



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

Parent/Student Handbook

K – 8 Program

2026 – 2027

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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 K-8 full-time teachers have earned a Bachelor's Degree and many have a Master's Degree in education. Teachers may 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 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. Wait pools are formed for those who are interested in holding a place after a class is filled.

HEALTH REQUIREMENTS

Prior to the first day of school, all students in Saint Mark Early Program are required to have on file: **Tuberculosis Clearance** and **Form 14** (Student's Health Record including their physical exam and immunization records).

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.

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.

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 does not allow for exemptions to these requirements.

Emergency Medical Information

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.

Health Screening, Illness & First Aid

Prior to Arrival - In order to ensure that all students have a healthy environment in which to learn and play, families are to monitor their students for any signs of illness and keep them home if they show signs of an upcoming illness or develop any of the following:

- Fever of 100.4° F or above (Students are not to return to school until fever free for 24 hours without medication)
- Persistent, hacking cough
- Yellow/green mucous discharge from eyes or nose
- Vomiting more than once in 24 hours
- Loose bowel movements more than once in 24 hours
- Ear infection, throat infection, or eye infection with discharge, until on medication and released by the pediatrician for return to school
- Contagious illnesses/diseases including but not limited to chicken pox, measles, conjunctivitis, ringworm, impetigo, mumps, or roseola (These diseases will require a physician's release for readmission to school)
- Head Lice (ukus) or nits. (Regardless of the treatment used, all live ukus and nits must be removed before returning. If lice are discovered while at school, parents will be required to pick up the child and take them home for treatment.)
- Health conditions such as untreated allergies, colds, coughs, rash, or hives
- Any other contagious condition or condition that causes your child to be listless, irritable, excessive drowsiness or too uncomfortable to fully participate in the program

Upon returning to school - When following an illness, Saint Mark reserves that right to make the final determination as to the eligibility to readmit to school and may require a doctor's note/certificate for a particular illness or condition to ensure that it is no longer communicable.

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. If the parent(s) cannot come within 1 hour, they are to make arrangements for someone else to pick up. If symptoms of illness are observed by staff upon child's arrival, the child will not be admitted to school that day. Saint Mark reserves the right to send your child home if they are unable to fully participate in the program.

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.

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 (e.g. aspirin, ibuprofen) 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.
- 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 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.

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.

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 20th 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.

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. Students who are not enrolled in before care should not be dropped off before 7:15 a.m.

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 15 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 should plan family trips during scheduled school holidays and breaks. 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 administration 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 school's administration 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 head of school may result in lower grades, retention or expulsion.

COMMUNICATION & CONFLICT RESOLUTION

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

Communication is Crucial

At a minimum, parents should be contacted/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.

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.

Parent Concerns & Conflict Resolution

Saint Mark Lutheran School values parent feedback regarding all aspects of services including the manner in which policies and procedures are implemented and overall staff performance. Occasionally, despite best efforts, situations occur which may give parents cause for concern. In those cases, parents are encouraged to share questions or concerns with the appropriate staff member(s) and work together to come to a resolution that provides the best possible learning environment for the students of Saint Mark.

It is the sincere hope of Saint Mark that Matthew 18:15-21 be the guide for dealing with all concerns and conflicts. This entails parents to first speak personally and privately, and in Christian love, with the person with whom they have a complaint or concern. If that does not resolve the problem, they can take it up with the next level of authority, and so on. Conflicts with before and after care can also be escalated to DHS Child Licensing Unit II at 808-675-0470. The goal is always to restore relationships and, in so doing, promote sharing of the gospel of Jesus Christ. And it is always good to remember that a note or a phone call can often prevent simple problems from becoming serious. All high stakes talks and phone calls to teachers should be made after school hours.

Parental Comportment & Support of School

Saint Mark expects parents, guardians and other related individuals to treat all faculty, staff, administration and members of the school community (including other parents and students) respectfully and professionally. Saint Mark reserves the right to limit the access of parents and related individuals on campus and/or at school sponsored or school related events; to suspend, dismiss, expel, or otherwise remove a student from the school; or to decline to re-enroll the student, if the school's administration in their sole discretion determines that the actions, behavior, communications, or interactions on or off campus of the student's parents or related individuals impede the school's ability to meet its educational objectives or mission, disrupt school operations, are uncooperative, unreasonable, or unsupportive of the school, its faculty or staff, or make it impossible to have a positive or constructive relationship with the parents or related individuals.

Parental Separation or Divorce 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 head of school. 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 head of school'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 should not plan 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 head of school 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 head of school 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 head of school 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 head of school.

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

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 3.50 – 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 Head of School List or Award or Honor Roll.

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 can 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 bodies are temples of the Holy Spirit. Therefore, as we present ourselves, it should be done in a decent and respectful manner. Saint Mark Lutheran School has been established for a special purpose and strives to maintain high standards in all areas. This commitment extends to student appearance and dress. We recognize that student dress guidelines can be a sensitive matter and are often subject to differing opinions. The faculty reserves the right to determine what constitutes appropriate or inappropriate attire based on the guidelines below. When necessary, students and parents will be notified of any dress code corrections that must be made. We appreciate your understanding of and cooperation with our dress policy and encourage parents to help their children adhere to these guidelines throughout the school year.

We trust that parents share our desire to uphold high standards in every aspect of school life, including dress and personal appearance. We also believe there is a relationship between student dress, grooming, behavior, and learning. Consequently, the Board of Education and faculty require students to dress in a manner that supports the educational environment and promotes a positive image of our school. School uniforms must be worn at all times while students are on campus, and shirts must remain tucked in.

Dress Code, Hair, Jewelry & Make-up Violations

Students 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. Students deemed to be in violation of hair, jewelry & make-up policies, will be asked to correct the violation. Repeat violations may result in disciplinary action including being sent home from school.

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 & Hoodies

Students may wear only jackets, sweatshirts, and hoodies purchased through Pueo Print and bearing the Saint Mark Lutheran School logo. Non-Saint Mark outerwear, including jackets, sweaters, sweatshirts, and hoodies, may not be worn during the school day. When wearing a Saint Mark hooded sweatshirt, hoods must remain down while on campus except during inclement weather.

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 Mohawk, Fauxhawk, or any other style deemed to be extreme or distracting. Hair coloring/dyeing must be within the shades of natural hair color. (A Mohawk hairstyle is characterized by a strip of longer hair on the top & back of the head, with the sides of the head either shaved or closely cropped. A Fauxhawk hairstyle resembles a Mohawk in having a central ridge of upright hair running from front to back.)

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 conduct and character of its students. Students, parents, faculty, staff, and all members of the Saint Mark Lutheran School community are expected to conduct themselves in a manner that honors Jesus Christ in both words and actions. Students are expected to conduct themselves appropriately at school, at school-sponsored activities, and in other settings when their conduct may reasonably reflect upon the school or impact the school community.

To foster a safe, respectful, and Christ-centered learning environment, the school clearly communicates its expectations for student behavior. While no handbook can address every possible circumstance, the guidelines that follow establish the standards by which students are expected to conduct themselves.

General Campus & Classroom Rules

Students are expected to comply with the following general school rules, including but not limited to:

- **Dress Code** – Adhere to the school's dress code.
- **Personal Electronics** – Refrain from bringing personal electronic devices or valuable items to school unless specifically authorized.
- **Cell Phone and Smart Watches** – Cell phones and smart watches are allowed to be brought to school but are not permitted to be used from 7:15 a.m. and 3:00 p.m. (5:30 p.m. if in aftercare) unless otherwise authorized by a teacher or administrator. Cell phones and smart watches must be powered off (i.e. not in silent mode) and kept safely secured in the student's bag or locker (grades 6 – 8) during the school day.
- **Chewing Gum** – Refrain from chewing gum on campus.
- **Food and Drinks** – Eat and drink only in designated areas or as permitted by a teacher.

Teachers reserve the right to establish and consistently enforce additional classroom expectations that they believe support a positive learning environment. Classroom procedures and behavior expectations will be communicated to students and parents at the beginning of the school year.

Violations of general classroom or campus rules are typically addressed by the classroom teacher. Depending on the nature or frequency of the behavior, consequences may include a conference with the student, demerits (for middle school students), detention, or other appropriate disciplinary action. Repeated or more serious violations may result in consultation with the school's administration and/or a conference with the student's parent(s) or guardian(s). Any electronic device that is confiscated shall be turned over to the administration for appropriate disposition.

Academic Honesty & Integrity

Students must maintain academic honesty and truthfully represent their knowledge and skills in all academic work. This includes demonstrating independent effort when required while also responsibly using resources (e.g., artificial intelligence (AI), tutors, and internet sources) in ways that align with teacher expectations and assignment guidelines. Dishonesty, including plagiarism, unauthorized assistance, cheating, and falsification or misrepresentation of work compromises the integrity of the learning process and diminishes the value of a student's achievement. When students bypass that process, they miss the opportunity to build deep understanding. Integrity means approaching academic work with honesty and effort, even when it's difficult, and trusting that growth comes through doing the work, not avoiding it.

Major Conduct Violations

The following behaviors are considered major conduct violations. This list is representative and is not intended to be all-inclusive. The school reserves the right to determine whether other conduct constitutes a major violation based on the nature and severity of the behavior.

- **Disrespectful or Defiant Behavior** – Failure to comply with lawful instructions or reasonable requests of teachers, administrators, staff members, or other authorized school personnel while under school authority.
- **Dishonesty** – Lying, unauthorized assistance, cheating, plagiarism, forgery, falsification of information, or the inappropriate use of Artificial Intelligence (AI) or other technologies (see explanations below).
- **Theft** – Stealing or possessing property known to be stolen.
- **Vandalism or Property Damage** – Intentionally or recklessly damaging, destroying, or defacing school property or the property of others. Students may be required to pay for damages. Students shall not take, use, or handle another person's property without permission.
- **Threats** – Making verbal, written, electronic, or implied threats that could reasonably be interpreted as intending physical, emotional, or other harm to any individual or the school.
- **Harassment, Bullying, or Abuse** – Physical or verbal abuse, intimidation, harassment, coercion, bullying, cyberbullying, inappropriate touching, or any conduct that demeans, threatens, or endangers the health, safety, or well-being of another person.
- **Profanity or Obscene Conduct** – Using obscene, vulgar, or profane language; making inappropriate gestures; or possessing or distributing obscene or vulgar materials.
- **Fighting or Physical Aggression** – Fighting, encouraging others to fight, or engaging in any form of physical aggression or violent behavior.
- **Weapons or Dangerous Items** – Possessing, using, or threatening to use any weapon or any item that could reasonably be used to cause harm.
- **Tobacco and Nicotine Products** – Possessing, using, distributing, or selling tobacco products, e-cigarettes, vaping devices, nicotine products, or similar items.
- **Alcohol or Drugs** – Possessing, using, distributing, selling, or being under the influence of alcohol, illegal drugs, controlled substances, drug paraphernalia, or the misuse of prescription or over-the-counter medications.
- **Violation of Law** – Any conduct that constitutes or reasonably appears to constitute a violation of federal, state, or local law.

Because no handbook can anticipate every scenario, the school administration reserves the right to address behaviors not specifically listed when such conduct is inconsistent with the school's mission, disrupts the educational environment, threatens the safety or well-being of others, or reflects conduct unbecoming of a student enrolled in the school.

Unauthorized Assistance & Cheating

When preparing for schoolwork, asking for help is possible and even desirable from a parent, friend, teacher, or tutor; however, some help is not appropriate and is considered cheating. Unauthorized help includes:

- Copying or sharing assignments (paper or digital)
- Using AI tools to generate answers, complete assignments, or rephrase work in ways that misrepresent a student's abilities or understanding without explicit teacher permission
- Submitting work completed by another person without teacher authorization
- Receiving or giving unauthorized help during assessments (e.g., exams, quizzes)
- During quizzes and exams, no unauthorized resources may be used or accessed. All electronic devices must be properly stored out of sight. Students should always seek clarification from their teachers about what forms of collaboration and external assistance are allowed.

Plagiarism

Plagiarism is presenting ideas, words, or work that are not one's own without proper attribution. Examples include:

- Copying text word-for-word from books, articles, websites, AI, or other sources without citation
- Paraphrasing another person's work or ideas without crediting the original source
- Submitting assignments that contain AI-generated content without proper disclosure and/or citation

Artificial Intelligence (AI) and Generative AI Applications

AI applications, such as ChatGPT, Anthropic's Claude and Google's Gemini, offer enormous opportunities for creativity and research. They also present new challenges around responsible use and ethics. As we continue to learn about these applications and their potential, Saint Mark Lutheran School is committed to a balanced approach that recognizes AI as an essential component of modern literacy while ensuring that students develop a strong foundation in digital citizenship, ethical decision-making, and responsible AI use. Students are required to disclose their use of AI platforms and work directly with their teacher(s) on any assignments that employ AI applications. Using information technology, including AI, without the explicit permission of the instructor, or without citation of the content as AI-generated, is prohibited. Students may not use AI or other digital technologies to create, alter, or distribute deceptive or misleading content, including deepfakes or manipulated images, audio, or video that falsely depict another person or misrepresent events. The creation or distribution of such content, whether intended as a joke or otherwise, is prohibited and shall be subject to disciplinary action, which may include expulsion.

Harassment Policy

Saint Mark Lutheran School is committed to providing an environment conducive to learning and fostering mutual respect and sensitivity among all members of our school community. Harassment or any activity that interferes with this environment and/or undermines personal rights will not be tolerated. Harassment includes, but is not limited to, any unwelcome physical, verbal, written, or electronic action that undermines the personal rights of another individual. Saint Mark Lutheran School endorses and will enforce the right of everyone to participate fully in student life at the school without harassment. To that end, all members of the Saint Mark School community are expected to respect the rights and sensitivities of others at all times and exercise sound judgment in doing so. Violators of this policy shall be subject to disciplinary action, which may include expulsion.

Sexual Harassment Policy

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. Violators of this policy shall be subject to disciplinary action, which may include expulsion.

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 exhibiting severe behavioral problems during the school year can 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.

Consequences

Consequences for conduct violations 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.

NOTE: The purpose of discipline at Saint Mark Lutheran School is to encourage spiritual growth, develop self-discipline, protect the learning environment, and restore relationships whenever possible. Discipline is intended to be corrective rather than merely punitive, helping students learn to make choices that honor God and respect others.

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 15 years of age.

Admissions & Enrollment

Admission into the Before and After School Program is available for an additional cost to any student under the age of 15 enrolled in our regular elementary school program. Acceptance is on a first come basis. Students applying after the school has reached the maximum allowed will be placed on a waiting list.

A separate application form is used to register for 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.)

Students can register for 1, 3 or 5 days a week. Students registered for 1 day or 3 days a week must be registered for pre-selected days of the week. Drop in care is not allowed. Please refer to the application form for the current fee schedule. Annual or monthly payment plans are available. Monthly payment plans must commit to a minimum of a semester term. Withdrawals will be charged up to the month in which the withdrawal is made. No differential rate, credit, or refund is given for only partial use of the program. If re-enrollment is desired after withdrawal, it will be based on availability and a re-enrollment charge of \$25 will be applied.

Included in the program are school days that dismiss early between 11:15 a.m. and 12:15 p.m. (except for the last day of the second quarter and fourth quarter when no after care is offered). 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.

Late Fees & Other Fees

Those picked up after 5:30 p.m. will be assessed a late fee of \$5 for each 5 minute increment (or any part thereof) per child. Frequent late pick-ups may result in termination of After Care.

Any student not registered for Before or After care who is dropped off before 7:15 a.m. or not picked up by 3:00 p.m. will be held in the office and charged a fee of \$10 per hour or any part thereof.

Daily Activities

The daily activities for the After School Care Program include outdoor play, homework, games, and arts and crafts.

Field Trips & Transportation

Saint Mark does 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. Saint Mark does 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.

Adventist Health - 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.

PLAYGROUND RULES

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 3 (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

EMERGENCY/SECURITY POLICIES

Emergency Cancellations or Dismissals

The Head of School will make all decisions regarding school cancellations, early dismissals or other emergency procedures when dangerous conditions or other emergency situations arise.

If weather or other conditions require the school to close, parents, faculty and staff will be notified as soon as possible via text message, email and/or phone.

If an emergency requires the school to close or evacuate during the school day, students will remain under the supervision of school personnel until they are picked up by an authorized adult. If parents or emergency contacts cannot be reached, students will continue to be supervised by school staff or evacuated, if necessary, in accordance with emergency procedures until appropriate arrangements can be made. The designated Civil Defense evacuation shelter is Ben Parker Elementary School.

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.

WORSHIP

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.

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 breaks and major holidays. However, we will have additional days off, different from the public schools, for such activities as educational conferences, parent/teacher conferences, professional development, Head of School Holiday and Easter Monday.

The school calendar is available in the school office and on the school website at 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 head of school, 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

CAMPUS ACCESS & POLICIES

Visitors to Campus (by 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.

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.

Reporting Policy

Saint Mark shall report to authorities any suspected child abuse or neglect in accordance with all lawful mandatory reporting requirements in Chapter 350, Hawaii Revised Statutes.

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.

SCHOOL COMMUNITY

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. All volunteers must be cleared on the Harm to Student Registry before being granted access to Saint Mark students.

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.

DAILY SCHOOL LIFE

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.

Lunch

Saint Mark offers meals for purchase Monday - Friday. Meals from *L&L Drive Inn* are offered on Mondays and Wednesdays, *Local Boy Sushi* on Tuesdays and Thursdays, and *Pizza Hut* is offered on Fridays. L&L Drive Inn and Local Boy Sushi offer a variety of popular meals that are listed on a monthly menu and posted on the Saint Mark website. Pizza Hut offers a hot personal pan pizza.

A lunch ticket system is used whereby families are able to purchase lunch tickets from the school office and send them to school with their child the day he/she wants to eat the school lunch. The tickets are only sold in strips of five for \$25.00. 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 8:30 a.m., 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 snack(s).

MUSIC & TECH

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.

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.

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.

EDUCATION BEYOND THE CLASSROOM

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.

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.