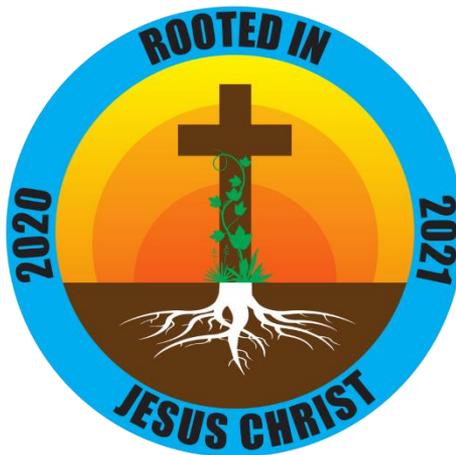




# Handbook



**St. Mark's Lutheran School**

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# TABLE OF CONTENTS

Principal’s Introduction .....	4
Mission .....	5
Foundational Standards .....	5
Partnership with Parents.....	7
Governance .....	8
Nondiscrimination Policy .....	8
Class Sizes.....	9
Admissions Process .....	9
Enrollment Requirements .....	10
Age and Health Requirements.....	11
Commitment to Academic Growth .....	12
Students Entering Junior Kindergarten (JrK) .....	12
Student Exit Outcomes.....	12
Curriculum.....	13
Homework and Study Habits .....	14
Incomplete Homework .....	15
Achievement Testing.....	16
Evaluating and Reporting Academic Progress.....	16
PowerSchool Student Information System .....	17
Academic Honors.....	17
Catechism Instruction.....	17
Co-Curricular Activities .....	18
Athletic Program.....	18
Eligibility .....	18
Commitment to Regular Attendance.....	20
Absences .....	20
Tardies .....	22
Handling Illnesses .....	22
School Hours.....	23
Commitment to Spiritual Growth .....	24
Church and Sunday School Attendance .....	24
Singing in Church (School Choirs).....	24
Chapel and Mission Projects .....	25
Dads’ Breakfast.....	25
Commitment to a Strong School Family .....	25
Home-School Communication .....	25

The Mane Page .....	26
Website and Social Media .....	26
Parent-Teacher Conferences.....	26
PAWS ( <u>P</u> eople <u>A</u> ctive <u>w</u> ith <u>S</u> t. Mark's).....	26
Parental Involvement .....	27
Child Protection Requirements.....	27
Resolving Conflict with School Personnel.....	28
<b>Commitment to Christian Conduct .....</b>	<b>29</b>
General School Guidelines.....	30
<b>Commitment to Christian Discipline .....</b>	<b>32</b>
Discipline Policy .....	32
Discipline Reports .....	32
After School Detentions.....	32
Suspensions .....	32
Disciplinary Probation .....	34
Expulsions.....	34
Appeals.....	34
<b>Commitment to Appropriate Appearance.....</b>	<b>35</b>
Rationale .....	35
General Appearance .....	35
Clothing.....	36
Physical Education Uniform .....	38
Consequences for Noncompliance .....	38
<b>Student Services and Miscellaneous .....</b>	<b>39</b>
Extended Day (Extended School Day Program) .....	39
Field Trips (Volunteer Drivers).....	40
Books .....	42
Acceptable Use Policy for Technology .....	42
Lunches and Beverages.....	43
Telephone .....	44
Visitors .....	44
Animals .....	44
Pictures of Students .....	45
Tuition Policy .....	45
Wireless Communication Equipment .....	46
<b>Conclusion.....</b>	<b>46</b>
Who to Contact for Additional Information .....	46

## PRINCIPAL'S INTRODUCTION

This past September, I watched as our 7th-8th Graders climbed up the broken roots of a massive redwood tree that had fallen in Yosemite National Park. I began to wonder how it was possible that this tree had been ripped from the ground even with roots that had once been embedded strongly into the ground.

The apostle Paul wrote to the Colossians 2:6-7, "So then, just as you received Christ Jesus as Lord, continue to live your lives in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness."

What a message this is especially during this upcoming school year. Many of our lives have been affected in some way, shape, or form by the pandemic. We are constantly changing our lives to adhere to governing mandates, health and safety guidelines, and advice from health professionals. But our lives do not have to change in one aspect. We will continue to "live our lives in him, rooted and built up in him".

This school year, our students will continue to make those "roots" strong in their faith in God.

God's Continued Blessings St. Mark's Family!

Stay Rooted in Jesus Christ,

Acting Principal Darren Vogt, M.S.Ed

*Principal Darren Vogt*

## **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), applies to Christ's church today. That directive and other words and actions of God demonstrate his love for children. Lutheran schools strive to emulate Jesus' words, action, and attitude toward children 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 Junior Kindergarten, 18 in Kindergarten, 24 per classroom in grades 1-5, and 26 per classroom in grades 6-8. 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 1-5, and 24 in grades 6-8. 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 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 administration of an admissions assessment to all applicants entering Kindergarten through eighth grade. The assessment may also be scheduled later.

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 application has been submitted, 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 within a few days that their application has been accepted, declined, or placed on a waiting list.

7. After the application is accepted, the family pays a \$100 nonrefundable enrollment commitment fee for each child.

## **ENROLLMENT REQUIREMENTS**

The following are expectations for families that enroll at St. Mark's:

1. We expect 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. Members of sister WELS congregations are likewise expected to be actively involved in the mission of their home congregations.
3. 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. We offer this sequence of classes twice each 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.

After the first three sessions we will invite each parent to complete the entire Bible Information Class. Completion of the full 15-20 session class can lead to membership at St. Mark's Lutheran Church.

4. We encourage 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.
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. Therefore, we discourage gossip which harms the reputations of students, parents, teachers, staff, or the school itself. Instead, we expect parents 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, Extended Day, 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 Junior Kindergarten (JrK) and five years of age by September 1 (Kindergarten). In order to be eligible for JrK, children must be completely toilet trained before the school year begins.

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 JrK. Immunizations are required before children start JrK. 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 Junior Kindergarten through eighth grade.

### **Students Entering Junior Kindergarten (JrK)**

Our Junior Kindergarten program is designed for four-year-olds who are ready for a more comprehensive program than what preschool offers. It is also a Transitional Kindergarten (TK) for younger five-year olds who may benefit from an extra year of learning before entering Kindergarten.

JrK enrollees of St. Mark's Lutheran School are expected to:

- meet age and health requirements
- be completely toilet trained and require no assistance from teacher
- have the ability to sit for 10-15 minutes.

An adjustment period is allowed during the first month. After that, potty accidents during JrK class time or JrK Extended Day time will require a week or two away from school to reset toilet training. Additionally, parents must understand that although the JrK environment emphasizes much activity and movement, JrK children are required to listen and sit for short periods of time. Continuing "sit-ability" issues will require a discussion with the teacher.

### **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  
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 Education

Fitness & Health -  
Activities  
Movement  
- Experiences  
Sport Skills

### Foreign Language

Spanish

### Social Studies

Geography  
US History  
World History  
Current Events  
California History

### Fine Arts

Music  
Choir  
Piano (optional)  
Visual Arts

### Technology

Keyboarding  
Google Apps  
Internet

## **Homework and Study Habits**

Homework is 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. Homework also develops responsibility, independence, and time management skills. Time is provided during the school day for students to complete a portion of their assignments. If a child works diligently, assignments 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 30 minutes</i>
<i>Grades 3 and 4 .....</i>	<i>30 to 45 minutes</i>
<i>Grades 5 and 6 .....</i>	<i>45 to 60 minutes</i>
<i>Grades 7 and 8 .....</i>	<i>45 to 60 minutes</i>

Parents play an important role in the development and reinforcement of good study habits. Assignments should be checked by parents daily. A consistent study time and a private study 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. Incomplete schoolwork inhibits a child's educational progress as well as his development into a responsible adult. With this in mind, all homework assignments should 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. Consequences for incomplete work will be determined by the classroom teacher. They may vary from room to room, but in general, students will be required to finish and turn in all incomplete homework.

When the classroom teacher determines that occurrences of incomplete work have exceeded reasonable limits, the student may be assigned a one-hour detention. 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.

## **Achievement Testing**

St. Mark's uses the Measures of Academic Progress (MAP) standardized testing program as a means of assessing student achievement in grades 3-8. 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 of each child's progress and growth. Evaluation of progress in JrK 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. Generally, the following letter grades and percentage conversions are subject to change:

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.

## **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.

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. All classes are included in the GPA based on how many hours of instruction for that subject.

## **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 in grades 3-8. 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 President's Award for Academic Excellence.

## **Catechism Instruction**

Students in sixth 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. Catechism grades will be recorded in the Word of God (Religion) category.

## **CO-CURRICULAR ACTIVITIES**

St. Mark's Lutheran School offers co-curricular 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 Competition  
Interscholastic Athletics  
Student Council

Choir Club  
Piano Lessons  
Spirit Squad  
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 activities, and physical education classes. Co-curricular components include interscholastic 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 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 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 report is issued.
3. Students who have incomplete work may be ruled ineligible to attend practice or games until the work is completed in a satisfactory manner.
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 the 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 athletic director, 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 activities that 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. If students attend any part of a school day, they will be considered present for the entire day. Students will be marked absent only when they miss an entire school day.

Attendance records will be reported on quarterly report cards. Non-health related absences may be ruled unexcused by the discretion of the principal.

Consequences for repeated unexcused absences from school may include truancy notices sent to the family and referral to the Board of Child Discipleship. If truancy continues, the school may contact a truancy officer representing legal authorities. Excessive truancy may lead to expulsion.

### **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. Patterns of excessive absence will be referred to the principal and if necessary, to the Board of Child Discipleship.

### **Absences Due to Illness**

Absences due to illness in excess of five consecutive days must be excused with written notice from a physician.

### **Absences Not Related to Illness**

Each absence in excess of five (not related to illness) must be made up. A student will spend one hour in a supervised study hall after school to make up for the absences.

Absences not related to illness in excess of five per quarter must be made up before a student can be promoted into the next grade.

### **Reporting Absences**

Parents should 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. Excuse forms will be provided at registration day. Additional excuse forms can be obtained from the office or downloaded from our website.

### **Late Arrivals/Tardiness**

Parents must 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.

### **Medical Appointments**

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.

### **Planned Absences – Family Events**

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.

We ask parents to notify their child's teacher prior to any planned absence. Teachers may not be able to provide in advance all learning materials for students who will be absent. Missed work must 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.

### **Handling Illnesses**

During the course of a school year, students at times, acquire various illnesses that necessitate absence from school. For their own wellbeing and the wellbeing of other students, sick students must not come to school. 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 such as fever, cough, vomiting and diarrhea must stay home for at least 24 hours after they no longer have a fever or signs of a fever without the use of fever reducing medicines. 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.

If parents cannot pick up their child from school in a timely manner (within 30 minutes), the teacher or the Extended Day director will contact someone from the family's emergency contact list to pick up the child. If the child is sent home with a potentially contagious illness such as "pink eye," a doctor's note on a medical facility letterhead is required indicating when they can return to school.

## **School Hours**

The school day runs from 8:15 a.m. to 3:00 p.m. Classrooms are open to the students at 7:55 a.m. Should a student arrive on campus before 7:45am, they must go directly to the AM Extended Day room. Students that arrive early (between 7:45-7:55 a.m.) must wait outside until 7:55 a.m. before they enter their classroom.

Students are expected to be ready for school to start at 8:15. They need time to unpack, settle in, and get organized. Therefore, a good target time for arrival is 5-10 minutes before 8:15 a.m. Arriving on time shows respect for the teacher, the other students, and the learning environment at St. Mark's.

The school day ends at 3:00pm. Students must leave school grounds by 3:15pm. Students who remain on school grounds after 3:15 p.m. (except those involved in a supervised school activity such as sports or drama) will be checked into PM Extended Day. Parents will be billed at the hourly rate. Billing for PM Extended Day child care begins at 3:00 p.m.

## **PM Extended Day and Field Trips/Athletic Events**

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, they will be checked into PM Extended Day. 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 PM Extended Day.

## **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. We teach the students of our school 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. Each teacher, by word and example, encourages regular church attendance. In keeping with God's command to hold His Word sacred and eagerly hear and learn it, we encourage parents to foster spiritual growth by bringing their children to church and Sunday school.

### **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 to sing in church. Our choirs are named Little Lambs (All children in Jr. K—Grade 2), and Voices of Praise (is voluntary in Grades 3-8). We encourage parents to have their children present when their class is scheduled to sing in church.

If a student is not able to attend a worship service in which their choir is scheduled to sing for reasons such as illness, family circumstances, emergencies, or special obligations at their home church, parents should show courtesy by excusing their child in writing to the teacher. We appreciate knowing this as far in advance of the worship service as possible.

## **Chapel and Mission Projects**

On Wednesday mornings St. Mark's has chapel services in the church for all students. We invite parents to participate in these meaningful worship opportunities. Our school has a mission offering program to make our students aware that there are many people in the world who need to hear the saving message of the gospel. We collect an offering for missions at our Wednesday morning chapel services to give everyone an opportunity to support mission work and to learn good habits of Christian Stewardship.

## **Dad's 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. They are typically scheduled at 6:00am on the second or third Friday of each month. We publish reminders on the calendar and promote Dad's Breakfast in the Mane Page.

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

### **Home-School Communication**

Good home-school communication is vital for a successful partnership in Christian education. The St. Mark's staff is committed to being available for our families to answer questions and concerns. 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 weekly school newsletter (Mane Page), monthly calendar, hot lunch notices, classroom newsletters, corrected student work, progress reports, field trip permission slips, and report cards. We ask parents to return communication to the school by the last day of each week or as otherwise noted. Homework communication procedures will be established and followed according to the preferences of each teacher. We publish teacher email addresses and telephone extension numbers in the School Directory.

## **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 all-school communication with schoolparents. It is published the first day of each week and is sent home in each student’s Parent Folder. It is also our practice to email the Mane Page to all school contacts and anyone who desires to be included on our mailing list.

## **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 for current and prospective school families.

Families are encouraged to make use of them as needed.

## **Parent-Teacher Conferences**

St. Mark’s schedules parent-teacher conferences at the end of the first quarter and optionally at the end of the second, third and fourth quarters. These conferences give parents and teachers opportunity to discuss students’ progress. Parents are encouraged to contact their child’s teacher at any time during the school year if they desire additional conferences.

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

PAWS exists to strengthen our St. Mark’s Lutheran School family and support our school through a variety of fun family events. We encourage friends and the extended family of St. Mark’s Lutheran School to participate in PAWS events!

## **Parental Involvement**

St. Mark's Lutheran School operates with the philosophy that parents have the primary responsibility for educating their children. Our school exists to support them in this effort.

Parents' involvement in their child(ren)'s education both at home and school enhances the educational experience. With this in mind, we strongly encourage parent involvement with their child(ren)'s educational experience. Because we strive to foster a genuine spirit of volunteerism, we do not require a specific 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. Parent involvement will strengthen home-school ties and help families feel connected to St. Mark's.

## **Child Protection Requirements**

To equip our staff members and volunteers to serve as effectively as possible and ensure the safety of our students, we require all staff members and volunteers who are at least eighteen years old 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 on registration day. We try to have everyone that fits this description "scanned" as part of the August school registration day process.

## **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:

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**

Children at St. Mark's should live according to the precepts of God's Word. They should show their faith through sanctified living, motivated by love for their Savior. By the grace of God and the power of the Gospel, Christian children must strive to glorify God and spread the good news of salvation by letting the light of their faith shine in the world.

Among the many guidelines from the Bible are the following:

Exodus: 20:1-17      The Ten Commandments

Matthew 5:16          "Let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

Luke 10:27            "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 neighbors yourself."

The keys to Christian conduct are love for God and love for others. The school rules that follow provide guidelines for our students to follow as they show this love. It is our prayer that they will glorify God through joyful cooperation and obedience.

## **General School Guidelines**

### ***School Property***

- Students will show respect for school property. They will not mark or apply adhesive materials to desks, books, tables, chairs, computers, and other school equipment.
- Students will show respect for the property of other students and the teachers.

### ***Recess***

- Students will not tackle, push, fight, or engage in horseplay that has the potential to injure a student.
- Students will always play in view of the recess supervisor(s).
- Students will not jump from moving swings.
- Students will not use play equipment or structures in any manner that has potential to bring damage or injury.

## **Miscellaneous**

- Students may not bring knives or any other dangerous weapons to school.
- Illegal drugs and alcohol are prohibited.
- Electronic devices such as 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 may warn the student and at times will confiscate the device. The student's parent will need to pick up confiscated devices from the teacher.
- Students moving from one classroom to the next should wait patiently and quietly in a line outside the classroom or according to guidelines established by classroom rules and procedures.
- 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 will train 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. Parents should contact the principal if they need further clarification.

### **Discipline Reports**

A discipline report will be utilized when significant disciplinary action is taken. This report describes the incident and the consequences and requires the signatures of parents and teacher. The school office will print and distribute copies for parents, teacher, and school office files.

### **After School Detentions**

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

### **Disciplinary Suspensions**

A suspension is the removal of the student from the classroom for a period of up to five days for disciplinary reasons. Although suspensions will ordinarily be implemented by the principal, teachers may suspend students in the absence of the principal. The principal will report the circumstances of all disciplinary suspensions to the Board of Child Discipline (BCD).

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

1. Fighting – physically or verbally
2. Intimidating or harassing another person (bullying)
3. Use of profane or inappropriate language either verbally, in writing or by gesture
4. Insubordination or 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.

- 1) The student will be counseled and admonished by the classroom teacher.
- 2) The child may serve a detention, which will be proceeded or followed by the parent or guardian meeting with the teacher to discuss how to assist the child in avoiding repeat behavior.
- 3) Subsequent infractions may lead to counseling by the principal and/or additional time in detention. The parents, teacher, and principal will meet as needed to discuss how they will work as a team to correct the situation.
- 4) If subsequent infractions of the rules occur, the student may be suspended, and the parents or guardians may 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 physical harm to another individual
2. Theft
3. Clearly articulated verbal or written threats to cause harm or damage to people or property
4. 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 a computer while at school 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 offense the suspension will be followed by a parent-teacher conference with the principal present. On the second or any subsequent infractions, the suspension will be followed by a meeting involving the St. Mark's Board of Child Discipleship and the parents 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.

The decision to expel a student shall be ratified by the Board of Child Discipleship.

#### *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.

### **Physical Punishment**

Physical/corporal punishment will not be used at any time at St. Mark's Lutheran School.

## COMMITMENT TO APPROPRIATE APPEARANCE

### Rationale

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

- To set a standard of appearance that is neat, clean, unified, distinguished, exemplifies Christian character, and maintains modesty.
- To ensure that students are able to participate safely in school activities.
- To eliminate the distraction and pressure that fashion and name brands can create.
- To give students a sense of purpose, focus and school pride.
- To easily identify students for safety in public places.
- To make it easy and affordable for parents to acquire school clothing.

### General Appearance

- **Hair** – Color must be natural. Extreme styles [for example (shaved heads, images or designs cut into hair) are not allowed. 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** – We discourage students 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. Regarding these accessories, parents and students should consider the dress code's intent of maintaining a unified, distinguished appearance.

## Clothing

- **Modesty Guidelines** – Clothing must provide adequate coverage of undergarments, midriffs, 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.
  - Tights and leggings will be allowed only if worn under skirts or shorts. Acceptable colors include solid navy and white.
  - Long Socks that are visible (worn with shorts and skirts, etc.) must be solid navy or 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, we encourage families 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.

- 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 must be worn with socks.
- **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 must be worn with socks.

- **Excluded Clothing** – Clothing that is faded, frayed, or having holes; denim jeans, shorts, or capris that are skintight or tapered; athletic attire such as sweatpants or mesh shorts; and baseball caps.
- **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 Dress Requirements**

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

- T-shirt and shorts or sweatpants
- Sweatshirts - acceptable for outdoor play
- School issued physical education uniform (t-shirt and shorts) – acceptable, but not required
- Athletic shoes worn with socks
- All jewelry must be removed

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 dress requirements.

It should be understood that dress requirements may be modified for some physical education classes at the discretion of the physical education teacher.

### **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 Day (Extended School Day Program)**

St. Mark's Lutheran School offers Extended Day to provide a monitored study and play environment that seeks to accommodate families' varied schedules. Extended Day services are available during the following times:

- AM (before school): 7:00-7:55am (all students)
- \*JrK Extended Day: 11:45am-3:00pm
- PM (after school): 3:00-6:00pm (all students)

\*JrK Extended Day is an afternoon program for Junior Kindergarten students. Payment is by the month; there is no daily drop-in or hourly rate.

Extended Day details and procedures:

- Extended Day is not open during breaks from school. It is open on early dismissal days for staff development activities.
- Extended Day is located in room 602(AM) and room 301(PM).
- Parents must accompany their children to AM Extended Day and from PM Extended Day to sign them in and out each day.
- Children who arrive at school before 7:55 am or remain at school after 3:15 pm will be checked into Extended Day. (Parents will be charged the hourly rate starting at 3:00 p.m. for this service.)
- If an emergency arises during the school day and PM Extended Day is needed, parents should call the office (916-961-7891) so the Extended Day supervisor can be notified ahead of time.
- Children will only be dismissed to their parents or previously designated adults.

- PM Extended Day is open until 6:00pm. Parents who pick up their children late will be charged \$25.00 for any portion of the first 15 minutes and \$2.00/minute thereafter. If an emergency or unforeseen circumstance arises that will cause a parent to be late, they should notify the Extended Day supervisor (916-961-7891 x109) as soon as possible.
- The guidelines regarding student conduct and appearance outlined in this handbook apply to Extended Day. Minor discipline matters will be handled by the Extended Day supervisor. Discipline matters of a more serious nature will be handled by the principal. The Extended Day program may be withheld from students whose behavior is repeatedly disruptive.
- Payment for monthly Extended Day is due the 15<sup>th</sup> of the prior month. If monthly payment is not made by the 20<sup>th</sup>, a late fee will be charged. If not paid by the 25<sup>th</sup> another late fee will be charged. If not paid by the last day of the month, services will be suspended.
- Payments for daily (hourly) Extended Day services are due on the last day of the week during which the program was utilized. If payment is not made by the last day of the week, a 10% late fee will be assessed. Failure to make Extended Day payments according to these guidelines may result in the withholding of Extended Day services.
- A typical PM Extended Day schedule:
  - 3:00-3:15 – pickup routine and sign in
  - 3:15-3:30 – snack and outside play
  - 3:30-4:30 – quiet time for homework
  - 4:30-6:00 – free time/finish homework

### **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. All other textbooks are provided. Students may have book covers (paper or cloth) on 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 access to technology tools through which students have access to an abundance of internet resources. We equip students in grades three through eight 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 3<sup>rd</sup>-8<sup>th</sup> grade must read and sign the Acceptable Use Policy for 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. Students may choose to bring lunches from home.

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 school 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, the school 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. Children may use the telephone only after they have received permission from the principal or a teacher. This applies to school phones and personal cell phones.

## **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 on campus. Volunteers whose work is of a routine nature may be given a permanent visitor badge with a lanyard that they must wear while they on campus.

## **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**

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. Four tuition payment plans are available: a 12-month plan (July-June), an 11-month payment plan (August-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. 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. If a family's account is more than 30 days delinquent, the school may hold report cards until the account is paid in full.

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.

### **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 serve as a guide for the St. Mark's Lutheran School family. Our goal is to please God and 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 the principal at 961-7891 (extension 110).

For information about our 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 the school office at 916-961-7891 (extension 100).

*Revised July 29,2020*