



**Saint Mark Lutheran School**  
K Ā N E ' O H E , H A W A I ' I

# **Parent/Student Handbook**

## **K – 8 Program**

### **2023 – 2024**

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## MISSION

Saint Mark Lutheran School extends the love and care of Jesus Christ to all people, while nurturing families and preparing students to integrate faith and life, through quality Christ-centered education.

## PHILOSOPHY & PURPOSE

Saint Mark Lutheran School exists as an extension of the ministry of Saint Mark Lutheran Church of Kaneohe, Hawaii. The central purpose of the church and school is to share the saving Gospel of Jesus Christ as Savior and Lord. The specific emphasis of Saint Mark Lutheran School is to facilitate the development of the 'whole child' in relation to his/her spiritual, intellectual, physical, social, emotional, and aesthetic needs.

Christianity is the heart of the Lutheran school curriculum. Its influence permeates and gives substance to all subject areas taught. Only in keeping with the revealed Truth, God's Word, can all secular subjects be properly understood and rightly applied.

Teachers and curriculum material will not teach any topics which are contrary to biblical teachings. While opposing topics may be discussed, they will not be taught as true and feasible if they are contrary to Scriptures. History is truly appreciated only when it is presented as the record of God's guidance of the affairs of mankind in the building of His eternal Kingdom. The sciences are correctly understood only when they are taught as the unfolding of God's wonderful creation and preservation. All subjects achieve their highest meaning and purpose only when they are taught from a Christian, biblical perspective.

## STUDENT LEARNING OUTCOMES

Students graduating from Saint Mark Lutheran School should be able to:

### **Spiritually**

- Profess Jesus who saves them by grace through faith alone
- Use the Bible as their primary guide for life
- Utilize their talents to glorify God and serve others
- Lead Christian lives through worship and prayer
- Understand Bible teachings in Luther's Small Catechism

### **Intellectually**

- Think critically and logically to make informed decisions
- Read and comprehend at grade level
- Express themselves clearly and concisely through the written and spoken language
- Use computational skills, deductive reasoning and a strong sense of number to solve problems
- Understand basic geometric relationships and properly use measuring instruments/calculators
- Know the geography, history, culture, and current events of Hawaii, the U.S., and the world
- Apply knowledge of the scientific method
- Have a basic knowledge of art and music
- Use a computer proficiently
- Be an active listener

### **Physically**

- Know and apply the importance of nutrition, fitness, and exercise to their lives
- Know the basic rules of various sports and games and practice good sportsmanship

### **Socially and Emotionally**

- Demonstrate a strong work ethic
- Know and practice the importance of respecting oneself, others, and property

## ACCREDITATION

### **School Accreditation**

Saint Mark Lutheran School is accredited by the Western Association of Schools and Colleges (WASC), the Hawaii Association of Independent Schools (HAIS) and the National Lutheran Schools Accreditation (NLSA).

### **Teacher Qualification**

Our teachers are dedicated educators with unique, God-given talents and abilities. They are committed to full-time teaching in a Lutheran school and, as such, are interested in and concerned about the personal welfare of each student under their care.

All of our full-time teachers have earned a Bachelor's Degree and many have a Master's Degree in education. Teachers typically possess a State Teacher's Certificate and/or Lutheran Teachers' Diploma. Certificates should be maintained and renewed according to standards set by the State Department of Education.

Saint Mark Lutheran School makes every attempt to secure teachers that are synodical trained in a Lutheran university and are certified by the Lutheran Church - Missouri Synod as "Ministers of Religion-Commissioned".

## ADMISSION POLICIES

### **Age Requirements**

All kindergartners must be five (5) years old on or before October 31 of the year he or she starts school. A birth certificate is required to verify age.

### **Admission Guidelines**

Students are accepted to Saint Mark's K-8 Program at all grade levels with major entry points usually being kindergarten and grade 7. In the event that the school cannot accept all applicants, priority is given to children who are active members of SMLC, qualified alumni children, and siblings of current Saint Mark students.

Admission to the school shall be with the understanding that parents have familiarized themselves with the philosophy and policies of Saint Mark Lutheran School and agree to abide by them.

The admission procedures generally entail completing the application for admission and supporting documentation, providing copies of all previous academic records (report cards and standardized tests), getting teacher reference forms, and taking entrance exams when applicable. Admission procedures are detailed in the application packet which is available in the school office and on the school website. Please call the Admissions Coordinator at 247-5589 or visit the website at [www.smls-hawaii.org](http://www.smls-hawaii.org) for more information.

After admission to the school and when updates are requested, parents must submit a completed health form (Form 14) detailing the results of a physical examination, a tuberculin test (PPD or chest x-ray) that meets state requirements, and proof of immunizations. A child's physician or any state health center should have the Form 14 available.

### **Re-Enrollment**

Children are accepted for enrollment at Saint Mark for one school year. Re-enrollment procedures must be completed every year for placement to be maintained for the following year. In January of each year, materials for re-enrollment are distributed to each school family to determine the number of students who will be returning the next school year. A non-refundable re-enrollment fee must be submitted with the re-enrollment forms to reserve a place for the child(ren).

No student is allowed to re-enroll unless all tuition and/or fees are paid in full. We commit ourselves to holding a space for children when we accept the registration, and we expect a commitment from our families in return. That is one reason the registration fee is non-refundable. When re-enrollment is complete, new applicants are accepted and classrooms filled. Waiting lists are formed for those who are interested in holding a place after a class is filled.

## HEALTH REQUIREMENTS

### **Immunizations**

Immunizations for all students must be up to date and meet state requirements. A State Health Form listing these requirements is available from your doctor. Saint Mark Lutheran School does not allow for exemptions to these requirements.

### **Physical Examinations**

All students must have a completed health form (Form 14) on file in the school office. In-state transfers must obtain the original record from the last school attended or obtain a new one from their physician. All kindergarteners and students new to the state of Hawaii must obtain a new Form 14 from their child's physician or any state health center before entering Saint Mark Lutheran School.

### **Tuberculosis Clearance**

All kindergarteners and students new to the state of Hawaii must obtain a new (within previous year) tuberculosis clearance (PPD or chest x-ray) before entering Saint Mark Lutheran School. We require that all students leaving the country obtain a new tuberculosis clearance (PPD or chest x-ray) before returning to school.

### **Emergency Medical**

An accurate and thoroughly completed copy of student's Emergency Data Card must be on file in the school office. No student will be allowed to participate in P.E. or recess without these forms. It is important for parents to inform the school of any changes to the contact information on the emergency cards.

### **Medication in School**

Hawaii State law requires that schools observe certain regulations in administering medication to pupils. Written permission of parents and/or physician is required for all medication.

In order to administer medicine to your child, the following procedures must be followed:

- Over-the counter medication requires written permission from the parent or guardian, stating the amount of medication, the hours of administration, and the period of time medication is to be continued. This includes items such as aspirin, ibuprofen, etc.
- Prescription medication must be in the original container. The label will meet the requirement for a physician's signature; however, the parent must send in a permission form available in the school office with their signature.
- Send only the required amount of medicine needed for one day. An exception to this would be a student required to have a daily medication; these students may bring a week's supply in a bottle with the prescription label. Medication must be given to the school office and should have the type of medication and student's name on the bottle.
- All medication and permission slips must be turned in to the office upon arrival at school. Medication will be administered in the office. Students are not allowed to possess any medication while at school. Exceptions can be made for asthma inhalers and Epi-Pens® (epinephrine) if first properly authorized by the school office.

### **Health Screening, Illness & First Aid**

Prior to Arrival - Families are to monitor their children for any signs of illness and keep them home if they show any symptoms. Symptoms of illness include but are not limited to Cough, Runny or Stuffy Nose, Fatigue, Sore Throat, Body Aches, Headache, Shortness of Breath/Difficulty Breathing, Decreased Sense of Smell and/or Taste, Diarrhea, Nausea, Vomiting, and Chills/Sweats or Fever of 100.4° F (or higher) in the past 24 hours.

At School - If a student arrives to school with or develops any signs of illness during the school day, they will be removed from the classroom and sent to the school office (health room) where their parents will be called to pick them up from school. Students are to remain at home until the student is 24 hours symptom and fever free without the use of fever reducing medications. In the case of an emergency at school, the school will contact parents to transport their child to a doctor or call for an ambulance.

## **Hand Hygiene**

All students, faculty and staff follow a regular schedule of hand washing and use of hand sanitizer throughout the day. For example, students will be required to wash and /or sanitize their hands when they first arrive to school as well as after all outdoor activities or other activities where they are touching common use objects. Hand sanitizer will be available in every classroom that does not have a sink.

## **TUITION & FEES**

### **Tuition & Fees Schedule**

You may choose to pay your tuition with one annual payment or ten monthly payments. Payment is due on the 20<sup>th</sup> day of each month, beginning in July and ending in April. A separate tuition and fee schedule has our current rates and is available in the school office and on the school website at [www.smls-hawaii.org](http://www.smls-hawaii.org).

### **Non-Payment & Outstanding Accounts**

In order for Saint Mark Lutheran School to continue offering the educational programs that every parent expects and each student deserves and in order for our school to remain fiscally responsible, tuition commitments must be honored. Students with past due accounts are subject to the policies outlined below:

- Accounts 10 days PAST DUE will be assessed a \$25 late fee.
- If the tuition is not paid on time in accordance with the payment plan that is chosen, Saint Mark Lutheran School may suspend or dismiss a student until the account is brought current. Tuition 60 days delinquent will be grounds for student dismissal.
- All accounts more than 60 days overdue are brought to the attention of the Board of Education and may be presented to collections.
- No grade 8 students will participate in graduation or receive his/her diploma until all accounts are paid in full.
- Students may not re-enroll for the following school year until all accounts are paid in full.

### **Financial Aid Available**

Saint Mark offers a generous financial aid program and awards aid to families who show financial need. Financial assistance will be considered based on availability of funds, demonstrated financial need, academic performance, personal behavior, motivation, character and information provided on the Parents' Financial Statement (PFS). Saint Mark requires all financial aid applicants to complete the Parents' Financial Statement (PFS) through School Student Services (SSS) which is used to help determine financial eligibility.

### **Tuition Insurance & Refund**

Saint Mark offers a Tuition Refund Plan (TRP) which provides insurance coverage in case a student withdraws or is dismissed from Saint Mark during the school year. The plan may not reimburse the full amount of the tuition due to Saint Mark depending on the circumstances. The person(s) responsible for tuition payment must pay the difference between the tuition and any TRP proceeds. The plan is sponsored by A.W.G. Dewar, Inc. which currently provides customized policies to more than 1,300 of the leading independent schools and colleges in the United States. Participation in the TRP is required for those selecting the monthly payment plan and optional for families paying annually. The cost of the Plan is 2.95% of the student's tuition and is payable with first tuition payment due July 20.

## ARRIVAL & DEPARTURE POLICIES

### Pickup & Drop-Off Procedures

Parking lot traffic before and after school needs to flow quickly, smoothly, and safely. All dropping-off and picking-up **MUST** be done curbside in the drop-off / pick-up area of the school parking lot. Children are not to be dropped off or picked up on Kamehameha Highway. Out of respect and consideration for our neighbors, we also ask that you please do not drop-off or pick up on Hoene Place. The driveway and parking lot are designed for one-way traffic, so all vehicles must enter the parking lot in the designated entrance and leave via the designated exit.

The proper flow of traffic is indicated with painted directional arrows. Vehicles should continually pull forward if there is room in front of them so that traffic does not backup on Kamehameha Hwy. The center lane is intended only for cars actively leaving the parking lot. To maintain a safe and efficient flow, parents are **NOT** to park or exit their vehicle during drop-off or pick-up times. Staff members will escort students to and from their vehicles. If parents need to conduct business in the school office, it is to be done at times other than drop-off or pick-up. And all classroom visits must be scheduled ahead of time.

### School Day

The school opens at 7:15 a.m. with the formal instruction beginning at 7:55 a.m. and closes for normal operation from 2:15 and 2:45 p.m. Extended care is available from 6:30 to 7:15 a.m. and from 3:15 to 5:30 p.m.

### Morning Drop-Off

7:15 to 7:55 a.m. – K-8 students are to be dropped off curbside in the drop-off / pick-up area. Parents are not permitted to park and walk their child(ren) to class and should pull forward if there is room so that traffic does not backup on Kamehameha Hwy. Students are to go directly to their class upon arrival.

### Afternoon Pick-Up

All K-8 students are to be picked up curbside in the drop-off/pick-up area during their assigned time. Times are staggered to ease congestion. Families receive colored placards to be displayed on the automobile's dash indicating the grade level. Families with multiple children at Saint Mark will pick-up all of their children at their latest pick-up time. (i.e. If you have a child in grade 1 and a child in grade 6, you would pick them both up at 2:45 p.m.)

### Monday, Tuesday, Thursday, Friday

2:15 p.m. to 2:30 p.m. – Grade K-2 students are to be picked up curbside in the drop-off / pick-up area  
2:30 p.m. to 2:45 p.m. – Grade 3-5 students are to be picked up curbside in the drop-off / pick-up area  
2:45 p.m. to 3:00 p.m. – Grade 6-8 students are to be picked up curbside in the drop-off / pick-up area  
3:00 p.m. to 3:15 p.m. – Grade PK students are to be picked up in front of the Early Learning Center

### Wednesday

12:45 p.m. to 1:00 p.m. – Grade K-2 students are to be picked up curbside in the drop-off / pick-up area  
1:00 p.m. to 1:15 p.m. – Grade 3-5 students are to be picked up curbside in the drop-off / pick-up area  
1:15 p.m. to 1:30 p.m. – Grade 6-8 students are to be picked up curbside in the drop-off / pick-up area  
3:00 p.m. to 3:15 p.m. – Grade PK students are to be picked up in front of the Early Learning Center.

After school students must be in designated class waiting areas until they are picked up. There should be no running around or horseplay, eating, drinking or throwing things during these times.

### Extended Day Care (Before and After Care)

6:30 to 7:15 a.m. - Parents are required to park and walk their children directly to the classroom door and then sign-in.  
3:15 to 5:30 p.m. - Parents are required to park and walk into the classroom door to pick up and sign-out their child.

### **Early Arrivals & Late Departures**

Normal supervision of the students on the school grounds is provided during the hours of 7:15 a.m. and 3:00 p.m. (until 1:30 p.m. on Wednesdays). During all other times (except for those enrolled in the Before and Aftercare Program), responsibility for supervision and safety rests with the parents.

Students who are not enrolled in Before School Care, but arrive to school before 7:15 a.m., are to report to Before School Care and parents will be charged a Before School Care fee.

Students who are not enrolled in After School Care, but stay on campus after 3:00 p.m., will be sent to After School Care or detained in the office and parents will be charged an After School Care fee. Students 13 years of age or older will be required to leave campus. For safety reasons, students are not to congregate at the bus stop unless catching the bus.

### **Early Departure**

Students who leave campus during the school day must be signed out in the school office by an authorized adult. Students must check back in at the office upon return to the campus during the school day.

## **ATTENDANCE POLICIES**

### **Attendance**

Regular attendance and punctuality are essential if a student is to make use of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement. Excessive absences and tardiness interfere with a student's learning and hampers academic achievement. These policies and procedures have been established with the goal of increasing student attendance and overall learning.

### **Excused Absences**

Excused absences are those which are unavoidable and include the following:

- Illness of student
- Major illness or death of family member
- Trips or other absence which is approved at least one week in advance

### **Reporting Absence**

If a student is absent because of illness or other valid reason, a parent or guardian must call the school office before 8:00 a.m. to report the absence on each day that the student is absent.

### **Returning from Absence**

Children must be fever-free for at least 24 hours before returning to school. A doctor's slip is required upon return for absences of 3 or more consecutive school days.

### **Extended & other Projected Absences**

It is in the best interest of the student's education that absence from school for reasons other than illness be kept to a minimum. Parents are strongly advised to plan family trips during scheduled school holidays and intercessions. Doctor and dental appointments should be scheduled outside of school hours whenever possible. In the event that a student needs to be kept out of school, written notification must be submitted to the office and to the child's teacher(s) at least one week in advance.

It will be at the discretion of the teacher(s) if missed work is to be completed before the absence, turned in immediately upon return from the absence or made up after the absence. If work is to be made up after the absence, a student is given a reasonable period of time to make up missed assignments, tests and quizzes.

### **Excessive Absences**

Absences deemed excessive by the teacher(s) and principal may result in lower grades, retention or expulsion.



## TARDY POLICIES

### **Tardiness**

The parents and school are responsible for instilling the good habit of punctuality. A student is tardy if he/she is not in line for flag salute at 7:55 a.m. All students arriving to school after 7:55 a.m. must first report directly to the school office to get a Tardy Pass.

### **Excused Tardiness**

Excused tardies are those which are unavoidable and include the following:

- Doctor or dental appointments which have been approved in advance
- Delay of transportation due to severe weather conditions
- Delay in transportation due to a major traffic accident

### **Penalties for Tardiness**

The school office and the teachers will keep a record of all tardiness. If a student has 3 unexcused tardies during one quarter, he or she will be required to sit out of one 20 minute recess (kindergartners will sit out for 10 minutes). Every unexcused tardy thereafter will result in loss of an additional 20 minute recess (10 minutes for kindergartners).

If a student is repeatedly tardy in spite of warnings and loss of recess, he or she shall be reported to the principal who will notify the parent. Every tardy (excused or unexcused) must be recorded on the child's report card. Five tardies is equal to one absence.

### **Missing much of the day**

If a student misses 3 or more hours of school in any one day, he or she will be considered absent for that day and will no longer be eligible for the Perfect Attendance Award.

### **Excessive Tardiness**

Tardiness deemed excessive by the teacher(s) and principal may result in lower grades, retention or expulsion.

## COMMUNICATION

Effective communication between home and school is essential to providing a healthy and productive educational experience for our families. Thus, Saint Mark Lutheran School strives for open communication through newsletters, website(s), phone calls, e-mails, notes, mid-quarter progress reports, report cards and conferences. Christian love demands consistent communication, collaboration, and cooperation between school, parents and students.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences are one important way to keep the lines of communication open between home and school. Conferences help facilitate the flow of information both ways as we all work together in the best interests of the children. For this reason, Parent-Teacher Conferences are held throughout the school year. Parent-Teacher Conferences are scheduled at the First Quarter, and optional Parent-Teacher Conferences are scheduled at the end of the Second Quarter. Additional optional conferences are scheduled on an as-needed basis throughout the year.

Since the need for a conference is not restricted to school scheduled times, both parents and teachers are encouraged to contact one another any time they feel it necessary. A note or a phone call can often prevent simple problems from becoming serious. All talks and phone calls to teachers should be made after school hours.

### **Conflict Resolution**

If you have a complaint or concern with someone, we ask that Matthew 18:15-21 be your guide for dealing with such circumstances. First, speak personally and privately, and in Christian love, with the person with whom you have a complaint or concern. If that does not resolve the problem, take it up with the next level of authority, and so on. The goal is always to restore relationships and, in so doing, promote sharing of the gospel of Jesus Christ.

### **Parent Contact is Needed**

Parents should always be consulted when special help is needed, the child is failing, the child is injured and a doctor's aid is required, there is a major behavior problem or if it is necessary to send the child home.

### **Parental Disagreement**

In cases of legal-guardian separation or divorce, the court's legal documents need to be provided to the school to assure custody. The court-directed custodial legal guardian will receive school communications. It shall be the custodial legal guardian's responsibility to share that information with the other legal guardian.

## **EVALUATION POLICIES**

### **Evaluation Philosophy**

The basis for all evaluation at Saint Mark Lutheran School is the Scriptural admonition: "Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms." (1 Peter 4:10) The belief is that academic standards and assessments should provide measures for students to evaluate their strengths and weaknesses. This should equip students to grow and advance toward their particular goals.

The grading system should establish high standards for the academically gifted student; encourage optimum achievement for the average student; permit the less academically gifted student to experience a sense of self-respect and Christian dignity.

Grading is a professional judgment of multiple factors based on:

- Achievement - meeting the requirements of the course on the basis of God-given talent. This means satisfactorily completing all assignments, satisfactorily passing tests, and participating in class discussion as required.
- Christian stewardship in work habits - using assigned study time for study, bringing required texts and necessary materials to class, keeping work well organized, paying attention to instructions by teacher or presentations by classmates, doing independent work, spending sufficient time on home study, and completing assignments on time.
- Christian motivated conduct - showing courtesy and respect for both teacher and classmates, taking assigned place upon arrival in the classroom, not interrupting classroom routine by misbehavior, and willingly accepting correction by teachers and classmates.

The faculty and staff of Saint Mark Lutheran School make every effort to assist students individually, so that each student has an opportunity to succeed, and to be challenged academically. Parents and students are encouraged to communicate with teachers about academic progress. It is the responsibility of both parents and teachers to work together to help our students find success in school.

### **Grading Scales**

For Grade K

The student evaluation is based upon individual abilities, effort and achievement level. Students will be given a report card at the end of each quarter. The following marking system is used:

- |   |   |
|---|---|
| E | = Exceeds standards in depth and complexity |
| M | = Meets standards                           |
| D | = Developing Skills to meet standards       |
| I | = Improvement needed                        |

For Grades 1-2

The student evaluation is based upon individual abilities, effort and achievement level. Students will be given a report card at the end of each quarter. The following marking system is used:

- |   |  |
|---|--|
| E | = Excellent...Students who are doing exceptional work, perhaps working above grade level   |
| G | = Good...Students who are doing good work and continuing to show strong improvement  |
| S | = Satisfactory...Students who are performing where expected based upon developmental level, potential level as teachers see it, and good effort. |
| U | = Unsatisfactory...Students who are in learning difficulty   |

For Grades 3-8

The academic grades indicate the individual progress of a student in relationship to class standards as set by the teacher and the curriculum. Grading is on the following percentage scale:

A = 90 -100%	C = 70-79%	F = 59% and below
B = 80 - 89%	D = 60-69%	( + or - may also be used with the letter grades)

For other subjects:

E	= Excellent	S+	= Good/Above Average		
S	= Satisfactory/Average	S-	= Below Average	U	= Unsatisfactory

### **Report Cards & Mid-Quarter Reports**

Report cards are issued at the end of every quarter. Report cards are available on-line through *Gradelink* and are sent home with the students. Parents are requested to carefully review the report card and consult with the teacher if they have need for more clarification. After careful review, parents are asked to sign the report card and return it to the school with the children. Daily attendance and punctuality are reported along with subject grades, attitude and conduct evaluations. Mid-Quarter progress reports are sent home with the student mid-way through each quarter.

### **Incomplete Grades**

An "INC" grade will be given to pupils who have not completed the required work because of an unavoidable absence for illness, accident, or other situations beyond their control. Incomplete work must be made up in a reasonable amount of time to be decided upon by the teacher and principal. When an "INC" has been successfully removed, the teacher should be certain to inform the office and make the necessary changes. If the work is not made up in a reasonable time, the incomplete assignments will be replaced with "F" grades.

### **Failing Grades**

Failing grades are unfortunate but occasionally necessary. However, failures should never come as a surprise to anyone. Parents should always be made aware of an impending failing grade. This communication can come in many forms: mid-quarter reports, phone calls, e-mails, notes and/or conferences. Failure in basic classes may require summer school as a requisite to re-enrollment. This is at the teacher's and principal's discretion.

### **Homework**

Homework is an important step in the learning process. In addition to reinforcing skills and concepts covered in class, homework responsibilities foster time-management and independent thinking skills. The amount and frequency of work assigned is age appropriate with more work being assigned to students as they progress to the higher grades.

It is difficult to adopt a standard rule for the amount of time to be spent on schoolwork at home. There is a great degree of variance from student to student and day to day. Generally speaking, we feel that children in grade 1 should be spending less than 30 minutes on daily homework with yearly increases to about 1.5 - 2 hours of daily homework in middle school.

Parents are encouraged to take an active role in their children's homework by providing their children with a quiet time and place to study, monitoring their assignments, and offering assistance as appropriate. However, it is important to remember that students are to complete their own assignments.

### **Make-up Work**

Students who are absent from school for legitimate reasons can make up their missed work at the discretion of their teacher(s). Parents are greatly discouraged from planning family trips and activities which will cause their children to miss classes.

### **Standardized Testing**

All students in grades 1-8 will take a standardized achievement test battery and a school ability test during the spring of each year. See the academic calendar for exact testing dates. It is most important during these testing days that students have adequate rest, a good breakfast, and come to school in a positive frame of mind to do their best. These tests help us draw comparisons of our pupils with the national average. It likewise enables us to pinpoint weaknesses in our program and materials, and to locate areas requiring more attention for individuals or groups. These tests are graded and scored, and the results are entered into the child's permanent records and profile. These results will serve as a convenient guide and aid in meeting specific needs and understanding certain problems.

### **Graduation Requirements**

Students must successfully complete each grade level and complete all the required courses of study prior to graduation. It shall be the responsibility of the principal to ensure that students complete grades 1 - 8 with the minimum requirements for grade 8 graduation. No grade 8 students will participate in graduation or receive his/her diploma until all financial accounts are paid in full.

### **Promotion & Retention**

Student will advance to the next grade level at the end of the school year after satisfactorily completing the course of study required in their present grade.

In the primary program (kindergarten - grade 2), children are encouraged to work at their own rate, achieving their individual level of potential. In some cases, it may be determined after careful study that a child would benefit from an additional year at the primary level. All areas of child development are taken into consideration - including social and emotional growth, academic achievement level, and physical development before a decision is made to retain a student in his/her current grade. If a student shows unsatisfactory progress, which strongly indicates a lack of readiness for the next grade level, the teacher, parents and principal will be asked to meet to determine the best course of action.

Middle grade students (grades 3-5) who receive passing grades in all basic subject areas will be promoted to the next grade level. If a student shows unsatisfactory progress, which strongly indicates a lack of readiness for the next grade level, the teacher, parents and principal will be asked to meet to determine the best course of action.

Middle school students (grades 6-8) receiving passing grades in, English, religion, science, social studies and mathematics will be promoted to the next grade. Students having a failing grade for one semester in any one subject will be promoted if he or she either attends summer school in that subject and presents evidence of satisfactory completion of the summer course to the school office, or if he or she receives tutoring during the summer and presents a written report of satisfactory progress from the tutor to the school office.

### **Acceleration to Higher Grade**

Accelerating a child to the next grade level requires a written request originated by parents and evaluated by a school team consisting of current teacher, teacher in grade level above and principal.

Parents are responsible for securing a complete battery of tests from a professional, accredited and mutually agreed upon testing source. Specific recommendations must be given about the proposed acceleration.

If the team and test recommendations do not indicate that grade acceleration will profit the child, the process ends with the child remaining at the present grade level.

If recommendation is positive and the school team feels the change will be in the best interest of the child, a trial period will be initiated whereby a student will move to the next grade level. At the conclusion of the trial period, the school team and parents will meet and make a final decision.

## ACADEMIC DEFICIENCY

We expect students to maintain a minimum grade point average of 1.7 without any "F" grades in all subjects. Any student falling below a grade point average of 1.7 or earning a grade of "F" in any subject could be placed on academic probation.

### Academic Probation

Students new to Saint Mark Lutheran School will be placed on academic probation for a period of one quarter.

Students who have exhibited serious academic problems by not maintaining a minimum grade point average of 1.7 may be readmitted for a 9-week probationary period. If the student fails to improve academically during this period, the parents may be asked to withdraw their child from Saint Mark Lutheran School.

Students may be placed on academic probation at any time during the school year.

## ACADEMIC HONORS - Grades 6-8

Students will be evaluated for academic recognition in all subjects.

### Academic Awards

- **Head of School's List** - recognizes Middle School students who earn a 3.75 – 4.0 grade point average
- **Honor Roll** - recognizes Middle School students who earn a 3.25 – 3.74 grade point average
- **Head of School's Award** - recognizes Middle School students whose grade point average increases markedly (0.3 or more) from one quarter to the next.
- **Valedictorian & Salutatorian** - are chosen for the graduation ceremonies. These awards are presented to the grade 8 students who achieve the highest GPA tabulated from their grade 7 and grade 8 (all four quarters of grade 7 and the first three quarters of grade 8) report cards.

Students earning a D, F or U in any subjects are not eligible for the Principal's List, Honor Roll or Principal's Award.

### Academic Contests

During the school year, various students are invited to participate in a number of extra-curricular academic contests and/or exhibitions. These contests and/or exhibitions include but are not limited to:

Continental Math League

State Spelling Bee

National Geographic Geography Bee

Science Fair (school, district and state)

Writing Programs (local, district and state)

Fine Arts Programs

Initial competitions are held in the individual classrooms. Top finalists then go on to the different final competitions. More information will be given to the teachers as the school is alerted by the various sponsoring organizations.

## DRESS CODE

### **Purpose of a Dress Code**

Our body is a temple of the Holy Spirit. It therefore follows that as we present that body, it ought to be done in a decent and respectable fashion. Our school has been established for special purposes and endeavors to maintain the highest all-around standards. This same philosophy of high standards carries through in the appearance of the students. We hope that parents realize that the matter of student dress guidelines is a sensitive issue and a matter of subjective opinion. Our faculty reserves the right to make judgments concerning what we consider to be proper or improper dress based upon the guidelines below. If it becomes necessary to do so, we will inform individual students and their parents of "dress corrections" that must be made. We appreciate your understanding of and cooperation with, our school dress policy. We urge parents to help their children to adhere to our dress guidelines faithfully throughout the school year, rather than placing their children in the position of having to be confronted by teachers or the principal with the need to make dress corrections.

We trust that parents share our desire to foster high standards in every area of our school program, including dress and personal appearance. Furthermore, we believe there is a correlation between student dress, grooming and student behavior and learning. Consequently, our Board of Education and faculty insist that each student be dressed in a way that will not hinder the educational process and will promote a positive image among our students. School uniforms must be worn at all times when students are on campus. Shirts are expected to be tucked in at all times.

### **Dress Code Violations**

Children deemed inappropriately dressed may be asked by any member of the Saint Mark Lutheran School faculty to make arrangements for proper clothing to be brought to them before the student may be admitted to class. Repeated dress code violations may result in disciplinary action.

### **Boys**

Boys may wear shorts or long pants. These must be purchased at Pueo Print. Boys' shorts may not extend below the top of the kneecap or be shorter than four (4) inches above the kneecap. All shorts must be imprinted with the school name/logo. Belts of appropriate length must be worn with belt-looped shorts (through the belt loops) and pants for Grades 2-8. The waistband of the shorts and pants must be worn at the waist-level. Shorts and pants may not be worn in a sagging or baggy manner. Boys must wear a solid-colored polo shirt which may be purchased at Pueo Print or from an outside source. These shirts may or may not have the school logo imprinted on them. The shirts may not display any other lettering, printing, graphics, or embroidery. The shirts must be tucked in at all times. If undershirts are worn, they are not to be visible. Hats and/or caps may not be worn during school hours.

### **Girls**

Girls have their choice of wearing shorts, pants, skirts, culottes, "skorts" or jumpers. These must be purchased at Pueo Print. These may not be shorter than four (4) inches in length above the top of the kneecap or extend below the kneecap. All shorts must be imprinted with the school name/logo. Belts of appropriate length must be worn with belt-looped apparel (through the belt loops) for Grades 2-8. Girls must wear a solid-colored polo shirt which may be purchased at Pueo Print or from an outside source. These shirts may or may not have the school logo imprinted on them. The shirts may not display any other lettering, printing, graphics or embroidery. The shirts must be tucked in at all times. If undershirts are worn, they are not to be visible. Hats and/or caps may not be worn during school hours.

### **Jackets**

Students are only permitted to wear jackets purchased from Pueo Print with the Saint Mark Lutheran School logo. No other jackets, sweaters, or sweatshirts are permitted.

### **Footwear**

Athletic shoes with socks will allow students to participate in all school activities and are required for P.E. classes. Such footwear is highly recommended for daily wear. Socks must be worn with all closed-toe footwear. Socks are not to be knee high and must be matching (identical). Shoes must be matching (identical). Heavy duty sandals may be worn if they are worn with a back strap. Shoes may not have heels. Rubber "slippers" and the like (Crocs, etc.) may not be worn due to safety concerns. For younger students who have difficulty tying shoelaces, shoes with Velcro fasteners rather than laces are highly preferred, especially for those in kindergarten.

## **Hair**

Hair should always be clean, neat and modest. Hair styles and length must not be extreme or distracting. Hair length should not hinder the student's vision or interfere with a student's ability to function successfully in school. Boy's hair length must be above shoulder length unless it is pulled back in a neat and attractive style. Hair gel is permissible as long as hair is not styled to a Fauxhawk, Mohawk, or any other style deemed to be extreme or distracting. Hair coloring/dyeing must be within the shades of natural hair color.

## **Jewelry & Make-up**

Extreme make-up and jewelry are not permitted. For safety reasons, girls may only wear small, studded earrings. Boys are not permitted to wear earrings.

## **P.E. Clothes**

A pair of athletic shoes will be worn for physical education periods. Students in grades 5-8 must wear Saint Mark Physical Education shorts and T-shirts. Kindergartners do not need athletic shoes.

## **Field Trip Dress**

All students must wear a red polo shirt when traveling on field trips.

# **CODE OF CONDUCT / DISCIPLINE**

Saint Mark Lutheran School takes pride in the on and off campus conduct of its students. Students, teachers, parents, staff members, and all those associated with Saint Mark Lutheran School are expected to conduct themselves in a manner that honors Christ in all behavior and activities – whether in school or not. We clearly specify our expectations to avoid confusion and promote cooperation.

## **General Campus & Classroom Rules**

Students must abide by some general school rules that include but are not limited to the following:

- adhere to the proper dress code
- keep all cell phones turned off and out-of-sight between the hours of 7:15 a.m. and 3:00 p.m.
- refrain from bringing any electronics or valuable items to school
- refrain from chewing gum
- refrain from eating and drinking outside of the classrooms

Teachers reserve the right to create and fairly enforce their own set of individual classroom rules. Teachers notify students and parents of their specific and individual classroom management plan at the beginning of the school year.

Infractions of basic classroom and campus rules are normally discussed and handled by the individual teacher. The teacher will typically discuss the problem with the student, and possibly administer demerits (for Middle School students), detention, or other appropriate consequence. Repeated infractions may result in consultation with the principal and/or a parent conference. All confiscated electronic items are to be given to the principal.

## **Major Conduct Infractions**

Unacceptable conduct includes but is not limited to the following:

- disrespectful behavior of any kind - No student shall fail to comply with any lawful instructions or requests of teachers, student-teachers, administrators or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel
- lying, cheating or plagiarism (ie. copying another person's work or allowing others to copy your work)
- theft or possession of stolen items
- vandalism - Students shall not cause or attempt to cause damage of school property or personal property. Students shall not touch or handle another person's property without their authorization. Students must pay for any damages they cause to school equipment, materials or facilities
- threats - Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution

- physical or verbal abuse, intimidation, harassment of any form, coercion, bullying, cyberbullying, inappropriate touching, or other conduct which demeans, threatens or endangers the health or safety of any person
- written or verbal profanity - Students shall not use obscene, vulgar or profane language, make inappropriate gestures or possess vulgar materials
- lack of cooperation, fighting
- use or possession of weapons or any other potentially dangerous items
- use or possession of tobacco products, e-cigarettes or the like
- use or possession drugs or alcohol
- any conduct which would constitute a violation of federal, state or local law

### **Consequences**

Consequences for conduct infractions will be determined by the administration and may include but are not limited to parent conference, detention, probation, suspension, or expulsion from school. All suspensions will be served out of school. Students serving three or more suspensions are subject to expulsion.

Saint Mark Lutheran School generally follows progressive disciplinary steps for conduct violations. However, there are circumstances in which the school administration and/or board may determine, at their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

### **Zero Tolerance Policy**

Saint Mark Lutheran School has a Zero Tolerance Policy. Any student possessing a weapon or a controlled substance will be immediately expelled.

### **Sexual Harassment Policy**

Saint Mark Lutheran School provides a safe learning environment that fosters mutual respect and sensitivity among all the school's community members. Sexual harassment is prohibited by law and is strictly forbidden. Sexual harassment is unwelcome sexual contact, advances, or pressure for sexual favors. It includes but is not limited to unwelcome physical contact or advances, pressure for sexual activity, obscene or suggestive remarks or jokes, verbal or written insults, display of explicit materials, spreading gossip of a sexual nature – including via the internet.

If a sexual harassment complaint is made, Saint Mark Lutheran School will assist the student alleging harassment with the complaint process and will make every effort to fully investigate and stop the offending behavior, prevent future occurrences, apply appropriate disciplinary measures, and inform the parents of those involved as fully as possible.

### **Search & Seizure**

To maintain order and protect our safety and welfare, Saint Mark Lutheran School reserves the right to, at any time, search a student, student bags, student lockers/storage areas or student property and seize illegal, dangerous, and unauthorized contraband items. All searches will take place with at least two staff members present.

### **On & Off Campus Conduct**

Saint Mark Lutheran School reserves the right to discipline students for actions taken off-campus if the actions disrupt or adversely affect the work of the school or the safety and well-being of students while in school.

### **Behavioral Probation**

Students new to Saint Mark Lutheran School will be placed on behavioral probation for a period of one quarter.

Students exhibiting severe behavioral problems during the school year will also be placed on behavioral probation. If the behavior does not improve, the child will be suspended or possibly released. Saint Mark Lutheran School reserves the right to make judgment as to what is considered appropriate/inappropriate behavior.

Students may be placed on behavioral probation at any time during the school year.



## ATHLETIC POLICIES

Saint Mark Lutheran School is a member of the Lutheran Schools' Sports League. Interested students in grades 5-8 may participate in our sports programs. Boys and girls can compete in volleyball, basketball, track and field, and cross-country. An Intramural Kickball Program is offered to students in the lower grades each spring.

### Objectives

The objectives of the Saint Mark Lutheran School Athletic Program are:

- to help train up students who are healthy spiritually, mentally, emotionally and physically
- to promote the Christian life style in athletic competition as in all of life and develop opportunity for Christian witness in practice and competition
- to encourage physical conditioning and develop an appreciation of the value of physical activity as a lifelong pursuit
- to promote and encourage cooperation and teamwork
- to teach students the fundamental skills in the sport and increase physical development and skill levels
- to promote participation, good sportsmanship and school spirit among our athletes, parents and the school family
- to develop interaction with athletes from other schools

Coaches will be a Christian example in word and action. Coaching will be done by a faculty member or supervised by a faculty. Our lives and actions should constantly reflect service to Christ. Thus, athletics at Saint Mark Lutheran School reflect Mark 12:30, "Love the Lord, your God, with all your heart, with all your soul, with all your mind, and with all your strength."

### Codes of Conduct for Athletes

A student must:

- know and adhere to the Christian philosophy and objectives of Saint Mark Lutheran School and its athletic department
- meet all attendance and academic requirements as practical evidence of loyalty to school and team and a proper philosophy of school-sponsored athletics
- completely observe all policies regarding conduct, doing so as a duty to God, school, team and self
- counsel with the athletic director over questions of eligibility
- practice and play fairly, giving complete effort in all circumstances and credit in victory to teammates and to opponents in defeat
- accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace
- demonstrate respect for opponents and officials before, during and after contests
- know that participation in any sport requires an acceptance of risk of injury

### General Guidelines

A student must:

- **Keep things in perspective.** In our sports-crazy society we are tempted to believe that winning games is among the noblest ambitions we can have. As a participant in our sports program we hope you experience enjoyment, exercise and lessons in Christian living, but understand that sports competition has very little importance when measured against the things that have real meaning: accepting Jesus Christ as Lord and Savior and living life in service to God and fellowmen.
- **Understand the equal importance of all team members.** Every player on a team is as important as every other member. Some may have more sports skills than others, some may try harder than others, and some may score more points than others. But together you and your teammates are a team, and together you share the winning, losing and enjoyment of being part of a team.
- **Let your light shine!** As a team member you will be in a very public position. You will have golden opportunities to demonstrate publicly the meaning of the words from Scripture: "...whatever you do, do it all for the glory of God." (I Cor. 10:31) Try hard to improve your skills of relating in Christian love to teammates, opponents, coaches, other students, referees and fans. Ask God to help you let your light shine.

- **Exhibit good sportsmanship!** Try your hardest to win, but always play by the rules. Control your mouth and your temper. Do not dispute the referee's decisions. Do not speak or act in a way that would show your disagreement with officials or opponents. Always abide by the referee's decisions and work hard to exhibit good Christian sportsmanship.
- **Have fun!** Sports are meant to be enjoyed. We hope you will have a good time as a member of a team, and that you will help your teammates, coaches, opponents and officials to have fun also.
- **Win graciously!** Enjoy the victory; be happy. You worked hard to achieve the win and you ought to enjoy it. But the other team may have tried and worked just as hard--or harder--than you did. Be thankful you won, but always remember, winning a game doesn't make you a better human being than the members of the losing team. Never put down other teams or players in any way. Never try to humiliate or degrade any player or team. Compete vigorously, but always respect your opponents as fellow human beings and friends.
- **Lose graciously!** Lose with dignity and give your opponents credit for winning. That doesn't mean you will like to lose. But don't react to defeat with anger, complaint or excuses. Exhibit graciousness, self-control, good sportsmanship and Christian love for others, whether you are on the winning or losing side of the score.

### **Eligibility**

Students must maintain a minimum of a C- grade in every subject in order to participate in athletics. Any student who does not meet these requirements will not be able to participate in practice or games until the minimum academic requirements are met. All students who are struggling academically will be required by the athletic director to get a weekly progress report filled out by their teachers.

An athlete who has a full day absence may not participate in a practice or game that day. Students must attend practices and games regularly; all absences must be excused by the coach. Students shall maintain and display a Christian example. Students who are on behavioral probation are not allowed to participate in athletics.

### **Medical Exams & Insurance**

Students must have a valid physical and accident and/or medical insurance before being eligible to participate. Parents are required to fill out and sign the Student Emergency Data, Sports Release, and permission forms before a student will be allowed to participate in a sport.

## **BEFORE & AFTER SCHOOL CARE PROGRAM**

### **Licensing**

Saint Mark is licensed by the State of Hawaii to provide Before and After School Childcare for a total of 80 students, up to grade six (under 13 years of age). Admission to the Before and After School Program is available to any student enrolled in our regular elementary school program up to grade six. Acceptance is on a first come basis by application. Students applying after we have reached the maximum allowed will be placed on a waiting list.

### **Admissions & Enrollment**

Any student in grades K-6 not picked up by 3:00 p.m. will be admitted to our daycare and charged the unregistered fee of \$10.00 per hour or any part thereof. Students in grades 7 or 8 will be required to leave the school campus or wait in the school office and parents will be assessed a \$10.00 per hour or any part thereof late fee.

A separate application form is used to register into either or both of the following:

- Before School Care: 6:30 - 7:15 a.m.
- After School Care: 2:45 - 5:30 p.m. (Wednesdays 1:15 – 5:30 p.m.)

Please refer to the application form for the current fee schedule. No differential rate, credit, or refund is given for only partial use of the program. Withdrawals will be charged up to the month in which the withdrawal is made. A fee may be charged to reenroll after withdrawal.

Regular childcare rates will be charged to your account for late pickups at \$6.00 per hour (or any part thereof) until 5:30 p.m. If possible, arrangements must be made with the school office ahead of time. After closing hours the rate is \$5.00 for each 5-minute increment (or any part thereof).

Included in the program are school days that dismiss at 11:30 a.m. (except for the last day of the second quarter and the last day of school). Students are to bring their own lunch on those days. The program does NOT include vacation periods such as Fall Break, Christmas Break, and Spring Break.

All students must be signed in when dropped off into Before School Care and must be signed out when picked up from After School Care. No students are to be dropped off before 6:30 a.m.

### **Daily Activities**

The daily activities for the After School Care Program include outdoor play, homework, games, and arts and crafts. Students may attend on a “drop-in” status if there is room in after-school care on the day it is needed.

### **Field Trips & Transportation**

We do not arrange field trips for this program since children are picked up after school within a wide range of times. All students are assigned a classroom area and are expected to remain on campus at all times until picked up by a designated adult. We do not provide transportation to and from school.

### **Discipline**

Students are held to the same standards that they observe during the school day. If students develop a pattern of discipline problems, they will not be permitted to continue in the Before and After Care program and must seek other supervision.

### **Illness & Medication**

Students with communicable illnesses will not be permitted to attend childcare, and those that become ill while at the facility will be separated from other students and sent home with a parent or guardian.

Castle Medical Center is the closest medical facility to Saint Mark Lutheran School.

Special need items such as medicines must be given to the director so that they may be properly stored, administered, and checked out by the director in accordance with school policy.

### **Disclaimer**

Saint Mark Lutheran School facility is not set up to accommodate physically handicapped students; therefore, we will have to thoroughly evaluate and assess any student applicant with a physical handicap to determine the feasibility for our being able to properly care for them.

Fees and/or policies for the Before and After School Care Program will not change without at least 30 days notice.

<b>PLAYGROUND RULES</b>
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### **General Rules**

Students are to play nicely and safely at all times. Students must remain in one play area for the entire recess; students are not to move from one play area to another. No running in the bathroom area, Grade 4 corridor, near school buildings or in-between the different play areas. These areas are off-limits without permission. All students are required to always clean-up and put away equipment. There is no martial arts playing or body contact of any kind, no throwing rocks, sticks, woodchips or any other potentially dangerous items, no playing around the fences, no going over or around the fence to retrieve balls, and no kicking, throwing or bouncing balls off of school buildings.

### **Blacktop Rules**

No kicking of balls on blacktop  
No throwing footballs on blacktop  
No yelling or screaming on blacktop

**Field Rules**

Kickball is allowed but only for kindergarten - grade 5  
Football and soccer are allowed but there is to be no physical contact  
Balls are not to be kicked towards the fences or off of the buildings  
The field must be shared or rotated to ensure equity  
Do not go near the neighboring dogs  
Do not go behind the gym building  
Gym bathrooms may be used, but locker area is off limits

**Playground Area Rules**

Only kindergarten - grade 2 (exceptions can be made) are allowed in this area  
No balls, jump ropes or hula hoops are allowed in this area  
Only one person allowed on slides at a time  
Only go down the slide, feet first  
No walking across monkey bars  
Be careful of children sliding down the slides

**Gym Recess Rules**

No outside balls inside the gym and no gym balls outside the gym  
Do not use the balls that are designated for PE or sports  
Put balls and all equipment away neatly

<b>EMERGENCY/SECURITY POLICIES</b>
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**Emergency Cancellations or Dismissals**

The principal will make the necessary decisions when/if emergency situations, such as tsunami or hurricane warnings arise.

Should weather conditions make school closure necessary, teachers will be notified between 6:00 and 6:30 a.m. and radio stations will notify parents after 6:30 a.m.

Should early dismissal from school be necessary, all parents will be notified. If parents cannot be reached or no arrangements made for students, these children will be kept at school or evacuated until such arrangements can be made. Ben Parker Elementary School is the nearest Civil Defense Evacuation Shelter.

<b>WORSHIP</b>
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**Student Worship Life**

An important part of the Christian education that we offer to a child is the opportunity to participate in a rich worship life. A child is to become aware that his or her entire life should itself be an act of worship. In addition, the child should be exposed to a variety of worship methods and should have the opportunity to use his or her creativity to plan and write worship experiences.

**Chapel**

The K-8 students meet weekly for a formal worship service. A monthly mission emphasis helps make the child aware that God's work is not limited to our area. Members of the staff take turns leading chapel services; teachers are encouraged to be creative and include student participation in planning their chapel presentations.

**Christian Education (Religion) Classes**

Worship is an important part of the daily religion classes. Scripture readings, special prayers and often spiritual songs play an important role in student worship.

### **Daily Devotions**

School days always start with a daily devotion. The opening devotions are generally the responsibility of the homeroom teacher. However, students are often given the opportunity to either lead or be a major part of these opening devotions. The end of the school day is another opportunity for worship. A brief prayer thanking God for the blessings of the day or special petitions are always in order.

### **Meal Prayers**

Students have an opportunity to ask God's blessing on their meal and also thank Him for it in prayers before and after meals.

## **PHOTO CONSENT & RELEASE**

Saint Mark Lutheran School reserves the right to publish and copyright all still and videotaped photographs in which students appear while enrolled in any and all programs at Saint Mark Lutheran School.

Saint Mark Lutheran School may transfer, use or cause to be used, these images in school brochures, newsletters, advertising, posters, displays, slide shows, videotapes, websites, catalogs, and like publications or literature without limitations, reservations or compensation.

The use of an image does not constitute in any manner a waiver of Saint Mark Lutheran School policies, program or rules, nor does continued use constitute an agreement to continue the child's enrollment.

Contact the school office for the non-consent *Photo Release Form* if you do not want your child to be a part of public relations.

## **CALENDAR**

The Saint Mark Lutheran School academic calendar shall accommodate the educational program of the school. The academic year for students shall be a minimum of 176 days in the school calendar. Saint Mark Lutheran School follows the public school calendar as closely as possible when planning intercession and major holidays. However, we will have additional days off, different from the public schools, for such activities as teacher in-services and conferences, parent/teacher conferences, professional development, Good Friday, and Easter Monday.

The school calendar is available in the school office and on the school website at [www.smls-hawaii.org](http://www.smls-hawaii.org).

## **INSTRUCTIONAL MATERIALS**

Saint Mark Lutheran School is a Christian school. Teachers and curriculum material must not teach any topics that are contrary to Biblical teachings. While opposing topics may be discussed, they will not be taught as true and feasible teachings if they are contrary to Scriptures.

### **Parental Inspection of Materials**

Parents may review instructional materials used by the students. They must be viewed on the school premises.

### **Procedures for Objection**

Parents may object to the instructional materials used in the school and ask for their use to be reconsidered. It shall be the responsibility of the principal, in conjunction with the school board, to develop administrative regulations for reconsideration of instructional materials.

### **Damaged or Lost Instruction Materials**

Students will be fined for damaged or missing textbooks and library books. The full replacement cost of the book will be charged to students for missing books.

## MISCELLANEOUS

### **Volunteers**

Parental volunteers are an essential component of the total learning process at Saint Mark Lutheran School. Opportunities for parent volunteers are quite numerous and any parents wishing to volunteer their time and talents should contact the school office or your child's teacher.

### **PTC**

The Parent-Teacher Committee (PTC) is a voluntary parent teacher organization with the goal of helping to improve and enhance the learning environment for the students of Saint Mark Lutheran School. Each year a PTC committee is formed and regular meetings are scheduled. All parents willing to serve on this committee are urged to contact the school office.

### **Visitors to Campus with Appointment Only**

All visitors to Saint Mark Lutheran School during school hours must make an appointment and check in at the school office and in some cases obtain a visitor badge before going anywhere else on campus. Visitors to campus are defined as anyone not employed by Saint Mark Lutheran School or Church. If parents need to conduct business in the school office, it is to be done at times other than drop-off or pick-up.

### **Computer/Keyboarding Education**

Students in grades K-8 are scheduled for the computer room 30-45 minutes twice a week. Students work primarily on keyboarding skills and computer assisted instruction in other subject areas as well as gaining computer literacy. Word processing, basic spreadsheets and other skills are available to upper grade students.

### **Band**

The band program at Saint Mark Lutheran School consists of two bands - the Beginning Band and the Band. Instruments in the school band include the flute, oboe, clarinet, bass clarinet, alto saxophone, tenor saxophone, baritone saxophone, trumpet, horn, trombone, euphonium, tuba and percussion (drums and mallet instruments).

Students in grade 5 may enroll in the Beginning Band. The Beginning Band is for students who want to learn to play a band instrument and who want to learn to read music. The students will learn basic playing techniques and how to read music.

Students in grades 6-8 who have successfully completed Beginning Band or who can demonstrate their playing ability through a brief audition may enroll in the Band. The students enrolled in the Band learn new playing techniques and work to improve their playing techniques and music reading ability.

There is an additional fee for these band programs.

### **Music/Choir**

Students in grades K-8 participate in music/choir for 30-45 minutes twice a week. Students will participate in musical performances throughout the school year. Christmas programs, chapel plays, Sunday morning singing and spring programs are some of the performances given. Participation in these performances is mandatory.

### **Field Trips**

Individual classes usually take several field trips during the school year to help enhance their learning. Parents may be asked to assist with transportation and supervision for these activities. Parents are asked to sign a general blanket Field Trip Permission Form at the beginning of the school year in addition to specific individual permission forms before each trip is taken. Students without a signed form will not participate on the excursion and will remain at school. Field trips are not optional activities and should be attended. Parents may occasionally be asked to pay a small fee to help defray field trip costs.

**Camp Erdman Outdoor Education** Our grades 5 and 7 students spend three days at the Camp Erdman during the fall. They are under the direction of their teacher and the staff from the camp. Their activities are devoted to nature study, geology, and other areas of interest, which can be taught most effectively in an outdoor setting.

### **Lunch**

Saint Mark offers meals on Mondays, Wednesdays, and Fridays. Meals must be brought from home on Tuesdays and Thursdays.

Meals from L & L Drive Inn are offered on Mondays and Wednesdays, and Pizza Hut is offered on Fridays. L & L offers a variety of well balanced meals that are listed on a monthly menu and posted on the Saint Mark website. Pizza Hut offers a meal that includes a personal pan pizza, carrots and a fruit cup.

A lunch ticket system is used whereby families are able to purchase lunch tickets from the school office (in strips of five) and send them to school with their child the day he/she wants to eat the school lunch. The tickets are collected by the teacher during homeroom, the total lunch order is given to the vendor, and the lunches are delivered that same day. Because the orders must be called in by 8:30am, all students arriving to school after 8:30am will need to bring a home lunch.

Lunches brought from home may be heated in classroom microwaves. All lunches are eaten in the classroom under the supervision of the teachers. All students (K- 8) furnish their own drinks and snack(s).

### **Big Island Trip**

Our grade 4 students have Hawaiian studies and at the end of the year take an outer-island trip to the Big Island of Hawaii. They spend three days learning more about the history, culture, and islands of Hawaii.

### **Special Programs/Activities**

Students may also participate in other programs and activities such as: Student Government, May Day Celebrations, Speech Festivals, Geography Bee, Spelling Bee, and School, District and State Science Fairs. Students are encouraged to participate in these special programs.

### **Bicycles**

Students may ride bicycles to school. The bicycles must be parked in the designated area until school is dismissed. Bicycle riding is not permitted on the playground. Saint Mark Lutheran School is not responsible for any damage to or loss of a bicycle parked at the school. Thus, students are encouraged to purchase locks for their bicycles.

### **Pledge of Allegiance & Morning Prayer**

As citizens of the United States, our students should have the opportunity to develop feelings of loyalty and patriotism to their country. A part of this is learning and saying the "Pledge of Allegiance". Students will gather most mornings to say the Pledge of Allegiance and a common prayer.

### **Disclosure of Information Policy**

Information pertaining to an individual child or parents of the child will not be disclosed to persons other than the Saint Mark staff or the Department of Human Services unless the parents or guardians of the child grant written permission for the disclosure or an emergency arises. A Release of Information form is available in the school office to be signed by the parent or guardian permitting the school to release any information about their child or family.

### **Non-Discrimination Policy**

Children enrolled in the school shall have an equal opportunity for a quality Christian education without discrimination regardless of their race, color, sex, national or ethnic origin, or disability so long as it does not create a hard ship for the students, faculty or staff. The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, and respect and appreciation for the historical, contemporary, and Christian contributions to society of diverse cultural groups. It shall provide equal education opportunity to both genders.