

ST. MARK EVANGELICAL LUTHERAN SCHOOL
HANDBOOK
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ORGANIZATION

Mission

St. Mark Lutheran School exists to assist parents in providing a strong Christ-centered education to grow academically, spiritually, and socially in a caring Christian atmosphere. As Matthew 28:19 states, our goal is to “make disciples of all nations...” reaching out to children both within our congregation and throughout the community.

Purpose of St. Mark, a Cooperative Partnership

St. Mark Lutheran School exists to serve parents by assisting them in carrying out God’s command to bring up their children in the training and instruction of the Lord. Through this education, it is our objective to teach the children from God’s Word that they are indeed redeemed children of God through Jesus and that the Word of God is right and true. We hope to observe in the children a desire to thank, praise, serve, and obey Him.

St. Mark Lutheran School exists to follow Christ’s commission to make disciples of all nations. The Word of God, in its truth and purity, is the focal point from which we view all secular subjects and is the standard by which we judge all earthly knowledge. We believe that the Bible is the divinely inspired Word of God and the sole authority on faith and conduct. It contains no error and is in all parts the infallible truth.

St. Mark Lutheran School exists to provide the children with an environment and opportunities for spiritual growth in preparation for eternal life and also with an environment and opportunities for academic growth aimed at thoroughly preparing them to be Christian citizens in this world. This is done in accordance to the regulations established by the Nebraska Department of Education (providing they are not in contradiction with the Word of God).

Administration

St. Mark Lutheran School is at all times under the control and supervision of the Voters Assembly of St. Mark Ev. Lutheran Church. However, for the sake of orderliness and efficiency, a Board of Education is elected from the congregation and is chaired by the elected School Elder. The Board of Education exercises the power and authority delegated to it by the congregation.

Faculty members, the pastor, and the principal serve in an advisory capacity to the Board of Education. These various members, working in close cooperation, determine, modify, and adopt the policies which affect the operation of St. Mark Lutheran School, subject to congregational approval.

It is the primary function of the principal to implement all such policies and to maintain a high level of communication with the Board of Education to the end that they are fully aware of the operations, activities, and problems involved in executing the policies of the Board.

The Board of Education has the duty of devoting the best of care to the school, and has the duty of ensuring that the school achieves its purpose in offering the children thorough instruction in Christian doctrine, as well as secular knowledge.

Parents having questions with regard to the established policies or their implementation may bring such questions to the Board of Education after the proper steps have been taken. The concern should first of all be brought to the attention of the teacher. If the question is not resolved, the parent should take the concern to the principal. If that step proves unsuccessful, such questions may be brought to the attention of a Board member.

History

St. Mark Lutheran School first opened its doors in 1978, providing Lutheran elementary education for grades one through six. In 1983 grades Kindergarten, seventh, and eighth were added along with a second full-time teacher. In 1986 the school building was connected to the church building.

discussion from parents on the educational development of their children.

The Lord, through His Word, has bound the home and school together with the same goal when He said,

“Fix these words of mine in your hearts and minds; tie them as symbols on your hands and bind them on your foreheads. Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Deuteronomy 11: 18,19.

Parents dare not give up this God-given responsibility when they send their children to school. Here are a few ways in which home and school may work together on these responsibilities:

- See to it that the child is regular and prompt in attendance.
 - Encourage sufficient hours of rest and sleep.
 - Encourage the child to eat well-balanced meals.
 - Encourage the child to play games.
 - Discourage the child from bringing any distracting items to school.
 - Expose the child to many wholesome experiences.
 - Encourage the child to be considerate and courteous when riding to and from school.
 - Refrain from being critical of school procedures in the presence of the child.
 - Attend church regularly with your child and have family devotions and table prayers.
 - Let the Word of God be the sole guide in all phases of daily living and conduct.
 - Exercise Christian discipline at home and support Christian discipline exercised at school.
 - Always project a positive attitude towards education, particularly Christian Education.
 - Consult with your child's teacher on any matters you might feel pertinent to your child's training.
- Parent-Handbook Agreement Form

EDUCATIONAL EXCELLENCE

Curriculum

The Word of God is the central feature of the curriculum at St. Mark Lutheran School. In order that we carry out our goals and objectives, the Word of God permeates every course of study. The following subjects are taught at St. Mark School with a brief description of the course content:

Bible History

Students learn the basic information and simple application of the accounts recorded in the Old and New Testaments of the Bible.

Catechism (Grades 4-5)

Students learn six principal doctrines of the Bible as established in Martin Luther's Small Catechism.

Catechism II Class (Grades 6-8)

Students extend the doctrines learned in Catechism to include a deeper knowledge, understanding, and application to Christian living.

Hymnology

Students study, sing, and memorize hymns from *Christian Worship: A Lutheran Hymnal*.

Language Arts

Students learn the basic tenets of English grammar and usages. Students learn to correctly spell an array of common English words. Students learn to read and comprehend a variety of texts. Students learn to write and speak in a commonly accepted manner for a variety of purposes.

Mathematics

Students learn basic arithmetic and simple algebraic and geometric concepts. Students apply mathematical skills to "real-life" problems.

Social Studies

Students learn about the world and communities which they live in and how to be an active and responsible citizen in those communities.

Science

Students learn about God's marvelous creation and the complex order and laws of all things created.

COMMUNICATION

Parent-Teacher Consultations

Consultations are conducted twice a year at school during which teachers discuss each student's progress with his or her parents. These consultations are held after the 1st and 3rd quarters.

Parents should also feel free to discuss their child's education at any time with the teachers and are encouraged and expected to do so.

Report Cards

Our school reports pupil progress through the use of the A, B, C, D, and F marking system (see Grades). Report cards in the lower grades also report progress in terms of S, N, I, and U for satisfactory, needs improvement, incomplete, and unsatisfactory.

Report cards are handed out four times each year. At times, progress reports are handed out during the quarters to keep parents and students better informed of the student's academic progress.

Weekly Newsletter

At St. Mark Lutheran School we believe that regular and effective communication between school and home is vital to the quality operation of our school. The most regular form of communication is our weekly newsletter.

Each Monday every student receives a copy of the weekly newsletter plus any additional notes, forms, and information. The weekly newsletter contains much information that we want parents to be aware of such as upcoming events, days off of school, school cleaning schedule, lunch schedule, and homework and test information.

Grade	Percent
A+	100-99
A	98-96
A-	95-93
B+	92-91
B	90-88
B-	87-85
C+	84-82
C	81-79
C-	78-77
D+	76-74
D	73-71
D-	70-69
F	68-0

Standardized Testing

Standardized testing is a valuable tool in evaluating the progress of students. It provides an objective, longitudinal view of a student's academic proficiencies and deficiencies if any. Standardized testing also allows our students to see how they compare to a national average.

St. Mark Lutheran School used the TerraNova 3rd Edition Multiple Assessments testing program. TerraNova is recommended by the WELS Commission on Parish Schools. These tests are administered on a yearly basis to all 3rd through 8th graders in the fall of each year.

Test results are analyzed by the teachers and filed in the permanent record file of the child. Test results are also sent to the parents. Consultation regarding the test and results is available upon request.

State Certification

St. Mark Lutheran School is a certified educational institution by the Nebraska Department of Education. This certification is rereviewed each year to ensure that St. Mark is maintaining a level of education at or above the state of Nebraska's requirements.

Certified Teachers

All teachers at St. Mark Lutheran School are certified education professionals by the Nebraska Department of Education. Teaching certificates must be renewed every five years to ensure that our teachers are actively using and improving their education skills.

All teachers at St. Mark Lutheran School are also certified by the Wisconsin Evangelical Lutheran Synod (WELS). This verifies that our teachers have been fully trained in Christian doctrine and the Lutheran Confessions.

Our teachers attend multiple conferences, in-services, and seminars annually to learn and grow as professional educators. Our teachers are also urged to develop a plan and pursue continuing education.

ENROLLMENT

Admission Policy

St. Mark Lutheran School operates for the benefit of the children of St. Mark Lutheran Church and also the children of our sister WELS congregations. As space permits we will enroll other children upon the approval of the Board of Education.

Non-member children must participate in the whole curriculum of the school. This includes memorization of catechism parts, Bible passages and hymns; enrollment in the pastor's Catechism II class in 6th, 7th, and 8th grades; and participation in all other normally required religious instruction.

The parents of non-member children are required to attend St. Mark's Bible Information Class so that they also may understand the truths found in the Bible.

Nondiscriminatory Policy

St. Mark Lutheran School admits students of any sex, race, color, national 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 on the basis of sex, race, color, national and ethnic origin, in the administration of its educational policies, admission policies, and athletic and other school administered programs.

Tuition

Tuition rates for each school year are determined by the Board of Education and approved by the St. Mark voters assembly as part of the annual budget in the spring of each year. Tuition rates are derived from the cost of educating a student at our school. This cost is arrived at by dividing the school budget by thirty-five students, which is the school's capacity.

Full tuition is charged to all students who are not members of St. Mark Lutheran Church.

Reduced tuition is charged to members of St. Mark Church, because it is assumed that they actively support the church's ministry through their labor and offerings.

Actual Cost: \$3,553 per student

Tuition for St. Mark Members: \$885 per student

Tuition for other WELS members: \$3,360 per student

Tuition for non-members: \$3,553 per student

With the intent to promote good stewardship and to carry out the financial business of our school in a more timely way, the Board of Education of St. Mark Lutheran School has prepared the following payment plans for parents to use in paying school tuition and other fees:

Schedule A: Pay in full at Registration.

Schedule B: Pay Quarterly: due at the beginning of each quarter of the school year.

Schedule C: 9 Monthly Payments: at the beginning of each month, starting in September.

Schedule D: 12 Monthly Payments: due at the beginning of each month for the year, starting in September.

During the spring, parents will be notified of the tuition rates for the upcoming school year. An open house will be scheduled for parents to visit with the Board of Education and faculty. Payment by check should be made out to St. Mark Lutheran School and given to either the Church Secretary or put into the offering plate on Sunday. Automatic withdrawal is recommended.

Age Requirement

St. Mark's Ev. Lutheran School will follow the Nebraska State Statute (79-444) which states, "The Board of Education...shall not admit any child to the first grade of school...unless such child has reached the age of six years or will reach such on or before October 15 of the current year..."

Since we are an elementary Lutheran school, children over the age of 15 may be admitted upon approval of the Board of Education.

Medical Files

All children entering Kindergarten and Seventh Grade must have a physical examination by a doctor, and the record of such examination must be on file in the school office. Physical examination forms can be obtained from the school office.

In addition, medical histories and immunization records must be kept up-to-date in each child's permanent file. A Lancaster County nurse frequently reviews these files and notifies parents, through the school office, of any missing information.

All children entering our school for the first time must have a copy of their Certificate of Live Birth on record in their permanent file for proof of the child's birth. These requirements are all in compliance with State Law.

SPIRITUAL GROWTH

Mission Contributions

In keeping with our Lord's command to preach the Gospel to every nation, our school seeks to develop a sense of responsibility in our students toward the mission endeavors of our church. Each year one or two mission areas are selected and the children are made to understand the people, the problems, and needs of the mission area. Children are encouraged to contribute to these mission efforts and a collection is taken each Wednesday morning in conjunction with our chapel service. All money collected goes to the designated mission destination.

Church Attendance

Attendance of Sunday worship services is certainly something we wish our students to desire, for in such services we have a rich opportunity to hear God's Word preached in its truth and purity. In church we are able to publicly worship our gracious God with fellow believers. Parents can set a positive example for their children by regularly attending church as a family.

Singing for Worship Services

Singing is certainly one of the most beautiful ways of expressing our faith and of worshiping our God. For this reason, the children of our school sing from time to time in the worship services. A singing calendar is distributed at the beginning of the year and additional notices are sent home with the children. This singing is considered an important part of our curriculum and all children are expected to participate.

ACADEMIC GROWTH

School Hours

St. Mark Lutheran School has school from 8:30am to 3:30pm. Parents are asked to bring their children no sooner than 8:00am and should arrange to pick their children by 3:45pm. If a child arrives at school before 8:00am, he or she will quietly sit in the coat room until 8:00am when he or she will be allowed to go to their classroom.

Should there be a definite reason to have your child/children brought to school earlier, or picked up from school at a later time, we ask that parents please make arrangements with the principal, so that adult supervision might be arranged at needed times.

Daily Routine

The class day begins at 8:30am with devotion for all children. All children are dismissed at 3:30pm. A morning break of 15 minutes is provided for all children, with another one in the afternoon for the lower grades. The lunch hour lasts from noon until 1:00pm. Contact the school for a detailed schedule of daily classes.

Library

St. Mark Lutheran School has and continues to build a library for the children in the school to use. In compliance with state regulations, we purchase or accept donations of twenty-five books per classroom per year. In the library are found a reference section, a large collection of children's fiction, and non-fiction books. Children are taught how to use the library, and are encouraged to use it often. Books may be checked out for two weeks at a time. Fines for overdue books are \$0.10 per day. Lost or damaged books incur a \$5 charge. Unpaid fines will be added to the student's tuition account.

School Calendar

A calendar listing important dates and events for the upcoming school year will be by the end of the current school year. All dates, events, and vacations are approved by the Board of Education. Should there be any changes made to the calendar, parents will be notified as soon as possible.

Homework and Study Habits

The amount of time required for homework will vary with the grade level of your child. Generally, the younger children will be able to complete the vast majority of their assignments at school. By the time a student reaches the junior high level, a fair amount of time may need to be set aside at home for completing assignments.

Parents should try to always remain aware of the study habits of their children. Parents can offer a great assistance to the school by helping reinforce good study habits at home. Parents should feel free to discuss the homework with the student and the teacher if questions arise.

Attendance Policy

When a student is absent from class for any reason, it becomes more difficult for the student to master the content of the course. Therefore, it is important that absences be eliminated or kept to a minimum. Equivalent experiences for students who miss class are difficult and sometimes impossible to recreate.

When a student is absent from school for reasons other than truancy and suspension, he or she will have the opportunity to make up work missed. The date when make-up work is due will be determined by the teacher based on the content being studied and the length of the student's absence. Students who are or will be absent must be excused by the parents before 8:30am with the school office.

Tardies will be issued for students arriving to school any time after the beginning of school (8:30am) and up to one hour late. A student who arrives between one hour late and noon will be marked for a half-day absence. Students who arrive after noon will be marked for a full-day absence.

If the number of tardies or the number of absences exceeds five in the same quarter, a meeting will be set up with the parents, teacher, and principal to try to identify and eliminate the issues causing absence. If absences continue, a meeting will be set up between the parents and the Board of Education to determine further courses of action.

FAITH IN ACTION

Behavior

In our school, where the Word of God is the foundation and guide for all activities, it is self-evident that the children will be taught and trained to reflect their faith in behavior, attitude, and respect. As we are instructed in James 1:22, we are to be “doers of the Word and not hearers only.”

Students are expected to display consideration for their fellow students in work and play and to treat all those placed above them with respect according to the guide of the 4th Commandment.

We hope that in our school, children are able to achieve a level of self-discipline, and when possible, we give them opportunity to exercise responsibility. However, to maintain order and to aid them, certain rules do exist. If and when children demonstrate irresponsibility and lack of concern for pupils, teachers, or the rules under which we have placed ourselves, then the school, acting in the stead of the parents, will approach the child with the Law of God in hopes of showing the child his sin and leading him to repentance. Likewise, the penitent will be comforted with the great love of God who forgives all sins.

We must expect that in correctly applying God’s Word, suspension or even expulsion may at times be found necessary. These extreme forms of discipline must be used out of a fear for God and a love for the soul of the child. “He who spares the rod hates his son, but he who loves him is careful to discipline him.” (Proverbs 13:24) Such extreme measures are in place only after other forms of admonition have failed and the child persists in his erring ways. Expulsion, by act of the Board of Education, will not be employed unless the matter has first been discussed with the parents.

When problems and grievances relating to school incidents arise, it is a courtesy and manifestation of Christian charity to discuss these first with the teacher in charge. If necessary, the matter can also be brought to the attention of the principal, and if the situation warrants further action, he will arrange meetings with the pastor and/or the Board of Education. In all such cases, it is most necessary that we remember that errors will be committed since all of us are indeed sinful human beings. Let us approach our problems with prayer and Christian love, always allowing God’s Word to lead us to peaceful and proper solutions.

Dress Code

St. Mark Lutheran School is a Christian school in which we try train our children to live as Christians in this world, but not of the world. The Lord wants each of us to give a positive Christian witness in the world. We, as Christians, can reflect our Christianity to the world by the way we dress. Christian modesty and decency, as opposed to the standards accepted by the world, suggest that certain clothing not be worn in school. While it must be acknowledged that fads and styles come and go, it is not difficult to determine what is or is not proper attire for school. To aid parents in selecting proper clothing and grooming habits for their children, the following guidelines have been established:

No tank tops, sleeveless shirts, halter tops, bare midriffs or other similar attire.

No clothing unbecoming to a Christian, including clothing with crude lettering or pictures. This also includes clothing with words, symbols, and advertisements for tobacco, drugs, and alcohol.

No clothing which is sloppy, dirty, frayed, tattered, or having holes.

Athletic shorts and pants are not allowed past the 3rd grade. Students may change into them for physical education and athletic purposes.

Belts are to be worn with baggy shorts and pants. Shorts and pants must be worn at the waist.

Shorts, capris and dresses/skirts are not permitted during the months of November-March. Shorts, dresses, and skirts must be an appropriate size and length as decided by the teacher. The example is fingertip length. Students may wear shorts, capris, and dresses/skirts when the temperature reaches 60°F. This may mean changing into shorts, capris, and dresses/skirts at school when the temperature reaches 60°F during the day. This will be under the teachers' discretion.

Shoes are to be worn at all times. Backless and slipper styles, including flip flops, or other similar shoes or sandals are not permitted. Laces must be tied. Shoes with wheels are not permitted. Sandals may be worn during the months of April-October, but they must fit securely on the foot with a strap around the heel or ankle.

Hats, caps, hoods, and bandanas are not to be worn the school building.

We do go outside on cold winter days. Students are to have proper winter wear, including a heavy jacket, hat and mittens. They must wear boots and snow pants if they plan to play in the snow.

Students are to wear their St. Mark Lutheran School polo shirt on days we have school outings, such as field trips, or to other school sponsored activities.

The following grooming guidelines have been established:

Pony-tails or tails are not allowed for boys.

Body piercing, other than girl's ears, is not permitted.

Hair should be neatly groomed and styled in good taste. Hair coloring and extreme hairstyles (including unnatural colors and shaved designs) are not permitted.

Upper grade girls may wear make up in a modest and natural looking manner.

It is important that the students bathe/shower on a regular basis and use deodorant as necessary.

Parents are expected to examine their child's clothes before sending him or her to school each day. It is preferred that the parents do this rather than the teachers, however, the faculty reserves the right to determine if dress or appearance is not appropriate for school. If a student violates the dress code of the school, parents will be notified and may be asked to bring in a proper change of clothing for their child.

School and Church Property

All buildings, textbooks, desks, and materials are to be treated with respect and are to be used in good stewardship. Damaged property will be compensated for by the parents.

Compensation will be the replacement cost of the damaged item

Telephone

The school telephones are not for student use. Only in extreme circumstances will students be allowed to use the telephone. Parents who call to speak to their children should try to be aware of recess and closing times.

Many students now have their own cell phones. Cell phones that are brought to school must be turned in during school hours.

Lost and Found

Since articles of clothing, personal books, and other belongings are easily lost, we ask that parents please label their children's belongings. The school will not be responsible for valuables and money brought to school. If items are missing, please contact the principal. We will do our best to locate any missing items. Any unclaimed items will eventually be given to charity.

HEALTH & WELLNESS

Contact School

If a child is not attending school for any reason including illness, please contact the school (423-1497) by 8:30 am.

Communicable Diseases

Parents are asked to keep their children at home if they have contracted an infectious illness. Children who become ill while at school will be sent home after parents have been contacted and arrangements made. If a child is kept home more than three days due to a communicable disease, an excuse from the attending doctor is required to ensure that accurate medical records are maintained for school purposes.

First Aid

State Law forbids the administration of any medication by the school. If your child needs any medication, please notify the child's teacher for proper instruction.

A signed consent form should be completed for each time medication is given for common over-the-counter medication. A doctor's consent is needed if the child needs prescription medication on a regular basis. Once the medication is taken, it will then be given to the teacher and put in a secure place.

It should be understood by parents that first aid will be administered by the staff members for minor injuries which may occur on the playground, field trips, athletic events, or in the classroom. If an injury occurs which is of a more serious nature, the parents will be notified. If it appears that the child needs immediate medical attention, paramedics will be called. In the event that emergency medical treatment is needed, the parents or guardian assumes all responsibility for the payment of such treatment.

Health Services

St. Mark Lutheran School cooperates closely with the Lancaster County Health Department and provides yearly vision, hearing, and scoliosis testing as well as other services which can be obtained through the County Health Department and the school nurse.

Lunches

St. Mark Lutheran School does not currently offer full hot lunch program. However, with the help of parents and volunteers we are able to have provided lunches on Wednesday and Friday of each week. The cost of these lunches is \$2.50 per student per lunch. Students wanting to eat these provided lunches must sign up and pay each month in advance.

On days when lunch is not provided or if students do not wish to eat the provided lunches they must bring their own lunch to school. The kitchen has refrigerators and microwaves which allows students a full range of lunch possibilities.

Parents are strongly encouraged to help their children pack their lunches. We want to encourage healthy eating habits. “Junk foods” and soda/pop should be avoided as regular lunch fare.

EMERGENCIES

Fire and Tornado Drills

Fire drills are held once a month and one severe storm drill are conducted each spring and fall. Children are instructed in proper behavior for an emergency so that in the case of a fire, the building can be evacuated in a rapid, yet safe manner. In the event of a tornado or severe storm warning, the children will be taken to a place of maximum safety.

Emergency School Closing

If it should become necessary for school to be closed because of bad weather, parents can tune in to KLKN-TV Channel 8 (www.klkntv.com) or KOLN-KGIN Channel 10/11 (www.kolnkgin.com) for school closing information. If some other situation would arise necessitating school closure, each family would be contacted via phone and/or e-mail to inform them of the situation. If there is ever a question as to school closures, please contact the school office or the principal directly. In winter related situations, St. Mark generally follows the lead of Lincoln Public Schools.

Emergency Procedures

While we pray that we never face an emergency situation at St. Mark Lutheran School, it is prudent to be prepared. We have developed several plans of action to maximize the safety of the students in multiple emergency scenarios.

In the event that the school building needs to be evacuated, the students would follow our standard fire drill procedure. Once it is assured that all persons are safely out of the building, the students would be taken to the daycare (next door to the North) where emergency personnel and then parents would be contacted.

In the event that a seemingly dangerous situation or person is outside of our school with the possibility of entering our school, the students would be quickly and calmly relocated to the basement. The basement door would be locked while emergency personnel are contacted. If it is deemed unsafe to move the students from the classroom, students would be directed to a position as far away from the doors and windows as possible. The classroom doors would be locked and emergency personnel contacted.

Please be aware that we try to keep all doors locked during the school day. The door by the secretaries office has a pager. Please use it to gain admittance to the school.

EXTRACURRICULAR ACTIVITIES

Field Trips

To enhance the learning process, from time to time our teachers plan field trips to museums, zoos, etc. The purpose of these field trips is to enable children to grow culturally, expand their awareness of their community, and to motivate them toward further study. Field trips that take place during regular school hours are expected to be attended by all students as a normal school day. Students not attending will be marked absent. Sometimes there is a cost associated with these field trips. If cost is an issue, please contact the teacher.

Athletics

Students of St. Mark Lutheran School have opportunities to participate in volleyball (Grades 3-8), basketball (Grades 3-8), and track (Grades 3-8). All athletics are co-ed for practices and competitions. Our school competes against other WELS schools around Nebraska .

Participation in school athletics is not mandatory, but all students are encouraged to participate. Athletics provide an opportunity to learn and improve fine motor skills, decision-making skills, and teamwork.

Music Lessons

All students of St. Mark Lutheran School are welcome and encouraged to pursue musical training beyond what is done in the classroom. For many students this is taken as piano lessons. For others it has meant working out a schedule with Beattie Elementary or Irving Middle School where our students can periodically participate with their band program. If your child is interested in music lessons of any kind, please contact the school.

Drama

Each year the students of St. Mark Lutheran School have the opportunity to perform a play/skit. All students are expected to participate in the play since rehearsals are held during the school day. In drama, students further develop their skills of memorization, public speaking, self-discipline, and teamwork. All parents, friends, and relatives, along with St. Mark and Mt. Olive congregations are invited to view the performances.

COMMUNICATION

Parent-Teacher Consultations

Consultations are conducted twice a year at school during which teachers discuss each student's progress with his or her parents. These consultations are held after the 1st and 3rd quarters.

Parents should also feel free to discuss their child's education at any time with the teachers and are encouraged and expected to do so.

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Each Monday every student receives a copy of the weekly newsletter plus any additional notes, forms, and information. The weekly newsletter contains much information that we want parents to be aware of such as upcoming events, days off of school, school cleaning schedule, lunch schedule, and homework and test information.

Website

The St. Mark Lutheran Church and School website can be found at www.stmarkwels.org. It is our goal to keep the website filled with up-to-date information for parents and visitors alike. If you ever come across an outdated part of our website please let us know so we can update it as soon as possible.

PARENTAL INVOLVEMENT

Parent/Teacher Organizations

The aim of St. Mark's Parent-Teacher Organization is to promote the cause of Christian education and especially our Lutheran Elementary School in our congregation and community. The objective of the Organization is to aid our school in giving our children the best possible religious and secular education and to foster a sound parent-teacher relationship.

A minimum of four meetings are held each year. Any person, whether parent or not, whether member or not, who is interested in the Christian education offered at our school is welcome to attend these meetings.

Transportation

Transportation to and from school is not provided by the school. However, car pools and other forms of transportation can usually be arranged with the help of the principal.

Home and School Cooperation

When one considers that this school is an aid to parents in bringing up their children in the training and instruction of the Lord, one can see how vitally important it is for home and school to cooperate with each other to the fullest extent. That is why we so welcome discussion from parents on the educational development of their children.

The Lord, through His Word, has bound the home and school together with the same goal when He said,

“Fix these words of mine in your hearts and minds; tie them as symbols on your hands and bind them on your foreheads. Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Deuteronomy 11: 18,19.

Parents dare not give up this God-given responsibility when they send their children to school. Here are a few ways in which home and school may work together on these responsibilities:

- See to it that the child is regular and prompt in attendance.
- Encourage sufficient hours of rest and sleep.
- Encourage the child to eat well-balanced meals.
- Encourage the child to play games.
- Discourage the child from bringing any distracting items to school.
- Expose the child to many wholesome experiences.
- Encourage the child to be considerate and courteous when riding to and from school.
- Refrain from being critical of school procedures in the presence of the child.
- Attend church regularly with your child and have family devotions and table prayers.
- Let the Word of God be the sole guide in all phases of daily living and conduct.
- Exercise Christian discipline at home and support Christian discipline exercised at school.

Always project a positive attitude towards education, particularly Christian Education. Consult with your child's teacher on any matters you might feel pertinent to your child's training.
Parent-Handbook Agreement Form

Drivers

At times during the year the students of St. Mark Lutheran School travel to athletic competitions, field trips, and other activities. As those times arise we ask that all parents try to make arrangements to drive to one or two events each year so that we don't rely on the same people to drive every time.

School Cleaning

At St. Mark Lutheran School we strive to be good stewards of the building and property which God has blessed us with. We want to take pride in the appearance of our school, especially since the first impression any person receives upon entering our school is how clean or not clean it is.

Rather than hire professional cleaning, we ask that parents take turns cleaning the school. At the beginning of the school year, a rotation is established for the school to be cleaned by school families two times each week. We ask that families who are scheduled to clean would please do so on the assigned day or make arrangements with someone else. All cleaning supplies are provided by the school.

If a family is unable to clean or does not make arrangements to switch cleaning days with another family on the appointed day with the teachers, a cleaning fee will be charged of \$100 per time. This fee will cover having the school cleaned.