



**ST MARCUS**  
SCHOOL

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# St. Marcus Student-Parent Handbook

## 2024-2025

**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.

**Vision Statement:**

We are a national model of Biblical living, individual and community transformation, and exceptional educational outcomes. We are salt and light to the glory of God.

**Core Values:**

Christ First, Biblical Discipleship, Sacrificial Love, and Radical Expectations.

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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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 have 10 beliefs that lead to success:

1. Parents are the #1 educator in a child's life
2. Growth mindset - we all believe we can grow and improve
3. Seeking and living for God matters
4. Arrive early (7:30-7:45 am)
5. Complete uniform. Everyday.
6. Screen time and social media are damaging and need to be monitored and limited
7. Parents MUST monitor their children's progress.
8. Communicate early and often when there's a concern
  - a. Start with the teacher
  - b. Get help from the dean, then director or principal if necessary
9. Children thrive when involved in sports and/or extra-curricular activities
10. Education starts in the home and make daily reading a priority

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

# 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.

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 Pastor Joel Krieger (414-522-9534) with requests for spiritual support or if our church can assist you in any way.

# Parents & Guardians

## Parent/Guardian Role

St. Marcus believes that parents are the primary educator of their children. The school's job is to support the parent as the primary educator. Between age 0 and 18, children only spend 18% of their lives in school and they spend 82% at home. For this reason, the parent's role is most important and it is critical that the school and parent are aligned. Most critically the school relies on parents to ensure students get adequate sleep (9-12 hrs), receive healthy nutrition, limit screen time and monitor social media. Please review the Parent Expectations Document in the [Parent Room](#).

## Home & School Communication

### Teacher / Parent Communications

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.

### The Messenger (Parent Newsletter)

Stay connected throughout the year on key happenings throughout the St. Marcus network by signing up for the monthly parent newsletter, The Messenger. To sign-up for the parent newsletter, visit the [Parent Room](#) and subscribe.

### School Calendar

Please mark important dates such as students singing in church, parent events, meetings and conferences, school-closed dates, etc, on your calendars! The school calendar is available online at the "Parent Room" on [www.stmarcus.org/school/parent-room](http://www.stmarcus.org/school/parent-room) - a link to the website will always be included in the newsletter.

### Text Messages

Important and time sensitive updates and reminders are sent via text message! Please be sure to opt-in each school year to receive text updates. 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](http://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-F7Sjll4>

## 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, St. Augustine Prep, Wisconsin Lutheran High School, Kettle Moraine Lutheran High School, Kingdom Prep Lutheran High School, Milwaukee Lutheran High School, and Luther Prep High School.

## 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 support 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.

### Chaperone Policy:

A background check is required for all individuals desiring to volunteer at St. Marcus. This includes athletics coaching, tutoring, field trips, overnight camping, Discover America, demolition/construction teams that work in the building during school hours, nursery, children's and youth ministry. A background check is not required for parent events such as awards ceremonies, Donuts with Dads, Gingerbread Hunt, and Field Day. The purpose of the policy is to ensure that St. Marcus is providing the best care we can for all families.

Background checks are kept on file for 2 years, and the process to get one is as follows.

1. Staff member collects the volunteer’s full name & email address.
2. The Director of Human Resources submits the background check request through Trusted Employees (our provider of background checks) to the volunteer.

3. The volunteer then enters their information directly to Trusted Employees. This ensures that St. Marcus does NOT see a volunteer's Social Security Number and the background check is processed via our 3rd party provider (Trusted Employees).
4. The Director of Human Resources is notified that the background check is complete and reviews the details. All details remain private and secure.
5. If a background check determines that a volunteer is ineligible, the Director of Human Resources will communicate directly with the individual.

## 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 with age appropriate booster seats 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.

## 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.

The school administration is dedicated to maintaining an effective learning environment. We therefore commit to notifying teachers of guests in the classroom and to limiting visits to 30 minutes. Notice to staff is done out of courtesy, as an added security measure and to ensure that the educational process for your scholar and all scholars is not disrupted.

Parents/Guardians **MUST** do one of the following **BEFORE** visiting their child's classroom:

1. Schedule the visit with the teacher.

or

2. Receive permission from an administrator to visit the classroom.

On the day of the visit, parents/guardians must:

- Sign in at the front office
- Wear a guest pass
- Agree to not use cell phone in the classroom and hallways
- Agree to visit no longer than 30 minutes
- Sign out at the front office

Parents/Guardians may NOT be disruptive to the learning environment in any way including by engaging the teacher in a conversation about their child while the teacher is in the presence of students or is teaching.

If parents/guardians have a concern, a meeting must be scheduled in advance to discuss the concern.

If the school administration has determined that the parent/guardian's presence has had, is having, or may have a negative impact on the educational process or if the school policy is not abided by, parents/guardians may be denied the opportunity to visit a class. When parents/guardians are denied the opportunity to visit a class, they may request to meet with the principal for clarification.

## Parent/Guardian Conduct

The vast majority of parents/guardians are AWESOME - families who believe in and model the school's core values. Lately, however, we have had an increasing number of situations that have included unacceptable adult conduct. Here are the expectations:

1. Parents/Guardians must treat school staff with courtesy and respect at all times.
2. Parents/Guardians who have a concern must:
  - a. Wait and calm down before discussing the matter with school staff.
  - b. Make a phone call or schedule a meeting with the staff member involved to discuss the issue.
  - c. Understand the perspective of school staff before passing judgment.
  - d. Get assistance from a dean, director or principal if the issue remains unresolved.
3. Parents/Guardians may NOT engage school staff in impromptu conversations to address concerns during the school day unless it is a meeting that has been scheduled in advance.
4. Parents/Guardians may always request a meeting but may not demand, "To see someone NOW!" When concerns arise, a meeting must be scheduled so the right people with the right information can be present to help resolve the issue. The school will determine the right time for a meeting to discuss the issue.

Parents/Guardians are not permitted to engage in disrespectful or threatening behavior such as yelling, cussing, berating or belittling school staff. This type of behavior is unacceptable and disruptive to the educational process. If parents/guardians engage in this type of behavior, depending on the severity and frequency, any of the following actions may be taken:

- Communications may be limited to certain senior staff members.
- Parents/Guardians may be banned from entering school buildings.
- The student(s) may be suspended from school until the adult's behavior is resolved.
- Under some circumstances, the student(s) may be expelled from the school or not permitted to return for the following school year.

## Birthday Celebrations

St. Marcus encourages families to celebrate birthdays at home. To celebrate their birthdays at school, students may wear a special birthday pin, hat or sash to identify that it is their birthday. Small non-food party favors are a great idea to bring in as a birthday celebration “treat”.

Food celebrations have become problematic for the following reasons:

- The food is delivered at the wrong time or place, disrupting the schedule.
- Too much food or unhealthy / sugary food makes learning after lunch almost impossible.
- Lunch periods are only 20 minutes; not enough time for a celebration.
- Allergic reactions have occurred from birthday celebrations.

If families choose to do so, they may provide ONE TREAT for their child’s birthday. For the sake of equity and fairness, families must follow these guidelines:

- Make sure that the food arrives before the child's lunch period (lunch periods are only 20 minutes);
- Do not bring balloons, table cloths or other party supplies
- Families may provide ONE birthday treat such as cupcakes or cookies
  - NOTE: Pizza, juice, soda, and candy are NOT permitted.
- 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.
- As a courtesy, inform the Dean of Students that you will be bringing in food for the celebration prior to the day of the celebration

# Fees & Costs

## 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/children'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 via email to the primary contact on the account. K3 billing is done bi-weekly. 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, before care, aftercare, book fines, computer repairs, etc.
  - b. Making deposits to Middle School "Discover America" student accounts
  - c. Enrolling students and/or wait list status
  - d. Paying for a tie or apparel item with a card can be done at all campus offices
2. **Location:** The business office is located in the lower level of the North Avenue Campus Kindergarten/Primary 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/](http://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/](http://www.stmarcus.org/school/)
- b. Click on "School Fees" link at top right of the page
- c. Pick the type of fee you'd like to pay (Before/Aftercare, Tuition, Tie, etc)
- d. Insert amount and name of child
- e. If finished, choose checkout
- f. Log in or create a new account if you have not set one up
- g. 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 ([julie.hardin@stmarcus.org](mailto:julie.hardin@stmarcus.org)).
3. Parents/guardians should keep a copy of all written billing concerns and responses.

## Payment Plans

Please contact Julie Hardin in the business office to make payment and/or set up a payment plan. Mrs. Hardin can be reached at [julie.hardin@stmarcus.org](mailto:julie.hardin@stmarcus.org) or (414) 267-8371.

## 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 15<sup>th</sup> of each month from September through May. If a parent/guardian misses a tuition payment, the child will be suspended from school.

## Before & After Care Costs

### Before Care

Before Care services are from 7:00 - 7:30 am, 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 7:30 am. 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:** \$5 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.

## Breakfast & Lunch Costs

St. Marcus participates in the USDA School Breakfast Program and the National School Lunch Program and qualifies as a Community Eligibility Provision school meaning that all students receive free breakfast and lunch regardless of income. However, the State of Wisconsin still requires that any family not identified through the state Direct Certification process must complete an Alternate Household Income form.

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**fax:**

(833) 256-1665 or (202) 690-7442; or




**email:**

program.intake@usda.gov.

This institution is an equal opportunity provider

# Uniform Policy

Clothing should be clean, proper and free of wrinkles. Students not dressed appropriately will receive uniform violations and may not be permitted to participate in special school events, including dress down days.

	 <b>REQUIRED UNIFORM ITEMS</b>	 <b>PROHIBITED - NO EXCEPTIONS</b>
<b>TOPS</b>	<ul style="list-style-type: none"> <li>- ALL: Plain button-down short-sleeved or long-sleeved dress shirt.</li> <li>- ALL: Plain white undershirt or t-shirt must be worn under the dress shirt. Long-sleeved white shirts are allowed.</li> <li>- GIRLS: Dress shirts may have straight or rounded collars</li> <li>- OPTIONAL: K4-4th GIRLS may wear a plain navy blue, white, or red uniform sweater or vest; K4-4th BOYS may wear a plain navy blue uniform sweater or vest</li> <li>- 5th-8th: Navy blue dress blazer</li> </ul>	<ul style="list-style-type: none"> <li>- Blouses that have any colors</li> <li>- Decorative accents on white blouses</li> <li>- Polo shirts of any type (long-sleeved or short-sleeved)</li> <li>- Long-sleeved shirts under short-sleeved shirts (except for white undershirts)</li> <li>- Sweatshirts, pullovers, hoodies, zip-ups</li> </ul>
<b>BOTTOMS</b>	<ul style="list-style-type: none"> <li>- ALL: Navy blue uniform dress pants</li> <li>- K4-4th BOYS: Also permitted to wear navy blue uniform dress shorts (only in August, September, &amp; May)</li> <li>- K4-4th GIRLS:               <ul style="list-style-type: none"> <li>• Also permitted to wear plain navy blue straight or pleated dress skirt or jumper (with matching knit navy blue shorts worn underneath)</li> <li>• Also permitted to wear Bermuda shorts that are 7-9 inches long</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Capris, cargo, tight, stretch, or skinny-style pants/jeggings (tight at ankle)</li> <li>- Leggings or footless tights</li> <li>- Skorts or shorts (other than Bermuda) for girls</li> </ul>
<b>TIE</b>	<ul style="list-style-type: none"> <li>- BOYS: navy blue uniform tie</li> <li>- GIRLS: red crossover uniform tie</li> <li>- 4th Honor Roll Tie: red/blue/gold striped tie</li> <li>- 5th-8th Honor Roll Tie: silver &amp; blue thick striped tie</li> <li>- 5th-8th High Honor Roll Tie: red &amp; blue thick striped tie</li> <li>- 5th-8th Leadership Tie: Gold &amp; blue thick striped tie</li> </ul>	<ul style="list-style-type: none"> <li>- 4th-8th grade non-awarded ties; students may only wear blue uniform tie (BOY), red cross over tie (GIRL), OR the tie given at the most recent 4th-8th grade quarterly awards ceremony.</li> </ul>
<b>SOCKS</b>	<ul style="list-style-type: none"> <li>- ALL: plain white, navy blue, red, or black socks</li> <li>- GIRLS: plain white, navy blue, red, or black ankle or knee-high socks or tights</li> </ul>	<ul style="list-style-type: none"> <li>- Sock or tights with colors other than plain white, navy blue, red, or black</li> </ul>
<b>SHOES</b>	<ul style="list-style-type: none"> <li>- ALL: plain all-black flat dress or tennis shoes that cover heel, have all black soles, and have all black laces and/or a back strap</li> <li>- NOTE: Tennis shoes must be all black, including soles. Logos or markings that are a different color but are less than the size of a quarter (any shape) will be permitted</li> </ul>	<ul style="list-style-type: none"> <li>- Girls' heeled or open-back dress shoes</li> <li>- Boots are not permitted to be worn in the classroom. (Snow boots may be worn outside. Students may change into school shoes once indoors.)</li> <li>- Print or colors greater than size of a quarter (any shape)</li> </ul>
<b>BELT</b>	<ul style="list-style-type: none"> <li>- BOYS: plain solid black dress belt required (optional for boys in K4 &amp; K5)</li> <li>- GIRLS: plain solid black dress belt optional</li> </ul>	<ul style="list-style-type: none"> <li>- Colored belts; large or decorative buckles</li> </ul>
<b>HAIR</b>	<p>Streaks, highlights, or accents of color are acceptable.</p> 	<p>A <b>FULL HEAD</b> of <b>UNNATURAL</b> hair colors (red, blue, green, pink, purple, etc.)</p> <ul style="list-style-type: none"> <li>- GIRLS' HAIR: no distracting hair accessories; must be less than 3" thick; nothing across forehead or raised/protruding (e.g., fuzzy balls, cat ears); no words, logos, or symbols (e.g., Nike, Pink)</li> <li>- ALL: Caps or bonnets</li> </ul>
<b>EXTRAS</b>	<ul style="list-style-type: none"> <li>- GIRLS: May wear navy blue, red, white, or black accessories to match the uniform (patterned or solid), such as headbands and hair pieces</li> </ul>	<ul style="list-style-type: none"> <li>- Non-prescription eyeglasses or sunglasses</li> <li>- BOYS: piercings other than studs (including hoops, spacers, or dangling earrings) OR studs larger than a pencil eraser. No more than 1 per ear.</li> <li>- GIRLS' PIERCINGS: more than one piercing is not permitted; no chains, connectors, clip-on/fake earrings; no earrings (including hoops) larger than a quarter</li> <li>- GIRLS' JEWELRY: no excessive jewelry, choker necklaces</li> </ul>



## 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 uniform ties for the following costs.

- Red Girls Tie: \$10
- Kinder & Primary Boys Tie: \$10
- Middle School Boys, Both Honor Roll & Leadership ties: \$15

Ties may be paid for in the following ways:

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)

# Student Health

## 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 health office. The form will be available during the home visit and is also available in the school offices as well as on the parent page. **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). If your child has an asthma action plan from Children's Hospital, this meets the requirements for permission for the medications listed on the plan.
2. Each medication must be in the pharmacy container labeled with the student's name, birth date, medication name, dosage & administration directions. Inhalers must have spacers.
3. 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).
4. Medications must be taken home at the end of each school year. If you do not pick up your child's medication (or communicate with the health office to make alternate arrangements) your child's medication will be disposed of or destroyed.

### 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
Acetaminophen / Tylenol	Age / Weight based	Headache / Aches / Cramps
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 in the original packaging labeled with the student's name, birthdate & instructions and brought to the School Nurse's Office. If a student is needing to take any non-prescription medication in a dose other than what is written on the packaging, this is treated as a 'prescription medication' and will require appropriate documentation to administer.

Medication administrations will be documented in Skyward.

## 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.

## Student Nutrition: Hot Lunch & Cold Lunch

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. Soda and candy are not permitted. 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.

## 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 Food Service Coordinator ([becky.hubred@stmarcus.org](mailto:becky.hubred@stmarcus.org)) and the school nurse ([katie.doering@stmarcus.org](mailto:katie.doering@stmarcus.org)). A parent/guardian should note on their registration paperwork each year whether they have an allergy that requires special accommodations additionally, if dietary modifications or substitutions are necessary, a DPI dietary form will need to be completed. If the dietary restrictions are new, a new form will need to be completed. If the restrictions remain the same year-to-year, the Food Service team will continue with the paperwork on file per DPI's requirements.

## School Nurse

St. Marcus has a school nurse or health aide, at all campuses. The School Nurse is an RN and the Health Aides are CNA's. Our health staff doesn't diagnose disease, but sees students in the health office for assessment of acute problems [like an injury, severe pain or breathing difficulty] 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 health office will always try to contact the parent/guardian if any treatment or follow up is needed for the illness or injury.

If a child is deemed "too sick" to remain in school for the day, or has an injury/situation that requires immediate medical treatment, it is the expectation that the parent/guardian picks up the child in a timely manner. If the parent/guardian cannot be reached, emergency contacts will be notified. In the event of a medical emergency, 911/EMS may be called to transport the child. School staff will follow health office protocols in these situations. If a parent/guardian or emergency contact cannot pick up a sick child in a timely manner, admin will be consulted and further action may be taken.

If your child is diagnosed with a contagious condition, new medical condition, allergy, diagnosis, injury, surgery, medical procedure or special circumstance relating to their health, it is your responsibility to notify the health office via text message or email. (Please note that this does not exclude you from communicating with the child's teacher and front office about any related absences). This ensures all necessary steps can be taken to keep your child and all other scholars and staff at St. Marcus safe and healthy and in class.

## Yearly Screening

The school nurse helps facilitate or provide yearly health screenings for dental, vision and hearing in certain grade levels. Parents/guardians are informed of any abnormal findings and referrals. If a parent/guardian wishes to opt out of any of these screenings they may do so by contacting the school nurse, or campus health office.

## 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.

## 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. If any student is found to be non-compliant by the state appointed deadline, that child may 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.

## 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](mailto:rebecca.hannemann@stmarcus.org) or call the school at (414) 562-3163.

# The School Day

## Attendance Expectations

### ATTENDANCE QUICK TIP

*If your child is going to be absent follow the “Reporting Absences” procedure before 9:00 a.m. Failure to report an absence results in an Unexcused marking 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.

## 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 be marked as having an “unexcused absence” for the day.

**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:  
North Avenue Campus (414) 562-3163 or  
Center Street Campus (414) 539-4843 or  
Burleigh Street Campus (414) 267-8340
  - b. **Email** the correct front office based on the student’s campus.
    - i. Center Street Campus: CSC[attendance@stmarcus.org](mailto:attendance@stmarcus.org)
    - ii. North Avenue Campus: NAC[attendance@stmarcus.org](mailto:attendance@stmarcus.org)
    - iii. Burleigh Street Campus: BSC[attendance@stmarcus.org](mailto:attendance@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.
4. Students may be marked "Excused Absence" for other reasons as approved by the principal.

## Unexcused Absences

A "UNX" 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.
5. Excessive number of Early Pickups - both excused or unexcused

Failure to abide by the attendance contract can result in a student not being able to return the following school year, participate in graduation, 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.

## 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 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 school is notified before 12:00 pm:

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

## 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.

Before care is provided for \$2/day and students must be registered. Please see the "Fees & Costs" section for Before care rates and visit the Parent Room for registration.

7:00 a.m.

North Avenue Campus:

- Kinder & Primary: Door 18 off the playground
- Middle School: Door 7 by the church

Center Street Campus:

- Kinder, Primary & Middle School enter off Richards and meet in the Cafeteria

Burleigh Street Campus:

- Kinder, Primary & Middle School enter off Burleigh St. and meet in the Before/Aftercare room

7:30 a.m.

- Entry begins at all locations

8:00 a.m.

- School day officially begins - please review "Timeliness and Tardiness Procedures".

## Aftercare

Aftercare is a service for parents of St. Marcus and is 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 registered and signed in. Snacks are provided for aftercare. It is imperative that ALL scholars are signed out by a parent/guardian. PLEASE VISIT THE PARENT ROOM ON THE SCHOOL WEBSITE FOR MORE DETAILED INFORMATION PERTAINING TO AFTERCARE.

## 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 at 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. ***Students coming after 8:30 am need to be accompanied into the building by a parent/guardian and signed in.***

**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, or not participate in the graduation ceremony. In extreme circumstances, the child might be removed from St. Marcus at the end of the quarter.

## 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

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

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

Center Street 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 North Avenue 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

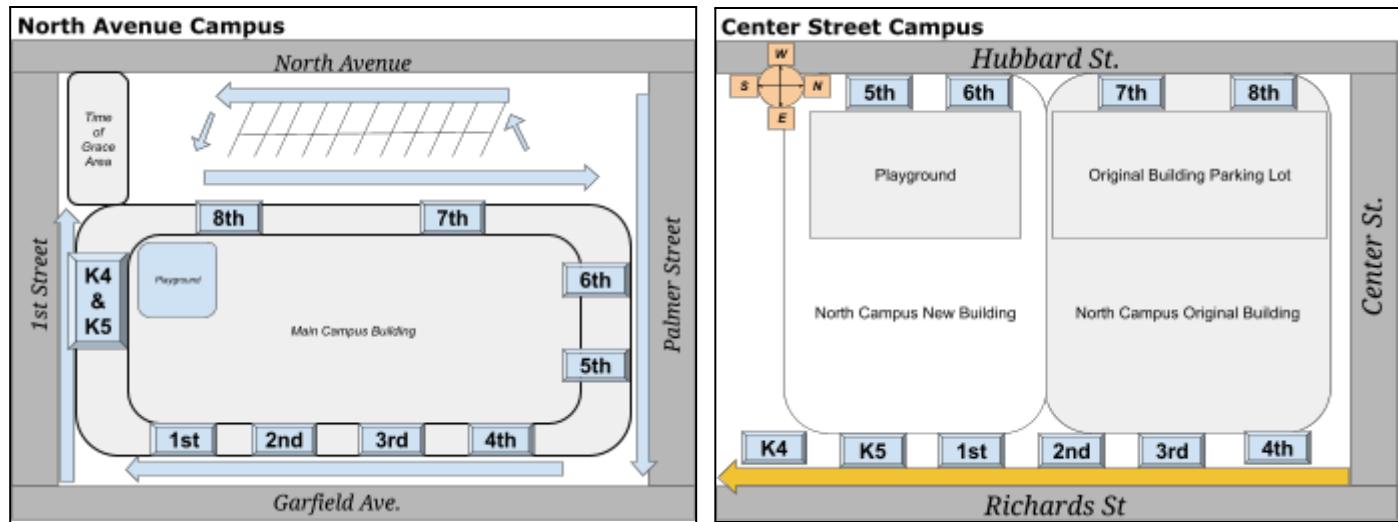
North Avenue Campus	K4 & K5	1st - 4th Grade	5th - 8th Grade
<b>Dismissal Time</b>	3:15pm	3:15pm	3:30pm
<b>Location</b>	Classrooms	1st: Classrooms 2nd-4th: Garfield Avenue	5th/6th - Palmer Street 7th/8th - Parking Lot
<b>Inclement Weather Location</b>	Classrooms	B. Bruce Krier Gym	5th/6th - Church entrance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

<b>Center Street Campus</b>	<b>K3</b>	<b>K4 &amp; K5</b>	<b>Primary Grades</b>	<b>5th - 8th Grade</b>
<b>Dismissal Time</b>	3:15pm	3:15pm	3:15pm	3:30 pm
<b>Location</b>	K3 Classrooms	Richards Street	Richards Street	Hubbard Street (Students with siblings in grades K4-4 dismiss on Richards).
<b>Inclement Weather Location</b>	K3 Classrooms	South Stairwell Door #2	Center Stairwell Door #1	Gym

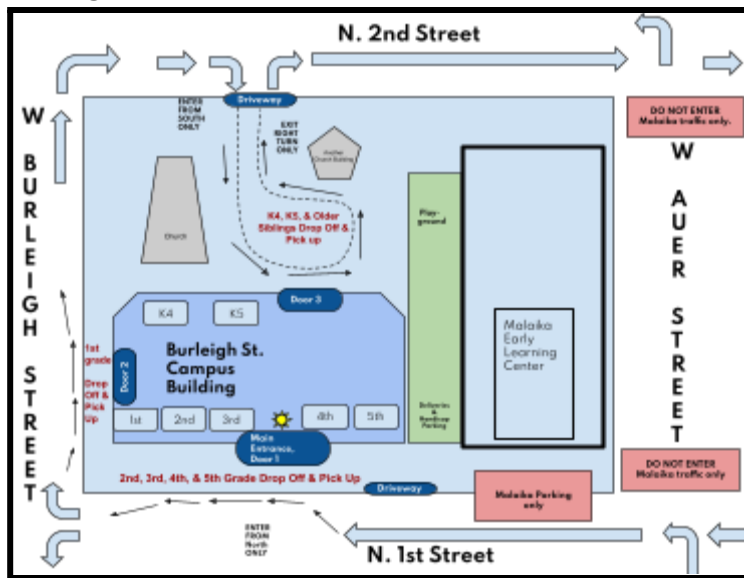
<b>Burleigh Street Campus</b>	<b>K4 &amp; K5</b>	<b>1st</b>	<b>2nd - 5th</b>
<b>Dismissal Time</b>	3:15pm	3:15pm	3:15pm
<b>Location</b>	Parking lot of 2nd St.	Burleigh Street	N. 1st Street
<b>Inclement Weather Location</b>	*All inclement weather is the same location (no change); students don't wait outside but wait until called in inclement weather		

### Dismissal Locations

*Locations are subject to change - please see notes above.*



## Burleigh Street Campus



## 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.

### Cold Weather Dismissal

Students will dismiss outside whenever possible. However, all students will dismiss from INSIDE when the “real feel” temperature falls below 15°F [as reported by local weather stations].

### 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.

# Student Expectations

## Student Commitment

As a student in the St. Marcus Family, I commit to:

- **Uphold and adhere to fundamental school expectations**
  - Be lined up or seated in my desk and ready to begin learning by 8am every day
  - Follow the school uniform code and maintain superior appearance
  - Complete all homework assignments thoroughly including necessary signatures
  - Strive to exhibit Christ-like behavior in all that I do inside the school building, on social networks and in my community
  
- **Strive to adopt the following core beliefs**
  - Love is the best motivator for learning and growth
    - Love over fear; cooperation over coercion; compassion over competition
  - Change is possible
    - I will adopt a growth mindset
  - We are empowered by choosing to control ourselves instead of others
    - Stimulus + pause + response = positive outcome
  - Conflict is an essential part of life
    - I will grow through conflict and mistakes
  
- **Bring my best self to school through healthy sleep and nutritional habits**
  - Plan on getting 9-12 hours of sleep every night
  - Eat a healthy nutritional breakfast and lunch every school day
  - Avoid bringing unhealthy, high sugar content drinks and snacks to school
  
- **Technology / Screens / Social Media**
  - Align technology usage with biblical discipleship and Christ First
    - My social media presence points others to Christ
    - Includes social media, texts, posts, gaming
  - Build habits so that screens do not disrupt sleep
    - No screen 1 hour before sleep = better sleep
    - Consider removing screens from your bedroom
  - Understand that all Chromebook usage is monitored by the school
  - Utilize technology in appropriate ways to further my learning

I understand that I will only thrive at St. Marcus if I choose, internalize and commit to living out these expectations.

## 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 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.

## Curriculum

St. Marcus Lutheran School has adopted academic standards as a guide for determining whether or not students are 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

## 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.

## 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.

## 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”
5. Illegal substances or drug paraphernalia (not limited to but including weed, wraps, vapes, cigarettes)

## Technology Expectations: Middle School Electronics, Cell Phone & Smart Device Policy

Students are strongly encouraged to leave all electronic devices, including cell phones at home. Research is clear that the use of these devices strongly interferes with student learning. All cell phones or other electronic devices shall be kept turned off in their bag. Cell phones/electronic devices are not to be visible at any time while on campus, including before/aftercare and extracurricular activities. If students need to contact a parent, they must talk to the Director, Dean, or their own advisor or own teacher.

### Consequences

If 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. Any teacher or member of the school’s leadership has the authority to confiscate these items if this rule is broken. If the student refuses to give the device to the adult, the offense will shift to a third offense and will result in suspension until a parent meeting. The phone or smart device will 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:** The device may be released to parents/guardians as soon as they sign the offense form.
2. **Second Offense:** The device may be released to parent/guardian upon signing the offense form, and the student will miss community time (ie. morning assembly, lunch and recess) to work on a restorative project, research paper, and presentation, that involves research on the effects of technology/social media on education.
3. **Third Offense:** The device may be released to the parent/guardian upon signing the offense form, and the student is out of school suspended for one school day. The student and parent/guardian must attend a restorative meeting before the student attends class.
4. **Subsequent offenses:** Any additional offenses will result in an additional indefinite suspension until another restorative meeting takes place.

### \*Filming or Capturing Photos

Any student who has a smart device out and films or photographs on school property will result in disciplinary action up to and including suspension or loss of seat.

### \*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 or expulsion 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.

## All Other Electronics

All other electronics not specifically noted, (i.e. mp3 player, iPod, iPad, tablets, smartwatches, air pods, Bluetooth headphones 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.

## Electronics during Before Care, Aftercare, and Sports Practice

Students' electronic devices should not be seen at all during the day, including in before care, aftercare, or at sporting practices. Students should not be on them in the locker rooms or bathrooms. If a student is on their phone they will be asked to put it away, and it will be reported to the dean. Students may need to use the cell phone to call for a ride, but this would be after practice and under the supervision of the teacher or coach. Students who repeatedly violate the cell phone policy could lose playing time, or be removed from before care, aftercare or athletic programs.

# Technology Expectations: Kinder & Primary Electronics, Cell Phone & Smart Device Policy

Parents of kindergarten and primary students are discouraged from sending their children to school with a phone or other electronic device.

If a parent must send their child to school with a phone (for after-school reasons), the cell phone must be OFF AND IN A BOOKBAG before the child enters the school building.

**All phones/devices are brought on campus at one's own risk.** St. Marcus Lutheran School is not liable for broken, lost, or stolen phones or electronic devices. St. Marcus Lutheran School will not reimburse or provide payment for any lost, stolen, or broken device.

Phone calls, texting, and videotaping of oneself or others is strictly prohibited at any time during the school day or during school activities.

If a student needs to contact a parent during the school day for an emergency, he/she must request permission from the teacher and go to the main office to make the call using the office phone.

Students are not granted permission to take out or use phones or electronic/smart devices on campus at any time (including during dismissal, before or after care and while using St. Marcus transportation).

If a parent needs to reach their child for important information during the school day please contact the teacher. Time sensitive information should be relayed to the front office. (i.e. changes to after-school pick-up).

If there is a special circumstance that requires a child to bring a phone, please contact the dean.

## Consequences

Non-compliance of the policy will result in:

1. **First Offense:** The device may be released to parents/guardians as soon as they sign the offense form.
2. **Second Offense:** The device may be released to parent/guardian upon signing the offense form, and the student will miss community time (ie. morning assembly, lunch and recess) to work on a restorative project, research paper, and presentation, that involves research on the effects of technology/social media on education.
3. **Third Offense:** The device may be released to the parent/guardian upon signing the offense form, and the student is out of school suspended for one school day. The student and parent/guardian must attend a restorative meeting before the student attends class.
4. **Subsequent offenses:** Any additional offenses will result in an additional indefinite suspension until an additional restorative meeting takes place.

## All Other Electronics

All other electronics not specifically noted, (i.e. mp3 player, iPod, iPad, tablets, smartwatches, air pods, Bluetooth headphones 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.

## Electronics during Before Care, Aftercare, and Sports Practice

Students' electronic devices should not be seen at all during the day, including in before care, aftercare, or at sporting practices. Students should not be on them in the locker rooms or bathrooms. If a student is on their phone they will be asked to put it away, and it will be reported to the dean. Students may need to use the cell phone to call for a ride, but this would be after practice and under the supervision of the teacher or coach. Students who repeatedly violate the cell phone policy could lose playing time, or be removed from before care, aftercare or athletic programs.

## 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 involving St. Marcus students on these social networking sites can result in school-based consequences (including, but not limited to in or out of school suspensions and even expulsion).

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. Recording, posting or distributing images or videos that include St. Marcus scholars engaging in violence
3. Any gang-related images or conversations
4. Bullying of any kind or threats of violence
5. Any mention of illegal substances
6. Any inappropriate talk about St. Marcus teachers, school, or other students

## 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.

**Pre-planned consideration:** Altercations which have been planned in advance will result in severe disciplinary actions. This includes altercations being filmed, timed, or taking place intentionally in a space with limited adult supervision. These will rarely, if ever, be tolerated. Anyone instigating, filming, or encouraging students to participate in these altercations will also be subject to disciplinary action.

## 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. Fighting includes, but is not limited to, slap boxing, squaring up, swinging, sparring, “going 30”, attempting to hit another student, or being physically aggressive towards another student in any shape or form. Any of these behaviors can result in disciplinary action including, but not limited to, extended suspension and an expulsion.

## 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. Altercations, even those occurring off campus, can result in disciplinary action at St. Marcus.

Students must not make threats of any kind. Verbal or physical altercations can result in disciplinary action at the discretion of the administration.

## 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.

Bullying is not:

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fights

These actions can cause great distress. However, they do not fit the definition of bullying and they’re not examples of bullying unless someone is deliberately and repeatedly doing them.

<https://www.ncab.org.au/bullying-advice/bullying-for-parents/definition-of-bullying/>

## 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.*

# 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!](http://www.stmarcus.org/athletics!)

## Athletic Program Mission Statement

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

## 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)

## 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 receiving tier 2 interventions, he or she may be ineligible to participate in games (at the discretion of the Deans or Directors) 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.

## 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 may dress down following the St. Marcus school day dressdown guidelines as assigned by Deans or Directors. Any student who does not follow these dressdown expectations is subject to lose future dressdown days or the privilege to attend future after school activities. 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.

## 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.



# 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.

## 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 (students should have no more than 15 absences in a school year)
3. Academics
4. Performance on standardized tests

## 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.

# Governing Policies

## 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.

## 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.

## 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:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. 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.
3. Make a record of when, where, and how you were mistreated; include witnesses (if any), direct quotes, and other evidence.
4. If you are a student, notify a Director, the Dean of Students or Principal. If you are uncomfortable doing so, speak with another adult.
5. 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.

## 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.

## 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.

## 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.

## 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 (endangering or aggressive behaviors)
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. Bringing illegal substances or drug paraphernalia (not limited to but including weed, wraps, vapes, cigarettes) to school
9. 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 or use 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.

## School Contact Information

### North Avenue Campus (K4-8th Grade)

2215 N. Palmer Street, Milwaukee, WI 53212 | Phone (414) 562-3163 | Fax (414) 562-9188

- Kinder & Primary Interim Principal: Rebecca Hannemann (414) 491-2858
- Middle School Principal: Garrett Mandeville (414) 507-4825

### Center Street Campus (K3-8th Grade)

2669 N. Richards Street, Milwaukee, WI 53212 | Phone (414) 539-4843 | Fax (414) 562-9188

- Kinder & Primary Principal: Sarina Owens (414) 737-1426
- Middle School Principal: Brittany Krause (414) 312-3467

### Burleigh Street Campus (K4-5th Grade)

3129 N. 1st St, Milwaukee, WI 53212 | Phone (414) 267-8340 | Fax (414) 562-9188

- Principal: Tracy Eastburn (262) 313-7240

## Governing Body

### School Council

Position	Name	Serving Since
Chair	Amy Heffelfinger-Miles	2015
Member	Jessica Kock	2018
Member	Nakisha Adams	2021
Member	Paul Hein	2021
Ministry Representative	Pastor Joel Krieger	2022
Superintendent	Henry Tyson	2002

### Executive School Administration

Position	Name	Phone
Superintendent	Henry Tyson	(414) 303-2133
North Avenue Campus Kinder & Primary Principal	Rebecca Hannemann	(414) 491-2858
North Avenue Campus Middle School Principal	Garrett Mandeville	(414) 507-4825
Center Street Campus Kinder & Primary Principal	Sarina Owens	(414) 737-1426
Center Street Campus Middle School Principal	Brittany Krause	(414) 312-3467
Burleigh Street 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. Joel Krieger

## 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](mailto:FirstName.LastName@stmarcus.org)

### Online

Website: [www.stmarcus.org](http://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](http://www.stmarcus.org/school/parent-room)

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