



St. Mark's Lutheran School
K-8 Parent-Student Handbook

A National Blue Ribbon School

2023-2024

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

After Hours Day Care:

Preschool: 626-774-4095

K-8: 626-774-4116

Fax Number: 626-333-4998

Web Site: www.stmarkslutherschool.org

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 2023-24

ADMINISTRATIVE/CLERICAL STAFF

Principal		Monica Gerardo/Leadership K-8	
Asst. Principal Curriculum & Student Success		Morley Ochoa/8 th History	
Office Manager		Marti Rendon	
Day Care Director	Connie Cruz	Assistant Day Care Director	Ashley Monares
Pre-School Director	Lori Muñoz	Assistant Office Manager	Claudia Alcala
School Secretary	Araceli Gallardo	School Secretary	Jennifer Martinez
Dir. Of Development	Julie Gil	School Counselor	Jennifer Cormack

FACULTY

Kindergarten	Diana Garcia, Vanessa Guerra, Ashley Stanford
First Grade	Megan Carter, Samantha Loaiza, Delia Solis
Second Grade	Paulette Abbott, Carlos Loaiza
Third Grade	Rachel Archuleta, Christine Birtja, Ashley Gonzalez
Fourth Grade	Fanny Escamilla-Ngayan, Lisa Mata, Rebecca Stout
Fifth & Sixth	Valorie Garcia, Ann Marie Nelson, Joanna Zhou Nicole Curtis, Lisa Kamerick, Jennifer Wampler
K-Fourth French	Lara Rezko
5-8 Religion	Gen Tidwell
6-7 Social Studies	Nicole Curtis
8 th English/Literature	Jennifer Strong
7 th English/Literature	Taylor Jimenez
JH Math/JH Dept. Chair	Anthony Ossa
8 th History	Morley Ochoa
7 th /8 th Science	Maria Tena
Art K - 8	Sue Ferrini
6-8 Grade Spanish/ELL	Shirley Chang
Physical Education	Christian Duran
Physical Education	Maegan Garcia
Vocal Music K – 4/Band	Mala Williams
Vocal Music 5 - 8	Jennifer Cormack
Library/Reading-Resource Specialist	Kathy Hall
Computer	Margaret Tijerina
IT Director	Jeff Walker
IT Technician	Chris Evangelista
IT Coordinator	Samantha Lee
Maintenance	Gus Garcia

TEACHING ASSISTANTS/TECHNICAL STAFF

Susan Montes, Eileen Countryman, Dominique Delgado, Clarissa Field, Chris Furukawa, Adriana Gallardo, Olivia Garcia, Elizabeth Locke, Diego Loya, Kris McFarland, Ashley Monares, Faith Moraga, Veronica Nunez, Bryan Ortiz, Felicia Sahagian

DAY SCHOOL COMMITTEE

Principal: Monica Gerardo; Pastor: Jim Mericle, ex officio; Chair: Betty Castañeda; Secretary: Tracy Nishizu, Treasurer: Dan Garrett; Members: Alex Cormack, Teri Jackson, Ruth Jasso, Marian Locke, Bill Rosentreter

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, leadership, French, 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, French and field trips

Extra-Curricular Activities: hand bell choir, children's choir, band, praise band, spelling bee, poetry festival, STEAM Day, Math Olympiad

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, Spanish, Leadership, speech, field trips

Extra-Curricular Activities: basketball, flag football, volleyball, track, drama club, hand bell choir, children's choir, band, praise band, robotics, Cyberpatriot, spelling bee, poetry festival, STEAM Day, Math Counts, Math Olympiad, podcast, yearbook, 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 personal check only or cash.
2. Any checks returned due to insufficient funds will result in a \$35.00 service charge. After a second returned check, a cashier's check will be required for any subsequent payments.
3. A \$25.00 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 \$25.00 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 12 Sundays the previous year. The student receiving the discount must also attend a minimum of 12 Sundays.

Enrollment Procedure:

Returning Students

1. Complete online application form and submit \$200.00 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 online application form and submit \$200.00 enrollment fee. Please note this fee is NON-REFUNDABLE.
2. Submit \$150.00 family commitment fee. Please note this fee is NON-REFUNDABLE.
3. 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 emailed in the summer.

At the time of Registration:

1. Complete all online registration forms.
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 Office Manager 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
3:15 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 \$12.00 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 \$15.00 fee will be charged. **Students may not wait for their parents in the parking lot. ALL KINDERGARTEN STUDENTS MUST BE WALKED TO CLASSROOM BY AN ADULT AT MORNING DROP OFF.**

Parents picking up students: 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).

F. Extended Day Care

To assist families that need care for their children all day during the week, St. Mark’s has established an Extended Day Care Program, which is open from 6:30 A.M. to 6:00 P.M. Supervised recreational activities are featured.

Monthly Rates for K - 8

6:30 A.M. - 8:15 A.M.	3:00 P.M. - 6:00 P.M.	
Morning Only: \$110.00	Afternoon Only: \$150.00	Full-Time: \$229.00

Your day care charge is based on the program you select. A flat fee is collected monthly. The fee is payable monthly for 10 months, August through May.

Day Care may be used on a daily basis at the rate of \$12.00 per morning session and \$15.00 per afternoon session. **EARLY DISMISSAL days are \$25 on a daily basis.**

1. Day Care opens at 6:30 A.M.
2. If a student is not picked up by 3:20 P.M. (grades K -4), or 3:30 P.M. (grades 5 - 8), they will automatically go to Day Care and you will be charged.
3. Children brought earlier than 6:30 A.M. or picked up later than 6:00 P.M. penalized by an additional charge payable directly to the Day Care person in charge at the time. (See chart below).

4. Students attending Day Care whose siblings are in an after-school activity such as scouting, athletics, tutoring, etc. will be charged for Day Care.

<u>Overtime Rates</u>	<u>1st Child</u>	<u>2nd Child</u>	<u>Additional Children</u>
6:15 A.M. - 6:30 A.M.	\$10.00	\$10.00	\$10.00
6:00 P.M. - 6:15 P.M.	\$10.00	\$10.00	\$10.00
6:16 P.M. - 6:30 P.M.	\$10.00	\$10.00	\$10.00
6:31 P.M. - Onward	\$10.00 per 5 minutes (per child)		

Continuous misuse of day care hours will result in increase of fee as well as potential loss of participation in the day care program or other appropriate remedy at St. Mark’s discretion.

G. Raffle Tickets

All families are required to purchase a \$10 per child electronic raffle ticket at registration. The raffle will be held during the St. Mark’s Carnival.

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 11th. 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.

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. A 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. Covid, 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.

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

Absences, Tardies, Dismissal for Medical and Dental continued

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 may not always be accommodated. Student assignments may 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 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. 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, mandatory summer school, or discontinuation of enrollment.**

**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 office 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 textbook must be paid for before a final report card is issued. All textbooks must be covered. 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, only to their own home or that of a family member. 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 constantly, recent examples: Pokemon cards, fidget spinners, PRIME energy drinks. Please do not assume such items will be allowed at school. Please check with the school administration prior to allowing your child to bring 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. 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, SMART watches, Electronics

Cell phones should be kept in student backpack for entirety of the school day. Students may not use school phones to make calls or send text messages for any reason. If a student chooses to violate this policy and is found using cell phone, the phone will be taken away and the student subject to suspension. A student found using a cell phone inside a classroom will receive a daily grade of zero for all classes for that day and possibility of 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 SMART watches.

M. Dress Code

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.

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.

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 are: Polo shirts that are long/short sleeve and T-shirt style being long/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.

Undershirts

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

1. A color/design that matches the shirt
2. 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, faux holes, designs, logos etc. Jeans or slacks are permitted.

1. Leggings/jeggings/tights may only be worn by students in grades K-4 only
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.

Dresses

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)

Skirts

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.***

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.

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, any color, free of major designs or labels. A jacket is defined as outerwear **that must be removed upon entrance in the classroom**. On rainy days raincoats may be worn. These must also be removed when student enters 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. Boots are allowed to be worn, as long as they don't have a steel toe, a heel and MUST have a non-slip sole.

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. One ring per hand is allowed.
4. Athletic sweat bands may only be worn during athletic contests.
5. Students wishing to wear caps/hats or visors may purchase St. Mark's caps and visors in the school office. St. Mark's stocking caps and/or beanies of plain color are allowed on cold days.
6. All hats/caps, visors etc., must be removed upon entering the classroom.
7. No choker necklaces allowed.
8. Students in grades K-6th are not permitted to wear cologne or perfume.

Girls

1. **Only natural hair color is allowed (tints, highlights, and dyes are not allowed)**
2. Extreme fad haircuts are not allowed.
3. No shaved in designs into students hair are allowed. (stars, lightning bolts, etc.)
4. 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.
5. Socks worn must not extend higher than the knee.
6. Hoop or dangling style earrings may not be worn for safety reasons.
7. 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, tails are not allowed)
5. Extreme fad haircuts are not allowed (mohawks, faux hawks, etc.).

6. No shaved in designs into students hair are allowed. (stars, lightning bolts, etc.)
7. No mustaches or beards (students must be clean-shaven).
8. 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 with ties to gangs, 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. 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.

8th Grade Class Sweatshirt

Final design must be approved by the Principal prior to order submission. Only SML authorized logos will be allowed. All submitted designs including colors, logos, print, etc. must be voted on/agreed upon by students of the 8th grade class. Must use SML authorized vendor, SML All-Star Promotions for printing/ordering.

Dress Code Enforcement:

The enforcement of the dress code will be as follows:

First offense: Student 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: Student 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. 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. Copies are available in the school office.

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 at the end of each month.

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 Day School Committee Chair. 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 6:30am 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 may NOT throw any items from the 2nd floor of any building on campus.
- f. Students are not allowed in the classroom at any time unless the teacher is present.
- g. All students will be responsible for the protection and preservation of school property and for the good of others.
- h. Fighting or "play-fighting" is prohibited and subject to suspension.
- i. Actions occurring off campus but related to school shall be dealt with as if they occurred at school.
- j. Romantic or sexual touching between students is prohibited. Specifically, a "hands-off" policy is practiced on campus.
- k. Students are not allowed to sell items of any kind on school grounds.
- l. 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, 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. Progress reports will go home at the mid-term of each quarter to students in grades 4-8. 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 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, podcast, and/or athletics must maintain a 2.0 grade point average both overall and in all 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 graduation. These students will be selected based on kindness towards peers and staff and positive student attitude.

J. CITIZENSHIP AWARD

8th grade students, 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. 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.

L. 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;
- 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 brought 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.

M. 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.

N. 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.

O. 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.

P. Community Service

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

Q. PARTIES IN CLASSROOMS

The \$25.00 class party money at registration covers the Christmas Party and In and Out lunch. We allocate \$13.00 for the Christmas party and the remainder of the money to provide an In and Out Lunch for all students during Spirit Week. If a parent wishes to acknowledge his or her child's birthday, a single food item may be brought at nutrition break or 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 email addresses from the school office to facilitate 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
2023-24**

Registration Days.....	July 31-August 2
First Day of School.....	August 9
Back to School Night.....	6:00 P.M. August 24
# Labor Day.....	No School/Day Care Closed..... September 4
*Teacher In-Service.....	K-4 11:30 A.M. 5-8 11:45 A.M. Dismissal..... September 22
Fun and Fitness Day.....	September 29
School Pictures K – 8 th Grade.....	October 3
*Conferences (K-4 11:30 A.M. 5-8 11:45 A.M. Dismissal).....	1:00-6:00 PM..... October 12
*Conferences (K-4 11:30 A.M. 5-8 11:45 A.M. Dismissal)....	1:00-3:00 PM..... October 13
Make Up Picture Day.....	October 13
6 th Grade El Camino Pines Trip.....	October 16-20
High School Information Night.....	October 23
St. Mark's Carnival.....	October 27
#Veterans' Day.....	No School/Day Care Closed..... November 10
#Thanksgiving Vacation.....	No School/Day Care Closed..... November 20-24
Christmas Program Grades 5 & 6.....	6:30 P.M. December 5
Christmas Program Grades K - 2.....	6:30 P.M. December 7
Christmas Program Grades 7 & 8.....	6:30 P.M. December 12
Christmas Program Grades 3 & 4.....	6:30 P.M. December 14
*5 th – 8 th Grade Finals.....	5-8 Dismissal at 12:00 P.M. December 18-19
*Christmas Parties.....	K-4 11:30 A.M. 5-8 11:45 A.M. Dismissal.... December 20
Christmas Vacation.....	December 21-January 5
School Resumes.....	January 8
#Martin Luther King Jr. Day.....	No School/Day Care Closed..... January 15
*Teacher In-Service.....	K-4 11:30 A.M. 5-8 11:45 A.M. Dismissal..... February 2
Kindergarten Information Day.....	February 8
#Lincoln's Birthday Honored.....	No School/Day Care Closed..... February 12
Leadership Days.....	February 15-16
#President's Day.....	No School/Day Care Closed..... February 19
St. Mark's Silent Auction.....	February 23-24
*Teacher In-Service.....	K-4 11:30 A.M. 5-8 11:45 A.M. Dismissal..... March 1
*Conferences (K-4 11:30 A.M. 5-8 11:45 A.M. Dismissal)...	1:00 – 3:00 PM..... March 8
7 th Grade Catalina Trip.....	March 11-15
IOWA Testing 3 rd - 8 th Grade.....	March 18-22
STEAM Day (Science/Technology/Engineering/Art/Math).....	March 27
Early Dismissal.....	K-4 11:30 A.M. 5-8 11:45 A.M. Dismissal. March 28.....
Good Friday.....	No School/Day Care Closed..... March 29
Easter Break.....	April 1-5
Spirit Week.....	April 15-19
Band and Bell Concert.....	April 23
Open House Grades K - 8.....	6:00 P.M. April 25
8 th Grade East Coast Trip.....	May 1-10
Teacher Appreciation Week.....	May 6-10
5 th Grade Sacramento Trip.....	May 9-10
8 th Grade Baccalaureate.....	May 12
Finals Grades 5 - 7.....	Dismissal for grades 5-7 at 12:00 P.M. May 13
*Teacher In-Service.....	K-4 11:45 A.M. Dismissal..... May 13
Finals Grades 5 - 7 / Track & Field Grades K-4.....	May 14
Talent Show Grades K - 7.....	1:00 P.M. May 14
Activity Day Grades 5 - 7.....	May 15
8 th Grade Graduation.....	6:00 P.M. May 15
Last Day of School.....	K-4 11:30 A.M. 5-8 11:45 A.M. Dismissal..... May 16
1 st Day of Summer School (Health and Fitness Week).....	May 20
#Memorial Day.....	#No School/Day Care Closed..... May 27