



2020-2021
Family Handbook
Kindergarten – 8th Grade

2020-2021 Theme:

Jesus is our Rock, and that's how we Roll!

“There is no one holy like the Lord; there is no one besides you; there is no Rock like our God.”

1 Samuel 2:2

TABLE OF CONTENTS

MISSION STATEMENT AND PHILOSOPHY - PG. 2

HISTORY AND ORGANIZATION OF THE SCHOOL - PG. 2

NON-DISCRIMINATION POLICY - PG. 2

ACCREDITATION - PG. 3

RELIGIOUS STUDIES AND WORSHIP - PG. 3

Chapel Worship, Discipleship Expectations, Member Tuition Policy

FINANCIAL RESPONSIBILITIES - PG. 4

Registration, Tuition Management System, Overdue Accounts, Returned Payment Fee, Withdrawal Process

ATTENDANCE - PG. 5

School Hours, Absences, Appointments, Class Trips

ARRIVAL AND DISMISSAL PROCEDURES - PG. 7

Arrival Procedures, Late Arrival and Tardy Policy, Dismissal Procedures, After School Extended Care

HEALTH AND SAFETY - PG. 8

Illness or Accidents, Medication Policy, Medical Records and Health Requirements, Campus Visitors, Non-Custodial Parents, Suspected Child Abuse or Neglect, Inclement Weather/Closing of School, Emergency Drills

ACADEMICS - PG. 11

Curriculum, Homework, Grading Scale, Academic Probation, Academic Assistance, Parent-Teacher Conferences, Academic Recognition, Promotion Policy, Co-Curricular Activities, Extra-Curricular Activities

PHYSICAL EDUCATION - PG. 14

Program Philosophy and Goal, Physical Education Classes

DRESS CODE AND GROOMING POLICY - PG. 15

Dress Code, Resale Store, Grooming and Dress Standards, Dress Code Violations and Consequences

SCHOOL DISCIPLINE - PG. 18

Partnership in Discipline, Christ as our Model, School Standards, Reinforcement of Positive Behavior, Behavioral Consequences, Bullying, Conflict Resolution and Grievance Procedure, Counseling and Intervention, School Honor Code, Nuisance Items, Phone Use

FACILITIES - PG. 25

School Library, Cafeteria Services, Cafeteria Expectations, Lockers, Lost and Found, Vending Machines

MISCELLANEOUS - PG. 26

Fundraising, Book Loss and Damage Policy, Backpack Guidelines, Enrichment and Field Trips, Class Parties and Birthdays, Parental Involvement and Volunteers, Chaperone Policy

EXCEPTIONS OR MODIFICATIONS OF SCHOOL HANDBOOK POLICIES - PG. 28

ADDENDUM FOR 20-21 COVID CIRCUMSTANCES - PG. 29

MISSION STATEMENT AND PHILOSOPHY

St. Mark Lutheran School Mission Statement

St. Mark Lutheran School seeks to introduce Houston families to the life-changing love of Jesus through Scholarship, Ministry and Leadership.

School Philosophy

St. Mark Lutheran School is dedicated to helping each student discover and develop his or her individual abilities and potential. All children should recognize their uniqueness in the sense that they are “fearfully and wonderfully made” by God’s perfect design. At the same time, St. Mark recognizes the importance of preparing students to assume their role as citizens of this world and of God’s heavenly kingdom. Our school program therefore emphasizes the necessity of cooperation, teamwork, and respect for others. In essence, St. Mark Lutheran School strives to develop the following key relationships:

- the child in relationship to God
- the child in relationship to self
- the child in relationship to the community
- the child in relationship to the world created by God

HISTORY AND ORGANIZATION OF THE SCHOOL

St. Mark Lutheran School was organized in 1949 as a ministry of St. Mark Lutheran Church. In its more than 60 years dedicated to excellence in Christian education, the school has grown from a small parochial institution to one that now serves over 300 children from a variety of backgrounds and church affiliations. St. Mark is committed to the support and nurture of families, relying on God’s promise to guide us in this rapidly changing and sometimes confusing world.

As an institution of St. Mark Lutheran Church - Missouri Synod, the school is under the overall control of the congregational Voter’s Assembly. The Board of Day School Ministries provides direct management and has the primary role of establishing school policy. The Principal is responsible for daily administration of the school operation and programs while the Executive Director is responsible for Operations and Advancement of the church and school.

NON-DISCRIMINATION POLICY

“St. Mark Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.”

The School does not discriminate in admission to, access to, treatment in, participation in, or employment in its services, programs and activities, on the basis of race, color, age, national origin, sex, or disability/handicap. The School further does not discriminate on the basis of a person’s citizenship status or genetic information.

Discrimination occurs when the School’s actions, procedures, policies or employees treat an individual adversely in an educational context solely on the basis of the individual's race, color, national origin, sex, age, disability or handicap.

To file a complaint alleging discrimination by the School on the basis of race, color, age, sex, national origin, handicap or disability, please contact: **Kelly Biar**, Treasurer, 832-768-3836, kellybiar@gmail.com, 1515 Hillendahl Blvd., Houston, Texas 77055; or **Michael Dallas Lusk**, Executive Director, 713-468-2623, dlusk@stmarkhouston.org, 1515 Hillendahl Blvd., Houston, Texas 77055.

ACCREDITATION

St. Mark Lutheran School is fully accredited by the Texas District School Accreditation Commission as well as by the National Lutheran School Accreditation Commission. The Texas Public School Accreditation Commission and the Texas Education Agency recognize and approve the accredited status of St. Mark Lutheran School.

RELIGIOUS STUDIES AND WORSHIP

Students and staff at St. Mark Lutheran School are encouraged to bear witness to their faith in the Living Lord, Jesus Christ, both at school and in the outside world. Christ's Great Commission to "go and make disciples of all nations" (Matthew 28:19) is taken seriously at St. Mark.

Students receive daily spiritual instruction through classroom devotions and regular religious study. "Religion" is not taught merely as a course offering at St. Mark. Reverence for and knowledge of God's creation is emphasized in all aspects of the curriculum. Prayer is an integral part of each school day.

St. Mark strives to create a climate of freedom from guilt and freedom to serve God and others. We recognize the gift of new life in Christ. In grateful response we desire to "love one another" as we support and respect the individual gifts that God has given each one of us.

Chapel Worship

Regular weekly chapel services are designed to provide topical, relevant, and age-appropriate worship and instruction to all students at St. Mark. School unity is fostered through this corporate worship experience. Individual classes have the opportunity to lead chapel services throughout the year. Chapel offerings are directed toward missions, charitable institutions, or other special needs. Parents* are invited to join students and staff for the weekly chapel experience. Chapel services are on Wednesday unless otherwise announced. There are special chapels scheduled during the school year that combine Preschool through 8th grade.

- 8:10 am Bridge through 8th grade
- 9:15 am Early Childhood through PK

*NOTE: While under COVID-19 guidelines, parents and guests are not able to attend chapel.

Discipleship Expectations

It is expected that all staff members, parents, and students will regularly attend worship services, Sunday school, and Bible classes either at St. Mark Lutheran Church or the church of their membership. As adults practice and model their Christian faith, they provide a powerful witness for children. St. Mark parents can set a positive example in the home, as volunteers at school, and in their attendance at school-related functions.

All school families, both member and non-member, are encouraged to grow as disciples of Christ as evidenced through the following:

- habits of regular worship attendance and involvement in Sunday school or Bible class groups
- sacrificial giving to the church of their membership

Member Tuition Policy

In order to qualify for the reduced member tuition rate at St. Mark Lutheran School:

1. At least one parent and the child(ren) must be officially listed on the membership roll of St. Mark Lutheran Church.
2. At least one parent and the child(ren) are expected to be “members in good standing” of St. Mark Lutheran Church. This implies regular worship attendance and the sacrificial giving of time, talent, and treasure. A weekly attendance rate of 60% is considered the minimum standard as calculated annually. Attendance may be counted at any of the regular weekly service, Sunday School, Bible Class, and or special services such as Advent, Lent, or Thanksgiving. Attendance is documented by completing the registration card and placing it in the offering plate during the service. **Note: Only one service each week may be counted toward the family’s attendance percentage.**

School families sign a covenant document explaining the tuition policy in detail and agreeing to the expectations contained therein.

FINANCIAL RESPONSIBILITIES

“The master of those servants returned and settled accounts with them.” Matthew 25:19

It is understood that, while St. Mark Lutheran School is in ministry to children and their families, operating expenses must be met. St. Mark expects parents to partner with the school in achieving the mission and goals of the school, it is therefore expected that families will treat their financial obligations to the school and extended care program seriously. Families who fall behind in their financial obligations are asked to contact the Business Office as soon as a problem arises. Parents are urged to work in a partnership of mutual respect and understanding with the school administration to ensure that their financial obligations are met in a timely manner.

Registration

1. Families with account balances greater than 30 days in arrears will not be permitted to register for the subsequent year until the balances are settled.
2. Families who have registered for the subsequent year, but whose account balances fall greater than 30 days in arrears at the end of the third or fourth quarter will have registration revoked. Registration papers will be returned and the registration fee will be applied to the delinquent account.

Tuition Management System

St. Mark utilizes an online tuition management system through FACTS. All families are required to sign up for this online billing system. Once registered, all families will receive an email with the FACTS setup instructions. FACTS charges an annual, nonrefundable, enrollment fee based upon the number of payments selected for each annual agreement period (\$20 for one or two payments per agreement period, \$50 for more than 2 payments per agreement period).

Lunch account payment should not be included with the tuition payment.

Overdue Accounts

Payments are due by the invoice due date each month, with a 5 day grace period allowed. At this time, a \$35 late fee will be assessed by FACTS on all overdue balances. For all amounts over 2 days past due, FACTS shall send an email reminder of the amount past due. For all amounts over 20 days past due, St. Mark shall send a formal collection letter. For all amounts over 30 days past due, St. Mark shall

Revised August 2020

send a notification of collection action and possible revocation of credit privileges will occur if payment is not received before the specified deadline.

Any tuition or fee payment that is 60 days or more delinquent, St. Mark reserves the right to exclude the student from school attendance and/or dismiss the student from St. Mark, whereupon St. Mark shall be relieved of any further duty to provide educational instructions to the student. Dismissal for failure to pay the tuition or fees does not relieve the parent/guardian of his/her obligation to pay the remaining monies due.

Revocation of credit privileges may include one or more of the following:

1. Requirement to pay tuition and fees in advance;
2. Requirement to pay tuition and fees in cash or by money order;
3. Requirement to establish an automatic bank draft or automatic merchant card transaction; or
4. Termination of the student contract and expulsion of the student from St. Mark.

Failure to resolve overdue accounts may result in one or more of the following:

1. Exclusion from class until account is current
2. Withholding of report cards and school records;
3. Denial of registration for the coming year;
4. Denial of participation in graduation ceremonies;
5. Withholding of the graduation diploma;
6. Full legal and credit remedies including, but not limited to, transfer of accounts to attorneys or collection agencies.

Returned Payment Fee

A charge of \$35 will be assessed on all returned payments.

Withdrawal Process

Please contact the Office of Admissions at admissions@stmarkhouston.org or 713-255-3617 to obtain the withdrawal process information.

ATTENDANCE

Regular school attendance is essential to the progress of every student. Parents are expected to work with their children to ensure that they are present* and on time for school.

*NOTE: During COVID-19 guidelines, virtual classroom participation through St. Mark is acceptable as attendance as a St. Mark student. Students must report to the teacher to register daily attendance.

SCHOOL HOURS 8 am to 3:20 pm

Arrival after **8 am and before 10 am** is counted as a tardy.

Arrival after **10 am and before 1 pm** is counted as a ½ -day absence.

Departure after **8 am and before 10 am** is counted as a full-day absence.

Departure after **10 am and before 1 pm** is counted as a ½ day absence.

Departure after 1 pm, the student is counted as present for the day.

Note: Students unable to attend school due to illness (including leaving school early) are not to participate in or otherwise attend after school functions. For example, a student leaving at noon with a fever is not to show up at a sporting event or after- school event that day.

Absences

Absences for any of the following reasons will be considered excused: personal illness, serious illness or death in the family, medical appointments, school sponsored (including sports tournaments, music competitions and academic competitions) or approved outside activities, court appearances, or other unavoidable circumstances. If a student is absent due to illness more than three days consecutively then he/she must obtain a doctor's excuse. Because we value your child's learning, extended family vacations while school is in session are strongly discouraged.

The principal has the sole authority to determine whether an absence is excused or unexcused.

When a student is absent for any reason, parents are asked to notify the homeroom teacher by email and the school office by phone or email before 8:30 am. Parents will be called to verify the location of any child missing from school if no notification has been received. A doctor's release may be required in cases of serious or contagious illness. (See Health & Safety Section.)

If a student misses more than 10% of an academic school year, the administration team must approve the student's enrollment for the next school year.

Parents of elementary students may email their homeroom teacher to request daily assignments. These may be picked up at the front desk after 3:20 pm.

Students will receive full credit for make-up work as long as it is turned in by the due date agreed upon with the teacher. **Two** days is allowed for each **excused** day absent to complete and turn in make-up assignments unless otherwise noted by the teacher. **One** day is allowed for each **unexcused** day absent to complete and turn in make-up assignments unless otherwise noted by the teacher. Please communicate with teachers regarding due dates for absent work. A grading penalty may be imposed for work turned in late.

Appointments

Parents are encouraged to schedule medical and dental appointments outside of school hours whenever possible. If a student must leave school for an appointment, the teacher should be notified in advance. Parents must meet students at the front desk for departure and check students back in at the front desk upon return.

Class Trips

Students in 6th through 8th grade participate in at least one class trip during each school year. These trips are planned as an integral part of the curriculum and are counted as regular instructional school days. All students are expected to attend. A portion of these expenses is covered by fees or special fund-raisers. Parents with financial concerns may confidentially discuss them with the principal.

*NOTE: Middle School class trip information will be communicated in advance should any changes occur due to COVID-19.

ARRIVAL AND DISMISSAL PROCEDURES***

Arrival Procedures (K-8)

Between 7:00 - 7:30 am: All K-8 students must be checked into Extended Care for proper supervision. Contact the Extended Care Office for information.

Between 7:30 am - 7:45 am: Kindergarten through 8th grade students may be dropped off in the north parking lot (Hillendahl school lot) to wait outside the northwest school entrance where they will be supervised by school personnel.

At **7:45 am** school doors and classrooms are open. Students may report to class at that time. The tardy bell rings at **8 am**, and the outside doors and gates are locked.

Late Arrival and Tardy Policy

If a student is not in the classroom by the 8 am bell, the student will be considered tardy. An admit slip must be obtained from the school front desk (Pech Rd.) after 8 am. The school administration will determine whether the tardy is excused or unexcused. An excused tardy will be given for medical or dental appointments, academic or behavioral testing, and personal or family illness. Each student is allowed two excused tardies in each grading period without consequences. Six excused or unexcused tardies in one grading period will equal one unexcused absence.

Dismissal Procedures

Preschool & Pre-Kindergarten students are dismissed at 2:50 pm. All Bridge - 8th grade students are dismissed at 3:20 pm and will be sent to their designated car pick-up location or to Extended Care. All students must report directly to an adult or school staff member and may not remain on campus unsupervised at any time.

Car pick-up for grades Bridge through 8 begins at 3:20 pm and concludes at 3:35 pm. This is a drive-up procedure where cars enter from either Hillendahl Blvd. into the north parking lot for grades K – 4 or enter from Pech Rd. into the South parking lot for grades 5-8 . The security gate along Hillendahl Blvd. is unlocked at 3 pm to allow cars to begin lining up. Parents arriving after 3:35 pm may pick up their children from Extended Care. In this case parents or other designated adults will park in the south Hillendahl parking lot and check in at the Reception Desk. Their child will be escorted from Extended Care to the Reception Desk. **Parking is not allowed in the following areas: along Hillendahl Blvd. or in the fire zone by the gym. Do not park in the handicap parking spaces unless you are authorized to do so.** Specific details and diagrams concerning car pick-up procedures are published at the beginning of the school year.

Students will be released only to their custodial parent(s), other adults specified on the registration forms, or designated carpool drivers. Regular carpool lists must be kept on file with the school office. Children going home with friends but not part of a regular car pool must bring a parental permission note to be given to the teacher and school office. Students who walk or bicycle home must have a parental permission note on file in the school office. Students attending Extended Care or participating in scheduled after-school activities are dismissed to the adult in charge.

After School Extended Care

It is the parent's responsibility to keep the teacher informed of their child(ren's) after school activities. If a student is not registered in a supervised after school activity such as sports, music or tutoring classes, they must be in Extended Care. If the student is a JV or Varsity sports player, the child will go to the gym directly after school unless otherwise specified. The parent will be responsible for being there to pick the student up at

Revised August 2020

the end of practice. Students are not allowed on campus unsupervised at any time. *If a child is not picked up from sports practice in a timely manner, the coach will take the child to extended care.*

*****NOTE: Please see the Addendum for revised pick up and drop off procedures and extended care processes under COVID-19 guidelines.**

HEALTH AND SAFETY***

Illness or Accidents

St. Mark Lutheran School does not have the facilities or personnel to offer medical care beyond routine first aid treatment. If a student is injured or becomes ill at school, the school nurse or office personnel will comfort the child and contact a parent or guardian to pick him up. *It is expected that the parent will do this within an hour of being contacted.* Parents are responsible to ensure that each child has a current emergency response form on file with the school office with all parent contact numbers and several alternative numbers. In the unlikely event of a medical emergency, an ambulance may be called before the parent is notified. Our primary concern is for the health and safety of the child.

At the request of the school nurse, parents will be called to pick up a child if any of the following are observed:

1. fever of 100 degrees or higher
2. vomiting or diarrhea
3. excessive coughing
4. a significant rash
5. ongoing complaints of pain
6. any injury that appears serious
7. head lice or scabies
8. recurring or heavy yellow or green nasal discharge
9. pink eye

Our school is also required by the law to uphold the following recommendations and guidelines provided by the Texas State Department of Health. Both staff and parents must comply for the health of all of our children.

1. Chicken Pox: You must have a physician's permit to re-enter school. The last crop of lesions must be scabbed over, and the child must be examined by the school nurse.
2. Diphtheria: You must have a physician's permit to re-enter school.
3. Hepatitis: You must have a physician's permit to re-enter school. By law, parents of classroom contacts must be notified by a school official.
4. Impetigo: You must have a physician's permit to re-enter school. All lesions must be healed, and child must be examined by a school nurse prior to returning to school.
5. Measles: You must have physician's permit to re-enter school. Child must be free from rash, and child must be examined by a school nurse prior to returning to school.
6. Mononucleosis: You must have a physician's permit to re-enter school.
7. Mumps: You must have a physician's permit to re-enter school.
8. Pink Eye: May return to school after using physician prescribed eye drops/ointment for 24 hours. If it is viral in nature, child may not return until being evaluated by a school nurse, and it may be as long as 14 days.
9. Pediculosis (Lice): Children will be allowed to return to school once the prescribed treatment has been administered, and the child is checked **by the school nurse before re-entering class.**

Revised August 2020

10. Ringworm of scalp and skin: Child may return to school with a permit from the physician, provided prescribed treatment has been initiated, and the area is covered.
11. Streptococcal Infection: Also referred to as Strep throat, Scarletina, or Scarlet fever. Child may return to school with a physician's permit, AFTER having been free from symptoms (fever, sore throat, and rash) and on antibiotic therapy for 24 hours.
12. Tuberculosis: Child must have a physician's permit and must be taking the prescribed medication.
13. Whooping Cough: Child must have a physician's permit to re-enter school.

Children with contagious diseases must remain at home until a doctor releases them to return to school. Children with fever should be kept at home until they are fever-free **without medication** for 24 hours. When your child has a fever, keep him home for 24 hours after the fever has broken. For example, if the fever breaks in the afternoon on Monday, do not send your child to school until Wednesday. The temperature should remain below 99.0 for 24 hours. Parents are asked to use common sense and consideration when deciding whether a child is well enough to attend school. Although it may be inconvenient to keep a sick child home, the well being of the child, his classmates, and his teachers must take first priority.

Medication Policy

Many medications are sent to school for the nurse or, in her absence, a designated staff member, to give to students. Teachers do not dispense medication. For the safety of our students, the school staff will follow strict policies and procedures for administration of medication. No medication is supplied by the school. Medication purchased in a foreign country will not be given. All prescription and non-prescription medication must be kept in the nurse's office and must be registered with the nurse when a student arrives at school. A medication permission slip (either over the counter or prescription) must be completed by the parent and turned in along with the medication before it can be dispensed. These forms are available at Back to School Night, in the school office, **and on the school's website**. (Please feel free to make copies.) *Please note that prescription medications also require the authorized signature of the prescribing physician.*

Prescription Medication:

Prescription medication may only be administered when a signed Prescription Medication Form with complete dosage instructions has been received from the prescribing physician or dentist licensed to practice in the United States. Prescription medication must be provided by the parent/guardian in the original container appropriately labeled with the name of student, name of medication, and complete dosage instructions. In cases of repeated daily doses, parents are responsible for providing a one week supply, picking up the empty container at the end of the week, and returning the container with the following weeks dosage to the nurse's office.

Note: For medications prescribed by a doctor that are given three times daily, you are encouraged to give one before school, one after school, and one at bedtime, unless otherwise advised by your physician.

Non-prescription Medication:

Non-prescription medication may be administered when a signed Over-the-Counter Medication Form with dosage instructions written specifically for your child has been received from a parent/guardian. All over-the-counter medications must be FDA-approved and must be in the original container. Only the dosage indicated on the container will be given. If there is not an age-appropriate dosage on the container, you must have a physician complete a Prescription Medication Form with dosage instructions in order for the medication to be given.

These procedures have been implemented with the safety and protection of the students in mind. Parents are encouraged to work with the school nursing staff to minimize any inconvenience.

Medical Records and Health Requirements

State law mandates that immunization and health records be maintained on each child enrolled in school. Parents must complete a confidential Health History Information Form for each child enrolled at St. Mark. This information is confidential. Parents must notify the school office of any changes in a child's health status, new medications, emergency phone numbers or addresses, or physician and insurance information.

Parents must supply a complete immunization health record from a licensed physician. Immunizations must be current according to the Texas Department of Health requirements. You can view these requirements on the website at dshs.state.tx.us.

To claim exclusion for reasons of conscience including a religious belief, a signed affidavit must be obtained from the Texas Department of Health, Immunization Division in Austin and presented to the School Nurse's Office. The affidavit will be valid for a two-year period.

To claim an exclusion for medical reasons, the student must present a statement signed by the child's physician (MD or DO), duly registered and licensed to practice medicine in the United States who has examined the child, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child. Unless it is written in the statement that a life-long condition exists, the exemption statement is valid for only one year from the date signed by the physician.

An annual sports physical is required for all 5th through 8th grade students who are participating in team sports at St. Mark (including cheerleading). In addition, a scoliosis screening is required for all 6th grade students. Audio-visual screenings were mandated in accordance with the Special Senses and Disorders Act of 1983. For the convenience of our school families, St. Mark engages a certified screener. **Hearing & Vision screening is required of the following: 4yr. olds by Sept. 1, Kindergarteners, 1st, 3rd, 5th, & 7th graders, and any other first-time entrants from out of state.** If parents elect to have this screening done elsewhere, it must be performed by an accredited screener and a full, detailed report must be provided to the school office. For new students, the screening must be done during the first semester at St. Mark.

*****NOTE: Please see the Addendum for revised health procedures and COVID-related guidelines.**

Campus Visitors

Families are welcome to visit the school and attend chapel*. For the safety and protection of everyone on the St. Mark campus, parents and guests are asked to sign in at the Pech Road reception desk. Parents who wish to observe their child's class or conference with a teacher or administrator should make an appointment in advance with his/her teacher.

*NOTE: While under COVID-19 guidelines, parents and guests are not able to attend chapel or visit on campus without an appointment.

Non-Custodial Parents

A non-custodial parent, unless restricted by a court order, will be allowed access to all student records, report cards, and disciplinary action reports. The parent will also be permitted to participate in conferences and other routine school activities, involving parents, unless restricted by court order.

The non-custodial parent is the parent who has neither the right to designate the child's residence nor the right to receive child support under the divorce decree or court order. St. Mark reserves the right to make the decision as to who is non-custodial for purposes of this policy.

The non-custodial parent may not visit the student on campus during the school day nor may the student be released to the non-custodial parent without written permission from the custodial parent. A certified copy of the court order restricting the rights of the non-custodial parent must be provided to the school office if the custodial parent wishes to prohibit the distribution of information to or restrict school visitations by the non-custodial parent. A student may, however, be released to the non-custodial parent if the decree specifies that visits begin at the time school is released, but only on days of possession.

Suspected Child Abuse or Neglect

The laws of the State of Texas mandate that any incident of suspected child abuse or neglect observed by medical or school personnel be reported to Child Protective Services. Suspicion may be aroused by the observation or assessment of a child's behavior, conversation, physical appearance, or emotional condition. In such instances, a timely report must be made, and an independent CPS investigation will be conducted. St. Mark Lutheran School is required *by law* to comply with these procedures.

If any school family needs assistance with parenting issues or any other difficult personal situation, the school principal or any of the church pastors may be contacted for a confidential discussion or referral. The support of families and care for our children is everyone's job at St. Mark.

Inclement Weather/Closing of School

School closings due to bad weather or other emergency conditions are announced on our school website at gostmark.org, email, the St. Mark Lutheran School Facebook page and local television and radio stations. St. Mark Lutheran School will notify the media in such an event. Parents should check for school closing broadcasts in cases of severe weather or other emergencies. Typically, St. Mark closes when Spring Branch Independent School District is closed.

Emergency Drills

St. Mark follows local city ordinances concerning emergency drills and evacuation procedures. Fire, tornado, disaster, and lock-down drills are conducted on a regularly scheduled basis.

ACADEMICS

Curriculum

St. Mark Lutheran School offers a challenging academic curriculum centered on the Christian faith. Our course of study is designed to equip students both intellectually and spiritually as disciples of Christ. The curriculum and textbooks are reviewed on a five-year cycle in order to provide current and high-quality materials in support of the overall academic program.

The basic program of study at St. Mark includes the following:

Christian Religion and Memory, Science (including Integrated Physics and Chemistry), Social Studies, Spanish, Spelling, Grammar, Reading/Literature, Writing, Handwriting (including cursive), Mathematics (including Pre-Algebra and Algebra), Physical Education, Music, Art, and Computer/Technology.

Exploratory and Fine Arts course offerings are also available to Middle School students. These offerings in addition to the basic program of study include engineering, coding and robotics, athletics speed and strength,

Revised August 2020

creative writing, book club, sculpting, multimedia, speech, servant leadership, Scripture art, handbells, praise band, and study hall. *Selections vary from year to year based on student interest.

Homework

The challenging program at St. Mark Lutheran School has always required that some studying be done at home. While studying or homework is necessary for accomplishing immediate goals, it is also important in developing beneficial study habits for future education. The amount of homework varies based on grade level and the ability and study habits of the student. Parents can help by providing encouragement and a quiet place to study. Our teaching staff strives to work as a team to balance homework assignments and testing dates between subjects.

Grading Scale

Grades K through 8 use the following grading scale for all academic core subjects:

95 - 100 =	A	83 - 84 =	C+	70 =	D-
93 - 94 =	A-	78 - 82 =	C	0 - 69 =	F
91 - 92 =	B+	76 - 77 =	C-		
87 - 90 =	B	74 - 75 =	D+		
85 - 86 =	B-	71 - 73 =	D		

An evaluation of “E” (exceptional), “G” (good), “S” (satisfactory), “N” (needs improvement) or “F” (failing) may be given for some non-core subjects for grades 1 through 4. Specific attributes are given in grades K-4.

Report cards are issued at the end of each 9-week quarterly grading period. Midterm progress reports are available for grades 1-8 after 4 ½ weeks each quarter.

Academic Probation

A St. Mark student who is academically at risk as of the mid-term progress report will be placed on academic probationary status and his/her progress will be reviewed by the teachers and administration. Parents will be notified of this status.

A new student may be accepted at St. Mark Lutheran School on academic probationary status. This is done at the discretion of the principal based on progress reports or standardized test results from the former school. Failure to meet the terms of the probationary status may result in dismissal from St. Mark.

Students on academic probation will be ineligible to participate in school sponsored extra-curricular activities. Detailed eligibility requirements may be found in the eligibility section of this handbook and athletic handbook.

Academic Assistance

Parents are encouraged to contact the teacher if a student is experiencing ongoing difficulty with the academic program at St. Mark. Open discussion and early intervention are critical in finding an appropriate solution.

Evaluation for possible learning needs and emotional, behavioral and developmental concerns are available through the student’s local public school district and through various private organizations. The faculty and staff at St. Mark care deeply about all of our children. We stand ready to assist families with referrals for outside evaluation and therapy as the individual situation may require. Parents are encouraged to discuss special needs or concerns with their child’s teacher and our resource specialist.

Parent Teacher Conferences

Parent-teacher conferences are scheduled at the discretion of the teacher or parent based on the progress of the individual student. Parents may schedule a conference with the teacher at any time during the school year to discuss specific issues or concerns. St. Mark has set aside a PS-8 Parent-Teacher Conference day on Friday, October 23, and parents and teachers are encouraged to also meet throughout the year. We are here to partner with you!

*NOTE: Under COVID-19 guidelines, parent-teacher conferences may be held virtually.

Academic Recognition

Students in grades 5 through 8 are recognized for their academic achievements through the St. Mark Honor Roll program. High Honor and Honor Roll recognition will be indicated on the report card. Eligibility is based on grade average and weighting of core subject areas during each quarterly grading period. A grade below 85% in any subject disqualifies a student for honor roll status.

- Honor Roll is given for a 90-94% average in the core classes (Religion, Math, Science/History, English, Literature) with no grades below an 85% in any non-core classes, and
- High Honor Roll is given for a 95%-100% average in the core classes with no grade below a 90% in any non-core class.

Grade 8 Valedictorian and Salutatorian

The Valedictorian and Salutatorian are determined based on core subject areas averages from Grade 5 (4 quarters), Grade 6 (4 quarters), Grade 7 (4 quarters), and Grade 8 (3.5 quarters). Core subjects are Religion, Literature, English, History, Mathematics, and Science.

Note: All students considered for Valedictorian and Salutatorian must have attended St. Mark for at least one full year.

Promotion Policy

St. Mark students in Pre-School (**age 3 by September 1st**), Pre-Kindergarten (**age 4 by September 1st**) and Kindergarten (**age 5 by September 1st**) are recommended for promotion to the next grade level based on their overall academic progress and readiness as determined by the teacher and administration. Social, emotional, and physical development are considered along with academic and intellectual ability. Teachers and parents should communicate throughout the year to discuss the child's progress. The gift of a little extra time to grow can greatly improve the chance for future success for some young children.

Students in grades 1 through 8 are promoted based primarily on their academic performance. Students must attain an average of 70 or above based on the final yearly grades in the core academic subjects (religion, math, science, history, and language arts which include Spelling, Reading, English and Handwriting). A failing final grade (below 70) in any academic core subject must be made up in an approved summer school program in order to progress to the next grade level. St. Mark allows a maximum of two core subjects to be taken in summer school. The parent and student will be required to confer with the principal to agree on an approved plan of remediation. Evidence of satisfactory completion of the program must be submitted to the principal. Failure to comply will result in repetition of the previous grade level.

If a student misses more than 10% of an academic school year, the school administration team must approve that student's enrollment for the next school year.

Co-Curricular Activities

Experiences that complement the school's formal learning academic program include:

- Private School Interscholastic Association (PSIA)
- Instrumental and vocal concerts
- Music theater performances
- Science, Social Studies, and Art Fairs
- Class trips and field trips
- Bible Bowl
- Spelling Bee
- Geography Bee
- Fields Day – Grades 1-4
- Field Day – Grades 5-8

Extra-Curricular Activities

St. Mark offers additional programs for the benefit of the students' development and enjoyment. These include:

- The St. Mark Music Conservatory (private lessons in vocal and instrumental music)
- Athletics (5th – 8th Grade) soccer, volleyball, cross country, basketball, football, track and field, tennis, softball, baseball
- West Houston Christian Sports Association (PK-4th Grade) soccer, basketball, softball, baseball
- Special Extended Care Programs

PHYSICAL EDUCATION

Program Philosophy and Goal

St. Mark Lutheran School considers physical education and athletics essential elements in the total development of its students. Our goal is to give every student the physical, intellectual, and spiritual tools to lead a healthy life and to make a difference in the lives of others.

We promote health and fitness first, followed by skill development, and competitive athletics. This is accomplished through physical education classes, daily Extended Care opportunities, and team sports. St. Mark's physical education program is grounded upon I Corinthians 6:20 where we are called to honor God with our bodies, which are temples of the Holy Spirit. The athletic programs embrace Colossians 3:23 which says, *"Whatever you do, work at it with all your heart, as working for the Lord, not for men."*

Physical Education Classes

The physical education classes focus on health, fitness, and skill development. P.E. uniforms are required for students in grade 5 and for those 6th-8th grade students taking an athletic elective. Uniforms are ordered through the online school store at stmarkstore.org.

DRESS CODE AND GROOMING POLICY

Personal grooming and style are largely family issues, but St. Mark Lutheran School has a legitimate interest in maintaining appropriate dress and grooming standards of its student body. The dress code and grooming standards at St. Mark Lutheran School are designed to enhance general school discipline and minimize distractions. The support of students, parents, and faculty in upholding these standards is expected and appreciated.

Students are expected to arrive at and leave the campus dressed according to the dress code. Students must remain in school uniform apparel while in extended care unless participating in a school-related activity requiring other apparel.

2020-21 St. Mark Lutheran School Dress Code

GRADES K-4: Non-chapel days

GIRLS

- Short/long sleeve logo polos: black or hunter green
- Short sleeve logo banded polo: black
- Khaki skort, shorts or pants (*See belt notes below.)
- Plaid skort
- *For grades K-3 only:* Plaid jumper with white peter pan collar blouse
- *For grades K-3 only:* Short sleeve green logo polo dress
- Black logo sweatshirt or crew neck cardigan or fleece jacket
- *Fridays only:* St. Mark ministry t-shirt with jeans, jean capris or regular uniform bottom

BOYS

- Short/long sleeve logo polos: black or green
- Khaki or black pants (*See belt notes below.)
- Khaki or black shorts (*See belt notes below.)
- Black logo sweatshirt or v-neck cardigan or fleece jacket
- *Fridays only:* St. Mark ministry t-shirt with jeans or regular uniform bottom

GRADES 5-8: Non-chapel days

GIRLS

- Short/long sleeve logo polos: black, white or hunter green
- Short sleeve logo banded polo: white or black
- Khaki skirt, shorts or pants (*See belt notes below.)
- Gray skirt
- Black logo sweatshirt or ¼ zip sweater or fleece jacket
- *Fridays only:* St. Mark ministry t-shirt with jeans, jean capris or regular uniform bottom

BOYS

- Short/long sleeve logo polos: white, black or hunter green
- Khaki or gray pants (*See belt notes below.)
- Khaki or gray shorts (*See belt notes below.)
- Black logo sweatshirt or ¼ zip sweater or fleece jacket
- *Fridays only*: St. Mark ministry t-shirt with jeans or regular uniform bottom

GRADES K-4:Chapel Day Uniform

GIRLS

- Hunter green short/long sleeve logo polo & plaid skort -OR-
- *For grades K-3 only*: Plaid jumper with white peter pan collar blouse
- Black logo crew neck cardigan (Flynn O'Hara only)

BOYS

- Hunter green short/long sleeve logo polo
- Black pants or shorts (*See belt notes below.)
- Black logo v-neck cardigan (Flynn O'Hara only)

GRADES 5-8:Chapel Day Uniform

GIRLS

- Black short/long sleeve logo polo (banded or regular)
- Gray skirt
- Black logo ¼ zip sweater (Flynn O'Hara only, not Nike)

BOYS

- Black short/long sleeve logo polo
- Gray pants or shorts (Anything with belt loops must be worn with a smooth black belt*.)
- Black logo ¼ zip sweater (Flynn O'Hara only, not Nike)

***Belts:** Solid black belts are required for students in grades 2-8. On any clothing item with belt loops (with the exception of jeans on Fridays), the belt must be worn inside the loops.

Socks: Socks must be solid white, gray or black. Athletic socks may have a logo.

Leggings/Tights: Girls may wear leggings or tights under their skirt, skort or jumper (not under their shorts). Leggings and tights must be solid, one color in white, gray or black.

Undershirts: Short sleeve undershirts worn under the school polo must be white with no lettering or design. Long sleeve undershirts are not permitted.

Shoes: All students are expected to wear athletic shoes, loafers or oxfords. Open-toed or open-heeled shoes are not allowed. Boots are not permitted. For the safety of your child, appropriate footwear (athletic shoes are best) with socks should be worn at all times.

Outerwear: The black sweatshirt, cardigan and fleece jacket from Flynn O’Hara and black Nike pullover are able to be worn inside the classroom and throughout the campus. Other coats and jackets (including SML windbreakers and jackets) may be worn outside but should be removed once inside the classroom. **Only the Flynn O’Hara St. Mark sweater should be worn to chapel.** Eighth grade students are approved to wear the traditional eighth grade class sweatshirt in the classroom, with the exception of during chapel services.

NOTES:

All St. Mark logo apparel must come from St. Mark or Flynn O’Hara. St. Mark Nike apparel may still be worn (see exceptions in dress code) and is available for purchase through our online store at stmarkstore.org.

Tommy Hilfiger apparel in good condition is grandfathered in for the 20-21 school year. Parker clothing items are not permitted and can be donated through St. Mark to a mission in Cambodia.

Resale Store

For your convenience we have a school uniform resale shop. You are able to exchange clothing items for the same number of items, or we ask that you donate a small amount for the items that you take. A suggested donation price list is posted on the inside of the uniform doors. Inquire in the school office for access.

Grooming and Dress Standards

Students at St. Mark Lutheran School are expected to adhere to the following personal grooming and dress standards:

1. Boys’ hair should be cut above the collar.
2. Boys’ and girls’ hair should be clean and well groomed, out of eyes, and not below the eyebrows. Style and color should not be extreme or distracting. No colored streaks or spray-in coloring.
3. Shirts must be tucked in while on school campus. Exception: girls’ banded polo and Friday spirit shirt.
4. All polo shirts must have the St. Mark Logo.
5. Shorts and pants should fit securely at the waist.
6. Girls’ skirts, skorts and shorts should be of a modest length. Girls may not roll up the waistband of their skirts. Skirt length can be no shorter than 3” above the top of the kneecap front and back. Shorts should not be shorter than 5” above the top of the knee.
7. Girls should be fitted so no skin is showing when arms are raised. Shirts should not be too tight.
8. Hats or caps are not allowed inside the building during the school day. Exceptions will be communicated.
9. Appropriate, modest jewelry may be worn. Visible body-piercing jewelry other than pierced earrings for girls is not allowed. Boys may not wear earrings.
10. No visible tattoos, temporary tattoos or writing on skin.
11. Uniforms must be clean, properly fitting, and in good repair. Clothing items with holes, torn seams, missing buttons, etc. must be repaired or replaced.
12. There may be a need to purchase uniforms or have uniform alterations (i.e. short, skirt, pant length) during the school year due to the student’s physical growth.
13. **FREE DRESS DAY GUIDELINES:** The same school guidelines on length of dresses, skirts, skorts or shorts applies on free dress days. No spaghetti straps, tank tops or bare shoulders. Leggings are not appropriate as pants. No undergarments can be showing. Regular dress code shoe guidelines must be followed. Clothing should be school appropriate.

If in doubt about any of these dress standards, please ask in advance. Administration will have the final say.

Dress Code Violations and Consequences

Kindergarten – Grade 3 Classroom teachers will address any dress code violations by contacting the parent. If dress code violations continually occur, the school office will reach out to the parents.

- Grade 4
- 1st Violation – Warning to student
 - 2nd Violation – Parent notification
 - 3rd Violation – Loss of buckos (with parent notification)
 - 4th Violation – Loss of one recess period and loss of buckos (with parent notification)

If dress code violations continually occur, there will be a conference with parent, student, teacher and principal.

- Grade 5
- 1st Violation – Warning to student
 - 2nd Violation – Parent notification
 - 3rd Violation – Loss of one recess period (with parent notification)
 - 4th Violation – Loss of one recess period and silent lunch (with parent notification)

If dress code violations continually occur, there will be a conference with parent, student, teacher and principal.

- Grades 6-8
- 1st Violation – Warning to student
 - 2nd Violation – Loss of one recess period (with parent notification)
 - 3rd Violation – Loss of one recess period and silent lunch (with parent notification)
 - 4th Violation – Conference with parent, student and principal to make a plan.

SCHOOL DISCIPLINE

St. Mark Lutheran School does not equate discipline with punishment. Our goal is to teach Christian values, self-control, orderliness, and respect. As directed in Scripture, children are to be guided in the development of self-discipline, so that they may grow toward behavioral and moral choices compatible with a living Christian faith. The overall purpose of discipline at St. Mark is to literally “disciple” or train students to model Christ-like behavior. We want students to act, not out of fear, but in loving response to God’s sacrificial love for all of His children.

Partnership in Discipline

St. Mark is committed to assisting parents in their God-given responsibility to educate their children - spiritually, academically, socially, and physically. This requires a learning environment in which disciplinary standards are understood, supported by both the school and family, and followed by the school community as a whole. Everyone contributes to the creation of a safe and positive climate where learning can take place. Teachers, students, parents, administrators, and the church must work in a partnership of mutual support and respect.

Christ as our Model

To be a Christian means literally to be “a little Christ”. At St. Mark Lutheran School, students, teachers, and parents are asked to remember that all of their actions bear witness (one way or another) to the saving grace of Jesus Christ. None of us is expected to be perfect, and our failings can be handled in the same spirit of love and forgiveness that God freely bestows on us. Everyone in the St. Mark school family can ask the question “What would Jesus do?” in an effort to achieve self-discipline.

School Standards

Four basic standards provide the foundation of the disciplinary program at St. Mark Lutheran School:

- Respect for those in authority
- Respect for oneself and others
- Respect for the school property and the property of others
- Respect for the teaching and learning process

Adhering to these standards means that students at St. Mark will:

- Treat teachers, administration and fellow students with respect
- Treat school property with pride and care
- Fulfill class assignments as instructed
- Put forth their best work each day

General Expectations

The following applies to all students in the building.

1. Treat all of God's property with respect.
2. Show respect to adults, other students, and guests.
3. Follow the directions of any St. Mark staff.
4. Use a quiet voice in the learning areas and hallways.
5. Always walk; do not run in the hallways.
6. Do not bring playground or athletic equipment to school without teacher permission.
7. No over-aggressive games or horseplay is allowed.
8. Students are not to chew gum at any time during the school day, car pick-up, or at Extended Care.
9. Students may bring water bottles with water in them.
10. Students must have a teacher note/Nurse Pass to visit the school office/nurse.

Reinforcement of Positive Behavior

School discipline has traditionally focused on correcting or punishing "bad" behavior. Logical, predictable consequences should result from poor behavioral choices. It is equally important, however, to acknowledge and reinforce good behavior. Children who receive intentional, positive affirmation for "doing the right thing" are more likely to continue doing it. Teachers at St. Mark are encouraged to develop simple, age-appropriate incentives to affirm positive classroom and individual behavior.

Behavioral Consequences

Consistency is critical in guiding children toward proper long-term behavioral choices. Students at St. Mark must clearly understand that certain behaviors will be met with certain predictable consequences. Consequences of misconduct will be determined by the seriousness of the offense, the student's age, the frequency of misconduct/discipline history of the student and any other relevant circumstances. Corporal punishment is NOT used at St. Mark.

Minor disciplinary infractions will be dealt with according to classroom procedures. Consistent classroom disruption or more serious discipline issues will involve parents and the principal.

Consequences may involve the following:

Verbal warning
Parent contact
Separation from classmates
Missing recess time or walking during recess
Separation from the classroom or team
Loss of privileges
Absence from assemblies or field trips
Restriction from extra-curricular activities
Physical task to complete
Mandatory behavior contract
Parent conference
Professional counseling
Detention
Disciplinary probation
Notification of authorities
Suspension (In-school or Out-of-school)
Expulsion
Other consequences deemed appropriate

Examples of behaviors resulting in consequence:

Name calling
Disrespect
Misusing the Lord's Name
Inappropriate language and gestures
Inappropriate physical contact (including public displays of affection)
Causing injury to another as a result of deliberate actions
Disturbing classroom instruction and learning
Gum chewing/candy (without teacher permission)
Unauthorized eating in class
Misbehavior for a substitute teacher
Not in assigned area
Bringing inappropriate items to school
Throwing food during lunch
Dress Code violations
Failure to respect or obey school safety rules
Inappropriate behavior on a field trip
Failure to comply with reasonable directives from any teacher or staff member
Lack of cooperation
Excessive talking
Annoying others
Other actions unbecoming students of St. Mark

Certain behavior nearly always leads to a disciplinary probation, suspension (in or out of school) or expulsion. Such behaviors include, but are not limited to:

Use of offensive language or obscene gestures

Fighting

Insubordination or defiance of those in authority

Dishonesty

Theft

Cheating or plagiarism

Technology misuse

Vandalism

Skipping class or school

Physical, verbal, or sexual harassment

Possession of tobacco

Possession of alcohol

Possession or use of matches or cigarette lighters

Possession of firearms or any weapon (including pocket knives) or their look-alike

Possession of drugs, drug paraphernalia or controlled substances or their look-alike

Possession of any substance that alters the state of consciousness

Possession of or involvement in any written, printed, audio, video or internet material that lends itself to unchristian conduct

Possession or use of any fireworks or other explosive or flammable substances

Making a bomb threat

Threatening the health and safety of another student, staff member or anyone on the premises

Note: The discipline process described above builds upon prior offenses & remains in effect throughout the school year.

Suspension

A student who is suspended from school will not be allowed on the school grounds (out-of-school suspension) or in the classrooms (in-school suspension). Students who are suspended may not participate in after-school activities during the suspended time period/day and will be required to make up all work missed during the suspension period. Tuition is non-refundable for days spent in suspension.

Disciplinary Probation

Students who are placed on disciplinary probation are not allowed to participate in any extra-curricular activities (i.e. sports, PSIA) or go on any field trips for the time period determined by the principal.

Behavior Contract

Students who have repeated behavior patterns that disrupt classroom learning will be required to have a behavior contract. Consequences of not following the terms of the behavior contract may jeopardize the student's enrollment in the school or may result in immediate expulsion.

Technology

We are blessed with our technology tools to enhance learning, and we want to use them appropriately and keep them in good condition. Students are required to sign an Acceptable Use Policy to remind them of appropriate use and care for technology. Technology misuse as listed above includes, but not limited to posting or viewing inappropriate pictures, cyberbullying, and posting and interaction on social media both inside and outside of school. When technology misuse outside of school negatively impacts students or staff at St. Mark, the student is subject to disciplinary procedures.

Revised August 2020

Expulsion

A student will be expelled from school after documented attempts to correct a student's misbehavior have failed and misbehavior persists or if the offense is so serious as to warrant immediate expulsion. The student will be expelled from school for the remainder of the year and will not be invited to return for the following year. Expulsion from school will be the decision of the principal in consultation with the Executive Director. Tuition is non-refundable under an expulsion.

A written report containing reasons and the background for the expulsion will be given to the student's parents or legal guardians. If the parents or guardians wish to appeal the decision, they must contact the principal in writing within ten days of receiving notification of expulsion. The principal will arrange a hearing with a review committee.

Bullying

St. Mark Lutheran School takes seriously the responsibility to properly care for each child entrusted to us. We conscientiously seek to provide a safe and orderly school environment so that physical, social, emotional, intellectual, and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus when He said, *"Love the Lord your God with all your heart and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself."* Matthew 22:37-39

At the heart of following our Lord's command is the commitment by the faculty and staff to model that same love Jesus has shown us and to take immediate action to stop bullying behaviors.

Often subtle, **bullying is defined as the repetitive and intentional attempt to intimidate another person.** Typically, it occurs at unstructured times such as lunch or recess. Bullying behavior may include but is not limited to physical, verbal, non-verbal, exclusion, emotional, or written attacks. Sending insulting and demeaning messages by email or text or using the Internet as a means of harassing or victimizing is considered cyber-bullying and is also subject to disciplinary action. Bullying occurs when a person is exposed repeatedly and over time to negative action on the part of one or more persons.

Because of the grace given to us in Christ Jesus, we embrace conflict resolution that emphasizes teaching children to accept responsibility for their actions and forgiving one another. *"If we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness."* 1 John 1:9 *"Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you."* Colossians 3:13

Bullying is contrary to the behavior, values, and principles taught in Scripture. Such negative behavior is also disruptive to the learning process, not to mention the harm it causes to a child's sense of self-worth and well-being. Therefore, St. Mark Lutheran School is committed to intervening when bullying occurs. Students may not engage in bullying behaviors while on the premises or while involved with any school-sponsored event or activity, regardless of location. Teachers and staff will actively and consistently teach and model positive behaviors and will not tolerate aggressive or harassing behaviors. Students who bully others are subject to consequences, as outlined in our discipline policies.

In all disciplinary matters, the administration reserves the right to make the final decision regarding discipline. The administration will always do its best to be fair and consistent (while recognizing differences between students and specific situations) and to make decisions on the basis of what is best for the entire student body. It should be noted that a paramount concern of the administration is the safety of the students, and school

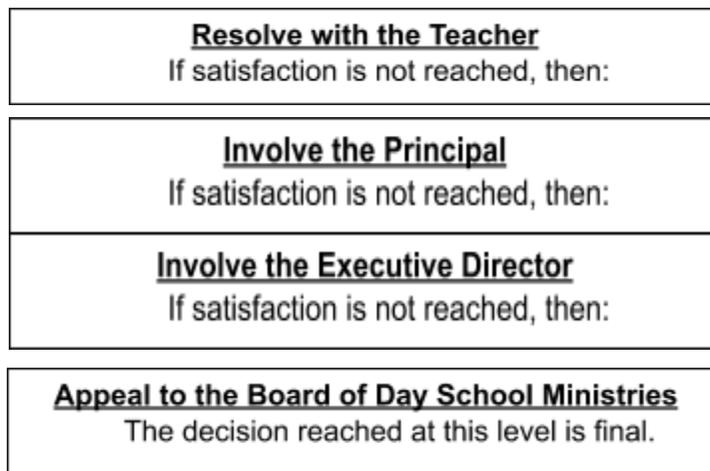
personnel and property. In the event the administration feels that a situation exists which would jeopardize any of these things, the administration reserves the right to take steps it deems necessary to ensure this.

Conflict Resolution and Grievance Procedure

Students, parents, teachers and administrators at St. Mark are encouraged to work in partnership toward the common goal of equipping children to grow spiritually, emotionally and academically. This requires a climate of respect, understanding and tolerance. When questions or conflicts arise, they should be addressed courteously and directly with the individual involved and follow the principles given in Scripture:

1. Go directly to the person involved and discuss the matter with the teacher. Be straightforward and forgiving, do not bring grievances to others. “... *first be reconciled to your brother...*” (Matthew 5:24) “*Moreover, if your brother shall trespass against you, go and tell him his fault between you and him alone...*” (Matthew 18:15)
2. If the matter is not resolved in discussion with the teacher, take the matter to the next higher authority, the principal. “*..take with you one or two or more, that in the mouth or two or three witnesses every word may be established.*” (Matthew 18:16)
3. If the matter is still not resolved and further steps are necessary, the next person to go to is the Executive Director.
4. If the matter cannot be resolved at other levels, a hearing before the Board of Day School Ministries may be requested. The decision reached at this level is final.

Steps to follow:



Counseling and Intervention

Confidential referral for counseling and rehabilitation resources are available to parents and students who identify concerns in the family. Please reach out to our school staff so we can assist you during this difficult time. St. Mark Lutheran School will not tolerate the possession, use, or distribution of illegal drugs, alcohol, or other controlled substances on campus.

The School Honor Code

Cheating and plagiarism are serious offenses, both for those who give and those who take information. Students at St. Mark are expected to follow the school honor code to do their own work to the best of their ability. The consequences of cheating and plagiarism at St. Mark Lutheran School are serious. Consequences may include a grading penalty of zero, placement of the student(s) on disciplinary probation status, suspension or expulsion. A conference will be held with the principal, student, teacher and parent for all involved.

Revised August 2020

Nuisance Items

Parents are asked to help ensure that nuisance items are not brought to school. These include (but are not limited to) gum, candy, trading cards, comic books, inappropriate magazines, matches, audio devices, electronic games, squirt guns, dolls, games, and handheld electronic devices. These items may be confiscated and will be returned at the discretion of the teacher or administration.

Phone Use

School Telephones

Students may not use a telephone during the school day without a pass from their teacher. In an effort to teach responsibility, students will not be allowed to call home to bring school work. Any exceptions to this are made at the teacher's discretion. Extended Care students must have permission from their supervising caregiver to use a telephone. Students will not be called to the school office for telephone calls except in emergency situations. A message will be relayed to the student by the school office if necessary.

Cell Phones

Cell phones and smart watches are not to be used during the school day or Extended Care. They should be kept in a student's backpack and turned off. Used in any other way, a cell phone or smart watch is considered a nuisance item and will be confiscated. An electronic device used in violation of this policy will be confiscated and given to the student the following day. Parents will be notified that the device is being held until the next day. Continued violation will result in the parent having to pick up the electronic device from school administration.

FACILITIES

School Library

St. Mark Lutheran School maintains an on-campus library for use by students at all grade levels. Each class has a regularly scheduled library time. Pre-Kindergarten, Bridge & Kindergarten students may check out one book at each library visit. Older students may check out two books. A fine of \$.05 per day per book is assessed on overdue books unless the student is absent. Parents may also check out books from the library to be used for reading enrichment at home.

If a book is lost or severely damaged, the student will be charged for the full replacement cost. A repair charge will be assessed for less serious damage. Fines left outstanding or a repeated pattern of fines may result in the suspension of library privileges and the assessment of a processing fee. Library issues not resolved by the end of the school year may result in the withholding of the final report card and school records.

Cafeteria Services

St. Mark Lutheran School offers a well-balanced, hot lunch to students in Toddlers through 8th grade. Menus are planned with children in mind yet are designed to be nutritionally sound. Students may buy a hot lunch or bring a lunch from home. Milk, ice cream, and a la carte items are also available for purchase. Due to federal funding regulations, parents may not bring in or send fast food meals/pizza inside the cafeteria. Parents and grandparents are invited to join the students for lunch either as guests or volunteer "Lunch" parents. Please notify the teacher in advance or call the cafeteria before 9:30 am if you will be joining your child for lunch. Families may eat together on campus, and fast food/pizza is allowed during that time (just not in the cafeteria)*.

St. Mark maintains a cafeteria account for each student using the "Café Prepay" system. Lunches may be purchased with cash, checks, or online at gostmark.org/cafefpay.

Please deposit lunch checks or cash (place cash in an envelope and write your child's name, grade and dollar amount on the front of the envelope) in the silver box near the Hillendahl entrance to the building or pay online at gostmark.org/cafefpay. Cafeteria billing is separate from tuition billing, so please do not combine your payments. Put the student's name and grade on lunch deposits made by cash or check, and list the amount you want to allocate to each child. Minimum deposits should cover two weeks of hot lunch.

Students are notified if their cards have low balances. When their account is negative \$15, they will be given a sandwich and milk. After that, they will not be able to receive hot lunch. They will continue to receive a sandwich and milk until their account is active again.

Reduced cost and free lunches are available to eligible families by a confidential application. Contact the school office for more information.

*NOTE: While under COVID-19 guidelines, parents and guests are not able to eat lunch on campus.

Cafeteria Expectations

Students will use appropriate manners while using the cafeteria. This includes properly throwing away trash, cleaning up the floor and table area and wiping tables. Students shall not throw food or trash, engage in physical contact or ignore others around them. Students are not to leave the cafeteria without permission until formally dismissed at the end of the lunch period.

Lockers

Upper grade students may be issued lockers. They are responsible for the use and proper upkeep of both the upstairs locker and PE locker, keeping both neat and clean. 5th-8th grade upstairs lockers should be kept unlocked. As school property, lockers are subject to inspection at any time by faculty or administrative personnel.

Lost and Found

Unidentified found articles will be placed in the school lost and found area. Valuable items such as money, jewelry, wallets, and purses should be turned in to the school office for safekeeping until they are claimed. Students are asked to avoid bringing large amounts of money or very valuable items to school to avoid the possibility of loss.

Vending Machines

These are located in the Gym lobby. Students are asked to observe the following guidelines for their use:

- No sodas may be purchased at lunch or during the regular school day. Students may ask their supervising teacher for permission to buy a juice drink or a snack from the vending machines.
- Juice and snacks may not be taken into school classrooms or outside during PE and recess without the approval of the supervising teacher.
- Students may purchase sodas, juice, or snacks after school and after athletic or music practice. Extended Care students may purchase items from vending machine only on Fridays and must ask permission of their supervising caregiver.
- All cans and garbage should be disposed of properly. Recycling containers are available for cans.

MISCELLANEOUS

Fundraising

All fundraising activities at St. Mark are coordinated by the parent volunteers and staff. Fundraising is approved by the principal and the director of operations. Funds are raised to supplement the annual school budget through the Fall Festival, Annual Giving Campaign, and other miscellaneous projects. The annual school Gala Auction and Cougar Golf Tournament provide additional funding for designated school improvements.

These fundraising opportunities, while providing much needed “extras” for the school, are designed to be of limited duration and to cause minimal disruption to the school routine.

Book Loss and Damage Policy

If a student loses or damages a textbook or workbook, he will be expected to pay for its replacement. A new book will be issued only after payment has been made for the book. If a textbook is later found, the newly issued book may be returned to the school office and a refund issued. There are no refunds on workbooks unless they are unused and in new condition.

Backpack Guidelines

- **BACKPACKS** – Please use a **STANDARD BACKPACK** that will fit in cubby or locker.
- **ROLLER BACKPACKS** – Maximum size: 20”H x 15”W x 10”D

To help keep classrooms orderly and avoid clutter, students may use standard or rolling backpacks for transporting books and school supplies. To regulate the size and type, the bag shall be in the category of backpacks and have maximum dimensions of 20”H x 15”W x 10”D. Additionally, locker rooms are open before school for students in grades 5-8 who are playing sports for St. Mark to drop off their sports gear. This reduces the amount of storage in the classrooms and gear is easily available after school for practices and games.

Enrichment and Field Trips

Education is not limited to classroom activities. Field trips, guest performances, and class trips are an important part of the enrichment program at St. Mark. Students are expected to show courtesy and self-control during these special activities. The same behavioral standards and consequences apply as during regular school activities. A teacher may, with the approval of the principal, elect to exclude a student who does not show adequate behavioral control. The teacher will explain this decision to the student and parents.

Parents acting as chaperones or attending extra-curricular functions must follow the established policies and procedures for such events. **Siblings should not accompany the parent on the field trip if the parent is responsible for chaperoning students.** They are asked to remember that they, as well as the students, are representing St. Mark Lutheran School. This is a serious responsibility aimed at maintaining the safety and security of all our students.

Class Parties and Birthdays

St. Mark students celebrate several special occasions during the year with class parties. Pre-School and Kindergarten students have parties at Thanksgiving, Christmas, Valentine’s Day, and Easter. Students in grades 1 - 8 may have Christmas and Easter parties.

Teachers may allow a parent to bring a class treat for a child’s birthday or to purchase ice cream for the class at lunch. Parents are asked to please refrain from having flowers, balloons, etc. delivered to students at school. If parents choose to have an item delivered to school for their child, it will be held in the school office until the end of the school day. If bringing a treat, please make arrangements with the teacher to schedule a time for bringing the treat. Invitations to out-of-school birthday celebrations and parties should be mailed unless the entire class is invited. This simple courtesy will prevent many hurt feelings. Any parent who brings in dessert or snack for a birthday, Valentines’ party, etc. should be aware of the following rules and guidelines:

- They can be served either in the classroom or outside.
- Treats, desserts, snacks, and meals served before 10:30 am or after 1 pm.

Parent Involvement and Volunteers

St. Mark Lutheran School depends on the support and involvement of its school parents to enhance the school ministry program. There are opportunities to serve in many different areas for those with a few minutes or a few hours to give. The school library, cafeteria, and school office are in need of regular volunteers to keep their operations running smoothly. Room parents are needed to assist every homeroom teacher with parties and special class activities. Our large events such as Fall Festival and Gala always need helping hands before and during the event. Please watch for information about specific service opportunities and ask your child’s teacher how you can help.

Chaperone Policy

All parents and others serving as chaperones will behave in an ethical and moral manner, remembering that they are representatives of St. Mark Lutheran Church and School. To ensure the safety and well-being of all persons involved, each parent and other persons acting as a chaperone will observe all applicable laws and statutes during the course of the function. Consumption of alcoholic beverages by chaperones during school field trips or functions is strictly prohibited.

All parents and others acting as chaperones will also agree to enforce all rules and policies of St. Mark Lutheran School with respect to each child under their care. No favoritism or exceptions will be allowed.

Any deviation from the function itinerary during the course of the function is discouraged. The teacher or staff member in charge of the function prior to the function must approve any deviation from the function's itinerary. During the course of the function, the teacher or staff member in charge is in full authority to direct all activities. Parents and others acting as chaperones may not withdraw themselves or their child(ren) from the function activities determined by the teacher or staff member in charge without prior approval by the teacher or staff member in charge.

Each parent and other persons serving as a chaperone will be required to complete all required written forms, including the field trip information form, prior to the commencement of the function.

If the operation of a motor vehicle is involved, each parent and other persons serving as a chaperone who will be operating a motor vehicle will be required to provide information concerning their drivers license, motor vehicle and insurance on the field trip information form.

The teacher or staff member in charge of the function will be responsible for obtaining chaperones prior to each function and must obtain the completed field trip information form for each chaperone at least two business days prior to the commencement of the function.

The teacher or staff person in charge of the function must obtain a medical information form for each student two days prior to the function and will retain them during the course of the function.

The teacher or staff member in charge of the function must turn the original of each field trip information form into the school office at least two business days prior to the function. The teacher or staff member in charge of the function will retain a copy of the field trip information form along with a completed medical information form for each student participating in the function during the course of the function. Each chaperone will retain a copy of the field trip information form along with a copy of the medical information form for each student for whom they are acting as chaperone.

During the course of the function we request that each chaperone be equipped with a cellular telephone which should be kept on during travel.

Prior to all functions, the teacher or staff member in charge will designate a school contact not participating on the function to provide information concerning any deviation from the function schedule.

EXCEPTIONS OR MODIFICATIONS OF SCHOOL HANDBOOK POLICIES

In regard to any of the student handbook policies, the principal reserves the right to make the final decision. St. Mark Lutheran School reserves the right to make changes to the Family Handbook during the school year. Any changes will be communicated and go into effect immediately. The principal of St. Mark designates rules and policies to promote a safe and orderly functioning of the school.

ADDENDUM FOR 20-21 COVID-19 CIRCUMSTANCES

NOTE: The Addendum will serve as the current handbook policies in the following areas for the 20-21 school year until otherwise noted by the School Administration Team.

Health and Safety

The St. Mark Administration Team places the utmost importance on student and staff health and safety. Our decisions have utilized the research and recommendations of the Texas Education Agency (TEA), Harris County Health Department and the Center for Disease Control (CDC). We are committed to offering instruction and learning on campus, and in this section you will see how we're keeping our community safe right now during camp and early childhood as well as in August for all our students and staff.

Personal Protective Equipment (PPE)

All staff will wear masks/face covering and/or face shields while on campus throughout the day. Students in grades 4-8 are required to wear a mask/face covering upon arrival in the building and throughout the day while indoors. K-3 students are required to wear a mask/face covering upon arrival in the building and while in indoor common spaces, such as chapel, hallways, etc. Students in grades K-8 will receive a free St. Mark mask! St. Mark does not require nor recommend students wearing a mask/face covering while playing outside or during athletic activities. *Masks/face coverings cannot have words (except for SML logo) and should be school appropriate in design (no skulls, depictions of death, political messages, etc). If a mask/face covering is distracting or inappropriate, your child will be asked to keep it at home.*

Water Fountains

All PS-8th grade students must bring their own reusable water bottle to be refilled in our touchless water fountains. Students will not be allowed to use the mouthpiece of the water fountain. Please affix your child's name on the water bottle.

Temperature Checks and COVID-19 Questions

The morning drop off process will involve asking required COVID questions to the adult as well as taking every student and staff member's temperature prior to entry. A student or staff member with a fever may not stay on campus. The morning drop off and afternoon pick up processes are explained later in this letter.

COVID-19 Questions:

1. Have you had a temperature of 100.4 or above?
2. Have you had any respiratory illness/symptoms?
3. In the last 14 days have you or anyone in your family had contact with someone with a confirmed diagnosis of COVID-19 or been under investigation?
4. In the last 14 days have you or anyone in your family traveled internationally or to any hot spot areas in the United States?

Handwashing and Cleaning Procedures

Regular handwashing times will happen throughout the day. Every classroom will be equipped with hand sanitizer and hand sanitizer will also be available for students and staff in common areas. Restrooms, playground equipment, lunch tables and classroom furniture will be disinfected throughout the day. Restroom

stalls and urinals will be sprayed with liquid disinfectant after every class restroom break. Students will be instructed to use every other stall while in the restroom. Playground equipment and lunch tables will be sprayed with liquid disinfectant after every class. See our section on recess for additional information about recess procedures. In addition to classroom furniture being disinfected throughout the day, every Friday evening we will also have all of the classrooms fogged with ProKure V (an EPA-registered, liquid disinfectant/virucide formulated for hospital use) as a precautionary measure.

Lunch and Recess

Lunch

St. Mark will continue to offer meals through our kitchen staff. Students in Infants through 1st grade will eat lunch in their classrooms but still have the option to purchase a lunch. Lunches ordered through the kitchen will be delivered in closed containers to the classrooms at the class' appointed lunch time. Grades 2-8 will utilize the cafeteria at staggered lunch times, and students will be spaced out with a maximum of 8 students per table. The kitchen staff will offer condiment packets rather than shared squeeze bottles. Napkins and utensils will be pre-bundled and distributed with the lunches by kitchen staff wearing masks and/or face shields and gloves.

Recess

St. Mark recognizes the importance of recess time. Physical activity is essential for social, emotional and physical growth and offers students a "brain break" during their day. Here is a description of how recess will look at St. Mark this year:

Infant - PK recess: Classes will not combine on the playground. Each class will have a designated time outside and playground equipment will be sprayed with liquid disinfectant after each class.

Bridge - 8th grade recess: The Bridge - 8th grade classes will go to recess according to a schedule based on grade level. We are blessed with large play areas, and we will divide the play areas into two sections: playground equipment & gaga ball pit with grass field. Each grade level will stay with their class only and have a designated area for recess. The classes will rotate on a regular basis so that classes have equal access to the areas. (*Example:* 3rd grade recess time means Ms. Stallings' class stays on the playground equipment while Mrs. Hohnstadt's class stays in the gaga ball pit and grass field area. Those classes will swap locations according to a schedule created by the teachers.) Students must stay with their class. Note: While 7th and 8th grade will go outside at the same time, each class will be separated as previously described. The Bridge through 2nd grade classes will have the opportunity for 2 recess times each day while grades 3-8 have one appointed recess time.

COVID-19 Procedures

To ensure a safe environment, every member of the St. Mark family is asked to monitor his/her health and be alert to the following symptoms of COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Diarrhea
- Feeling feverish or a measured temperature of 100.4 degrees or higher
- Known direct close contact with a person who is lab-confirmed to have COVID-19
- Headache
- New loss of smell or taste
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

All staff and students are expected to stay home if they exhibit any of these symptoms.

Communication

Our communication and procedures when notified of a confirmed positive case in staff and students are:

1. Move the directly affected group to a separate unused classroom.
2. St. Mark notifies health officials, including Child Care Licensing, Harris County Health Department and the City of Houston Health Department.
3. St. Mark communicates to those classrooms directly exposed to the confirmed positive case.

Quarantine and Return to Campus

- A. A student or staff member confirmed/presumed positive cannot return on campus until completion of each of the following:
 - 10 day quarantine from time of test
 - at least 3 days or more without a fever
 - improvement in respiratory symptoms
 - one negative test to return or physician's note

Note: The rest of the class is not required to quarantine unless there is evidence of classroom spread. St. Mark Administration will work with individual families through virtual classroom learning should they choose to self-quarantine at any time throughout the school year.

- B. If a student or staff member has been in direct close contact* with a person who is lab-confirmed to have COVID-19, they should follow these steps:

- notify the school nurse
- should not return to school until the end of the 14 day self-quarantine period from the last date of exposure OR until they obtain a negative test result/physician's note clearing the individual for return based on a COVID-19 free diagnosis (test/diagnosis should be made no sooner than 72 hours after direct close contact exposure)

Direct Close Contact is defined as "within 6ft. & no masks & interacting (laughing, talking, coughing, etc.) & indoors or poorly ventilated area & for longer than 15 minutes - in the 2 days prior to the person being tested or starting symptoms.

Communication is critical and potentially life-saving during this global pandemic. You must communicate immediately if you have any suspicion of exposure or experience any symptoms of COVID-19 so that St. Mark can effectively notify our community.

On Campus Access

In an abundance of caution, the St. Mark campus will be closed to non-essential: visitors, parents, volunteers and activities involving external groups or organizations.

- Essential meetings will be conducted through virtual appointments or limited face-to-face visits.
- All Visitors must follow the check-in process and will be screened for signs and symptoms of COVID-19.

Drop Off Procedures

All infant - 8th grade students' drop off location will be at the northeast Hillendahl pond lot (not the church entrance) from 7:00 - 9:00 am. Students will be temperature checked and parents will be asked the previously mentioned COVID-19 screening questions while in the vehicle.

Families with children in 5th - 8th grade may drop off at the scout house lot from 7:30 - 8:00 am. Students will be temperature checked and parents will be asked the previously mentioned COVID-19 screening questions while in the vehicle.

If dropping off between 9:00 am - 2:30 pm, please park at the Pech Road school entrance and walk inside the vestibule. Students will be temperature checked and parents will be asked the previously mentioned COVID-19 screening questions while in the vestibule. A staff member will then escort your child to his/her classroom. Please practice proper social distancing in and around the vestibule.

Pick Up Procedures

If picking up between 9:00 am - 2:30 pm, please park at the Pech Road school entrance and walk inside the vestibule. Notify our front desk staff that you are signing out your student(s) and they will be brought to you. Please practice proper social distancing in and around the vestibule.

Carpool times for Preschool through 8th grade are as follows:

- PS-PK at 2:50 pm in northeast Hillendahl pond lot

- Bridge - 4th grade (and 5th-8th grade siblings) at 3:20 pm in northeast Hillendahl pond lot
- 5th-8th grade at 3:20 pm in scout house lot

Early Childhood and Extended care pickup after 2:30pm will use the Hillendahl Church Entrance. Drivers will pull into designated spots and St. Mark Staff will facilitate bringing children to the vehicle.

Extended Care and Activities

Extended care is an extension of the school day and will continue to keep students healthy and safe during the after school hours.

- *PS-5th grade*: Extended care groups after school will be separated by grade level.
- *6th-8th grade*: The 6th - 8th grade will form one extended care group after school.

Preschool-4th grade After-School Activities: Unfortunately, all after school activities from outside vendors are cancelled for the first semester (A Time to Dance, Soccer Shots, etc). We will determine second semester activities at a later date.

Elected Virtual Learning

Our world is truly in a unique time, and St. Mark recognizes that families may not be comfortable or able to send their children to school on campus during the COVID-19 pandemic. St. Mark is thankful for your partnership and desires to provide a challenging, quality education for students whether they are on campus or electing to learn virtually.

Each learning environment - on-campus and elected virtual learning - offers different experiences for students to grow spiritually, academically, emotionally and socially. Parents play a key role as facilitator in the elected virtual learning environment. The amount of parental involvement varies based on age and needs of the child.

Elected virtual learning is designed for families who feel uncomfortable sending their child(ren) to school right now or who need to be off campus due to quarantine or long-term illness. It is not intended for students who will be absent a day here or there during the school year. If you choose to participate in elected virtual learning, you do **not** have to commit to an entire quarter.

The goal for elected virtual learning is to allow students at home to be “virtually present” with their classmates on campus. Live, synchronous instruction in core classes (and enrichment classes as possible) will continue to keep your child(ren) current.

St. Mark has invested in additional technology for K-8 called Swivl which allows students to truly feel part of the classroom while at home. Other technology to connect our students will be SeeSaw in PS-3rd grade and Google Classroom in 4th-8th grade. St. Mark will provide instructions on using these platforms to allow families to begin in August learning virtually or transition as needed during the school year.

To ensure a healthy and involved partnership for student success, St. Mark has outlined responsibilities of the school and family for elected virtual learning.

St. Mark Lutheran School will:

- Communicate necessary information regarding activities and assignments that will correspond with on-campus instruction
- Provide virtual classroom interaction (frequency and duration will vary based on grade level)
- Make learning materials available to students who are at home
- Provide feedback and grading (if applicable) for student growth
- Consider the students at home part of our school family and pray for them

Parents and students will:

- Participate in virtual classroom interactions (K-8 students must check in virtually at 8:00 am to meet attendance requirements.)
- Complete activities and assignments by the due date to stay current with classmates
- Pick up learning materials from St. Mark as needed while at home
- Recognize that the teacher is maintaining an on-campus learning schedule, so the parent plays a key role in assisting the student at home with activities and assignments
- Stay in communication with the teacher(s)

IN CONSIDERATION OF THE OPPORTUNITY FOR MY CHILD TO ATTEND ON-CAMPUS SCHOOL AND EXTRACURRICULAR ACTIVITIES, FOR AND ON BEHALF OF MYSELF, MY HEIRS, EXECUTORS, ADMINISTRATORS, REPRESENTATIVES, SUCCESSORS AND ASSIGNS, AND MY STUDENT AND HIS/HER HEIRS, EXECUTORS, ADMINISTRATORS, REPRESENTATIVES SUCCESSORS AND ASSIGNS FULLY RELEASE, ACQUIT AND FOREVER DISCHARGE ST. MARK LUTHERAN, ITS AGENTS, EMPLOYEES, ADMINISTRATORS, VOLUNTEERS, TRUSTEES, SUCCESSORS, ASSIGNS, AND ANYONE SELECTED BY THE SCHOOL TO PARTICIPATE IN OR BE PRESENT AT SCHOOL AND EXTRACURRICULAR ACTIVITIES FROM ANY LIABILITY, CLAIMS, DEMANDS, DAMAGES, COSTS, SUITS, DISPUTES, INJURIES, DISABILITY, DEATH, EXPENSES AND CAUSES OF ACTION WHATSOEVER ARISING OUT OF OR RELATING TO ANY LOSS, DAMAGE, ILLNESS, INJURY OR DEATH THAT MAY BE SUSTAINED BY MY STUDENT, MYSELF OR MY FAMILY IN CONNECTION WITH ST. MARK. THIS WAIVER AND RELEASE SPECIFICALLY INCLUDES A WAIVER AND RELEASE OF ANY LIABILITY, CLAIMS, DEMANDS, DAMAGES, COSTS, SUITS, DISPUTES, INJURIES, DISABILITY, DEATH, EXPENSES AND CAUSES OF ACTION WHATSOEVER ARISING OUT OF OR RELATING TO MY OR MY CHILD'S POSSIBLE EXPOSURE TO OR CONTRACTION OF COVID-19. I HEREBY ASSUME ALL RISKS IN CONNECTION WITH MY AND MY CHILD'S ATTENDANCE AT AND PARTICIPATION IN SCHOOL AND EXTRACURRICULAR ACTIVITIES AT ST. MARK.

By signing this form, I certify that I have read, understand and agree to comply with the provisions listed herein. I have read this carefully, understand it, and know it contains a release/waiver of liability.

Child's Name: _____

Grade: _____

Parent's Name: _____

Parent Signature: _____

Date: _____