

ST. MARK LUTHERAN SCHOOL



FAMILY HANDBOOK 2014 - 2015

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Principal's Note

Dear Parents,

What is one of the greatest gifts you have ever received? Some might say a wife or a husband; others might say a financial gift or an opportunity to attend a special event or a vacation. But I doubt that anyone would argue that children are at or near the top of the list.

Having a child or adopting one into your family is one of the greatest experiences. The joy and excitement that exists is like none other. Parents are happy and feel extremely blessed to add these precious gifts from God to their family and watch them grow over the years. Often they will think back to the day that precious gift entered their family for the first time.

St. Mark Lutheran School is also a wonderful gift and blessing from our Lord. Our church knows the importance of building strong families through Christian education. They have included this school as an integral part of their ministry to children and their families. Our school rejoices each time we have the opportunity to welcome someone new to our school family. We are here to partner with parents and support them in their role of teaching children about their Lord and Savior. Together and with the Lord's blessing, we will develop a child's spiritual, academic, social and physical skills and pray they will use them to the best of the God-given ability.

St. Mark became nationally accredited in 2006 and again in 2013 by the Wisconsin Evangelical Lutheran Synod School Accreditation service, a member of the National Council for Private School Accreditation. This process ensures we have designed a program that is of the highest quality and meets the high standards our parents, students and community expects and deserves.

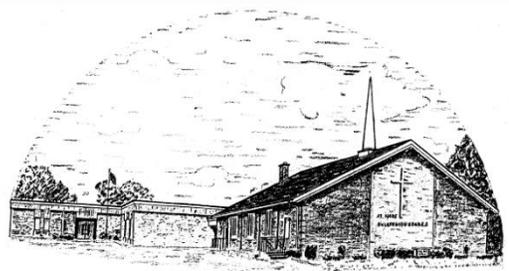
This handbook has information as to the programs and procedures at St. Mark Lutheran School. If there is a question that can't be answered in the handbook, please feel free to talk to any of our faculty or staff. We are ready to help you in any way we can!

If you are a family that is returning to our school, we look forward to serving you and your family once again. If you are new to our school family, we welcome you and are excited to have the opportunity to serve your family!

Parents have many choices to make each day, including the choice of education for their children. We are excited you have chosen St. Mark and pray the Lord will bless our time together.

In Christian Service,

Jeremy Bock
Principal, St. Mark Lutheran School



Our Mission and Vision

Mission Statement

St. Mark Lutheran School assists parents in the daily Christian training of their children with the timeless truths of God's Word for now and eternity. We strive to nurture each child's mind, body and soul in a Christ-centered atmosphere using a systematic, thorough curriculum and high academic standards.

Vision

It is our desire that through this Christ-centered education and dynamic learning experience students will understand and develop their gifts and talents. Teachers, parents and students will partner together and foster a desire for a lifetime of Christian service. School will be a place for the family to grow together in their relationship as a family and ultimately in their knowledge of Jesus.

Guiding Principles

Ministry

- St. Mark Lutheran School is a ministry of St. Mark Lutheran Church and a non profit organization. (See Appendix A copy of 501 (c) 3 letter from WELS stating that St. Mark Lutheran School is recognized by the I.R.S. as a non-profit organization.)

Spiritual

- God's Word revealed to us in the Bible is the only source of absolute truth. We pray the students will grow in their understanding of God's Word and apply it throughout their lives. **John 17:17, "Your Word is truth."**
- As a result of our sinful nature, we are in need of a Savior as **Romans 3:23** states, "**All have sinned and fall short of the glory of God.**"
- We have the comfort of knowing God has forgiven us through Jesus. **I John 2:2, "He is the atoning sacrifice for our sins, and not only for ours but also for the sins of the whole world."**
- We will actively support parents in their God-given role of teaching Christian principles to their children.

Academic

- God has blessed each one of us with different gifts as **Romans 12:6** says, "**We have different gifts, according to the grace given us.**"
- We will create a dynamic learning experience in all areas of the curriculum that prepares children to meet the challenges in our world today.
- The students will see the wonder of God not only in religion, but throughout the curriculum as **II Timothy 3:16** says, "**All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness.**"
- St. Mark Lutheran School has adopted the pupil academic standards issued by the governor as executive order no. 326, dated July 13, 1998 (Wisconsin Model Academic Standards).

Social

- Everyone will have respect for each other in all settings.
- We will strive to cultivate a desire in all to live a life of service to their Lord.
- We all have a role and responsibility to live as Christian citizens.

Curriculum

The world in which we live is constantly changing. Our students need to learn the necessary skills that will allow them to be successful in today's world. The curriculum at our school is challenging and meets the needs of all learners. Christian principles are taught not only in Religion class, but applied in all areas of the curriculum. Below is a summary of the curriculum and areas of learning:

Religion

Worship, Prayer, Bible History, Catechism, Hymnology, Church History, Memory Work

Language Arts

Reading, Literature, Phonics, English, Grammar, Forensics, Handwriting, Spelling

Foreign Language

Spanish

Mathematics

Arithmetic, Problem Solving, Pre-Algebra, Algebra, Geometry

Science

Earth Science, Life Science, Physical Science, Human Body

Social Studies

Geography, History, Current Events, Political Science, Economics, Sociology

Fine Arts

Vocal & Instrumental Music, Art

Physical Education

Movement Exploration, Fitness, Coordination, Individual & Group Skills, Team Games

Computer Science

Hardware Introduction, Drill & Practice, Keyboarding, Applications, Internet Usage, Programming

Academic Progress

Report Cards

Report cards will be issued quarterly.

Parent/Teacher Conferences

After the first six weeks of the first and third quarters, teachers will meet with the parents of each of their students. This conference time allows the teacher and parent the opportunity to discuss the student's development in all areas. If a problem or concern arises before or after the conference regarding the student's development, the teacher will notify the parent. Likewise, the parents are encouraged to contact the teacher to schedule a special consultation. Please use care when discussing your child's progress with him/her and also with your child's teacher.

Online Grades

St. Mark offers an online grade program in addition to hard copy grades. These grades will be updated frequently in addition to reports are sent home. The online grade book is accessible from the school website,

stmls.org. Information about how to log in will be provided to you during the first quarter of school.

Homework

The program of instruction at St. Mark requires that some study be done at home. The homework depends on the grade level and the study habits of the child, as well as his/her abilities. Parents can be helpful by providing encouragement and a quiet place to work. Providing too much help is to be avoided. Teachers depend on the supportive encouragement of parents for their children to complete all assignments promptly and neatly.

Honors Program

The **Honor Roll** recognizes God-given talent in outstanding academic achievement of students in grade 6-8. High honors are awarded to students achieving a 3.745 and honors are awarded to students achieving a 3.325.

The school will award the **President's Award for Academic Excellence** to graduating eighth grade students who merit the award. Criteria are established by the U.S. Department of Education.

Life Skills

St. Mark will evaluate students in the following areas:

- Follows Directions – verbal and written
- Interpersonal Skills – social interaction with staff and peers
- Neatness – legible, careful work
- Organization – locker and desk area, keeping track of assignments and due dates
- Conduct – God-pleasing behavior
- Time Management – using time wisely, planning
- Perseverance – effort, not giving up

Grade 4-8 Homework Policy

To help encourage our students to have their assignments completed on time and done well, the following system is used in grades 4-8.

- Unfinished, partially finished, late, lost, forgotten, or “quickly finished” assignments will receive an incomplete slip, and it will be recorded.
- Five incomplete slips in one quarter results in a detention. Students will also receive a detention on each odd following pink slip.
- Incomplete records start over each quarter.
- Recess time will be used to give students time to finish and return their work on days following giving the slip if the work is not returned.
- Students are responsible for notifying their parents. After two days, teachers will have students contact their parents during school hours.
- Assignments that are not returned remain a zero in the grade book.
- The second late assignment and those following each quarter will receive a grade no higher than an 85%.

We hope that this system will make students aware of how important it is that they try their best to do well on their assignments and get them done on time.

Assignment Redo Policy

To encourage our students to master skills and improve their work when necessary, the following policy is followed for redoing assignments:

- Students may redo any assignments under 85%.
- Students are strongly encouraged to redo failing assignments.



- Teachers can make them mandatory at their discretion.
- The assignments will be marked “missing” in Skyward followed by “redo” so parents know an assignment must be redone.
- All redos should be done within a week.
- They will be averaged with the original grade for a final grade to a maximum of 85%
- If the assignment is not done within a week, the original grade is made permanent.
- Tests may only be redone through fifth grade.

Grading Scales

A+	100	E - Excellent	97 - 100%
A	97-99	S+ - Satisfactory Plus	91 - 96%
A-	94-96	S - Satisfactory	86 - 90%
B+	91-93	S- - Satisfactory Minus	80 - 85%
B	88-90	N - Needs Improvement	70 -79%
B-	86-87	U - Unsatisfactory	0 -69%
C+	83-85	I - Incomplete	
C	80-82		
C-	78-79		
D+	76-77		
D	73-75		
D-	70-72		
F	0-69		

Worship

Church

Gathering around God’s Word on a regular basis is important for the entire family. Parents are encouraged to discuss God’s Word in their home through devotions and pray about all things. Worshiping with others allows us to grow in our knowledge of God together and encourage one another in our faith. All families are encouraged to attend church as a family on a regular basis. St. Mark invites all families to join them for worship, especially those who do not have a church home. Throughout the year, the classes will beautify the worship through song. Students are encouraged to attend worship when their class sings.

Mid-week Chapel

Each week a special worship service is held at school. This is an opportunity for parents, students, teachers and others to praise our Lord and be reminded of his promises. Chapel services are held at 8:05AM on Wednesday mornings. Everyone is welcome!

Mission Offerings

Each week an offering is collected at the chapel service. Each quarter the gifts collected go to support the Lord’s work in various church ministries and schools in our country and around the world. Together and motivated by God’s grace and love for us, we can support the growth of the church.

School Policies

Nondiscrimination

St. Mark Lutheran School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions

policies, scholarship and loan programs, and athletic or other school-administered programs.

Alcohol, Tobacco and Drugs

The possession, use, or being under the influence of, alcohol, tobacco, or any kind of illegal drug is strictly forbidden by any student attending St. Mark Lutheran School. This policy includes any church/school property or any church/school related activity. Proper disciplinary action, which could lead to expulsion, will be enforced for the welfare of the student body.

As Christians, God's Word guides us also in this area of our life. In the Fourth Commandment God commands us to obey those placed in authority above us. Government laws strictly forbid the illegal use of drugs, tobacco, and alcohol. In the Fifth Commandment, God commands us to be concerned about the physical welfare of our neighbors as well as our own. Impaired judgment, lack of self-control, possible permanent injury to ourselves or others are the results of drug, tobacco, and alcohol use and abuse.

Attendance, Tardies and Absences

Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement.

Excused and Non-excused Absences

- Excused absences are those that are unavoidable. The teacher determines whether or not the work needs to be made up.
- Unexcused absences are those that are avoidable and those for which the school is given no explanation or the explanation is not valid as an excuse.
- Absence due to a medical appointment is excused as long as the absence is for the appointment only. **Please notify the office and teacher at least one day prior to the appointment.**
- Truancy is an absence without the knowledge of the parent or guardian. Schoolwork for truancy cannot be made up.
- Vacation Trips During School Session
 - Vacation trips that coincide with regular school days are strongly discouraged, especially trips of an extended nature. **If a trip must be taken, the office and teacher must be notified three weeks prior to the trip.** This allows the teacher time to prepare assignments and adjust schedules as needed. Immediately upon a student's return it is his or her responsibility to request all makeup work. A student is given two days per day gone to make up missed assignments, tests, and quizzes.
- Procedures for Reporting Absence
 - Parents are expected to call the school office if their child will be absent. Each teacher will report the names of absentees to the school secretary immediately after the opening of school. The school secretary will contact the home if information on absence has not been reported by parents.
- Tardies
 - School doors open at 7:45 A.M., and school begins at 8:00 A.M. Students are expected to be in their classrooms and ready for school at 8:00 A.M. Those who are late will receive a tardy slip. Tardies are accumulated by semester. A student who is tardy 8 times in one semester will receive a one-day suspension. A note of warning is sent and the parents are called after the student has been tardy 6 times.

Enrollment Guidelines

Our school exists to help families of St. Mark know Jesus better and to introduce Jesus to those who do not yet know Him as their personal Savior. Children of St. Mark families and current students are given enrollment priority. If openings remain, children of families who are from other churches or who are looking for a church home are considered for enrollment into St. Mark Lutheran School.

The St. Mark School Board will apply the following standards in determining application acceptance and continued school enrollment:

- To become familiar with the teachings and beliefs at St. Mark, parents must agree to attend the Christian Life and Service Seminars (C.L.A.S.S.) Seminars are held Saturdays from 9:00AM-12:00PM at our De Pere campus.
- Continued enrollment and re-enrollment of each student is based on the policies outlined in the Family handbook and quarterly reports of each student's progress in school.
- Children enrolling in grades 1-8 will be admitted upon receipt of their permanent records from previous school(s) attended.
- St. Mark also understands the need to educate children with special educational needs. Children with special educational needs will be enrolled on a case-by-case basis. St. Mark will evaluate each case to ensure it has the necessary resources to meet the needs of the child.
- Children enrolling in Kindergarten must be 5 years old on or before September 1.
- Upon acceptance to St. Mark Lutheran school NEW families will receive a letter instructing them to register with FACTS, a tuition management system. The letter will clearly state a deadline for families to be enrolled in FACTS. Applications will be voided for families who have not enrolled by the deadline. Should your application be voided you may reapply by submitting a new application and enrollment fee. Current and existing families will not need to reenroll each year. This will be done by the school office.

Application Appeals Process for WPCP

The steps below outline the approved method for any WPCP applicant to appeal an application that has been rejected:

Step 1. The parents should contact the Principal/WPCP Administrator to inquire as to the reason for the rejected application.

Step 2. If the parent is not satisfied with the information received in step 1, the matter will be brought to the attention of the Board of Education consisting of the following members:

- Chairman
- Board Members
- Pastor Johnson- Pastor Board Liason
- Mr. Jeremy Bock - Principal/WPCP Administrator

Harassment, Threats, and Matters of Respect

St. Mark expects that students will treat others with respect and courtesy. The school will not tolerate harassment or bullying based on race, color, creed, religion, national origin, sex, or status with regard to public assistance or disability. The school will take action to ensure that all school practices and activities are free of unlawful discrimination or harassment.

Statements on harassing behavior

St. Paul tells us, *“Be devoted to one another in brotherly love. Honor one another above yourselves” (Romans 12:10)*. Bullying has no place in the life of a Christian. Bullying is intentional, harmful behavior initiated by one or more students and directed toward another student and will not be tolerated. Not all conflict constitutes bullying. Any person who observes what he or she feels is bullying is to notify the classroom

teacher or direct adult supervisor immediately. The teacher will then contact the principal if any further action is needed.

All complaints of harassment will be taken seriously and handled with respect.

The State of Wisconsin requires all schools to provide a safe, secure, and respectful learning environment for all students and teachers in schools buildings and at school-sponsored events. The State of Wisconsin does not tolerate bullying and harassment behavior in schools or at school events. This policy addresses the bullying or harassment issue for St. Mark Lutheran School.

Any behavior, whether physical, verbal, written, or non-verbal, that hinders the learning/teaching environment or that can be interpreted as threatening to others is not acceptable. Our school is committed to maintaining a learning environment that is safe where students and staff can work and study productively. St. Mark prohibits any form of harassment or violence. Examples of prohibited, un-welcomed, or unsolicited behaviors include but are not limited to:

- Physical: intentional, un-welcomed touch against another's body, assault, or blocking free movement at school. As in all areas of conduct, it is expected that students would conduct themselves in a God-pleasing manner. If a student uses poor judgment in the areas of physical harassment these actions will be dealt with immediately.
- Verbal: suggestive or obscene comments, threats, jokes, as well as comments about a student's body which are negative or embarrassing. Violation may result in disciplinary action, including detention, loss of privileges or dismissal.
- Written: display or sharing suggestive pictures and/or cartoons, messages through *Facebook or Twitter*, text messaging, instant messaging, mobile phone generated messages and images, internet postings, obscene letters, notes, and more...
- Non-verbal: suggestive or obscene looks, leering, or gestures.

If you believe that you have not been provided equal opportunity in any manner, or if you become aware of discrimination or harassment, you should immediately report that conduct to the teacher. St. Mark will promptly investigate and attempt to resolve your concerns. Your identity will be kept confidential to the extent possible under the circumstances.

If you do not find that your concerns have been handled to your satisfaction, you should report the matter to the Principal. If still unresolved, you should report the matter to the Board of Education Chairman.

Response to Harassment

St. Mark 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 your teacher or the Principal. If you are uncomfortable doing so, speak with another adult.
5. If you are an adult, notify the Principal.
As soon as possible, the adult notified will report to the Principal who will notify the authorities, if

necessary. The administrator will investigate the matter in a swift and equitable manner and communicate a decision to all parties involved.

Retaliation Prohibited

We will not tolerate retaliation against a student or parent who brings a good faith report of discrimination or harassment. If you believe retaliation has occurred you should promptly notify the Principal. If this is not satisfactory, your concern should be brought to the Board of Education.

All students and parents are expected to be cooperative and forthright in responding to any report of discrimination or harassment.

Technology Use

Personal technology tools such as the Ipad, Ipod, Nook, Kindle, graphing calculator, Netbook, Chromebook, cameras, video/voice recorders, and phones can enhance lessons and provide many applications to a collaborative global classroom. However, temptations and distractions can also increase from having these devices accessible during the school day, so they must be used only in accordance to the policy below. Further, none of these devices will be required for any curricular work, so parents may choose whether or not to allow their children to bring them to school, and the students will not suffer any disadvantages if they don't use them for school work. All students will have access to school-owned technology if needed for coursework.

Personal technology tools are allowed:

- In classrooms with teacher permission.
- In plain view or on top of desks.
- For school related activities.
- In accordance with the [Acceptable Use Policy](#).

Use of personal technology tools are not allowed:

- During breaks, lunch, or recess.
- In hallways, bathrooms, locker rooms.
- To make personal calls or personal text messages

Failure to comply with the policy will require the following consequences:

First offense- Teacher repossession for the rest of the day.

Second offense-Loss of privileges for 1 week.

Third offense- Loss of privileges for the rest of the quarter, or 2 weeks which ever is longer.

Fourth offense- Loss of privileges for the rest of the year.

*certain situations may be treated as though they were a 4th offense.

Transcripts and Transfer Policy

St. Mark Lutheran School is a member of the Wisconsin Evangelical Lutheran Schools System and is listed in the Wisconsin Non-Public School Directory published by the Wisconsin Department of Public Instruction.

Credits earned at SMLS are transferable to other elementary and middle schools, both public and non-public, and to high schools upon completion of 8th grade. St. Mark Lutheran School will accept the transfer credits earned from any accredited institution.

Visitors

St. Mark Lutheran School maintains a closed campus during the school day. For the well-being of our students and the entire school community, guests are expected to be buzzed in by the school office to gain entrance into

the school. All guests are expected to sign in at the school office. An unknown guest will be required to wear a visitor badge so the teaching staff will know who the guest is. Upon departure, all guests are required to sign out in the office.

Arrival/Departure Procedures

St. Mark Lutheran School is committed to ensuring the safety of all students. This goal can only be attained through a partnership between the school and the home. School staff, volunteers, parents, and students, all play a role in creating the safest possible school environment. To assist all in reaching that goal, the following arrival procedures have been created.

1. Preschool parents (am & pm classes) as well as the afternoon Kindergarten class will use Kenwood St. to drop off/pick-up their children. (see map) Drop off times begin at 7:45AM and 11:55AM. Please park on the south side of Kenwood Street to avoid crossing the street. The preschool teacher or classroom aide will greet you and ask you to sign in your child.
2. A drop off lane has been created in the school parking lot. (see map) Parents wishing to drop off their children must use this lane that has been painted on the parking lot and will be outlined with cones, retractable tapes, and signs. **Children may only exit the car once you have reached the marked area.** If there is a line, please wait patiently to move into the marked drop off area.
3. Parents wishing to park and come into school to see a staff member, buy script, etc. may use the designated school parking places. (see map) Only 10 spaces have been designated in order to keep a parking lot that is open and visible. If these spots are full, please park on Thorndale outside the bus zones and enter the school area through the gate by the playground.

Pick-up Procedures

1. Parents wishing to pick-up their children may park on Thorndale or Kenwood Street. Please watch for your child(ren) and assist them in crossing the road. We had several close calls last year reported to us by neighbors and parents that children running out from a parked car or bus to reach their parents on the other side of the street.
2. Teachers will be stationed at the bus loading zones on Thorndale and Oneida Street as well as the entrance doors on Kenwood Street to promote safety.
3. The parking lot will be closed for after school pick up.
4. Running games or games using athletic equipment are not allowed while waiting to get on the bus or for parent rides. The proximity of the waiting areas to the street and the lack of space can present dangerous situations, especially when children lose track of what they are doing and end up in the street.
5. Children remaining on the school grounds after 3:20PM will be taken to the After School Care Program.

St. Mark School Dress Code

(Revised June 1, 2010)

God's Word reminds us that our bodies are temples of the Holy Spirit and should be kept clean and healthy. St. Mark students are expected to reflect a clean, healthy, neat and modest appearance. Our appearance should also give a clear witness of our faith and reflect our love for God. Dressing appropriately is a key element to maintaining a school culture that is conducive to a teaching - learning environment. The dress code guidelines

as established by the School Board are to be embraced by all Christian partners (parents, students, teachers, and administrators) in order to achieve these aforementioned goals.

This dress code is to be followed for any and all school-related activities that are held during normal school hours and when involved in worship services. (Example: physical education, class trips, field trips and after school care) We strongly encourage that the dress code be used as a guideline during school related activities that fall outside the school's normal hours. Examples of such would include but not limited to sports events on or off school premises.

The following is a list of acceptable clothing choices:

SHIRTS, FLEECE, DRESSES, and SWEATSHIRTS WITHOUT COLLARS

- † Short, $\frac{3}{4}$, or long sleeved
- † Solid colored, striped or patterned
- † Free of any letters, words, and images
- † Sequined, embroidered or embellished with trim if in accordance to the rules above
- † Tank tops and camisoles layered with an acceptable sleeved shirt
- † Worn at a modest height and length
- † St Mark Physical Education t-shirts are required for 5-8th Physical Education classes

Shirts, FLEECE, and DRESSES with a collar, turtle neck, or mock turtle neck

- † Short, $\frac{3}{4}$, or long sleeved
- † Buttoned to the second button from the top
- † Loose-fitting

SWEATERS

- † Crew-necked, hooded, v-necked, or sweater vests
- † Buttoned to the second button from the top
- † Zipped near the top or have an acceptable shirt(see above) underneath

ST. MARK AND FVL APPAREL

- † All St. Mark and FVL shirts and sweatshirts are acceptable

PANTS

- † Jean, khaki, cargo, knit, gaucho, or capri
- † Free of rips and tears
- † Worn at modest waist height (undergarments not visible)
- † *Sweat pants, athletic pants, and fleece pants **only** during gym class*

SHORTS, SKORTS, SKIRTS, and DRESSES

- † Mid thigh or longer
- † Worn at a modest waistline (undergarments not visible)
- † *Athletic shorts **only** during gym class*

SHOES and SANDALS

- † Close-toed
- † Tied, strapped, or velcroed
- † Non-marking
- † Free of wheels and tall heels
- † Tennis shoes for Physical Education (may be worn to or stored at school)

GIRL'S JEWELRY

- † Simple earrings, necklaces, bracelets, or watches
- † Consistent with Christian attire
- † *Removed or covered for Physical Education classes*

BOY'S JEWELRY

- † Necklaces, bracelets, or watches
- † Consistent with Christian attire
- † *Removed or covered for Physical Education classes*

MISCELLANEOUS

- † Hair will be neat, clean, and a natural color
- † Make up will be worn lightly
- † Hats will be worn only outside

Where there are difficulties in judgment, the Board of Education has placed its confidence in the principal to make the final decision on acceptable clothing choices. In times where a violation is deemed to be more of a behavior issue, disciplinary steps will be taken as necessary.

DRESS CODE VIOLATIONS

- 1st infraction –Teacher discusses infraction with student, violation recorded.
- 2nd infraction–Verbal warning, teacher calls parents, violation recorded, note sent home for parent signature
Student will be issued an appropriate shirt for the remainder of the day.
- 3rd infraction– Teacher calls parents, student will be issued an appropriate shirt, violation recorded, note sent home for parent signature and principal notified.

- 4th infraction – Principal notifies parents, parents must bring appropriate attire before the student is allowed back in the classroom, violation recorded, and note sent home for parent signature.
- 5th infraction – Student receives a detention, parents meet with the principal and school board to discuss continued enrollment.

School Management and Supervision

I. Before School

Teachers will arrive at school for devotion or morning duty to begin at 7:30 am.

A. Outside morning duty

1. At least one teacher will supervise the students waiting to enter.
2. Students may play on playground, but no running games.
3. No sitting on top of the monkey bars.
4. No balls.
5. Reasons students may be let into building: restroom, instrument, larger projects, treats.
6. Do not throw rocks, snow, or woodchips.

B. Inside morning duty

1. Both teachers on duty will supervise. One teacher upstairs letting students in the door by the playground; the other teacher in gym supervising.
2. Students will wait in gym.
3. No balls.

4. Students may go to locker or hook and then directly to gym.

II. During School

A. Classroom

1. Students who are not in their desks and ready for school to begin by 8:00am will be considered tardy.
2. Students should be picked up by 3:20 pm or enrolled in after-school care. Please contact the school office if you are running late or if a problem occurs.
3. The student desks and lockers should be neat and will be checked routinely by the teacher.
4. Chewing gum is not allowed.

B. Hallways

1. Quiet voices should be used in the hallway/stairwell especially by the 3rd & 4th grade rooms.
2. No running.
3. Use gym doors by equipment door to enter gym.

C. Playground & Outside Recess

1. At least one teacher will supervise the playground at all times.
2. Play in designated areas.
3. Do not throw rocks, snow or woodchips.
4. Stay off the top of tubes, railings, and bike racks.
5. Stay out of flowerbeds, bushes, and rock gardens.
6. Only one person on a swing at all times and no underducks.
7. Monkey bars are for students in third grade and above at the teacher's discretion.
8. Share equipment.
9. Pick up all equipment and bring inside.
10. Students line up single file at the end of recesses to make a quiet and orderly entrance.
11. Each student will go outside with the class, unless recuperating from an illness, doctor's orders to stay indoors, or assigned to a study hall, in such cases the student will be assigned a place on campus with adult supervision.
12. Boots required for snow. Snow pants required to lay in snow.

D. Gym

1. Only water allowed in gym.
2. Gym shoes are needed for Phy. Ed.
3. St. Mark PE shirts are required for grades 5-8.
4. A teacher needs to be in the gym at all times when students are present.

E. Bathrooms

1. Use the bathroom facilities for intended purposes.
2. Keep bathrooms neat.

F. Church/Chapel

1. Enter God's house quietly and prepare your hearts for worship.
2. Be an active participant.

G. Library

1. A teacher/aid will oversee the library use of the visiting classroom (Grades 1-5 only).
2. Show respect to the library volunteers.

H. Lunch

1. Pray and give thanks.
2. Follow good table manners.
3. Take own trash with you.

I. Field Trips / Assemblies

1. Follow directions of adult supervision.
2. Be courteous.
3. Give attention to presenters, guides, and chaperones.
4. Use the opportunity to be a Christian witness.
5. Wear seatbelts (required by law) and use appropriate car/booster seats.

J. Emergency Procedures

1. Walk to designated areas in silence.
2. Assemble orderly and wait for instructions.
3. Remain silent until drill is complete.

III. After School

Safety is a big concern for the students when parents park on the opposite side of the street. Students should not cross the street until their ride arrives.

A. Oneida Street

1. A staff member will be on duty until 3:20 to supervise students going to the buses.
2. Only students wearing snow pants and boots may play on the snow in winter.
3. If it is raining, students may wait in the front entry of school until the bus arrives.

B. Thorndale Street

1. A staff member will be on duty until 3:20 to supervise both students going to the buses and going to vehicles.
2. Before 3:20 there should be no games or ball playing due to congestion. Once buses are gone, students may play games, play with balls and play on the playground **if supervised by a visible parent.**
3. Backpacks should be placed along the bike racks. No backpacks on the cement slab right outside the doors.

C. Kenwood Street

1. A staff member will be on duty until 3:20 to supervise students going to vehicles.
2. No running games. Students should stay off of the grassy areas on both sides of the sidewalk.
3. Backpacks should be lined up on one side of the steps to allow people into and out of the building.

ST. MARK LUTHERAN SCHOOL

TUITION SCHEDULE FOR 2013-2014



Application Fee - Non-refundable

New students (per application fee)	\$ 50.00
Returning Students (per application)	\$ 35.00
Returning Students (per application) if paid during Early Enrollment Period	\$ 25.00

Early Enrollment for current school families and St. Mark partners is from January 21st-January 25th

Open Enrollment for the community begins January 28th.

Preschool	
PreK 3 yr. Old - Tu/Th AM	\$ 1,150.00
PreK 4 yr. Old - M/W/F AM or PM	\$ 1,370.00
Kindergarten	
Tuition (morning or afternoon class)	\$ 2,730.00
Grades 1-8	
Tuition	\$ 3,930.00

Tuition includes the following fees:

Books, technology, field trips, cleaning and milk

Multi-Student Tuition Discounts

K-8 Only

First Child	0%
Second Child	5%
Third Child	10%
Fourth Child	15%

Example Scenarios for Non-member Families

Family with 2 children (Kindergarten and 4th Grade)

Cost for fourth grader	\$ 3,930.00
Cost for kindergartner	\$ 2,730.00
Multi-student discount	\$ (136.50)
Total Cost	\$ 6,523.50
Monthly payments (10)	\$ 652.35
Monthly payments (11)	\$ 593.05

Family with 2 children (Grades 1-8)

Cost for first child	\$ 3,930.00
Cost for second child	\$ 3,930.00
Multi-student discount	\$ (196.50)
Total Cost	\$ 7,663.50
Monthly payments (10)	\$ 766.35
Monthly payments (11)	\$ 696.68

Family with 3 children (Grades 1-8)

Cost for first child	\$ 3,930.00
Cost for second child	\$ 3,930.00
Multi-student discount	\$ (196.50)
Cost for third child	\$ 3,930.00
Multi-student discount	\$ (393.00)
Total Cost	\$ 11,200.50
Monthly payments (10)	\$ 1,120.05
Monthly payments (11)	\$ 1,018.23

Tuition Payment Options

1. Payment in full prior to 8/1/ 2013 (\$25.00 credit)
2. Semi-annual payments in August/January
3. 10 monthly payments beginning in August
4. 11 monthly payments beginning in July

Families of St. Mark Lutheran Church

St. Mark Lutheran Church is committed to strengthening families through a Christian day school. St. Mark supports the school ministry and families by paying the following portion of the tuition cost for the partners of St. Mark:

	Tuition	St. Mark Contribution	Member Portion
Kindergarten	\$2,730.00	\$ 1,040.00	\$ 1,690.00
Grades 1-8	\$3,930.00	\$1,740.00	\$ 2,190.00

Example Scenarios

Family with 2 children (K and 4th Grade)

Cost for fourth grader	\$ 3,930.00
Payment from St. Mark	\$ (1,740.00)
Cost for Kindergartner	\$ 2,730.00
Payment from St. Mark	\$ (1,040.00)
Multi-student discount	\$ (84.50)
Total Cost	\$ 3,795.50
Monthly payments (10)	\$ 379.55
Monthly payments (11)	\$ 345.05

Family with 2 children (Grades 1-8)

Cost for first child	\$ 3,930.00
Payment from St. Mark	\$ (1,740.00)
Cost for second child	\$ 3,930.00
Payment from St. Mark	\$ (1,740.00)
Multi-student discount	\$ (109.50)
Total Cost	\$ 4,270.50
Monthly payments (10)	\$ 427.05
Monthly payments (11)	\$ 388.23

Family with 3 children (Grades 1-8)

Cost for first child	\$ 3,930.00
Payment from St. Mark	\$ (1,740.00)
Cost for second child	\$ 3,930.00
Payment from St. Mark	\$ (1,740.00)
Multi-student discount	\$ (109.50)
Cost for third child	\$ 3,930.00
Payment from St. Mark	\$ (1,740.00)
Multi-student discount	\$ (219.00)
Total Cost	\$ 6,241.50
Monthly payments (10)	\$ 624.15
Monthly payments (11)	\$ 567.41

St. Mark Lutheran School Bullying Prevention Plan

Statement of Intent

St. Mark Lutheran School is centered on the teachings of the Bible. As Christians, one of the commands Jesus gave us was to “Love one another”. God’s greatest display of love was the gift of a Savior. To show our thankfulness for that gift and all God has done for us, we strive to follow his commands in school, at home and in our community.

We are committed to providing a caring, friendly, and safe environment for all of our students so they can learn in a safe and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students are able to report and know that the incident will be dealt with promptly and effectively. We are a REPORTING school. This means that *anyone* who knows that bullying is happening is expected to report it to the staff.

- St. Mark believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.
- St. Mark will not tolerate behavior that infringes on the safety of any student. Students will not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name calling; and isolation or manipulation.
- St. Mark expects students and/or staff to immediately report incidents of bullying to the principal or teacher. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated.
- To ensure bullying does not occur on school campuses, St. Mark will continue staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build our school’s capacity to maintain a safe and healthy learning environment.
- Teachers will routinely discuss and remind students of this policy in age-appropriate ways and will assure them that bullying will not be tolerated. Students who bully will be in violation of this policy and are subject to disciplinary action up to and including expulsion.

Our school’s Code of Conduct is to be followed by every student while on school grounds, during lunch period, or when traveling to and from school or a school-sponsored activity, whether on or off campus.

School Discipline Policy

The students of our school are taught that the Bible is their foundation for faith and their guide for conduct. In all discipline problems, the student will be admonished with pertinent examples from the Scriptures.

Disciplinary Responses to Student Misbehavior

Level 1

Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by the teacher, but sometimes may require the intervention of the principal.

Example of Misconduct: Classroom disturbances, inappropriate language, failure to complete assignments or carry out directions, violations involving misuse of technology and/or electric devices, disrespect to student/staff that is mostly verbal/visual, minor rule violations

Teacher Response to Misconduct:

1. There is immediate intervention by the teacher who is supervising the student or who observes the misbehavior.
2. Teacher will communicate with parent in written form and/or personal contact regarding misconduct.
3. Informal documentation by the teacher.

Response options: Options include but are not limited to verbal correction, special assignments, school community service, withdrawal of privileges, parent conferences and discipline notes.

Level 2

Misbehavior whose frequency or seriousness tends to disrupt learning climate of the school. These infractions which usually result from the continuation of Level 1 disturbances, require the intervention of the principal because the execution of Level 1 disciplinary options has failed to correct the situation. Also included in the level are misbehaviors that do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples of Misconduct: Continuation of unmodified Level 1 misbehavior, truancy, using forged notes or excuses, cheating, disruptive classroom behavior, disrespect, lying and abusive language, minor acts of physical/normal conflict, unable to control behavior.

Teacher/Principal Responses to Misconduct:

1. The student is referred to the principal for appropriate disciplinary action.
2. The principal meets with the student and/or teacher and affects the most appropriate response.
3. The teacher is informed of the principal's actions.
4. Teacher will communicate with parent in written form and/or personal contact regarding the misconduct.
5. Principal will notify the Board of any suspensions.
6. Incident is formally documented by the teacher and principal.

Response Options: School community service, loss of privileges, discipline note, parent conference, verbal or written contract, detention, in-school/out of school suspension.

Level 3

Acts directed against persons or property but whose consequences may not seriously endanger the health or safety of others in the school.

Examples of Misconduct: Fighting (minor), vandalism (minor), stealing, threats to others, physical/verbal violence or intimidation, serious defacing or permanent defacing or destruction of property, blatant disrespects, continuation of Level 1 and/or Level 2 behaviors.

Teacher/Principal Responses to Misconduct:

1. The principal initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.
2. Student completes a "My Actions" form.
3. The principal meets with the student and confers with the teacher and parent about the student's misconduct and the resulting disciplinary action.
4. Principal will notify the Board of any suspensions.
5. Incident is formally documented by the teacher and principal.

Response Options: Options include temporary removal from class, community service, behavior plan/contract

with parent involvement, loss of privileges, detention, in-school/out of school suspension.

Level 4

Acts which result in violence to another person or property or which pose direct threat to the safety of others in the school.

Examples of Misconduct: Continued Level 1, 2 or 3 misconduct, bomb threat, possession/use/ transfer of dangerous weapons, assault/battery, vandalism, theft/possession/sale of stolen property, arson, furnishings/selling/possession and/or use of illegal substances, and fighting (serious), excessive physical/conflict/harassment, excessive physical/verbal violence or intimidation.

Teacher/Principal Responses to Misconduct:

- 1.The principal verifies the offense, confers with the staff/students involved and meets with student.
- 2.Student completes a “My Actions” form.
- 3.A complete and accurate report is submitted to the Board of Education by the principal.
- 4.Parents are notified by the principal.
- 5.A meeting is arranged between the Board of Education, principal and parents.
- 6.The Board of Education informs parents of disciplinary action.
- 7.Legal notification.

Response Options: Loss of privileges, community service, behavior plan/contract with parent involvement, legal action, referral to a counselor or support group, in-school/out of school suspension, expulsion.

Suspension and Expulsion Appeals Process

If a family would like to appeal a student suspension or expulsion, they should do the following:

1. Notify the school principal they are appealing the suspension or expulsion.
2. Within two days of notifying the school they provide the principal and board chairman a written request with rationale why they are appealing the suspension or expulsion.
3. The school board chairman will notify the board of the request and share the rationale with the board.
4. If necessary, a special meeting will be scheduled with the school board, family, and student to discuss the appeal. For all expulsion appeals a meeting will be scheduled.
5. The board chairman will notify the family of the board’s decision regarding their appeal following the meeting.

Home School Partnership

The home and school are connected and have identical aims according to our Lord’s words in Deuteronomy 6:6-7, *“These commandments that I give to you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”* Parents and teachers must be faithful in their responsibility and work together for the benefit of the child’s Christian education.

Situations may arise that cause parents to question school operation. Disagreements with school policies or feelings of discontent should be handled carefully. Matthew 18:15-18 and the 8th commandment provide valuable guiding principles for handling disagreements. Concerns should be first brought to the teacher and then the principal. If necessary, the principal will notify the School Board. It is never wise to display negative feelings in front of a student or to talk to people before talking with the teacher or principal.

Student Health

Abuse/Neglect

School personnel are required by law to report suspected cases of physical abuse or neglect related to students and their families to Brown County Social Services.

First Aid

First Aid kits are available in the classrooms, office, and main entry. Neosporin may be applied to cuts and scrapes. Please inform the office if you know your child is allergic or sensitive to this antibiotic.



Christian Family Counseling

Living Hope

Living Hope Christian Counseling, LLC is a state licensed outpatient mental health clinic. Living Hope is committed to providing professional Christian counseling and educational services to individuals, families, congregations and other organizations. They also offer educational and enrichment opportunities in the form of presentations, seminars and retreats.

On the campus of St. Mark Church • 2066 Lawrence Drive • DePere, WI 54115 • Phone 1-920-338-8699
john.johnson@stmarkpartners.org <http://www.livinghopellc.org/>

Wisconsin Lutheran Child and Family Services

Individuals often encounter a variety of stressful situations or experiences at some point during their lives. Christian Family Counseling, a division of Wisconsin Lutheran Child & Family Service, aspires to relieve suffering and promote healthy relationships through our counseling services. We offer individual, group, family, and couples/marital counseling.

WLCFS (area office) • 1049 N. Lyndale Dr. Suite 1B • Appleton, WI 54914 • Phone 1-800-282-0561
www.wlcfs.org

Music

Band Lessons

Students in grades 5-8 are offered private instrument lessons during the school day. Instruction is provided by Mr. James Neujahr. Group band instruction takes place at Fox Valley Lutheran High School in Appleton on various Saturday mornings. Approximately 100 students participated in the program last year. Cadet Band (comprised of first year students) is directed by Mr. Robert Kramer; Wind Ensemble (Intermediate) is directed by Mrs. Amy Nogar.

Student musicians participate in annual concerts in December and April. The Middle School Bands have also participated in Veterans' Day Programs, FVL's annual Winterfest, and performances in FVL Schools. Students are offered many opportunities to grow in their musicianship by means of participation in the Solo and Ensemble Festival, and participation in the Valley 8 Conference Middle School Honors Band. The FVL Middle School Music program is a member of the Wisconsin School Music Association (WSMA).

Read more at middleschoolband.fvlhs.org or [register for lessons online](#)

Piano Lessons

Your school's piano program exists to develop students' maximum keyboard potential through quality instruction and to encourage students to use their God-given gifts of music in the classroom and in worship.

Ms. Abigail Gotstein is our piano instructor. She has her music education degree with piano emphasis from the University of Wisconsin, Madison, and has been teaching keyboard at St. Mark since 1991. Her participation has shown in many additional courses, clinics, and workshops as well as judging at area piano festivals.

Affiliation with the Northeast Wisconsin Piano Teachers Forum and WELS Piano Teachers Association also is to her credit.

Piano lessons during school hours are available for students in grades 3-8. Other arrangements can be made for younger students.

String Lessons

Ms. Gotstein will offer a string program this year teaching violin and cello. Her music degree includes instrumental instruction, and she has studied cello herself since 7th grade. This was her minor instrument at UW-Madison, and she studied with Lowell Creitz of the Pro Arte Quartet. She has performed with the University Symphony and others since then.

The program will start with beginner lessons in 20-minute increments. Rental information for instruments is available on School Kickoff Night.

Voice Lessons

Debbie Drumm offers voice lessons to St. Mark students in grades 3-8 during the school day. Debbie has her BA in K-12 Choral/General Music Education from UWGB. She taught choir at Bay View Middle School in Howard Suamico for 6 years before deciding to expand her private studio to a full-time job. She is an active adjudicator for the Wisconsin School Music Association (WSMA) as well as a member of the Wisconsin Choral Directors Association (WCDA). Weekly or bi-weekly lessons are available. There is no requirement to purchase books or other materials.

Junior Choir

Students in 5th-8th grade have the opportunity to participate in Junior Choir. Students learn to use their voices to sing praises to their Lord in a group setting. Musical abilities are broadened as students learn to read and make music. Through a commitment of time and talents, a desire for excellence and a team approach to singing is fostered. Junior Choir participates in St. Mark worship services, mid-week chapel services and occasional school and community events.

Scheduling

Scheduling for lessons is attempted to avoid conflicts with classes; however, even though the student may be excused from class, he/she is still responsible for all the class work. Instruction fees are determined by the instructor for keyboard, strings, and voice and by the FVL board for band.

Participation Note – Normally parents should consider enrolling students in only one program that has lessons during the school day. However, students in grades 5-8 may be enrolled in two music programs as long as a “B” average or higher is maintained on quarter and mid-quarter reports. Falling below that “B” average will result in dropping one of the programs for a period of four weeks. Re-entry into both programs will be allowed if the minimum average is regained.



Extra-Curricular Activities

Thanks to the efforts of faculty and many parents a number of additional activities are offered to the students. Opportunities include Forensics, Math Team, Spelling Bee, and Geography Bee.

All those who participate in extra-curricular activities are expected to represent their Lord and Savior in an exemplary manner at classes as well as competitions.

General School Information

After School Child Care

The St. Mark After School Child Care provides a safe, caring, Christ-centered after school program for St. Mark students from preschool- grade 8. Child care is offered from 3:05-5:45 P.M. All students still on the premises after 3:20 P.M. will be taken to child care and charged accordingly. Cost of care is charged in 15-minute increments. Minimum charge is ½ hour.

Damages to School Property

We are thankful for the facility we have to carry out our ministry to children and their families. Teachers, students and families can show their appreciation of this gift by treating it with care. Willful or careless damage to the building or its contents will be assessed and charged to the one who caused it. School-owned textbooks must be covered to prevent excessive wear.

Gifts and Donations

The school purchases the necessary items needed for operation through the school budget. Those who wish to give a cash gift to the school may do so by contacting the School Board Chairman or Principal. The school also has a brochure entitled, “Ministry Needs List at St. Mark”. This brochure identifies additional items that would benefit the school’s ministry to children and families. For more information, contact the school principal.

Hot Lunch Policy

Families will provide lunch for their children on a daily basis. Parents and their children are responsible for the proper care and handling of food brought from home.

Students of St. Mark in grades 1-8 have the opportunity to take hot lunch every Thursday. Currently, we offer Pizza Hut, Fazoli’s, and Subway. Please make note of the following procedures and guidelines for taking part in the hot lunch program at St. Mark:

- Each family will be asked to select menu choices for their children at the beginning of the year. Parents must notify the office of any changes to the standing orders by Monday of the week of hot lunch. Unless a child is sick on a hot lunch day, families will be charged for all children’s orders.
- Payment method: all families will be billed for hot lunch through FACTS, our tuition management system, on the 15th and last day of the month. Payment will be due 14 days from the date you receive your invoice. Automatic payment is available through FACTS but must be set up by the family. This option allows your invoices to be paid from a designated account automatically each billing cycle. FACTS will simply email you your invoice total and the amount to be withdrawn from your account on the 15th and last day of the month and withdraw that amount 14 days later.
- Notification process for negative account balances: FACTS will notify you on the 15th and last day of each month regarding your account balances. The due date for your invoice will be 14 days after the billing date. If balance is not paid after 14 days a \$10.00 late fee will be applied to your account. Please pay promptly to avoid late fees, reminders will not be sent from the school office. If an account reaches -\$20.00 students associated with that account will be denied access to the hot lunch program until the account has been paid in full.

Insurance

Since children are particularly susceptible to injuries, we encourage you to review your present health and accident insurance program to determine if your coverage is adequate. The family insurance provider is the primary insurer, and Church Mutual, the school’s insurance provider, is the secondary insurer.

Lockers

Keep lockers clean and secure. Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason and at any time.

Lunch

Each child is responsible for providing his/her own lunch. Hot lunch is served on Thursdays. One milk per day is available to all children. Additional milk may be purchased on School Kickoff Night for an annual fee. Free and reduced cost milk is provided to students of families who meet income guidelines. Microwave use by students is not permitted during the school day.

Newsletter

The school produces a weekly newsletter that informs parents of school events and day-to-day activities. You may receive a printed copy and/or electronic version of the newsletter. Some materials will only be available electronically. You will receive the News4U by email at the addresses that you have linked to your Skyward online grades account.

School Closings/Delays

Decisions regarding the closing of school or a delayed start due to bad weather or other circumstances are made by the Green Bay School District for both our Green Bay and DePere campuses. Rather than calling the school, please listen to the radio or watch the TV for such announcements.

School Hours

The school day begins at 8:00 A.M. and ends at 3:05 P.M. Kindergarten times are 8:00 A.M. - 11:15 A.M. and 12:00 P.M. - 3:05 P.M. Students are not supervised before 7:30 A.M. The school doors are opened at 7:45 A.M. Students should depart school or go to after school care by 3:20.

Telephone Use

In the event that you want to contact your child's teacher, please do so when school is not in session. In case an emergency arises, please contact the school office at 494-9113. Students are expected to plan ahead to avoid the necessity of using the school phone.

Transportation

School bus service is provided for students living over two miles from St. Mark Evangelical Lutheran School in West Green Bay, Ashwaubenon, West DePere, and Howard-Suamico school districts. Exceptions to this distance are made for "unusual hazards."

When it becomes necessary to transport children to and from events, the following policies will be followed:

- The driver must have a volunteer card on file with the office.
- There will be a seatbelt for each passenger, and each passenger will wear a seatbelt.
- A booster seat is required when the child is at least 4-years old but less than 8-years old, weighs at least 40 pounds but less than 80 pounds, and is not 57-inches (4-feet, 9-inches) or taller.
- There must be two adults per vehicle.

Emergency information slips for each child will be carried on the trip by the adult(s) for each vehicle.

Tuition Assistance

Families may apply for Tuition Assistance from January through April 15th. Families apply by completing an application through FACTS Grant and Aid Assessment. Directions on how to apply can be found on our school website. There is a \$30.00 application fee payable at the time the application is submitted. Families who are not members of St. Mark must first seek financial assistance from their home church and provide St. Mark documentation from the church as to what support is available. Once this information has been received and reviewed the school administration will contact the family regarding applying for Tuition Assistance.

Athletics

Team Sports

The following is a summary of team sports at St. Mark.

Team	Grade Eligible	Season	Team	Grade Eligible	Season
Volleyball - Girls*	grades 5-8	Sept. - Oct.	Basketball – Girls *	grades 5-8	Oct. - Feb.
Volleyball - Boys	grades 5-8	March	Basketball – Boys *	grades 5-8	Oct. - Feb.
Soccer*	grades 4-8	Sept. - Oct.	Basketball - Cub	grades 3-4	Jan. - Feb.
Cross Country	grades 4-8	Sept. - Oct.	Wrestling - Boys	grades K-8	Jan. - March
Cheerleading - A	girls – grades 7-8	Oct. - Feb.	Track	grades 5-8	May
Cheerleading - B	girls – grades 5-6	Oct. - Feb.	Softball	grades 7-8	April - May

* Grade breaks for A, B, and C teams will be determined on a year-to-year basis. C teams may include grade 4. Coaches/helpers are required to sign a volunteer service agreement.

Participation Guidelines (rules, fees, etc.)

- Generally, there is a participation fee for each sport. Applicable fees will be charged at the beginning of the sport season through FACTS, the tuition management system.
- There is some grade participation variance from year to year depending on the possible number of participants.
- Students and parents must read, sign, and return a permission/expectation sheet for each sport.
- Parents must attend mandatory preseason athletic meetings and read the athletic handbook.
- Parents arrange and provide transportation to and from practices and games. St. Mark provides either a map packet for a season or for individual events.
- Players attend all games and practices, or provide the coaches with notice if unable to be there.
- Practice days and times are determined before each season according to the availability of coaches' times and practice facilities. Most sports involving after school practices have two practices per week.

As you can see from all the sports and grades involved, we are always in need of help and volunteers for: coaching, refereeing, scorebook, etc. Any member of our congregation or any WELS member is “eligible” to help - you do not have to have a child involved in that sport.

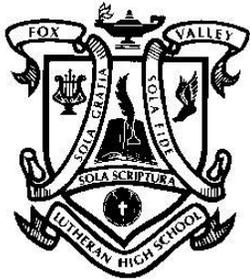


School Song

We are the St. Mark Lutheran Lions; proud of the red and white are we.
Standing tall and showing all our Lion pride and loyalty,
We are the St. Mark Lutheran Lions; good sportsmanship will be our guide.
We'll do our best, and strive for success, with Lion pride on our side.
GO YOU St. Mark LUTHERAN LIONS,
FIGHT YOU St. Mark LUTHERAN LIONS,
WIN YOU St. Mark LUTHERAN LIONS!
GO! FIGHT! WIN!

Secondary Education

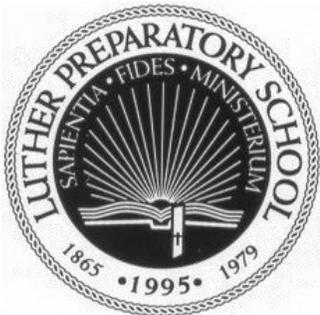
Fox Valley Lutheran High School



Fox Valley Lutheran High School offers an education based on God's Word. Whether in the classroom or co-curriculars, FVL strives to run its programs on Christian principles. It is the desire of FVL to strengthen each student's faith so they can witness their faith in word and deeds. May God's Word dwell richly in the hearts of their students bringing fruits of faith now and throughout their lives.

Fox Valley Lutheran High School • 5300 N. Meade St. • Appleton, WI 54913
Phone 1-920-739-4441 fvlhs.org

Luther Preparatory School



LPS is a four-year preparatory high school owned and operated by the Wisconsin Evangelical Lutheran Synod. Its primary purpose is to train and encourage young people for the pastoral and teaching ministry in the WELS. In carrying out that purpose, LPS offers a curriculum that focuses on history, mathematics, science, English, foreign languages, music, and religion. LPS also offers a wide variety of co-curricular activities in music, performing arts, and athletics.

Luther Preparatory School • 1300 Western Ave. • Watertown, WI 53094
Phone 1-920-261-4352 lps.wels.net

Contact Information

ST. MARK EV. LUTHERAN SCHOOL

1167 Kenwood St. • Green Bay, WI 54304

Phone (920)494-9113 • Fax: (920) 494-3028 • E-Mail: school.office@stmarkpartners.org

ST. MARK EV. LUTHERAN CHURCH

2066 Lawrence Dr. • De Pere, WI 54115

Phone (920) 336-2485

<http://www.stmls.org>

SCHOOL FACULTY

	Extension #	E-MAIL
Mrs. Stacey Mazur - PreK, Green Bay, Art, PE	210	stacey.mazur@stmarkpartners.org
Mrs. Hannah Henselin- PreK, De Pere	218 (DP)	hannah.henselin@stmarkpartners.org
Mrs. Heidi Hansen - PreK, De Pere	227 (DP)	heidi.hansen@stmarkpartners.org
Mrs. Vicki Boileau - Kindergarten	211	vicki.boileau@stmarkpartners.org
Mrs. Marti Ellingboe - Grade 1	201	marti.ellingboe@stmarkpartners.org
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Mr. Jeremy Bock - Principal	209	jeremy.bock@stmarkpartners.org

SCHOOL STAFF

Mrs. Jessica Wogsland- School Secretary
Mr. Ray Germain-Maintenance
Mr. Hank Zirbel- Maintenance

MUSIC INSTRUCTORS

Ms. Abigail Gotstein - Piano, Strings
Mr. Jim Neujahr - Band
Mrs. Debbie Drumm - Voice

BOARD OF EDUCATION

Mike Moore - Chairman
Jason Muenster - Secretary
Dave Schneider - Treasurer
Joel Hermann - Member
Todd Thomas - Member

CHURCH STAFF

Pastor John Parlow - Senior Pastor
Pastor Chris Johnson - Pastor of Evangelism
Pastor Eric Hansen - Pastor of Discipleship
Mr. Phil Boileau - Minister of Music & Family
Mr. Tad Schubring - Youth Minister
Mr. Jim Sentowski - Minister of Administration
Mrs. Jody Serwe - Office Manager

Appendix A

St. Mark Lutheran 501 (c) 3