



St. Mark's
Lutheran Church
&
School

Parent/Student
Handbook
2018-2019

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1. INTRODUCTION

1.1 Mission Statement

Connecting students to Jesus while providing excellence in education.

1.2 Purpose of the Handbook

We urge you to read and discuss the contents of this handbook with your child. It has been written with input from church members, parents, faculty, Board of Christian Education members, and the Principal. It is to serve as a guideline, but in no way covers all aspects of school life. The information presented will help you and your child become knowledgeable about the school's policies and procedures. If any changes need to be made throughout the year, we will communicate these changes to you. In all cases, changes will be for the purpose of improving the school so that it may better serve its mission to the Lord. This handbook is a guideline, not a contract or legal document. We pray that God will bless our relationships as pupils, parents and teachers with love, joy and understanding.

1.3 Objectives

St. Mark's Lutheran School will provide teaching, learning, and other educational experiences to enable children:

1. To demonstrate an understanding of the Bible.
2. To apply basic Lutheran doctrine to their daily lives.
3. To comprehend the basic academic skills to their fullest potential through various teaching styles.
4. To utilize basic self-discipline
5. To attend church and Sunday School on a regular basis.

2. ADMISSION AND WITHDRAWAL PROCEDURES

2.1 Admission Requirements and Procedures

- A. New students may enroll by submitting a completed enrollment form along with a non-refundable enrollment fee.
- B. Other documents that may be required after acceptance to school and before the first day of school include, but are not limited to:
 1. A copy of the child's birth certificate.
 2. A copy of the child's most recent grade card or school evaluation if the child previously attended school, including Kindergarten.

3. A completed health records form, including verification of immunizations required for school attendance by the State of Ohio.
- C. Faculty members may evaluate students in order to determine placement upon admission.
- D. The Principal may require a meeting with the student and his/her parent(s) as part of the admission process.
- E. All admissions are subject to approval by the Board of Christian Education of St. Mark's Evangelical Lutheran Church.

2.2 Enrollment Schedule and Priority

- A. Re-enrollment of returning students begins in January.
- B. New student enrollment follows the schedule below:
 1. Beginning in January, the children of members of St. Mark's Evangelical Lutheran Church and siblings of current students may enroll.
 2. ON ENROLLMENT DAY ONLY, there will be enrollment according to the priorities established in the Board of Christian Education's Policy for Priority Open Enrollment (see below).
 3. After Enrollment Day, enrollment will be first-come, first-serve on a space available basis.
- C. Enrollment Priority for new students ON ENROLLMENT DAY is as follows:
 1. First preference is given to children of members of St. Mark's Evangelical Lutheran Church.
 2. Second preference is given to children of members of other Lutheran Church-Missouri Synod Churches.
 3. Enrollment is then open to all children of the community.

2.3 Special Need Children

- A. If St. Mark's Evangelical Lutheran School is not staffed or equipped to be of service to a child in need of special instruction, guidance or attention, the school will assist by directing the parent and child to another agency. All students must meet the requirements for attendance as determined by the Board of Christian Education of St. Mark's Evangelical Lutheran Church.
- B. St. Mark's Evangelical Lutheran School is under no obligation to accept or admit children not in good standing with their previous schools of attendance.

2.4 New Student Probation

- A. All students new to St. Mark's Lutheran School are placed on a nine-week probation. During that time, teachers will evaluate the academic placement, behavior and general skills and abilities of the child.
- B. Following the initial nine-weeks evaluation, if it becomes necessary, St. Mark's Lutheran School reserves the right to:
 - 1. Adjust the grade placement of the student.
 - 2. Suggest diagnostic testing to determine if learning differences are present and if the school can accommodate them with the existing staff and resources.
 - 3. Help the parent find a more effective learning environment for the student based upon needs observed and diagnostic evaluations.
 - 4. Dismiss the student from the student body due to behavior contrary to the school's mission.

2.5 Withdrawal Procedures

- A. Parents planning to withdraw their children are to notify the school office no later than two weeks in advance of the date planned in order to receive a prorated tuition bill for the payment period. If such notice is not given, tuition and fees will be charged through the entire payment period.
- B. The child's next school of attendance will provide release of transcript forms. Transcripts or other records will not be forwarded unless tuition and/or fee payments are current.

2.6 Non-discriminatory Policy

St. Mark's Lutheran School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

St. Mark's Lutheran School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non certified personnel.

3. FINANCIAL POLICIES

3.1 Tuition Fees

Preschool:	<u>Pre-Pay (3% Discount)</u>	<u>Auto-Deduct Total</u>
Pre-2	\$849	\$875
Pre-3am/pm	\$1678	\$1730
Pre-4am/pm	\$1853	\$1910
PK half-day	\$1984	\$2045
PK full-day	\$3250	\$3350

K-8:	<u>Pre-Pay (3% Discount)</u>	<u>Auto-Deduct Total</u>
K-8 Member	N/A	\$3100
K-8 Community	\$4510	\$4650

3.2 Tuition Discounts

- A. Sibling Discount
A \$200 sibling discount is available to siblings of an enrolled student who is paying full tuition. Preschool and Pre-K tuition is not subject to family discount.
- B. Prepayment Discount
Families that elect to pay the full tuition prior to the first day of school will receive a discount of 3%.
- C. No reductions are made from tuition for any absences regardless of reason.

3.3 Enrollment Fees

A non-refundable enrollment fee must accompany all enrollment forms.

3.4 Technology Fee

A technology fee is not applicable at this time.

3.5 Additional Fees

Fees for field trips, parties, etc., will be assessed as the need arises. A note from the teacher will be sent home prior to the activity, informing the parent of the need, cost, and method of payment.

3.6 Schedule of Payments

- A. Prepayment of tuition is due in full by the first day of school.
- B. Monthly tuition payments are set up by each individual family through the St. Mark's website. You may choose up to 12 months to pay your tuition. You may also pay in full by the first day of class and reduce your tuition by 3%.

3.7 Unpaid Bills

Accounts 30 days overdue will be considered delinquent and will receive written notice of the delinquent account and charged a \$25 late fee. Accounts 60 days overdue may subject the children to suspension.

If your family is going through some temporary financial troubles, please inform the Principal. He/She may take it to the Board of Christian Education who may decide to give some reprieve, depending on the circumstances. This may result in students not being suspended.

3.8 Returned Checks

A \$10 fee will be charged for all returned checks.

- 3.9** Report cards will not be distributed to any family having an outstanding balance. Report cards will be available upon receipt of payment.

3.10 Financial Aid

To the extent that the school becomes aware of outside grant or foundation money available for individual students, the parents will be informed of the availability and application process.

4. ACADEMIC POLICIES

4.1 Curriculum

In accordance with our school's mission statement, we will provide training, wisdom, and the grace of God as we seek children's growth to maturity and their incorporation into the Kingdom of God.

God's word permeates all subjects and Christian attitudes are developed in all phases of learning and daily living. The instructional program of academic subjects meets state standards and is kept current.

4.2 Instructional Program

- A. Preschool - Please refer to a separate “Handbook for Preschool”.
- B. In Kindergarten and higher grades, state curriculum standards are followed.
- C. Religious teachings are introduced at each grade level and are age-appropriate. Our curriculum covers the doctrines of the Bible presented in Luther’s Small Catechism. The students learn the main parts of the Christian doctrine, Bible verses and hymns. Prayers, chapel services and daily conversations provide opportunities for teachers to share personally many aspects of a life of faith with their students.

4.3 Textbooks and Materials

- A. All textbooks are on loan to the students. Books will be collected at the end of the quarter/year. The student will be charged for damaged or lost books.
- B. General classroom supplies are the responsibility of the student’s family. Prior to the opening of the school, the teacher will provide a list of needed supplies.

4.4 Grading System

- A. For students in lower grades (Preschool–2nd grade), the primary student evaluation is based on individual abilities, effort, and achievement level. The following marking system will be used:
 - 3 - Student is secure and able to work independently and correctly
 - 2 - Student is developing in this area and working independently with minimal teacher assistance. The child shows some understanding. However, errors or misunderstandings still occur. Reminder hints and suggestions are incorporated with understanding.
 - 1 - Student requires teacher assistance. The child cannot complete the task independently. They show little understanding of the concept or skill
- B. Students in higher grades (3rd grade and above) will receive a report card with their academic grades in various subjects. Semester grades will be given for Spanish, Technology, P. E., Art, Music, and Band.
Grading will be on a percentage scale:
 - 93%-100% = A
 - 86%-92% = B
 - 76%-85% = C

70%-75% = D

Below 70% = F

I = Incomplete (Only as a result of illness)*

*I—Incomplete grades given in any quarter are to be made up within two weeks following the quarter, including the 4th quarter. If left incomplete, the grade will be averaged using an “F” in place of the incomplete material.

4.5 Progress Reports

Reports of student progress are sent to the parents four (4) times in the course of the school year. Other informal progress reports may also be used, such as: mid-term reports, weekly slips, review of homework papers, and conversations with the parents.

4.6 Academic Recognition

Honor roll will not be used in Kindergarten through 8th grade. Appropriate methods to recognize academic achievement will be used throughout the year.

4.7 Homework

Students are given age-appropriate and individual-appropriate assignments as needed. As the child progresses through school, homework becomes more of the school program. Parents are encouraged to facilitate their child’s homework and memory work and provide a quiet place and special time for completion.

4.8 Standardized and Proficiency Tests

Terra Nova Tests may be used to evaluate progress on an annual basis. Results of these tests are shared with parents as soon as they are available. The teachers or parents may choose to set a conference to discuss the test results.

4.9 Promotion

Children are promoted at the end of the school year to the next grade level if they have successfully completed the necessary skills.

4.10 Retention

A child will be retained if he/she has not successfully learned the necessary skills to be promoted to the next grade level. Parents will be informed early if there is a possibility of retention. Parents will have

options in discussing matters of retention with the teacher, Principal, and, if necessary, the Board of Christian Education. Parents may choose to have a certified educational psychologist test the child at their expense.

5. STUDENT LIFE

5.1 School Hours

Pre-2, Pre-3 AM, Pre-4 AM.....	9:00 AM–11:30 AM
Pre-3 PM, Pre-4 PM	12:30 PM–3:00 PM
Pre-Kindergarten, half-day.....	9:00 AM–11:30 AM
Pre-Kindergarten, all-day.....	9:00 AM–3:00 PM
Kindergarten	8:30 AM–3:15 PM
Grades 1–8	8:30 AM–3:15 PM

5.2 Attendance

Daily Attendance

Regular attendance is essential to learning and is therefore expected. Absenteeism will be excused for the following reasons:

1. Illness of student
2. Death in extended family
3. Medical and dental appointments (preferably made after 3:00 PM)
4. Family vacations Parents who must take their children along on vacations during regular school days are required to report this to the child’s teacher and to the principal at least one week in advance so that the child can be given the essential assignments to complete during the absence. Such assignments are due upon the first day of returning to school. If at all possible, such absences should be avoided unless of dire necessity.
5. Other absences as approved by the principal.

Students absent for reasons 1, 2, 3, and 5 above have number of days +1 to turn in assignments.

Any other absences not listed above will be considered unexcused and the child’s work and assignments will not count toward a final nine-weeks grade. However, such assignments should be completed for educational purposes. Final determination of excused or unexcused absences will be made by the principal.

All students absent from school or a school related activity will be counted absent on the daily teachers attendance report.

A student absent for all or part of a day is considered ineligible for all school activities for that day unless excused by the principal. Parents are encouraged to obtain this “clearance” previous to the event.

Cumulative Attendance

Since learning is for the most part sequential, in that new information to be learned depends upon past-acquired knowledge, regular school attendance is mandatory if such learning is to take place. It is, therefore, the policy of St. Mark’s Lutheran School that in order for a student to be considered eligible for promotion to the next grade level, he/she must have been in attendance no less than 155 days in a given school year. Special circumstances will warrant special consideration by the Board of Christian Education.

5.3 Absences from School

For Kindergarten and higher grades—Any day a child is absent from school, a parent is to call the school no later than 9:30 A.M. to report it. The Child Safety Act and Ohio law require the school to call or otherwise notify parents at home or at work if such notification has not been received. On the first day a child returns to school following an absence of any length, a note explaining the absence should be brought to the child’s teacher. Absences will not be excused if this information is not provided and the reason(s) are not among those considered legitimate for excused absences.

5.4 Late Arrival and Early Dismissal

- A. Students arriving late to school (tardy) are to report directly to their classrooms. For Kindergarten and higher grades, teachers are required to keep daily records of those students who are tardy.
- B. Parents who wish to pick up their child before dismissal must send a note to the school indicating the time and reason for the early dismissal. At the appointed time, parents must report to the classroom in order to sign out their child in accordance with child safety and school procedures.

5.5 Code of Conduct

St. Mark’s Lutheran School Board of Christian Education wishes to create a learning environment that is both pleasant and productive. To that end, the following policy is an attempt to establish a code of conduct among students and staff.

- A. Children and adults are expected to conduct themselves in a way that shows the Christian heritage and nature of St. Mark’s

- Evangelical Lutheran School.
- B. At all times, an atmosphere of peace and harmony is to be the goal of all conduct.
 - C. It is anticipated that an environment of honesty, trust, concern, gentleness, kindness and love will be established through the behavior of students and staff.
 - D. The following types of activity are considered harmful to the desired environment of St. Mark's Lutheran School and will result in disciplinary action up to, and including suspension and/or expulsion, should they occur. The following is by no means an all-inclusive list, and is to be considered as a guide for conduct to be avoided at all times.
 - 1. Foul and abusive language
 - 2. Poor sportsmanship
 - 3. Fighting
 - 4. Retaliatory actions
 - 5. Dishonesty in any form
 - 6. Stealing or other disrespect for property
 - 7. Use or possession of drugs, alcohol, or tobacco
 - 8. Possession or use of weapons of any kind
 - 9. Other actions a student knows, or should know, to be inappropriate for a Child of God
 - E. The faculty members of the school are expected to enforce this code of conduct at every opportunity. They are expected to step in, even in cases where their own assigned students are not involved, to correct potentially dangerous, abusive or inappropriate behaviors.

5.6 Discipline Plan

The procedure for conflict resolution and for students found to be in violation of the Code of Conduct for St. Mark's Lutheran School is as follows:

- A. Involving the parent-teacher cooperative effort:
 - 1. On the 1st offense, a note is sent home for the parent's signature.
 - 2. On the 2nd offense, a conference or phone call with the parents and teacher will be used to determine a solution to the problem.
 - 3. On the 3rd offense, the student will serve a detention, and there will be a meeting with the teacher and parents when they come to pick up the student.

- B. Involving the Principal in any/all steps mentioned above and:
 - 1. Counseling.
 - 2. Disciplinary action, in addition to those in A. above.
 - 3. Suspension of the student: In most cases, suspension is used for serious or repetitive violations. Suspensions are for 3 to 10 days in length. Students are denied the privilege of class attendance for the duration of suspension, and a parent-student-Principal conference is required before the student is readmitted to class. The Board of Christian Education is to be informed of such actions and suspensions.
- C. Involving the Board of Christian Education:
 - 1. Expulsion of the student: A student is denied the privilege of attending the St. Mark's Lutheran School. Such action is carried out through the recommendation of the Principal through consent of the Board of Christian Education.

5.7 Dress Code

Every student must follow the school uniform policy standards at all times. Students are expected to be neat and presentable and thus be good representatives of St. Mark's Lutheran School.

Parents should be aware of appropriate apparel and overall appearance and should see that their child(ren) leave for school properly attired.

At the discretion of the school principal, an out-of-uniform day may be extended to individual classes or to the entire school. The school office will send notification of these special occasions home in advance. Out of uniform attire must be appropriate for school. (No clothing with writing that is obscene or suggestive, no soiled, frayed, or tattered clothing, etc.)

No pierced body parts, except for girls' ears are allowed. One (1) post earring per ear is allowed.

Uniform policy compliance is determined at the discretion of the school principal. The following are guidelines for the St. Mark's Uniform Policy. This policy is not all-inclusive, in general, any uniform standard that is not mentioned, as in –compliance, should be assumed to be out-of-compliance. The school principal or his/her designee will make final determination of the appropriateness of any student's dress. Failure to comply with the St. Mark's School Uniform Policy will

result in disciplinary action being taken. First violation—warning, second violation—no dress down day.

Note: Please mark all items of clothing with name labels.

A. **Boys K–8**

1. Slacks-shorts: Solid dark navy blue or khaki twill (light tan) dress pants (poly-cotton). (No 100% cotton due to fading) Solid navy blue corduroy dress slacks. Slacks must not have colored stitching, decorations, gold studs, extra or over sized pockets or visible logos. Slacks must be worn on waist. Slacks and uniform shorts purchased from Casson, “955” from Dillard’s, French toast from Meijer and Target or online, and Lee or Bugle Boy from Kids R Us are acceptable. (No knit, spandex, or stretchy pants, hip huggers, or bell-bottoms allowed.)
2. Shirts: Knit shirts (polo style) White, light blue, or pale yellow, collared, button-down style, dress-style pointed collars, polo style, or turtleneck. No pockets, no logos except the official school logo is permitted. They can be long or short sleeved. Shirts purchased from Casson, “955” from Dillard’s, French Toast from Meijer and Target, and Lee or Bugle Boy from Kids R Us are acceptable.
3. Shirts must be tucked in at all times. Waistband must be visible. Shirts must not be opened more than one button at the neck.
4. Belts: Black, brown, or navy blue belts are strongly encouraged to be worn at all times.
5. Sweater: Navy blue solid cardigan or crew, no logos
6. Sweatshirts: The official St. Mark’s School sweatshirt may be worn. An oxford shirt or knit shirt must be worn under the sweaters and sweatshirts.
7. Socks: Solid navy blue, black, or white socks. Socks must show above shoe.
8. Shoes: Shoes should not have any items such as lights or noises. No open-toed shoes, clogs, wheelies, or sandals. No boots of any kind are allowed in the classroom (including P.E., music, and band).

9. Jewelry/Accessories: No jewelry or accessories are permitted with the exception of the following:
 - A. One watch (without alarms, chimes/beeps.)
 - B. One ring per hand
 - C. One necklace, choker length (16" max. length)
Worn inside shirt
 10. Hairstyles: Haircuts and styles are to be conservative in nature and meet the standards of good grooming. No exotic hairstyles. No hair coloring. Hair must be natural color.
- B. Girls K–8**
1. Jumper, skirts, and skorts: Solid, dark navy or khaki, hemmed, no plaids, no shorter than 5" from floor when kneeling on floor.
 2. Slacks-shorts: Solid dark navy blue or khaki twill (light tan) dress slacks (poly-cotton). (No 100% cotton due to fading) Solid navy blue corduroy dress slacks. Slacks must not have colored stitching, decorations, gold studs, extra or oversized pockets or visible logos. Slacks must be worn on waist. Slacks and uniform shorts purchased from Casson, "955" from Dillard's, French toast from Meijer and Target or online, and Lee or Bugle Boy from Kids R Us are acceptable. (No knit, spandex, or stretchy pants, hip huggers, or bell-bottoms allowed.)
 3. Blouse: White, light blue or pale yellow, collared, button-down style, dress-style pointed collars, peter pan style collars, polo style, or turtleneck. No pockets, no logos except the official school logo is permitted. They can be long or short sleeved. Shirts purchased from Casson, "955" from Dillard's, French Toast from Meijer and Target, and Lee or Bugle Boy from Kids R Us are acceptable. Shirts must be tucked in at all times. Skirt waistband must be visible. Blouses may not be opened more than one button at the neck.
 4. Belts: Black, brown, or navy blue belts are strongly encouraged to be worn at all times.
 5. Sweater: Navy blue solid cardigan, no logos
Sweatshirts: The official St. Mark's School sweatshirt may be worn. An oxford shirt or knit shirt must be worn under the sweaters and sweatshirts.

6. Hosiery: Solid navy blue or solid white cable tights, knee-high socks, or crew socks. All hosiery must cover the entire foot. Hosiery must be worn.
7. Shoes: Shoes should not have any items such as lights or noises. No open-toed shoes, clogs, wheelies, or sandals. No boots of any kind are allowed in the classroom (including P.E., music, and band). No heels higher than 1".
8. Jewelry/Accessories: No jewelry or accessories are permitted with the exception of the following:
 - A. One watch (without alarms, chimes/beeps.)
 - B. One ring per hand
 - C. One necklace, choker length (16" max. length)
Worn inside blouse
 - D. One small post/button earring per ear. (no hoops)
9. Make-up: No make-up allowed. Nail polish is allowed.
10. Hairstyles: Haircuts and styles are to be conservative in nature and meet the standards of good grooming. No exotic hairstyles. No hair coloring. Hair must be natural color.
11. Hair accessories: Should be plain and conservative in nature and not cause any undue attention to the student.

5.8 Student Service Hours

The school provides opportunities for its students to serve others within and beyond their school community.

- A. Students will have an opportunity, on a quarterly basis, to participate in a servant event outside the school community.
 1. St. Mark's Lutheran School's Student Council will be responsible for providing four opportunities (one per quarter) for students to engage in a servant event. (ie. Kids Against Hunger, Senior Citizen Day, Cookies for Cairo, blankets for foster care, Matthew 25 Ministries, adopt a family at Christmas, shut-in dinners, etc.)
- B. Guidelines will be developed for the number of service hours in which students are encouraged to engage in servant opportunities.
 1. A log will be created for documentation of service hours that students are encouraged to accumulate over one school year.

2. An organized method to supervise these service hours will be developed.
3. Expectations for service hours per school year shall be determined.

K	5 hrs.
1–2	10 hrs
3–4	15 hrs
5–6	20 hrs
7–8	25 hrs
- C. A list will be provided of possible servant opportunities.
 1. Collect contact information for potential servant events from various ministries through church groups, congregation, and community groups (ie. Sunday school, Elders, Women’s Guild, Milford Miami Ministries, etc.)
 2. Suggestions for possible opportunities include: Cookies for Cairo, work day @ church, Prison Ministry, cards for soldiers/elderly/shut-ins, sharpen pencils for pews, watering flowers, cleaning entry windows, pick up trash, disinfecting nursery/preschool toys, baking for civil servants (fire, police, mailman), Operation Christmas Child, etc.
- D. Opportunities will be developed to celebrate the performance of service by students and their families.
 1. The St. Mark’s Board of Education will determine ways to celebrate the service of students and their families annually. (ie. Bulletin board display, recognition in church services, recognition dinner, award certificates, etc.)
- E. Opportunities will be created to educate staff, students, and parents about the goals, objectives, and strategies for servant program.
 1. Goals, objectives, and strategies will be presented at a staff meeting and a board of education meeting.
 2. Teachers will educate the students about goals, objectives, and strategies..
 3. Goals, objectives, and strategies will be presented in letter form and mailed to all school families
 4. Goals, objectives, and strategies will be reviewed on Parents’ Night in August.

5.9 Cell Phone/Electronic Device Use

Cell phones have become an integral part of our society and St. Mark’s recognizes their usefulness in family communication. Stu-

dents may bring their phones to school, have them on (silent) in their lockers/backpacks (not in the classroom), and check them during breaks—especially if they are expecting some kind of message from home. They are not to be using them for any other purpose—playing games or texting friends during school, etc. Before and after school, students must have specific permission from a teacher to be on their phones. Teachers will specify how they are to be used—if at all—on field trips and during other school activities. Students who misuse their cell phone privileges run the risk of having the device confiscated and returned only to a parent or guardian. Cell phones and other electronic devices are brought to school at the student’s own risk.

6. GENERAL SCHOOL PRACTICES

6.1 Health and Safety

A. Fire and Tornado Drills

Fire and tornado drills are required by law. Directions for evacuation are posted in each classroom. When the alarm sounds students and teachers are to exit according to the designated route. This is to be done quickly and in an orderly manner.

B. Illness

Children who develop symptoms of being ill during the school day will be sent to the office. Their temperature will be taken and symptoms monitored. Parents will be contacted if a fever of 100° F or higher is present and/or if there are other symptoms warranting such action.

When a child is ill, it is important that the child be given the time to become well before returning to school. Please use these guidelines:

1. Is the child free from fever for 24 hours without fever reducing medications?
2. Are other symptoms still persisting?
3. Is the illness contagious? (Call the school for information concerning the Board of Health’s list of contagious diseases or check with the doctor).
4. Do you have the permission of a medical doctor for the child to return? If in doubt, keep the child at home. One student’s mild illness may become a serious problem for another.

C. Accidents and Injuries

Minor injuries will receive first aid. The parent will be notified of the extent of the injury and asked if they want further medical attention. St. Mark's Lutheran School will comply with the wishes of the parent. In situations where the child needs professional medical attention and the parents cannot be reached, action will be taken according to the instructions given by the parents on the Emergency Medical Information Form. If it is necessary for a child to be transported by life squad to the designated hospital, the Emergency Medical Information Form and a staff member will accompany the child. The parents will be contacted as soon as possible.

D. Medication Administration

If a student needs to take prescribed or over-the-counter medication during school hours, he/she must bring the appropriate forms signed by the parent and physician. When sending medicine to school, please be sure it is carefully marked with the student's name and directions for its administration. The prescription or over-the-counter container is necessary and it must be brought to school by a parent.

E. Food Allergy

St. Mark's Lutheran School's board, faculty, staff and volunteers take food allergies seriously and understand that food allergies can be life threatening. If your son or daughter has a food allergy, come to the office to obtain a copy of our Food Allergy Management and Prevention Policy.

F. Emergency Information

Emergency Medication Information Forms will be kept on file in the office. These are to be kept current and they are required to be updated annually.

G. School Closings Due to Emergencies

In the event of severe weather or other emergencies, it may become necessary to delay or close school. St. Mark's Evangelical Lutheran School will follow the lead of Milford Exempted Village Schools. Any school delay or closing will be announced by radio. The 3 announcements that may be made are:

1. "Milford Exempted Village School are Closed"—This means that St. Mark's Lutheran Preschool and School are closed for the day.
2. "Milford Exempted Village School Schools are on a 2-hour Delay"—St. Mark's will run a shortened program. AM preschool will not meet and PM preschool will meet from 12:30 PM–3:00 PM

Kindergarten will meet from 10:30 AM–3 :15 PM

Grades 1–8 will meet from 10:30 AM–3:15 PM.

3. “Milford Exempted Village School Schools are on a 1–hour Delay”—St. Mark’s will run a shortened program.
AM preschool will meet from 10:00 AM–11:30 AM and
PM preschool will meet from 12:30 PM–3:00 PM
Kindergarten will meet from 9:30 AM–3:15 PM
Grades 1–8 will meet from 9:30 AM–3:15 PM.

Other emergencies will warrant a phone call to a parent. Please do not tie up school phone lines on these days by calling the school for closing information.

6.2 Getting to and from School

A. Responsibility for Transportation

At this time, St. Mark’s Lutheran School does not provide transportation for its students. Transportation is available to those living in the Milford School District. Please contact the district for information. Otherwise, parents are responsible for transportation arrangements.

B. Student Drop off and Pick up

1. Parents and/or other designated adults who drive children to school are required to park in marked spaces in the general parking lot (the area immediately in front of the church entrance is designated as a fire lane and is not to be used for parking or for standing vehicles at any time). Students and Parents will enter and exit the school by using the doors for the education wing only.
2. Upon arrival, all students are to go directly to their rooms. They are not to be loitering in the halls or other parts of the building.
3. Students arriving late to school (tardy) are to report directly to their classrooms.
4. At dismissal, students riding school buses will be dismissed first and will be supervised as they depart school.
5. All other children are to be picked up inside the building once school buses have departed. Only pre-authorized adults may pick up a child. As a safety precaution, phone calls are not accepted as authorization for someone other than the designated adult(s) to pick up the children.

C. Walking to and From School

In the interests of safety, walking to and from St. Mark’s Lutheran School is not recommended.

- D. Bicycles
Riding bicycles is permitted.

6.3 Worship

A. Special Activities and Events

There are certain programs and events throughout the church year that will require student participation during the school day, after school, in the evening, or during church services. If students are members of another church, they are encouraged and expected to participate at St. Mark's Lutheran Church, but may be excused by permission of the Principal if they are involved in a similar program or event at their own church. Exceptions are by privilege and not by right.

B. Classroom Instruction

In all courses of study, we seek the highest quality religious education for our students. Teaching the Christian faith based on the Bible as explained in Luther's catechism is the basis for this instruction. This provides students, teachers, and other staff members many opportunities to share their faith openly with each other. The goal is to make our children's relationship with God and the church a strong and lasting one.

C. Other Expectations

All students are to attend chapel services when they are scheduled. Normally they will be held each Wednesday from 9:15–9:45 AM. Parents are welcome to attend. An offering may be taken for a designated charitable mission organization. Children are also encouraged to attend Sunday School on a regular basis.

6.4 Parent Responsibilities

A. Support for School and Staff

Parents are encouraged to work with the teachers and school staff. Supporting the decisions made by the staff and reinforcing what is taught in school will help to guide and strengthen our children's growth in Christian faith and education. Cooperation between students, staff, and parents help to enforce the need for everyone to work together.

B. Volunteer Opportunities

Parents are encouraged to volunteer at school. To assist in the office, classrooms, during lunch, recess, and being a room mother/father are examples. Volunteers are important to our school and are much appreciated. These donations of time and talents help to reduce the school's operating costs.

- C. Parent/Teacher Conferences
Parent/Teacher Conferences will be held at the conclusion of the 1st and 3rd quarters. Additional conferences may be scheduled by the teacher and/or parent if needed.
- D. Church Attendance
Parents and children are encouraged to attend church every Sunday. Regular church and Sunday School attendance is an important part of each child's Christian education.

6.5 Home-School Communications

- A. School to Parent Procedures
Teachers will establish a pattern of sending home a weekly or monthly newsletter/calendar. It is important that parents habitually read these newsletter/calendars as they contain important dates and information. The teacher will also establish, at the beginning of the year, a schedule of sending completed assignment papers home for the parents' review. Depending on the grade level, this may be daily or weekly.

It is not unusual for teachers to "visit" with parents after school when children are picked up. These kinds of "conferences" are informal and are used to help keep parents aware of their child's growth and development. Normally, these are informational and not of a serious nature. Please do not visit with the teacher prior to the start of the school day since the teacher needs to be spending time with students as they arrive.

The school needs to have a current home telephone number for each of its students. If there is a change in your phone number, please inform the school immediately. Also, let the school know if your number is unlisted.
- B. Parent to School Communication
Parents are urged to discuss any concerns with school personnel. It is important that parents first contact teachers with their concerns if it is a classroom issue. If the teacher cannot adequately address the problem, then the Principal should be contacted.
Except in cases of urgency or emergency, parents should not call the teacher or students during school hours.
- C. School Directory
A school directory will be sent to each family shortly after school begins in the fall. Addresses and phone numbers for all students will be included in this list. If you do not wish to be included in the directory, please inform the school office.

6.6 Other School Policies and Procedures

- A. Office Hours
The office is open from 8:00 AM to 4:00 PM for regular school business.
- B. Telephone Use
Students are not permitted to use the telephone during the day. In an emergency, the teacher or a staff member will make contact with parents.
- C. Use of Church Property and Equipment
Unauthorized use of office machines (i.e., copying machine, computer, paper cutter etc.) and equipment is not permitted.
- D. Lost and Found
Students are discouraged from bringing unnecessary items to school. The school cannot be responsible for the safe keeping of such items. Please mark clothing with the child's name, especially jackets, coats, mittens, etc. Check the lost and found box for missing items.
- E. Parent Visits
We welcome and encourage parent visits and participation. There are several times during the year that a parent may visit such as worship, conferences, field trips, class parties, or if they would like to share a special talent. If parents would like to visit their child's classroom, an appointment should be made with the teacher. Parents are required to notify the office before reporting to the classroom.
- F. Class Parties
Room mothers/fathers work with the teacher to plan parties for the students at various times throughout the year. A birthday treat may be passed out at snack/lunch or at the end of the day according to the arrangements made previously with the teacher.
Guidelines for classroom parties
 1. Length of party
 - a. Preschool and Pre-Kindergarten—max 1.5 hours
 - b. Kindergarten—max 1 hour
 - c. Grades 1–8 max. 45 minutes
 2. Must have a religious theme
 3. Could include a craft
 4. Should included 1–2 activities or games and a snack
 5. Max expense \$30 (shared by parents)
 6. Goody bags are discouraged

G. Field Trips

Field trips are an integral part of our curriculum and we expect all children to participate. To attend, a child must have the appropriate form signed and a fee paid if there is one.

H. Lunchroom

Students are not to bring soft drinks in lunches. There may be special days, as announced in advance, when carbonated beverages are appropriate for lunch.

I. Media Center/Library

Students may borrow books and other learning media from the media center. Procedures for student use of the center will be determined according to the media being used. Children having lost or badly damaged materials are expected to pay for replacements.

PRESCHOOL & PRE-KINDERGARTEN CALENDAR 2018–2019

August 19 (Sun.)	Back-to-School Picnic
August 28 (Tues.)	Parents Night
Aug. 27–31	Teacher Work Days
September 3 (Mon.)	No School – Labor Day
September 4 (Tues.)	First Day of School for Pre-3, and Pre-K Classes
September 5 (Wed.)	First Day of School for Pre-4
September 7 (Fri.)	First Day of School for Pre-2
October 5 (Fri.)	Walk-A-Thon
October 19 (Fri.)	Noon Dismissal—No afternoon Pre-4 class
November 6 (Tues.)	No School – Election Day, Teacher Inservice
November 21-23	No School – Thanksgiving Vacation
December 17 (Mon.)	Christmas Program
December 20 (Thurs.)	Last Day of School before Christmas Vacation, Dismiss at noon – No afternoon Pre-3 class
January 3 (Thurs.)	Classes Resume
January 11 (Fri.)	Noon Dismissal—No afternoon Pre-4 class
January 21 (Mon.)	No School – Martin Luther King, Jr. Day
January 27 (Sun.)	Open House
February 15 (Fri.)	No School – Presidents’ Day 4-day Weekend
February 18 (Mon.)	No School – Presidents’ Day
March 18–22	No School – Spring Break
March 25 (Mon.)	Classes Resume
April 19 (Fri.)	No School – Good Friday
April 22 (Mon.)	No School – Easter Monday
May 24 (Fri.)	Last Day for preschool classes
May 28–31	Teacher Work Days as Arranged with Principal

SCHOOL CALENDAR 2018-2019

KINDERGARTEN-8TH GRADE

August 19 (Sun.)	Back-to-School Picnic
August 22 (Wed.)	Opening Day for Students (K-8)
September 3 (Mon.)	No School – Labor Day
October 5 (Fri.)	Walk-A-Thon
October 19 (Fri.)	End of 1st Quarter (41 Student Attendance Days) Dismiss at noon
October 22-25	Parent-Teacher Conferences
November 6 (Tues.)	No School – Election Day, Teacher Inservice
November 21-23	Thanksgiving Vacation
December 18 (Tues.)	K-8 Christmas Program
December 20 (Thurs.)	Last Day of School before Christmas Vacation, Dismiss at noon
January 3 (Thurs.)	Classes Resume
January 11 (Fri.)	End of 2nd Quarter (47 Student Attendance Days) Dismiss at noon
January 21 (Mon.)	No School – Martin Luther King, Jr. Day
January 27 (Sun.)	Open House
February 15 (Fri.)	No School – Presidents’ Day 4-day Weekend
February 18 (Mon.)	No School – Presidents’ Day
March 15 (Fri.)	End of 3rd Quarter (42 Student Attendance Days) Dismiss at noon
March 18-22	No School – Spring Break
March 25 (Mon.)	Classes Resume
April 19 (Fri.)	No School – Good Friday
April 22 (Mon.)	No School – Easter Monday
May 24 (Fri.)	End of 4th Quarter (43 Student Attendance Days) Last Day for Students, Dismiss at noon
May 28-31	Teacher Work Days as Arranged with Principal

What Will They Teach My Child? (at a Lutheran school)

Lutheran schools are known for their academic quality and for their ability to aid moral development. They are religious schools which include daily teaching about religion and integrate religious beliefs into everything they teach. Many parents of children in Lutheran schools or who are considering enrolling their child wonder, "What will they teach my child at a Lutheran school about religion?"

Lutheran schools exist to teach what Lutherans believe. They believe:

- That the Bible is the source and basis for their beliefs. (2 Tim. 3:15-17)
- That all people and all faiths are to be shown respect..... (Matt. 22:39)
- That only through faith in Jesus Christ can people be saved..... (John 3:16)

Lutheran schools teach about God. God is:

- The Almighty, loving Creator of everything and everyone..... (Gen. 1:1)
- One God, but three equal persons (Triune).(Matt. 28:19)
- A Judge who requires us to fulfill His law perfectly.(James 2:10)
- A Savior who died for our sins and arose from the dead.....(2 Tim. 1: 10)
- A Sanctifier who gives us faith through His Word & Sacraments. ..(1 Cor. 6:11)
- The Author of the Bible who inspired men to write every word as He directed. . (2 Tim. 3:16)
- Described in His true, errorless, unchanging Word (the Bible). (John 17:17)
- Love. He loves all people perfectly, in spite of how they may act.... (1 John 4:8)

Lutheran schools teach about people. People are:

- Created individually and specially by God. (Ps. 139:13)
- Loved always and completely by God..... (John 3:16)
- Required by God to obey His law perfectly.(Matt. 5:48)
- Unable to obey God perfectly (everyone sins)..... (Eccl. 7:20)
- Saved from hell by Christ's sacrifice. (Gal. 3:13)
- Unable to earn God's favor or forgiveness. (Eph. 2:8-9)
- Brought to saving faith by the Holy Spirit and given eternal life in heaven. (1 Cor. 6:11)
- Condemned to eternal suffering if they do not have faith in Christ. (Rom. 6:23)
- Given forgiveness of sins and eternal life through Baptism and the Lord's Supper (Holy Communion)..... (Acts 22:16; Luke 22:19-20)
- Motivated by God's love to love all other people and serve God.. (John 14:23)
- Eager to share the good news (Gospel of God's great love for all... (Acts 4:20)

Many children are led, by the Holy Spirit, to believe what is taught in a Lutheran school. It is helpful for parents to know what they learn. Many parents also want to learn more about the church that values children and their Christian education so much that they sponsor a Lutheran school.

The best way to learn what Lutherans believe and what Lutheran schools teach is to attend an information class—please see the Pastor or the Principal/Director of Early Childhood Education for more information.

St. Mark's Lutheran School

is owned and operated by
St. Mark's Evangelical Lutheran Church in Milford, Ohio
as a vital part of our ministry to our community.

Our Mission Statement

Connecting students with Jesus while providing excellence in education.

School Staff:

Principal	Tim Kollmorgen	575-3354 419-290-7428
1st/2nd grade teacher	Audrey Reisenbichler	583-5667
3rd/4th grade teachers	Lisa Rhonemus Cathy Mayo	575-3354 923-1557
5th/6th grade teacher	Gene Postenrieder	236-9274
7th/8th grade teachers	Tim Kollmorgen Mike Mayo Becky Kollmorgen	575-3354 575-3354 575-3354
7th/8th Religion teacher	Pastor William Fenker	575-1570
Kindergarten teacher	Debbie Sherman	575-3354
Pre-Kindergarten teacher	Brittany Reynolds	575-3354
Pre-Kind. asst. teacher	Karen Frank	575-3354
Preschool 2 lead teacher	Brittany Reynolds	575-3354
Prechool 3 lead teacher	Janet Rehmer	575-3354
Preschool 4 lead teacher	Janet Rehmer	575-3354
AM Extended Care	Brittany Reynolds	575-3354
PM Extended Care	Cheryl Goolsby	575-3354
Music/Band teacher	Becky Kollmorgen	575-3354
IT	Herb Penry	575-3354
Speech	Ruth Brothers	575-3354
Spanish	Glenda	575-3354

Church Staff:

Pastor	Rev. William Fenker	575-1570
Church/School Secretary	Diane Cartheuser	575-0292

Board of Christian Education:

Chairperson	Erick Schepmann.....	583-1581
	Rachel Bailey.....	508-4738
	Andy Boedecker	774-8869
	Sean Kiehl.....	847-204-4470
	Teresa Miller.....	314-642-5855

Martin Luther's Seal



The first thing expressed in my seal is a cross, black, within the heart, to put me in mind that faith in Christ crucified saves us. 'For with the heart man believes unto righteousness.'

Now, although the cross is black, mortified, and intended to cause pain, yet it does not change the color of the heart, does not destroy nature—i.e., does not kill, but keeps alive. 'For the just shall live by faith,'—by faith in the Savior.

But this heart is fixed upon the centre of a white rose, to show that faith causes joy consolation and peace. The rose is white, not red, because white is the ideal color of all angels and blessed spirits.

This rose, moreover, is fixed in a sky-colored ground, to denote that such joy of faith in the spirit is but an earnest and beginning of heavenly joy to come, an anticipated and held by hope, thought not yet revealed.

And around this ground-base is a golden ring, to signify that such bliss in heaven is endless, and more precious than all joys and treasures, since gold, is the best and most precious metal. Christ, our dear Lord, He will give grace unto eternal life.

While a professor at Wittenberg, Luther devised this seal which he declared was meant to be "expressive of his theology" This explanation is the gist of a letter written to his friend, Herr Spengler, town clerk of Nuremberg.