

St. Marcus Student-Parent Handbook

2022/2023

The Parent Room on the school website is THE BEST place to find updated information and resources for parents. Please visit at <https://www.stmarcus.org/school/parent-room>

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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 that 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.

Raising and educating children in cities like Milwaukee is harder than ever. Pressures on parents, children and schools are immense. We have found that the most successful families at St. Marcus follow 10 simple rules that lead to success at St. Marcus:

1. BE ON TIME (no later than 7:45am)
2. BE IN A COMPLETE SCHOOL UNIFORM (down to the smallest details)
3. ARRIVE RESTED AND READY: GET ENOUGH SLEEP AND EAT WELL
4. LIMIT YOUR CHILD'S SCREEN TIME AND ACCESS TO SOCIAL MEDIA
5. MONITOR YOUR CHILD'S PROGRESS
 - a. KINDERGARTEN: Skyward (grades); Weekly assignment sheet
 - b. PRIMARY GRADES: Skyward (grades); Weekly assignment sheet
 - c. MIDDLE SCHOOL: Skyward (grades); SCR Sheets every Monday
6. COMMUNICATE EARLY AND OFTEN WHEN THERE'S A CONCERN
 - a. START WITH YOUR CHILD'S TEACHER.
 - b. GET HELP FROM DEAN, DIRECTOR OR PRINCIPAL, IF NECESSARY
7. ASSUME THE BEST AND SEEK ALL PERSPECTIVES
8. ENGAGE YOUR CHILD IN SPORTS OR EXTRA-CURRICULAR ACTIVITIES
9. MODEL GROWTH MINDSET FOR YOUR CHILD - WE ARE ALL CONSTANTLY STRIVING TO IMPROVE.
10. LIVE A GODLY LIFE - BE ENGAGED WITH ST. MARCUS CHURCH OR ANOTHER CHURCH FAMILY.

Parents, every school year is an opportunity to reassess and reevaluate. It's our hope and prayer that this year we can love each other, support each other, encourage each other and build a thriving community of Jesus-loving, prosperous people through our school communities.

Thank you for your partnership and God Bless,

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 errors. 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. Home & School Communication

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:

1. Initiate communication with their child's teachers (teachers will respond at earliest convenience);
2. Communicate questions or concerns before they turn into major issues;
3. 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.

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.

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.

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. For easy opt-in, text "Y" to 67587 today to start receiving text updates.

Skyward Family Access

Skyward is the student database we use to track attendance, grades, and major behavioral or health notes. Parents have access to this information and can use it to keep themselves updated. When enrolling each school year, you will need to provide an email address at time of online registration. That email address will be sent an informational email on how to set-up the Family Access Skyward account. If you did not receive an email, please visit the www.stmarcus.org/school/parent-room and find the link for "Skyward Access". When you get to the Skyward login page, click the link below the login area that says "Forgot your Login/Password?", and you will be able to set up your password. Please call the school office with any Skyward login issues.

Quick-links to instructional video assistance are below:

- Family Access Overview: <https://youtu.be/ipxdPFmEkVs>
- Online Registration: <https://youtu.be/vVNPjCALaBU>
- Absence Requests: <https://youtu.be/vo5NP8MLyUE>

- Account Settings: <https://youtu.be/tt0qLVSJxZ4>
- Downloading the App: <https://youtu.be/1SYXgjYu4wc>
- Grades: <https://youtu.be/XANNYDeJ2I0>
- New Student Online Enrollment: <https://youtu.be/nMG-F7SjI4>

High School Communications

St. Marcus' interest in each student's success does not end when they graduate from 8th grade. Rather, St. Marcus is deeply invested and concerned about each student's future. As such, we encourage students and parents to become familiar with high-quality high schools that are Christ-focused and ready to provide the best environment for your child to continue to grow. Part of this process is getting high school information in the hands of our parents / guardians, so each adult has as much helpful information as possible to make an educated decision about the right high school for each child. In order to get the information from high schools efficiently to the parents / guardians, limited contact information may be shared carefully and with utmost respect for privacy with supported high schools, such as, Wisconsin Lutheran High School, Kettle Moraine Lutheran High School, Kingdom Prep Lutheran High School, Milwaukee Lutheran High School, and Luther Prep High School.

C. Parent/Guardian Commitment: The Covenant

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 the 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. Field Trip Chaperones

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:

Chaperones Behavior Expectations

1. Chaperones should engage with students during the duration of the field trip. To support engagement, we ask that chaperone cell phone usage stays at a minimum.
2. Chaperones should help the classroom teacher uphold St. Marcus expectations and stay with the group at all times.
3. Chaperones should insist their child stay with the rest of the group and not be given special treatment or conflicting expectations.
4. Inappropriate behavior, conversations, or comments should be reported to a staff member immediately. Only a member of the St. Marcus staff should administer discipline.
5. Distributing candy, gum, or other treats must be done only with the teacher's approval at an appropriate time.

Transportation Expectations

1. Parent/Guardian drivers will be asked to provide proof of a valid driver's license and insurance.
2. Vehicles transporting students must be in good repair with functioning seat belts.
3. Younger siblings should not accompany parents/guardians unless approved by the teacher.
4. All students must be buckled in appropriately.
5. Small children must be in the back seat according to state law.
6. Speed limits and all traffic laws must be observed at all times.
7. Loud or inappropriate music will not be played with students in the vehicle.
8. Smoking at any time 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

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.

Business Office Information

1. **Available Services:** 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 the front desk to redeem item)
2. **Location:** The business office is located in the lower level of the Kindergarten / Primary Grades building, Door #17 off of 1st Street.
3. **Hours:** School-Day Business Office Hours: Monday-Friday 7:30 a.m. - 4:00 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.

Online Payment Instructions for School Fees & Tuition

1. **Payment Instructions through Procure**
 - a. Visit (www.myprocure.com/). This link is associated with your account. You can set up and make online payments, view, and print your invoices.
 - b. When you login, you will be asked for your email address. Then, it will prompt you to register and choose a password.
 - c. 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.
2. **Payment Instructions for the St. Marcus Lutheran School’s Web Store**
 - a. Visit school website at www.stmarcus.org/school/
 - b. Click on “School Fees” link at top right of the page
 - c. Choose school fees again
 - d. Choose category for your payment
 - e. Insert amount and name of child
 - f. If finished, choose checkout
 - g. Log in to the web store, or create a new account if you have not set it up
 - h. Place Order

Disputes

To dispute a bill, please contact the business office:

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

Payment Plans

Please contact Jayne Reuter in the business office to make payment and/ or set up a payment plan. Mrs. Reuter can be reached at jayne.reuter@stmarcus.org or (414) 267-8371.

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. Before & After Care

Before Care

Before Care services are from 7:00 - 7:30am, Monday - Friday at all three campuses. Seats are limited and available on a first-come, first-served basis.

- Cost: \$2 daily charge per student, maximum \$4/day per family. Wisconsin Shares may NOT be used for this expense.
- Before Care operates from 7:00am to 7:30am. Students should not be dropped off before 7:00am or after 7:20am. After 7:20am students must wait in their vehicles and enter the building at 7:30am with all other students.
- Students must be enrolled & accepted into the Before Care program in order to be dropped off.
- Account balance of \$0 is required in order to be accepted into the program and an ongoing monthly balance of \$100 or less is required in order to continue in the program.
- Account balances will be reviewed and if all criteria are met, acceptance letters will be sent and will include drop-off details.

After Care

For the convenience of our families, after care is provided for a nominal fee on school days until 5:00 p.m. Parents will be billed monthly for aftercare charges. The following rules apply to aftercare usage:

1. **Rates:** \$4 per day from 3:45 p.m. - 5:30 p.m.
2. **Late Pickup:** After 5:00 p.m. the charge is \$1 per minute, per child, until 6:00 p.m. Note: Whenever there is no aftercare (i.e. school is dismissing early for a break), late pickup charges will be \$1 per minute per child 30 minutes after the scheduled school dismissal time.
3. Parents must have a zero balance at the start of the school year to be approved for aftercare services. 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 5:00 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 the students' regular pick up time may be suspended the following school day for late pickup.

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.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or

administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or email: program.intake@usda.gov.

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.

Prescription Medication Expectations

1. A "Prescription Medication Permission Form" must be on file in the office. The form will be available during the home visit and is also available in the school offices. **A physician or other professional healthcare provider's signature is required.** For insulin administration, orders come directly to school from Children's Hospital (once we have those, you will not need to fill out a separate form).

- Each medication must be labeled with the student's name, birth date & administration directions. Inhalers must have spacers.
- 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).
- Medications must be taken home at the end of each school year.

Non-Prescription Medication Expectations

Occasionally students present minor symptoms during the school day which affect their ability to focus and learn in the classroom. Students with 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
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. At the time of school year enrollment, parents/guardians are given the opportunity to object to the occasional distribution of non-prescription medication, as deemed necessary. If a parent cannot remember whether they objected, the parent/guardian must reach out directly to the School Nurse. In order to prevent loss of learning time and to ensure a student feels well physically, having permission prevents delaying treatment, however we respect each parent's decision in this regard.

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.

If a parent/guardian has specific non-prescription medications their child needs regularly, the medication must be labeled with the student's name, birthdate & instructions and brought to the School Nurse's Office.

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 at school by 7:30 a.m. Breakfast is served at all campuses (K4 - 8th): 7:30 a.m. - 7:50 a.m.

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

C. Student Nutrition: Hot Lunch, Cold Lunch & Celebrations

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/childobesity>

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:

Hot Lunch: All St. Marcus students have the opportunity to receive a free hot lunch provided by the school's food service provider.

Cold Lunch: Students may opt to bring in a cold lunch from home. Please note that the school does not provide students with access to refrigerators or a microwave. Food brought from home must be a healthy and balanced meal. Students are not permitted to bring fast food meals or have them delivered to the school. Please contact your child's dean for special food consideration.

3. School lunch program (no additional food from home is necessary)
4. Healthy, well-balanced lunch prepared at home (refrigeration or microwave not available)

School lunch policies are developed to ensure that students have some choice, that all choices are nutritious and lunch can be fitted into a 20 minute time slot.

Celebrations (Birthdays, etc.): Parents may celebrate student birthdays with special food but for the sake of equity and fairness, parents must follow these guidelines:

1. inform the Dean of Students that you will be bringing in food for the celebration on the day of the celebration;
2. please make sure that the food arrives before the child's lunch period (lunch periods are only 20 minutes);
3. please do not bring balloons, table cloths or other party stuff;
4. parents may provide either pizza and juice OR cupcakes / cake and juice but not both.

Please note that due to the intensity of the school day and lesson planning, etc, the school cannot accommodate birthday food that is delivered after the child's lunch period.

D. 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

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.

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.

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.

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 ensures 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. A child who is in 6th grade or older and does not have up to date immunizations or filled out a waiver is denied the privilege of going on any field trips or participating in any extra-curricular activities including sports, choirs, etc. until the required immunizations are complete.

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 Rebecca Hannemann, Director of Student Services - Email: rebecca.hannemann@stmarcus.org or call the school at (414) 562-3163.

V. The School Day

A. Attendance Expectations

ATTENDANCE QUICK TIP

If your child is going to be absent follow “Reporting Absences” procedure before 9:00 a.m.

Failure to report an absence results in an Unexcused marking (“U”) on the attendance report, which you want to avoid. See “Absences” section for details.

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.

B. Absences

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 with a valid reason for absence. Those who fail to do so will receive a “U” (unexcused) marking.

On the third occasion per quarter that a parent fails to report their child absent, the student will be placed on an attendance contract. Failure to abide by the attendance contract can result in the loss of a student’s seat at St. Marcus.

Reporting Absences

St. Marcus staff devote countless hours to tracking absent students who have not been called in by parents/guardians. Here is the proper procedure to report an absence:

1. **When:** Report the absence to the office by 9:00 a.m.
2. **How:** There are two options for you to report a student absent, but remember to include all content stated below and do so by 9:00 a.m. to avoid receiving an “unexcused” marking.
 - a. **Call** the school front office and follow prompts to leave a voicemail or to speak to a person:
Main Campus (414) 562-3163 or
North Campus (414) 539-4843 or
Harambee Campus (414) 267-8340
 - b. **Email** the correct front office based on the student’s grade.
 - i. North Campus: INCattendance@stmarcus.org
 - ii. Main Campus: MCattendance@stmarcus.org
 - iii. Harambee Campus: HCattendance@stmarcus.org
 - c. **What to Include:**
 - i. Reason for Absence
 - ii. Student(s) Name(s)
 - iii. Grade Level(s)
 - iv. Teacher(s) or Advisor(s) Name(s)
3. **Parents who do not call in by 9am:**

- a. Will receive a robo-text informing them that their child is unexcused from school.
 - b. May call the school by 10am with a valid reason for the absence to avoid being marked UNX.
4. **Advising the teacher:** A conversation with a teacher (voicemail, email, text, etc.) about an absence does not replace a call or email to the office for attendance reporting purposes. While it may be helpful to let the teacher know, you still need to call or email the office.

Excused Absences

A valid reason for being absent from school may be approved for one or more of the following reasons or conditions:

1. **Personal Illness:** Parents or guardians must call or email the office each morning by 9:00 a.m. that their child is home ill. If the child is absent for three or more consecutive days, the school requires a doctor's excuse.
2. **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.
3. **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 follow the same procedure to report the absence. If it will be a **late drop off (excused tardy-late)** or **early pickup**, please see appropriate sections for how to request these arrangements. Finally, a doctor's excuse should be given to the front office upon the child's return to school.

Unexcused Absences

A "U" is given for the reasons listed below and appears on a student's permanent school record.

1. **Late Reporting:** A parent does not report the absence before 9:00 a.m. on the day of the absence. *When a student has an "unexcused" absence as of 9:00 a.m., the absence remains unexcused even if a valid excuse is provided at a later time. The reason for this is that school staff have already spent a considerable amount of time to locate the child and attendance has been reported.*
2. **Lack of Documentation:** The parent does not bring a required doctor's excuse for a personal illness that lasts three or more consecutive days, or for a professional appointment.

Attendance Contracts

Consequences for attendance related issues may result in a student being placed on an Attendance Contract. Students will be placed on an Attendance Contract for any of the following reasons:

1. A total of 15 or more absences (excused or unexcused) over the course of the school year. (Extended medical absences are taken into consideration).
2. Three or more unexcused absences during any one quarter.
3. Six or more tardies during any one quarter.
4. An extended (5 days or more) unexcused absence.

Failure to abide by the attendance contract can result in a student not being able to return the following school year, or in extreme cases, loss of seat at St. Marcus. Parents may appeal the consequences of a contract to the School Council within 5 calendar days of the consequence. 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.

Make-up Work for Absences

An absence from school for one or several days does not excuse students from their responsibilities in the classroom. 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.

C. Early Pickups

To ensure our students' success, teachers must stick to their schedules. Further, K3-K5 students take a much needed nap and upper grade students transfer classroom locations and teachers throughout the day. Our Administrators are also working directly with students and staff to keep all successful in the classroom.

A student picked up before normal dismissal times, particularly within 30 minutes of dismissal times, disrupts teachers and all students in the classrooms. **It takes approximately 15 minutes** to handle an early pickup request and takes longer if you are also asking for homework or showing up unannounced.

However, we understand that there are times when an early pickup is necessary. Please follow the procedure below in order to request an early pickup.

Requests for Early Pickup

1. **When:** Please call by 9:00 a.m. and also note that the school is unable to accommodate an early pickup request made after 12:00 p.m. See "Unexcused Early Pickup" section below.
2. **How:** Please only call (no email) for an early pickup request, as there are many moving parts and people involved to accommodate the request. Be sure to include a valid reason as defined in the "Excused Early Pickups" section below.

Early Pickup Procedure

1. **Location:** Students must wait inside of the school office for their safety; they will not be permitted to leave the building without the adult picking them up.
2. **Sign Out & Sign In:** The adult picking up the student must be physically present to sign out the student at the desk. The student must sign back in upon return, if returning the same day.

Excused Early Pickups

The following may be excused when the proper procedure is followed for requesting an early pickup:

1. Professional appointments that cannot take place outside of school hours
2. Crisis with student or an immediate family member
3. Severe illness of or an immediate family member
4. Death in the family

Unexcused Early Pickups

1. **Transportation or childcare issues** are not considered a valid reason for early pickup. Under such circumstances, parents/guardians should contact school administration (Director, Dean or Principal) for assistance in finding a solution to the problem.
2. **Unannounced or Last-minute Requests:** The school is unable to accommodate requests made after 12:00 p.m. or when someone shows up unannounced. As mentioned previously, it is particularly problematic when the pickup time is within the final 30 minutes of the day. Under extreme circumstances where a last-minute early pickup is necessary, the front office will contact an Administrator to handle the request. Please remember that it may take about 15 minutes to process

even a valid urgent request, as administrators and teachers are working hard to focus on the success of students.

3. **Undocumented Professional Appointments:** A professional excuse must be given to the front office upon the child's return to school, or the early pickup may be deemed unexcused.

Consequences for not following Early Pickup procedures may result in the student being placed on an Attendance Contract. Please review the "Attendance Contract" section under the Absence section.

D. 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. Students in before care are brought inside when the "real feel" temperature falls below 15°F [as reported by local weather stations].

7:00 a.m. Main Campus before care begins - location TBD

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

7:00 a.m. Harambee Campus before care begins - drop off is at Main Entrance.

7:30 a.m. Main Campus students enter the building when an administrator is at the door.

- Middle School door 4; Primary door 15; Kindergarten door 17

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

E. Aftercare

Aftercare is a service for parents of St. Marcus. It is provided on a first come, first serve basis. At a minimal fee, aftercare offers a secure, positive setting for your scholar after school while waiting for their transportation. Please see the "Fees & Costs" section for aftercare rates, policies and billing information. Note there are charges and potential consequences regarding late pickup: see "Late pickup" and "Billing" sections for more details.

Aftercare is provided Monday-Friday starting at 3:45 p.m. and ending at 5:00 p.m. For safety and accountability purposes, ALL students must be signed in. Snacks are 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. PLEASE VISIT THE PARENT ROOM ON THE SCHOOL WEBSITE FOR MORE DETAILED INFORMATION PERTAINING TO AFTERCARE.

F. Timeliness & Tardiness

TIMELINESS & TARDINESS QUICK TIP
Arrive at school by 7:30 a.m. and tardiness will never be an issue!
Do not try to rush in at 7:58 a.m. - it does not work.

In order to be on time, students must be **seated in their desks and ready to begin work by 8:00 a.m. or, lined up for their middle school assembly.** Students are set up for success when they arrive at school with enough time to complete the following tasks:

- Eat breakfast
- Use the bathroom
- Take off and hang up coat
- Change into school shoes
- Turn in homework
- Touch base with a teacher regarding homework or to resolve an issue

Tardy-Late (“TL”)

Students are considered tardy-late (TL) when they are not seated and ready to begin learning at 8am or properly lined up for middle school assembly by 8am. Students who arrive after 7:55am will often be marked TL.

Excusing a tardy: A good reason for the tardy is always appreciated, but there is no distinction between a good reason and a bad reason. The first five tardies per quarter are excused regardless of the 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. Please review the “Reporting Absences” section, under the Attendance section of this handbook on the various ways you can report a tardy.

Tardy-Late Consequences: Upon the sixth TL during any one quarter:

- a. The parent/guardian will be asked to make a commitment to arrive at or before 7:30 a.m. for the remainder of the quarter;
- b. The student will be placed on an attendance contract for the remainder of the school year. If parents and students do not abide by the contract, the child could lose his / her seat for the following school year. In extreme circumstances, the child might be removed from St. Marcus at the end of the quarter.

G. Dismissal Procedures

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.

Daycare Pickup

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).

Harambee Campus: Students picked up by daycare transportation will be brought to their appropriate van at the listed dismissal location.

North Campus: Students picked up by daycare transportation will be brought to their appropriate van on Richards Street.

School Traffic & Parking

Drop-off and pickup 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 pickup, do NOT double park. A fire station is located one block south of St. Marcus Main Campus, on Palmer. Drivers and the school can be fined if cars are double-parked.

Late Pickup

Children who are repeatedly picked up late from school may face suspension. Late pickup is defined as more than 15 minutes after the child's pickup time. This would include 15 minutes after the end of a full, 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 pickup times.

Dismissal

Normal dismissal location is from the outdoor location as listed in the dismissal tables below. In inclement weather, students will be dismissed from the indoor location (please review the "Inclement Weather" section for more details). Please note that locations may change as needed during the school year. Opt in for parent text messaging **each year**, as updates about dismissal locations will be shared via text. Watch for the Parent Messenger email each summer and attend the Back-to-School meeting for instructions on how to sign up for texts!

Students may only be released from the exact location and time listed. Parents must not go to their child's classroom or pull them from their group 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 communicate about homework, organize and get students to the dismissal location on time, and ensure the safety of each child.

Dismissal Times

MAIN CAMPUS	K4 & K5	1st - 4th Grade	5th - 8th Grade
Dismissal Time	3:15pm	3:15pm	3:30pm
Location	Classrooms	1st: Classrooms 2nd-4th: Garfield Avenue	5th/6th - Palmer Street 7th/8th - Parking Lot
Inclement Weather Location	Classrooms	B. Bruce Krier Gym	5th/6th - Church entrance 7th - Cafeteria 8th - Middle School Entrance

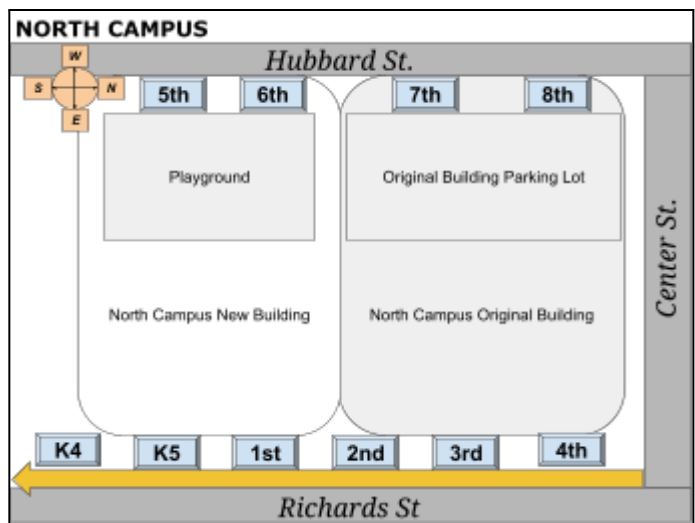
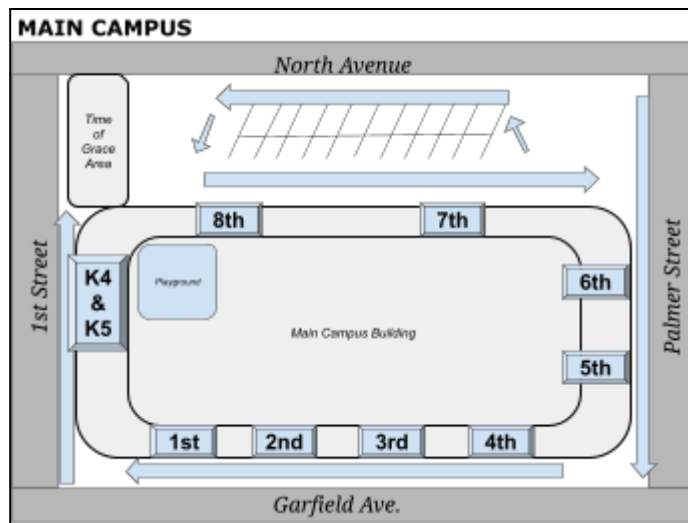
NORTH CAMPUS	K3	K4 & K5	Primary Grades	5th - 8th Grade
Dismissal Time	3:15pm	3:15pm	3:15pm	3:30 pm
Location	K3 Classrooms	Richards Street	Richards Street	t Hubbard Avenue
Inclement Weather Location	K3 Classrooms	South Stairwell Door #2	Center Stairwell Door #1	Gym

HARAMBEE CAMPUS	K4	K5	1st - 3rd
Dismissal Time	3:15pm	3:15pm	3:15pm.
Location	N. 2nd Street Lot	N. 2nd Street Lot	N. 1st Street

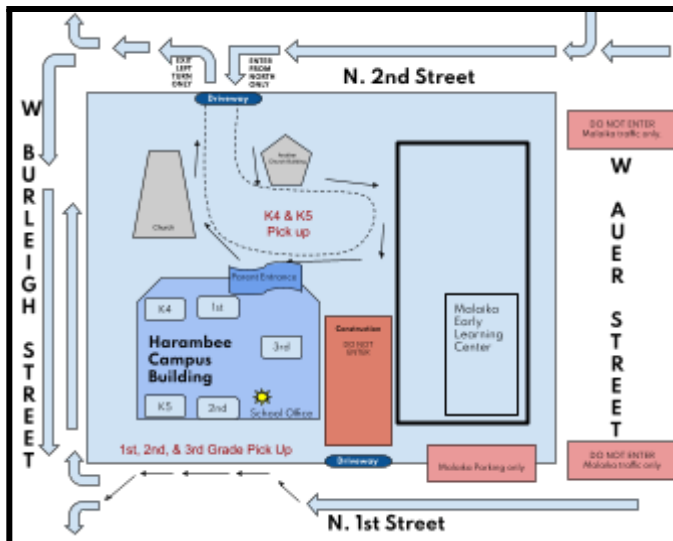
	Carline	Carline	
Inclement Weather Location	Classroom	Classroom	Classroom

Dismissal Locations

Locations are subject to change - please see notes above.



HARAMBEE CAMPUS



H. Inclement Weather & School Closings

Snow Emergency

If Milwaukee Public Schools (MPS) closes due to a snow emergency, St. Marcus will also be closed.

Cold Temperatures

Unless media outlets specifically list "St. Marcus", the school will generally NOT close due to 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.

Before Care

Students in before care are only brought inside when the “real feel” temperature falls below 15°F [as reported by local weather stations] for students in 4th grade and under and below 10°F for 5th grade and older.

Dismissal

Students will dismiss outside whenever possible. However, K4 through 4th grade and all students at the North Campus will dismiss from INSIDE when the “real feel” temperature falls below 15°F [as reported by local weather stations]; 5th through 8th grade Main Campus students will dismiss from INSIDE only when the “real feel” is below 10°F.

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. Student Commitment: The Covenant

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.”

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

Behavioral expectations for St. Marcus students are rooted in the school's core values of Christ First, Biblical Discipleship, Sacrificial Love, and Radical Expectations. The purposes of the behavioral expectations are to prepare students for a life of Biblical discipleship in which they are equipped with a deep sense of humility, joy, self-discipline, and service to others. Expectations are intentionally set very high so that students are equipped and prepared for productive lives of service.

When students fall short of behavioral expectations, teachers and staff use Restorative Justice approaches and work to equip students with the five social and emotional competencies for success.

When necessary, in addition to equipping students for success, it is necessary that students face appropriate consequences for their choices. The goal of these consequences is to show students that their choices are inappropriate and unacceptable and must change. Consequences should always be assigned and administered in a calm and productive manner.

C. Curriculum

St. Marcus Lutheran School has adopted academic standards as a guide for determining whether or not students are mastering standards and meeting grade level outcomes. Copies of standards are available for review in the school offices.

1. Wisconsin Common Core State Standards for English Language Arts, Math and Social Studies
2. Next Generation Science Standards

D. Student 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.

E. 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 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.

F. Prohibited Materials

St. Marcus students are not allowed to have the following items at school:

1. Gum
2. Toys or Trading Cards
3. Weapons: actual weapons, “look-alike” weapons, or anything that could be perceived as a weapon
4. All electronics, including phones and smart devices are prohibited. Please see “Electronics, Cell Phone & Smart Device Policy”.

G. Technology Expectations

Social Networking

Please monitor your child’s activity online and on their apps. St. Marcus encourages the use of technology for instruction and learning. An increasing number of students are engaging in social media (sites such as Facebook, Twitter, Instagram, Flickr, TikTok, UVOO, KIK, Snapchat, etc.). It is important to note that any negative interactions between St. Marcus students on these social networking sites can result in in-school consequences.

While we encourage parents to restrict access to social media apps, we respect the rights of families to use their own judgment. However, students who are active on social media must understand that engagement in negative posts and interactions on these outlets can lead to consequences in school. The following list is not all inclusive, but are examples of behaviors that can lead to disciplinary measures at school, including suspension or expulsion:

1. The use of sexual language or the posting or distributing of sexual images
2. Any gang-related images or conversations
3. Bullying of any kind or threats of violence
4. Any mention of illegal substances
5. Any inappropriate talk about St. Marcus teachers, school, or other students

Electronics, Cell Phone & Smart Device Policy

The Policy

Due to serious problems with phones and other smart devices (any electronic that has the ability to exchange data via wifi, a cell phone data plan, or bluetooth, etc.), K3-4th grade scholars are not permitted to bring cell phones, smart watches, etc. to the school. If a K3-4th grade scholar brings a device to school, the device should be turned into administration. Administration would then release the device to the parent at the end of the day.

Middle school students may not use a phone or smart device on school property, inside or out, between 6:30 a.m. and 5:30 p.m. unless in the immediate vicinity of a parent. If students need to contact a parent, they must talk to the Director, Dean, or their own advisor or own teacher.

Consequences

If a student takes a picture on school property, a phone or smart device is visible on the student, a phone or smart device goes off in class or anywhere in the building, or the student is using the phone in any way, the phone or smart device will be confiscated and given to an administrator. The phone or smart device will be only be released to the parent / guardian after they sign the applicable offense form, and follow the related requirements, based on the number of offenses:

1. **First Offense:** Device may be released to parent / guardian as soon as they sign the offense form.
2. **Second Offense:** Device is kept for a minimum of 2 weeks; parent / guardian has a \$50 immediate buy back option before the 2 week period is up.
3. **Third Offense:** Device is kept for the remainder of the semester, or a minimum of 2 weeks if the end of semester is less than 2 weeks away; parent / guardian has a \$50 buy back option *after* two weeks.

*Refusal to Follow Policy

Students: Inappropriate behavior using a cell phone or smart device, and/or refusing to give the device to a St. Marcus adult will result in the student facing disciplinary action up to and including suspension from school.

Parents: If the parent / guardian chooses not to follow the policy and demands the phone back immediately, the phone will be returned, and the student will be given a five day at-home suspension.

Middle School Students: Cell Phone Turn-In

We understand that some of our students travel to school on foot or by bus necessitating the need to have communication with his/her parent/guardian. If your child falls in this category, he or she must turn in the cell phone immediately after arriving at school. The cell phone will be kept in the main office and returned at dismissal. Under no circumstances will the school be responsible for cell phones or other electronic devices that are not turned in immediately upon arrival at school.

All Other Electronics

All other electronics not specifically noted, (i.e. mp3 player, iPod, iPad, tablets, smart watches, etc.) follow the Electronics, Cell Phone & Smart Device Policy

Lost or Damaged Electronics

Please be advised that St. Marcus is not responsible for lost or damaged phones, smart devices or other electronic devices.

H. Fighting, Altercations & Bullying

At St. Marcus, we joyfully put Christ first, others second, and ourselves third in all aspects of our lives. When we live by our Christ First (CF) Core Value, behavior mentioned in this section has no place in our redeemed Christian lives and these are not tolerated at our school. **All mentioned behaviors will be disciplined as seen fit by administration. Discipline can include, but is not limited to, detention, suspension, or expulsion.**

Age-difference consideration: At the kindergarten and primary grades levels, children are still in a learning-phase about what types of behavior are appropriate or too rough, and how words can build up or break down others. While students have a safe space to learn these lessons, staff will firmly enforce St. Marcus's high behavioral expectations. Considering this, while kindergarten and primary grades may still be issued consequences, it will be at an appropriate level, on a case-by-case basis. However, at the middle school level, these behaviors will rarely, if ever, be tolerated. Young adults in middle school have a higher, clear understanding of appropriate behavior. It is important that parents/guardians consider these facts when proceeding with reviewing our policies on these matters.

Fighting

St. Marcus students may not fight with other students from St. Marcus or any other school. Further, “play fighting” can also threaten the safety of the community - students may not play fight.

Altercations

Any physical contact made with perceived negative intent is prohibited at St. Marcus. Threats, even those expressed without clear intent or means, endanger others and the community. Students must not make threats of any kind.

Bullying

At St. Marcus, bullying will be defined as any *harmful, repeated* behavior initiated by one or more students and directed toward another student or group of students, in-person, in writing or via social networking.

Response to Fighting, Altercations & Bullying

St. Marcus is committed to the equitable and swift resolution of these issues. Anyone experiencing, witnessing, suspecting or knowing about any of these behaviors should:

1. **Let the offending student know the behavior needs to STOP.** If the affected student(s) is/are not able to confront the offending student(s) alone, it is crucial to ask another person or adult to help. Witnesses or anyone with knowledge of the behavior(s) are charged with the responsibility to speak up and stand up for the affected student(s), especially if they are unable for any reason to stop the behavior themselves.
2. **Write a detailed account of when, where, and how the situation unfolded, including names of those involved and names of any witnesses, if known.** This is again the responsibility of the student affected or anyone who suspects, has knowledge or witnesses the behavior.
3. **Students need to notify their teacher, or if their teacher is unavailable, any staff member as soon as possible..** As soon as a staff person is notified and has the written account(s), they will notify the appropriate school administrator.

Many considerations and meetings go into this process before next steps or a consequence is decided. Once a decision is made, the administrator will communicate to all parties involved, including each parent/guardian.

Please see the sections on Suspensions, Expulsions and Harassment for more information on how negative, offensive and other extreme behaviors will be defined and handled.

VII. Athletics & Extracurricular Activities

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, school newsletters (watch your emails closely) and for the most up-to-date information, visit the Mustangs Athletics website, www.stmarcus.org/athletics!

A. Athletic Program Mission Statement

St. Marcus Athletics discipless children for Christ, training their minds, bodies and souls to be faithful stewards of the gifts and talents God has given them.

B. Teams

The following athletic teams are organized during the school year:

Coed Soccer (5th - 8th grade)
Girls Volleyball (5th - 8th grade)
Coed Cross Country (1st - 8th grade)
Boys Basketball (4th - 8th grade)
Girls Basketball (4th - 8th grade)
Wrestling (1st - 8th grade)
Coed Softball (7th - 8th grade)
Coed Track and Field (5th - 8th grade)

C. Eligibility

We believe that representing St. Marcus in extracurriculars is an incredible opportunity and an important responsibility.

Middle School Eligibility

Middle School students will need to meet the following requirements for participation in St. Marcus Athletics:

GPA: Middle School students with a 2.0 GPA or higher are eligible to participate in after school athletics. GPA will be checked throughout the season to determine eligibility. Furthermore, students may not be failing (receiving an "F") in any classes in order to participate in athletics.

1. Fall Season: September 16 and October 7
2. Winter Season: December 2 and February 3
3. Spring Season: April 27

Students who did not meet the 2.0 check at the beginning of the season may be cleared to participate with a Director or Dean signature. Behavioral and academic deans have the ultimate authority to determine the eligibility of any student.

Behavior: The following will apply for any students with behavior concerns

1. If a scholar receives a 1-2 day out of school suspension, the scholar will be ineligible to play during the suspension.
2. If a scholar receives a 3 or more day out of school suspension, the scholar will be ineligible to play during the suspension. The Dean of Students will determine if additional days are warranted in coordination with the Director.
3. If a scholar is on SATIS, he or she will be ineligible to participate in games but is expected to attend practices.
4. Additional behavior or academic situations may warrant ineligibility. This will be determined at the discretion of the Deans and the Director. Coaches may also impose suspensions for behavior that is detrimental to the individual or team in addition to eligibility.

Primary Grades Eligibility

Students under 5th grade will receive specific information about eligibility throughout the athletic season. Please pay close attention to messages from your Primary Grades Director and Dean.

School Day Attendance Requirement

In order for a scholar to participate in a game, the scholar must be present at school the day of the game or on Friday if it is a weekend game.

Student Account Balance Requirement

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.

D. Behavior Expectations: Athletes & Spectators

St. Marcus expects each athlete and spectator 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.

Living our Core Values: Home and Away

Athletes and every spectator 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.

Adult Supervision

Students are not allowed to be a spectator on their own. Every student needs to be with an adult who is willing to take responsibility for the scholar. If he/she is a player, this can be a coach. If he/she is a student spectator, this can be an adult chaperone or staff member. Students need to be with that adult unless they are getting concessions or using the bathroom. Students may not be in the other gym from their adult. If students can't identify the adult or there is not an adult chaperone, those students will be sent home. If they are dishonest about being with an adult, they will receive a detention.

Electronics / Phones / Smart Devices

Expectations are the same as mentioned in the "Electronics, Cell Phone & Smart Device Policy" in this handbook. Please especially note that students are not permitted to use cell phones or electronic devices unless they are physically with their adult chaperone. After dismissal from school, aftercare or end-of-day school-run activities, since all school programming has ended, students are permitted to use their cell phones. Any students who are not using their cell phones appropriately are subject to having them confiscated per our policy.

Spectator Dress Code

School Uniform: Sporting events are an opportunity to be visible as a community and to be ministering to our community outside of St. Marcus. All students who attend games and/or tournaments on a school day are required to wear their **school uniform**. If students go home and return with their parents, they should either be in their uniform or St. Marcus gear and be neat and tidy.

Coach Expectations

The men and women who coach are committed to the athletic teams voluntarily. Therefore, the entire coaching staff should be treated with complete respect.

E. Athlete Commitments

In addition to the policies and expectations outlined in this entire “Athletics & Extracurricular Activities” section, **student and family dedication to the team is required to ensure success in the program(s)**. Families and students are asked to commit to the following:

Transportation

Parents/Guardians are responsible for providing and/or arranging transportation to and from ALL practices and games.

Attendance

Students must attend all required meetings, practices, games and tournaments. If a student cannot attend required meetings, practices, games and/or tournaments, he/she must personally excuse him/herself to the coach. Because each child is an important member of his/her team, please be considerate of practice times and games when scheduling professional appointments.

SIBLING NOTE: Siblings of athletes who have practice outside of the school-day hours will be required to go to before or aftercare. Siblings are not allowed to wait in the gym or in any other unsupervised area without a responsible adult during practices or games.

Athlete Dress Code

School Day Game: All middle school student athletes are required to wear their school uniform before and after the games played on school days unless otherwise directed by the coach.

St. Marcus Apparel: For games played on non-school days (i.e. break days) and weekends, please follow the Coach’s instructions. In general, all athletes are encouraged to wear St. Marcus gear to and from games. While students are also allowed to wear casual clothing, athletes must always appear neat and tidy.

Exception: Any sport that requires changing into their uniforms before the game may do so if there are no facilities provided for changing clothes at the fields and directed by the coach.

VIII. Promotion to the Next Grade or 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.

A. 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:

1. Behavioral and emotional maturity
2. Attendance record (15 or fewer absences in a school year)
3. Academics
4. Performance on standardized tests

B. Communication

Teachers will communicate with parents/guardians throughout the school year to discuss retention. Decisions to retain a student are made in consultation with parents/guardians, teachers, and administrators and take into consideration the individual learning and development of each child.

If retention is recommended as the best option for the students, parents will be presented with a retention agreement at the third quarter conference.

IX. Governing Policies

A. Mandated Reporters & Child Protective Services

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.

Reference

<https://dpi.wi.gov/sites/default/files/imce/sspw/doc/sswchildabuse.doc>

Purpose

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

1. To protect the health, safety, and welfare of children by encouraging the reporting of suspected child abuse and neglect.
2. To ensure that appropriate protective services are provided to abused and neglected children and their families and to protect children from further harm.
3. 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

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. Under St. Marcus Lutheran School's appeals process, a rejected applicant has 5 calendar days from the date of receipt of their notice of rejection to provide written evidence to the school council 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 5 calendar days of receipt of the appeal notifying him / her of the acceptance or rejection of the appeal.

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 within 5 calendar days. 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

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 each case 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.

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.

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:

4. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
5. 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.
6. Make a record of when, where, and how you were mistreated; include witnesses (if any), direct quotes, and other evidence.
7. If you are a student, notify a Director, the Dean of Students or Principal. If you are uncomfortable doing so, speak with another adult.
8. 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-Discriminatory Policies

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. Any celebratory visits (birthdays, etc.) must be scheduled with an administrator in advance and should take place during the student's scheduled lunch period. 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, whether planned or spontaneous, must sign in at the front office to receive a visitor's sticker upon arrival.

We are grateful for parents/guardians being on site as needed to support their child's success in the classroom. Please remember that all areas of the facilities of St. Marcus, inside and outside, are reserved first and foremost for the use by employees of St. Marcus, and other meetings or activities that directly support the school and church as arranged by employees. We ask parents/guardians and all visitors to respect the initial *purpose* of our facilities. Specifically, spaces are not meant for personal use for lounging, socializing or personal business use. Any activities that are not coordinated with your child's teacher or administrator must be specifically requested through a space reservation request, and will be handled by our Outside Events Coordinator. Please call the school office for more information on how to submit a request.

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.

The following is a summary of the school-wide baseline in regards to behaviors that could potentially lead to a Suspension or Expulsion. Please note that we understand cases vary based on the age and maturity of children. Considering this fact, it is crucial that each parent/guardian review and understand the applicable Behavior Programs, Policies & Procedures based on whether the student is in our Early Childhood Program (K3), Kindergarten (K4-K5), Primary Grades (1-4), or Middle School (5-8). Please refer to the appropriate Addendum.

Behaviors

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

1. Saying "No" to any staff member when asked to do something which is not illegal or immoral
2. Non-verbal defiance
3. Actions displaying blatant disrespect (rolling of eyes, tisking, huffing, etc.)

4. Fighting, altercations or bullying (please review this section under Student Behavior for details)
5. Repeated minor infractions accompanied by a refusal to repent
6. Intentional academic dishonesty
7. Behaviors disrupting instruction (displays of anger, screaming, crying, etc.)
8. Late pickups (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 a normal, full school day when students are not permitted to attend aftercare).

Suspension Policy

Any school administrator (Superintendent, Principal, Director, Dean) has the authority to suspend students. A suspension is defined as temporary removal from classes and/or school. Suspensions shall be made after the administrator investigates and determines that a suspension is necessary to help any student, further school purposes, or prevent interference with school operations. Initiation of a suspension may begin immediately or at a certain point of time, at the discretion of the administrator.

The length and type of the suspension (either in-school "ISS" or out-of-school "OSS") shall be at the discretion of the administrator. If the suspension is to start immediately an administrator will contact the parent/guardian to pick up the student.

The suspension process for any extended suspensions (longer than 3 days) will include the opportunity for a meeting with the concerned administrator, the student and parent / guardian.

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.

Expulsion/Dismissal Policy

If a student is to face discipline that may result in expulsion (permanent removal from school), the following will occur:

1. Parent/Guardian will be contacted to have the student immediately removed from the campus.
2. A meeting with the appropriate administrator, parent/guardian and student will take place within three school days after the student's removal from school.
3. After the meeting, the parent/guardian and student will be notified by an administrator of the decision and either the terms for re-entry or permanent expulsion.
4. If the student is permitted to return to St. Marcus: prior to his/her return, a conference with the appropriate administrator must occur, at which time a contract or a statement agreeing to the terms of re-entry may be signed.

Expulsion/Dismissal Appeals

In order to appeal an expulsion/dismissal the following procedures must be followed by parents / guardians:

1. Parents / Guardians must submit a written complaint to the superintendent within 5 calendar days.
2. The superintendent will respond to the parent or guardian within 3 school days of the submission.
3. If the parent or guardian is dissatisfied with the response of the superintendent, they can submit a written letter of complaint within 3 calendar days of the letter of the superintendent.
 - a. 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.**
 - b. 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.

The school council has final say concerning the appeals opportunity and decision on expulsion / dismissals.

J. School Contact Information

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

North Campus

K3 - 7th Grade	2669 N. Richards Street, Milwaukee, WI 53212
Principal: April Richter (414) 336-5567	Phone (414) 539-4843 Fax (414) 562-9188

Harambee Campus

K4 - 3rd Grade	110 W Burleigh St, Milwaukee, WI 53212
Principal: Tracy Eastburn (262) 313-7240	Phone (414) 267-8340 Fax (414) 562-9188

K. Governing Body

School Council

Position	Name	Serving Since
Chair	Amy Heffelfinger-Miles	2015
Member	Thomas Bell	2001
Member	Jessica Kock	2018
Member	Aleina Hodnett	2018
Member	Nakisha Adams	2021
Member	Paul Hein	2021
Ministry Representative	Pastor Dan Leyrer	2016
Community Engagement Representative	Maureen Gunn	2021
Parent Support Representative	Maureen Lawrenz	2018
Graduate & Alumni Ministry Representative	Jim Datka	2018
Superintendent	Henry Tyson	2002
North Campus Principal	April Richter	2016
Main Campus Principal	Erin Johnson	2016
Harambee Campus Principal	Tracy Eastburn	2021

Executive School Administration

Position	Name	Phone
Superintendent	Henry Tyson	(414) 303-2133
Main Campus Principal	Erin Johnson	(414) 416-7541
North Campus Principal	April Richter	(414) 336-5567
Harambee Campus Principal	Tracy Eastburn	(262) 313-7240

St. Marcus Ministries Leaders

Position	Name
Executive Director	Kole Knueppel
Lead Pastor	Rev. James Hein
Pastor of Outreach	Rev. Daniel Leyrer

Other Contact Information & Directories

Staff Contact Information

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

St. Marcus Staff Email Addresses:

FirstName.LastName@stmarcus.org

Online

Website: www.stmarcus.org

Facebook: <https://www.facebook.com/stmarcusschool>

Twitter: <https://twitter.com/stmarcusschool>

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

Weekly Newsletter

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

Skyward Family Access

Check regularly for your child's academic progress: <https://skyward.stmarcus.org>