

2026-27

St. Mark Lutheran School Family Handbook



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Principal's Note

Dear Parents,

"United in Christ" is the theme for the 2026–2027 school year, based on Philippians 2:1–2. In those verses, Paul encourages Christians to be like-minded, united in love, one in spirit, and focused on the same purpose. That is a beautiful picture of Christian unity and a fitting theme for our school year.

Unity is something every family, classroom, and school needs. Daily life easily pulls us in different directions. Families juggle busy schedules. Classrooms bring together students with different personalities, strengths, needs, and challenges. Schools bring together parents, teachers, staff, and students, all seeking to serve children well.

In Christ, we have something stronger than shared schedules, preferences, or opinions. We have a shared Savior. We are united by the forgiveness Jesus has won for us, the faith he has given us, and the mission he places before us. That unity does not mean every day will be easy or that we will always see everything the same way. It means that, when challenges arise, we return together to the same foundation: Christ, his Word, and the children entrusted to our care.

At St. Mark Lutheran School, we believe parents have the primary responsibility of raising their children in the training and instruction of the Lord. Our school does not replace that calling. We are here to support it. We are grateful to partner with you as your children grow academically, socially, emotionally, and spiritually. Whether your family is new to St. Mark or has been here for many years, we are thankful you are here.

One of the clearest ways we live out that partnership is through communication. Please continue to communicate with your child's teacher when questions, concerns, joys, or needs arise. Strong communication helps us work together with clarity, patience, and love. It allows us to support students well and stay aligned around the mission God has given this school. St. Mark Lutheran School exists to provide Christ-centered education with academic excellence, loving relationships, and the truth of God's Word. We want our students to know they are loved by Jesus, known by name, and equipped to serve him at home, church, school, and in the community.

St. Mark became nationally accredited in 2006, 2013, 2018, and again in 2024 by the Wisconsin Evangelical Lutheran Synod School Accreditation service, a member of the National Council for Private School Accreditation. This process helps ensure that we have designed a high-quality program and continue to meet the standards our parents, students, and community expect and deserve.

This handbook includes important information about the programs, policies, and procedures of St. Mark Lutheran School. Please read through it carefully so that we can begin the year with shared understanding and clear expectations.

Parents have many choices to make each day, including the choice of education for their children. We are grateful that you have chosen St. Mark. As we begin this school year, we pray that God would bless our partnership, strengthen our communication, and keep us united in Christ.

In Christ,

Pastor Ben Reichel
Interim Principal

Our Mission and Vision

Mission Statement

As part of St. Mark Ministries, St. Mark Lutheran School grows healthy students for today, tomorrow, and forever.

Core Values

Christ-Centered - Gratitude - Curiosity - Pursuit of Excellence - Resilience - Community

Belief Statements

At St. Mark School, we believe:

- each student is deeply valued and loved by God.
- in providing a Christ-centered, high-quality education that nurtures each student's unique potential.
- meaningful opportunities and experiences, rooted in Christian values, develop each student's gifts and talents.
- in fostering meaningful relationships with families, students, and staff to create a supportive community.
- healthy students are spiritually, academically, socially, physically, and emotionally prepared for the future.
- in cultivating a spirit of gratitude for God's blessings in our lives.
- in nurturing curiosity about God's creation and inspiring a lifelong love of learning.
- in fostering resilience in students, empowering them to persevere through challenges with faith, courage, and a growth mindset.

Guiding Principles

Ministry

- As a mission arm of the church, our school will actively serve both partners of St. Mark as well as those from our community. St. Mark Lutheran School is a ministry of St. Mark Lutheran Church, a nonprofit 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. **1 John 2:2** says, **"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 **2 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 state of Wisconsin and the National standards. We strive to meet and exceed those standards through the education we provide.

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.

New Families

St. Mark Lutheran School offers many resources to new families to help them become part of the St. Mark Family. Parents have the option of receiving the School Family Handbook in paper form or viewing it online at our website.

The following are resources available to all families to learn more about St. Mark:

- School website: stmls.org
- Summer Home Visit options for Preschool through Second Grade
- August Orientation/Kick-off Night
- Weekly school newsletter “News For You”
- Classroom Newsletters
- One Informational School Choice Open Forum each semester
- Volunteer Opportunities scheduled through Sign Up Genius
- School Announcements made through the Parent Alert texting service in FACTS
- School Announcements made through mass emails from our student information system FACTS
- School Announcements on the TV in the school entryway
- School Informational bulletin boards outside of the school office

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 throughout 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 Treasures*
- Language Arts

- *Reading, Literature, Phonics, English, Grammar, Forensics, Handwriting, Spelling*
- 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, Music Theory*
- Physical Education
 - *Movement Exploration, Fitness, Coordination, Individual & Group Skills, Team Games*
- Computer Science
 - *Hardware Introduction, Keyboarding, Applications, Internet Usage, Programming*

Academic Progress

Report Cards

Report cards will be posted in FACTS quarterly.

Parent/Teacher Conferences

After the first five or 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 grading program named FACTS. The online grade book is accessible from the school website, stmls.org. Information about how to sign in will be emailed to you at the beginning of the school year.

School Work

The program of instruction at St. Mark has the possibility that some school work might have to be done at home. The amount of school work depends on the grade level and the study habits of the child, as well as his/her abilities. Parents can assist by providing encouragement and a quiet place to work. Providing too much help to your child enables dependency, and should be avoided. Teachers depend on the supportive encouragement of parents for their children to complete all assignments promptly and neatly. (Please see [Grade 4-8 School Work Policy](#) on pg. 17)

Student Support Services & Instruction

St. Mark Lutheran School is pleased to include a **Director of Instruction and Student Services** on our leadership team. This role is dedicated to partnering with parents, classroom teachers, and external service providers to ensure the diverse academic and developmental needs of all students are met.

To foster individual student success, the Director works actively within general education classrooms to:

- **Evaluate and Identify:** Assess student needs and develop individualized learning plans when additional support is required.
- **Collaborate:** Maintain open communication regarding student progress with the entire "learning team" (parents, teachers, and specialists).
- **Coordinate:** Connect families with external resources and specialized services as needed.

We believe that consistent, open communication is the foundation of student success. If you have questions or concerns regarding your child's educational or behavioral needs, please utilize the following communication process:

1. **Teacher-Parent Partnership:** Always connect with your child's classroom teacher first. Because they work with your child daily, this relationship is the most critical starting point for addressing concerns.
2. **Director Involvement:** If further support, evaluations, or individualized learning plans are needed, the Director of Instruction and Student Services will join the learning team to collaborate with both the parent and the teacher on next steps.

Honors Program

The **Honor Roll** recognizes God-given talent in outstanding academic achievement of students in grades 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 grades PreK-5 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

Life Skills grading is determined in the following way. Students who have little to no room for improvement will receive an E. Students who have some room for improvement will receive an S+. Students who are average for their grade level will receive an S. Students who have more room for growth will receive an S-. Students who need to improve will receive an N.

Grading Scales

Letter Grade	Percentage	Proficiency Scales	
A+	100	E: Excellent	94-100
A	97-99	S+: Satisfactory Plus	86-93
A-	94-96	S: Satisfactory	78-85
B+	91-93	S-: Satisfactory Minus	70-77
B	88-90	N: Needs Improvement	60-69
B-	86-87	U: Failure	0-59
C+	83-85		
C	80-82		
C-	78-79	<u>K-2 Standards</u>	
D+	76-77	Exceeding Expectations	4
D	73-75	Meeting Expectations	3
D-	70-72	Progressing toward the expectations	2
F	0-69	Limited progress toward the expectation	1

5-8 Physical Education Rubric

Category	A 10 pts	B 9 pts	C 8 pts	D 7 pts	F 0 - 6 pts
Preparation & Attire	The student is wearing the required PE shirt, athletic pants, and properly tied gym shoes. He/she student is ready to move on time.	The student is wearing the required PE shirt, athletic pants, and shoes. He/she may have needed a quick reminder to tie laces properly before starting.	The student is missing the official PE shirt but is still wearing safe athletic pants and shoes.	The student is missing appropriate athletic pants or proper shoes.	The student is wearing a non PE shirt, non-athletic pants, and improper shoes. The student cannot safely participate in class.
Participation & Effort	The student participates enthusiastically in all activities. He/she stays on task without any reminders from the teacher.	The student participates in all activities. He/she might need one minor reminder to stay focused, but generally works hard.	The student goes through the motions. He/she participates, but lacks energy or gets easily distracted during drills.	The student exhibits frequent off-task behavior. He/she gives minimal effort and requires multiple reminders to keep moving.	The student refuses to participate, sits out on the bleachers without permission, or gives zero effort.
Sportsmanship & Respect	The student is always positive, works very well with others, plays entirely by the rules, and is respectful to all.	The student follows the rules, works adequately with peers, and shows baseline respect to the teacher and classmates.	The student occasionally gets overly competitive, argues briefly over a call, or needs a reminder to share equipment.	The student argues frequently with peers/teacher, acts like a poor winner/loser, or excludes others from the game.	The student uses inappropriate language, intentionally fouls, or demonstrates severe unsportsmanlike conduct.
Safety & Directions	The student follows all safety rules	The student follows directions and	The student is slow to respond to the	The student misuses	The student ignores rules,

	perfectly. He/she is quick to respond to instructions and handles equipment correctly.	standard safety protocols. He/she listens respectfully when the teacher is speaking.	whistle or sometimes talks softly while the teacher is giving instructions.	equipment slightly (e.g., kicking a volleyball) or needs repeated reminders to follow safety rules.	damages equipment, or acts in a reckless way that endangers self or others.
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Worship

Love for Worship

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. Faithful church attendance is an essential part of the spiritual training of the students. St. Mark Church and School are dedicated to the spiritual training of your child. We encourage an active worship life on the part of the parents and child. In order to support families in their spiritual life, St. Mark will work with families to encourage faithful church attendance.

Midweek Chapel

Each week a special worship service is held in the sanctuary of the Green Bay campus. 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 8:05 a.m. on Wednesday mornings. Chapel service will be held one Wednesday a month at our De Pere location. Everyone is welcome!

Mission Offerings

Each week an offering is collected at the chapel service. Each semester the gifts collected go to support the Lord's work in various church and school ministries 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 Holy Christian Church.

School Policies

Alcohol, Tobacco and Drugs

The possession, use, or being under the influence of alcohol, tobacco, vaping 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, vaping, 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, vaping 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 Unexcused 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.
- If a student misses 25 or more days of school during a single school year, their enrollment will be reviewed by the Principal and the Education Council.
- When absent, school work will be available for pickup in the school office at 3:15 p.m. If work is not picked up, it is the student's responsibility to request all makeup work when they return to school. A student is given two school days per day absent to make up for all missed school work.

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.** Teachers may provide work in advance of the vacation. Immediately upon a student's return, it is the student's responsibility to request all missing school work. A student is given two school days per day absent to make up for all missed school work.

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. Schoolwork will be available for pick-up by the end of the school day.

Tardies

- Green Bay School doors open at 7:45 am, and school begins at 8:00 am. All students in all grades (PreK-8th) are expected to be in their classrooms and ready for school at 8:00 am. Tardies are

accumulated by semester. A note of warning is sent and the parents are called after the student has been tardy 5 times. **A student who is tardy 8 times in one semester will receive a detention.** If a student is tardy 12 or more times in one semester, it will be treated as a level 4 discipline issue. (Please see the section on School Christian Discipline pg 24.)

- Academic tardies also interrupt the classroom environment and interfere with the learning of other students. Students are expected to be in their seats with the necessary materials by the time the second bell rings. Failing to do so will result in an academic tardy. Academic tardies will be marked in the discipline log. Repeated academic tardiness will follow the school discipline policy.

State Statutes Referenced in this policy:

The school board must establish a written policy specifying the reasons for which pupils may be permitted to be absent from school, Wis. Stat. sec. 118.16(4)(a).

However, parents may excuse their child's absence in writing before the absence. A child may not be excused for more than 10 days in a school year under this provision, Wis. Stat. sec. 118.15(3)(c).

If a student misses part or all of (5) more days without an acceptable excuse in a semester, the student is "habitually truant" and a truancy referral may be made by the school against the student. to the juvenile intake worker or municipal court. Wis. Stat. sec. 118.15(5)

Family Educational Rights and Privacy Act (FERPA) Guidelines

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Enrollment Information & Processes

Enrollment Process

1. Prospective family contacts school
 - Initial questions are answered by office staff
 - A brief explanation of the enrollment process is given.
 - Contact information is taken and is forwarded to the Principal.
 - New families are encouraged to visit St. Mark School website for introduction of information available about the school including the admission process, school brochures, and the family handbook.
 - The family is given information about Preschool, Elementary School, and Childcare programs.
2. The principal follows up with the family by phone call and/or email.
3. Tour/site visit with the Principal, Director of Instruction and Student Services, and necessary teachers are scheduled and completed. New 1-8 grade students will be screened by our Director of Instruction and Student Services during or after the tour.
4. The online application and enrollment fee is received from the family.
5. Enrollment is either accepted or denied.
6. 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 in FACTS by the deadline. Should your application be voided you may re-apply by submitting a new application and enrollment fee. Existing families will not need to re-enroll in FACTS each year. This will be completed by the school office.

The School will apply the following standards in determining continued school enrollment:

- 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 school records and evaluation by the Director of Student Services.

Christ's commission to teach and make disciples of all nations (Matthew 28:18-20) identifies those who should receive the benefit of our school ministry. Our school exists to nurture the Christian faith of children whose parents are members of St. Mark and to introduce the Christian faith to children (and families) who

do not yet know Jesus as their personal Savior. St. Mark Lutheran School will therefore enroll students in the following priority basis.

Enrollment Priority

1. Member children of St. Mark Lutheran Church
2. Children of families who do not have a church home nor regularly attend another church
3. Children of members of other WELS or ELS congregations
4. Children of families who hold membership in or regularly attend other churches not in our fellowship

It is our intent to minister to those in the first three groups. Applications for children in those groups (1-3) will be processed first. Those accepted will be enrolled as applications are received.

Applications from families in the fourth group will also be processed when received. However, those accepted will be done so on a tentative basis and will be placed on a temporary waiting list until May 1, at which time they will be enrolled as space availability allows. If there are more students on the waiting list than available spots, the date the school received the application will be used for placement.

Student capacity is twenty-four students per classroom and based on student needs for grades K-3. Student capacity is twenty-five students per classroom and based on student needs for grades 4-8. Category four students will no longer be enrolled in grades K-3 when enrollment reaches 22 and will no longer be enrolled in grades 4-8 when enrollment reaches 23. The last two spots in each classroom will be left open to accommodate students in categories one through three throughout the summer. If space is available after August 15, enrollment can be considered.

Additional Enrollment Policies

- Each student must be of the following age on or before September 1st of the school year for grade placement:
 - Preschool - 3 years old**
 - Preschool - 4 years old**
 - Kindergarten - 5 years old**
- First grade and above must provide a transcript of previous passing status and meet all testing requirements.
- All students entering kindergarten (including those from our preschool program) must take the Kindergarten Screening Evaluation administered in the spring or early summer.
- All new students entering grades 1 and above will be required to be screened by our Director of Instruction and Student Services.
- St. Mark Lutheran School reserves the right to determine final grade placement for any new student or present student based on educational need.
- **Nondiscrimination:** St. Mark Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, athletic, scholarship, and other school-administered programs.
- Upon admission to the school and when updates are requested, parents must provide the following information (on forms provided by the school): transcript (first grade and up); emergency contact information; emergency medical authorization.

- Admission to the school will be with the understanding that parents have read and understood the philosophy and policies of St. Mark Lutheran School as stated in the Family Handbook.
- Enrollment Requirements for Non-members (categories two and four)
 - Parents are encouraged to have their child attend the worship services in which his/her class is scheduled to sing.
 - Parents must be supportive of the school, its teachers, and its policies.

Early Registration

In January of each year, an email for enrollment is sent to each school family to determine the number of students who will attend the next school year. Registration fees are to be submitted to the school office to reserve a place for the child(ren). Registration fees are non-refundable except in extenuating circumstances.

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 an 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.

Grade 4-8 School Work 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.

- School work should be turned in by 8:00 a.m. on the day it is due.
- Unfinished, late, or “quickly finished” assignments will be marked as late or missing in the grading program. Parents will receive an email or electronic note on FACTS from the teacher explaining why the incomplete was given. Students are encouraged to complete the assignment as soon as possible.
- Incomplete assignments will be assessed when the student has turned in their work during the quarter. If a student fails to turn in incomplete work by the end of the quarter, then the student will receive a zero for that assignment.
- Late Assignments (Please see the section on School Christian Discipline pg. 24 when referencing levels.)
 - Five late assignments in one quarter result in a detention. The teacher will inform the parents when the detention needs to be served. Students will not participate in any extracurriculars until the assigned detention is served. With any additional late work after the first five, students will not participate in any extracurriculars until all late work is turned in. This is equivalent to a Level 2 discipline issue.
 - Students with eight late assignments in a quarter will meet with parents, teachers, and the Director of Instruction and Student Services to develop an improvement plan. The Director of Instruction and Student Services will schedule a time for the meeting to take place. Students will not participate in any extracurriculars for the rest of the quarter. This is equivalent to a Level 3 discipline issue.

- Students with twelve late assignments in a quarter will be considered chronically late. A meeting will need to occur between parents, student, teacher, and Principal where a modification plan will be put into place. The Principal will schedule a time for the meeting to take place. This is equivalent to a Level 4 discipline issue.
- Students with fifteen late assignments in a quarter will have their enrollment up for review by designated members of the Education Council. This is equivalent to a Level 5 discipline issue.
- Detentions will be served on Thursday until 4:00 p.m. Detention location will be included each day at the end-of-day announcements.
- Students will not be able to participate in any extracurricular activities until their detention is served. Special exceptions may be given (ie. Entertainment Night).
- If it is in the best interest of the student, the teacher reserves the right to keep a child in from recess or other activities to complete work.
- Incomplete records start over each quarter.
- While an Incomplete Email or FACTS Notification will be sent to parents, students are responsible for notifying their parents. We ask that parents respond to the email to let the teacher know that they are aware of the incomplete.
- Students will have two days to turn in their late work or another incomplete will be issued.

Assignment Redo Policy for Grades 2-8

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

- Students may redo assignments at teacher discretion.
- Redoing tests is at the discretion of the teacher.
- Students are strongly encouraged to redo failing assignments.
- Teachers may make them mandatory at their discretion.
- All redos should be done within a week after getting it back.
- Grades for redone work will be given based on what the student demonstrates they know.
- If the assignment is not done within a week, the original grade is made permanent.

Wisconsin Parental Choice Program

General Information

At St. Mark, we believe parents are best equipped to decide what school is the best fit for their child. This program allows more families to choose Christian education for their sons or daughters.

WPCP Fast Facts

- Enrollment will run for specific dates (determined by DPI) on a monthly basis from **February to August**.
- Students who have applied on the DPI site, submitted required documentation to St. Mark, and who have been verified, receive a voucher that is paid to St. Mark to cover 100% of tuition if open seats are available.
- Completed 2025 Tax Information (for new applicants) & proof of residency (for new and returning applicants) is needed to complete enrollment eligibility process.

- Income eligibility set by the state program is based on a family's Adjusted Gross Income; see [DPI's website](#) for more information.
- Families with a student chosen in 2025-26 need to re-apply and provide proof of residency within the enrollment window (you are strongly encouraged to do so in February).
- Schools may adjust the number of available Choice seats each month. If you are waitlisted one month, you may be accepted the next, if seats become available.
- Once a student is accepted into WPCP at that school for the given school year, their seat cannot be taken away due to later changes in the Choice seat availability.
- Choice acceptance does not replace St. Mark's own admissions process. Families must complete and be approved through St. Mark's application before enrollment is finalized.

Major Updates for 2026-2027

- **DISTRICT CAPS** - District enrollment caps are being removed.
- **NEW APPLICATION WINDOWS** - Monthly application windows will now be used (see the table below for dates). **Each month, applications will be verified and Choice seats assigned.** This is the application method that has successfully been followed by Racine for years.

What Families Need to Know

- **QUALIFY** - Qualifying families are encouraged to apply.
- **RETURNING FAMILIES** - All current voucher families (2025-26) must reapply on the DPI website for the 2026-2027 school year.
 - Every month, the number of available seats will be reduced as applications are verified.
 - Submit your application on the DPI website and then bring your proof of residency to St. Mark during the same application window.

WPCP Monthly Application Windows

Application Open Date			Application Closing Date	
February 2, 2026	8:00 AM		February 20, 2026	11:59 PM
March 1, 2026	12:00 AM		March 20, 2026	11:59 PM
April 1, 2026	12:00 AM		April 20, 2026	11:59 PM
May 1, 2026	12:00 AM		May 20, 2026	11:59 PM
June 1, 2026	12:00 AM		June 22, 2026	11:59 PM
July 1, 2026	12:00 AM		July 20, 2026	11:59 PM

August 1, 2026	12:00 AM		August 20, 2026	11:59 PM
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Application Appeals Process for Wisconsin Parental Choice Program (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 Education Council consisting of the following members:

- President- Joel Hermann; Vice President/Secretary- Kurt Kuschel; Voting Members - Luke Hockers, Brett Dunnick, Eric Holtger; Advisory Members- Carla Buboltz (MGB Representative), Nicole Klee, Sue Heimerl
- Interim Principal- Pastor Ben Reichel

Employee Morality

Pursuant to Wis. Stat. §§ 115.7915(6)(d), 118.60 (7)(h) and 119.23 (7)(h), private schools participating in the programs cannot employ

1. Any individual who is not eligible for a teaching license as a result of an offense
2. Any individual who might reasonably be believed to pose a threat to the safety of others, which includes individuals who have engaged in immoral conduct, as defined under Wis. Stat 115.31(1)(c)
 - a. Immoral conduct is defined as “conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare or education of any pupil.”
 - b. Immoral Conduct includes the intentional use of an educational agency’s equipment to download, view, solicit, seek, display or distribute pornographic material will have their background rejected.

Student Behavior

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 an intentional, harmful behavior initiated by one or more students and directed toward another student. Bullying 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 school 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, unwelcomed, or unsolicited behaviors include but are not limited to:

- **Physical:** intentional, unwelcome 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 share suggestive pictures and/or cartoons, messages through social media, 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 Education Council.

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

Custody Arrangement and Student Pick Up

At St. Mark parents are able to designate who is allowed to pick up their children on the registration form. Custody arrangements are kept on file in the office and communicated to the classroom teacher and faculty as needed. Any changes to custody arrangements are to be given to the office as soon as they are made official.

Medication Policy

Due to laws in the state of Wisconsin (WS118.29 or more commonly referred to as ACT 160), requirements are now being implemented regarding the distribution of medications to students. What follows are the key applications of the new legislation.

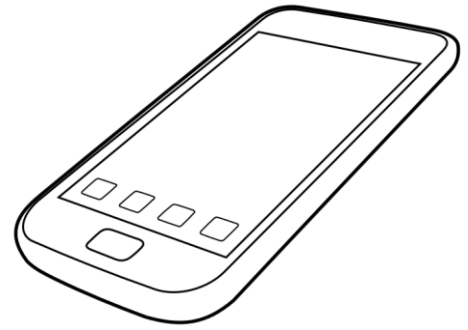
If a parent or guardian wants a staff member to distribute over the counter (OTC) medications, the parents must do the following:

- Any medication, either OTC or prescription medicine, must be supplied by the parent or guardian in the manufacturer's original package; our staff will not be able to administer any medication that is not in its original packaging. Medication, either OTC or prescription medicine, will be kept in the school office. This includes cough drops, ibuprofen, Tylenol etc.
- A medical distribution authorization form must be signed by the parent and be on file with the teachers before the medication can be distributed.
- Regarding prescription medication, if parents or guardians want the staff to administer the medication, the parent or guardian must do the following procedures:
 - A medical authorization form signed by the parent and a medical provider form signed by the medical provider must be on file before the medication can be given. The medical provider may fax the authorization form..
 - The prescription medication that is to be kept in the school office must be sent in its original packaging with the dosage amounts and times to distribute listed on the bottle.
- Students with life-threatening allergies or asthma are permitted to keep epinephrine auto-injectors (EpiPens) and asthma inhalers in their possession (e.g., in their backpack, classroom, or on their person) rather than storing them in the school office. To carry emergency medication, the school must have on file:
 - Written authorization from a parent or guardian.
 - A signed medical authorization form from the prescribing healthcare provider.

All medical authorization forms are available in the school office. Students may obtain them for parents or guardians. Please be aware that if a student hands in a signed authorization form along with the medication, you will receive a call from school to verify the authorization. Various staff members have received certified training in order to be in compliance with the ACT 160 legislation.

Technology Use

Personal technology tools such as the Ipad, Ipod, Nook, Kindle, graphing calculator, Chromebook, cameras, video/voice recorders, and other personal devices 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 with 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. Technology policies are found in the technology handbook.



Conditions under which 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.

Conditions under which personal technology tools are not allowed:

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

Students are allowed to bring smart devices including cell phones, smart watches and tablets to St. Mark. Student's smart devices including cell phones, smart watches and tablets will be turned off before 8:00 a.m. and placed into the smart devices container located within each classroom. Smart devices including cell phones, smart watches and tablets may be allowed on school field trips at the discretion of the teacher. Smart devices including cell phones, smart watches and tablets will still be kept by the teacher and used only for educational purposes. Smart devices can be picked by the student at the end of each day.

Failure to comply with the policy will result in the following consequences which will be recorded in "FACTS":

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)
Fourth Offense:	Loss of privileges for the rest of the year

Transcripts and Transfer Policy

St. Mark Lutheran School is a member of the Wisconsin Evangelical Lutheran School 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 strives to maintain a school of excellence. Allowing people to see what we do on a daily basis helps people understand our educational approach and assist parents and school prospects make an informed decision when selecting a school for their child(ren). Parents are welcome visitors to school at any time.

Students may periodically bring friends and relatives from other schools to visit. Students are encouraged to inform their teacher(s) ahead of time if a friend or relative will be visiting.

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 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/Pick-up Procedures- Green Bay Campus

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 procedures have been created.

Arrival Procedure

- Preschool and Kindergarten parents are encouraged to use the Kenwood side to drop off and pick up their children, but any families can use either set of doors. School doors open at 7:45 a.m. Green Bay half-day Preschool pick-up will be at 11:00 a.m. on Kenwood. Preschool parents should come into the building to sign their student in.
- A drop off lane has been created in the school parking lot. Parents wishing to drop off their children must follow the arrows that have been painted on the parking lot and will be outlined with cones. **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.
- Parents wishing to park and come into school to see a staff member, buy script, etc. may use the designated school parking places. 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 marked bus zones and enter the school area through the gate by the playground.
- Students who are dropped off late should be signed in by their parent in the office.

Pickup Procedures

- Students who are picked up early should be signed out by their parent in the office.
- At the end of the day, bus students will be dismissed first, followed by parent pickup students, then aftercare and athletics.
- 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. **Children will not be allowed to cross the street on their own to get into cars.** Children should also not walk down the street to look for their parents without first asking a teacher. 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.

- Teachers will also be posted at the various entrances to make sure students are safe in the parking lot and that our school building is secure.
- The parking lot will be closed for after-school pickup.
- 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.
- Children remaining on the school grounds after 3:20 p.m. will be taken to the After School Care Program in the cafeteria.

St. Mark School Student Dress Code

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 for school is a key element to maintaining a school culture that is conducive to a teaching - learning environment. In what they wear, we want our students to "dress for success". The dress code guidelines for students are to be supported 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. (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 for school:

Miscellaneous

- Hair will be neat, clean, and a natural color.
- Make up in grades 5-8 may be lightly worn.
- Hats and hoods will be worn only outside.
- All clothing should be free of rips or tears
- All clothing will be free from representation of violence, profanity, nudity, alcohol, and unChristian values.
- All clothing should demonstrate Christian modesty and not be overly revealing.
- Sleepwear is not permitted.

Tops

- Bras or camis should not be visible on the neck or shoulders or through a shirt.
- Clothing that exposes midriff, sides, or back is not permitted.

Bottoms

- Leggings, spandex, and tights may be worn with a top that reaches mid thigh all the way around.
- Girls through 2nd grade are permitted to wear leggings as separates.

- Shorts should be worn at a modest waistline and reach mid-thigh
- Writing or logos across private areas of the pants is not permitted.

Footwear

- Close-toed with backs or back straps
- Tied, strapped, or velcroed
- Non-marking
- Free of wheels and tall heels
- Dedicated athletic or sneaker-style shoes for gym use that will be stored at school

To ensure consistency, especially where there are difficulties in judgment calls, the Education Council has placed its confidence in the principal and teachers 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, student may be issued appropriate clothing for the remainder of the day
- 2nd infraction:** Verbal warning, teacher calls parents, violation recorded, note sent home for parent signature, student may be issued appropriate clothing for the remainder of the day.
- 3rd infraction:** The teacher calls parents, students may be issued appropriate clothing for the remainder of the day, 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:** The student receives detention; parents meet with the principal to discuss continued enrollment.

School Management and Supervision

Before School

- Teachers will arrive at school for devotion or morning duty to begin at 7:20 a.m.
- Before school care is available for students from 7:00-7:45 a.m. Students must be registered 48 hours prior to attending. Families utilizing Before School Care will be billed accordingly through FACTS.

Outside Morning Duty

- At least one teacher or school employee will supervise the students waiting to enter.
- Students should not be on the playground structures.

- Students should not play with balls.
- Reasons students may be let into building: restroom, instrument, larger projects, treats.
- Do not throw rocks, snow, or wood chips.

Inside Morning Duty

- When the weather does not allow for students to wait outside, students will be allowed in the building. A school employee will stay upstairs in the narthex letting students in the **church door**.
- Students will wait in the narthex until 7:45 a.m.

During School

- **Classroom**
 - Students who are not in their desks and ready for school to begin by 8:00 a.m. will be considered tardy.
 - Students should be picked up by 3:20 p.m. or enrolled in after-school care. Please contact the school office if you are running late or if a problem occurs.
 - The student's desk and locker should be neat and periodic general inspections of lockers may be conducted by school authorities for any reason and at any time.
 - Chewing gum is not allowed.
 - Only water is allowed in the classroom during the school day.
- **Hallways**
 - Quiet voices should be used in the hallway/stairwell.
 - No running.
- **Outside Recess**
 - At least one teacher will supervise the playground at all times.
 - Play in designated areas.
 - Do not throw rocks, snow or wood chips.
 - Stay off the top of playground coverings, tops of poles, railings, and bike racks.
 - Stay out of flowerbeds, bushes, and rock gardens.
 - Only one person on a swing at all times and no underdogs.
 - Monkey bars are for students in third grade and above at the teacher's discretion.
 - Share equipment.
 - Pick up all the equipment and bring inside.
 - Students line up single file at the end of recesses to make a quiet and orderly entrance.
 - 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.
 - Boots required for snow. Snow pants required to lie in snow.
- **Gym**
 - Only water is allowed in the gym.
 - Dedicated gym shoes are required.
 - St. Mark PE shirts are required for grades 5-8.
 - A teacher needs to be in the gym at all times when students are present.
- **Bathrooms**
 - Use the bathroom facilities for intended purposes.
 - Keep bathrooms neat.
- **Church/Chapel**

- Enter God's house quietly and prepare your hearts for worship.
- Be an active participant.
- **Library Policy**
 - St. Mark school has been blessed to offer our students both classroom libraries as well as a large school library. Students in grades 1-8 have the opportunity to check out books from our school library on Wednesdays during the school year. The school library is monitored by Miss Kristine Krug and parent volunteers. Classroom libraries are monitored by the teacher. Students will receive notification during the school year if they have overdue items. At the end of the school year any books that have not been returned to either the classroom or school library will be assessed and given a replacement value to be paid by the student's family. Families will be billed accordingly for lost items through FACTS on May 31st of each school year.
 - A teacher/aide will oversee the library use of the visiting classroom (grades 1-5 only).
 - Show respect to the library volunteers.
- **Lunch**
 - Pray and give thanks.
 - Follow good table manners.
 - Throw away your trash when done.
- **Field Trips / Assemblies**
 - Follow directions of adult supervision.
 - Be courteous.
 - Give attention to presenters, guides, and chaperones.
 - Use the opportunity to be a Christian witness.
 - Wear seatbelts (required by law) and use appropriate car/booster seats.
 - Parents/Chaperones should refrain from drinking alcohol during all school field trips.
- **Emergency Procedures**
 - Walk to designated areas in silence.
 - Assemble orderly and wait for instructions.
 - Remain silent until the drill is complete.

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 parents are able to cross the street with them. Students may not cross the street without a parent/adult.

- **Oneida Street**
 - A staff member will be on duty until 3:20 pm to supervise students going to the buses.
 - If it is raining, students may wait in the front entry of school until the bus arrives.
- **Thorndale Street**
 - A staff member will be on duty until 3:20 pm to supervise both students going to the buses and going to vehicles.
 - Before 3:20 pm 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.**
- **Kenwood Street**
 - A staff member will be on duty until 3:20 pm to supervise students going to vehicles.
 - No running games. Students should stay off of the grassy areas on both sides of the sidewalk.
- **After School Care**

- After school care is available daily from 3:15-5:45 pm.
- Students must be registered 48 hours prior to attending.
- Families utilizing After School Care will be billed accordingly through FACTS.
- After School Care is not available when school is not in session (holidays, summer).
- After School Care is not available on early release days.
- Daily Enrollment will be capped at 30 students with two Aides.
- Reduced After School Care fee available for athletes during their sport season.

Sexuality Policy

St. Mark Lutheran Church and School follows the Bible's teaching on the whole matter of sexual expression. Scripture officially prohibits lewdness (*Jeremiah 13:27, Ezekiel 24:13*), fornication (*Jude 1:7, I Thess. 4:3*), adultery (*Galatians 5:19-21*), transgenderism (*Genesis 1:27, Deuteronomy 22:5*), homosexuality (*Genesis 19:4-11, Judges 19:22-23, Romans 1:27*)*, and any other sexual expression outside of the marriage between one man and one woman (*II Corinthians 7:2, Ephesians 5:22-23*). St. Mark's desire is to develop Christ-likeness in our students and to teach them to base life's choices on God's Word. Achieving those goals requires that St. Mark policies align with Scriptural teaching. Therefore, St. Mark policies prohibit any form of sexual activity outside of marriage between one man and one woman. (These are examples of verses that prohibit homosexuality. This list is not exhaustive.)

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 Christian 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.

Love and Logic

St. Mark uses **Love and Logic** principles when dealing with classroom management. All the teachers have been trained in using and modeling the Love and Logic modules to create a calm and inclusive learning environment where everyone is working towards their full, God-given potential.

What is Love and Logic?

Love and Logic is a model based on the concept of adults modeling acceptable behavior without anger or raised voices and having students take responsibility for their actions.

At St. Mark, this is how teachers manage their classrooms:

1. I will treat you with respect, so you will know how to treat me.
2. Feel free to do anything that does not cause a problem for anyone else.
3. If you cause a problem, I will ask you to solve it.
4. If you cannot solve the problem, or choose not to, I will do something.
5. What I do will depend on the special person, and the special situation.
6. If you feel something is unfair, whisper to me, "I'm not sure that's fair," we will talk.

We hope that students, by taking responsibility for their actions in the classroom, will feel more empowered as a learner and will work with the teacher and their parents to make St. Mark a positive and safe learning environment.

Teacher Intervention for Problems

Since the education of your students is one of our first priorities we will try our best to make sure every minute counts in our classrooms. There are times, however, where students will choose not to fix problems that are counterintuitive of the learning outcomes.

In these situations, the following actions will be taken:

1. Eye contact will be made with the student.
2. Proximity of the teacher to the student if behavior continues.
3. The student will be asked to go to recovery in the classroom or buddy classroom at the discretion of the teacher.

Recovery

Recovery is a classroom intervention used to preserve the learning environment while the student considers what they need to do to return to their peers and the lesson being taught. While in recovery students should be considering the following, known as the “Big Three:”

1. “I’m sorry for...” (Here the student takes ownership for the problem and states what they did.)
2. “Do you forgive me?” (A teacher or any adult will of course say “Yes” to a sincere apology.)
3. “My solution is...” (Here the student takes ownership again by choosing something that will help to remediate the problem at the teacher’s discretion.)

All of this is done without anger, raising of voice, and shaming of the students. It is done with respect, love and using logic so that cooler heads prevail. If recovery issues happen frequently teachers will contact parents and the following tiers of action may be used as they apply to the situation:

Disciplinary Tiers of Student Misbehavior

Level 1

Level 1 offenses are 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 carry out directions, violations involving misuse of technology and/or electronic devices, disrespect to student/staff that is mostly verbal/visual, lying, and 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. The Teacher will communicate with parents in written form using a modified “My Actions” form and/or personal contact regarding misconduct.
3. The Incident will be documented by the teacher in FACTS.

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

Level 2

Misbehavior whose frequency or seriousness tends to disrupt the 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, and abusive language, minor acts of physical/verbal conflict, unable to control behavior.

Teacher/Principal Responses to Misconduct:

1. The student is referred to the principal for appropriate disciplinary action.
2. The student completes a “My Actions” form.

3. The principal meets with the student and/or teacher and determines the most appropriate response.
4. The teacher is informed of the principal's actions.
5. The teacher will communicate with parents in written form and/or personal contact regarding the misconduct.
6. The principal will notify the Education Council of any suspensions.
7. The incident is formally documented in FACTS.
8. The staff member who issued the "My Actions" form should follow up that the "My Actions" form was signed and returned to school.

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/electronic violence or intimidation, serious defacing or permanent defacing or destruction of property, blatant disrespect, 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. The student completes a "My Actions" form.
3. The principal meets with the student and confers with the teacher and parents about the student's misconduct and the resulting disciplinary action.
4. The principal will notify the Education Council of any suspensions.
5. The incident is formally documented in FACTS.
6. The staff member who issued the "My Actions" form should follow up that the "My Actions" form was signed and returned to school.

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 show a continued lack of respect for the school, themselves, other students, teachers, or other authority.

Examples of Misconduct: Continued Level 1, 2, or 3 misconduct, continued damage of school property, continued bullying, continued lack of responsibility in completing work, continued blatant disrespects, continued acts of aggression toward other students.

Teacher/Principal Responses to Misconduct:

1. The principal verifies the continued offense by checking past "My Actions" forms and FACTS, and meets with the student.
2. The student completes a "My Actions" form.
3. The student is suspended until a meeting with involved parties occurs and a modification plan is put into place.
4. A meeting occurs between the parents, student, principal, and teacher.
5. A behavior modification plan, including parental involvement, is put into place.
6. The incident is formally documented in FACTS.

7. A complete and accurate report is submitted to the Education Council by the principal.
8. The staff member who issued the "My Actions" form should follow up that the "My Actions" form was signed and returned to school.

Response Options: suspension, behavior plan/contract with parent involvement, or referral to a counselor or support group.

Level 5

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

Examples of Misconduct: Continued Level 1, 2, 3, or 4 misconduct, bomb threat, possession/use/transfer of dangerous weapons, assault/battery, vandalism, theft/possession/sale of stolen property, arson, furnishing/selling/possession and/or use of illegal substances, and fighting (serious), excessive physical/conflict/harassment, excessive physical/verbal/electronic violence or intimidation.

Teacher/Principal Responses to Misconduct:

1. The principal verifies the offense, confers with the staff/student involved and meets with the student.
2. The student completes a "My Actions" form.
3. The incident is formally documented by the teacher and principal in FACTS.
4. A complete and accurate report is submitted to the Education Council by the principal.
5. Parents are notified by the principal.
6. A meeting is arranged between designated members of the Education Council, principal, and parents.
7. The Education Council and principal informs parents of disciplinary action.
8. Legal notification.
9. The staff member who issued the "My Actions" form should follow up that the "My Actions" form was signed and returned to school.

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, provide the principal, school pastor, and Education Council president a written request with rationale why they are appealing the suspension or expulsion.
3. The Education Council president will notify the entire board of the request and share the rationale with the board.
4. If necessary, a special meeting will be scheduled with designated members of the Education Council, principal, family, and student to discuss the appeal. For all expulsion appeals a meeting will be scheduled.
5. The Education Council president will notify the principal and 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 operations. 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 lead Pastor, school Pastor and/or the Education Council. 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

Student Illness

Keep your child home if:

- they are experiencing a fever (100.4° Fahrenheit/38° Centigrade). **Your sick child should be fever-free without medication for at least 24 hours before you send him/her back to school.**
- they are experiencing vomiting or diarrhea. Your sick child should be healthy without medication for at least 24 hours before you send him/her back to school.
- they are experiencing bad pain, anything more than mild.
- they are experiencing coughing that won't stop - or anything different about your child's breathing.

*Parents are asked to pick up their child within one hour of being notified their child is sick to ensure the safety of our students and staff.

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.

Seclusion and Restraint

Physical restraint is a restriction that immobilizes or restricts the ability of a student to freely move his or her torso, arms, legs, or head. St. Mark Lutheran School does not use restraint except in cases of emergency when the student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others, and it is the least restrictive intervention feasible. The Director of Instruction and Student Services has received the required training and certifications in seclusion and restraint.

Seclusion is the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving. St. Mark Lutheran School does not use seclusion except in cases of emergency when the student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others, and it is the least restrictive intervention feasible.

St. Mark Lutheran School is mandated by the state of Wisconsin to report any occurrences of restraint and seclusion. Any documented reports will be provided to parents and will be annually shared with the Education Council and the Department of Instruction for the state of Wisconsin.

First Aid

First Aid kits are available in the classrooms and the main office.

Christian Family Counseling

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 Ministries:

2066 Lawrence Drive

De Pere, WI 54115

Phone: 1-920-338-8699

Website: <http://www.livinghopellc.org/>

Kiley Martin, MA, LPC, NCC (KMartin@livinghopellc.org)

Jennifer Berndt, CAPSW (jberndt@livinghopellc.org)

Christian Family Solutions

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

Website: <https://christianfamilysolutions.org/>

WLCFS (area office) **Appleton— Outpatient Clinic**

4351 W. College Avenue Suite 410

Appleton WI 54914

Phone 800.438.1772

Email Address cfc@wlcfs.org

Music

Band Lessons

The [FVL Schools Band Program](#) consists of students in grades 5-8 who attend our **FVL Schools**, home school students, and members of the FVL Federation congregations. Students are offered private instrument lessons during the school day at their school.

Lesson instruction is provided by **Mrs. Elisabeth Wagner**. Group band instruction takes place at Fox Valley Lutheran High School in Appleton on **various Saturday mornings**. If you have questions, please reach out to school for their contact information.

The FVL Schools Band Program gives instruction on the following instruments:

- Woodwinds: Flute, Clarinet, Oboe, Bassoon, Saxophone
- Brass: Trumpet, Cornet, French Horn, Trombone, Baritone, Euphonium, Tuba
- Percussion: Snare Drum, Bell Kit. Students also have experience playing all other percussion in our Saturday morning program, including Bass Drum, Timpani, Cymbals, Mallet instruments, smaller Auxiliary, and Hand Drums.
- Electric Bass

Although the FVL Schools Band Program does not give individual lessons on string instruments, many FVL Schools students take private lessons on Violin, Viola, Cello, and String Bass. Those students are welcome and encouraged to participate in our Saturday program as a part of our FVL Schools Band Program. Each year several string students participate in that way.

Student musicians participate in annual concerts in November, January, and April. The FVL Schools bands participate in a Fall Concert with the FVL High School Band, FVL's annual Musicfest, the FVL Schools Band Spring Concert, and various performances in our 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 WELS Middle School Honors Band. The FVL Schools Band Program is a member of the **Wisconsin School Music Association** (WSMA).

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 Cosner offers piano lessons. Piano lessons during school hours are available for students in grades 3-8. Younger students may receive piano lessons after school. Younger students may only take lessons during the school day after consultation with the classroom teacher (core instruction time will not be used). Makeup lessons may be scheduled at the discretion of the piano teacher and classroom teacher.

Abigail 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 & Voice Lessons

Debbie Drumm offers piano & voice lessons to St. Mark students in grades 1-8 during the school day. Younger students may only take lessons during the school day after consultation with the classroom teacher (core instruction time will not be used). Makeup lessons may be scheduled at the discretion of the piano/voice teacher and classroom teacher.

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.

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 and voice and by the FVL board for band.

Participation

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.

Junior Choir

Students in 5th-8th grade have the opportunity to participate in Junior Choir. This year, Junior Choir will be held after school on Mondays and Wednesdays from 3:00-3:30pm. As an extra-curricular activity, students will follow our extra-curricular policy for grades in order to remain eligible. The Junior Choir will be taught by Mrs. Bethany Walsh.

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, and Spelling Bee.

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

General School Information

Before & After School Child Care

The St. Mark Before & After School Child Care programs provide safe and Christ-centered care for St. Mark students from PreK-8. Child care is offered before school from 7:00-7:45am and after school from 3:15-5:45pm. All students still on the premises after 3:20pm will be taken to after school care and charged accordingly. Cost of care is charged in 15-minute increments.

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 student responsible. School-owned textbooks must be covered to prevent excessive wear.

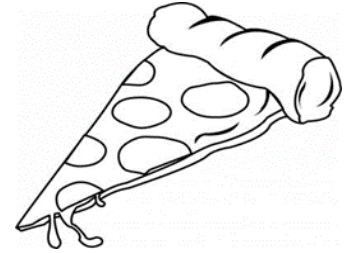
Gifts and Donations

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 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 PreK-8 have the opportunity to take hot lunch every Monday, Wednesday, and Friday. We have contracted with Kim Zimmerman as our hot lunch caterer.



Please make note of the following procedures and guidelines for taking part in the hot lunch program at St. Mark:

- The lunch menu is posted in FACTS Family Portal > Student > Lunch.
- All lunch orders will need to be submitted through FACTS Family Portal. Each family will be asked to select menu choices for their child(ren) for the upcoming month.
- No changes can be made after the ordering window is closed. If a child is sick on a hot lunch day, families will not be charged for that child's order.

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, the amount to be withdrawn from your account on the 15th and last day of the month, and withdraw that amount 14 days later.

If the 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 and utensils. Hot lunch is served on Mondays, Wednesdays, and Friday. Popcorn can be brought for lunch but should be popped at home. Milk is available to all children. Microwave use will be allowed for students in grades 5-8 only. Milk, water, and juice can be consumed at lunch. Please no soda or other caffeinated beverages. Classroom water bottles should only have water in them.

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 News For You by email via the addresses provided in FACTS.

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 campuses. Rather than calling the school, please listen to the radio or watch the TV for such announcements. Families will receive a parent text alert.

School Hours

Both the Green Bay School campus and De Pere Preschool campus days begin at 8:00am and end at 3:10pm. Students dropped off early but not signed up for Before School Care are supervised starting at 7:30am. The school doors open at 7:45am. Students should depart school or go to after school care by 3:20pm.

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 920-494-9113. Students are expected to plan ahead to avoid the necessity of using the school phone. If a student is not feeling well, the student must contact their parents using the school office 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 De Pere, 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 background check 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.
- Emergency information slips for each child will be carried on the trip by the adult(s) for each vehicle.

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	Aug. - Oct.	Basketball – Girls *	grades 5-8	Nov. - Feb.
Soccer*	grades 5-8	Aug. - Oct.	Basketball – Boys *	grades 5-8	Nov. - Feb.
Cross Country	grades 3-8	Aug. - Oct.	Wrestling	grades K-8	Jan. - March
Cheerleading - Girls	grades 5-8	Nov. - Feb.	Track	grades 5-8	April - May
			Softball**	grade 8	April - May

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

** If not enough 8th graders participate, we will then include 7th grade.

Participation Guidelines

- Generally, there is a participation fee (\$20) for each sport. Applicable fees will be charged at the end 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 submit a permission/expectation form for each sport.
- Students and parents must read, fill out, and submit a concussion information form once per year.
- Parents must attend mandatory preseason athletic meetings and read the [athletic handbook](#).
- Parents arrange and provide transportation to and from practices and games. Specific addresses of locations can be found on TeamSnap.
- Parents will be asked to volunteer to help with home sporting 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.

Eligibility Guidelines

- Students who wish to represent our school in athletics must exhibit adequate classroom progress and proper school behaviors. They must maintain a C- grade average (1.665). If a child fails to exhibit acceptable progress in school, the child will be ineligible to participate in any athletic activity for a period of fourteen days. After fourteen days, the student's progress will be reviewed. If the student has demonstrated satisfactory improvement, the student will once again be eligible for athletic activities. The school recognizes that students are individuals, each one possessing different gifts and abilities. Because of this, there may be times when these eligibility guidelines may be tailored to the needs and abilities of the individual. If a student receives a detention, he/she will be ineligible until the detention has been served.

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 school parent, member of our congregation, or any WELS member is “eligible” to help - you do not have to have a child involved in that sport.

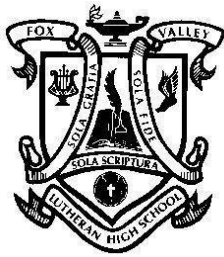
School Song



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 (FVL) 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. **As a member of the FVL Schools partnership, schools do share personal information with Fox Valley Lutheran High School as St. Mark Lutheran School offers programs and events through the high school.**

Fox Valley Lutheran High School

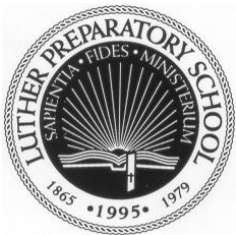
5300 N. Meade St.

Appleton, WI 54913

Phone 1-920-739-4441

fvlhs.org

Luther Preparatory School



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 · Email: school.office@stmarkpartners.org

<http://www.stmls.org>

ST. MARK EV. LUTHERAN CHURCH

2066 Lawrence Dr. · De Pere, WI 54115

Phone (920) 336-2485

<https://stmarkministries.com/>

Faculty

		<u>Extension #</u>	<u>Email</u>
Ms. Jamie Buss	4K, De Pere	227	jamie.buss@stmarkpartners.org
Mrs. Renae Klug	3K, De Pere	227	renae.klug@stmarkpartners.org
Mrs. Stacey Mazur	PreK, Green Bay	110	stacey.mazur@stmarkpartners.org
Mrs. Carrie Dorst	Kindergarten	112	carrie.dorst@stmarkpartners.org
Ms. Kristine Krug	Grade 1	101	kristine.krug@stmarkpartners.org
Mrs. Rebecca Engels	Grade 2	102	rebecca.engels@stmarkpartners.org
Mrs. Beth Neuser	Grade 3	103	beth.neuser@stmarkpartners.org
Ms. Emma Bock	Grade 4	104	emma.bock@stmarkpartners.org
Mrs. Bethany Walsh	Fine Arts, Music	115	bethany.walsh@stmarkpartners.org
Mr. Mark Koelpin	Grade 5	105	mark.koelpin@stmarkpartners.org
Mrs. Katherine Ragner	Grade 6, ELA	106	katherine.ragner@stmarkpartners.org
Mrs. Corianna Burow	Grade 7, Science	107	corianna.burow@stmarkpartners.org
Mr. Connor Ragner	Grade 8, Dean	108	connor.ragner@stmarkpartners.org
Mrs. Gretchen Plitzuweit	Student Services	113	gretchen.plitzuweit@stmarkpartners.org
Pastor Ben Reichel	Principal	109	ben.reichel@stmarkpartners.org
Mrs. Taylor Boerboom	Admin. Assistant	100	school.office@stmarkpartners.org
Ms. Cydni Nero	Office Manager	100	school.office@stmarkpartners.org

Ministry Governing Board (MGB)

Nick Nighbor - President
Bradley Ruh - Vice President/Secretary
Tim Rosenberg - Treasurer
Jason Woelfel - Member
Steve Nielson - Member
Michael Bootz - Member
Scott Neuser - Member
Carla Buboltz - Advisory Member

Maintenance Staff

Mr. Hank Zirbel - Maintenance

Church Staff

Pastor John Parlow - Lead Pastor
Pastor Ben Workentine - Discipleship Pastor

Pastor Ben Reichel - Youth and Young Adult Pastor
Mr. Brandon Steenbock - Family Minister
Mr. Tim Babler - Worship Director
Mrs. Jenni Schubring - Women's Ministry Director
Mr. Michael Hennig - Congregational Life Minister
Mrs. Wendy Kuschel - Sr. Communications Coordinator
Mr. David Youngquist - Director of Operations
Mr. Jim Gabriel - Director of Finance
Mrs. Jody Serwe - Financial Coordinator
Mrs. Sarah Hermann - Next Steps Coordinator

Education Council

Joel Hermann - President
Kurt Kuschel - Vice President/Secretary
Luke Hockers - Member
Brett Dunnick - Member
Eric Holtger - Member
Carla Buboltz - MGB Rep
Sue Heimerl - Advisory
Nicole Klee - Advisory
Pastor Ben Reichel (Interim Principal)

Music

Ms. Abigail Cosner - Piano
Mrs. Debbie Drumm - Piano/Voice