

SCHOOL FAMILY HANDBOOK

2026-2027



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CITRUS HEIGHTS, CA 95610

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Principal's Introduction

To my fellow brothers and sisters in Christ, today is the day the Lord has made, let us rejoice and be glad in it! Parents often have to answer the question "Why does this happen," or "How does this work," and sometimes you are given a question that just makes you sit back and either wonder "I don't know exactly," or just to marvel at all of the things that God has done for us. Take for example how food gets to the grocery store. When you explain to your children how the food doesn't just appear in the grocery store, that it starts as a seed, grows in the ground, picked up in a truck, packaged, and finally onto the shelves. Or when your child says the classic line of "there's nothing to eat," amidst the full cabinets and fridge. This helps us not take for granted the small things in life and appreciate what takes root that we often cannot see.

Our theme passage for this year comes to us from Paul in Colossians Chapter 2. This section of scripture in Colossians is called "Spiritual Fullness in Christ," and what a great reminder for us that we need to fill up. Our theme verses this year come to us in verses 6 and 7. It says, "6 So then, just as you received Christ Jesus as Lord, continue to live your lives in him, 7 rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness." We have received Christ Jesus as our Lord and Savior. Now we did nothing to receive him, we can do absolutely nothing on our own. But the Holy Spirit has created faith in our hearts, as we accept that Jesus Christ is our Lord and Savior. But the verse tells us that it's not just accepting Jesus as our Lord and Savior and that's it. He tells us to "continue to live your lives in him." As we know we do not always follow it perfectly, yet God calls us ordinary people to do extraordinary things. And the power to do so comes through Christ. We need to continue to read God's Word, go to Him in prayer, and share and live the Gospel in our day to day lives.

And as we are rooted and built up in Christ, our faith will be strengthened. It's not an us thing, it's a God thing. God hears our calls to him. God is there with us in our time of want, our time of need, and our time of vulnerability. God tells us to "call on me in the day of trouble; I will deliver you, and you will honor me" (Psalm 50:15). He wants us to call on Him, there is no request too big or too small for our God, and when we do, God will deliver us in the way that He sees is best. When we go to our God in all things, our hearts will be "overflowing with thankfulness." When we look back on the things God has done for us, our families, and our school, we cannot help but say thank you God for all that He has done for us. We thank God for the 56 years of St. Mark's, and we thank God for the year to come, as we stay Rooted in Christ!

God's Blessings to all of you,

A handwritten signature in cursive script that reads "Tyler Wahl".

Mr. Tyler Wahl, B.S.Ed
Principal of St. Mark's Lutheran School

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). This 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. The congregation also aids in student enrollment by contributing to the Tuition Assistance Fund (TAF) through church offerings and donations.
3. **School's Relationship with the Home:** God has given parents the primary responsibility for the Christian nurture of their children. "(Parents) 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 and 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 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 (CC) of the church which harmonizes the efforts of all of St. Mark's ministries. The church 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 input as together with parents, teachers, and students the board works to accomplish the goals of Christian education as outlined in this handbook.

Board of Child Discipleship			
Chairman			
Dr. Justin Lewis			
Member	Member	Member	Member
Mr. Shannon Malcolm	Mr. Jake Rettig	Mr. Justin Malone	Mr. Shannon Burke

Non-Discrimination 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 are to 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 enrolls students on a priority basis, in light of this:

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 hold membership in or regularly attend other churches not in fellowship with the Wisconsin Evangelical Lutheran Synod (WELS) & children of families who neither hold membership at a church home nor regularly attend church.

Class Sizes

St. Mark's Lutheran School strives to maintain a healthy student to teacher ratio. Student capacity is 12 in Junior Kindergarten and 15 in Kindergarten (if it is a combined classroom, the

maximum would be 15 students), 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. 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 School Family Handbook, a family begins the admissions process by filling out and submitting an Application for Admission online through Sycamore Student Information System. 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. Children transferring in from a different school will automatically be placed on a behavioral probation program determined by parents and school administration to ensure a positive learning environment for all students.
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 for a later date.
5. 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.
6. After the application is accepted, the family pays a \$100 non-refundable 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 to be actively involved in the mission of the congregation as stated on p. 20 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 are encouraged to attend our Starting Point Class offered by St. Mark's Church. Starting Point class dives into the doctrine of what St. Mark's preaches on Sundays and teaches in the classroom. We offer this sequence of classes twice each year. This schedule gives parents flexibility in choosing a time to attend. Attendance is encouraged 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, father, and/or guardian to attend separate classes. Completion of the class can lead to membership at St. Mark's Lutheran Church.
4. We require attendance at St. Mark's worship services in which the school choir is scheduled to sing. Singing in worship is an integral part of our program of Christian education and provides our students with 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. We discourage gossip which harms the reputations of students, parents, teachers, staff, or the school itself. 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 are to be faithful and punctual in making tuition, Extended School Day Care, and other school-related payments.
7. Parents are to provide academic records from previous schools for the principal's review.
8. Each family will be required to complete and sign the [Commitment to Christian Education form](#). This commitment represents an agreement between the school, parent(s), and the student to strive to complete the mission of St. Mark's Lutheran School, as stated on pg. 4.

Age & 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 are to be completely toilet trained before the school year begins.

All children entering school for the first time are to 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, and are required to be kept up to date throughout the student's time at St. Mark's School. ([See List of Required California TK-12 School Immunizations](#)). All necessary forms are to 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. Parents and students sign a "Commitment to Christian Education" document.

Students Entering Junior Kindergarten (JrK)

Our Junior Kindergarten program is designed for four-year-olds (by September 1st) who are ready for a more comprehensive program than what childcare 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 the teacher. 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.
- Have the ability to sit for 10-15 minutes. Parents are to 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 consultation 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.
- pass the United States Citizenship test to promote positive American citizenship.
- 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 (7th-8th)

Science

General Science
Life Science
Earth Science
Physical Science

Language Arts

Reading
Phonics
Spelling
Grammar
Composition

Mathematics

General Math
Pre-Algebra
Algebra 1 (*Amazing Grace Virtual Academy*)
Geometry (*Amazing Grace Virtual Academy*)

Physical Education

Fitness & Health Activities
Movement
Experiences
Sports Skills & Fundamentals

Foreign Language

Spanish

Social Studies

Geography
US History
World History
Current Events
California History

Fine Arts

Music
Choir
Piano (optional)
Visual Arts/Performances

Technology

Keyboarding
Google Apps
Internet Basics & Safety

St. Mark's Lutheran School also has access to increase the depth of our curriculum by accessing high school level classes through [Amazing Grace Virtual Academy \(AGVA\)](#). This online learning platform is hosted by Martin Luther College in New Ulm, Minnesota. If you are interested in learning more about AGVA, please visit their website or talk with the Principal. The fees associated with this program may be subsidized by the school by way of tuition.

St. Mark's continuously evaluates and reviews its curriculum to stay up to date with the latest research on learning. St. Mark's may not always elect to update curriculum based on curriculum study research, financial reasons, or a current successful curriculum in place.

Homework & 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:

Kindergarten.....10 to 15 minutes
Grades 1 and 215 to 30 minutes
Grades 3 and 430 to 45 minutes
Grades 5 and 645 to 60 minutes
Grades 7 and 845 to 60 minutes

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 their development into a responsible adult. With this in mind, all homework assignments are to be completed by the start of each school day.

Incomplete Homework

Legitimate excuses for incomplete work are to 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. These 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 lunch 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 Lutheran School uses the Measures of Academic Progress (MAP) standardized testing program twice a year as a means of assessing student achievement in Grades 3rd-8th for Reading, Language Arts, Mathematics, and Science (2nd Semester). 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. All individual records of NWEA MAP testing will be saved to each student's personal account on Sycamore SIS.

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 standards based 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	=	0-59%
C+	=	77-79%	I	=	INCOMPLET E

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. Parents can access their child's grades at any time using the Sycamore SIS.

Sycamore Education

St. Mark's uses the Sycamore Education Student Information System (SIS), which enables parents of students in 1st-8th grade to monitor their child's academic progress.

The Sycamore grade book will be current each Monday morning; during the week it may not be current due to various circumstances. Any questions related to the Sycamore gradebook should be addressed to the child's teacher. All classes are included in the GPA (Grades 3rd-8th) based on how many hours of instruction for that subject. You can find the chart that is used to calculate GPA each quarter below...

Class	Instructional Periods/Week	Weighted GPA Scale
Word of God	4 Classes	1.00
Mathematics	5 Classes	1.00
English	5 Classes	1.00
Reading	4 Classes	1.00
Social Studies/Science *Subject Being Taught Depends on Semester	3 Classes	0.60
Spelling	2 Classes & Testing Period	0.40
Physical Education	2 Classes	0.40
Spanish	2 Classes *Online Self-Study Class Participation	0.20

Music	1 Class	0.10
Art	1 Class	0.10
Technology/Current Events	1 Class	0.10

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 3.5-3.74 GPA for the quarter. Students recognized on the High Honor Roll or Honor Roll all four quarters receive the All Honor Roll Award. Please use the chart to the right as a guide to help understand GPA scales used here at St. Mark's Lutheran School.

Grade	Value
A +	4
A	4
A -	3.7
B +	3.3
B	3
B -	2.7
C +	2.3
C	2
C -	1.7
D +	1.3
D	1
D -	0.7
F +	0
F	0
F -	0

Catechism Instruction

Catechism instruction is part of the St. Mark's religion curriculum for all children in grades 7-8 (and families). Catechism instruction is led by the school's pastor and aims to instruct students in the doctrine of the Wisconsin Evangelical Lutheran Synod (WELS) according to the Bible and the Lutheran Confessions found in the Book of Concord. Instruction for this class is centered around Martin Luther's Small Catechism in conjunction with the Bible. Students who complete catechism class may become members of St. Mark's Lutheran Church & the Wisconsin Evangelical Lutheran Synod through the confirmation process. If you are interested in this foundational instruction in the core beliefs of our synod, please contact our church's pastor.

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 looks to offer the following co-curricular activities:

Drama Productions/Performances
Academic Competitions
(Spelling Bee, Geography Bee, & Bible History Trivia)
Athletics

School Choir
Piano Lessons

Extracurricular Programs

The St. Mark's Lutheran School athletics is curricular and co-curricular in nature. Curricular components include recess 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.

All student-athletes and drama participants are required to sign a student-athlete/drama commitment form affirming their continued commitment and prioritization of their studies throughout their athletic/drama participation.

Eligibility

Participation in co-curricular activities is a privilege. Students are to 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 will have no F's on the 1st of the month when a progress report will be printed.
2. If a student's academic performance does not meet this standard, their participation in co-curricular activities will be suspended until that grade is no longer a failing grade. If the student still has a failing grade after two weeks, he/she is no longer eligible for that co-curricular activity.
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.

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, 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 using the Sycamore SIS. Students who arrive at school after 8:15 will be considered tardy. If a student is not present without parent contact by 8:30 A.M., the school office will contact that student's parent/guardian with a phone call. If students attend any part of a school day and make academic progress, 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 are to be excused with written notice from a licensed healthcare provider.

Reporting Absences

Parents are to call or email the school office to report all absences by 8:30 a.m. Every absence must also be excused in writing or email for documentation purposes. Excuse forms can be obtained from the office or downloaded from our website.

Late Arrivals/Tardiness

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

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 need to 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 require parents to notify their child's teacher and school office at least two weeks 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 is 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 is to be submitted within the first week (five days of school) after returning to school or it will be considered incomplete. This may result in mandatory after-school study hall.

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. Morning Extended-Day is provided each morning from 7:00-7:55 a.m. and all students that arrive during this time should go directly to the designated classroom. Any student that arrives before 7:55 a.m. must go or will be sent to the Morning Extended-Day classroom before they enter their homeroom (these students **WILL BE** charged the Morning Extended School Day Care rates).

Students are expected to be ready for school to start at 8:15 a.m. 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 3:00 p.m. Students are to leave school grounds by 3:15 p.m. 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 Afterschool Extended School Day Care. Parents will be billed at the hourly rate. Billing for Afterschool Extended School Day Care begins at 3:00 p.m.

Afterschool Extended Day Care & Field Trips/Athletic Events

When a class or team returns from a field trip or an athletic event after 3:00 p.m., 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 Afterschool Extended School Day Care. 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 for up to 15

minutes. If the teacher in charge has not arrived after 15 minutes, the child will be checked into Afterschool Extended School Day Care.

If a student is on campus for any after school events for either the church or the school (i.e. volleyball games, basketball games, Movie Nights, Trunk or Treat, etc.) all students must be accompanied by an adult at all times to ensure the student(s) safety while being present on our campus. Students may not just be “dropped off” by an adult. If a parent wants to leave the campus, they must first ask another adult to watch their child. If a student is not picked up at the end of the designated school day, the student may not just go to the event by themselves. They will be checked into Extended-Day and will be charged the normal rate.

While St. Mark’s students are present at a school event, they are expected to behave in a controlled, Christ-like manner. This includes remaining present in the dedicated area(s) where the event is taking place, where their parent(s) can see them, and being supportive of St. Mark’s school event.

St. Mark’s Lutheran Church and School is not responsible for watching a child during an extracurricular event and is not liable for any injury, disappearance, or other circumstance while extracurricular events are happening on our campus.

Health & Safety

Medical Appointments

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

Immunization Records

California state law requires all children to be immunized against certain diseases. Immunization records are checked prior to the first day of school to make sure each student is current. Students entering JrK and seventh grade will have the necessary mandated immunization records on file with the school in order to attend school. California State law requires that all students will have a Report of Health Examination completed up to eighteen months prior to entry into first grade or within ninety days thereafter. Parents complete a medical emergency information form as part of the registration process.

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 do 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 are to 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 100.4°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 medical provider's note on a medical facility letterhead is required indicating when they can return to school.

Students with Medications

Dispensing medications to children presents problems of safety and reliability. Parents should make arrangements so it is not necessary for school personnel to administer medication. If a child needs to take an antibiotic or other short-term medication, parents will ask their health care provider to plan doses around the school day. If it is absolutely necessary for a teacher or staff person to administer medication at school, the family will submit a written and dated "Prescription & Nonprescription Drugs Permission" form prior to St. Mark's handling any and all medication for the student. The form can be found on the school website or in the school office. The medication will be in its original container. The school teacher and/or staff that handled the medication will also fill out an instance report of the administration of the medication. If a child has parental permission to take medication on his/her own, the medication must be kept by the teacher or school office, in a locked location, along with the appropriate form with the explanation from the parent and healthcare provider. If a child should require Tylenol or other pain relieving medication, parents will be telephoned for verbal authorization prior to dispensing. The child will not carry any medication under any circumstances (prescription or over the counter) in the student's backpack, lunch box, or anywhere on their person.

Commitment to Spiritual Growth

St. Mark's Lutheran Church supports the mission of St. Mark's Lutheran School of growing in grace through God's Word. St. Mark's Lutheran is a part of the Wisconsin Evangelical Lutheran Synod (WELS). WELS is a global network of Lutheran churches which holds to the teachings of the Bible, the three ecumenical creeds, and the Lutheran Confessions found in the Book of Concord. St. Mark's doctrinal instruction aligns with the doctrinal positions and statements of the WELS. We teach the students of our school that their spiritual growth takes place when they spend time studying and learning the Word of God. This is also found in the "Commitment to Christian Education" document.

Church & 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.

St. Mark's Lutheran Church Worship Times	
Sunday 8:00am & 10:45am	Advent /Lenten Wednesdays 6:30pm

Singing in Church (School Choir)

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. All students will be considered to be a part of the school choir (JrK - 8th grade). We require parents to have their children present when the choir practices and when their choir 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/director. We appreciate knowing this as far in advance of the worship service as possible.

Chapel & 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. Offerings are sent to different mission opportunities according to selected semesters of instruction.

Commitment to a Strong School Family

Home-to-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), lunch program notices, classroom newsletters, corrected student work, progress reports, field trip/sports 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 on the school website.

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 school parents. 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. You can also view it under the News tab on Sycamore.

Website & Social Media Platforms

Our school website (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 an 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.

Parental Involvement / Volunteer Opportunities

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.

St. Mark's looks for our parents and students to volunteer for specific events, recruitment opportunities, and social opportunities to enhance our school. We encourage our parents and students to get involved and help our small sized faculty as much as possible. Parents will fill out a volunteer form at the beginning of the school year. Parents and students are also encouraged to communicate with the Principal, the Office Administrator, and their child's Homeroom Teacher about different ways they can volunteer. Below are just some of the events we need volunteers for...

Recruitment

- Advertising
- Community Events

School

- Setup/Clean Up of Events
- Special School Projects
- Annual Events (Trunk or Treat, Easter Egg Hunt, etc.)
- Campus Cleanup
- Field Trips

Athletics

- Bookkeeping
- Scoreboard Operating
- Snack Bar
- Setup/Cleanup
- Coaching

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 are to have a live scan background check, this can be done on registration day (St. Mark's covers this cost on Registration Day).

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. After a brief period to let emotions settle, the parent(s)/guardian is first to 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 Pastor(s) and finally the BCD will consider the matter.

Matters concerning school policy or procedure are to 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/guardians.

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 are to 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 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 neighbor as 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 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 strictly prohibited.
- Electronic devices such as handheld video games, computers/chromebooks, and cellular phones may not be used on school grounds without a teacher's permission. If a student uses one of these devices without permission, a teacher may warn the student and will, if necessary, confiscate the device. The student's parent(s) will need to pick up confiscated devices from the teacher.
- Smart Watches are allowed to be worn by students. However, they may not be used to communicate with other people, including parents, during the school day as this can be a distraction. They also must be put on silent and only used to check the time.
- Students moving from one classroom to the next are to 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 are to contact the Principal if they need further clarification.

Discipline Reports

A discipline report will be utilized when disciplinary action is taken. This report describes the incident, the action that was taken, and it also requires the signatures of parents and teachers. For minor offenses, students will be given up to, but not always, three discipline reports before being given a lunch/in-school detention. For major offenses, lunch/in-school detentions may apply immediately, and parents will be notified, and required to meet with the student's teacher and principal. The reporting teacher will print and distribute copies of discipline reports for parents, teachers, and school office files.

Lunch Detentions/In-School Detentions

If a student accumulates four disciplinary slips in one school quarter, or commits a severe infraction, the student will be required to sit in a lunch detention with the school's principal. If this behavior continues, the student may be required to sit in a longer, in-school detention with the school's principal, have a parent meeting with the school's principal, or meet with the Board of Child Discipleship.

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 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 the 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 preceded 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 BCD 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 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 BCD may choose to place the student on disciplinary probation. This probation will be brought to the Board of Child Discipleship to approve. Probation will be lifted 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 only be made 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 and through an appeals meeting with St. Mark's Lutheran Church Board of Elders. The Board of Elders is responsible for the spiritual well-being of anyone that participates in a ministry on our campus. The board will 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 a natural color. Extreme styles (i.e. shaved bald 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 not have an excessive amount of ear piercings. Nose, tongue, and body piercings are not allowed. 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 is to provide adequate coverage of undergarments, midriffs, shoulders, necklines, and legs. Shorts and skirts are to extend below the student's fingertips while standing and without adjustment. Clothing must fit properly; excessively loose or tight clothing is not allowed.

- **Prohibited Clothing**

- The following clothing items are prohibited - clothing that is faded, frayed, or having holes; shorts or capris that are skin tight or tapered; pajama pants; athletic attire such as sweatpants, leggings only, or athletic/mesh shorts; and baseball caps or hats worn indoors.

- **Color Guidelines**

- Acceptable colors of tops (shirts, sweatshirts, sweaters, etc.) include solid navy, light blue, athletic gold, and white. (*School Colors*)
- 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 colors. No images should be worn or visible on socks.
- 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.
- 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.

- **Boys**

- Acceptable tops include collared polo shirts or plain (non-graphic (a small clothing brand logo no bigger than 4 inches across may appear)) t-shirts (short or long-sleeve) and dress shirts, sweatshirts (crew neck, hooded, and zip-up), sweaters, and long-sleeve. Hoods may only be worn outdoors for protection against cold or inclement weather depending on whether classroom doors are open or closed.
- Any [St. Mark's School Spirit Gear](#) may be worn any day of the week.
- 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 or plain (non-graphic (a small logo no bigger than 4 inches across may appear)) t-shirts (short or long-sleeve) and dress shirts, sweatshirts (crew neck, hooded, and zip-up), sweaters, and long-sleeve. Hoods may only be worn outdoors for protection against cold or inclement weather depending on whether classroom doors are open or closed.

- Any [St. Mark's School Spirit Gear](#) may be worn any day of the week.
- 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.
- **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, modesty guidelines, and prohibited clothing requirements still apply. Clothing worn on Free Dress Fridays must be neat, clean, and exemplify Christian character. If a student wishes to wear leggings, they are to have a pair of athletic shorts over the top.

Consequences for Noncompliance of School Clothing

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 will 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 will confiscate them and return at the end of the day.

Student Services & Miscellaneous

Extended Day (Before & After 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:

- Morning Extended School Day Care (before school): 7:00-7:55am (All Students)
- *JrK Extended School Day Care: 11:45am-3:00pm (JrK Students Only)
- After School Extended Day Care (after school): 3:00-6:00pm (All Students)
- *JrK Extended School Day Care 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.
- Parents are to accompany their children to Morning Extended Day and from After School 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 p.m. will be checked into Extended Day. (Parents will be charged the hourly rate starting at 3:00 p.m. for this service.)

- All Parents must be signed up for Procure and must add any and all authorized emergency pick up contacts in the system. Procure will then assign each pick up contact their own codes. Parents are responsible for giving the codes to each party for the check in and pick up procedure.
- If an emergency arises during the school day and After School Extended-Day is needed, parents should call the office (916- 961-7891) so the supervisor can be notified ahead of time. Children will only be dismissed to their parents or previously designated adults.
- After School Extended School Day Care is open until 6:00pm. Parents who pick up their children late will be charged \$30.00 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 x209) 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.
- Schedule & payment for monthly Extended Day is due the 15th of the prior month. If monthly payment is not made by the 15th, a late fee will be charged. If not paid by the 25th another late fee will be charged. If not paid by the last day of the month, services will be suspended.
- If a family owes any money, such as tuition or hot lunch, then the family may not use Extended-Day until payments are received.
- 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.
- For any payments to St. Mark's, there will be a \$50.00 fee assessed for any personal checks issued by a parent/guardian which are returned from the bank, or a declined debit/credit card.
- A typical Afternoon Extended Day schedule:
 - 3:00-3:15–pick up routine and sign in
 - 3:15-3:30–snack and outside play
 - 3:30-4:30–quiet time for homework
 - 4:30-6:00 – freetime/finish homework

Field Trips/Sports (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. (See pages 26-28)

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 or alcohol.
 - 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. (California Vehicle Code Section 27363).
- 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 requirements may transport children other than their own on field trips. Grandparents and others who meet the St. Mark's volunteer requirements may be appointed to transport a parent/guardian's own child(ren).

Books

Each child will 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 will 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. Students in grades three through eight will use 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 3rd-8th grade are to read and sign the Acceptable Use Policy for Technology.

Lunches & Beverages

St. Mark's offers lunch two days a week (Wednesday & Friday), the program is optional as families may choose to have lunches brought from home. The preparation of the school offered lunches meets Sacramento County Environmental Management Department of Food Safety regulations. Orders for school offered lunches are done on a monthly basis. Orders and payment not received before the due date will not be accepted by the school lunch program coordinators for the entire month.

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 that need to keep their food and beverages cold need to provide their own insulated lunch boxes/bags and thermoses and may not store food in school refrigerators. Students may use microwaves to heat food according to classroom routines, excluding on Fridays.

Students may not bring soda, coffee, energy drinks, or other caffeinated beverages 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 well being.

Due to being a closed campus during the school day, parents are encouraged to eat lunch with their children on Fridays. This is the day where the entire student body eats together as a school to build school culture. Other arrangements must be made with the homeroom teacher several days in advance to avoid learning distractions.

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 are to wear while they are on campus.

Animals/Pets

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 are to not 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 are to 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 do not 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 & Agreement

1. Parents/Guardians of students are to pay tuition and all other fees associated with attendance at St. Mark's Lutheran School. Four tuition payment plans are available: 1) a 12-month plan (July-June), 2) an 11-month payment plan (August-June) 3) a 10-month plan (August-May), 4) and a full-year payment plan due at registration day (this option comes with a 3% discount).
2. The monthly tuition payment plans are due in full on or before the first day of the month. Any remaining balance will be subject to a late fee of \$30.00 if paid after the 15th of the month. In the case of a delinquent account not paid in full by the 15th of the following month, the matter will be put before the St. Mark's Board of Child Discipleship in order to proceed with enrollment. (Note: an unaddressed delinquent account could lead to the

holding of Report Cards and even disenrollment for the current and future school years at St. Mark's.)

3. For any payments made to St. Mark's, there will be a \$50.00 fee assessed for any personal checks issued by a parent/guardian which are returned from the bank, or a declined debit/credit card.
4. For online payments: If you use your bank information (account and routing number), the service is free. If you will be using your debit/credit card, you are asked to pay the "optional fee" for using a debit/credit card.
5. If your child(ren) are disenrolled, outside of not being able to pay the tuition or expulsion by the Board of Child Discipleship, we require a 30 day notice of disenrollment as this will have an impact on the amount of tuition still owed or to be refunded. (Note: tuition will not be eligible for a refund due to student absences, illnesses, and the like, as well as for school closures brought about by natural disasters, utility outages, government directed closures/quarantine, and other situations that may be out of St. Mark's control. St. Mark's will not refund any amount of tuition, for disenrolled or expelled students, that was accounted for the months/days of school the child was enrolled in and received education.)
6. For Parents who are separated or divorced, we need each parent to sign a contract as both will be equally responsible for the tuition and other costs incurred by your child(ren) while attending St. Mark's school. St. Mark's Administration will need copies related to custody (payment agreements, morning drop off, afternoon pick up, contact first in case of emergency, etc) by the first day of the upcoming school year (if there is not a legal document stating such, please provide a typed out document stating the same.) St. Mark's Administration and Faculty want to make sure we are aware of and can abide by the notes provided by you, the parents, for the best interest of the child(ren). (Note: In the case of a sole custody situation, the custodial Parent/Guardian will be responsible for the tuition and additional costs).

Wireless Communication Towers/Equipment

St. Mark's may or may not lease 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 Tyler Wahl at 961-7891 (extension 210).

For general information, please contact the school office at 916-961-7891 (extension 200).

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