



# Handbook



**St. Mark's Lutheran School**

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## PRINCIPAL'S INTRODUCTION

Greetings in the Jesus' name!

The theme of our 2017-2018 school year is Built on the Rock. This theme is based on Matthew 7:24-25: "Therefore everyone who hears these words of mine and puts them into practice is like a wise man who built his house on the rock. The rain came down, the streams rose, and the winds blew and beat against that house; yet it did not fall, because it had its foundation on the rock."



Life is filled with storms – temptations and obstacles – that the devil uses to knock people down during this life and for eternity. Thankfully, Jesus defeated the devil when he died on the cross and rose from the dead. When we build our house on the rock – trust in Jesus as our Savior from sin – we can withstand the worst storms the devil throws at us because Jesus will not let us fall.

St. Mark's Lutheran School is here to help students and their families build their lives on the rock, Jesus Christ. This strong and sure foundation is created and strengthened by the Word of God which reveals God's amazing love to us. God's love is the heart and focus of everything we do at St. Mark's, and it motivates us to strive for excellence in all things.

The terms outlined in this handbook serve a valuable purpose in helping our school serve its families with excellence in Christian education. Please become familiar with the content of the handbook and strive to uphold its policies and procedures as we work to build a strong partnership in Christian education.

Your brother in Christ,

*Principal Matthew J. Bauer*

## MISSION

St. Mark's lives to GLORIFY God, GROW in his Word, and GO with the Gospel. In carrying out this mission, our school strives to serve families with excellence in Christian education.

## FOUNDATIONAL STANDARDS

The Christian education provided at St. Mark's Lutheran School is built on these foundational standards:

1. **Mission and Implementation:** The mission, vision, objectives (MVO), and action plans are crafted within the framework of the scriptural admonition that we "do all things for the glory of God" (1 Corinthians 10:31). The Christ-centered mission statement and the supporting vision, objectives, and action plans give direction for the entire school and provide criteria for evaluation.
2. **School's Relationship with the Congregation:** A special relationship exists between the school and its supporting congregation. The mission of the congregation is to "make disciples" (Matthew 28:19). The congregation established the school to help carry out that mission. The school serves as one ministry, albeit an important one, that the congregation has implemented to achieve its mission.
3. **School's Relationship with the Home:** God has given parents the primary responsibility for the Christian nurture of their children. "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord" (Ephesians 6:4). God has given his church the responsibility of supporting, helping, and encouraging the parents in that primary role. It is important that these distinctive and supportive roles be understood and practiced.
4. **School's Relationship with the Students:** Jesus' directive to Peter, "Feed my lambs" (John 21:15), applied to the church in Peter's day and applies to Christ's church today. That directive and other words and actions of God demonstrate

his love for children. Lutheran schools will strive to emulate Jesus' attitude, words, and actions regarding children.

5. **School's Relationship with the Community:** The Lutheran school, having numerous opportunities and challenges for ministry in the community, will be a good neighbor and responsive to local needs.
6. **School's Relationship with the Wisconsin Evangelical Lutheran Synod:** Maintaining a solid relationship with the Wisconsin Evangelical Lutheran Synod benefits both the school and the synod.
7. **School's Plan for Enrolling Students:** In Deuteronomy 6, our Lord encourages parents to nurture their children. The Lutheran school exists to assist parents with that task and will encourage them to enroll their children in the school.
8. **School Climate:** The school's climate is an indicator of how well it is achieving its mission and objectives. Ongoing harmonious, caring, joyful, and compassionate relationships among parents, faculty, and students reflect Jesus' love for them.
9. **School Governance and Administration:** The school is organized to carry out its mission, vision, and objectives. The congregation looks to the school's governing board and the administration to provide leadership so that the God-given abilities of professional personnel, parents, and students are fully developed. The leadership provided by the board and the administration is a major factor in determining how well the school achieves its mission.
10. **Professional Personnel (Faculty and Support Staff):** It is vital to the school's efforts in achieving its mission to have a faculty and support staff who are dedicated to faithfully serving our Lord.
11. **Curriculum:** The curriculum includes all courses, activities, programs, and experiences offered to the students. The curriculum is the vehicle the school staff uses to help it achieve the school's mission, vision, and objectives.

12. **Instruction:** Instruction is planned and directed for the effective implementation of the approved curriculum. All instruction helps the school achieve its mission, vision, and objectives. The school's instructional materials and resources are necessary to the school's total educational effort.
13. **Student Services:** Christian education encompasses every area of a student's development. "Jesus grew in wisdom and stature, and in favor with God and men" (Luke 2:52). The school, therefore, is concerned with the quality and variety of services offered to students. Those services, as do all school activities, come under the scriptural injunction: "Take captive every thought to make it obedient to Christ" (2 Corinthians 10:5b).
14. **Physical Facilities:** Adequate and well-maintained facilities are important as a school strives to achieve its mission and objectives.
15. **Information Management:** Information management is a key element in the successful operation of the school.

## **PARTNERSHIP WITH PARENTS**

Since 1970, St. Mark's Lutheran School has been privileged to partner with parents in carrying out God's command: "Parents, do not exasperate your children; instead, bring them up in the training and instruction of the Lord" (Ephesians 6:4). Parents actively embrace this God-given responsibility by enlisting the support of our school in helping their children grow spiritually, intellectually, physically, and socially. Our professional staff provides a well-rounded, structured academic program that meets and exceeds state standards. Working together, parents and teachers train students for life in this world and eternal life in heaven.

## **GOVERNANCE**

St. Mark's Lutheran School is a ministry of St. Mark's Lutheran Church. It is governed by the Board of Child Discipleship (BCD), which oversees the school and other programs designed to help children grow in faith in their Savior and in fellowship with others. The BCD serves under the Coordinating Council of the church which harmonizes the efforts of all of the St. Mark's ministries. Another board of special interest to parents is the Board of Adult Discipleship (BAD) which provides programs through which parents can also grow spiritually and in fellowship with the St. Mark's extended family. The BCD maintains an open communication policy and invites school families to offer suggestions and input as together with parents, teachers, and students the board works to accomplish the goals of Christian education as outlined in this handbook.

## **NONDISCRIMINATION POLICY**

St. Mark's Lutheran School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities. We do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, calling of teachers, hiring of staff, admissions policies, tuition assistance programs, or co-curricular activities.

Christ's commission to teach and make disciples of all nations (Matthew 28:19-20) identifies those who should receive the benefit of our school ministry. Our school exists to nurture the Christian faith of children whose parents are members of St. Mark's Lutheran Church and to introduce the Christian faith to children who do not yet know Jesus Christ as their Savior from sin. St. Mark's Lutheran School will therefore enroll students in four categories on a priority basis:

1. Children of members of St. Mark's Lutheran Church
2. Children of members of sister congregations of the Wisconsin Evangelical Lutheran Synod (WELS).
3. Children of families who neither hold membership at a

- church home nor regularly attend church.
4. Children of families who hold membership in or regularly attend other churches not in fellowship with the Wisconsin Evangelical Lutheran Synod.

## **CLASS SIZES**

St. Mark's Lutheran School strives to maintain a healthy student to teacher ratio. Student capacity is 12 in Jr. Kindergarten, 18 in Kindergarten, 24 per classroom in grades 1-4, and 26 per classroom in grades 5-8. In grades 1-8, classroom capacity may be increased to 28 students with a hired aide to assist the teacher. Category four students will no longer be enrolled when enrollment reaches 10 in Jr. K, 16 in Kindergarten, 22 in grades 1-4, and 24 in grades 5-8. The last two seats in each classroom will be left open to accommodate students in categories one through three through the end of March. If there is no space available because the classroom limit has been reached, the applicant may ask to be placed on a waiting list.

## **ADMISSIONS PROCESS**

Our admissions process is designed to ensure that families understand our program of Christian education well and are comfortable with how our school can serve them. Successful completion of this process indicates that our school is a good fit for the family and that a solid foundation for a successful partnership has been established. The admissions process is outlined as follows:

1. Families interested in our school usually begin by requesting an information packet. This can be done by calling the office or requesting one online. Much of the same information can be obtained by thoroughly reviewing our website.
2. Families often make contact with our principal to discuss any questions they have and to schedule a campus visit.
3. Having read the Handbook, a family begins the admissions process by filling out and submitting an Application for

- Admission. For children transferring from another school, the most recent school year's report card and standardized achievement test results need to be submitted with the application.
4. Upon receiving the application, the principal contacts the family to set up a meeting. This meeting gives the principal the opportunity to discuss key aspects of our school's program of Christian education in greater depth and get to know the family. This meeting gives the family the opportunity to make sure our school meets their needs and can serve them well. This meeting also includes the administering of our admissions assessment to all applicants entering Kindergarten through eighth grade.
  5. If the family desires, a visit with one of our pastors can also be arranged to discuss spiritual matters in greater depth. This visit is optional.
  6. After the meeting with the principal, if the family desires to proceed with enrollment, the principal presents the application to the Board of Child Discipleship (school board) which formally approves or rejects the application. In nearly all cases, successful completion of this admissions process results in acceptance of the application. Parents will be notified whether their child's application has been accepted or declined, and in some cases of acceptance placed on a waiting list.
  7. After the application is accepted, the family pays a nonrefundable enrollment commitment fee for each child. This fee varies between \$100 and \$200 depending on when it is paid.

## **ENROLLMENT REQUIREMENTS**

Children will be enrolled according to the following stipulations:

1. Parents who are members of St. Mark's Lutheran Church are expected to be actively involved in the mission of the congregation as stated on page four of this handbook.
2. Parents of sister WELS congregations are likewise expected to be actively involved in the mission of their

- home congregations.
3. Because of the Christ-centered nature of the education provided at St. Mark's Lutheran School, it makes sense for parents to experience firsthand the Biblical truths taught to their children. Therefore parents who are not already members of St. Mark's Lutheran Church or another affiliated congregation of the Wisconsin Evangelical Lutheran Synod must agree to attend the three sessions of the Partners in Christian Education Class. The class meets once a week for three weeks and is offered two times during the calendar year. This schedule gives parents flexibility in choosing a time to attend. Attendance must be accomplished during their child's first year of enrollment at St. Mark's Lutheran School. It is best if both parents attend together, but it is allowable for the mother and father to attend separate classes. There is no fee for the class, and childcare is available at no charge with advance notice. Parents find this class to be spiritually invigorating, and each parent is invited to complete the entire Bible Information Class. While many churches today freely admit interested individuals as members, St. Mark's holds to Jesus' directive to carefully instruct people in all his teachings before they become members of our congregation. Therefore, we welcome parents to attend the full 15-20 session class which can lead to membership at St. Mark's Lutheran Church.
  4. Parents must ensure that their child is in attendance at St. Mark's in worship services in which their child's choir is scheduled to sing (several times each year). Singing in worship is an integral part of our program of Christian education and provides our students the opportunity to share their faith publicly.
  5. True to the partnership we foster between parents and teachers in educating students, we expect that parents will be supportive of the school, its teachers, its mission, and its policies. The BCD does not tolerate gossip which harms the reputations of students, parents, teachers,

staff, or the school itself. Instead, involved and supportive parents are expected to resolve issues using the communication policy which is outlined later in this handbook under “Commitment to a Strong School Family.”

6. Parents must be faithful and punctual in making tuition, daycare, and other school-related payments.
7. Parents must provide academic records from previous schools for the principal’s review.

### **AGE AND HEALTH REQUIREMENTS**

St. Mark’s Lutheran School admits students who are four years of age by September 1 (Jr. K) and five years of age by September 1 (Kindergarten). In order to be eligible for Jr. Kindergarten, children must be toilet trained before the school year begins. Guidelines for handling accidents are specified in the Jr. Kindergarten classroom management plan.

All children entering school for the first time must have a complete health check-up. A child may have this exam as early as six months before entering Jr. Kindergarten and up to 90 days after entering first grade. Immunizations are required for starting Kindergarten. All necessary forms must be signed by the appropriate health examiners and returned to the school to verify that the check-up was completed.

### **COMMITMENT TO ACADEMIC GROWTH**

St. Mark’s Lutheran School is committed to providing a strong, well-rounded academic program. The curriculum of St. Mark’s is designed to meet the intellectual, physical, spiritual, and social needs of children in Jr. Kindergarten through eighth grade.

### **Student Exit Outcomes**

Graduates of St. Mark’s Lutheran School are expected to:

- know Jesus Christ as their Savior from sin.
- have a thorough knowledge of the Bible and its teachings.

- be able to apply God’s Word to daily living.
- be equipped to share the good news of salvation through Jesus with others.
- communicate effectively through listening, speaking, reading, and writing.
- possess the skills, knowledge, and motivation necessary to succeed in secondary education.
- use critical thinking skills and modern technology to acquire, use, evaluate, and present information.
- employ effective organizational skills and habits.
- maintain a healthy level of physical fitness.

## Curriculum

St. Mark’s Lutheran School offers all subjects commonly taught at the elementary and junior high levels in compliance with California’s Department of Education. The various subjects taught are listed below:

### Religion

Bible History  
Catechism  
Hymn Study  
Memory Work

### Science

General Science  
Life Science  
Earth Science  
Physical Science

### Language Arts

Reading  
Phonics  
Spelling  
Grammar  
Composition

### Mathematics

General Math  
Pre-Algebra  
Algebra 1

### Physical Ed.

Fitness & Health  
Movement  
Sports Skills

### Foreign Lang.

Spanish

### Social Studies

Geography  
History (CA, US,  
World)  
Current Events

### The Arts

Music  
Choir  
Piano (optional)  
Visual Art

### Technology

Keyboarding  
Google Apps  
Internet

## Homework and Study Habits

Homework assignments are important for reinforcing concepts taught in the classroom, providing practice for mastery of skills, and giving parents an opportunity to participate in their child's academic growth. These assignments also develop responsibility, independence, and time management skills. Time is provided during the school day for students to complete a portion of their assignments. The time spent at home on daily assignments (diligent and free from distraction) should, on average, not exceed the following times:

<i>Kindergarten.....</i>	<i>10 to 15 minutes</i>
<i>Grades 1 and 2 .....</i>	<i>15 to 45 minutes</i>
<i>Grades 3 and 4 .....</i>	<i>30 to 60 minutes</i>
<i>Grades 5 and 6 .....</i>	<i>45 to 75 minutes</i>
<i>Grades 7 and 8 .....</i>	<i>60 to 90 minutes</i>

Parents play an important role in the development of a healthy home study environment and can offer assistance to their children and teachers by helping to reinforce good study habits. Assignment books must be purchased at school for grades 3-8 and should be checked by parents on a daily basis. Defining a consistent study time and a private study place for each child is extremely important. Parents with concerns regarding home study habits should discuss these concerns with their child's classroom teacher.

A key factor in a child's education is developing the responsibility of beginning and completing assignments on time. The condoning of incomplete school work inhibits a child's educational development, as well as his development into a responsible adult. With this in mind, all homework assignments must be complete by the start of each school day.

## **Incomplete Homework**

Legitimate excuses for incomplete work must be handled by a parent with a note, email, or phone call to the teacher the night before or the morning the assignment is due. Work left at home (not turned in when due) is considered incomplete. Students will be required to finish and turn in all incomplete homework.

As a means of documenting the fact that homework was incomplete and communicating with parents that it will be necessary to encourage their children to complete homework on time, incomplete homework notices will be utilized. This notice will list the incomplete work, the frequency of occurrence, and consequences. This notice will require signatures of parents and teacher. There will be copies for parents, teacher, and school office.

Beginning in fifth grade, all unexcused incomplete homework will receive a failing grade (59%), although the student will still be required to satisfactorily complete it. Beginning with the fourth occurrence of incomplete homework each quarter, the student will serve a one-hour detention after school the same day. He will also forfeit the privilege of participating in any extracurricular activity taking place after school that day. In extreme cases of homework delinquency, additional disciplinary action may be taken.

Teachers may arrange for students who are not performing at their ability level to stay after school for extra help or encouragement. Recess time will not normally be used for completing unfinished work, but teachers reserve the right to require a student to complete work at recess when deemed necessary.

## **Achievement Testing**

St. Mark's uses the Measures of Academic Progress (MAP) standardized testing program as a means of assessing student achievement. Individual and class results guide general

curriculum planning and help teachers assist individual students. A summary of each student's test results is shared with parents after testing is completed each year. School test results from current and previous years can be viewed on our website.

### **Evaluating and Reporting Academic Progress**

Every student is expected to work to the best of his God-given ability. Records will be kept to monitor and communicate each child's progress and growth. Evaluation of progress in Jr. K and Kindergarten uses a system that is rather subjective compared to the scale used in grades 1-8. In general, evaluation in grades 1-8 uses a letter system that coincides with the scale used in California public schools as follows:

A+ =	97-100%	C =	73-76
A =	93-96	C- =	70-72
A- =	90-92	D+ =	67-69
B+ =	87-89	D =	63-66
B =	83-86	D- =	60-62
B- =	80-82	F =	59-0
C+ =	77-79	F- =	Incomplete

Official report cards that are a part of students' permanent records are issued at the end of each quarter. Teachers may also issue progress reports at their discretion. Midterm progress reports and quarterly report cards are used in grades five through eight to determine academic eligibility.

### **PowerSchool Student Information System**

St. Mark's uses the Pearson PowerSchool student information system which enables parents of students in 1st-8th grade to monitor their child's academic progress. Parents are encouraged to use discretion with regard to how frequently they login to PowerSchool. While it can be beneficial to monitor a child's academic progress, it can be detrimental to micromanage it. Parents can expect that the PowerSchool

gradebook will be current each Monday morning; during the week it may not be current due to various circumstances. Any questions related to the PowerSchool gradebook should be addressed to the child's teacher.

### **Academic Honors**

The High Honor Roll and Honor Roll are published at the end of each quarter to recognize and encourage academic achievement and growth. The High Honor Roll recognizes students who earn a 3.75 GPA for the quarter, and the Honor Roll recognizes students who earn a 3.5 GPA for the quarter. Students recognized on the High Honor Roll or Honor Roll all four quarters receive the Principal's Award for Academic Excellence.

### **Catechism Instruction**

Students in seventh and eighth grade participate in Catechism instruction three times per week. These classes explore the foundational teachings of the Bible and represent the capstone courses in the religion curriculum.

### **CO-CURRICULAR ACTIVITIES**

St. Mark's Lutheran School offers a number of programs and activities that enable students to participate and grow as God has blessed them. The faculty strives to balance the competitive nature of some of these activities with the goal of enabling as many students as possible to participate and gain positive experiences from these activities.

Our school offers the following co-curricular activities:

Drama Productions	Academic Competitions
Intramural Sports	Piano, Voice, and Band
Interscholastic Sports	Instrument Lessons
Spirit Squad	Choir Club
Student Council	Yearbook Club

## **Athletic Program**

The St. Mark's Lutheran School athletic program is both curricular and co-curricular in nature. Curricular components include recess, morning fitness, and physical education. Co-curricular components include intramural sports, interscholastic sports, and youth sports. The *Athletic Handbook* defines the objectives, goals, and expectations of the athletic program.

## **Eligibility**

Participation in co-curricular activities is a privilege. Students must therefore maintain good academic standing in order to participate. The following guidelines will be used to determine students' eligibility to participate in co-curricular activities:

1. The student must have no more than one D and no F's on the quarterly or midterm report preceding the activity in which he wishes to participate.
2. If a student's academic performance does not meet this standard, his participation in co-curricular activities will be suspended. This suspension will be reviewed the next time a quarterly or midterm report is issued.
3. Students who have outstanding incomplete work will be ineligible to attend practice or games until the work is completed in a satisfactory manner and is turned in to the teacher.
4. Teachers and coaches reserve the right to remove eligibility for students who meet the minimum requirements but consistently achieve below their ability level.
5. In some cases, exceptions to the eligibility requirements may be made when a student has not been blessed with the ability to meet those requirements. In such circumstances, the principal, teacher, and parent will meet to determine what is best for the child.

An academic suspension from a co-curricular activity may be appealed to an ad hoc committee consisting of the principal, the adult responsible for the extracurricular activity, and a member

of the Board of Child Discipleship. The committee will consult with the student's teacher before making a final decision. The eligibility policy is in effect for volleyball, basketball, drama, yearbook, student council, and piano lessons offered during the school day. The policy will not affect participation in intramural athletics and track and field because these are a part of our regular physical education curriculum.

### **COMMITMENT TO REGULAR ATTENDANCE**

St. Mark's Lutheran School is committed to having punctual and regular attendance of all students. Well-meaning parents may be unaware of the laws requiring school attendance or the potential legal consequences to the child and parent if a child is excessively absent from school. According to California state law (EC Section 48260), a child is truant if the student has either three or more unexcused absences or is absent without excuse for more than 30 minutes for three or more days in a school year.

Daily attendance will be recorded by each classroom teacher. Students who arrive at school late will be considered tardy. Students who are not present for any part of the school day will be considered absent. Students who are present for a portion of the school day will not be considered absent.

Attendance records will be reported on regular report cards. The principal reserves the right to mark as unexcused non-health related absences which he deems inappropriate. Consequences for repeated unexcused absences from school will include a letter notifying the family that their child is truant and referral to the Board of Child Discipleship. If truancy continues after this point, the next step would be to involve a truancy officer.

### **Absences**

Excessive absence from school compromises the quality of the education students receive in our school. There is no substitute

for the learning experiences students receive while they are physically present at school. To ensure that each student receives a high quality education, a maximum of five excused absences will be permitted each quarter for students in grades one through eight. For each absence in excess of five, a student will spend one hour in a supervised study hall after school. Absences in excess of five per quarter must be made up before a student can be promoted into the next grade. Absences due to illness in excess of five consecutive days must be excused with written notice from a physician.

Parents are required to call the school office to report all absences by 8:30am on the first day of the absence. Every absence must also be excused in writing or email for documentation purposes. A pad of excuse forms is handed out at registration day. Additional absence excuse forms can be obtained from the office or downloaded from our website.

Parents are required to accompany their children to the school office if students arrive on campus after 8:15am. The parent must sign in the child and fill out an excuse form for the child's teacher. When leaving early, the parent must also stop at the office to sign out the child and complete a written excuse form.

Doctor or dental appointments should be scheduled outside school hours. If such appointments are not possible, medical or dental appointments must be excused in writing the day prior to the appointment. Parents must check in at the school office when picking up their child for appointments scheduled during the school day

St. Mark's Lutheran School strongly discourages parents from taking children out of school for vacations, outings, and other family activities. While it has become culturally acceptable for children to miss school for such activities, parents must realize that children who miss school miss valuable learning experiences. This learning cannot be replaced by completing

work ahead of time or making it up upon return. Parents who take their children out of school for vacations or other outings are responsible for teaching the content and skills that have been missed.

Parents are asked to notify their child's teacher and the principal prior to any planned absence. Teachers may not be able to provide in advance all learning materials for students who will be absent. All missed work will be required to be completed after the child returns to school. This will require an additional commitment of time and effort at home by both parents and students. The work completed by the student with parental guidance must be submitted within the first week (five days of school) after returning to school or it will be considered incomplete.

### **Tardies**

When a student arrives at school after 8:15am, his parent must check him in at the office, fill out an excuse form, and accompany him to his classroom. If the parent does not do this, the student's teacher will send home an excuse form. The tardy excuse form is also available on our school website. A tardy not excused in writing or email will be considered unexcused until a signed written excuse form is received. Frequent tardiness for controllable reasons may result in referral to the principal and after the principal, the Board of Child Discipleship.

### **Handling Illnesses**

During the course of a school year, students acquire various illnesses that necessitate them staying home from school for their own wellbeing and the wellbeing of other students. Seasonal flu caused by influenza viruses can spread quickly within a school population. To help decrease the spread of seasonal flu, children with flu-like symptoms (fever and cough) must stay home from school for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-

reducing medicine. A fever is defined as a temperature of 100°F or higher. If symptoms occur while at school, parents will be contacted so the student can be picked up as soon as possible to go home.

### **School Hours**

The school day runs from 8:15am to 3:00pm. Classrooms open to students at 7:55am. Should a student arrive on campus before 7:55am, he must go directly to the extended daycare room. Students may not loiter outdoors on campus before going to their classrooms or to extended daycare.

Students are expected to be ready for school to start at 8:15. This means they need 10-15 minutes to unpack, settle in, and get organized. Students who have this time to prepare for the school day experience less stress and are more likely to have a productive day. Students who arrive late for school disrupt the start of the school day for the teacher and other students. Arriving on time for school shows respect for the teacher, the other students, and the learning environment at St. Mark's.

School is dismissed at 3:00pm, and students must be off school grounds by 3:15pm. Students who remain on school grounds after 3:15pm (except those involved in a supervised school activity such as sports or drama) will be checked into and billed for extended daycare. Extended daycare billing begins at 3:20pm.

When a class or team returns from a field trip or an athletic event after 3:00pm, the child will be given an opportunity to call home. If the child remains on campus more than 15 minutes after returning from the trip, he will be checked into extended daycare. For some longer trips, a parent driver may arrive back on campus before the teacher responsible for the trip arrives. In that case the parent driver will stay with the child on campus up to 15 minutes. If the teacher in charge has not arrived after 15 minutes, the child will be checked into extended daycare.

## **COMMITMENT TO SPIRITUAL GROWTH**

St. Mark's Lutheran School supports the mission of St. Mark's Lutheran Church of growing in grace through God's Word. The students of our school are taught that their spiritual growth takes place when they spend time studying and learning the Word of God.

### **Church and Sunday School Attendance**

Regular attendance at worship services and Sunday school is a vital part of every child's training at St. Mark's. Each teacher, by word and example, encourages regular church attendance by all children. Teachers, in turn, encourage parents to foster their children's spiritual growth by bringing them to church and Sunday school. God commands us to hold his Word sacred and eagerly hear and learn it.

### **Singing in Church (School Choirs)**

Singing offers our children a wonderful way to praise God and proclaim his Word. As a part of our school's program of Christian education, students prepare songs that their respective choirs are periodically scheduled to sing in church at St. Mark's. These choirs are named Jubilation (Jr. K—grade 2), Acclamation (grades 3-4) and Proclamation (grades 5-8). All parents make a commitment that their children are present when their class is scheduled to sing in church as a condition of enrollment at St. Mark's Lutheran School. It is extremely important that this commitment is honored and that all children are present when their class is scheduled to sing to ensure that the songs of praise they proclaim are of the highest quality.

If a student is not able to attend a worship service in which his class is scheduled to sing for these acceptable reasons – illness, unavoidable family circumstances or emergencies, or special obligations at his home congregation – the student's parents need to excuse their child in writing to the teacher. Every effort should be made to provide this excuse as far in advance of the worship service as possible.

## **Chapel and Mission Projects**

Each Wednesday morning we have school-wide chapel services that provide a special opportunity for students to grow in their faith and praise God together. Parents are invited and encouraged to participate in these meaningful worship opportunities. Our school has a mission offering program designed to help make our students aware that there are many people in the world who need to hear the saving message of the gospel and to train our students in regular heartfelt giving. Offerings are given at our Wednesday morning chapel services.

## **Dads' Breakfast**

Our monthly Dads' Breakfast is an opportunity for fathers to come together for Bible study and to build each other up in their role as Christian fathers. Dads' Breakfasts are typically scheduled at 6:00am on the second or third Friday of each month. They are published on the calendar and promoted in the Mane Page. Other opportunities to offer Bible study and parenting support are continuously being conserved and explored.

## **COMMITMENT TO A STRONG SCHOOL FAMILY**

### **Home-School Communication**

Good home-school communication is vital for our partnership in Christian education to be successful. The St. Mark's staff is committed to being available for the students whenever necessary. Teachers send written communication from the school office and the classroom the first day of each week in each student's Parent Folder. This includes but is not limited to the "Mane Page" (weekly school newsletter), monthly calendar, hot lunch notices, classroom newsletters, corrected student work, progress reports, field trip permission slips, and report cards. Parents are asked to return communication to the school by the last day of each week. Homework and study agenda items will be sent between school and home on a daily basis. Each teacher has an email address and phone extension.

## **The Mane Page**

The “Mane Page,” our official school newsletter that provides pertinent information about current and upcoming school activities, is the official medium for mass communication with our school parents. It is published the first day of each week and is sent home in each student’s Parent Folder and emailed.

## **Website and Social Media**

Our school website ([school.StMarksLutheran.com](http://school.StMarksLutheran.com)), Facebook page, and Instagram page are designed to share information about our school as well as serve as useful communication and resource tools for current and prospective school families. Families are encouraged to make use of them as needed.

## **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled at the end of the first and second quarters and optionally at the end of the third and fourth quarters. These conferences are designed to give parents and teachers the opportunity to discuss students’ current progress. Parents are encouraged to contact their child’s teacher at any time during the school year to discuss his or her progress or set up a time to meet.

## **PAWS (People Active with St. Mark’s)**

PAWS exists to strengthen our St. Mark’s Lutheran School family and support our school by creating exposure and generating funds through a variety of fun family activities. PAWS fulfills this purpose in two primary ways – planning fun family-centered fellowship activities and providing hospitality services such as refreshments at select school events. Friends and the extended family of St. Mark’s Lutheran School are welcome to participate!

## **Parental Involvement**

St. Mark’s Lutheran School operates with the philosophy that parents have the primary responsibility for educating their children and our school exists to assist them in this effort.

Parents' involvement in their child(ren)'s education both at home and school serves to maximize the benefits of the educational experience. With this in mind, parents are strongly encouraged to take advantage of opportunities to be personally involved with their child(ren)'s educational experience at our school. Striving to foster a genuine spirit of volunteerism, we do not require a certain amount of parental involvement. Rather, we ask parents to fill out the Parent Volunteer Form to indicate their interest and availability in helping at school.

### **Child Protection Requirements**

In an effort to equip our staff members and volunteers to serve as effectively as possible and ensure the safety of our students, all staff members and volunteers who are at least eighteen years old are required to annually sign a form that verifies they understand and agree to abide by the St. Mark's Guidelines for Youth Workers (separate document). Additionally, staff members and volunteers who have direct responsibility for students in our school such as teachers, coaches, field trip drivers, and tutors who work with students outside the classroom must have a live scan background check. St. Mark's covers the cost of this background check.

### **Resolving Conflict with School Personnel**

If a parent disagrees with the way a teacher has handled a situation, it is proper to follow the steps of Christian conflict resolution our Lord has given us in Matthew 18:15-17:

1. The parent should first discuss the matter with the teacher.
2. If not resolved, the matter should then be brought to the principal.
3. If further action is necessary, the pastors and finally the St. Mark's Lutheran Board of Child Discipleship will consider the matter.

Matters concerning school policy or procedure should be brought directly to the principal. While human nature might tempt a parent to discuss classroom or school concerns with other parents, such discussions can be harmful and can destroy the reputation of individual students, teachers, or parents. These seemingly innocent conversations also tend to promote a negative, rather than a supportive attitude among parents. All parents are asked to be aware of this temptation and are encouraged to discuss items of concern with the appropriate school personnel. A forgiving attitude, reflective of one's forgiveness in Christ, is the key to promoting a God-pleasing school climate.

### **COMMITMENT TO CHRISTIAN CONDUCT**

God's Word is the guide for the Christian's life in this world. Whether it be in the classroom or in the community, the impression given by St. Mark's students should be positive. Out of love for their Savior and respect for others, students of St. Mark's Lutheran School are committed to conducting themselves in a way that glorifies God. God's love revealed in the gospel is the motivation for Christian conduct. God's law as explained in Exodus 20 is the summary of what children and adults will follow. Luke 10:27 summarizes clearly the law of God and the life of the Christian, "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind," and, "Love your neighbor as yourself." The school rules that follow are intended to guide the students of St. Mark's Lutheran School in showing this love. The rules are intended to glorify God as they protect the people and property of St. Mark's Lutheran School, allowing the students and teachers to focus on the important work of Christian education.

## **General School Guidelines**

All students are expected to abide by the following school guidelines at all times:

### ***School Property***

- Students will show respect for school property. They will not mark or apply adhesive materials to desks, books, tables and chairs, computers, and other school equipment.
- Students will show respect for the property of other students and the teachers.
- All school-owned hardcover textbooks must be covered at all times.

### ***Recess***

- Students will not tackle, push, fight, or engage in horseplay that has the potential to injure a student.
- Students will not play out of sight of the recess supervisor(s).
- Students will not jump from moving swings.
- Students will not use play equipment or structures in a manner that they were not intended to be used and has the potential to damage the equipment or harm a student.

### ***Before and After School***

- Students may enter their classrooms at 7:55am. If they arrive before then, they either need to wait in their vehicles or check into extended daycare. They may not wait outside their classrooms.
- Students are considered present and ready for the start of the school day by being unpacked, organized, and in their desks by 8:15am. This means they should arrive at school by 8:05 each day.
- Students must be picked up from school by 3:15pm unless they are involved with after school activities or other arrangements have been made with a teacher. At 3:15, all

remaining students will check into extended daycare and will be charged for this service at 3:20.

### ***Homework***

- All homework must be done on time. Unless a teacher makes a special exception, homework must be completed and turned in by 8:15am each day.
- In the case of an unforeseen emergency where a student is not able to finish his homework, a parent should communicate with the teacher explaining the situation.
- A late homework notice will be sent home for all late work in grades 1-8. This notice must be signed by a parent or guardian and returned to school the next day.
- Under normal circumstances, calculators may only be used by students in grades 7-8.

### ***Miscellaneous***

- Students may not bring knives or any other dangerous weapons to school.
- Illegal drugs and alcohol are prohibited.
- Electronic devices such as iPods, handheld video games, and cellular phones may not be used on school grounds without a teacher's special permission. If a student uses one of these devices without permission, a teacher will confiscate it and his parent will need to pick it up from the teacher.
- Students moving from one classroom to the next should wait patiently and quietly in a line outside the classroom.
- Students will walk at all times when moving about the campus except during morning fitness, recess, physical education, and times that teachers permit jogging or running.
- Gum chewing is not allowed on the school premises.

Students who choose to not comply with these rules will be disciplined according to the following guidelines outlined in the section "Commitment to Christian Discipline."

## **COMMITMENT TO CHRISTIAN DISCIPLINE**

### **Discipline Policy**

God's Word is the guide used to carry out discipline at St. Mark's Lutheran School. Out of love for their Savior and respect for others, teachers lead children to understand what is and is not God-pleasing conduct. Specific board policies, school rules, and classroom procedures are published and clarified in various forms. A list of serious discipline problems and their consequences (suspension or expulsion) is listed in this handbook. This list will be used when serious problems arise and when severe disciplinary action must be taken. At no time will corporal punishment be used.

### **Discipline Reports**

As a means of documenting disciplinary action and communicating with parents, a discipline report will be utilized. This report describes the incident and the consequences and requires the signatures of parents and teacher. There will be copies for parents, teacher, and school office.

### **After School Detentions**

If a teacher wishes to detain a student after school for disciplinary reasons (as well as for academic assistance), the teacher will normally contact the student's parents ahead of time so they can plan appropriately. However, the faculty reserves the right to detain a student without prior parent notification if circumstances necessitate such action.

### **Suspensions**

A suspension is the removal of the student from the classroom for a period of one to five days for disciplinary reasons. Suspensions will ordinarily be implemented by the principal. However, teachers may suspend students in the absence of the principal.

### *Causes that May Merit Suspension after Previous Warning*

1. Fighting
2. Intimidating or harassing another person
3. Use of profane or inappropriate language either verbally, in writing or by gesture
4. Insubordination or consistent willful disobedience of classroom or school rules
5. Cheating

At the discretion of the faculty and principal, students who violate school rules will be handled according to the progression that follows. The student will be counseled and admonished by the classroom teacher. The child may serve a detention, which will be followed by the parent or guardian meeting with the teacher to discuss how to assist the child in avoiding repeat behavior. On subsequent infractions, the student may be counseled by the principal and/or serve additional time in detention. The parents, teacher, and principal will meet to discuss how they will work as a team to correct the situation. If subsequent infractions of the rules occur, the student may be immediately suspended, and the parents or guardians will be required to meet with the St. Mark's Board of Child Discipleship to determine the student's future status at St. Mark's Lutheran School.

### *Causes that May Merit Suspension on the First Occasion*

1. Purposefully causing serious harm to another individual
2. Theft
3. Clearly articulated verbal or written threats to cause harm to others at church or school or to cause physical damage to church or school property
4. Any willful damage to church or school property (students, parents or legal guardians are responsible for making restitution for damages)
5. The possession, sale, or use of alcohol or tobacco
6. Possession of pornographic materials
7. The use of the computer to send offensive or threatening messages or to send or receive offensive material

8. Any act of defiance or disobedience either in language or in action against school personnel, or refusal to comply with reasonable requests, orders, or directions of school personnel

On the first infraction there will be an immediate suspension and a parent-teacher conference with the principal present. On the second or any subsequent infractions, there will be an immediate suspension, and the parents will meet with the St. Mark's Board of Child Discipleship to determine the child's future status at St. Mark's Lutheran School.

### **Disciplinary Probation**

After a student has been suspended, the Board of Child Discipleship may choose to place the student on disciplinary probation. Probation will be removed after one quarter of attendance with no further infractions. Additional infractions during probation may result in expulsion.

### **Expulsions**

An expulsion is the removal of the student from the school for the remainder of the school year for disciplinary reasons. Expulsions are normally imposed by the Board of Child Disc.

#### *Causes that May Merit Immediate Expulsion*

1. Possession of or threat to use any type of weapon
2. Possession or use of illegal drugs
3. Any assault or battery on school personnel
4. Sexual misconduct

### **Appeals**

The suspension or expulsion of any student from St. Mark's Lutheran School may be appealed in writing to the St. Mark's Board of Child Discipleship. The board shall meet at the earliest convenient time for all parties concerned to consider the appeal.

## COMMITMENT TO APPROPRIATE APPEARANCE

### Rationale

St. Mark's Lutheran School upholds a uniform dress code for the following reasons:

- Set a standard of appearance that is neat, clean, unified, distinguished, and exemplifies Christian character (eliminate inappropriate content, maintain modesty). A high standard of appearance helps communicate the high regard we have for our school's program of Christian education.
- Ensure that students are able to safely participate in school activities.
- Eliminate the distraction and pressure that fashion and name brands can create.
- Give students a sense of purpose and focus attending school in clothing worn for this specific use.
- Easily identify students for their safety (example: field trips in public places).
- Make it easy and affordable for parents to acquire school clothing.

### General Appearance

- **Hair** – Color must be natural. Extreme styles (shaved heads, images or designs cut into hair) are not allowed. Boys' hair must be kept above the eyebrows and not cover the ears or neck. Girls' hair must not cover the face in a way that interferes with school activities.
- **Piercings and body art** – Boys may not make use of any piercings. Girls may only make use of one piercing in the lobe of each ear, and earrings may not hang below the earlobe. Body art is not allowed.
- **Makeup** – Girls are discouraged from wearing makeup. If a small amount is worn, it should be used to modestly enhance natural appearance. Makeup may not be brought to and applied at school.
- **Jewelry and hair accessories** – Jewelry (necklaces,

bracelets, rings) and hair accessories worn to school may not interfere with participation in school activities. These accessories should consider the dress code's intent of maintaining a unified, distinguished appearance among students.

## **Clothing**

- **Modesty Guidelines** – Clothing must provide adequate coverage of undergarments, midribs, shoulders, necklines, and legs. Shorts and skirts must come within four inches of the floor when a student is kneeling. Clothing must fit properly; excessively loose or tight clothing is not allowed.
- **Color Guidelines**
  - Acceptable colors of tops (shirts, sweatshirts, sweaters, etc.) include solid navy, light blue, athletic gold, and white.
  - Acceptable colors of bottoms (pants, shorts, skirts, etc.) include solid navy, khaki (tan), and standard blue denim.
  - Acceptable colors of tights and leggings worn under skirts include solid navy and white.
  - Socks that are visible (worn with shorts and skirts, etc.) must be white.
  - Tops and bottoms must be free of any images or decorative embellishments unless they contain a St. Mark's Lutheran School logo. Spirit wear sweatshirts are acceptable.
  - Belts must be solid black or brown.
  - To maintain consistency in the shades of navy, light blue, and athletic gold, families are encouraged to purchase clothing from the school uniform section of clothing retailers or directly from St. Mark's Lutheran School. If there is any question about acceptable shades of navy, light blue, or athletic gold, please speak with the principal for

clarification. Samples are kept in the office for reference.

- Jackets (coats) and winter caps to be worn exclusively outdoors for protection against cold or inclement weather and shoes are the only articles of clothing that can deviate from the color guidelines listed above. Zip-up sweatshirts and fleeces are considered jackets and may deviate from the color guidelines. If they deviate from the color guidelines, they may only be worn outdoors; if they meet the color guidelines, they may be worn indoors. All pullover sweatshirts, fleeces, sweaters and other similar articles must meet the color guidelines.

- **Boys**

- Acceptable tops include collared polo shirts (short or long-sleeve) and dress shirts, sweatshirts (crew neck, hooded, and zip-up), sweaters, and long-sleeve T-shirts worn under collared shirts. Hoods may only be worn outdoors for protection against cold or inclement weather. Collared shirts must be worn under sweatshirts and sweaters, etc.
- Acceptable bottoms include cotton or cotton blend pants and shorts, standard straight leg denim jeans, and denim shorts.
- Athletic shoes worn with socks (one pair for outdoor use and one pair with non-marking soles kept at school for gym use)

- **Girls**

- Acceptable tops include collared polo shirts (short or long-sleeve), dress shirts, and blouses; sweatshirts (crew neck, hooded, and zip-up); sweaters; cardigans; and long-sleeve T-shirts worn under collared polo shirts. Hoods may only be worn outdoors for protection against cold or inclement weather. Collared shirts must be worn under sweatshirts and sweaters, etc.

- Acceptable bottoms include cotton or cotton blend pants, shorts, capris, skirts, skorts, and jumpers; standard straight leg denim jeans; and denim shorts.
- Athletic shoes worn with socks (one pair for outdoor use and one pair with non-marking soles kept at school for gym use)
- **Excluded Clothing** – Clothing that is faded, frayed, or holey; denim jeans, shorts, or capris that are skintight or tapered; athletic attire such as sweatpants or mesh shorts; and baseball caps are not allowed.
- **Free Dress Fridays** – One Friday each month is designated a Free Dress Friday. On this day, students may wear clothing that deviates from the dress code guidelines listed above. The general appearance and modesty guidelines still apply. Clothing worn on Free Dress Fridays must be neat, clean, and exemplify Christian character.

### **Physical Education Uniform**

Physical education attire for students in grades five through eight includes:

- Physical education uniform consisting of school-issued athletics T-shirt, shorts, sweatshirt, and sweatpants
- Athletic shoes worn with socks (one pair for outdoor use and one pair with non-marking soles kept at school for gymnasium use)
- Removal of all jewelry

Students must be properly prepared for each physical education class. A portion of students' overall physical education grade is determined by their compliance with the physical education uniform.

### **Consequences for Noncompliance**

Students not in compliance with the Commitment to Appropriate Appearance policy may be given, at the teacher's

discretion, a verbal or written notice. If dress code noncompliance is a persistent problem, further disciplinary action may be taken. In some cases of noncompliance (modesty issues, for example), it may be necessary to remove a student from class until the dress code violation can be resolved. In such cases, parents will be contacted to bring appropriate clothing to school so the student can return to class. If jewelry or hair accessories prove to be a distraction, the teacher may confiscate them.

## **STUDENT SERVICES AND MISCELLANEOUS**

### **Extended Daycare**

St. Mark's Lutheran School offers extended daycare to provide a structured learning and play environment that seeks accommodate families' varied schedules. Extended daycare is available during the following times:

- Before school: 7:00-7:55am (all students)
- Jr. K extended day: 11:45am-3:00pm
- After school: 3:00-6:00pm (all students)

Extended daycare is not open during breaks from school. It is open on early dismissal days for staff development activities.

Extended daycare details and procedures:

- Extended daycare is located in room 301.
- Parents must accompany their children to and from extended daycare and sign them in and out each day.
- Children who remain at school after 3:15pm will be checked into extended daycare. Parents will be charged the day rate for this service beginning at 3:20pm.
- If an emergency arises during the school day and after school daycare is needed, parents should call the office (961-7891) so the extended daycare supervisor can be notified ahead of time.
- Children will only be dismissed to their parents or previously designated adults.

- Extended daycare is open until 6:00pm. Parents who pick up their children late will be charged \$25.00 for every 15 minutes they are late (1-15 minutes = \$25.00, 16-30 minutes = \$50.00, etc.). If an emergency or unforeseen circumstance arises that will cause a parent to be late, he should notify the extended daycare supervisor (961-7891 x121) as soon as possible.
- The guidelines regarding student conduct and appearance outlined in this handbook apply to extended daycare. Minor discipline matters will be handled by the daycare supervisor. Discipline matters of a more serious nature will be handled by the principal. The extended daycare service may be withheld from students whose behavior is repeatedly disruptive.
- Payment for monthly daycare service is due the 1<sup>st</sup> of each month. If payment is made after the 15<sup>th</sup>, a \$25.00 late fee will be assessed. Payment for daily daycare service is due on the last day of the week during which daycare was utilized. If payment is not made by the last day of the week, a 10% late fee will be assessed. Failure to faithfully make extended daycare payments may result in the withholding of extended daycare services.
- A typical after school daycare schedule:
  - 3:00-3:20 – pickup routine and sign in
  - 3:20-4:00 – snack and outside play
  - 4:00-5:00 – quiet time for homework
  - 5:00-6:00 – free time

### **Field Trips (Volunteer Drivers)**

Teachers plan field trips to enable students to grow culturally and to enhance the curriculum. A permission slip must be signed by a parent or guardian before the student will be permitted to participate. Most trips are prepaid through the student activity fee. Special, more expensive trips, such as overnight trips, require additional fees.

As representatives of their Savior and school, students are expected to behave in an exemplary manner. Failure to do so may mean forfeiture of the privilege to take part in field trips. Students are expected to follow the Commitment to Appropriate Appearance on field trips unless otherwise specified.

To ensure that all students can participate in field trips, parents are often needed to serve as volunteer drivers for field trips. Parents/guardians who drive for field trips are required to abide by this volunteer driver policy:

- The driver shall:
  - Have a valid California driver's license.
  - Be at least 21 years old.
  - Be physically able to operate the vehicle safely.
  - May not have been convicted of:
    - Reckless driving.
    - Operating under the influence of a drug.
  - Meet California's minimum requirements for liability insurance for private passenger vehicles:
    - \$15,000 for injury/death to one person.
    - \$30,000 for injury/death to more than one person.
    - \$5,000 for damage to property.
- No more people may be transported than there are fixed seats facing forward in the vehicle with seat belts.
- The California Child Passenger Safety Law must be followed:
  - Children under age 8 must be properly buckled into a car seat or booster in the back seat.
  - Children age 8 or older, or who are 4'9" or taller, may use the vehicle seat belt if it fits properly with the lap belt low on the hips, touching the upper thighs, and the shoulder belt crossing the center of the chest. If children are not tall enough for proper belt fit, they must ride in a booster or car seat.

- Volunteer drivers need to fill out a form which will be kept on file in the office and provide a copy of a valid California driver's license and automobile insurance card.

Only teachers and parents/guardians of St. Mark's students who meet the St. Mark's volunteer driver requirements may transport children other than their own on field trips. Grandparents and others who meet the St. Mark's volunteer driver requirements may be appointed to transport a parent/guardian's own children.

### **Books**

Each child must be supplied with the books and materials as listed in the supply list parents receive prior to the opening of school. Students are required to purchase the following books: Bible, hymnal, Catechism, and assignment book. All other textbooks are provided. Students are required to have book covers (paper or cloth) on all school-owned hardcover books. Self-stick covers must be avoided as the adhesive cannot be removed. Should a student misuse, damage or lose a textbook or workbook, the parent will be required to purchase a replacement.

### **Acceptable Use Policy for Technology**

In its program of Christian education, St. Mark's Lutheran School grants students access to technology tools through which they have access to an abundance of resources available through the internet. Specifically, students in grades five through eight are equipped with Google Chromebooks that they may own or rent from the school. The use of technology is a privilege, not a right. These tools facilitate student learning, assist in conducting research, and enable communication and collaboration with others. Students must agree to act in a responsible, Christian manner when using these tools. At the beginning of each school year, students in 5<sup>th</sup>-8<sup>th</sup> grade must read and sign the Acceptable Use Policy for Technology which

clearly defines the acceptable use of technology and consequences for the misuse of technology.

### **Lunches and Beverages**

St. Mark's offers hot lunch each day of the week. Preparation of these lunches meets Sacramento County Environmental Management Department food safety regulations. Hot lunch orders are distributed on a monthly basis; the purchase of hot lunches is optional.

The Student Council operates the Lions' Lair Sack Bar as a fundraiser which is open to students in grades five through eight on Monday, Tuesday, Thursday, and Friday. Students can purchase a variety of frozen entrees, snacks, sweets, and beverages at their discretion.

Parents and students are responsible for the safety of lunches brought from home; St. Mark's assumes no responsibility for the safety of food brought from home. Students may bring food and beverages that need to remain cold in insulated lunch boxes/bags and thermoses, but they may not store food in refrigerators. Students may use microwaves to heat food according to classroom routines.

Students may purchase white milk, chocolate milk, and fruit juice through St. Mark's on a quarterly basis. Students may not bring soda to school without special permission from a teacher.

In the event that a student has a food allergy, we will make reasonable accommodations to ensure the student's safety. Depending on the severity of the allergy, we may ask other students to refrain from bringing certain food items in the interest of the student's wellbeing.

### **Telephone**

Calls to school while classes are in session are discouraged. Teachers and students will be called to the phone only in cases

of emergency. Please make all necessary arrangements with your child before he departs from home in the morning. Children may use the telephone only after they have received permission from the principal or a teacher.

### **Visitors**

All visitors to our campus during the school day (8:15-3:00pm) must check in and out at the office (including visitors who attend chapel and eat lunch in the gymnasium). There they will receive a temporary visitor badge that they must wear while they are here. Visitors to our campus whose work is of a routine nature may be given a permanent visitor badge with a lanyard that they must wear while they are here.

### **Animals**

While pets such as dogs can bring much enjoyment, they can also pose a threat to the safety of our students when brought on our campus. The unfamiliar environment and excitement of children can cause them to act in ways they do not normally act. For this reason, pets should never be brought out of vehicles unless a special arrangement has been made with a teacher where the pet is a part of a learning experience in a classroom. In such cases, leashed or caged pets must be escorted directly to the classroom by an adult owner.

### **Pictures of Students**

In an effort to help parents and others experience life at our school, we publish pictures of school events and students on our website and social media such as Facebook and Instagram. For students' protection, we never connect students' names with pictures. Parents who are uncomfortable with our school using pictures of their child(ren) in this way can request that pictures of their child(ren) not be used.

We encourage parents who share digital pictures that include children other than their own to refrain from including other

children's names in published descriptions of the pictures. It is important to be considerate of the different levels of comfort parents have in sharing their children's pictures through social media.

### **Tuition Policy**

Parents/guardians of students must pay tuition and all other fees associated with St. Mark's Lutheran School. Three tuition payment plans are available: a 12-month plan (July-June), a 10-month plan (August-May) and a full-year payment plan due at registration day. A 3% discount is granted to families who choose the full-year payment plan.

Each monthly tuition payment is due in full on or before the first day of the month and any remaining balance is subject to a late fee of \$25.00 if paid after the 15<sup>th</sup> of the month. Cases of delinquent accounts not paid in full by the 15<sup>th</sup> of the following month will be reviewed by the Board of Child Discipleship for appropriate action which may involve excluding the child(ren) from classes.

There will be a \$25.00 fee assessed for any personal checks issued by a parent/guardian which are returned from the bank. In the event an account is not kept current, children cannot be considered for re-enrollment until the account is paid in full.

### **Wireless Communication Equipment**

St. Mark's leases the gymnasium rooftop to wireless communication providers. These facilities operate according to industry regulations.

*Continue to next page.*

## **CONCLUSION**

The teachers, parents, and students of St. Mark's Lutheran School are committed to following the policies and procedures outlined in this handbook. We pray that this handbook will be serve well as a guide for the St. Mark's Lutheran School family to please God and help our school serve families with excellence in Christian education as effectively and efficiently as possible.

## **Who to Contact for Additional Information**

To discuss how St. Mark's Lutheran School can serve your family with excellence in Christian education or any questions that come to mind, please contact Principal Matthew Bauer at 961-7891 x109.

For information on the Bible Information Class, church membership, or Catechism instruction, please contact Pastor Jon Kolander or Pastor Brock Groth at 916-961-7891.

For general information, please contact Carolyn Webb at 961-7891 x102.

*Revised July 27, 2017*