

St. Mark's Lutheran School
Parent/Student Handbook 2025-2026



Approved by the Board of Christian Education August 5, 2024

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ST. MARK'S LUTHERAN SCHOOL 2025-2026 STUDENT HANDBOOK

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“Let’s Make a Joyful Noise!”

“Make a joyful noise to the Lord, all the earth; break forth into joyous song and sing praises!” Psalm 98:4

WELCOME TO ST. MARK’S LUTHERAN SCHOOL

St. Mark’s Lutheran School is a Christian elementary school with pre k through grade 5 that is fully recognized by the Illinois State Board of Education based upon compliance with nonpublic school recognition standards. The school was founded in 1878 to give children a Christ-centered education in obedience to Christ’s command in Matthew 28:19-20: “God ye, therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost; teaching them to observe all things whatsoever I have commanded you.” We are dedicated to providing a curriculum that meets the needs and interests of your child, that transmits Christian and cultural heritage, adheres to the standards set forth by the Illinois State Board of Education, provides sound preparation for citizenship supporting the ideals of the American representative government, and provides a solid foundation for more advanced study. Learning experiences are adjusted based upon the individual child and class. Each child is given an opportunity to develop and use his or her God-given talents as a steward of the Lord. With God’s help, we desire to work together to accomplish this task.

St. Mark’s Lutheran School was established in 1878. St. Mark’s Lutheran Church bought six city lots and a half acre hear the church. One of the buildings on these lots was remodeled to serve as a school. By 1928, a new school building was needed to meet the needs of a growing enrollment, thus, the current three-story building was constructed at 504 N. James Street in Steeleville. As enrollment continued to increase, another addition was made in 1960 (which included a gymnasium). The school complex has been updated several times since then, including the addition of a small-scale solar panel system. Since the school’s founding, St. Mark’s continues to meet and exceed the educational needs of students in and around the Steeleville area.

MISSION

St. Mark’s Lutheran School exists to enable children to grow in both Christian faith and academic knowledge.

VISION

The faculty of St. Mark's is committed to the education of the whole child, teaching each child of the need for salvation through Jesus Christ as well as high-quality instruction in all areas of the curriculum focuses on the reality of Law and Gospel through Jesus Christ's love and forgiveness for us.

Proverbs 22:6 states, "Train up a child in the way he should go; when he is old, he will not depart from it." With this promise of God firmly in mind, we will work with the families of our school to enable each child to achieve his/her maximum potential and seek God's will throughout his/her life.

CHRISTIAN OBJECTIVES

These objectives seek to guide the child in his or her own life on earth, through death, and beyond death into eternal life in heaven.

- The child will come to know the Triune God as his or her Creator, Redeemer and Sanctifier.
- The child will establish a responsive and responsible relationship with God and the elements of His creation.
- The child will acknowledge God's Word as the source of spiritual truth, grow in love and respect for it, and use it faithfully.
- The child will recognize himself or herself as an integral element of God's creation, endowed with unique abilities and gifts, and will be responsible for the effective utilization of these talents.
- The child will grow in his or her Christian faith and develop a concern for fellow members of the Body of Christ.
- The child will be taught the Christian religion in an integrated manner so it can be the permeating influence in all the teaching and activities affiliated with the school.
- The child will be educated in those fundamentals which will further his or her development as a Christian and as a citizen.
- The children will recognize all people to be God's creation and will show respect, courtesy, and consideration for the rights and welfare of others.
- The child will respect the government as god-ordained and will appreciate his or her privileges and responsibilities as a member of the local, state, national, and world community.

WORSHIP

In line with the mission, vision, and objectives of Christian education at St. Mark's, regular church attendance on the part of the children and their families is strongly encouraged. Not only should we teach the Third Commandment and its implications, but we should

also diligently practice it by holding God's Word in love and esteem. To set a good example, parents should bear this in mind and attend church with their children. At St. Mark's Lutheran Church, a formal record of church attendance is kept through the attendance sign-in booklet at church and is maintained in the church office. Families are asked to sign the attendance book each time they attend a service.

CHAIN OF COMMAND

At St. Mark's Lutheran School, we adhere to Matthew 15:18-20 when dealing with disagreements between parties. Differences will occur and will be handled on an individual basis. However, please **follow the chain of command by first talking to the teacher before talking to the administration and/or a member of the Board of Christian Education**. If the chain of command is not followed, the person to whom you are speaking will redirect you to the person to whom you should be speaking.

1st contact for resolution—Teacher

2nd contact if problem is not resolved—Teacher and administrator

3rd contact if problem is not resolved—Teacher, administrator, and Board of Christian Education (after requesting and being placed on the next regularly scheduled board meeting agenda)

This handbook is to be used as a guide. Not every situation can be covered.

NON-DISCRIMINATION POLICY

St. Mark's Lutheran School admits students of any race, gender, color, nationality, ethnic background, religion, or creed to all programs and activities available at the school. St. Mark's Lutheran School does not discriminate on the basis of race, gender, color, nationality, ethnic background, religion, or creed any admission, educational, or athletic policies.

In keeping with this policy, St. Mark's does not tolerate harassment or discrimination against anyone in one of the aforementioned protected groups. All employees and students must avoid such harassment or discrimination and are responsible for assuring that the school is free from such harassment or discrimination at all times. Any employee or student who feels he or she is a victim of any such act of harassment or discrimination may file a complaint with the principal. A finding that an employee or student has engaged in conduct constituting such harassment or discrimination will result in corrective action which may include but is not limited to disciplinary action against such employee or student in the manner described by law.

ADMISSION & ATTENDANCE

Admission Policy

St. Mark's Lutheran School is a Christian parish school established primarily for the children of the local parish, but also acknowledges its obligations in the wider field of mission and in the growth of Christian education.

St. Mark's admits students of any race, color, nationality or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, nationality or ethnic origin in administration of its educational policies, admission policies, scholarship, athletic and other school-administered programs.

All children enrolled are required to engage in Bible study and Christian education based upon Holy Scripture and are asked to conduct their lives in harmony with this training.

- Those enrolling in **3-year-old Preschool** must have reached the age of three on or before September 1 and be potty trained.
- Those enrolling in **4-year-old Preschool** must have reached the age of four on or before September 1.
- Age requirements are the same as the Steeleville public school district #138 for enrollment in Kindergarten. A child must be five years old on or before September 1 to enter Kindergarten. Enrollment in the Kindergarten class at St. Mark's is contingent upon the results of the Kindergarten screening given to all prospective students in the spring of the school year. Enrollment is based upon the screening results, age of the student, previous preschool experience, and the social/emotional development level of the child. The final decision regarding enrollment will be made by the Kindergarten teacher in conference with the principal. Students seeking enrollment in Kindergarten after the spring screening date will be required to schedule and participate in a screening and receive verification from the Kindergarten teacher.

Attendance

In accordance with the laws of the State of Illinois punctual and regular attendance is a requirement of St. Mark's Lutheran School. Parents desiring to have their child dismissed from school before the regular time are requested to send a note with the child for both the teacher and the school office or notify the office by telephone. **No child will be released to an unidentified person.** The teacher can then assign make-up work ahead of time; the students should then hand in the work when he/she returns from the absence.

Parents/Guardians must come to the office to sign out the child. The office will call the

classroom and have the child sent to the office. **Teachers will not release students without notification from the school office.** For all other absences, a parent/guardian should telephone the office on the day of the child's absence or send a written note to the school office as to the reason for the child's absenteeism the day that the student returns to school. We discourage the practice of dental, orthodontist, and doctor appointments, family vacations, etc. during the school day. If an absence is known ahead of time, a written note must be sent to the office so that arrangements can be made with the teacher to obtain schoolwork for the day(s) of the absence.

According to Illinois state law, all children who turn 6 by September 1 of the school year are required to attend school. St. Mark's reserves the right to determine an absence inappropriate and thus unexcused. (An unexcused absence will not permit the student to make up the missed work and they will be given a 0 for the work missed.) any student who has more than twenty-five (25) absences during any one school year will be reviewed for retention.

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There are two types of absences: excused and unexcused. **Students may not attend night activities if they are not in attendance at school during the day.**

Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. **When a parent calls the school to report an absence it does not automatically make the absence excused.** The school may require documentation explaining the reason for the student's absence.

Unexcused absences include, but are not limited to: shopping trips, hair appointments, working, truancy (skipping school), etc. Each situation will be determined by the administration on an individual basis after a discussion with the parent/guardian regarding the reason for the absence. A student receiving an unexcused absence is not allowed to make up any class work missed and will receive zeroes on work completed in each class missed during the unexcused absence.

Teachers will use the following guidelines for determining tardiness, full or half-day absences:

1. Mark student tardy when arriving less than one hour from the start of school or leaving less than one hour before the end of the school day. (If a student is late due to the public-school bus, the tardiness will be waived.)
2. Students will be marked ½ day absent if the student is more than 1 hour late and arrives prior to the ending of the classroom lunch hour.
3. Students will be marked ½ day absent if the student is absent after lunch.
4. If a student comes to school after the school day has begun, he/she must stop in the school office and be signed in by a parent or guardian.

DIAGNOSTIC PROCEDURE FOR IDENTIFYING STUDENT ABSENCES AND SUPPORT SERVICES TO TRUANT OR CHRONICALLY TRUANT STUDENTS

State law requires every school to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic Absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems. Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Approved by the Board of Christian Education September 2, 2024

ENROLLMENT AND ACCEPTANCE REQUIREMENTS

Acceptance Policies

St. Mark's Lutheran School is established as a Christian Day School for the children of St. Mark's Lutheran Church. Applications for admission and enrollment are accepted in the following order:

1. Students in good standing previously enrolled in grades K-5 and siblings of the same household.
2. The children of communicant members of St. Mark's Lutheran Church.
3. All other students based on availability at the time of the application.
4. State law now requires that children 6 years of age by September 1 be enrolled in school.

Students enrolling must be of proper age as determined by the school codes of the State of Illinois. Following registration deadlines, student enrollments are accepted on a first-come basis and as space permits. A certified copy of the birth certificate, current physical, and social security number are required for students entering our school. These are retained in the school files.

Enrollment in school will be conditional on the child's social and emotional adjustments and academic capabilities. **If the social and/or emotional conduct of a child becomes detrimental to the others students, faculty, staff, or class, a consultation with the school staff and parents/guardians will be necessary. The child may be asked to enroll elsewhere.**

Enrollment Steps

1. Arrange an interview with the school principal. (Please bring recent report cards, standardized testing, IEPs (if applicable), and a certified birth certificate.)
2. Complete an application for enrollment through the school office or online.
3. Complete registration forms accompanied by the registration fee of \$200 (a non-refundable fee) for each student.
4. Present a certified copy of an official birth certificate of those entering pre-school, Kindergarten, or transferring into St. Mark's. This birth certificate should have the birth certificate number.
5. Present an updated health record which must include copies of current immunization records.
6. Tuition and registration fees may be paid all at once or a monthly billing process arranged.
7. Administration will meet with the teachers one grade level above and one grade level below the level of the student applying. Once the team agrees to acceptance of the students, the family will receive a letter informing them of the acceptance. If

the child is not accepted, the family will receive notification and explanation as to the reason for the denial.

Re-Enrollment

All returning students must confirm registration on Registration Day. Information regarding re-enrollment will be announced in the local paper, St. Mark's School website <http://www.stmarksteeleville.com>, the St. Mark's School Facebook page, as well as the St. Mark's Lutheran Church congregational publications.

Enrollment Transfer

Transcripts of records will be requested from the last school attended by a transfer student. The parent will be asked to sign a form requesting the release of the student's records. Students transferring from other schools and school systems are accepted on a probationary basis. Final acceptance and grade placement is made after receiving appropriate records from the child's previous school. Enrollment in school will be conditional to the child's social and emotional adjustments and academic capabilities.

All new students will be on probation for one 9-week quarter. Probation may be extended because of academic or disciplinary problems. The principal is responsible for interviewing families who wish to enroll their child/children in the school and upon his/her recommendation and the Board's approval; their acceptance and enrollment will be complete.

Custody Agreements

If there is a custody agreement in place, a signed copy of the most recent custody agreement must be given to the school office prior to the first day of school. If changes occur to new or existing custody agreements, the school must have a copy of the most recent agreement.

SCHOOL DAY

School Hours

Students arriving between 6:00 a.m. and 8:00 a.m. go to the cafeteria until 8:00 a.m. when students are dismissed by the supervisor and go directly to classrooms. Students are not permitted to play outdoors on school grounds before school in the morning.

Early Dismissal

On days when school is dismissed at 11:15 a.m., there is no After School Care. If an early dismissal is due to inclement weather, parents have the option of picking up their children as early as they choose.

School Day Drop Off and Pick Up

Students arriving after 7:45 a.m. are to walk to the cafeteria for Before and After Care until 8:00 a.m. Students arriving between 8:00 a.m. and 8:15 a.m. are to walk to their respective classroom.

Students are to be picked up from school at 2:55 p.m. the end of the school day. Any student who is not picked up immediately at the end of the school day must walk to the cafeteria for Before and After Care.

Before and After Care Drop Off and Pick Up

Students arriving at school between 6:00 a.m. and 8:00 a.m. are to walk to the cafeteria. Those arriving prior to 7:45 a.m. need to use door #6 in the back parking lot. The students remain in the cafeteria until they are dismissed by the person in charge.

Students remaining at school after dismissal at 2:55 p.m. are to walk to the cafeteria. These students may be picked up by their parent/guardian at door #6 in the back parking lot no later than 5:30 p.m. Any student picked up after 5:30 p.m. will be charged at a rate of \$5.00 per half hour.

****Please see Appendix A for complete information on Before and After Care.**

PHYSICAL EXAMINATIONS AND ILLNESS

In accordance with Illinois state law, the following medical activities are required.

- **Physical Examination:** Required for all students **upon enrollment** in Preschool, Kindergarten, Grade 6, and Grade 9 or for students entering Illinois schools for the first time. Examinations must be performed within one year prior to the beginning of school. Should an examination for Preschool be performed within one year prior to beginning Kindergarten, the child need not have an additional examination for Kindergarten, though there may be immunizations required for entrance into Kindergarten. Forms are available in the school office as well as from most local doctors. In addition to the legally required immunizations, beginning with the 2015-2016 school year, students entering 6th grade must provide proof of receiving a meningitis immunization. **An original of the physical examination and the immunization record MUST be submitted to the school office by October 15 of the current school year. According to Illinois State Board of Education Statute, no child may attend school after October 15 unless there is an up-to-date physical examination and immunization record on file in the school office.**

- **Physical Examination for sports:** Required each year for all students participating in interscholastic sports. This examination **must** be on file **before** a student may participate in any practice or game. St. Mark's students may take part in the sports' physicals program conducted by a local doctor for a nominal fee each summer. Forms are available at the doctor's office. The legally required 6th grade physical examination also serves as the sports' physical, but the sports' physical **does not** replace the required health examination. Prior to practice or competition, all student athletes must have had a sports physical within the last 395 days. Prior to practice or competition, all student athletes, and their parent or guardian must sign a sports waiver approved by the SIJHSAA about the school's policy on concussions and head injuries.

The school allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences.

- **Dental Examination:** Required for students in Kindergarten, second and sixth grades. Examinations must be performed by a licensed dentist who signs the proof of examination form. Each child shall present proof of examination by a dentist prior to May 15th of the school year. School dental examinations must be completed within 18 months of the May 15th deadline. Dental forms are on file in the school office. St. Mark's requires a dental examination for all children entering preschool for the first time.
- **Eye Examination:** Required within one year prior to beginning Kindergarten and for all students entering school for the first time in Illinois. Proof of the eye exam must be submitted to the school office by October 15th of each school year.

Returning To School After Illness

St. Mark's asks that parents/guardians follow these guidelines from the Bi-County Health Department for determining when their child should return to school after and illness.

Chicken Pox—When the student's lesions have scabbed over, the child is no longer contagious. The recommendation is 7 days (one school week).

Colds—There are no specific recommendations.

Diarrhea—The student **must** remain at home until they are no longer experiencing diarrhea for 24 hours.

Fever—If a student is found to have a fever at school, a parent/guardian will be notified, and the parent/guardian must arrange for the child to be picked

up. Fevers generally indicate an infection is present. **Students who have a fever should remain at home until they are fever-free for 24 hours with no fever-reducing medication before returning to school.**

Flu—Student **must** be fever-free for 24 consecutive hours.

Pink Eye—The student **must** remain at home after being examined by a doctor and treatment has been administered for 24 hours.

Respiratory syncytial virus (RSV)—The student must be fever and symptom free for 24 hours before returning to school WITH a doctor's note.

Strep Throat—Student **must** remain at home until 24 hours **after** the administration of an antibiotic or fever free for 24 hours.

Vomiting—Students **must** remain at home until they are no longer vomiting for 24 hours. If a student has vomited at school, a parent/guardian will be notified, and the parent/guardian must arrange for the student to be picked up.

Prevention of Anaphylaxis

While it is not possible for St. Mark's Lutheran School to completely eliminate the risks of an anaphylactic emergent, St. Mark's Lutheran School maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

Homework Due To Absence

If a child is absent from school, parents/guardians need to arrange to pick up the child's homework after school. The child will have one day post absence to complete their missing assignments. Children absent more than one day will need to make arrangements with individual teachers.

Anticipated Absence

Removing students from school for vacation and/or family trips is **HIGHLY DISCOURAGED** from an educational standpoint; however, if it is **ABSOLUTELY NECESSARY** for a student to be absent due to a vacation and/or family trip, his/her teacher(s) must receive written notification of the anticipated absence at least one week prior to the first day of his/her absence. Students should arrange with individual teachers to determine assignments that may be completed in advance, assignments that should be completed upon return and assignment due dates

Absences for Academic or Athletic Events

Students attending and participating in academic or athletic events, recognized and approved by St. Mark's Lutheran School, will be counted as an excused absence. Upon returning to class, students will be expected to have all work completed for days not in attendance. Siblings that are absent from school but not participating in the event will be considered absent according to normal procedures.

Health Records

Individual health records are kept on each student and parents are notified of required immunizations. Letters are sent home periodically requesting information on health and family background. It is very important that these be filled out and returned to the school office so that school health records can be kept up-to-date.

The school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist. The parents of guardians must sign a statement acknowledging this protection.

Speech Screening

A routine screening of students in preschool, kindergarten, new to the school and those previously enrolled in speech class and any students referred by a teacher will be held during the first weeks of school to identify students who require further evaluation in the areas of speech and language development. If further evaluation is indicated, parents/guardians will receive notification and a written request for permission to further assess.

Accidents at School

In case of an accident at school, first aid will be administered. Every effort will be made to contact a parent/guardian or emergency contact. Following the incident the teacher will fill out an accident report for the student's file. If we are unable to reach a parent/guardian, the doctor you have indicated on your Emergency Contact Form will be called.

School Administered Medication

The diagnosis, treatment of illness, and the prescribing of medication are never the responsibility of school personnel. It is preferred that medication be given to children at home; however, when children require medication during school hours, school personnel will be designated to administer medication according to the following procedure.

- Parents must complete a written request each school year to authorize school staff to administer the medication in the dosage prescribed by the physician. The **Parent Authorization Form** can be obtained from the school office.

- The physician must complete a written statement indicating the medication to be administered, the dosage to be given, the time(s) of administration, length of time medication is to be administered, and the purpose of the medication.
- A limited amount of medication shall be brought to school at a time in the original labeled pharmacy container.
- A confidential record of medication administered shall be kept for the individual student. Students may not self-administer medication unless parents/guardians have submitted an authorization form to the office. All medication must be properly labeled and, with the exception of inhalers, be kept by the teacher in a secure location.
- Any special circumstances should be referred to the principal for resolution.

Students Found to have Head Lice

In order to prevent the spread of head lice in the school, the following steps will be taken when students are found with active head lice or nits (eggs) in their hair.

- Parents/guardians will be contacted and asked to pick the student up immediately.
- Parents/guardians will be given information to assist in the treatment and removal of lice and/or nits.

In order to eliminate the chance of re-infestation, students having been found to have lice or nits **will not be readmitted to class until the following have been satisfied:**

- A parent/guardian provides the school with the proper proof that treatment has been administered (a note from a physician or the label from a box of shampoo specifically intended for the removal of lice).
- The child has been checked by school personnel who can verify that no active lice or nits remain in the child's hair.

FINANCIAL INFORMATION

The benefits of a Christian education are immeasurable. However, the cost of offer a quality Christian education for our students can be daunting. The costs of salaries, benefits, building up-keep, supplies, custodial services, books, and utilities represent a large expense for the church. St. Mark's Lutheran Church members, through their weekly offerings support St. Mark's Lutheran School whether they have children or grandchildren enrolled in the school or not.

The cost to educate **each child** attending St. Mark's Lutheran School in grades Kindergarten through 5th grade is \$8600-\$8800 per year.

PAST DUE ACCOUNTS: Progress Reports, Evaluations, Transcripts will NOT be issued to parents with past due accounts. This includes amounts due for Registration Fee, Tuition, late payment penalties or returned check penalties, Before and After Care fees, hot lunch fees or any fundraising proceeds that are owed.

FEES

- **Kindergarten-5th Grade:** A \$200 per child nonrefundable, one-time yearly registration fee is due at registration. (Tuition chart follows)
- **Preschool:** A \$200 per child nonrefundable, one-time yearly registration fee is due at registration.
- **Technology:** Kindergarten -5th Grade: \$70 per student
- **After School Extended Care:** \$3.50 per hour, billed by the half hour, for each child in the family. Flat rate offered at \$70 per month for the first child, \$35 per month for each additional child. Unlimited use of services. NO DEDUCTIONS will be made for days, weeks or months absent from school.

Special arrangements for late payment of tuition must be made through the school office and principal. Delinquent accounts will be turned over to legal counsel for collection. If legal action is taken, the individual is responsible for attorney fees and court costs.

Tuition is paid in 9 month payments starting with the first payment due September 15 of that school year.

Tuition for PreK 3 through grade 5 is due the 15th of each month.

****Please see Appendix A for Complete Tuition and Fee Schedule**

STUDENT TRANSPORTATION

Bus Service

Bus service is provided by the state through Steeleville School District #138. All students who live 1 ½ miles or more from school or who live in areas deemed “unsafe for walking” are eligible to ride the bus. To take advantage of this service, call the school office at 618-965-3838 and request information regarding bus procedures. This service is a privilege and children should conduct themselves in an appropriate Christian manner while riding the bus.

Children who wait for buses after school should **stay on the sidewalk in front of the school with the teacher in charge.** In bad weather, students may stand inside the door of the building. Students should not eat or drink on the bus. If your child normally rides the

bus, he/she will be sent home on the bus unless the office (or teacher) is notified by phone or by a note of a change in plans.

Children Who Walk or Are Picked Up

Children who walk home after school should not remain on the playground. Parents who pick children up should pick them up in front of the school or in the back parking lot. Please pull along the curb or park in the parking lot to wait for your child/ren. **Please do not stop in the middle of the street or wait in the “No Parking” area.** After 3:00 p.m., students should be picked up from after school care.

NO CHILD will be released to any individual other than the person(s) designated at the beginning of the school year without a note or phone call from the parent/guardian.

Field Trips

Parents volunteering to drive for field trips should make other daycare arrangements for siblings not enrolled at St. Mark's. Siblings enrolled at St. Mark's, but not in the class going on the field trip are expected to remain in school. Parents volunteering to drive for a field trip should plan to transport their own child and can take other students if seating is available.

Transporting Children Safely

Any person transporting children for a St. Mark's Lutheran School sponsored activity **MUST** comply with the Child Passenger Protection Act, Illinois Vehicle Code (625 ILCS25). The Child Passenger Protection Act applies to noncommercial vehicles of the first division, motor vehicles of the second division with a gross weight rating of 9000 pounds or less, or any recreational vehicle operated on the roadways, streets or highways of Illinois.

Children aged 8 to 15 **MUST** wear a seatbelt. Children under 8 year of age **MUST** be secured in an appropriate child restraint system. **The parent or legal guardian of a child under the age of 8 is responsible for providing a child restraint system to any person who transports his/her child.** A child weighing 40 pounds or more may be transported in the back seat of the vehicle while wearing only a lap belt if the back seat is not equipped with a combination lap and shoulder belt.

Leaving the School Grounds During the School Day

Students may not leave the school grounds during the school day—from the time the students enter school in the morning until they are picked up in the afternoon—for reasons other than medical appointments, family emergencies, or the like, unless they have special permission from the principal. Anytime a student must leave the school grounds for appointments, etc., he/she must have notification, preferably in writing, from his/her parents/guardians explaining the reason for the absence (i.e., funeral, dental, or doctor appointment) and stating the time the student should be dismissed from class.

Parents/Guardians must pick students up from school, not meet them at the doctor's office or other location. Parents/Guardians are asked to meet their child at the school office to sign them out.

DRESS CODE

At St. Mark's Lutheran School our concerns for our children involve all aspects of Christian living. The Bible tells us that "man looks at the outward appearance, but the Lord looks at the heart" (1 Samuel 16:7). As Christians, our role as "ambassadors for Christ" should be to reflect values and teachings of Christ to the community. We trust that parents share our desire to foster high standards in every area of our school program, including dress and personal appearance. It is our experience that there is a correlation between student dress and personal appearance. Consequently, we insist that each student be dressed in a way that will not hinder the educational process, that will promote a positive image among our students, and which will provide a positive Christian witness to the community.

Our faculty reserves the right to make judgments concerning what we consider to be proper or improper dress based on the guidelines below. If it is necessary to do so, we will inform individual students and their parents/guardians of "dress corrections" that must be made.

1. No clothing will be allowed that displays advertisements for beer, liquor, tobacco products, has unacceptable language, suggestive language, writing, or pictures that may be construed to be in poor taste or are deemed unchristian.
2. All clothing should be neat, not torn or tattered including, but not limited to, blue jeans. Duct tape on clothes or shoes will not be permitted.
3. Clothing should not be worn in such a manner that over-exposure is evident, i.e. necklines, shoulders, underarms, midriffs and upper thighs.
4. Pants, shorts, and skirts must be worn at the waist.
5. Hats, coats, kerchiefs, or sunglasses are not permitted in the classroom unless these items are used for a "dress-up" day.
6. Shoes (including sandals) must have a back strap or back part of the shoe. Students who wear shoes without a back or back strap will be reminded that they cannot wear those shoes. A note and/or phone call will be made to the parent/guardian, also.
7. For safety reasons, students should not wear dangling earrings.

8. Hoodies, or sweatshirts with hoods, are not be worn with the hood up while in the school building.
9. On chapel days, a higher standard of clothing is encouraged.
10. St. Mark's Lutheran School allows hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

It is the parents/guardians responsibility to ensure that your child(ren) follow the guidelines set forth in the dress code.

BULLYING

As a matter of school policy and religious obligations, it is recognized that bullying behavior is not tolerated at St. Mark's Lutheran School. Students, faculty, staff, or others in the building, who are victimized by the abusive power exerted by bullies suffer serious harm to their self-esteem and their feelings of safety as they pursue their academic and social lives. St. Mark's Lutheran School seeks to create an environment of learning, compassion, and safety by educating parents/guardians, teachers, staff, and students in different areas concerning bullying and respect. All members of St. Mark's Lutheran School are expected to discourage, prevent, intervene, report and otherwise appropriately address bullying behaviors.

Bullying can take many forms including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation, and retaliation for asserting or alleging an act of bullying. Cyber bullying can include all the above as well as the use of electronic tools, devices, social media sties, blogs, and websites t harm a student or students with electronic texts, photos, or videos.

Bullying acts or conduct described above can include, but are not limited to the following:

PHYSICAL which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching and excessive tickling.

VERBAL which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet.

EMOTIONAL which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure.

SEXUAL which includes, but is not limited to, many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact or sexual assault.

No student, faculty, staff, or others in the building shall be subjected to bullying:

- *during any school sponsored education program or activity, while in school, on school property, or at school sponsored or school-sanctioned events or activities.

- *through the transmission of information from a school or home computer network, or similar electronic school or home equipment.

- *outside of school.

All members of the St. Mark's Lutheran School community, parents/guardians, teachers, staff, administrators, and others are expected to work together in preventing bullying and promoting values in a Christ-centered environment.

Bullying by a student or students may result in suspension and/or expulsion from the school.

Discipline for Unacceptable or Bullying Behavior

St. Mark's follows a Biblical approach to discipline taking direction from Galatians 6:1-2, "My brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted. Carry each other's burdens, and in this way, you will fulfill the law of Christ."

Two principles emerge with reference to discipline;

1. Wrongdoing must not go unnoticed or unpunished
2. It must be handled in a way that the wrongdoer is not "lost" but "gained".

St. Mark's Lutheran School is dedicated to having each student attain his/her best regarding schoolwork and behavior. We are also dedicated to working very closely with the families to encourage growth in discipline. When a student at St. Mark's fails to follow any of the set rules of the school, he/she needs to be "set right". Hopefully, students will recognize their wrongdoing and confess to their improper behavior. If a student does not recognize his/her improper behavior, it needs to be pointed out to them. Confession is the first step in being "set right". Secondly, we expect students to repent for their wrongdoing. To repent means to have a change of heart. Actions and words of remorse demonstrate this change of heart. When repentance occurs, forgiveness follows. God has been gracious and merciful to us, forgiving us of our sins and sending his only Son, Jesus Christ to suffer, die, and rise in victory to wash away our sins. As we live in the Gospel of our Lord, we show this forgiveness to others. However, we also recognize the need to have direct consequences for improper behavior. Our concern is for the student who has behaved

improperly and for other students and staff that this behavior affects. When students cannot modify their behavior to conform to the teacher or school's expectations, problems arise. It is the school's belief that when parents also get involved with their children's behavior—changes do happen. The teacher is responsible for day-to-day discipline in the classroom. The teacher will be in communication with the parents/guardians as is needed to guide the student in his/her behavior. Personal contact with the parent/guardian by the teachers may very well eliminate the need for further steps.

Threats of any kind (including practical jokes) will not be tolerated. Any threat which is reported to the building principal will be investigated. If it is determined that a threat has been made against another person by a student, his/her parent/guardian will be contacted. Other actions may result in a student being monitored (desk, book bag, coat and locker being frequently checked), suspended, referred to juvenile authorities and/or what is otherwise deemed appropriate action.

Weapons of any kind will not be carried or possessed by a student, parent, or anyone on the school property. This would include all knives, guns, pointed objects, chains, steel toed footwear or any other item which could do bodily harm to another individual. Pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm. The minimum disciplinary action will be suspension from school and notification of law enforcement.

IMPORTANT: Punishment for each offense may vary according to the severity of the offense. It is not possible to identify every type of disruptive behavior that can occur. We believe it is our responsibility to provide an atmosphere that is conducive to learning. Students are here to learn, and interruptions of that learning will not be tolerated.

We believe that enforcement of rules should be carried out consistently in accordance with the school plan. When mitigating circumstances are clear and present, the principal may, however, apply other appropriate interventions.

Unlawful Misconduct

Unlawful misconduct is the most serious of disciplinary problems. It involves actions violating the school code, municipal ordinances or state governing laws. It is typified by illegal behavior or severely harmful action taken against the student body, staff or school. Unlawful misbehavior is, but is not limited to, the following: possession, sale, or the use of controlled substances or illegal drugs; possession or use of dangerous weapons (i.e. handguns, rifles, shotguns); use or distribution of alcohol; severe physical damage to a person; theft or vandalism over \$25; purposely turning in a false fire or emergency alarm; arson; bullying. All municipal, state, and federal laws also apply to unlawful misconduct.

The administrator of St. Mark's Lutheran School or his/her designee will immediately contact local AND state police through the school incident reporting in Illinois Web

Application Security (IWAS). (105 ILCS 5/10-27.1A Sec. 10-27.1A; 105 ILCS 5/10-27.1B Sec. 10-27.1B)

Consequences for Unlawful Misconduct

Students found to be in possession of a dangerous weapon (as described above) on school property or who have brought a weapon to any school-sponsored activity or event or any event which “bears a reasonable relationship” to school will be expelled for a period of not less than one year per ILCS 5/10-22.6 and federal law HB 2596 and P.A. 89-0610. A referral will be made to the proper municipal authorities and a mandatory conference will be held with the parents.

Students found to be in possession of or using a controlled substance or illegal drug on school property or who have brought any controlled substance or illegal drug to any school sponsored activity or event or any event which “bears a reasonable relationship to school” will be expelled for a period of not less than one year. A referral will be made to the proper municipal authorities and a mandatory conference will be held with parents.

Students in violation of other misconduct mentioned above, will be disciplined accordingly. When a student is found to be in violation of the policy on Unlawful Misconduct, it is expected that the school, church, Board of Christian Education and/or pastor reach out to minister to the student and family.

Lunch and Milk

St. Mark’s Lutheran School operates a hot lunch program that follows the federal hot lunch requirements. As a result, good nutrition and health are being stressed. The charge for **all students** is \$2.95 per day.

Students who bring their lunch from home will eat with their class in the cafeteria. Milk is available the cost is TBD. Students are able to make the choice to bring their lunch or participate in the hot lunch program on a **daily basis**. Students who bring their lunch **may not bring soda** to drink with their lunch.

A program for free and reduced-price lunches is sponsored by the Federal and State Lunch Program for those parents who find the cost of school lunch a financial burden.

Information about these programs is sent home with each student at the beginning of the school year. **All information supplied by the families is held in strict confidence and records are kept in the office only, so no specific student can be identified as being in this lunch program.**

Technology

Students at all grade levels use computers. Younger students will be learning technology skills to work toward computer literacy, and older students will be using technology to

assist in learning and in schoolwork completion. All students and parents will be asked to sign and return an agreement outlining the acceptable use of technology at St. Mark's. Students will be unable to use computers until this agreement is signed and returned. St. Mark's may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website

Pupil Evaluation

To notify parents of individual student progress, St. Mark's Lutheran School issues a midterm report at the midpoint of each quarter and a report card at the end of each quarter. In some instances, a written evaluation may be included or used in place of the report card. Normally, two parent-teacher conferences are planned during the school year. These conferences are intended to maintain open lines of communication between parents and teachers for honest discussion of each student's development and progress. The faculty also urges parents to notify them at any time about any problems, questions, or concerns they have regarding their children. Teachers, as well, may contact parents' requesting a conference. Parents may request an educational screening assessment to identify suspected educational issues. Such a screening will be completed by Perandoe Special Education District staff. The principal will schedule such a screening.

Grading

% Grade	Letter Grade	Grade Point System
100	A+	12.00
99-96	A	11.00
95-94	A-	10.00
93-92	B+	9.00
91-87	B	8.00
86-85	B-	7.00
84-83	C+	6.00
82-77	C	5.00
76-75	C-	4.00
74-73	D+	3.00
72-71	D	2.00
70	D-	1.00
Below 70	F	0.00

ATHLETICS

Physical Education

St. Mark's Lutheran School offers a physical education program for all student in Grades K-5. The purpose of a physical education program is to provide systematic exercise and participation in sports to develop the child physically.

All children are required to participate in physical education unless they present a written excuse from a doctor for medical reasons. If a child does not participate because of illness or injury in physical education, he/she may not participate in extracurricular athletic events for that day.

Interscholastic Athletics

Students in athletics must maintain eligibility to participate in practices and games. Any student receiving two (or more) Behavior/Academic Concerns slips during a week will lose their eligibility to participate in practice or games beginning the following Wednesday to the next Wednesday. Students will have to maintain a 4.0 (out of a 12.0 scale) on a weekly basis. A cumulative grade of "F" in any subject will require the student to be ineligible for the following week. These grades are updated weekly by teachers.

If a student is absent from school for any part of the day due to illness, the student will not practice or participate in any competition scheduled for that day.

Students serving in-school or out-of-school suspension are not allowed to participate in extracurricular nor co-curricular activities for the duration of the suspension.

Concussion Protocol

On August 3, 2015, Governor Rauner signed into law SB 07 (Public Act 99-245). The legislation focuses primarily on concussion management at the middle school/junior high school and high school levels. The legislation amends the School Code and is a requirement for all schools.

Highlights of Youth Sports Safety Act:

*Each school board in the state of Illinois shall adopt a policy regarding student athlete concussions and head injuries that is in compliance with the protocols, policies, and by-laws developed by the Illinois High School Association. (www.ihsa.org)

*Information on the school board's concussion and head injury policy must be part of any agreement, contract, code, or other written instrument that a school district requires a student-athlete and his/her parents or guardians to sign before participating in practice or interscholastic competition. The SIJHSAA has provided a Concussion Information Sheet and Sign-Off Form that schools may use to notify athletes and their parents/guardians about the dangers of concussions and head injuries. Each school may produce its own form if it wishes or modify the provided generic version for their school.

*Each school district shall use education materials provided by the Illinois High School Association to educate coaches, student-athletes, and parents/guardians of student-athletes about the nature and risk of concussions and head injuries, including continuing play after concussion and head injury.

*The formation of Concussion Oversight Teams (COT) at all public, private, or charter schools. The COT's primary function will be to develop return-to-play and return-to-learn protocols for students believed to have experienced a concussion. The protocols should be based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention. These teams can contain a range of individuals based on the resources available to the school in their community or neighborhood but must include one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols.

*No later than September 1, 2016, all interscholastic coaches and licensed officials will need to complete a training program of at least two hours on concussions. Coaches, nurses, and game officials must provide the school or district with proof of successful completion of the training. Training must be completed every two years. Head coaches and assistant coaches must complete the required training. Once available, SIJHSSA member schools will receive concussion education materials for the SIJHSAA office that have been provided by the IHSA.

*Public, Private and Charter schools must also develop a school-specific emergency action plan for interscholastic athletic activities to address the serious injuries and acute medical conditions in which the condition of the student may deteriorate rapidly. There are certain provisions the plan must include and it must be reviewed by the COT before being approved by the school. The plan must be distributed to appropriate personnel, posted at the school, and reviewed annually. Links to sample information may be found on the IHSA website. (www.ihsa.org)

*Student and parent signatures on concussion information are good for the length of the school year in which they are signed. This document is good for all sports that they participate in that school year.

*Athletes who are suspected of sustaining a concussion or concussion-like symptoms shall be immediately removed from practice or competition by a coach or official and cannot resume activities until the protocol process is followed completely.

Concussion Management-Return to Play Protocol

Returning to play following a concussion involves a stepwise progression once the individual is symptom free.

There are many risks to premature return to play including:

- A greater risk for a second concussion due to a lower concussion threshold.
- Second impact syndrome (abnormal brain blood flow that can result in death).
- Exacerbation of any current symptoms.
- Increasing the risk of injury due to alteration in balance.

No student-athlete should return to play while symptomatic.

Students are prohibited from returning to play the day the concussion is sustained.

“If there’s a doubt—sit them out!”

Once a student-athlete is symptom free for 24 hours and has a signed release by the treating clinician, he/she may begin the return to play progression below:

Day 1: Light Aerobic Activity (walking or stationary bike, no resistance training)

Day 2: Sport-specific Activity (running—resistance training may begin)

Day 3: Non-contact Training Drills (Skill Drills)

Day 4: Full Contact Practice

Day 5: Return to Play

Each step should take 24 hours so that an athlete would take approximately one week to proceed through the full rehabilitation protocol once they are asymptomatic at rest and with provocative exercise. If any post-concussion symptoms occur while in the stepwise program, then the student should drop back to the previous asymptomatic level and try to progress again after a further 24-hour period of rest has passed.

Concussion Return to the Classroom Protocol

Concussion in the classroom;

Students recovering from concussion can experience significant academic difficulties due to impaired cognitive abilities. Mental exertion and environmental stimulation can aggravate concussion symptoms such as a headache and fatigue, which in turn can prolong recovery.

Accordingly, academic accommodations should be available to the student recovering from concussion both to ensure academic progress and to set the conditions for optimal medical recovery. Academic stress and a sense that teachers or school staff do not understand the student’s concussion-related problems can complicate recovery.

Ensuring adequate rest, avoiding overexertion and overstimulation, reducing risk of injury and providing academic accommodations are the essential components of a return-to-

school plan after concussion. Home tutoring will be needed at first in some cases. As the student recovers, he or she may need to attend school part-time or full time with ret breaks. Academic demands should be reduced to essential material, as the concussed student will typically take longer and use more mental energy to complete the same amount of work as before injury. Other accommodations that can help limit symptoms, reduce academic stress, and promote recovery include extended time and quiet location for tests providing the student with copies of class notes, and allowing the student to eat lunch in a quiet room with a few friends instead of a noisy cafeteria.

Physical education classes should be modified to reduce the risk of re-injury. After an initial period of rest, the student may be able to participate in physical activities where there is low risk of head injury, such as walking, as tolerated. Substituting mental activity for physical activity is NOT recommended, as mental exertion can aggravate symptoms. Increased sensitivity to noise or light is also common after concussion, so the student should not be required to stay in a loud or bright gym.

Collaboration and communication with the medical providers treating the concussed student will foster development of an appropriate plan. Accommodations and activity restrictions will need to be modified according to the student's particular symptoms and the speed of recovery from injury.

HEALTH AND SAFETY

Mandated Reporters

All school personnel, including teachers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Inclement Weather

If it becomes necessary to cancel school due to inclement weather, you will receive an automated call announcing the cancellation of school. Normally, the cancellation will be reported on St. Louis TV channel 4 as well. In general, we will follow the same procedure taken by the Steeleville District #138.

Tornado Information

In case of a tornado "watch", children will remain in school unless the decision is made by the principal, District #138 or Steeleville Police Dept. to dismiss, thus providing St. Mark's with bus transportation. In case of a tornado "warning", all children will be taken to the school safety areas until the "all clear" has sounded or the child is picked up by the parent **regardless of bus status**. Teachers follow directions from the Crisis Management Plan.

In the event of inclement weather during an activity or event in the gym after school hours, the personnel in charge shall instruct the guests to exit the facility in an orderly manner depending on the threat. In the case of fire, immediately leave the building at the nearest exit. In the case of a tornado, proceed to an inner wall and/or dressing rooms and take cover. Do not leave the building and go to your vehicle unless instructed to do so by emergency responders.

Asbestos Notification

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required the EPA to develop regulations that provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, the EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school building, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

St. Mark's has conducted a complete inspection of its facilities most recently in April 2023 utilizing the services of Farmer Environmental Services, LLC, Edwardsville, IL. The results of this inspection have been included in a management plan. This management plan is available in the administrative office of St. Mark's Lutheran School during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representative, and parents. St. Mark's Lutheran School will charge 10 cents per page for copies of the management plans or any portion thereof.

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of St. Mark's Lutheran School for any reason. St. Mark's Lutheran School takes very seriously the recommendations made in the management plan, which has been sent to the Illinois Department of Public Health and has been approved by the Illinois Department of Public Health.

SCHOOL ACTIVITIES

School Pictures

School pictures will be taken in the month of October and spring pictures will be taken during the month of April. The photographer will email each parent a code for them to view both fall and spring pictures and purchase if you desire. All students will need to have their picture taken for the school yearbook.

School Telephone Usage

The school telephone system is provided for school business. Children are not to use the school phones except for unforeseen events creating an emergency situation. The kitchen phone is not to be used except with the permission of the cooks.

Please make after school arrangements (how your child/ren will get home, where he/she should go, etc.) before sending your child/ren to school each day. Students will not be allowed to use the phone to ask permission to have company over or to go to another child's/children's home. These arrangements should be made before the child/ren come(s) to school

Cell Phones/Smart Watches

Cell phones and/or smart watches are not to be used by students at any time during school hours and must be stored in the student's backpack during school hours.

Technology used in violation of this policy will be confiscated and brought to the school office. Items that have been confiscated will be returned only to a parent/guardian at the end of the school day. Students may use cell phones at the end of an extracurricular activity to contact parents.

Receiving Gifts/Invitations at School

St. Mark's values all students and seeks to avoid hurt feelings. The practice of sending gifts such as flower, balloons, etc., to school for birthdays, Valentine's Day, etc., is strongly discouraged. This practice can lead to disappointment on the part of students whose parents are unable to send gifts for their children. Any gifts that are sent to school will be held in the school office until the end of the school day. The practice of sending invitations for parties, etc., to school with children is also discouraged unless **ALL** children in the class receive one.

Lost and Found

Children lose many articles because they are not properly marked. Please mark articles with proper identification. The "lost and found" articles will be kept in the school office for a reasonable length of time. Unclaimed usable articles will be donated to Goodwill.

Nuisance Items

Generally, gum, animals, matches, cap guns, water guns, playing cards, comic books, radios, CD or MP3 players, computer games, trading cards and other toys that would distract from the learning process are not to be brought to school. On occasion, however, a teacher may indicate that these items may be brought to school for a specific project. If the items are brought to school without approval of the teacher, the teacher can confiscate the items and will notify the parent/guardian.

St. Mark's Lutheran School agrees to comply with any other applicable State or Federal law or regulatory requirement including those mandated since the approval of this manual. Updated mandates will be included in the next manual.

Appendix A

ST. MARK'S LUTHERAN SCHOOL BEFORE AND AFTER CARE AGREEMENT

STUDENT NAME(S) _____

TERMS OF AGREEMENT

1. **BEFORE AND AFTER CARE HOURS:** Before and After Care service will be available to all enrolled students with the following hours: Monday through Friday 6:00-8:00am, 2:55-5:30 pm. Any student dropped off before 7:45am will be charged for before school care. After 7:45am, any student dropped off will not be charged. Before and After Care services will not be available for early dismissal days and those days due to weather conditions. Any other days when services will be unavailable will be noted on the monthly school calendar.
2. **RATES:** Families may choose one of the available programs:
 - a. Hourly: \$3.50 per hour per student, ***billed by the half-hour.***
 - b. Accounts will be billed monthly. Payment is due the 15th of each month.
 - c. Flat rate: \$70 per month for first child, \$35 per month for each additional child. Unlimited use of services. Will be billed monthly, due 15th of each month. NO DEDUCTIONS will be made for days, weeks or months absent from school.
 - d. Anyone not picking up their student by 5:30pm will be charged \$5 per ½ hour, per student.
3. **REFUND POLICY:** All payments made to the school are NON-REFUNDABLE. St. Mark's will not be required to refund payments if at any time the student withdraws by choice or, is asked to leave by the school's administration.
4. **PENALTIES:** A \$ 10.00 late payment fee will automatically be added to Before and After Care accounts for any payment more than 15 days past due. Students whose accounts are 30 days past due will be asked not to attend Before and After Care until fees are paid. Accounts 60 days past due will be submitted to a collection agency. Parents/Guardians will be liable for all collection costs, including Attorney fees and Court costs. There is a \$40.00 service charge on all checks returned by the bank.

FINANCIAL AGREEMENT

Before and After Care registration fee: \$10

I hereby agree to pay for Before and After Care services as follows:

- Hourly rate (\$3.50 per hour per child)
- Monthly flat rate (\$70 first child, \$35 each additional, with a start date of August 15th)
- Anyone not picking up their student by 5:30pm will be charged \$5 per ½ hour, per student
- The months of August, December, and May will be charged half of the monthly flat rate.
- I UNDERSTAND THAT BEFORE AND AFTER CARE IS BASED ON A 9 MONTH SCHOOL YEAR. MONTHLY PAYMENTS ARE DUE ON THE 15th DAY OF THE MONTH, BEGINNING IN SEPTEMBER. I UNDERSTAND NO DEDUCTIONS WILL BE MADE OR BE REFUNDED FOR ANY DAYS, WEEKS OR MONTHS MY CHILD IS ABSENT FROM SCHOOL. ALL PAYMENTS MADE ARE NON-REFUNDABLE.

I have read and understand the Terms and Agreement for the Before and After Care program at St. Mark's Lutheran School.

Parent or Guardian Signature

DATE SIGNED

Appendix B

2025-2026 Tuition & Registration Fee

The cost of educating a K-5th student at St. Mark's Lutheran School is approximately \$8,600. This includes the cost of the facilities, utilities, salaries, and operational expenses. The congregation of St. Mark's Lutheran Church recognizes the importance of Christian education and supports the school ministry by filling in the gap between tuition and actual cost. No financial support for general education is received from federal or public funds.

Registration Fee

A \$200 registration fee is for each PK-5th student and non-refundable. If paid by June 1st, you will receive a discount on tuition.

K-5 Tuition

(Monthly rate is per 9 months)

St. Mark's Members

Pre-Registered 1st child \$1,891 (\$210.11 month)
Non Pre-Registered \$2,015 (\$223.89 month)

Community Non-Member

Pre-Registered 1st Child \$2,976 (\$330.67)
Non Pre-Registered \$3,100 (\$344.44)

Each additional child \$1000 (\$111.11 per 9 Months)

Pre-K Tuition Rates

3 Day Program

Pre-Registered (\$3,160) \$351.11 month Non Pre-Registered (\$3,250) \$361.11 month

5 Day Program

Pre-Registered (\$3,900) \$433.33 month Non Pre-Registered (\$4,100) \$455.56 month

Pre-K discounted Tuition Rates for Families with enrolled children in K-5

3 Day Program

Pre-Registered (\$1,700) \$188.89 month Non Pre-Registered (\$1,900) \$211.11 month

5 Day Program

Pre-Registered (\$2,050) \$227.78 month Non Pre-Registered (\$2,225) \$247.22 month

Additional Fees (if applicable)

Pre-School Snack Fee

There is a one-time snack fee of \$75 per child due the first day of school.

Before and After Care Fee

A registration fee of \$10 is due prior to the use for Before and After Care.

Hourly: \$3.50 per hour per student, billed by the half-hour. Accounts will be billed monthly. Payment is due the 15th of each month.

Flat rate: \$70 per month for first child, \$35 per month for each additional child. Unlimited use of services. Will be billed monthly, due 15th of each month. NO DEDUCTIONS will be made for days, weeks or months absent from school.

The months of August, December, and May will be charged half of the monthly flat rate.

Anyone not picking up their student by 5:30 p.m. will be charged \$5 per $\frac{1}{2}$ hour, per student.

Sports Fees

A one-time Sport fee of \$50 is for students who participate in any sports that are offered by St. Mark's or through the Co-op agreements, The Sports fee is non-refundable.