

Student/Parent Handbook



2024-2025

www.stmarksep.com

School Policies and Procedures

Admissions Policies

St. Mark's School does not discriminate based on color, nationality, ethnic origin, or religion. All students undergo an admission evaluation process based on the following:

- Prior Scholastic Records
- Parent and student interviews
- Standardized test scores (if available)
- A Placement Test administered for K-8th Grades
- Current Immunization Records

St. Mark's is a private school and thus reserves the right to refuse admission to any student.

Re-enrollment at St. Mark's is completed on an annual basis. There is a high demand for admission to St. Mark's and space is limited. It is imperative that students wishing to re-enroll register and pay any necessary fees by the deadlines set.

Children with Identified Special Needs

St. Mark's is not designed to meet the needs of children who have special needs including severe behavioral or emotional disturbances. In the best interest of these students, their needs should be met in a more controlled environment with the specialized services of special education personnel.

Student Dress Code

At St. Mark's, we believe a student uniform compliments our desire to improve the educational atmosphere on campus. Students in grades Pre-K 4 through 8th must follow a dress code. Administration, support staff, and teachers will enforce the code. Pre-K 2 and Pre-K 3 students are not required to wear uniforms. Dennis Uniforms or Land's End skirt or jumper may be worn.

A uniform shirt must be worn under a sweatshirt for both girls and boys.

Girls are required to attend school in the following attire:

- Navy blue slacks, skirt, skort, shorts, or a dress.. The "Classic Navy Large Plaid"
- No joggers pants
- No torn or ripped clothing or miniskirts/dresses. **Skirt length no shorter than 2 inches above the knee.**
- Red or White short or long-sleeved shirt (Navy blouses are permitted only if worn with St. Mark's sanctioned plaid jumpers or skirts.)
- Leggings or tights may be worn under skirts and dresses only (not as pants), and must be solid blue and white. Long solid socks in navy, white or red may also be worn with skirts and dresses.
- No light blue or red pants, dresses, shorts, skorts or skirts.

- No high top or knee top converse style tennis shoes allowed.
- No extreme haircuts or hair color, temporary or permanent.
- No costumes.

Boys are required to attend school in the following attire:

- Navy blue pants or shorts only. No torn or ripped clothing.
- No jogger pants
- Black, brown or navy belts are to be worn for 1st-8th grades if the garment has belt loops.
- White or red short or long-sleeved shirt with collar or turtleneck. Shirts must be tucked in.
- No high-top converse style tennis shoes.
- Hair must be worn well-groomed and above the collar.
- No extreme haircuts (Mohawks, rat tails, etc.) or hair color, temporary or permanent. Boy's hair should be at the top of the collar or above.
- No visible temporary tattoos.
- No costumes or pajamas

Students should wear tennis shoes at all times. Tennis shoes must be in a color that compliments the uniform - no extreme colors, or patterns will be allowed.

Sweaters, jackets, sweatshirts, and hoodies worn in the building must be uniform colors (white, red, navy or any approved St. Mark's clothing). All outside wear may not feature brand names like "Gap", "Abercrombie", "Hollister" or Sports team's logos. Regarding hoodies, hoods may not cover the head or face at any time.

Sweatshirts may be worn to and from school but NOT be worn in class August, September, April, and May. Shorts may NOT be worn to school or class from November through February. Administration may change permitting weather conditions. Also a uniform shirt must be worn under a sweatshirt for both boys and girls.

Please note: If a student does not adhere to dress code, parents will be called to bring appropriate school attire!

Uniforms are required every day, Monday through Friday, with the following exception:

Half Day Free Dress

Girls are required to attend school in the following attire on half days: Slacks, skirt, skort, shorts, or a dress (Skirts length no shorter than 2 inches above the knee)

All half days will be considered Free Dress days with the following guidelines:

Girls Free Dress:

- No low-cut, midriff, backless, tank or spaghetti strap tops.
- No sunglasses, hats or caps may be worn,
- No cut-off jeans with holes
- No ultra-baggy “low rider” or low waist band pants or shorts;
- No short shorts or mini dresses/skirts.
- Uniform length skirts or leggings under skirts if not regulation length
- No costumes or pajamas

Boys are required to attend school in the following attire on half days: Pants or shorts only

Boys Free Dress:

- No sunglasses, hats or caps may be worn,
- No cut-off jeans with holes
- No ultra-baggy “low rider” or low waist band pants or shorts.
- Pants or shorts only. No torn or ripped clothing.
- No costumes or pajamas.

Academics

Grades and homework are important indications of academic progress and student performance in the classroom. Report cards are issued at the end of each six-week grading period grade K-8th (Progress reports at nine weeks for Pre-K4). Progress reports are sent to parents at the midpoint of each grading period grades K-8th. Parent-Teacher conferences are conducted in October. Parents may request a conference with the teacher or administrator at any time to discuss a student’s progress or performance. Teachers are expected to report to parents at any time when grades fall two levels below the student’s current grade.

To be promoted from one grade level to the next, students in grades 1st through 8th must attain an overall yearly average of 70 or above. Also, they must maintain above 70 averages in both reading and math.

Any child not attaining the minimum average required for promotion to the next grade level will be retained. A child attending summer school with above 70 averages may be considered for promotion. Related costs are the responsibility of the parent/guardian.

Grading Symbols and Meaning:

E – Excellent	A: 90 - 100
S – Satisfactory	B: 80 – 89
N – Needs Improvement	C: 75 – 79
U – Unsatisfactory	D: 70 – 74
	F: 69 and below

Honor Roll

The following letter grades must be achieved in all grades, effort and conduct columns on the Report Card each 6-week grading period for a child to be on either the "A" Honor Roll or the "A & B" Honor Roll.

A-Honor Roll

- Core Subjects: Must receive all A's as grades and either E's or S's in the effort. Handwriting is considered a core subject in 1st and 2nd grade.
- Enrichment Subjects: Must receive all E's and/or S's in all subjects for elementary.
- Must receive all A's in 6th through 8th grade.
- Conduct: Must receive all E's and/or S's in all areas.

A- B Honor Roll

- Core Subjects: Must receive all A's and B's as grades and either E's or S's in effort. Handwriting is considered a core subject in 1st and 2nd grade.
- Enrichment Subjects: Must receive all E's and/or S's in all subjects. Must receive all A's and B's in 6th through 8th grade.
- Conduct: Must receive all E's and/or S's in all areas.

Report Cards

Pre-Kindergarten 4 students receive progress reports every nine weeks.

Kindergarten students receive report cards every six weeks.

Grades 1st – 8th receive report cards every six weeks. Additionally, progress reports are sent home every three weeks. Progress reports are used to notify parents of the child's classroom performance especially if he/she is in danger of failing or is exhibiting behavior problems.

All progress reports and report cards should be signed and returned to the teacher the following day.

Homework

Homework is intended to give student's independent learning experiences and responsibilities. It is a training process that aims for each student to become a serious student capable of independent work and consistent good effort. Steady, daily homework assignments allow students to develop good work patterns; allowing them to submit incomplete or sloppy work contradicts this goal. Lower-grade students may need parental assistance with homework assignments and studying for tests. Homework assignments are the purview of their teacher.

Assignments must be on time and complete. Parents will be notified if a student is not completing his/her homework on time. The only acceptable excuses for incomplete homework are the student's illness, an emergency, or extenuating circumstance approved by the principal; these should be explained in a written note from the parent

Attendance Requirements

A maximum of 18 days per school year for Kindergarten through 8th grade are allowed for absences. These days are to include excused and unexcused absences. After the 18th absence, the student may be required to be retained in that grade or attend summer school. Additionally, parents are required to meet with the attendance committee after 12 days of absences. This is under the State of Texas' compulsory attendance laws and TAAPS accreditation agency.

Parents are asked to notify the school office by 8:30 a.m. about any absences.

Excused absences include illness, funeral, and medical appointments. Teachers will prepare make-up work for the student. Students will have one (1) day for every day absent to complete make-up work. Students with more than three (3) consecutive absences must have a note from the doctor. **Failure to turn in the required work will result in a zero on each assignment.**

Unexcused absences include any absence not noted above, such as vacations, family trips, or weddings. Parents and students should notify the teacher of a planned absence one week in advance. The student's make-up work shall be turned in the day the student returns to class. **Failure to turn in the required work will result in a zero on each assignment.**

Removing a Child from Class

To remove a student from the class before the end of a regular school day, we require the parent to write a note, which the student must turn into their teacher at the beginning of the school day. This allows for minimal disruption during the teaching day.

Parents/Legal Guardians must sign a student out at the school office. Please do not send an underaged sibling to sign them out. **PLEASE NEVER GO DIRECTLY TO THE CLASSROOM TO GET YOUR CHILD.** A staff member will notify their teacher to send a student to the office. The nurse or school staff may determine if a student needs to go home. Parents may not pick up their student without nurse or school staff approval.

Communication

The school encourages close communication and cooperation between parents, teachers, and administration. Parents or the school may initiate conferences.

In the event of a significant change in your home, please inform school administrators. All information will remain confidential. It is in the best interest of your child that we maintain communication. **If you need correspondence to go to more than one household, please let their teacher know.**

The tools listed below have been developed to provide effective and timely communication from the School to parents. All parents are responsible for the information disseminated by these tools:

- The Parent Handbook which is given to each family on “Meet the Teacher Day”, which is considered the first official day of school.
- The St. Mark’s School website: www.stmarksep.com
- You must register on the School website for all notifications.
- One account per child. You may add multiple email addresses to the account so that everyone will receive notifications from the school.
- The monthly newsletter via email (it is imperative emails are kept current and on file in the school office).

Medical Policies

In the interest of the well-being of the entire school community, St. Mark’s School applies these policies: the student's annual enrollment application, which includes important medical information, such as immunization, must be completed, signed and returned before the first day of school. The Texas Department of Health mandates every child to be immunized for diphtheria, tetanus, whooping cough, polio and measles, mumps & rubella. Students must have up to date vaccinations according to the Texas Department of Health before the first day of school.

Please notify the school office if your child has a communicable disease such as chickenpox, strep throat, meningitis, impetigo, etc. **To return to school, a child with a communicable disease must bring a doctor’s release to the office.**

**We have many students with allergies at St. Mark’s School.
Pets or Animals are not permitted on Campus.**

Appointments

Appointments with doctors and dentists should be arranged, whenever possible, after school hours. Leaving school for appointments during the school day is discouraged, as it is disruptive to the educational process. If it is necessary to take a student during the school day the student must bring a note to their teacher requesting permission for the child to be excused from class, the student must be signed in and out by a parent or guardian through the school office.

Accidents and Injuries

In the event of an accidental injury, immediate attempts will be made to contact a parent and general first aid will be provided. If the school senses any uncertainty about the child's condition and/or parental contact is unsuccessful, the child's pediatrician will be called, as well as an ambulance or paramedic if needed. The school nurse and administrators will make all decisions in the care of the child. Please keep your child's contact information current and up to date so that we may contact you in the event of an emergency.

Asthma

All children with diagnosed asthma must complete the Asthma Health Guide for the school to administer medication on campus. One inhaler must be present in the nurse's office. Parents of students with asthma must inform the school, school nurse, classroom teacher, and PE Coach of the condition at the beginning of the school year.

Chronic Medical Conditions

Students who have been diagnosed with a chronic condition, which could affect their safety or performance at school or school-sponsored events'/trips, must have the condition registered with the school nurse and principal. The school principal must be informed of all medications that the student may be taking for the condition whether it is administered at home or school. This includes medication for ADD, ADHD, depression, or anxiety.

Fever/Vomiting/Diarrhea

To contain contagious conditions such as colds and flu, all students must be fever-free without Tylenol or Motrin, for **24 HOURS before returning to school**. Additionally, a student must be free from vomiting and/or diarrhea for a **full twenty-four-hour period before returning to school. Please keep your child at home if he/she displays heavy nasal discharge, which is colored, and/or an active cold or cough. And if he/she has symptoms of any communicable diseases including reddened eyes, sore throat, headache, and abdominal pain.**

If a child gets sick while at school, he/she will be sent to the nurse and a parent will be called to pick the child up. If a parent cannot be reached then an emergency contact will be called. **A child with a fever of 100 degrees or higher will be sent home.**

Head Lice

If you notice your child has lice, please do not bring them to school. Conversely, a student diagnosed with head lice while at school will be sent home immediately. The process of cleaning and removing the "nits" takes at least twenty-four hours. Students may not return to school until they are "nit" free. The student will be checked on his/her return to school and must receive an additional treatment after seven to ten days and then will be re-checked at school. The following website has excellent information on the prevention and removal of lice and their eggs: www.texaslicesquad.com

Pink Eye

When a child comes to school with one or both eyes pink and/or encrusted, parents will be called to pick up the child. **A child may not return to school until the symptoms are gone with a doctor's note.**

Medications at School

St. Mark's School employs a part-time nurse to assist in student care. She will only dispense medications that are in their original pharmaceutical container with doctor's instructions. This includes over the counter medication such as Tylenol, Motrin, Benadryl, and Pepto-Bismol. It is also helpful for the school to be informed if a child has been administered the above medications at home.

Allergies Policy

This policy is concerned with a whole-school approach to the health care and management of those members of our school community suffering from specific allergies. St. Mark's School is aware that our children may suffer from food; bee/ wasp sting, animal or nut allergies and we believe that allergies should be taken seriously and dealt with professionally and appropriately. St. Mark's position cannot guarantee a completely allergen-free environment, rather: to minimize the risk of exposure, encourage self-responsibility, and plan for an effective response to possible emergencies.

We are committed to no food and drink sharing.

The underlying principles of this policy include the establishment of effective risk management practices to minimize the child, staff, family member, and visitor exposure to known trigger foods and insects. Staff training and education to ensure an effective emergency response to any allergic reaction situation.

This policy applies to all members of the school community:

· School Staff · Children · Families · Students

Procedures and Responsibilities for Allergy management: General

- The involvement of families and staff in establishing individual healthcare plans or risk assessments.
- The establishment and maintenance of practices for effectively communicating a child's healthcare plans or risk assessments to all relevant staff.
- Staff training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Age-appropriate education of children with severe food allergies.
- For a child with an allergic condition, the school requires families to fill out an Emergency Allergy Action Plan
- Written advice from a doctor (GP), which explains the condition, defines the allergy triggers, and any required medication.

When EpiPen (Adrenalin) is required in the healthcare plan or risk assessment:

- Families are responsible for the provision and timely replacement of the EpiPen.
- EpiPen will be located so that all adults involved with the child know where they are at all times.

If there is a child with a Tree Nut allergy in the classroom, we will not allow Tree Nuts in that classroom.

Tree Nuts:

Almond	Beechnut	Brazil Nut	Bush nut
Butternut	Cashew	Chestnut	Coconut
Filbert	Ginkgo nut	Hazelnut	Hickory nut
Lichee nut	Macadamia nut	Nagai nut	Pecan
Pine nut	Pistachio	Shea nut	Walnut

Physical Education

Participation

Involvement in athletic activities is an integral part of education at St. Mark’s for all students. We are training the body as well as the mind and spirit. The P.E. program is varied and provides training for team activities as well as individual sports and conditioning. All students Kindergarten through 8th grade participate in a physical education program. Students in grades 4th through 8th are encouraged to participate in interscholastic sports. In all sports activities, students are expected to follow the Coaches’ instructions and requirements promptly and precisely. 6th through 8th grade dress out for PE in a St Mark’s Athletics shirt and navy-blue shorts.

Objectives

The St. Mark’s P. E. program strives to develop the following:

- Character;
- A safe P. E. environment;
- Athleticism by providing activities designed to build physical fitness, endurance, strength, flexibility, quickness, agility, balance, dexterity and speed;
- Sportsmanship by encouraging cooperation;
- Fun by providing enjoyable games and activities.

Athletic Exemption

Students may be excused from P.E. for medical reasons only. For short-term illnesses or injuries, not more than two days, students shall present a dated note to their P.E. teacher

signed by a parent or guardian, indicating the specific reasons for not participating. For longer illnesses or injuries, for more than two days, a student must submit to his or her P.E. teacher a statement from his or her doctor, with no exceptions. The note must include the type of illness or injury and length of time to be out of P. E. classes.

Arrival & Pick-up

Morning Drop-off

St. Mark's School is in session Monday through Friday, with the following hours:

- PreK 2 and PreK3 are walked into their classroom at 8:30 am
- PreK 4 and Kindergarten are walked into their classroom at 8:15 am
- 1st through 5th grade: 8:15 am in the Carpool Lines.
- 6th grade through 8th grade: Charl Ann Campus: 7:45 a.m. in the Carpool Line.

Morning drop-off will be from 8:00 a.m. until 8:15 am for Elementary. Carpool drop-off is provided in designated areas for 1st through 5th-grade students. Staff members will be in place to receive them and escort them to class. Elementary students dropped off before 8 am will be charged \$15.00 for Morning Care.

A parent or legal guardian must accompany morning drop-off for Pre-K 2 through Kindergarten students directly to their classroom. Children **may not be brought** into the building before 8:15 a.m. as this is prep time for our teachers and doors into the building will be locked.

Tardy Policy

Please arrive on time as the children begin their workday promptly. Pre-Kindergarten 3 & 4 through 5th-grade students are expected to be in the classroom building by 8:15 a.m. daily. Students arriving after 8:30 a.m. will be sent to the office for a tardy slip. Middle School students will be tardy after 8:00 am.

Excused tardy: A doctor/dentist appointment or car/traffic problems

Five tardies per grading period will be counted as one unexcused absence. Continued tardiness will necessitate a conference with parents and administration. An excess of 18 absent days may result in the retention of a student at their current grade level.

Afternoon Pick-Up

Parents are expected to pick up children promptly at the end of each day. When you know you are going to be detained at the end of a school day, please notify the school immediately. We ask that you please not linger on the playgrounds or in the pavilion area after school has been dismissed. These areas are used for the Aftercare Program.

Our pick-up times are as follows:

Pre-K 2 & Pre-K 3: 2:30 p.m. at the child's classroom

Pre-K4 in the classroom. 2:45 p.m.

Kinder through 5th grade: 2:45 p.m. in the carpool line.

Middle School will pick up on Charl Ann at 3:00 p.m. in the carpool line

Pre-K 2 through 5th Grade Students not picked up after 15 minutes will be sent to aftercare and parents will be billed for one hour.

We do not offer Before or Aftercare at Middle School. Parents may make arrangements to get their children to St. Mark's Elementary for Aftercare. After 3 pm, Middle School parents will be charged a \$10.00 fee for the first 10 minutes that parents are late, \$15.00 thereafter for every 10 minutes late.

Half-day Pick-up

- Pre-K 2 through Pre-K 4: 11:00 a.m. at the child's classroom
- Kindergarten through 5th grade: 11:15 a.m. in the carpool line
- Middle School will pick up at 11:30 am in the carpool line

Carpool lines

Observe one-way signs and proceed slowly with extreme caution for the safety of our students. Please make sure the teacher is aware that your child is safe with you before departing. **Cell phones are banned in the parking lots and carpool lines.**

Students will arrive and be dismissed by grade level in the Carpool Lines. We will have a map for the year's Carpool Lines available.

**YOU MAY NOT GET OUT OF THE CAR WHILE IN THE CARPOOL LINE.
DO NOT BLOCK OR PARK WITHIN THE CARPOOL LINE.**

**PARENT'S ARE NOT ALLOWED, UNDER ANY CIRCUMSTANCES, TO PARK
AND DROP-OFF OR ESCORT THEIR CHILDREN TO/FROM SCHOOL ON
SILVERWOOD OR OLEANDER STREETS.**

School Rules

St. Mark's uses incident reports to communicate with parents, teachers, and administrators. Incident reports are sent home as well as filed in the student's cumulative file. Administration and their teachers shall have full discretion in the administration of appropriate discipline for a student. St. Mark's reserves the right to adopt rules and regulations from time to time, and all students enrolled shall comply fully with the rules and regulations enforced or amended. It is required that all students and parents be familiar with and abide by the Student Handbook policies and procedures. St. Mark's also believes that a positive and constructive working relationship with parents is essential to the accomplishment of our educational mission.

Primary disciplinary authority rests with each teacher. Most disciplinary issues can and should be solved by the classroom teacher. St. Mark's delegates both a great responsibility and great authority to each teacher for the discipline of students. We expect teachers to resolve disciplinary issues; therefore, we give great latitude to our teachers in handling discipline concerns within the classroom setting. In the event the student does not respond appropriately to a teacher's attempts to discipline, an administrator will become involved in the student's discipline. Situations, where serious consequences may occur, will be made solely by the administration in consultation with the teacher and/or parents.

Level 1 School Rules:

- 1. Listen Carefully.**
- 2. Follow directions.**
- 3. Work quietly and do not disturb others.**
- 4. Respect others. Be kind with your words and actions.**
- 5. Work and play safely.**
- 6. Be quiet in all hallways.**

Level 2 School Rules:

- 1. Respect school and personal property.**
- 2. Cheating is not tolerated, including plagiarism.**
- 3. The use of profanity or inappropriate gestures is not tolerated.**
- 4. Dishonesty is not tolerated.**
- 5. Physical assault of any kind is not tolerated; including biting, spitting, punching, cutting hair, or willful injury of another person.**
- 6. Harassment is not tolerated including ethnic, sexual harassment, or bullying.**
- 7. Violation of Social Media Policy. (See Social Media Policy)**

Level 3 School Rules:

- 1. The possession of weapons is not tolerated.**
- 2. Drugs or alcohol are not tolerated.**
- 3. The school does not tolerate any violation punishable by law.**

Consequences

Level 1 Offense:

The staff member who observes the offense will handle discipline immediately and consistently. If the misbehavior is excessive, an Incident Report may be written.

Repeated Level 1 Violations will result in advancement to Level 2 status.

Level 2 Offense:

A staff member will file an Incident Report.

A parent/teacher/administrator conference will be held, with administration determining consequences. Consequences may include loss of privileges, early student dismissal (during which student will remain responsible for classroom work with the highest possible grade of 70%), community service assignment on campus, or suspension from school.

Severe or Repeated Level 2 offenses will result in advancement to Level 3 status.

Level 3 Offense:

A staff member will file an Incident Report.

A mandatory parent/teacher/administrator conference will be held.

Any student committing Level 3 offenses can be automatically and immediately expelled from school with School Board approval.

Suspension Policy

In this disciplinary measure, a student is sent home and not allowed to attend a school or school-related events. The principal determines the number of suspension days. Teachers will provide instruction for classwork, which will be completed at home; it will be graded and scored at no more than 70%.

School's Right to Disenroll a Student

St. Mark's School reserves the right to disenroll any student from active enrollment in the school if the principal determines:

- 1. The teaching staff or school does not have the requisite skills or programs necessary to meet the needs of the child.**
- 2. The parent has failed to share with the school, with appropriate candor, substantive information relative to a student's academic and social background when enrolling the student at St. Mark's School.**

3. If it is determined that it is the best interest of St. Mark's school not to allow continued enrollment due to:
 - a. Safety concerns for the student or our student body.
 - b. A substantive break in the values shared by the student and his or her caregivers and values accepted by St. Mark's educational community.

Parent Admonishment of Another Student

Adults are not to admonish any student at St. Mark's School who is not their child. Any concerns parents or guardians may have about any interaction their child may have with other St. Mark's students should be reported to the student's teacher or school administration at the earliest possible opportunity. The only exception to this rule is if an adult witnesses any act or activity that is a danger to any St. Mark's student.

Expulsion Policy

The Principal with the School Board approval may order the immediate expulsion of a student if they reasonably feel that such action is necessary to protect persons or property from imminent harm. Expulsion is the removal of the student from the school **permanently**. The student must find other means of education. Before the expulsion, the principal and/or other designated administrators will hold an informal conference with the student. The purpose is to notify the student of the violation(s) charged, the factual basis for the charge(s), and to permit the student to present his or her version of the incident. Parents or guardians will be notified of the expulsion as soon as practically possible. The parents or guardians will be informed of the violation(s) charged, and the factual basis for the charge(s). The administrator may offer, and the parents or guardians may request, a further conference with the principal or designee. Students may be placed on temporary suspension awaiting a School Board decision. The conditions of the suspension will be decided at the sole discretion of the administration. These conditions will address the number of days of the suspension, exclusion from extra-curricular activities, the opportunity to receive credit for missed classwork, and other conditions. A suspension may be combined with other discipline consequences at the sole discretion of the administration.

- A student committing one of the following offenses whether on campus, during transportation to or from a school-sponsored activity, or at a school-sponsored or school-related event or activity is subject to expulsion. Examples of expellable offenses include but are not limited to the following:
 - Stealing from students, staff, campus visitors, or theft or misuse of school property.
 - Committing extortion, coercion, or blackmail including obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
 - Falsification of records passes or other school-related documents.
 - Possession or distribution of pornographic and/or obscene materials.
 - Using any electronic equipment (i.e., cellular phones, tablets or laptops) in a manner that disrupts the peace or provokes hostility (refer to social media policy)

- Possessing, exhibiting, or using weapons.
- Possessing, exhibiting, or using any of the following: --tobacco products—electronic cigarettes --alcohol products --matches, lighters --a prescription drug not belonging to the person --unlawful drugs or controlled substances --any drug look-alike product.
- Willful destruction acts of vandalism or defacement of school property.
- Any act of physical bullying or violence towards another child.
- Any act that is punishable by law.

Social Media Policy

Students may be disciplined for online conduct and/or speech in which St. Mark's reasonably believes will cause actual physical or emotional harm, or contributes to disruptive behavior at our school. This may include cell phones, text, Internet activity, or any other media. St. Mark's students are personally responsible for the content that they post, share, and respond to online. When posting online, all information is considered representative of your views and opinions and not those of St. Mark's. Parents are encouraged to effectively monitor the social media content of their children. Maintaining a positive environment is very important to our School. Parents and Teachers should be supporting St. Mark's School and not having a negative dialogue regarding staff, students, or other parents. St. Mark's reserves the right to not invite a student back based on the student or parent's behavior. **Use of St. Mark's, name, logos, or images on your social networking sites is prohibited.** Use of St. Mark's name, logos, or images in print (i.e., invitations, letterhead, or publications) is prohibited. If you wish to promote a specific St. Mark's School activity, event, or posting, you may do so only by a means of a link to the official school website.

Inappropriate Behavior: The core values of St. Mark's applies to student behavior both on and off-campus. In the online environment, students must follow all St. Mark's policies and conduct himself/herself as in School. School staff will work in partnership with parents to monitor behavior that negatively affects our students or reflects poorly on the values of our school, and students may face consequences for behavior that violates our values and policies. Any behavior that negatively reflects students, staff, or school is not allowed. The principal, and/or school board determine inappropriate behavior/content. Students with inappropriate behavior could be removed from our school and NOT allowed to return as students.

Inappropriate Content: Do not use ethnic slurs, innuendos, or any other inappropriate content. Do not use profanity or threatening language. If you come across inappropriate material that makes you feel uncomfortable or is not respectful, tell your parents or a teacher right away.

Public Information and Responsibility: Social media venues are public and information can be shared beyond your control. Be conscious of what you post online, as you will leave a long-lasting impression on many different audiences. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see. Do not post or link

anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking sites that you wouldn't want friends, peers, parents, teachers, admissions officers or future employers to access.

Safety: Never give out personal information about yourself or other students (people), including, but not limited to, last names, phone numbers, addresses, or exact birthdates. Do not share your password with anyone besides your parents. Only accept social network invitations from people you know. If you feel unsafe online, tell your parents or a trusted adult right away.

Cell Phones, Smart Watches and all Electronic Devices and Backpacks

Students are not allowed to carry cell phones, pagers, smart watches, or portable electronic entertainment systems on campus, this includes Morning Care and the Aftercare Programs. **If a student brings an electronic device to school, including cell phones and smart watches they must be surrendered to the homeroom teacher upon the student's arrival at school. Teachers will return devices to students at the end of the school day, or when the student is picked up from school.** The school cannot be responsible for damage or loss of a cell phone, smart watches or electronic device. A phone is always available for student usage in the school office.

Cell phones and Smart watches used while on campus will be confiscated and a \$25.00 return fee will be assessed. A parent/teacher conference will be conducted to address the cell phone policy and the device will be returned to a parent or legal guardian. This rule applies anytime on campus. Permission can be issued by a teacher or staff member to call home during carpool.

Students are allowed to carry backpacks to and from school but must be stored on hooks in the Elementary School and lockers at the Middle School. Middle School students must use lockers!

Parent Conferences

Parents are encouraged to confer with teachers about their children's progress. The home/school partnership is critical to the success of each student. We ask that you schedule your conference no less than 24 hours in advance.

We ask that parents do not attempt to have a "quick" conference with a teacher before class in the morning, during lunch, at the end of the day either in class or in the carpool line. Brief, casual conferences are not only ineffective, but they also take teachers away from the other students, classroom instruction, or from the attention of all students in the unsafe carpool area.

Additionally, always defer to your classroom teacher first in matters requiring a conference. The administration will not address issues or concerns whereby efforts to confer with the teacher have not occurred.

Teacher requests are NOT taken. Please understand St. Mark's School administration and teachers take careful consideration in placing students in the best learning environment possible.

Text Books

All students are provided textbooks free of charge. If a student loses a book, they must pay for it before a second book is provided. If a book is damaged, the student will be required to pay a fine. Fines vary depending on the amount of damage to the book.

Field Trips

Local field trips are not to exceed a 25-mile radius of the school unless prior permission has been given by a majority vote of the School Board. To obtain permission to go beyond the 25-mile radius of the school, the Board must approve. Decisions by the School Board are final.

When a field trip is scheduled, you will be notified in writing, well in advance of the trip. The adult/child ratio for our elementary trips will be 1:4. Parents will be asked to drive and chaperone. Each child will be safely secured in a seat belt (car seat as applicable). Due to adult/child ratios, **siblings are NOT ALLOWED to accompany parent/chaperone on field trips.** Middle school chaperones ratios vary depending on the trip parameters. Chaperoning parents must have an insurance form on file to accompany the class on a field trip. It is advisable for all drivers to provide proof of insurance. The required form follows this page and should be filled out and returned to the school. A signed St. Mark's Field Trip Permission Slip must be returned to the school before the field trip.

Chaperones attending any St. Mark's School Field Trip shall at all times represent the school and in that sense are acting as our ambassadors. Therefore, appropriate and professional behavior is expected at all times during the duration of the trip and at no time shall any participant cause a situation that may be unsafe or an embarrassment to students or school. Chaperones are to follow all instructions of the trip leaders (teachers or administrators).

Field trips are an important way that we enhance the student's educational experience. If any student has not displayed good behavior during the academic school year, the administration can hold a student back from attending a field trip as a discipline consequence. If a student displays poor behavior while attending the field trip, the student may be sent home early from the field trip.

Overnight School Field Trips

In addition to local field trips, our middle school students will take part in overnight field trips. The purpose of these field trips is for our students to grow academically and learn independence. Depending on the trip parameters, chaperones may not be able to attend or the number of chaperones that can attend may be limited.

If a student traveling on the field trip displays any behavior that is not becoming of a St. Mark's student will be asked to leave the field trip. Parents will be responsible for any additional travel expenses incurred if their child is sent home early.

Lunch

St. Mark's School offers nutritionally balanced, house-made lunches daily. Menus are available online a month in advance. **A selection must be made by the 20th of each month at regular price. The 20th through the end of the month lunches will increase to \$6.75.** Payment must be made at the time of the menu selection online due to the need for pre-ordering food items. After the last day of the month, you will no longer be able to order online. **We do not give credit for missed lunches.**

Lunch Prices

Pre-K2- \$4.00

Pre-K3-Pre-K4 \$4.25

Kinder-5th Grade \$5.00

6th-8th Grade \$5.25

Salad bar 3rd-8th Grade \$6.25 Tuesday-Thursday

The switching of lunches between siblings or other students is NOT ALLOWED. If a student forgets his/her lunch, parents can place an emergency lunch order with the teacher in the morning, the cost is \$6.75 per lunch.

Class Parties

The School administration will work with teachers to determine the dates of class parties. They are Christmas, Valentine's Day, and an End of Year Party. Pre-K-2 through Kindergarten will plan Easter egg hunts for their classes. **Parties other than Easter egg hunts should remain on campus, in the classroom and be kept simple.**

Birthday Parties

To coordinate a birthday celebration at school, please contact your child's teacher. Please ask your child's teacher if there are any children with food allergies in the class. Snack time is usually the assigned time to celebrate. Celebrations should be kept simple with a birthday snack, which should be identical (cupcakes, cookies, doughnuts) and drink. Service items such as napkins should be provided as well for each student in the class.

NO ENTERTAINERS ARE PERMITTED ON CAMPUS! This includes clowns, magicians, and musicians.

Birthday party invitations may not be distributed on campus unless all class members receive an invitation.

Campus Visits

All visitors on St. Mark's Campus must check-in at the school office and receive a visitor's tag. This includes visitors during lunch, even if the visit is to bring lunch to a student in the lunchroom.

Classroom Visits

Any classroom visits to view instruction must be approved by the Administration. A "drop-in" visit by former students or other visitors is permitted only with the approval of the principal. **All visitors will be required to sign in at the office and wear a visitor tag during their visit.**

Aftercare

Aftercare begins promptly at 2:45 p.m. for Pre-K 2 and Pre-K 3 and at 3:00 p.m. for Pre-K 4 through 5th grade students. Transportation from the Middle School to Aftercare must be the parent's responsibility. Due to limited classroom space, the aftercare students are taken to the playgrounds and pavilion area. **Students are not allowed to use cellular phones or portable electronic entertainment systems on campus, this includes Morning Care and the Aftercare programs. We ask that you please not linger on the playgrounds or in the pavilion area after school has been dismissed. These areas are used for the Aftercare program.**

Lost and Found

Articles found on campus should be returned to the School Office. Please check the Lost and Found, which will be located just outside the school office or in the gym periodically. Please remember to label student's items clearly to include clothing, book bags, backpacks, and lunch boxes. **Articles not claimed by the last day of school before Christmas and the end of the school year will be donated to charity.**

PSC (Parent Staff Council)

The PSC is an auxiliary to St. Mark's School providing fundraising opportunities and volunteers on campus. Founded more than 20 years ago the PSC has provided enrichment to the educational experience of the students at St. Mark's School. Over the years the following items have been provided to the campus: new and safe playground equipment, library resources, computer lab resources, intercom, video monitoring systems, music program resources, athletic equipment and uniforms, classroom resources-- flat screen

TV's & whiteboards, and the enrichment center, just to name a few. Membership is open to all enrolled families for \$20.00 per year. The PSC depends on parent volunteers and there are many committees and opportunities for involvement. Look for information in your school packet.

Conflict Resolution Between the School and Parents

As a Christian community of faith and learning St. Mark's School is committed to maintaining an atmosphere of trust, love, joy, and peace. When that atmosphere is broken through conflict, we are committed to restoring broken relationships and reconciling problems with calm, meaningful dialogue. Parents or teachers may not engage in demeaning or aggressive behavior at any time.

Maintaining a positive environment is very important to our School. Parents and teachers should be supporting St. Mark's School and not have negative dialogue regarding staff, students, or other parents. St. Mark's reserves the right to not invite a student back based on the student or parent's behavior.

Issues or concerns between teachers and students/parents must be addressed first and foremost with the teacher and family unit. If that dialogue does not provide adequate resolve then the next level would be a formal meeting with the teacher, parents/student, and administration. If a mutual resolution cannot be met the third step would be to file a formal grievance to be signed by the administration and forwarded to the St. Mark's School Board. The School Board would notify parents of any pending meeting. (See form located in the back of this handbook).

We understand that St. Mark's School is not the right fit for every family. There are other educational entities for you to pursue if our school does not fit your child's needs.

Grievance Form

Application for Meeting or Hearing

Part 1

Information Related to Person Filing Grievance:

Date _____
Name of Applicant _____
Address _____

Telephone Number _____ Work _____

Related Information:

Parent's Name _____
Student's Name _____
Student's Teacher's Name _____
Faculty or /Staff related
grievance _____

Persons Affected by Grievance:

Name any person against whom grievance is
directed _____
Name all persons at St. Mark's affected by
grievance _____

**Your Grievance please describe your grievance. Include names, places,
and dates when possible.**

(Attach additional page if necessary)

Signature of Applicant _____
Receipt of this Grievance Form is acknowledged
Name of Principal/Director receiving form: _____
Date: _____

Grievance Form

Proposed Resolution of Grievance by Agreement

Part 2

Name of person proposing resolution of grievance_____

Date grievance received_____

Date applicant contacted_____

Date last person affected by grievance contacted_____

Terms of resolution_____

(Attach additional page if necessary)

Proposed resolution is acceptable_____

Principal/Director

Proposed resolution is acceptable_____

Applicant

Proposed resolution is acceptable_____

The person against whom the grievance was directed

Date last signed_____

Grievance Form

Appeal to School Board Personnel Committee

Part 3

Name of Principal whose decision was appealed_____

Date appeal filed_____

State why Principal/Director decision should be changed on
appeal_____

(Attach additional page if necessary)

Signature of applicant_____

Date_____

Grievance Form

Appeal to School Board Executive Committee

Part 4

Date appeal filed_____

State why School Board's Personnel Panel's decision should be changed on
appeal_____

(Attach additional page if necessary)

Signature of applicant_____

Date_____