with the weekly St. Marcus Messenger that comes via email :-)
Not getting St. Marcus weekly Messenger? Go to the St. Marcus website and opt in, please!

TEACHER'S INITIALS

DATE