

We also realize that *all have sinned and fall short of the glory of God.* (Rom. 3:23) Because of this fact, there is a need to provide a safe environment for students. We aim to protect our students from all forms of abuse, especially sexual abuse.

Therefore, it is the St. Mark Board of Education's policy that volunteers sign a questionnaire stating they have never committed or been accused of sexual abuse.

Discipline

Discipline in the school must be in keeping with the principle of the Word of God. *Do not withhold discipline from a child.* (Proverbs 23:13). Parents having children in the school automatically extend their authority to the teacher while their children are at school. Full cooperation between parents and the school is expected in the disciplining of students.

The children in our school will be expected to conduct themselves as Christian young people at all times, whether in school, on the playground, riding the bus, attending or participating in an athletic event, or field trips.

In the spirit of Matthew 18, any discipline that will be done at our school will be dealt with in this order: 1. Teacher 2. Principal 3. Pastors 4. Board of Education.

- Step 1:** The teacher will notify the parent(s) and meet to plan a course of action
- Step 2:** The teacher, principal, and parent(s) will meet further to discuss the situation and to join in a united effort in disciplining the child.
- Step 3:** The parent(s), teacher, and principal will meet with one of the Pastors for further disciplinary discussion.
- Sep 4:** Final disciplinary action will be determined by the school's Board of Education.

This is an overview on how discipline will be approached. A more detailed policy is available for those who are interested. Please follow this order. We pray no problem will have to go beyond the teacher.

FORWARD

This handbook is a small guide, which contains help and information on policies regarding our school and regulations for the students. Our hope is that it will prove helpful to both parents and students.

By enrolling your child in our school you agree to cooperate with us in your child's education. You are encouraged to bring questions about school policy as stated, or not stated in this booklet, to the principal, faculty or Board of Education. Let us recognize our children as gifts of God and do all we can for their temporal and eternal welfare.

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Clinic for Christian Counseling
505 South Dewey Street, Suite 208
Eau Claire, WI 54701
(715) 832-1687
or
877-855-0936

Student Assistance Fund

The congregation of St. Mark offers a student assistance fund to assist in bringing the Gospel to those families in need. Money from this fund may be applied to the cost of a child/children attending St. Mark Lutheran School. The Board of Education manages, reviews, and monitors the activity of this fund. The fund is a separate non-budget item, supported by donations made specifically to assist families with the cost for attending St. Mark. If wishing to make a donation, you are invited to communicate with a Board of Education member, the principal, or leave a clearly marked envelope in the offering plate.

Anyone interested in applying for assistance from this fund must contact a Board of Education member or the principal. The requestor will be required to fill out an application. The Board will review each request for assistance, on a case-by-case basis in a fair, equitable and Christian manner. All requests will be kept confidential.

Parent Teacher Partnership

In the interest of gaining a more wholesome cooperation between home and school, the Parent Teacher Partnership, P.T.P. has been established.

Our P.T.P. was established for all members of St. Mark, as well as for parents of children attending our school. It provides an opportunity to express their interest in and desire to grow in knowledge of Christian education. Meetings are held quarterly. Here, parents can familiarize themselves with the school and exchange ideas and information relative to school. Parents are the livelihood of the P.T.P. Therefore, it is encouraged that at least one member of a family attend each meeting.

Sexual Abuse Policy

We realize that St. Mark Lutheran School is the secondary educator for its students. Parents serve as the primary instructors for their children. Therefore, our school requires the aid of volunteer/parent help.

Children are expected to act as Christians and set an example on the bus. Eau Claire's policies will be followed on school bus discipline.

Telephone

If it is necessary to talk to one of the teachers, please try to place your call before school, during the noon recess, (12:15 – 1:00), or after school hours so that you do not disturb class in session.

Children's calls home are limited to emergencies. Students may use the phone only with permission from a teacher.

Piano Lessons / Instrument Lesons / Band

St. Mark has had a history of offering piano lessons and instrument lessons to its students. Piano lessons are offered to students in grades 1-8 and instrument lessons are offered to students in grades 4-8. The staff at St. Mark is currently working to find new instructors in both areas. Contact the principal for more information.

Chapel

Each Friday morning all classes gather in church for a thirty minute chapel service. Parents and friends are welcome and encouraged to attend. Services begin at approximately 8:50am.

Mission Offerings

An offering is collected during the Friday morning chapel services. The freewill offerings help further the cause of Christ's church on earth.

In addition, we will have a food drive for the needy during the month of December.

Christian Counseling

Clinic for Christian Counseling offers professional Bible-based counseling to those struggling in relationships such as marriage or between parents and children, along with offering help to people of all ages suffering with depression, anxiety, ADHD, anger, issues surrounding abuse, and so on. For further information contact counselor Phil Koestler at:

School Phone 715-834-5782 Church Phone 715-834-2595

FACULTY

Pastor Herb Prah 715-878-4297
Pastor Joel Naumann 715-214-7880

Principal Mr. Peter Micheel Grade 8
815 E. Grant Ave. 715-835-6015
Eau Claire, WI 54701

Assistant Principal Mr. Phil Gustafson Grade 7
734 Farr Ct. 715-379-7953
Eau Claire, WI 54701

Mrs. Sharon Pitt Grade 6
821 Irvine 715-720-1099
Chippewa Falls, WI 54729

Mr. David Leonard Grade 5
3318 Patton St. 715-563-0108
Eau Claire, WI 54701

Ms. Marie Gehlhar Grades 3-4
5714 Gables Dr., Apt. #4 715-514-4312
Eau Claire, WI 54703

Mrs. Charlotte Prah Grades 1-2
S8441 Michael Dr. 715-878-4297
Eau Claire, WI 54701

Mrs. Laura Metcalf Grades 1-8 PE / Music
W 805 Hemlock Rd. 715-878-4285
Eau Claire, WI 54701

Mrs. Jennifer Carter Kindergarten
W1565 Pine Road 715-287-3523
Eleva, WI 54738

Mrs. Connie Anason Preschool
S5135 Hwy 37 715-832-5469
Eau Claire, WI 54701

Art instructor: Tami Jastrow 715-379-8649
Piano Instruction:

BOARD OF EDUCATION

Anthony Legge - chairman
627 W. Hamilton
Eau Claire, WI 54701
Email: a.legge@sbcglobal.net

Phone 715-836-0973

Peter Mumm- secretary
5953 Frase Ct.
Fall Creek, WI 54742
Email: pmumm.mfa@gmail.com

Phone 715-831-6114

Matt Carter
W1565 Pine Road
Eleva, WI 54738
Email: carters.matt@gmail.com

Phone: 715-287-3523

Purpose and Aim

The prime responsibility for education of children lies with the parents. St. Mark Lutheran School exists to assist and support parents with the Christian education and training of their children. Eph. 6:4, *Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.*

Children learn that God's Word is not an isolated course, but all subjects are taught in light of Scripture.

Our Lutheran Elementary School strives to develop and nourish the children's spiritual life so their faith will show itself in their personal relationships as well as their role in society.

The Holy Spirit has called each certified member of the St. Mark staff to faithfully serve the school and congregation. Each called servant will prepare students spiritually while maintaining the high academic standards necessary for Lutheran Preparatory School or secular secondary education. Through daily contact with the Word, the children will be inspired to serve the Lord with their time and abilities, whether it be through the preaching or teaching ministry, or other vocations in life.

Distributing Medications

Due to a change in the state of Wisconsin law in the spring of 2011, all medications, both prescription and over-the counter, that are distributed by either a child's teacher or other trained school personnel should be locked in a given location in school. Proper documentation from either a doctor, parent, or if necessary, both, should be included. Forms are available on the school website. For a more detailed policy, please inquire at the school office.

Care of Property

Children are expected to take good care of their school and the equipment provided for their education. They are expected to pay for any damage to books, desks, and other property beyond normal wear.

We require book covers on all hard cover texts.

In every way possible, children and parents are expected to assist the faculty and custodians in keeping the building and property clean and in good order.

Family Center Supervision

Occasionally, we join together for fellowship opportunities in the family center. Parents are responsible for the supervision of their children during these gatherings. Children are not allowed to run in the gymnasium or play on the bleachers during these gatherings. Please be sensitive to those trying to take advantage of fellowship opportunities and at times preparing for worship such as at Advent or Lenten suppers. Also, understand that running on the gym floor without proper footwear will result in irreparable damage to the floor.

Bus Service

Bus service is provided to students in the Eau Claire School District. Parents will be notified prior to school opening as to the bus route, number and pickup time. If your child will not be in school on a given day, you are asked to notify Student Transit, 839-5116, BEFORE SCHOOL.

If the need arises for a student to ride home on a different bus, they are required to have a signed and dated note from a parent.

If there are any changes in arrival or departure because of baby-sitters, please notify both Student Transit and St. Mark.

Milk

White and chocolate milk will again be offered at a cost of \$45 per school year for Kindergarten through grade 8 and \$30 per year for preschool, payable at registration. It is asked that milk selections of either chocolate or white be kept throughout a semester. If parents find it more economical to bring milk or juice from home, we have refrigerator space available. Children are discouraged from bringing soda.

Health

St. Mark is served by the Eau Claire City-County Health Dept. Yearly checks are made for hearing, vision, scoliosis, TB, and general health.

Children must meet all of the immunization requirements determined by the state of Wisconsin unless a waiver is provided.

Sick Child Guidelines

Please keep your child home if he/she currently has or has had these symptoms in the last 24 hours.

- a. Temperature of 100° or more
- b. Sore throat
- c. Pain
- d. Chills
- e. Diarrhea
- f. Earache
- g. Vomiting
- h. Persisting Cough
- i. Rashes
 - *itching or spreading rash*
 - *chicken pox* – keep child home seven days or until all lesions are crusted over.
 - *strep throat* – child may not return to school until 24 hours after beginning the antibiotic treatment AND the fever has resolved.
- j. Other: *pink eye* – students will be excluded from school until seen by their doctor and treated for 24 hours. If no treatment, child is allowed to return only if there is no pus in the eyes.

Please keep your child home if your child has had head lice until an effective lice killing treatment has been administered and all lice and nits (eggs) have been removed. For more information on lice treatment please contact the school nurse.

St. Mark Lutheran School will provide students and families with an atmosphere ideal for Christian education. This is achieved through well maintained facilities and faithful communication between parents and staff.

Through our programs of Christian education, we are providing children of God with the discipline and training for a more effective service to their Lord and at the same time, furnishing them with the knowledge and skills necessary for life in the world around them. Prov. 22:6, *Train a child in the way he should go, and when he is old he will not turn from it.*

Mission of St. Mark Lutheran Church

As men, women and children, united in faith in Christ, we follow his command to “go and make disciples.”

We therefore will proclaim God’s Law and Gospel to one another, the community, campus and the world.

We will teach God’s truth to help each others grow in the faith and so serve Christ now and forever.

Mission of St. Mark Lutheran School

The mission of St. Mark Lutheran School is to provide a Christ-centered Pre-kindergarten through grade eight academic education by nurturing the spiritual, mental, physical, and emotional development of God’s children through daily instruction and application of God’s Word, thus preparing them for life in the world around them, as well as, life with their Savior in heaven.

Home and School Cooperation

The Lord, through his word, has bound home and school together as one unit with one and the same aim when he said, These commandments that I give you today are to be upon your hearts. *Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.* (Deuteronomy 6:6-7)

You as a parent can help your child...

1. By letting the Word of God be the guide in all daily living.
2. By worshipping regularly with your child and by having daily family devotions and table prayers.
3. By praying for your school and teachers.
4. By encouraging your child to respect their teachers and fellow students.
5. By refraining from being critical of school procedures in the presence of your child.
6. By consulting with your child's teacher on any matters you feel pertinent to your child's training.
7. By arranging suitable study habits at home. A regularly scheduled study time is a big help. Should school work seem excessive, consult the teacher.
8. By providing support and assistance if your child seems to have difficulty in completing assignments.
9. By discouraging your child from bringing distracting items to school, (gum, candy, radios, laser pointers, knives, toys, etc...).
10. By seeing to it your child is regular and prompt in attendance.
11. By seeing that your child is physically and mentally ready for school; well rested, well clothed, and well fed.
12. By talking with your child about school experiences and listening attentively to what is said about your child's school day experiences.
13. By working at home with skills taught in school.

Admission Policy

St. Mark Lutheran School admits students of any race, color, national, and ethnic origin to all rights and privileges, programs and activities generally accorded or made available to students at the school. It does not

- Mesh material may only be worn with an undershirt. Mesh material is defined as anything that can be seen through.
- Shorts and skirts should be long enough to go beyond a student's fingertips with arms fully extended to his/her sides.
- Shorts of appropriate length may be worn at the beginning of the school year through September 30. They may also be worn at the end of the school year beginning May 1.
- Undergarments should be completely covered and not visible through clothing.
- No spaghetti straps or halters may be worn.
- Excessive make-up should not be worn.
- Any garment with writing or pictures of questionable nature or which exalts a group, concept, or opinion offensive to Christians and their God is forbidden.
- Please label all boots, coats, shoes, gloves, lunch boxes, etc... for identification.
- Students are required to have a separate pair of athletic shoes at school on physical education days. (no heely's)
- Please dress appropriately for the season.
- Teachers reserve the right to ask students to change or cover clothing that is deemed inappropriate.

Parents have the responsibility of sending their children to school properly attired. Standards of neatness, cleanliness, and decency are to receive prime consideration in the selection of clothing suitable for our school.

Electronic Devices

Students are discouraged from bringing electronic devices to school. Cell phones, ipods, and other electronic devices are not allowed out during school hours. Students must first get permission from a teacher before making any cell phone calls. Please keep in mind that lockers and desks are unsecured when considering bringing electronic devices.

Lunch

The majority of the time, children will be expected to bring a nutritious bag lunch from home. Because of time restraints, the use of microwaves will be determined by individual teachers. Hot lunch is generally offered once a week. Parents will be notified of the cost and menu in the event they wish to participate.

Pass or Retain Policy

At the end of the school year the student will: 1. PASS – The student has achieved passing grades in the course of study. 2. PASS ON CONDITION – The student will go on to the next grade on a trial basis. 3. ADVANCE – The student has not achieved passing grades, but will not benefit by being retained. 4. RETAINED – The student has not received passing grades and will benefit from being retained.

In case of possible retention in a grade, a consultation with the parent is required. The case is reviewed by the child’s teacher, the parent, and the principal. If a resolution is not made, a recommendation is made to the Board of Education. The Board will take final action in the matter. Their decision is based on the placement, which will give the child the best opportunity for maximum growth the next year.

Eligibility Policy

A student earning a failing grade in any subject, at any time during the school year is ineligible for any athletic activity until the grade is raised to a passing grade. If an “F” is received at the end of the fourth quarter, the student may be eligible under a probationary period during which appropriate grades must be maintained. It is important to remember that participating in athletics is a privilege. Each student is a representative of St. Mark Lutheran School and their Savior.

Any student who receives an “Unsatisfactory” in conduct/behavior is also ineligible for the following quarter.

Personal Appearance

St. Mark wishes to develop within its students a feeling for proper grooming and dress along with proper attitudes. Students may express personal tastes in dress and grooming as long as they are consistent with Christian standards and appropriate for an educational setting. In this respect, moderation should be exercised in dress, hairstyles and jewelry.

- Students should wear shirts that reveal only arms and neck.
- Shirts should cover both the torso and lower back while arms are raised.
- Boys may wear tank top style athletic jerseys that fit properly and don’t reveal the chest. Girls may wear tank top style athletic jerseys with an undershirt only.

discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, athletic or other school programs.

Our Board of Education is a board elected by the voting members of St. Mark. It establishes policies and procedures, and acts as the administering body of the school. The board will make final decisions on all applications for admission in the following order of priority:

1. Members of St. Mark Lutheran Church
2. Members of other Wisconsin Evangelical Lutheran Synod or Evangelical Lutheran Synod congregations.
3. Other children.

St. Mark Lutheran School exists primarily for the benefit of the children of WELS and ELS members. However, non-members are also admitted. Incoming families of non-members are required to meet with the principal and the classroom teacher(s) of their child(ren). Parents are also advised to meet with a pastor so that all questions in doctrine can be answered. Final decisions for enrollment are made by the Board of Education. Non-members will be admitted under a one-month probationary period.

Applications for students who have special needs will be considered with extra care. If St. Mark decides that a student’s needs cannot be met, it reserves the right to deny admission or discontinue enrollment for the sake of the child.

Non-WELS or Non-ELS members will be accepted only at the beginning of a semester and not after the semester has begun.

- **Children entering preschool must be 4 on or before September 1.**
- **Children must be 5 on or before September 1 to enroll in kindergarten.**
- **All Children must have proper immunizations or provide the proper waiver form.**

St. Mark Lutheran School exists to provide children with daily exposure to the powerful Word of God and its saving message of Jesus Christ. We enroll children with that purpose in mind.

Motivated by Christ’s saving love, the parents of our students understand, appreciate and support this philosophy of education. They value their

children's eternal souls above all. They know that their sacrifices of time, talent, and treasure are not loss, but spiritual gain.

For these reason parents of non-fellowship children enrolled in K-8 are required to attend and complete the church's Bible Information Class during the first year of involvement in school. This is to be sure that parents are clear on doctrines their children are being taught in school. Parents who do not follow through with this requirement will jeopardize further enrollment of their child(ren).

Because our school depends on a strong and active relationship between parents, school, and church, St. Mark reserves the right to discontinue school enrollment based on our philosophy of Christian education.

Space limitations and class sizes may make enrollment limitations necessary. Decisions on enrollment are based on the enrollment priority established by the Board of Education.

Children entering kindergarten are required to have a physical and a vision screening. Appropriate forms should be turned in before the first day of school.

It is understood that all children are to participate in the total curriculum of the school, including the memorizing of Bible passages, hymns, and doctrine from Luther's Catechism. All non-fellowship students 5-8 will be expected to meet the requirements for confirmation.

Books and instructional materials that are used in religious studies are considered separate items from the usual classroom materials. We ask families to purchase these books separately. They then become your personal property. We pray they will be used in the home, as well as in school.

Parents of St. Mark are asked to participate in cleaning the school and serving hot lunch. Hot lunch is done one day during each week. The families responsible for the week may choose the day that works best. Cleaning duties are performed on the Friday or Saturday of the school week parents are scheduled.

Emergency Closing

If school must close because of bad weather, please listen to your radio or watch the local TV stations. The decision is usually made well in advance of school opening. St. Mark will follow the Eau Claire school district. If the buses are not running, our school will not be in session.

Curriculum and Instruction

The children receive instruction in all subjects comparable to any other elementary school. In keeping with standards of Lutheran Preparatory School or secular secondary school, curriculum includes: reading, math, language, composition, computer literacy, phonics, spelling, science, social studies, art, phy-ed, music, and penmanship. Religious instruction in God's saving word includes: Bible History, Luther's Catechism, church history, and hymnology. Daily devotions and prayer are also an integral part of the religious training. Memorization of Bible passages and the six chief parts of the catechism give children the foundation they need to defend their faith and resist temptation.

Teachers strive to challenge children of all ability levels in the classroom. Children who demonstrate a talent for learning can be provided additional materials at the request of parents to be worked on at home. However, advancing students in grade levels or subject areas is highly discouraged because of the logistics of scheduling and the advantages of having the children remain with their classmates throughout the day.

Report Cards

Report cards are issued quarterly and are one tool for measuring what each child has accomplished. Please do not put undue emphasis on grades. The Lord has blessed us all in different ways. He has given each of us different talents. The Lord and our staff simply ask our children to work to the best of their abilities.

A parent need not wait for a scheduled consultation. Special conferences may be held upon the request of a parent or teacher at a mutual convenience. Parent – teacher consultations are mandatory and will be scheduled during the first and third quarters of the school year. The purpose of each conference is to discuss and review each child's learning experience and progress at St. Mark.

Church Attendance

Christian holiday services and class singing in church are important school functions and attendance is expected. If your child is unable to attend please let the teachers know in advance.

The love of Christ that children are learning in school each day works to promote regular attendance of parents and children in worship. Parents who do not bring their children to church, and who do not attend themselves, are not only working against Christ but are also undoing the work of the school.

Worship attendance will be recorded and listed on the report cards as a possible discussion topic at consultations.

When parents are invited to school functions we hope they will show interest and cooperation by coming with their children. At the formal part of each program the teachers are responsible for the behavior and welfare of the children. At the social or refreshment portion of the program, parents are responsible for their children.

Arrival-Dismissal-School Hours

Students may come into the classroom at 8:20 AM. **Early arrival of students in the morning is discouraged.** School begins at 8:40; therefore, students not in the classroom by 8:40 will be marked tardy. Preschool students should arrive no sooner than 12:45.

All children, with the exception of those scheduled in a school activity, are expected to leave the school grounds promptly at the end of the school day. **All children are expected to be picked up by 3:35 unless other plans have been worked out between parents and teachers.**

School Hours

*Preschool 1:00 – 3:25
Kindergarten 8:40 – 11:45
Grades 1-8 8:40 – 3:25
*Preschool meets on Monday, Tuesday, and Thursday afternoons.

Tuition and Fees

Because the school is an integral part of the life of the Church, there is no tuition for members of St. Mark congregation. As Christ commands, we expect that members of St. Mark congregation generously support their school within the means that God has blessed them. II Cor. 9:7, *Each man should give what he has decided in his heart to give, not reluctantly or under compulsion, for God loves a cheerful giver.*

Registration Fee

All families, members and non-members alike, with children K through 8 are assessed a \$300 per student registration fee which helps offset the cost of materials. Whatever is not paid at registration is placed on VANCO account.

Tuition

St. Mark utilizes VANCO Services for its tuition management. This is a free service that automatically withdraws tuition and book fees from a customer's checking account.

Families will be required to sign an agreement with VANCO to cover any tuition and book fee costs that are not paid in full at registration. Terms of the agreement will be provided at registration.

Payments more than one month delinquent, without adequate reason provided by the tuition paying party will result in expulsion of the child from St. Mark. All delinquent payments and late fees must be paid in full before the child will be re-admitted.

Fellowship Tuition
Wisconsin Synod or ELS

Kindergarten	\$300
Grades 1-8	\$615 first child
	\$565 second child
	\$515 third child
	A reduction of \$50 for each additional child beyond three.

	Non-Fellowship Tuition
	Other denominations
Kindergarten	\$1000
Grades 1-8	\$2000 first child
	\$1900 second child
	\$1800 third child
	A reduction of \$100 for each additional child beyond three.

Preschool Registration Fee and Tuition

Preschool registration fee is \$50. Preschool has a \$810 / year tuition for members and non-members. This tuition may be paid in full on registration day. Whatever is not paid at registration is placed on a VANCO account.

Attendance Policy

Regular and punctual school attendance is essential for success in school. As Christians, we recognize how important it is to model the lessons of attendance and punctuality to our children for their own future. We also recognize that valuable lessons in God’s Word and other academic subjects will be missed if we are absent or tardy from school. An accurate record of attendance is required by law and is carefully noted in a student’s permanent record where employers and other schools may find it.

Defining absent and tardy

- A child arriving after the start of classroom instruction will be marked tardy. Classroom instruction will begin after the arrival of the last bus.
- A child arriving after 10:30am will be marked absent for a half-day.
- Children not attending field trips are marked absent for that portion of the day.

If a child is absent:

- Parents are required to notify the school, through either a phone call or e-mail by 9:00am, to notify why their child will not be in

attendance. If the school is not notified, parents will receive a call from the school inquiring of the child’s status.

- Upon return from any absence, the child is responsible for promptly completing all assignments missed during the absent period.
- Parents are required to notify the teacher a week in advance before they take their child out of school for family vacations or other reasons. The child is responsible for all work missed.

By law, all children are required to attend school every day that school is in session. The average number of days that a child is typically absent from school is five days in a school year. The parents/guardian of a student who misses 20 days during a given school year will be notified by the school office and a meeting will be requested with the classroom teacher, principal and member of the board of education. If a student misses 30 days, he/she will be retained and his/her continued enrollment at St Mark will be reviewed in accordance with Christian judgment and governmental guidelines. Special situations involving medical or other reasons that require extended absences will be taken into consideration.

Tardiness

Regular and prompt classroom attendance is an expected part of orderly learning. Punctuality is a tremendous virtue that we as parents and school cooperatively work to develop. It also has long reaching effects on a student’s success in the classroom. Therefore, it is important that punctuality is emphasized.

Instruction will begin at 8:40 AM or after the last bus has arrived. If a child arrives after instruction has begun, the child is considered tardy. When a child is tardy, he/she misses the morning devotion, the entire classroom is disrupted in its communication with the Heavenly Father, and the child does not have adequate time to prepare for classes.

- Tardies will be recorded on the child’s permanent report card.
- If a student accumulates two tardies in a quarter, the teacher will contact the parents/guardian.
- If a student accumulates five tardies in a quarter, the principal will contact the parents/guardians.
- If the tardiness continues, the matter will be dealt with by the Board of Education.