



St. Mark's Lutheran School

A National Blue Ribbon School

2021-2022

Mission Statement:

***St. Mark's Lutheran School:
Changing the world through faith- as one, few, or many***

Serving Preschool - Grade Eight

Contact Information:

Address: 2323 Las Lomas Drive
Hacienda Heights, CA 91745

Office Phone: 626-968-0428

Pay Phones:

Day Care	626-336-9084
Preschool	626-968-9050
Gym (Snack Shack)	626-968-9239

Fax Number: 626-333-4998

Web Site: <http://www.stmarks.ws>

Office Hours: 7:30 A.M. to 4:00 P.M.

Day Care Hours: 6:30 A.M. to 6:00 P.M.

Accredited by the Western Association of Schools and Colleges (WASC)

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Mission Statement

ELCA's God's Work, Our Hands

SML: Changing the world through faith – as one, few, or many.

SML Leadership Academy: Creating positive change in the world by developing student and staff leaders who act justly, love mercifully, and walk humbly with their Lord. (Micah 6:8)

Vision Statement

St. Mark's strives to be a nationally renowned preschool through eighth grade school through a continued commitment to excellence in education and its establishment of a premier leadership academy for students and staff.

Core Values: Student Learning Outcomes

Faithful Servants of God – Students develop a deepening faith and understanding of God's grace evidenced by acts of servant leadership.

Responsible Citizens – Students mature as productive, conscientious citizens who demonstrate the technical (hard) and non-technical (soft) skills of leadership.

Life Long Learners – Students enthusiastically seek knowledge.

Complex Thinkers – Students embrace intellectual challenges.

Effective Communicators – Students employ spoken and written communication effectively.

Educational Philosophy

St. Mark's school seeks to glorify God by providing educational excellence in a safe, nurturing, Christ-centered environment. St. Mark's serves families and the community by furnishing an educational institution that integrates Christian principles and truths with exemplary academic and extra-curricular programs.

St. Mark's Student Learning Outcomes

With God's help through the Holy Spirit, St. Mark's students will become:

Faithful Servants of God

Students who develop a deepening faith and understanding of God's grace evidenced by acts of servant leadership as they:

- Grow in faith and knowledge of Jesus Christ through prayer, worship and Bible study
- Contribute time, energies and talents in service to God
- Share with others blessings given by God
- Increase understanding of Lutheran doctrine
- Glorify God in body and spirit

Responsible Citizens

Students who mature as productive, conscientious, citizens who demonstrate the hard and soft skills of leadership as they:

- Assume responsibility for their actions
- Seek to make choices, which result in positive changes in their schools, communities, nation, and world
- Respect all peoples and their cultures
- Practice Christian values, conflict resolution and teamwork in activities
- Cultivate a sense of global responsibility

Life Long Learners

Students who are excited about seeking knowledge as they:

- Identify with success and gain self-confidence
- Build a foundation of skills to become competent, self-directed learners.
- Define, set and prioritize challenging, realistic, short and long term goals
- Create intellectual, artistic, practical and tangible works
- Utilize effective study skills and work independently

Complex Thinkers

Students who are enthused about intellectual challenges as they:

- Strive to reach the highest levels of competence in their endeavors
- Analyze, interpret, and evaluate significant information
- Integrate knowledge and available resources, applying them to real life situations
- Apply technology effectively
- Seek information to empower reason and make decisions

Effective Communicators

Students who employ spoken and written communication effectively as they:

- Express their ideas verbally, in writing and through the use of technology
- Articulate with clarity and understanding
- Exercise positive leadership and group skills
- Foster, develop and maintain collaborative relationships within diverse settings
- Incorporate empathy and compassion when communicating with others

SML Alma Mater

Lyrics: Williams/Gil
Music: Williams

We sing our praises to the Lord above
And lift our voices for the school we love
At St. Mark's Lutheran we will always strive to be
A people who will lead with the light of Christ.

With our strong faith, we'll change this world
together
And the red and white will stay in our hearts forever
Our Alma Mater's home wherever we may roam
We'll live our lives to serve with the love of Christ

Once a Lion, always a Lion!

Oh, SML how we love you!

SCHOOL PERSONNEL 2021-2022

ADMINISTRATIVE/CLERICAL STAFF

Superintendent		Dr. Barbara M. Clark/8 th History	
Principal, Leadership & Operations		Monica Gerardo/Leadership K-8	
Curriculum Director		Morley Ochoa/ELL	
Office Administrator/Manager		Marti Rendon	
Day Care Director	Connie Cruz	Assistant Day Care Director	Ashley Monares
Pre-School Director	Lori Munoz	Assistant Office Manager	Claudia Alcala
School Secretary	Araceli Gallardo	School Secretary/Scrip	Traci Navarro
Marketing/Dev. Director	Tina Kubasek	School Counselor	Jennifer Cormack

FACULTY

Kindergarten	Vanessa Guerra, Ashley Stanford
First Grade	Megan Carter, Lisa Kamerick
Second Grade	Paulette Abbott, Christine Birtja, Carlos Loaiza
Third Grade	Danica Rosales, Leah Kolek
Fourth Grade	Lisa Mata, Ashley Gonzalez, Rebecca Stout
Fifth & Sixth	Marisa Lopez, Jennifer Wampler, Joanna Zhou, Ann Marie Nelson, Holly Parminter
K-Fourth French	Lara Rezko
6-8 Religion	Gen Tidwell
6-7 Social Studies	Nicole Curtis
8 th English/Literature	Jennifer Strong
7 th English/Literature	Taylor Quijada
JH Math/JH Dept. Chair	Anthony Ossa
8 th Math	Jennifer Shelton
7th Science/Tech	Madison Shipherd
8 th Science & Math Chair	Samantha Lee
Art K - 8	Sue Ferrini
6-8 Grade Spanish	Delia Solis
Physical Education	Maegan Garcia
Physical Education	Chris Evangelista
Vocal Music K – 4/Band	Mala Williams
Vocal Music 5 - 8	Jennifer Cormack
Library/Reading-Resource Specialist	Kathy Hall
Computer	Samantha Loaiza
Computer Tech	Jeff Walker

TEACHING ASSISTANTS/TECHNICAL STAFF

Susan Montes, Kylie Betancourt, Eileen Countryman, Christian Duran, Maribel Fields, Adriana Gallardo, **Megan Gilbert**, Maria Gonzalez, Elizabeth Locke, Kris McFarland ,Ashley Monares, Felicia Sahagian, Hadleigh Shipherd, and Maintenance, Gus Garcia

DAY SCHOOL COMMITTEE

Pastor, Jim Mericle, Superintendent, Barbara Clark, ex officio; Principal, Monica Gerardo, ex officio; Chair, Frank Winn; Secretary, Ruth Jasso; Treasurer, Norm Rumpf; Members: Betty Castaneda, Alex Cormack, Mary Rodriguez, Gwen Andrizzi and Chris Zapfel

THE ELEMENTARY SCHOOL

The St. Mark's Elementary School serves kindergarten students as well as students in grades one through four. K-4 classrooms are self-contained with one teacher providing instruction in the basic subject areas. Our physical education, art, computer, and music teachers as well as our librarian provide specialized instruction. Students may begin instrumental music instruction in the fourth grade.

Basic Subjects: math, language-arts (reading, writing, grammar, spelling, and vocabulary), science, social studies, religion, health, physical education, music, and computer

Exploratory Experiences: art, library, coding, outdoor classroom French and field trips

THE MIDDLE SCHOOL

At St. Mark's grades five through eight are set up as a middle school. The students move from class to class having different teachers for different subjects. Our middle school provides a flexible, but disciplined learning environment.

Basic subjects are offered in a broader dimension at this level, and a number of exploratory experiences are introduced. Guidance and positive reinforcement are also emphasized because students at this age are making a difficult transition - from childhood to adolescence - coping with enormous physical, mental, and emotional changes.

The middle school fosters high academic performance and gives each student the opportunity to advance with dignity and understanding.

The Middle School/Junior High Program Offers:

Basic Subjects : math, science, social studies, English, religion, physical education, health, literature, computer

Fine Arts: art, vocal music, drama, hand bells, band

Exploratory Experiences: coding, Chinese, French, Spanish, speech, field trips,

Extra-Curricular Activities: basketball, flag football, volleyball, soccer, track, drama, hand bell choir, children's choir, band, praise band, robotics, Cyberpatriot, spelling bee, poetry festival, writing contest, Geography Bee, STEAM Day, Math Counts, Math & Science Olympiad, podcast, yearbook, ECHO, ECHO Jr., principal's council, leadership council and student council

GENERAL INFORMATION

A. **Non-Discrimination Statement:**

“St. Mark’s Lutheran School admits students of any Race, Color, National and Ethnic Origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of Race, Color, National or Ethnic Origin in administration of its educational policies, admissions policies, scholarship programs, or other school administered programs.”

B. **Admissions Procedures - General Admission Policy**

All incoming students are academically tested and will upon satisfactory performance, be admitted as follows:

- Priority 1: Children currently attending St. Mark’s.
- Priority 2: Children of the congregation.
- Priority 3: Families of children currently enrolled at St. Mark’s who wish to enroll another sister or brother.
- Priority 4: If room is available, children from the waiting list.
- Priority 5: If room is available, other students who by their behavior and attitude demonstrate an acceptance of the St. Mark’s Lutheran School philosophy will be admitted.

Each student is enrolled for a period of one year only. Re-enrollment is necessary each year and depends upon the successful completion of the previous grade, parent cooperation with the school and fulfillment of all financial obligations.

All new students will be placed on academic and conduct probation for at least one term. The length of time may be extended at the discretion of the principal.

The administration and faculty of St. Mark’s Lutheran School wish to remind every family that this school is not geared to accommodate those students who demonstrate severe grade level deficiencies or behavioral problems. We do all in our power to recommend specialized testing where academic deficiencies may be caused by specific learning disabilities and will assist in referrals for alternate school placement.

C. Tuition and Fees

Tuition Policy

The year's tuition may be paid in one lump sum or in 10 equal installments from August through April. By Registration Day, both the August and May payments are due. All other payments are due the first day of the month. Parents are responsible for the year's tuition. In the event of an early withdrawal or termination of enrollment, families are contractually obligated to pay the balance of their tuition.

1. Tuition is due on the first of every month and failure to pay on time will result in suspension from school. Tuition should be paid by money order, cashier's check or personal check only. We prefer no cash payments.
2. Any checks returned due to insufficient funds will result in a \$25.00 service charge. After a second returned check, a cashier's check will be required for any subsequent payments.
3. A \$15.00 delinquent fee is charged for payments received after the 10th of the month. You may pay your bills up to and through the tenth during normal office hours (7:30 A.M. - 4:00 P.M.) Payments postmarked the tenth or left in the mail slot after 4:00 P.M. will be late and charged the \$15.00 late fee. Also, if the 10th is a HOLIDAY, SATURDAY OR SUNDAY, payments are due the last working day **before** the 10th. Payments are not accepted by the day care staff.
4. Parents receiving the church discount must be members of St. Mark's church who have attended church a minimum of 17 Sundays the previous year. The student receiving the discount must also attend a minimum of 17 Sundays.

Enrollment Procedure:

Returning Students

1. Complete application form and submit \$150.00 enrollment fee
Please note this fee is non-refundable.
2. Submit \$150.00 family commitment fee. Please note this fee is non-refundable.
3. No family will be allowed to re-enroll or will be allowed to be considered as re-enrolled if any tuition or fees are unpaid or delinquent on April 30. This means that the delinquent family would lose its preferred position on the school rolls.

Enrollment Procedure: *New Students*

1. Complete application form and submit \$150.00 enrollment fee. Please note this fee is non-refundable.
2. Submit \$150.00 family commitment fee. Please note this fee is non-refundable.
3. Arrange an interview with the principal. Please bring a recent report card, or examples of student work.
4. Bring a recommendation from a former teacher, and a copy of most recent standardized testing.
5. Schedule testing for the candidate and submit a \$25.00 testing fee.
6. One month tuition is due at the time of enrollment.

Registration Procedure

Prior to the beginning of the school year, all of our students are required to register. Information on registration is mailed in the summer.

At the time of Registration:

1. bring all the registration forms, completely filled out and signed;
2. all tuition and fees uncollected from the previous year must be paid in full - if a delinquency exists, no child will be registered from that family;
3. the first two tuition installments, family commitment fee, first month day care payment, and student fees must be paid in full;

Special Notice:

1. No eighth grader will be allowed to participate in graduation activities or ceremonies if tuition and fees are not fully paid by April 30. Hence no diploma will be awarded;
2. All delinquent accounts will, at the discretion of the administrative assistant and day school committee, be forwarded to a collection agency or pursued through court.

D. Parental Obligations

It is of the utmost importance that parents constantly seek to remind themselves that their support of the school, especially in regard to attendance at school and church functions when attendance is expected, willingness to participate in school projects, respectful and good faith interaction with faculty, administration and staff, and prompt payment of tuition and fees, does operate as a prerequisite to re-registration and as a condition for continued presence in school.

The administration and faculty will conduct a quarterly review of school and church attendance. Attendance at school functions, participation in school projects, and overall support of the school will be reviewed periodically during the school year. Failure to fulfill any part of the enrollment agreement or to adhere to the guidelines set forth in this handbook will jeopardize a family's continued presence in the school.

E. School Hours

6:30 A.M.	Extended Day Care
7:45 A.M.	First Allowed Arrival Time 5 - 8 Non-Day Care Students
7:55 A.M.	Bell Rings for Grades 5 - 8
8:00 A.M.	Classes Begin for Grades 5 – 8 First Allowed Arrival Time K-4 Non-Day Care
8:15 A.M.	Grades K - 4 Line Up
8:20 A.M.	Classes Begin for Grades K - 4
3:05 P.M.	Dismissal for Grades K – 4
3:20	K-4 Not Picked up Sent to Day Care, Parents Charged
3:20 P.M.	Dismissal for Grades 5 - 8
3:30 P.M.	5 - 8 Not Picked up Sent to Day Care, Parents Charged
3:05 - 6:00 P.M.	Extended Day Care

For safety and insurance reasons, we ask that no student arrive at school before 6:30 a.m. and the school will accept no liability for students on the school grounds or church grounds before that time. If students arrive at school in advance of 6:30 A.M., or arrive after 6:30 A.M. but do not report to the day care room, as they should, a fee of \$10.00 will be charged to their families even though no supervision will be provided for them. **PARENT COOPERATION IN THIS MATTER OF SUPERVISION IS MANDATORY**

Supervision is provided in the day care room from 6:30 A.M. to 7:45 A.M. each morning and a fee is charged for this time. 5th – 8th grade students may arrive no earlier than 7:45 A.M. to avoid being charged for day care supervision. Students in grades 5-8 line up by the lunch tables near the gym. Students in grades 1st-4th line up on the blacktop and kindergarten students in the K yard by their building. Parents not wishing to be charged must make sure that students arrive at school no earlier than those times in the morning. At 3:20 P.M. students in grades K-4 who have not been picked up will be sent to day care. At 3:30 P.M. students in grades 5-8 who have not been picked up will be sent to day care. A \$10.00 fee will be charged. Students may not wait for their parents in the parking lot.

Parents picking up students: No trees may be climbed on campus. Parents must not allow their children on the hill by the church and the grass in front of it to be unsupervised after they have been signed out. Children should be beside their parents until your family leaves the campus. **If you have written permission and sign out another parent's child you must take them with you when you leave campus.** (See parent cooperation in supervision above).

H. Family Commitment Agreement

Every family is expected to donate service to the school. The Family Goal is 15 hours to be completed during the school year, or in lieu of this, to contribute \$150.00 to the school. The cost of education per child is significantly more than the indicated tuition rate. In order to maintain tuition levels at rates more truly reflective of a family's ability to pay, it is expected that every family will honor the commitment. The family commitment fee is due at the time of enrollment and is refundable when the 15 hours of completed service card is returned to the school office. No refund is given if the 15 hours card is not turned in before April 30th. No refund is given for partially completed commitments. Family Commitment hours must be signed by authorized persons; authorized signers would be the chair of the event, teachers, room parents or the school office personnel.

In your registration packet you will find a sheet with some examples of ways you can fulfill your family commitment. The list is not designed to be restrictive in any way. If your time or talent is not found on the list, simply contact the school office for assistance in securing your hours of service. The weekly school newsletter will often list opportunities to assist at the school that will help you fulfill your service agreement.

Parents who do additional volunteer work around the school may be interested in our 30-Hour Club. After completing and turning in the 15 hour card, parents may ask for another 15 hour card. Completion of this booklet earns you a spot in our 30-Hour Club, which includes an end-of-the year luncheon and school spirit gift.

Field trips are not counted toward family commitment.

I. Parent- Teacher Booster Club

The Parent-Teacher Booster Club is composed of parents, faculty members, and other persons interested in the educational program at St. Mark's. Through active participation parents can contribute to the success of the school in a very positive way. All parents are members of the parent booster club and annually pay the parent booster club fee at the time of registration.

School Booster Club Mission Statement

Our mission, first and foremost, is to be ambassadors of St. Mark's by promoting Christian values and upholding positive attitudes, while serving our Booster Club's three main purposes:

- To recognize and show appreciation to our teachers and staff for their dedication and commitment to our students.
- To uphold and support our entire St. Mark's community, including teachers, staff, students and their families; uniting all and building a lasting camaraderie.
- To raise additional funds so that St. Mark's can continue to grow and improve and even exceed its current standard of excellence by providing everyone an opportunity to be involved and making our fundraising efforts a positive experience.

This organization shall not seek to direct the technical activities of the school or control its policies.

SCHOOL POLICIES

A. Child Abuse Reporting Obligation

In accord with St. Mark's policy and California law, school staff is obligated under penalty of fine and jail term to report a reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

B. Federal Asbestos Management Compliance

Asbestos regulations for schools found in the Asbestos Hazard Emergency Response Act and as promulgated by the Environmental Protection Agency are followed at St. Mark's Lutheran School. An in place management program is followed. Parents interested in obtaining more information are encouraged to contact the Principal.

C. Absences, Tardies, Dismissal for Medical and Dental Appointments

Parents and students must realize the importance of consistent attendance at school - especially with regard to punctuality each day. Students who are absent or tardy are held responsible for any work they may have missed.

If a child is absent from school, you must notify the office before 9:00 A.M. - the school accepts no liability for a student absence unless the parent has contacted the school to inform the office that the student will not be in attendance that day. If a child has been diagnosed as having a contagious disease, (e.g. chicken pox, strep), kindly notify the office, so that precautions can be taken and notifications sent home. **A child with flu-like illness, new cough, vomiting, diarrhea, must stay home from school for at least 24 hours. A child with a fever must stay home, after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine. A fever is defined as a temperature of 100 °F or higher.** Upon returning to school after an absence, a written excuse stating the reason for the child's absence must be presented to the office.

At no time during the daily sessions are pupils allowed to leave the school grounds, even during recess and lunch period, except by previous arrangement. Students should only be picked up early for reasons of health or family emergency. If arrangements have been made and the child is to be picked up, the parent or legal guardian must present himself/herself to the office (not the classroom) before the child is released. No student will be released early after 2:45 P.M. Parents will need to wait until regular dismissal time to pick up their student if they do not pick them up prior to 2:45 P.M.

Absences, Tardies, Dismissal for Medical and Dental continued

The child is then signed out and released. If someone other than the parent or guardian is picking up the child, he/she must present a signed note from the parent or guardian before the

child will be released. Students will be released without a note to persons listed on the child's emergency card.

A child who re-enters school the same day must sign in at the office and receive an admittance slip to go back to class. The school assumes no liability in cases where students leave the premises in violation of the above policy. Students may not leave the school grounds after school and return for an after school-sponsored activity that occurs immediately after school. They must remain on campus unless picked up and returned by parents.

In the case of long-term absences, parents must apply for permission from the principal and notify all of their child's teachers at least two weeks prior to departure. Advance assignments will not be given and all assignments, tests, etc., will have to be made up upon the student's return. At the discretion of the principal, summer school attendance may be required. If for any reason your child must leave school prior to the last day of the school year, an "incomplete" will be given in any affected subject area, and all work necessary to clear the "incomplete" from the transcript must be completed during summer school in order for grades to be entered for the fourth quarter and the year.

Absence from School and Extra-Curricular Activities

A student must attend a minimum of ½ day of school the day of an extra-curricular event in order to attend that event. A student who is absent from school may not participate in practices, athletic events or performances, school dances, or special events that day unless in a specific circumstance with the principal's written permission.

Work Missed Due to Absence

It is the responsibility of the student to see that missed work is made up and turned in. As a general rule, students absent due to illness will be given one day for each day absent to make up daily work. A student absent only on the day of a scheduled test will be required to make up that test the following day. In the case of absences lasting more than one day, tests will be made up by special arrangement with the teacher.

Tardiness

It is the parents' responsibility to see to it that the student arrives before 7:55 A.M. for grades 5-8 (Tuesday's arrival time for prayer group is 7:50) and 8:15 A.M. for grades K-4. A child is considered tardy if they are not in line at 8:15 A.M. for grades K-4 or present in the classroom at 8:00 AM for grades 5-8 (Tuesdays at 7:50 at lunch tables). Students who are tardy for school must report to the office to receive a tardy slip. Students late for reasons of medical appointment should turn in a note from the doctor in order to receive an excused tardy. Parents should note that "traffic was bad" is an unexcused tardy. Excessive absences or tardies may result in non-promotion, a reduction in grade based on the fact that the student was not present in at school during the course or part of a lesson, detention, Saturday school, mandatory summer school, or discontinuation of enrollment.

Absences, Tardies, Dismissal for Medical and Dental continued

**Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes total for any week may be considered truant. Please see California Department of Education for definition of Truant and further information on Education Code penalties.

D. Address/Telephone Number/Email

It is necessary that you notify the school secretary when there is a change in your address or phone number. This is extremely important so that we may keep our emergency information cards up to date! St. Mark's will increasingly rely on email notifications to parents and we want to make sure we communicate with all of our families.

E. Textbook Policy

All textbooks are the property of St. Mark's Lutheran School and are recorded and assigned a number. The book checked out to a student must be the book returned. If lost or damaged, the text must be paid for before a final report card is issued. All textbooks must be covered and the student's name must be written in the place provided in the front of each textbook. Students found with uncovered textbooks will be fined \$1.00 per book, per incident. Students whose books are found left outside, will be fined \$5.00 per incident. Repeated fines may result in the student purchasing the textbook or textbooks.

F. Bicycles/Walking to School

Bicycles are to be walked on and off the school grounds. Students who violate this rule will not have the privilege of riding their bicycles to school for a designated time. It is necessary that your child's bike have a lock. Bikes are kept locked by the school office. The school accepts no liability for bicycle damage or theft. Only children in grades 5-8 may ride their bikes to school. Students are required to wear a helmet. Only students in grades 5-8 may walk to and from school. Parent/Guardian must notify the office if they choose their student to walk.

G. Book Bags and Personal Athletic Equipment

All students are encouraged to use a durable, protective bag so that wear and tear on school materials may be lessened. Athletic equipment not specifically requested by a teacher is forbidden on the school grounds.

H. Pets, Toys, Comic Books, Sports Cards

Pets may not be brought to school unless a teacher has made a special request, and the principal has approved it. Toys, comic books, and trading cards may not be brought to school - they get lost, broken, are distracting, or are traded, exchanged or purchased by other students. Such things as toy guns, knives, squirt guns, lighters, and any form of fireworks are forbidden. Electronic devices such as radios, other emerging technology, handheld videogames, etc. are not allowed. No cameras are allowed at school unless by teacher request for a special event.

I. Fad Items & Graphic Novels

New items come on the market all the time, a recent example were fidget spinners. Please do not assume such an item will be allowed at school. Please check with the school administration prior to allowing your child to take it to school. Also, we are pro-reading, but graphic novels that containing violence, or heavy focus on weaponry are not allowed at school. If you have questions about acceptability of graphic novel, please see the school principal.

J. Emergency Contact

Parents are notified immediately of serious injury or sudden illnesses that occur during school hours. For this reason you must notify the school office when there is a change of phone number or persons to be contacted when you cannot be reached. Parents should understand that enrollment at St. Mark's confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parents, and that no liability would be attached to such a decision in the event the parent cannot be reached.

K. Forgotten Lunches, Books, Homework, Etc.

To minimize classroom interruptions, any forgotten article brought to school during class time must be deposited at the office, not the classroom. The student may then come to the office at recess or lunch to collect anything left for them. Students will not be called down to the office. It is the student's responsibility to check for the forgotten item. In regard to lunches, students may purchase a 20 punch card or semester card and participate in our hot lunch program, or may bring a lunch from home. **Fast food may not be purchased and dropped off for students.** Students may not be directly given the forgotten item by a parent.

L. Phone Use, Cell Phones, Apple Watches, Electronics

Students may not use school phones to make calls for forgotten items. Students should not bring cell phones to school. If a student chooses to violate this policy and is found with a cell phone, the phone will be taken away and the student subject to suspension. A student found with a cell phone inside a classroom will receive a daily grade of zero for all classes for that day and suspension. Photos or videos taken in classrooms may lead to expulsion. Phones may be held by the school overnight or longer. No electronic devices may be brought from home to school, especially ones with Internet capacity. This includes watches such as Apple watches.

M. Dress Code

Students should be dressed and groomed in a manner that is a credit to the student, the parents, and the school; thus student dress and grooming should be in good taste, fits properly (not too baggy or tight) and appropriate for the school day and related activities. Clothes should be neat and clean at all times. Students may not write on their clothing, their shoes or themselves. Any clothing viewed by the administration to be disruptive or that appears gang related will not be allowed.

St. Mark's Lutheran School has a uniform-style of dress for both boys and girls. Students are required to wear shirts, sweatshirts (both zipper style and pullover) or sweaters that can be purchased either through Land's End or All Star Promotions. These items must either have the name or logo for St. Mark's on them.

Shirts

Must be purchased from Land's End or All Star Promotions. The St. Mark's portal to those websites sell only the colors that are approved at St. Mark's. They must either have the name or logo for St. Mark's on them. Two shirt styles are approved, Polo shirts, long or short sleeve and T-shirt style, long or short sleeve

Drama shirts, shirts from El Camino Pines and Catalina trips, and school team or activity shirts that the advisor has approved by the principal in advance may be worn. 8th graders should note there is a narrower range of shirts approved for the 8th grade trip than allowed on campus.

Undershirts

Shirts worn beneath the uniform shirts can be long sleeve or short sleeve and must be:

1. PLAIN
2. A color that matches the polo shirt or white
3. Tucked into pants/shorts/skirt

Pants

Pants should fit properly (neither too tight or too baggy) and be worn at the waist. They must have no writing on them ***and must have a hem that is not frayed.*** They must be free from holes or faux holes. Jeans or slacks are permitted.

1. Leggings/jeggings/tights which only may be worn by students in grades K-4 under a skirt, dress, or shorts.
Leggings/jeggings/tights may not be worn as pants.
2. Sweats or any other type of athletic pants are not permitted.
3. Overalls may not be worn.

Shorts

Shorts should fit properly (neither too tight or too baggy) and be worn at the waist. The length must be long enough to extend ***beyond the student's fingertips*** when the arms are fully extended at the student's side. Shorts may not extend below the student's knees. They must have no writing on them. ***Hems may not be frayed and they should be free from holes or faux holes.***

Note: Athletic shorts (nylon, mesh, etc) of any kind are not permitted.

Polo Dresses (girls only)

Must be purchased from Land's End. They must either have the name or logo for St. Mark's on them. The length must be long enough to extend beyond the student's fingertips when the arms are fully extended at the student's side.

1. Long or short sleeved dresses (blue, classic navy, deep purple, evergreen, pink, red)
2. Students in grades K-4 only may wear leggings under dresses.

Skirts (girls only)

Skirts must be long enough to extend beyond the student's fingertips when the arms are fully extended at the student's side. They may have no writing on them. ***They must have a hem that is not frayed and they should be free from holes or faux holes.*** Students in grades K-4 only may wear leggings under skirts.

Sweatshirts

Must be purchased from Land's End or All Star Promotions. They must either have the name or logo for St. Mark's on them.

Drama sweatshirts, sweatshirts from El Camino Pines and Catalina trips, and school team or activity sweatshirts that the advisor has approved by the principal in advance may be worn.

Sweaters

Must be purchased from Land's End. They must either have the name or logo for St. Mark's on them.

Jackets

Jackets worn must be either St. Mark's jackets or a PLAIN red, white, blue, black, or gray jacket. A jacket is defined as outerwear **that must be removed upon entrance in the classroom**. On rainy days raincoats may be worn, and they may be yellow or another typical rainwear color. These must also be removed when they enter the classroom.

*Sweaters, sweatshirts, and jackets with hoods may be worn, but the hood must be removed in class and in chapel.

Footwear

Footwear should be tennis shoes or casual shoes with non-slippery soles. Socks must be worn. Sandals, Crocs, open-toed shoes, moccasins or any footwear the administration deems unsafe may not be worn. Ugg style boots with non-slip soles may be worn in cold weather only. ***No other boot (Doc Martens, fashion boots, cowboy boots, etc.) may be worn.***

Hair/Jewelry/Cosmetics/Misc.

Boys and Girls:

1. Metal or imitation metal studs on jewelry or belts are not allowed.
2. One accessory item on each wrist is allowed (including watch).
3. Athletic sweat bands may only be worn during athletic contests.
4. Students wishing to wear caps or visors may purchase St. Mark's caps and visors in the school office. St. Mark's stocking caps are allowed on cold days. Beanies are not allowed.

Girls

1. Only natural hair color is allowed (tints, highlights, and dyes are not allowed)
2. Extreme fad haircuts are not allowed.
3. Students in grades K-7 may not wear make-up. Students in 8th grade may wear lip-gloss or light-colored lipstick, and light make-up. Students who abuse the privilege will not be allowed to wear any make-up.
4. Socks worn must not extend higher than the knee.
5. Hoop earring may not be worn for safety reasons
6. No acrylic nails are allowed.

Boys

1. Hair should be neat, clean and moderate.
2. Hair may not extend over the student's collar, may not extend over the student's eyebrow when combed forward and may not extend over the middle of the ear. Hair may not extend away from the head more than 2 inches.
3. Only natural hair color is allowed (tints, highlights, and dyes are not allowed)
4. Blended steps are allowed (shaved sides and tails are not allowed)
5. Extreme fad haircuts are not allowed (mohawks and faux hawks are examples).
6. No mustaches or beards (students must be clean-shaven).
7. May not wear earrings.

Relaxed Dress Days

Occasionally during the school year, students will be allowed relaxed dress. Relaxed dress is not "free" dress. Students have the privilege to participate as long as they follow these guidelines:

1. Shirts, sweatshirts and jackets worn must be considered school appropriate (no tank tops, sleeveless shirts, musical performer/bands, inappropriate video games, songs or movies, violence, weapons, etc.).

2. Pants, shorts and skirts must follow normal dress code requirements with the exception that athletic shorts or pants may be worn.
3. Footwear, hair, cosmetics, jewelry and misc. must follow normal dress code.

Physical Education Dress Code

All students must wear tennis shoes for physical education class. Students in grades 5-8 must wear running shoes with support (No Vans, Keds, or skate shoes). Students in 5 - 8 must purchase a P.E. uniform from the school. Students must change out of their P.E. uniforms before going to the next class for hygiene reasons.

Dress Code Enforcement:

The enforcement of the dress code will be as follows:

First offense: Students is sent to change either into P.E. clothes, or clothing available in the office. A note is sent home. The note must be signed and returned.

Second offense: Students is sent to change either into P.E. clothes, or clothing available in the office. Parent/guardian is called. A note is sent home. The note must be signed and returned.

Third offense: Parent must bring student a change of clothes. If the parent is unable to do so, the student will remain in the office until compliance is met. Student will serve a 7:15 A.M. detention. Conference with principal mandated.

Any further dress code violations may result in removal from St. Mark's.

In any extreme or unconventional case, St. Mark's may dispense with the progressive discipline policy and discipline the student at the discretion of St. Mark's, up to and including suspension or expulsion.

The administration reserves the right to determine whether or not student dress is appropriate. The school considers this a matter of parent responsibility, and urges all parents to monitor their children's clothing and grooming. Students should not arrive at school inappropriately dressed. If you have questions, contact the administration prior to sending your child to school.

N. Health Policies

General: Only well students should attend school. Students with a fever should not attend school. St. Mark's will comply with all applicable state and federal laws preventing disability or medical condition discrimination. **A child with flu-like illness, new cough, vomiting, diarrhea, must stay home from school for at least 24 hours. A child with a fever must stay home, after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine. A fever is defined as a temperature of 100 °F or higher.**

Shots Required for Kindergarten: Please pick up a copy of the Parent's Guide to Immunization Requirements for Children Entering School or Child Care in California. This is mailed to all new kindergarten students at enrollment time, and copies are available in the school office.

Health Policies continued

1st Grade Health Screening Exam: Under the California Child Health and Disability Prevention Law, all children entering the first grade must have received a health screening examination within the past 18 months. This consists of a medical, developmental and nutritional history, a complete physical examination, necessary immunizations, and tests for anemia and urine problems, a tuberculosis test, vision, hearing and dental screening.

Physical Education: Students who are well enough to come to school should be well enough to participate in physical education. A parent note will excuse a child from P.E. for one day only. A doctor's note is required to be excused from physical education class for longer than one day. Students who are on club teams, going to dance classes, or other outside athletic events will not be excused from P.E. If a student is unable to participate in P.E. class, they will not be allowed to participate in any school athletic contest on that same day. A detailed physical education participation guideline sheet will be sent home with all 5-8 students the first week of school.

- **The school will not provide anyone with aspirins or other medications.**
- Medications to be administered at school must be accompanied by a medical authorization form (available at school office).
- Any medication to be administered at school must be in the original prescription container with the student's name and instructions clearly marked by a pharmacist or doctor. At no time should a student have any kind of medicine in his/her possession, desk, cubby, or locker. This includes over the counter medications.

O. School Insurance

All children in kindergarten through grade eight are required to have accident/health insurance to attend St. Mark's school. At registration, proof of insurance, listing the company name and policy number, will be required. All parents will be required to purchase student insurance if they do not have their own insurance.

P. Lost and Found

Each year pupils in all grades lose many things of value. Every article that could possibly be lost should be plainly marked with your child's name. Please see that your child makes an effort to recover all belongings. Articles not claimed are given to a charitable organization several times a year.

Q. Field Trips and School Sponsored Activities

It is against St. Mark's field trip policy for parents to drive their own cars and "follow the bus" to the field trip destination. This policy is made with your child's safety in mind. We select as many parents as we can to chaperone our field trips. These parents are given strict guidelines and put in charge of closely monitoring specific students. Parents who arrive at field trip designations independently cause confusion and disrupt the learning experience. Additionally, our field trips are pre-paid based on a pre-determined number of children and adults attending. All students and chaperoning adults are required to travel both to and from our destination with us on the bus.

At the discretion of the principal, a student or parent whose previous conduct or attitude has not been positive may not be allowed to attend a field trip or activity. Also students and parents should remind themselves that a high standard of behavior is expected on all field trips, as student conduct that does not reflect positively upon the school will result in serious disciplinary action.

R. Philosophy of Discipline

The climate at St. Mark's is characterized by its stress on the importance of the individual, by love and concern and by forgiveness. These factors tend to have a positive impact on children's behavior. Children usually act as they are expected to act.

At St. Mark's we believe good discipline means teaching a child self-control, responsibility, and the freedom to make choices - making sure he or she accepts the consequences of those choices.

We expect students to conduct themselves in a manner that attests to the respect they have for themselves, their parents, our staff, and our school.

S. Common Disciplinary Action

We try to have disciplinary action reflect the logical consequences of the offense committed. That is, if a student breaks something, the student pays for it, or if a student makes a mess, the student cleans it up. Obviously, in some cases this is not possible.

We believe students should regard attendance at St. Mark's and participation in school activities as a privilege. Therefore, the most common form of discipline is a "time-out" which is the removal of a student from an activity.

Corporal punishment is not a part of our discipline program.

T. Reflection

Students that are removed from class for behavior problems may serve time in the office or in a classroom assigned for reflection. Written work, involving papers on character, respect, attitude, and other common values will be copied during this time. Additional consequences may also be assigned at the discretion of the administration.

U. Conduct Probation

Students' behavior, or general conduct and/or attitude should reflect positively upon themselves and our school. If a student enters a period where trips to the office have become frequent or his or her deportment deteriorates said student will be placed on conduct probation for a length of time to be determined by the principal. A weekly conduct report will be issued to inform the student's parents of his/her status. Continued enrollment in the school will hinge upon improvement of the student's deportment.

V. Suspension and Expulsion

1. General Guidelines:

Suspension or expulsion from school is not an ordinary punishment. It will be used when other corrective measures have failed or a serious offense or violation of school policy is committed on or off campus. When a student is suspended or expelled, the parents will be notified of the suspension or expulsion and the reason for this disciplinary measure. Serious offenses for which a student may be suspended or expelled include, but are not limited to, willful disobedience, habitual or severe profanity or vulgarity, defiance of the authority of the school personnel, assault and battery upon a student, any threat of force or violation directed toward school personnel, at any time or place, smoking or having tobacco on school premises use, or possession of narcotics or other hallucinogenic drugs or substances, willful cutting, defacing, or otherwise injuring in any way property, real or personal, belonging to a school, use or possession of intoxicating liquor while on the school grounds, or elsewhere when under the authority or direct supervision of school personnel, or when such conduct is otherwise related to school activity or school attendance, use or possession of weapons of any kind, including firearms (including pellet or bee-bee guns), knives or blades, or explosives, or any knowing or willful violation of school policy.

2. Suspension - Specific Guidelines

Official suspension, related procedures and amount of time of the suspension may vary depending on the circumstances in the sole discretion of St. Mark's. The student may attend class, but lose the right to participate in any school activity on or off campus. The student may be suspended from a particular class and required to report to a specific place on campus during that time. Students may also be required to report for a maintenance work responsibility. The student may be sent home for the entire period of the suspension provided that he/she is assigned academic work to make up for loss of class time. In more serious circumstances, suspension or expulsion may be immediate and without prior notice or procedure, in the sole discretion of St. Mark's. To the extent that such opportunity can be reasonably provided, a suspended student has the right to make up all assignments and tests missed during the period of suspension, and upon satisfactory completion, to be given full credit.

3. Expulsion - Specific Guideline

- a. The final decision to expel a student rests with the principal with the knowledge and consent of the pastor. No procedural rights are conferred upon parents or students in an expulsion situation. In some circumstances, at the discretion of St. Mark's, an expulsion may take place immediately and without a notice period.
- b. Full credit shall be given for all work accomplished by the student prior to the time of expulsion.

W. General Student Rules

In addition to those individual rules and consequences posted in every classroom, the following policies are in place.

- a. Gum chewing is not acceptable in the classroom or on the school grounds at any time. The fine/penalty for gum chewing is: 1st offense, \$5.00; 2nd offense, \$10.00; 3rd offense, \$15.00 and five day 6:30 detention; fourth offense, \$20.00 and a three day suspension. Parent conference mandated after third offense. Habitual disregard for school policies is grounds for expulsion. Fines collected will be donated to chapel.
- b. Students may not leave the school grounds at any time during the school day without written permission and clearance from the office. Students should be in their assigned play areas during recess and lunch.
- c. Students who use inappropriate language (talk trash) will pick up trash. Habitual language problems may lead to in- house reflection or suspension.
- d. St. Mark's has a zero tolerance policy on ethnic and racial slurs and remarks. Consequences to be determined by the principal include suspension and expulsion.
- e. Students are not allowed in the classroom at any time unless the teacher is present.
- f. All students will be responsible for the protection and preservation of school property and for the good of others.
- g. Fighting or "play-fighting" is prohibited and subject to suspension.
- h. Actions occurring off campus but related to school shall be dealt with as if they occurred at school.
- i. Romantic or sexual touching between students is prohibited. Specifically, a "hands-off" policy is practiced on campus.
- j. Off campus activities that are detrimental to the reputation, mission, operation, administration or performance of the school or its faculty, administration, board, staff, students or student body are prohibited and may subject the offender to disciplinary action including suspension and or expulsion.

X. School Zone Gun Policy

"St. Marks does not allow guns to be carried in its School Zone (as defined in California Penal Code section 626.9), or to be carried on or during school events not in the School Zone (such as field trips and sporting events), unless the person carrying the gun is exempt from the prohibitions of California Penal Code section 626.9."

ACADEMIC AND STUDENT ACTIVITY INFORMATION

A. GRADING POLICY

The administration and faculty of St. Mark's Lutheran School seek to measure total student performance; in class work, homework, evaluative testing performance, class participation, and where appropriate, work on special projects. Therefore, written grades will be given so as to keep students and parents aware of performance. We are concerned that students do their best. Frequent parent contact with the teacher first, and with the teacher and principal second is necessary. It is our desire that parents and teachers recognize the necessity of proper communication. **Any matter involving a student's work or behavior must be taken up with the teacher first.**

The grading scale at St. Mark's is as follows:

93 - 100 =	A
90 - 92 =	A-
86 - 89 =	B+
83 - 85 =	B
80 - 82 =	B-
76 - 79 =	C+
73 - 75 =	C
70 - 72 =	C-
66 - 69 =	D+
63 - 65 =	D
60 - 62 =	D-
Below 60 =	F

Letter Grades

Letter grades will be given in Grades 3 - 8. An alternative grading system is used in grades K - 2. Kindergarten uses a mastery skill system and grades one and two use a plus for outstanding, a check for satisfactory, and N for needs improvement.

B. REPORT CARDS AND PROGRESS REPORTS

At the end of each grading period, report cards will be distributed. Report cards in grades K - 4 are to be signed by the parent and returned to school within the week they are given. Report cards in grades 5 - 8 may be kept by the parents. Process reports will go home at the mid-term of each quarter to students in grades 4-8. The midterm progress report must be signed by the parent and returned to the classroom teacher the next day. It shall be the responsibility of the student and parent to inquire at that time as to steps, which may be taken to correct any deficiency.

C. CONFERENCES

A formal parent-teacher conference will accompany the distribution of the first report card. At the end of the third quarter, parents or teachers may request a formal conference. Parent-teacher conferences are recommended any time a parent or teacher recognizes a need. Informal contact by note, phone, or visit is welcomed with the reminder that arrangements should be made in advance for a visit with the teacher.

D. ACADEMIC STANDING

Students must maintain a 2.0 grade point average in all subject areas and must also maintain a 2.0 grade point average in the core subjects: English, Literature, Social Studies, Science, and Math. Students must also not have a failing grade in any subject. After any grading period (either mid-terms or report cards) students who do not meet both of these criteria will be placed on academic probation for a length of time to be determined by the administration. These students will be issued a weekly progress report and may be placed in a mandatory study hall. All students second semester core/overall GPA must be at least 2.0 without any failing grades or first session summer school will be required. Failure to improve the student's academic standing may result in dismissal from St. Mark's.

E. EXTRA-CURRICULAR ELIGIBILITY

Students who participate in yearbook, student council, choir, after school dances, drama, podcast, and/or athletics must maintain a 2.0 grade point average both overall and in the four core subjects and may not have a failing grade in any subject. After any grading period (either mid-terms or report cards) students who have fallen below this standard are immediately ineligible for one week (five school days). If all work is turned in and the student's grade point average improves, eligibility will be restored after one week. If eligibility is not restored after one week the faculty sponsor of the activity will determine if and when eligibility may be restored.

F. HONOR ROLL

The honor roll is posted at the end of each quarter. Students in grades 5-8 are eligible for the honor roll if their grades overall (in each subject) and in their four core subjects (English, social studies, science, and math) are the following:

Principal's Honor Roll	4.0	"A" Honor Roll	3.5 - 3.9
		"B" Honor Roll	3.0 - 3.4

A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points

G. PROMOTION

All students are expected to achieve at least grade level proficiency in order to merit promotion to the next grade. Teacher evaluation and standardized test score review will form the basis of the decision.

H. HOMEWORK POLICY

In recognition of the role of parents as primary educators, and in recognition of the school philosophy with respect to the value of family time outside of regular school hours, homework is not assigned on weekends except in the following cases:

- math assignments
- unfinished class work may be assigned as homework where the student was able to finish the work in class, but did not do so;

- make up work may be assigned over the weekend in the case of student absence, and previously assigned homework, which was not completed due to student absence on the date it was originally given, will be assigned as weekend homework; homework may be assigned on Thursday and due the following Monday.

The time spent on homework should be quiet and uninterrupted and not exceed the following:

Grades K - 2	30 to 40 minutes
Grades 3 & 4	45 to 60 minutes
Grades 5 - 8	Not to exceed two hours

If a student cannot finish his/her homework in the time given, a signature of either parent on the paper with appropriate explanation will be accepted provided that this is done only for exceptional reasons. For any student, homework prudently assigned and carefully executed can be considered as preparation for the type of work demanded in successive years. We urge all parents to take an active interest in the child's homework. It is the responsibility of the student to see to it that assignments are properly written down and are completed on time. All students are expected to contact the teacher if problems arise, and parents are asked to monitor their child's efforts in this regard. Concerns relative to homework must be immediately addressed to the teacher who assigned the homework.

I. STUDENT AMBASSADORS

Eighth graders nominated by their peers and approved by the faculty will be named at the end of the year Award's Assembly as Student Ambassadors. These students will be selected based on kindness towards peers and staff and positive student attitude.

J. CITIZENSHIP AWARD

A student, who gives evidence of whole-hearted cooperation in school and class activities, good observance of school regulations, punctuality and exemplary behavior is eligible for this award. This would include effort both in the classroom and outside of class, and hence is much more than the General Conduct grade found in the report card. This award is designed to go to those few students who clearly and consistently do much more than the basic requirements of proper conduct.

K. PERFECT ATTENDANCE

Perfect attendance is awarded at the end of each semester to those students who have not been absent or tardy. Students who are picked up before the end of the school day are not considered to have perfect attendance.

L. CHAPEL SERVICE

Chapel Service is held each Wednesday morning. Our students are involved in the service through pledges to the American and Christian flags, prayers, memory verses, scripture readings, singing, special music, and the collection of the offering. The offering helps support the Navajo Indian Mission, a sponsored child in the Philippines, and the Lutheran Social Services. All parents and friends are invited to worship with us. Chapel begins at 9:05 a.m.

M. SPECIAL SUNDAYS

Each child is expected to sing with his/her class one Sunday during the course of the school year. Please note this date on your calendar so your child will be in attendance. The date and time will be announced the within the first two weeks of school. Permission to miss the one scheduled time requires a written request to the principal one-week prior to the Sunday in question. Failure to attend the scheduled event may result in a grade reduction and an evaluation of the family's continued presence in the school.

N. LIBRARY

Our school library gives our students access to numerous books in addition to those available in their classrooms.

Library rules are as follows:

- students may check out book (s) each week as they return their previous books;
- a one-dollar fine is charged for an overdue book;
- if a book is lost or badly damaged, the student will be charged the value of the book plus a \$2.00 fee for processing.

St. Mark's will gladly accept donated books from parents and students. However, the school will not pay for new or used books that are bought in from outside sources. All our textbook purchases are from our school-approved vendors. All books donated to the library will be reviewed as to their suitability for the students at St. Mark's. A donation record form is available from the school office.

O. VOCAL AND INSTRUMENTAL MUSIC

The school choir is open to all pupils of grades four through eight who apply and qualify. The choir sings at regular church services and special occasions. An opportunity to participate in beginning and advanced instrumental music is available to students in grades four through eight who wish this instruction and qualify. The band plays for special occasions. Band members must supply their own instruments.

General classroom music is taught in grades K - 8. Every child is given the opportunity to experience music through theory, singing, listening, dancing, and playing rhythm instruments. Classes participate in chapel, the Christmas program, and special occasions throughout the year.

P. SUMMER SCHOOL

Our summer program offers students a change of pace from the regular school year. Mornings are devoted to academics the first session with a focus on math and language arts. Learning is enhanced through hands-on experiences and activities. In the afternoon, field trips, water play, nature hikes, games, picnics in the park, swimming, skating, and movies add a variety to your child's learning experience.

Summer school information is available in April of each year. For some students, promotion or acceptance may be conditional on Summer School attendance and performance.

Q. 8TH GRADE GRADUATION REQUIREMENTS

St. Mark's Lutheran School requires that a student have a grade point average of 2.0 for both semesters of the 8th grade year to be eligible for graduation. To graduate, the student may not have a failing grade in any subject for a semester. They must not have any missing work for the fourth quarter of their 8th grade year. All teachers must sign a form stating that the 8th grade student has met the requirements in that classroom, and that the student has returned all materials, and paid any outstanding fees. The graduation form permission sheet must be turned in prior to graduation practice for the student to graduate.

Community Service - All 8th Graders must complete 10 hours of community service to graduate. Community service guidelines are available from the vice-principal or the office. The community service and required essay on the service must be completed by February 1st of their 8th grade year.

R. PARTIES IN CLASSROOMS

The \$15.00 class party money at registration covers the Christmas Party and In and Out lunch. We allocate \$8.00 for the Christmas party and the remainder of the money to provide an In and Out Lunch for all students during Spirit Week. **No goodie bags or crafts are a part of the class party.** If a parent wishes to acknowledge his or her child's birthday, a single food item may be brought for the end of the day. Absolutely no goodie bags or decorations may be brought for a birthday party. No pizza lunch parties to celebrate birthdays will be allowed. We wish to have the least disruption to the school day as possible. Invitations may not be passed at school for personal parties before, during or after school hours on campus. Parents may request a list of class addresses in the office to facilitate mailing personal invitations.

On behalf of the faculty and staff at St. Mark's Lutheran School, we welcome you to the beginning of a wonderful school year. We look forward to working with you to help our students further develop the abilities and talents in which God has blessed them.

ST. MARK'S SCHOOL CALENDAR APPENDIX I
2021-2022

Registration Days	August 3 & 4
First Day of School	August 11
Back to School Night	7:00 P.M. August 24
# Labor Day	No School/Day Care Closed September 6
IOWA Testing 4 th - 8 th Grade	September 20-24
6 th Grade El Camino Pines Trip	October 4-8
School Pictures K - 8 th Grade	October 12
*Conferences (ALL grades dismissed @ 11:30AM).....	12:30-6:00 PM October 14
*Conferences (ALL grades dismissed @ 11:30AM).....	12:30-3:30 PM October 15
High School Information Night.....	October 18
Make Up Picture Day	October 19
St. Mark's Carnival	October 29
St. Mark's Silent Auction.....	November 5-7
#Veterans' Day	No School/Day Care Closed November 11
*Teacher In-Service	ALL grades dismissed @ 12PM November 22 & 23
#Thanksgiving Vacation	No School/Day Care Closed November 24-26
Christmas Program Grades 5 & 6	7:00 P.M. November 30
Christmas Program Grades K - 2	7:00 P.M. December 2
Christmas Program Grades 7 & 8	7:00 P.M. December 7
Christmas Program Grades 3 & 4	7:00 P.M. December 9
*5 th - 8 th Grade Finals	5-8 Dismissal at 12:00 P.M. both days December 13 & 14
*Christmas Parties.....	ALL grades dismissed @ 11:30AM December 15
Christmas Vacation	December 16-31
School Resumes	January 3
#Martin Luther King Day.....	January 17
Leadership Days	January 27 & 28
Kindergarten Information Day	February 10
#Lincoln's Birthday Honored.....	No School/Day Care Closed February 14
Fun and Fitness Day	February 18
#President's Day	No School/Day Care Closed February 21
*Conferences (All grades dismissed at 11:30 AM).....	1:00 – 3:30 PM March 11
Spirit Week.....	March 14-18
IOWA Testing 3 rd - 8 th Grade	March 21-25
Teacher In-Service Training.....	No School/Day Care Closed March 28
STEAM Day (Science/Technology/Engineering/Art/Math)	April 1
Spring Musical	April 6-10
Open House Grades K – 8 th Grade	6:00 P.M. April 12
Early Dismissal	11:30 A.M. April 14
Good Friday	No School/Day Care Closed April 15
Spring Break.....	April 18-22
7 th Grade Catalina Trip.....	April 25-29
Teacher Appreciation Week.....	May 2-6
8 th Grade East Coast Trip	May 4-14
5 th Grade Sacramento Trip	May 12 & 13
8 th Grade Baccalaureate.....	May 15
8 th Grade Awards' Night	May 16
Finals Grades 5 - 7	Dismissal for grades 5-7 at 12:00 P.M. May 16
Finals Grades 5 - 7 / Track & Field Grades K-4	May 17
Talent Show Grades K - 7	1:00 P.M. May 17
Activity Day Grades 5 - 7	May 18
8 th Grade Graduation	7:30 P.M. May 18
Last Day of School.....	All Grades 11:30 P.M. dismissal May 19
1 st Day of Summer School.....	May 23
#Memorial Day	#No School/Day Care Closed May 30

Day Care will be closed.

* Day Care will be open.

St. Mark's Lutheran School – Appendix II

Permission to Participate in School Activities and to Receive Emergency Medical Care

I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of the school.

I hereby grant permission for my child to leave the school premises under the supervision of a staff member for neighborhood walks or for field trips in an authorized vehicle.

I hereby grant permission for my child to be included in evaluation and pictures connected with the school program.

I hereby grant permission to the School and/or the agent of the School to take whatever steps may be necessary to obtain medical care if warranted. These steps may include, but are not limited to, the following:

1. Attempt to contact the parent or guardian
2. Attempt to contact the child's physician
3. Attempt to contact you through any of the persons listed on the emergency information form you completed for us.
4. If we cannot contact you or your child's physician we will do any or all of the following:
 - a) Call paramedics or another physician
 - b) Call an ambulance
 - c) Have the child taken to an emergency hospital in the company of a staff member
5. All expenses incurred under number 4 above, will be borne by the child's family.
6. The school will not be responsible for anything that may happen as a result of false information given at the time.

It is understood that every parent who assists as a driver must have a valid California Drivers' License and possess evidence of legal minimum insurance and that applicable seat belt regulations apply.

Parent Name _____ Signature _____ Date _____

Student Name _____

Student Name _____

Student Name _____

Student Name _____

Student Name _____

St. Mark's Lutheran School Appendix III

Payment Policy

“Why do I have to pay a full month's tuition when my child only goes to school for two weeks?”

We get these questions in December (Christmas break) and at the end of the year. Many times there is a misunderstanding about the way the tuition payments are made, and we would like to explain exactly how this process works.

The tuition charged is for the entire school year. We willingly finance the total amount to make it possible for you to make ten payments instead of requiring the whole sum up front. You do not put your child in school by the month, but you are enrolling for the year. It is not possible to pay for only one or two months out of that year, the whole year must be paid.

For example: When you buy a car, the payments must be made each month. If you do not drive the car for one month, you must still pay the payment, which is due for that month. Tuition is financed in much the same way.

For this reason, months that have holidays such as Christmas and Easter vacations, May when school ends in the middle of the month, require a full payment. Therefore, tuition is not refundable. Early withdrawal from St. Mark's will result in the forfeiture of the last month's tuition payment.

I have read the above and understand that St. Mark's does not pro-rate tuition on a monthly, weekly, daily or any basis. Each payment is unrelated to the number of days my child attends school. Each payment made goes toward paying off my total tuition financed.

Parent Name _____ Signature _____ Date _____
Student Name _____
Student Name _____
Student Name _____
Student Name _____
Student Name _____

St. Mark's Lutheran School Appendix IV
Verification of Student Insurance

Insurance Company _____

Policy Number _____

Parent Name _____ Signature _____ Date _____

Student Name _____ Policy # if Different _____

Student Name _____ Policy # if Different _____

Student Name _____ Policy # if Different _____

Student Name _____ Policy # if Different _____

Student Name _____ Policy # if Different _____

All St. Mark's parents are required to have insurance for each student. If you do not have insurance for your student, student insurance is available for purchase. If purchasing student insurance, please fill out school provided insurance forms with payment. These forms and payment MUST be submitted at registration.

To be filled out by registration worker

Parent purchased school insurance? Yes _____

If yes, attach the form and check.

ALL students must have insurance by August 10th, 2021

St. Mark's Lutheran School Appendix V Harassment Prevention Policy

Purpose

It is St. Mark's policy to provide students with a school free of discrimination and harassment, to provide for the prompt and thorough investigation of harassment complaints and to provide a process for eliminating any such abuse. Harassment of students in any form is unacceptable conduct and will not be tolerated.

Scope

All employees and students must comply with this policy and take appropriate measures to insure that such conduct does not occur. This policy covers, but is not limited to, harassment for the following reasons: race, color, national origin and ancestry, sex, medical condition, disability and any other protected basis. This policy applies to all students in all aspects of the student relationship, including registration, class promotion, matriculation, classroom activity and extracurricular activity. It also applies to how students are treated by employees, vendors and all other people related to our school.

Forms of Harassment

Harassment may take many forms. It includes, by way of example:

- (i) Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- (ii) Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- (iii) Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
- (iv) Threats and demands to submit to sexual requests
- (v) Retaliation for having reported or threatened to report harassment.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other offensive verbal or physical conduct that is either sexual in nature or directed at someone because of his or her gender. Sexual harassment undermines the student / school relationship by creating an intimidating, hostile or offensive school environment and will not be tolerated. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include, but are not limited to:

- A. Verbal Sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats.
- B. Non-Verbal Sexually suggestive objects or pictures (*e.g.*, scantily-clad models, cartoons, etc.), suggestive or insulting sounds, leering, whistling, obscene gestures.
- C. Physical Unwanted physical contact, including touching, pinching, brushing the body, pushing.

Policy and Procedures

Whatever form it takes, harassment is insulting and demeaning to the recipient and will not be tolerated at the school. Violations of this policy may result in disciplinary action up to and including termination of employees or expulsion of students.

All employees and students must comply with this policy and take appropriate measures to prevent harassment from occurring.

St. Mark's encourages any student who believes he/she is being harassed to come forward and report such incidents to his/her teacher and/or the principal.

St. Mark's will promptly and thoroughly investigate any complaint as it arises and will take appropriate action, including termination of employment or expulsion from school, if the circumstances warrant.

St. Mark's will not retaliate or allow any form of retaliation against any student for making a complaint or participating in an investigation. In fact, retaliation for reporting a violation is itself a violation of this policy.

If a situation develops which a student feels should be investigated, the student should provide a complaint to the Principal, or his/her teacher. The complaint should be made as soon as possible after the incident and should include as many details as possible regarding the incident or incidents.

St. Mark's will, to the maximum extent feasible, maintain the confidentiality of such complaints on a need-to-know basis. However, investigation of such complaints may require disclosure to the accused party and other witnesses in order to gather pertinent facts.

Bullying

Bullying is a form of improper harassment. St. Mark's Lutheran School is committed to providing a compassionate, receptive and non-threatening atmosphere for each and every one of our pupils to learn and succeed in. We believe that bullying is completely unacceptable in our school community. If bullying does occur, students should be assured of the fact that all incidents will be addressed quickly, thoroughly and effectively. We also expect that anyone - whether student, educator, family member or other school party - who witnesses or has other knowledge of an incident of bullying will report the incident to a staff member immediately and with the promise of confidentiality when practicable.

If St. Mark's Lutheran School determines that harassment contrary to this policy has occurred, corrective action will be taken in accordance with the circumstances involved. Any person determined by St. Mark's to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school. Whatever action is taken against the harasser will be made known to the student lodging the complaint and St. Mark's will take action St. Mark's deems appropriate in its sole and absolute discretion to remedy any loss to the student resulting from harassment. St. Mark's will not retaliate against anyone for filing a complaint. St. Mark's encourages all students to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

Sexting

In keeping with St. Mark’s responsibility to provide a safe learning environment for all students, St. Mark’s has established the following policy regarding the issue of “sexting”. Sexting is the act of sending, receiving or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer or other digital device. Students engaged in such activities are subject to state and federal laws and school discipline, including, but not limited to expulsion from St. Mark’s. St. Mark’s considers sending, sharing, possessing or even viewing pictures, text messages or emails that contain a sexual message or image a violation of this policy and will result in both discipline and notification of local law enforcement in appropriate circumstances. Students are required to immediately report any such activities to a teacher or St. Mark’s administrator.

Parent Name _____ Signature _____ Date _____

Student Name _____ Signature _____ Date _____

Student Name _____ Signature _____ Date _____

Student Name _____ Signature _____ Date _____

Student Name _____ Signature _____ Date _____

Student Name _____ Signature _____ Date _____

St. Mark's Lutheran School Appendix VI

Internet Acceptable Use Policy

This document defines the rights of ST. MARK'S and its students regarding electronic communications, Internet access, and transactions carried out on ST. MARK'S computers.

The Need for Policy:

While Internet access can be a great educational asset, it can also potentially distract students, affect discipline and study, impinge on the rights of students and others, cause physical and emotional harm, and endanger the integrity of the school's computers and network. And while ST. MARK'S manages and monitors Internet usage of its students, user compliance with the conditions listed in this document is necessary to help keep the electronic elements of the school free from negative consequences.

General Principles:

- ST. MARK'S provided computer, Internet and e-mail privileges, are considered school resources and are intended to be used for school-related purposes only. These resources are not private, and students and other users should have no expectation of privacy in these systems and communications. ST. MARK'S reserves the right to access E-mail messages and computer files to ensure compliance with this rule, without notice.
- It is not permissible to encrypt or password protect any of the computer systems at ST. MARK'S, without prior written approval of the principal.
- Students are not permitted to access the electronic communications or files of other students or of ST. MARK'S employees or third parties unless directed to do so by the principal.
- Access to the Internet, Web sites, e-mail accounts and other types of computer access are to be used for ST. MARK'S-approved activity only.
- The distribution of any information through the Internet, computer-based services, e-mail, and messaging systems is subject to the scrutiny of the ST. MARK'S. ST. MARK'S reserves the right to determine the suitability of this information.
- Questions about access to electronic communications or issues relating to security should be addressed to the principal.
- Unauthorized access into computer files of ST. MARK'S or any third party (*i.e.*, hacking) is in many cases illegal and is in all cases prohibited.

Conditions of Use:/Users shall not:

- Visit Internet sites that contain obscene, pornographic, indecent, sexual, hateful, discriminatory, defamatory or other objectionable materials; send or receive any material that is obscene, pornographic, indecent, sexual, hateful, discriminatory or defamatory or which is intended to annoy, harass or intimidate another person.
- Download any software or electronic files without permission of the principal and without implementing virus protection measures that have been approved by the school.
- Install or attempt to install any software on a ST. MARK'S computer without the permission of the principal.
- Upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of ST. MARK'S, or to ST. MARK'S itself.
- Solicit e-mails that are unrelated to legitimate educational activities.

- Use the Internet or e-mail for any illegal, immoral purpose or for any purpose contrary to the mission of ST. MARK’S.
- Make or post indecent, obscene, pornographic, sexual, hateful, discriminatory or defamatory remarks, proposals, or materials.
- Intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic that substantially hinders others in their use of the network.
- Examine, change, or use another person's files, output, or user name for which the user does not have explicit authorization.
- Perform any other inappropriate uses identified by ST. MARK’S.
 - Waste time on non-educational or scholastic matters.
 - Engage in communications with strangers in chatrooms, emails or instant-messaging conversations not approved by the principal.
 - Post or communicate personal information about the user to strangers without the authorization of the principal.
 - Gain unauthorized access to ST. MARK’S or other third parties’ computer files (i.e., engage in hacking) under any circumstances.
 - Use Internet based social networking programs such as Facebook, Linked In, Vine, Instagram, Snapchat, Youtube and Twitter, unless pre-authorized by school personnel. Even if authorized, users may not use such social networking programs (i) for non-educational purposes, (ii) to reveal confidential school information, (iii) to reveal personal information of school students, faculty or staff, (iv) or to ridicule, harass, threaten, or bully any person.

Users who violate any of the guidelines set in the policy may be subject to disciplinary action including revocation of access privileges, suspension or expulsion. ST. MARK’S also retains the right to report any illegal violations to the appropriate authorities.

Parent Name _____ Signature _____ Date _____

Student Name _____ Signature _____ Date _____

Student Name _____ Signature _____ Date _____

Student Name _____ Signature _____ Date _____

Student Name _____ Signature _____ Date _____

Student Name _____ Signature _____ Date _____

St. Mark's Lutheran School Appendix VII Parking Lot Rules and Regulations

Our goal is for all of our students to arrive at and be picked up from school safely and efficiently. Unfortunately, some of the people who drive students to school and pick up students from school follow procedures that are contrary to both of these goals and actually cause safety hazards. We appreciate your concern for all of our students' safety and your patience.

Guidelines and Requirements:

- Speed Limit is 5 miles per hour in the parking lot.
- Using **the morning drop off zone**. You may use the drop off zone, only if your child or children have their items collected and are ready to depart your vehicle. If you need more time to exit, please use a regular parking space. Otherwise, when dropping off a student, you must park your car, exit the vehicle, and walk your child to the sidewalk. Please use crosswalks where they are available.
- Students from preschool through at least second grade should hold the hand of the adult picking up and dropping off the student.
- Dropping off a family member who gets the child and then gets into a car that is trolling through the parking lot is not allowed. Cars must be parked in a legal parking spot while waiting for a student.
- Parking in the handicapped spot if your vehicle does not have a handicapped placard is not allowed.
- Waiting for a parking spot that is not immediately available, (in other words, the car you are waiting for does not have its back-up lights on) is not allowed.

St. Mark's will enforce these requirements and guidelines first with a warning, and then with fines. Warnings are not required for serious infractions. Excessive violations or unpaid fines may result in the expulsion of your child from school.

It is the undersigned responsibility to acquaint anyone picking up or dropping off his/her student with the St. Mark's parking lot rules and regulations.

Parent Name _____ Signature _____ Date _____

Student Name _____

Student Name _____

Student Name _____

Student Name _____

Student Name _____

St. Mark's Lutheran School Appendix VIII

Mandatory Scrip Policy

Each school family at St. Mark's is required to purchase \$2,500 in Scrip cards or they can exercise their buyout option of \$350. The fulfillment of either the \$2,500 Scrip cards or \$350 buyout option must be **completed** by April 15th.

The following are Scrip procedures for purchase and buyout:

- Scrip is available for purchase in person, in Room: 6, Monday through Friday, during the hours of 7:30 a.m. to 9:30 a.m.
- You also have the option to drop off a completed order form, along with payment to the school office. As soon as the order is processed, you can pick up your order in the school office. You will be notified by phone that your Scrip order is ready.
- Scrip orders can also be emailed directly to tnavarro@stmarks.ws . Once the order is processed, you can pick up and make payment in the school office. You will be notified by phone that your Scrip order is ready.
- If choosing the "buyout" option, please remit payment of \$350 in the school office.

Please note: If items are out of stock, it is a two-week lead time to place an order. Please keep that in mind if you are choosing the "purchase scrip" option. You will need to have all orders to fulfill the remaining balance on your account, into the Scrip office by **April 1st**.

If you have a remaining balance on your Scrip account by April 1st, and have not placed an order, you will be billed the buyout option of \$350. No exceptions.

Scrip orders can be picked up anytime during the office hours of 7:30 a.m. – 4:00 p.m. The school office **does not** sell Scrip. The office will accept and distribute completed orders only.

Please choose a Scrip option:

Purchase Scrip Option _____ Buyout Option _____

Parent Name _____ Signature _____ Date _____

Appendix IX
St. Mark's Lutheran School Student/Parent Agreement for Use of Student iPads
2021-2022

iPad Management

The Apple iPad that you have been issued is the property of St. Mark's Lutheran School and is made available to you as a tool for learning.

The use of an iPad is a privilege that can be revoked (taken away). Inappropriate use or neglect of an iPad can result in limits to or loss of use of the iPad.

Like textbooks and other school property, you will be assigned use of ONE iPad. The iPad, school-issued case, and school-issued charger must be returned to the school in good working condition at the end of the school year or upon withdrawal or transfer.

The HOME and LOCK screens are not to be changed. You may not sync the iPad with a personal computer or "jailbreak" the device.

The iPad app catalog is pre-loaded with the all apps needed for class. You may download apps from the catalog as directed by the teacher. You may not ever delete or uninstall any Apps from the iPad. You may not add apps from a personal iTunes account.

Care and Handling of the iPad:

You may not mark the Apple iPad or case in any way with markers, stickers, etc.

You must keep the iPad in the school-provided case at all times, carry it carefully, and store it on a safe surface.

You should not eat or drink near the Apple iPad. Pay attention to desktop water bottles and snacks to make sure iPad is safely away before drinking or eating.

You should make sure hands are clean before using the iPad. As needed, wipe the glass clean with a microfiber cloth. Only use cleaning supplies that are approved for iPad screens.

You should charge the battery when it reaches approximately 20% or overnight daily. When charging, line up the cable line correctly and use care when inserting and removing the cable from the port.

Internet Rules and Expectations:

Any inappropriate web or email activity can result in loss of the iPad privilege.

You should keep in mind that all activity conducted on the iPad is monitored and can be tracked/traced. All use of the iPad should be to further your education and enrich educational resources.

You should always exercise online safety and digital citizenship skills including protecting passwords and personal information and treating others with respect when interacting with online tools

SML Student iPad Agreement

Damages

Any physical damages to the iPad that occur throughout the school year will result in an initial **\$100.00 fee** to cover the Apple Care deductible. The iPad will then be sent to Apple for further inspection at which time additional fees may occur up to the cost of **\$500**.

Damaged or misplaced charging blocks: **\$10.00**.

Damaged or misplaced charging cords: **\$10.00**.

Damaged or misplaced iPad covers: **\$40.00**.

An Acceptance of Responsibility

I have read, and agree to follow, the Agreement for Use of Student iPads.

I understand, and agree to follow, the St. Mark's Lutheran School Acceptable Use Policy.

I accept responsibility for the care and content of the iPad assigned to me for the year.

I understand that I may lose my iPad privileges as a result of inappropriate behavior.

Parent Name _____ Signature _____ Date _____

Student Name _____ Signature _____ Date _____

Student Name _____ Signature _____ Date _____

Student Name _____ Signature _____ Date _____

Student Name _____ Signature _____ Date _____

Student Name _____ Signature _____ Date _____

**St. Mark's Lutheran School iPad Package value including hardware, software, and setup:
\$500 per student iPad**

St. Mark's Lutheran School Appendix X

Parent Agreement/Handbook

I have read the St. Mark's Lutheran School Parent-Student Handbook. I understand and accept the policies set forth in the Parent-Student Handbook including all the Appendix's items.

Parent Name _____ Signature _____ Date _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____