

# St. Mark Catholic School



## Parent-Student Handbook

2011-2012 Academic Year

Rev. Msgr. Patrick Hambrough, Pastor

Ms. Jill Burkett, Principal

# **PARENT - STUDENT HANDBOOK 2011-2012**

## **Policies and Procedures For St. Mark Catholic School**

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St. Louis, Missouri 63125  
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[www.stmarkstl.com](http://www.stmarkstl.com)  
Archdiocese of St. Louis

St. Mark Catholic School is accredited by the Missouri Chapter of the National Federation of Nonpublic Schools.

St. Mark Catholic School is open to students of any race, color, national, and ethnic origin.

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# St. Mark Catholic School

## 2010-2011 Faculty & Staff

Pastor	Msgr. Patrick Hambrough
Associate Pastor	Rev. Thomas Pastorius
Senior Priest in Residence	Msgr. Charles Forst
Principal	Ms. Jill Burkett email: <a href="mailto:principal@stmarkstl.com">principal@stmarkstl.com</a>
Secretaries: Full-time	Mrs. Mary Althage email: <a href="mailto:malthage@stmarkstl.com">malthage@stmarkstl.com</a>
Part-time	Mrs. Niki Mueth: <a href="mailto:nmueth@stmarkstl.com">nmueth@stmarkstl.com</a>

Faculty – email addresses are teachers first initial and last name @stmarkstl.com

Kindergarten	Mrs. Cathy Bowerman (K) <a href="mailto:cbowerman@stmarkstl.com">cbowerman@stmarkstl.com</a>
First Grade	Ms. Sarah Moellering (1M) <a href="mailto:smoellering@stmarkstl.com">smoellering@stmarkstl.com</a>
Second Grade	Ms. Julie Volansky (2N) <a href="mailto:jvolansky@stmarkstl.com">jvolansky@stmarkstl.com</a>
Third Grade	Mrs. Marianne Conlisk (3 C) <a href="mailto:mconlisk@stmarkstl.com">mconlisk@stmarkstl.com</a>
Fourth Grade	Mrs. Kathy Chew (4C) <a href="mailto:kchew@stmarkstl.com">kchew@stmarkstl.com</a>
Fifth Grade	Ms. Maureen Butler (5B) <a href="mailto:mbutler@stmarkstl.com">mbutler@stmarkstl.com</a>
Sixth Grade	Mrs. Therese Thieret (6T) <a href="mailto:tthieret@stmarkstl.com">tthieret@stmarkstl.com</a>
Seventh Grade	Mrs. Kathy Harangozo (8 H) <a href="mailto:kharangozo@stmarkstl.com">kharangozo@stmarkstl.com</a>
Eighth Grade	Mrs. Karen Roeseler (8R) <a href="mailto:kroeseler@stmarkstl.com">kroeseler@stmarkstl.com</a>
Upper Grade	Mrs. Gale Gatheman ( 7 G) <a href="mailto:ggatheman@stmarkstl.com">ggatheman@stmarkstl.com</a>
Specialty	
Resource Teachers	Sr. Christine Gamache, OP <a href="mailto:cgamace@stmarkstl.com">cgamace@stmarkstl.com</a>
Music	Mrs. Erin Ludwick <a href="mailto:eludwick@stmarkstl.com">eludwick@stmarkstl.com</a>
Physical Education	Mrs. Sondra Deters <a href="mailto:sdeters@stmarkstl.com">sdeters@stmarkstl.com</a>
Computer	Mrs. Laura Wells <a href="mailto:lwells@stmarkstl.com">lwells@stmarkstl.com</a>
Art	Mrs. Debbie Modesto <a href="mailto:dmodesto@stmarkstl.com">dmodesto@stmarkstl.com</a>
Teacher Aides	Mrs. Lisa Berkbigler <a href="mailto:lberkbigler@stmarkstl.com">lberkbigler@stmarkstl.com</a> Mrs. Debbie Modesto Mrs. Niki Miueth Mrs. Chris Meyer
Cafeteria	Mrs. Chris Meyer <a href="mailto:cmeyer@stmarkstl.com">cmeyer@stmarkstl.com</a>
Maintenance	Mr. Charles Althage <a href="mailto:calthage@stmarkstl.com">calthage@stmarkstl.com</a>

# St. Mark Catholic School 2011-2012 Calendar

Regular school hours: 7:45 a.m. – 3:00 p.m.

## AUGUST

- 08 Religious Institute Teacher Meeting
- 14 Parent Packet pick up at St. Mark Church
- 17 St. Mark School Open House 3pm to 6pm
- 22-23 FIRST DAYS FOR Gr. K-8 (1/2 DAYS OF SCHOOL-Noon Dismissal)
- 24-26 Grades K-8 FULL DAY OF SCHOOL – Hot Lunch Program begins
- 29 Pre-school begins

## SEPTEMBER

- 02 Faculty Meeting – Noon Dismissal
- 05 Labor Day-No School
- 06 8<sup>th</sup> grade parent meeting 7 pm classroom
- 07 Room parent meeting 7 pm classroom
- 09 Hearing and Vision Screening grades 1, 3, 5
- 14 Fall Pictures/PTO Meeting 7pm cafeteria
- 19-23 ITBS Testing
- 20 High School Night Notre Dame 7pm
- 23 Mid-quarter grading ends
- 24 Fall Festival

## OCTOBER

- 06 6<sup>th</sup> Grade Coalition 7pm at St. Mark
- 07 Faculty Meeting – Noon Dismissal
- 10 NO SCHOOL – Columbus Day
- 11 STUCO Workshop
- 26 1<sup>st</sup> quarter ends

## NOVEMBER

- 01 NO SCHOOL – All Saints Day
- 05 Speech Meet
- 06 High School Open House
- 09 Picture Retake Day/Parent Teacher Conferences
- 10 Parent/Teacher Conferences-NOON Dismissal
- 11 No School
- 12 8<sup>th</sup> grade pizza making
- 16 6<sup>th</sup> and 7<sup>th</sup> grade Ambassador Training
- 21 8<sup>th</sup> grade Confirmation
- 23 12:00 Noon Dismissal
- 24 & 25 NO SCHOOL – Thanksgiving Break

## **DECEMBER**

- 01 Mid-quarter grading ends
- 02 Faculty Meeting – Noon Dismissal
- 03 Breakfast with Santa
- 08 No School – Feast of Immaculate Conception
- 14 Christmas Concert
- 15-19 7<sup>th</sup> and 8<sup>th</sup> grade exams
- 21 Christmas Parties—Noon Dismissal
- 22-30 NO SCHOOL – Christmas break

## **JANUARY, 2012**

- 02 No School – Faculty In service
- 03 Classes Resume
- 13 2<sup>nd</sup> Quarter ends
- 16 No School – Martin Luther King Day
- 21 PTO Trivia Night
- 30 Catholic Schools Week

## **FEBRUARY**

- 01-03 Catholic Schools Week
- 03 Faculty Meeting – Noon Dismissal
- 04 Speech Meet
- 08 PTO Meeting 7pm
- 15 Mid-quarter grading ends/
- 15-17 Right Start Classes
- 20 NO SCHOOL – President’s Day
- 22 Ash Wednesday

## **MARCH**

- 02 Faculty Meeting – Noon Dismissal
- 10 Speech Meet
- 16 No School/Faculty In Service/Spring Weekend
- 19 No School/Spring Weekend
- 21 3<sup>rd</sup> Quarter ends
- 28 Spring Pictures
- 30-31 Play Performance

## **APRIL**

- 05 Holy Thursday 1pm Dismissal
- 09-10 Easter Break
- 11 Classes Resume
- 28 Speech Meet

## **MAY**

- 04 Faculty Meeting – Noon Dismissal
- 09 Spring Concert
- 21 8<sup>th</sup> grade Mystery Trip
- 22 Kindergarten Recognition
- 23 8<sup>th</sup> grade Graduation
- 25 4<sup>th</sup> Quarter ends/Last day of school-Noon Dismissal



## **WITNESS STATEMENT**

### **For Those Whose Children Attend Catholic Education Programs**

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

*You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him(her) up to keep God's commandments as Christ taught us, by loving God and our neighbor. . . You will be the first teachers of your child in the ways of faith. May you be also the best of teacher, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.*

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith.

Practically, this means I should:

- **Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family.**
- **Commit to speak more with my children about God and to include prayer in our daily home life.**
- **Participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children.**
- **Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.**
- **Teach my children by word and example to have a love and concern for the needs of others.**
- **Meet my financial responsibilities in supporting the Catholic School or Parish School of Religion.**

## **Amendment of the Handbook**

The principal retains the right to amend the Handbook for just cause. In addition the Administration, with the consent of the Pastor, has the right to conduct the affairs of the school with or without expressed written rules as stated in this Handbook for just cause. The safety and well being of each student and Christian principles serve as a guide for these actions. Parents will be given prompt notification if changes are made.

## **Handbook Agreement**

It is important that each student and his/her parents carefully read the St. Mark Catholic School Handbook. Since it is part of a contract existing between the school and the parents/students, all parties must be fully aware of the rights and obligations outlined in the handbook of each school year. Parents and students are required to sign the attached form stating that they have read the Handbook thoroughly and agree to be governed by its policies. The Agreement must be returned on or before the first day of class but no later than the First Friday in September of the current school year. Because of the importance of the contract, students will not be admitted to classes after this date unless the signed Agreement is submitted.

# St. Mark Catholic School

## Philosophy Statement

At St. Mark School .....

- ◆ We believe that each child is unique and formed in the image and likeness of God.
- ◆ We recognize that each child has a unique learning style and potential which requires continuous development.
- ◆ We acknowledge that parents are their child's first teacher, and we work to build a mutual support between parents and staff.
- ◆ We foster self-discipline, leadership, tolerance and independent thinking.
- ◆ We support and guide the children as they learn to respect themselves and others in a formative environment of love and care.
- ◆ We encourage each child to grow in a personal relationship with God by providing a Catholic foundation.

### Mission Statement

**St. Mark Catholic School is dedicated to educating our young people to become respectful, responsible Christians who go forth to serve.**

**Enter To Learn . . .Go Forth To Serve**

## **Admission Policy**

A child entering St. Mark School must fulfill these basic requirements:

1. The family must have a desire for this special kind of school where Catholic teachings and moral formation are an integral part of the school. This would include participation in the parish or religious congregation, support of the *Witness Statement for Those Whose Students attend Catholic Education Programs*, agreement to follow the policies and procedures of the school, and willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children.
2. Must attend a conference with the principal concerning desire for admission and reasons for transfer. The principal must review permanent records before admission to determine school's ability to meet the student's needs. A request for records form must be completed by parents who give it to the current school. Records are then transferred from school to school. Financial obligations must be met at previous school for records to be released.
3. Must submit a copy of the child's baptismal certificate and birth certificate.
4. Must complete all health records and physical exam requests.
5. Must complete all other school forms.
6. Parents must be able to accept financial responsibilities and provide a copy of custody agreements where necessary.
7. Must comply with age requirements of the Archdiocese of St. Louis and our school.

Registration for the next school year will take place in February of the current school year. Notice of registration will be sent home in the Thursday packet and published in the parish bulletin. When classes are filled, a waiting list will be established. As openings arise, students will be accepted according to the chronological order of their application date on the waiting list. Students may be dually enrolled in public school to participate in specialized program or to receive special education services.

## **Administration**

The Catholic School is structured to encourage a spirit of cooperation and a state of shared responsibility. Within the school specific roles are prescribed for the pastor (parish administrator), the principal (school administrator), and parents (school board members). Each person or group functions within specific areas of expertise. "The Pastor is the spiritual leader of the Christian parish community and is responsible for those matters within the school which affect worship, the ministry of the Word and the spiritual welfare of the students" (Policy and Procedures for the Catholic Elementary Schools #2210).

The pastor works closely with the school board in determining local policy and has final approval of all board decisions. The principal is responsible for the immediate direction of the school and its instructional program. The principal is responsible for the immediate direction of the policies of the

Archdiocesan School Board and the parish school board. Problems and questions concerning school should be directed to the Principal. However, specific problems concerning a particular subject, class, or behavior should first be discussed with the teacher.

The School Board functions as a group to advise the pastor and principal in making policy for educational programs.

### **School Board**

The School Board acts in an advisory capacity to the pastor and the principal by formulating and evaluating policies for the school. The board provides the parish with a representative body for identifying and articulating the educational needs and aspirations of the parish community.

The School Board functions in accordance with Archdiocesan guidelines. The board may officially function only through its meetings that are held throughout the school year. Interested parishioners may address the board during the public portion according to Archdiocesan guidelines. Meeting dates will be published in the weekly newsletter.

### **Arrival Procedure**

**Cars arriving from the north of the school** should enter by turning left on Ripa Ave. and then right into the driveway between school and rectory. Cars should circle around the parish center and should be dropped off at the middle wing doors. Cars then proceed to exit on St. Mark Drive.

**Cars arriving from the south of the school** should enter the parking lot by the school driveway and circle around the parish center. Students should be dropped off at the middle wing doors. Cars then circle around to exit on St. Mark Drive.

***Students arriving between 7:30-7:45 AM*** should enter building through the cafeteria and proceed directly to their homerooms. Students arriving after 7:45 bell must report to office before going to homeroom. ***Students arriving before 7:30*** must report to cafeteria for before school program.

### **Before and After School Care**

Before Care is available from 6:45 until 7:30 each school day. Students arriving prior to 7:30 should report to the cafeteria where they will be supervised in the before school program. Families will be charged a maximum of \$2.00 per day, per child when using this service.

**PLEASE NOTE: ANY CHILD ARRIVING BEFORE 7:30 MUST REPORT TO THE CAFETERIA.** To insure the safety of all, students may not play on parking lot before school.

After Care is available every school day from 3:15-6:00 p.m. Students not picked up by 3:15 will be sent to After Care, parents may be charged a fee for late pick ups. Students who participate in the program on early dismissal days must provide their own lunch. Families will receive an after care bill on a regular basis. School discipline policies will apply to both the Before and After Care programs.

## **Attendance and Punctuality**

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

A child's regular attendance is essential for academic growth. Parents are requested to contact school to report an absence or late arrival by leaving a message on the answering machine or by calling the school office prior to 8 a.m. School will call to verify your child's absence if needed. **A note of explanation upon return from an absence is required. Written notification for a planned absence is greatly appreciated.** These notes are kept by the homeroom teacher.

### **Absenteeism:**

- Children who miss 4 or more hours of the school day will be marked ABSENT.
- Children who miss more than 2 hours but less than 4 hours of the school day will be marked ABSENT FOR ONE-HALF DAY.

### **Tardy:**

A student is tardy who arrives after the time fixed by school policy for the start of the school day.

- Children who are not present in homeroom for the start of the morning session (7:45 a.m.) will be marked TARDY.

Absences include:

**a. Sickness**-All tests and assignments that occur during the student's absence must be completed within three (3) school days of returning to school.

**b. Appointments**-(i.e. medical, dental, or other reasons) Parents are to pick up students at the school office. Upon their return, parents and students need to report back to the office.

-In the case of absence due to appointments and high school visits, it is the responsibility of the student to obtain missed schoolwork/assignments and to reschedule any missed tests. The student will be expected to complete the schoolwork/assignments within the same timeframe set by the teacher for the entire class (i.e. when missing a class on a Monday afternoon due to an appointment a student should obtain assignments from a classmate that evening and complete the assignment in the same time as the rest of the class.) Any missed tests should be rescheduled for the day following the absence. Extensions may be granted at the discretion of the teacher.

**c. Field Trips**-Unless ill or excused for a verifiable and reasonable situation, students who do not attend scheduled school sponsored field trips are required to attend school on that day and will be assigned academic tasks by the appropriate classroom teachers.

-At the discretion of the school administration, permission may be granted for a child to be excused from a field trip. Requests for permission to be excused must be submitted in writing to the school administration at least five (5) days prior to the date of the trip.

-A doctor's slip may be required of a student absent from school on the day of the field trip if the child has been reported by the parent or guardian as absent due to illness.

**d. Truancy**-A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

-Students found to be truant will serve a three (3) day in-school suspension, beginning the day of their return to school.

-Repeated truancies could lead to withdrawal for cause.

**e. Vacation**-St. Mark School respects the right of parents to remove children from school during the academic term for family vacations. However, teachers are **not** permitted to give assignments prior to the student's departure. All tests and assignments that occur during the student's absence must be completed within three (3) school days of returning to school. Extensions may be granted at the discretion of the teacher. Make-up work and test scheduling are the responsibility of the student. Students, with teacher approval, may submit in advance long-term assignments or projects that are due during their absence. Students who are present part of a school day and then leave for vacation will be expected, prior to departure, to take any tests or turn in any assignments that were scheduled for that day.

**f. Missing assignments:** It is the responsibility of the student to make up any missed assignments when they are not at school. Students may be asked to stay after school or miss recess to make up missed tests. Students will have one day for every missed day to make up work when they are ill. Parents may call the office before noon to request that work be sent home for their child, parents must indicate who will pick up work between 3:00-3:15. Assignments will not be ready before 3:00.

STUDENTS WHO MISS MORE THAN 10 DAYS IN ANY GRADING PERIOD COULD BE ASKED TO REPEAT THE QUARTER OR GRADE. Students will receive an "I" for incomplete work due to excessive absences until work is completed.

**ATTENDANCE IS VERY IMPORTANT- Students and parents should know that HIGH SCHOOLS look at attendance and tardiness when considering acceptance into their schools.**

### **Student Release from School**

St. Mark Catholic School students are permitted to leave the school for reasons of illness only after the parent/guardian has been contacted by phone. Only contacted parents/guardians or designated authorized adult may pick up a child from school for early release. Parents/guardians must utilize the school's "sign out" procedure when picking students up for early release.

### **Appointments**

Parents are requested to arrange doctor/dental appointments AFTER school hours or on school holidays. However, a child may be excused if necessary. A note from a parent/guardian is required before the child may be released from school including reason, time, and length of absence. **Children leaving early or arriving late must be signed in/out by an ADULT identified by parent or guardian at the school office.** Children are marked absent or tardy for school hour appointments.

### **Dual Enrollment**

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

### **Birthday Treats**

In accordance with the Archdiocesan “Wellness Plan” we hope to limit the amount of sweets and fatty foods for our students. Students may celebrate their birthdays (or half birthday for summer dates) by sharing a healthy snack (i.e. pretzels, popcorn, trail mix, or low fat snacks) with their classmates **or by having a personal out of uniform day**. Treats should be store bought, individual servings; need no refrigeration; and be easily distributed (**no homemade items, no sodas or juice boxes.**) Snacks will be served in the classroom at a time convenient for the teacher.

### **Cafeteria**

St. Mark School is served by Food Services Consultants; inc. Students may also bring lunch from home and purchase milk. Soda is not permitted as a part of any student’s lunch.

A hot lunch is provided for students on a daily basis. Main entrees grab and go, or soup/salad choices are published in the schools monthly calendar and on the fast direct system. Parents must pre-order meals. Parents are notified of the balance of their lunch account by the fast direct system. If a student forgets his/her lunch at home, parents may bring the lunch to the school office. Please make certain the child’s name and homeroom are clearly marked on the lunch container.

**FAST FOOD IS NOT ALLOWED: Parents please do not send fast food for student lunch.**

Lunch prices for this year are as follows:

Daily Lunch Price (2011-2012):
\$3.00/student choice of Main Entrée, Grab and Go, or Soup and Salad
\$2.40/preschool lunch
Cost of 2 <sup>nd</sup> Entrée:        \$1.25
Cost of individual milk: \$0.17 –will be drawn from lunch account

### **Child Abuse**

All teachers at St. Mark School are mandated reporters of suspected or known abuse/neglect of children. Under Missouri law, when administration or school personnel suspect the mistreatment of children they must report it to the proper authorities.

All volunteers and staff of St. Mark School are required to attend the Archdiocesan program “Protecting God’s Children” and follow all guidelines of proper conduct as outlined by the Archdiocese.



## Communication

### School Office

OFFICE HOURS: 7:15 AM-3:15 PM  
PHONE NUMBER: (314) 743-8640

Parents are asked to make appointments if they wish to have a conference with the principal or a teacher. All messages for teachers and students are handled through the school office. Please do not deliver items to the classroom to avoid an interruption of the educational process.

### Announcements/Weekly Envelope

A weekly Message containing important communication will be available on the school website every Thursday. Organizations wishing to place announcements in the Thursday packet should place articles in an envelope clearly marked "Thursday Packet" and then sent to the school office prior to 8:00 a.m. on Tuesday mornings. ALL ARTICLES MUST HAVE THE APPROVAL OF THE PRINCIPAL. An electronic version is preferred.

Ordinarily the school will not distribute information about programs, products or services which are not sponsored by a Catholic Agency. We will provide a list of these offerings in the school office.

### School Family Contact Information

School Family contact information is available through Fast Direct. Parents may request that information not be available.

### Fast Direct Student Information System

The fast direct student information system is available to all parents. It has a messaging component to communicate with faculty and staff. There is also a bulletin board that staff members use to post announcements and information for parents. [www.fastdir.com/stmarkstl](http://www.fastdir.com/stmarkstl)

### Media

Members of the media are to be present on St. Mark School property only as invited guests and are not allowed to interview students on matters unrelated to the purpose for which they were invited.

### The Message

Our weekly newsletter, "The St. Mark Message" is an excellent way of communicating important information to school families. "The Message" will be sent home in the Thursday packet each week. Parents are encouraged to read it thoroughly. It will also be available on the St. Mark website.

### School Reach System

In the case of an all school announcement, emergency or snow day parents are notified via the school reach system. This phone call will come from the principal's phone extension 743-8643. This number registers as the Archdiocese of St. Louis on Caller ID. This is an automated, recorded message and there is often a hard pause before the message begins. Each parent is asked to fill out the school reach form so that the system can be updated with the appropriate numbers. The phone messaging system will only be activated by the principal or pastor.

### **Progress Notes/Mid-quarters**

Teachers are asked to inform parents at the beginning of the year of their grading and homework policies. Graded and returned work is an excellent way of noting each student's progress. Parents are asked to review graded work with their student on a regular basis. Approximately half way through each quarter, mid-quarter notes are available online. This will keep parents informed of performance in each class. Please bear in mind that having a great progress note does not necessarily mean a great quarter grade. Many times students will lose ground after receiving a positive mid-quarter progress note.

Music, PE, and computer teachers will send out progress notes to students in grades 4-8 for conduct or academics only when a student is in danger of failing or for poor conduct in that class.

### **Report Cards**

The school year is divided into four quarters consisting of approximately nine weeks. Report cards are issued at the end of each quarter. Notice will be given in the newsletter as to when report cards will be issued. Report cards and progress reports can be downloaded from the student information system. [www.fasdir.com/stmarkstl](http://www.fasdir.com/stmarkstl) . Report cards and progress reports will only be printed if specially requested by parents. A form will be sent home for parents to verify that they have seen the current progress report or report card. The school reserves the right to hold report cards until all accounts are current.

### **Parent Teacher Conferences**

At the end of the first quarter a parent-teacher conference will be scheduled for all students. This conference is meant to be an opportunity to share information about the student between his/her teacher and parents. Due to the volume of students we will schedule one time slot per student.

Additional parent conferences are scheduled as needed either at the request of the parent or teacher. Teachers will contact parents as soon as possible if a noticeable problem appears either in academics or in conduct. Parents should contact teachers promptly if a disturbing or questionable change is noticed in the child or his/her schoolwork. Early corrective measures often lead to simple solutions.

### **Website**

General information about the school may be found on the school website [www.stmarkstl.com](http://www.stmarkstl.com). St. Mark School does not make available on the website any information that enables students to be individually identified by name.

### **Emergency Cards**

At times it may become necessary to reach parents who may not be available. For this purpose emergency cards are given out in the family packet. Please complete one card for each family and return it during the first week of school. NOTE: If any changes occur in the emergency card information during the school year, it is each family's responsibility to notify the school office.

### **Change of Address or Phone Number**

Please notify the school office and the parish office immediately, in writing, if your name, address, or phone number on the emergency card changes during the school year. This is necessary in case the school/parish office needs to contact you during the school day. Parents may update their own contact information on the fast direct information system.

### **Telephone (School)**

The office telephone may be used by students only in cases of emergencies. Students are generally not permitted to telephone home for missing assignments, projects, etc. Parents are reminded that telephone messages to students are generally delivered 15 minutes prior to dismissal time.

## **Computers**

St. Mark School students have access to computers and other electronic media both in lab and classroom settings. Each year, students and parents must review and sign the school's "Acceptable Use Policy (AUP). Student violations of this policy will result in termination of electronic media privileges and, if warranted by the violation, further disciplinary action.

### **Internet Acceptable Use Policy/Online Pledge (See Appendix)**

St. Mark Catholic School requires that all students and parents in grades 2-8 sign this pledge. Both student and parent must sign the pledge before the student will be allowed to access the Internet at school. Our computer lab will continuously update its filtering system throughout the year.

### **Instructional Use of Copyrighted Materials**

St. Mark School students must adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources. No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

## **Curriculum**

### **Core Curriculum Guide**

The school's curriculum guide lists the major goals and objectives, by grade level, for each student at St. Mark School. The curriculum guide is available to parents on the school website:

[www.stmarkstl.com](http://www.stmarkstl.com)

### **Field Trips (see appendix for Field Trip Consent Form and Private Vehicle Policy)**

A field trip is a first hand experience that supplements classroom learning. It is an observational experience having definite educational objectives. Field trips may be taken only with the approval of the principal who in cooperation with teachers plans and provides for safe procedures. Most field trips are local, using transportation by bus.

All parents are informed by letter in advance and are asked to sign a permission slip. **NO CHILD IS ALLOWED TO PARTICIPATE WITHOUT THIS FORM.** Parents may fax the form to the school office (314).743.8690.

### **Assignment Notebooks**

Students in grades 3-8 will receive an assignment notebook during the first week of school. Teachers will discuss with the students the proper use and practicality of this book. Parents are encouraged to check the assignment notebook each night. Nightly assignments as well as long term assignments are

to be written in this book by the student. There is a place for teachers to write notes to parents on each page.

### **Homework**

Homework is given to students to reinforce what has been presented in class; to provide for discovery of new ideas; to stimulate independent investigation; to develop in-depth understanding through long-range projects; and to provide for the exploration of additional sources of information. The discretion of the teacher determines the kinds and amounts of homework appropriate to the grade level and subject. Homework includes written work, study, reading, and research.

Parents can contribute to the process of learning through homework by:

1. Being actively interested in the student's work.
2. Setting up proper study conditions.
3. Providing quiet time and space for reading.
4. Helping the student develop good study habits.

Students should be prepared for each class. All assignments should be completed and on time. In the event of absence, it is the STUDENT'S RESPONSIBILITY to gather, make up work and submit completed assignments.

Late homework impedes the academic progress of the individual student and the class as a whole. Chronic late homework will be considered a discipline issue and will be addressed by the administrator.

Homework is posted nightly by the homeroom teacher on the fast direct bulletin board. Students in grades 5-8 have a separate bulletin board by grade level due to the departmentalization of their classes. Their homework is posted here so that parents do not have to look at each individual teacher.

### **Honor Roll**

St. Mark School will acknowledge the accomplishments of students in grades 4-8 who have earned an "A" or "B" average in their core subjects each quarter. Conduct must be satisfactory in all subjects. No "D" or "F" may appear on the report card for that quarter. There are three levels of distinction for Honor Roll.

**Principal Recognition:** Students earning an average of 95% and above in the core subjects.

**Blue Level Recognition:** Students earning an average of 93 or 94% in the core subjects.

**Red Level Recognition:** Students earning an average of 85%-92% in the core subjects.

### **Religious Education Program**

At St. Mark Catholic School we recognize the importance of our Religious Education Program. It is the main reason for your decision to choose St. Mark Catholic School for your child. Our goals in the Religious Education Program include the following:

- 1.) To help our children know, understand, and love the Catholic Faith.
- 2.) To bring to our children an awareness of God's personal love for them and to encourage them to build a prayer relationship with Jesus.
- 3.) To help our children experience both formal and informal prayer.

- 4.) To help each child better understand the Mass and to assist at Mass in a sincere and reverent manner.
- 5.) To prepare our children to receive the Sacraments of Reconciliation, Eucharist, and Confirmation at the appropriate time.

### **Sacraments**

During the school year the children receive the following sacraments:

First Reconciliation:	Grade two during the first semester
Eucharist:	Grade two during the month of April
Confirmation:	Grade eight in the fall (date to be determined.)

Children in the Parish School of Religion receive the Sacraments with the day-school students. Priests, teachers, and parents work together in a cooperative effort to prepare the children for these important steps in Faith. Parents will be required to attend sacramental preparation meetings to facilitate this cooperation.

Reconciliation services and other prayer services are incorporated into the school year's religious education program.

### **Science Lab Safety**

St. Mark School maintains high standards of student and laboratory safety and personal responsibility. No child will be allowed to endanger other students. Students who engage in irresponsible behavior the first time will be removed from class immediately and receive an "F" on the experiment being conducted. It will be the student's responsibility to get the lab or class notes from classmates for tests or homework. Repeated violations will result in automatic expulsion from the class and an "F" for the quarter. Parents and students are required to sign the safety contract issued at the beginning of the school year and to abide by its provisions.

### **Student Publications**

Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school.

### **Testing**

A variety of testing is given throughout the year to measure ability, general achievement and competency in reading.

The MISSOURI KIDS TEST is administered to all incoming Kindergarten students to determine their ability to function in kindergarten.

The Iowa Test of Basic Skills and Cognitive Abilities Test are given to students in grades 3-8 in late September.

### **Promotion And Retention:**

Students are promoted to the next grade level upon satisfactory completion of the required academic work for the current grade level. This includes the achievement of a passing grade (70% or higher) in

all required subjects and the completion of all necessary coursework to the satisfaction of the teacher and/or school principal.

### **Custody Agreements**

All parents have the right to inspect and review their child’s academic record, in the absence of court orders to the contrary. If parent’s custodial rights have been limited by a court of competent jurisdiction, it is the duty of the custodial parent to provide the school with a verified copy of the court order delineating the rights of the non-custodial parent.

A verified copy is a certified copy that verifies that it is the order currently in effect. Divorced, separated or parents who have never been married and legal guardians are requested to furnish the school with a certified copy of the custody orders and must indicate to school who is the residential parent for school and mailing purposes. Please note that no records will be released where there is an outstanding tuition balance.

### **Daily Schedule**

7:30	Arrival—students go directly to homeroom
7:45	Tardy Bell – Classes begin
8:15	School Mass Schedule (grades 1-3 Tues., 4-5 Wed., 6-8 Thurs., All School Fri)
11:40-12:10	PK-4 Lunch
12:15-12:35	5-8 Lunch
3:05	Dismissal

### **Discipline**

(See Appendix – Suspension And Expulsion Policies)

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundations of justice.

Discipline means to train the mind and to use self-control. The purpose of a disciplinary policy in the school is to spell out the value system upon which we operate and to specify the intentions of the faculty and programs. Our goals therefore are to develop among all students:

1. A Christian presence in word and action.
2. A continuous demonstration of respect for all persons in our school community.
3. An ability to control ones own actions and take responsibility for them.
4. A positive attitude towards one’s own ability.

Behavior codes and consequences (positive and negative) will be determined for each section (grades k-3, 4-5, and 6-8). We believe that the formation of the conscience is an ongoing process. We believe that these codes must be expressed clearly to students at the beginning of school and as further needs arise. We believe that rules should be applied consistently and that students should be made aware that their actions have consequences. Consequences may include, but are not limited to: notation in the respect book, detention, phone calls or meetings with parents, missed recess, or lower conduct grade.

**Students have the following responsibilities:**

- \* to respect the dignity and rights of others and to avoid any activity that may endanger the health or safety of others,
- \* to obey and to respect in action and in speech all persons in authority,
- \* to respect the property of the school and others,
- \* to remain on school grounds unless granted permission to leave,
- \* to be in full uniform daily,
- \* to be prompt and regular in attendance, equipped with the necessary books and supplies,
- \* to meet classroom standards of behavior and performance, cooperative behavior and completing assignments on time,
- \* to follow school polices and regulations.

The safety of students, faculty and staff is paramount and warrants serious consequences when student decision-making includes the following:

1. Students who threaten to bring a weapon to school cannot be readmitted until the administration is reasonably assured by competent professionals that the student does not pose future danger to self or others by returning to school.
2. Police will be notified if an assault or a battery occurs resulting from use or threatened use of a firearm or weapon by a student.
3. Truancy: Any absence without prior notification of the school or leaving the school property without the permission of the principal.
4. Dishonest Behavior: Lying, cheating, stealing, forgery, etc.
5. Use of pornographic material: possession, display, or the sale of immoral and pornographic material will not be tolerated.
6. Disrespect: Insubordination or disrespect shown to any faculty, staff, volunteer or fellow student.
7. Vandalism: Damage caused by willful destruction of church, school or personal property will be charged to the individual(s) involved.
8. Obscene Language: Use of obscene language through words, gestures or in written form.
9. Possession of Cigarettes: Smoking while on school grounds, at school functions, or as a school representative.
10. Alcoholic Beverages: Drinking or possession of alcoholic beverages on school grounds, at school functions, or as a school representative. Students violating this policy will be subject to suspension or expulsion. In addition, civil authorities may become involved.  
(4303)
11. Violence or Threat of Violence (See appendix)

12. Consistent non-conformity to school rules: With regard to school dress code and other items covered in this handbook.
13. Disruptive Behavior: Consistently talking in a loud, disorderly, or disrespectful manner
14. Out of school conduct that seriously detracts from the reputation of the school--disturbing the peace, arrest for misdemeanors, destruction or defacing of property, disrespect for authority.
15. Other infractions of rules set down by the administration when such infractions are of serious nature.

### **Academic Honesty**

The consequences for a violation of the school's policy concerning academic honesty are made by the teacher in conjunction with the principal. Typical consequence is a warning in the respect book and a zero on the assignment. Academic "dishonesty" includes but is not limited to, the passing of answers on quizzes, tests or classroom assignments; the seeking, receiving or transmitting of specific information about questions/answers on the test; the lending or copying of homework; use of cheat sheets or their possession during the testing session; and acts of plagiarism.

Students in grades 5-8 are asked to sign an honesty statement after each test.

### **Harassment**

St. Mark School will maintain a learning environment that is free from all forms of harassment. No student in the school should be subjected to any type of harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of our program.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

All complaints of harassment will be thoroughly and promptly investigated. Investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, the administration determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

### **Alcohol-Drugs-Tobacco-Violence Weapons**

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain unprescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal. Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.



According to government regulations there is no smoking permitted in the school building for anyone. The St. Louis County Tobacco Ordinance prohibits possessing tobacco in any form for all children under the age of 18. Also, there is no smoking or possession of any tobacco products for underage students in or within 300 feet of a school building. Fines for anyone caught possessing tobacco or smoking start at \$150.

### **Violence** (see appendix)

Violence inhibits human development and successful learning. Therefore violence is not tolerated in St. Mark Catholic School. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property. All reported or observed instances of threatened or actual violence will be addressed by the school administration.

### **Weapons**

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of St. Mark School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

### **Cell Phones/Pagers/Ipods**

Students are not allowed to use cell phones, text messages, pagers, or beepers during school hours. Students may not carry phones or pagers with them. Phones will be confiscated if found with student. Parents will have to come and pick them up in order to be returned. A fine of \$5.00 will be issued when a student uses a cell phone without staff permission. Students may receive messages through the school office.

Other electronic devices such as palm pilots and electronic dictionaries may be used as long as their use does not abuse other school policies including digital imagery, texting messages or disruption.

### **Gum**

Gum is not allowed at St. Mark School

### **Disciplinary Procedures**

The principal is directly responsible for overseeing the implementation of discipline procedures.

To insure that parents and student alike are aware of the importance of the aforementioned expectations and responsibilities, incidents of student misbehavior, when warranted, are communicated to parents.

In grades kindergarten through 4, and fine arts teachers utilize telephone call or web notes to inform parents of such happenings. Students in grades 5-8 use a standardized documentation known as the respect book. Parents are notified via a web note if their child was written up in the respect book. In situations of serious misconduct an automatic detention can be issued to a student. When this occurs, the student's parents are notified and if necessary, a conference is arranged that would include the student, principal, parent or guardian and appropriate faculty members.

For chronic disciplinary measures the school will use suspension and withdrawal for cause policies. See below.

## **Respect Book**

Respect for others, property, and self is an important value at St. Mark School. We wish to instill that value throughout the day to all students. Taking care of belongings, being prepared for class, and being respectful of teachers and school rules are some of the ways students show respect.

Each homeroom class (grades 5-8) carries a “respect” book from class to class. Teachers will make a note with the child’s name and action in this book when respect is not being shown. Students will be informed when their name is noted. Parents will be informed by a web note communication that their child received a warning. This book is returned to the homeroom teacher at the end of the day.

There are offenses which automatically get written into the respect book, including but not limited to:

- ◆ Cursing, vulgar, sexually explicit or otherwise inappropriate language.
- ◆ Cheating
- ◆ Lying
- ◆ Fighting
- ◆ Rude/aggressive behavior towards a teacher.

Other behaviors are often more minor but still disrupt the learning in the classroom. Students will receive a verbal warning that the behavior should stop or they will be written up. If the behavior continues a respect book warning will be given.

If a child’s name is noted four times in a quarter, the child will serve detention the next school day. If a child receives seven notations in a quarter a mandatory meeting with parents and teachers will be scheduled by the principal.

## **Detention**

Detention is a disciplinary measure where students (grades 5-8) must stay after school for one hour as a punishment for choosing to break school rules. Detention will be served when 5 dress code violations are issued and/or when a student has his/her name in the Respect Book 4 times in one quarter. Detention will also be served if a student is in the Respect Book 3 times in one day. Parents will be notified at least one day before the detention is served. Students who skip detention will be required to serve two detentions.

## **Probation**

A student who has been a habitual disciplinary problem may be placed on probation after review of his/her conduct with the parents/guardians. This is a very serious classification and a student is placed on probation only after all other means have failed to correct the problem. The time of probation is no less than one week and no more than one month.

## **Suspension**

Suspension is the temporary removal of a student from his or her regular school program for a specified period of time. Suspension is a very serious method of discipline and is used rarely. Suspension may be of two types:

- In-school suspension is the removal of a student from his/her classroom to another part of the building for a period of time. The time frame is usually no more than 3 days.

- Out-of-school suspension is the act of sending a student home in the custody of a parent and the student remains home. The time frame is usually no more than 3 days.

### **Withdrawal for Cause**

Withdrawal for Cause is the most serious means of addressing a discipline problem. It is the removal of a student from the school. If the behavior presents a severe threat to the physical, spiritual, and/or moral well being of students or for extremely serious conduct violations, a student may be subject to withdrawal. (Archdiocesan Policy 4204)

### **Dismissal Procedure**

Students will be dismissed as their car/carpool arrives to St. Mark School. Each family is assigned a number and they are asked to give a copy of that number to anyone picking up their child. Traffic will enter on St. Mark Drive and circle around the building to the middle wing. Students will be picked up at the middle wing doors and traffic should circle back out towards St. Mark Drive onto Union Rd.

### **Emergency Procedures**

#### **Emergency Dismissal**

The staff of St. Mark Catholic School is prepared to supervise your students in the case of an emergency which would render our building unsafe. Should such emergency occur, **please do not call school.** Information would be dispatched on KMOX radio, channels 2, 4, 5 and through the school reach system. Students will only be dismissed to parents or to a person listed on the emergency card.

#### **School Reach System**

In the case of an all school announcement, emergency or snow day parents are notified via the school reach system. This phone call will come from the principal's phone extension 743-8643. This number registers as the Archdiocese of St. Louis on Caller ID. This is an automated, recorded message and there is often a hard pause before the message begins. Each parent is asked to fill out the school reach form so that the system can be updated with the appropriate numbers. The phone messaging system will only be activated by the principal or pastor.

#### **Emergency Cards**

At times it may become necessary to reach parents who may not be available. For this purpose emergency cards are given out in the family packet. Please complete one card for each family and return it during the first week of school.

#### **Change of Address or Phone Number**

Please notify the school office and the parish office immediately, in writing, if your name, address, or phone number on the emergency card changes during the school year. This is necessary in case the school/parish office needs to contact you during the school day. Parents may update their own contact information on the fast direct information system.

#### **Snow Days**

The calendar allows for three snow days in the event of inclement weather. Our main consideration will be the safety of all in hazardous road conditions. The decision to close school is made by the administration independent of other local Catholic or public schools. All school cancellations will be announced over the School Reach System and Channels 2, 4, 5 local television.

PLEASE NOTE: Once the children are at school we will NOT dismiss early for inclement weather. If the weather should worsen during the day parents are welcome to remove THEIR OWN children. Car pools will not be dismissed until we have parent permission by phone or note.

### **Tornado, Fire, And Earthquake Drills**

To assure the safety of each child in the event of tornado, fire, earthquake or other potentially hazardous situations, drills are held periodically during the school year to familiarize students and teachers with emergency procedures.

## **Finances**

### **Fees**

Parishioners with children enrolled in St. Mark Catholic School support the school through their weekly envelope offerings to the church year round. Parents are also expected to support the Together We're Better Program throughout the year.

### **Book Fees/Registration Fees**

The book/registration fee for the school year is \$160.00 per child. It is payable at the time of registration. The book fee covers the cost of textbooks, testing, and educational materials.

Hardbound textbooks are the property of St. Mark Catholic School. All textbooks must be returned in good condition at the end of the school year. Any books, including library books, which are lost or defaced, must be paid for or replaced. Final report cards will be held until all fines are paid.

Workbooks are consumable books used in many of the subjects. Students are responsible for replacing workbooks if they are destroyed or lost.

All hardbound books must be covered at all times. We recommend the use of a book bag or backpack to transport books and supplies to and from school.

### **Financial Policy**

Our school charges tuition to help cover the expenses incurred in carrying out the mission of the parish to educate our children. The expenses not covered by tuition, comes directly from the parish offering. Parishioners who wish to send their children to our school and can not afford the tuition may make arrangements with the pastor for a reduction of payment. All families are required to fill out the "Family Tuition Obligation" form at the beginning of the year which authorizes direct payment from the designated bank account to the school. All families are expected to honor their financial responsibility as accepted when registering their child for the upcoming school year. Students transferring to our school or from our school may pay a pro-rated tuition. **School records/report cards will only be transferred or released to parents when tuition is up to date and all fees have been paid.**

**Financial Requirement for 8<sup>th</sup> grade students:** Payment in full must be made for all financial obligations to the school, including but not limited to, tuition, Together We're Better, lunch accounts, past due amounts, etc. for an 8<sup>th</sup> grade student to participate in the end of the year activities including but not limited to the mystery trip and graduation dinner. Within 10 days prior to activities, the administration has the right to require a specific method of payment for a student to participate. (St. Mark School Board Policy effective August 2008)

Eighth grade students must be current on tuition at the time of high school application and full tuition must be paid before graduation.

## **Student Health**

(see appendix – Communicable Disease Policy, Head Lice Policy, medication)

St. Mark School maintains a health record for each student and follows the recommended policies and procedures on communicable diseases established by the Missouri Department of Health

NOTE: MISSOURI LAW requires that all children be adequately immunized prior to entrance to school. We must have health records for each child that includes an up-to-date immunization record. All Health records must be updated at the beginning of Kindergarten, third, sixth grades and all new students. Forms are available in the school office.

**PLEASE DO NOT SEND CHILDREN TO SCHOOL UNTIL THEY HAVE BEEN WITHOUT FEVER FOR 24 HOURS. CHILDREN MAY NOT BE RECEIVING TYLENOL OR OTHER FEVER REDUCING MEDICATION AND BE IN ATTENDANCE AT SCHOOL.**

St. Mark Catholic School does not have a full-time nurse on duty. We rely on the volunteer services of our parents in the medical profession and our school secretaries.

On a day-to-day basis we rely on our school staff to handle the minor injuries that may occur. The school secretary or principal will call you when it becomes necessary for your child to leave school due to illness. We require all parents to return EMERGENCY CARDS with information including names of doctors and hospitals in the event of serious injury.

Careful observation of children and isolation of sick children are the most effective means of controlling epidemics or childhood diseases and other common communicable diseases. Any child with skin rashes, inflamed eyes, lice, or signs of fever will be excluded from school until seen by a physician and/or symptoms disappear.

Primary health requirements for all students are:

1. current immunizations or wavier form on file.
2. Vision, hearing, height and weight screening done by trained school staff.
3. Physical examinations (Missouri State Law requires a physical examination for all students entering Kindergarten, Grade 3 and Grade 6, by a Department of Health physician or other licensed practicing physician).

### **Hearing And Vision Screening**

Hearing and Vision Screenings will be conducted at school by trained staff members for grades 1, 2, and 5. Parents of children who do not pass the screening will receive notification.

**Medication** (See Appendix – Medication Policy And Medical Consent Form)

## **Early Dismissal Days**

Faculty meetings are a necessary means of planning and sharing for the improvement of our school. The calendar indicates days that are set aside for faculty meetings. Some are all day meetings where no students are present. Others are early dismissal days for students. Early dismissal is at 12:00 NOON with no lunch served.

## **Eucharistic Celebrations**

Each class will attend Liturgy twice a week at 8:15 in our school chapel. Parents are welcome and encouraged to join us at all of the children's liturgies. Wednesday – grades K-4, Thursday – grades 5-8, Friday – ALL

## **Extra Curricular Activities**

The pastor and/or principal must approve all school related extracurricular activities (outside of school hours), as well as the corresponding supervisory personnel. A qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians' permission must be obtained for a student to participate in extracurricular activities.

St. Mark students are expected to act in accordance with our Catholic School morals and discipline at all times and in particular when they are playing sports or participating in other extra curricular activities in the name of St. Mark Catholic School. Extra-Curricular activities include but are not limited to:

### **Bellarmino Speech Team**

Students in grades 5-8 are eligible to participate in the Bellarmino Speech program. Try-outs will be held in September. Those chosen for the team will be assigned a coach who will assist them in preparation for a meet. Speech meets are held three times a year.

### **D.A.R.E. Program**

The St. Louis County police department offers a program to increase awareness and resistance to violence and drug abuse. Students in the fifth grade participate in this program. Parents and family members are invited to attend the graduation.

**Honor's Choir:** Students in grades 6-8 may join honor's choir. The honor's choir is an additional choral opportunity for students who qualify. Honor's Choir will meet during school hours up to once a week during 6-8 recess.

### **Math Club**

Students in grades 6-8 may join the Math club. The Math club is an enrichment program for students who excel in mathematics. The club meets twice a month beginning in October.

### **Media**

Students in grades 6-8 may participate in the Media Club as one of their PRIDE options. Media club works to write, produce and film a weekly broadcast called the "Lion's Roar" to the entire school body.

## **P.R.I.D.E**

Students in grades 6-8 have the opportunity to participate in elective classes on top of their speciality classes twice a week. These classes are curricular or student focused. Students will enroll in four PRIDE classes each year.

## **Service Club**

Students in K-8 may join Service Club. Service Club participates in a variety of service opportunities. Students must participate in at least four outings to remain an active member.

## **Spanish Class**

All students in K-5 have Spanish class once a week. Students in grades 6-8 have Spanish as one of their electives.

## **Student Council**

The student council consists of elected representatives in grades 4-8. The student council plans activities throughout the year with the consent of the principal. A faculty moderator will call the monthly meetings and assist the elected eighth grade officers in conducting business.

St. Mark Students should strive to be exemplary models of Christian behavior and sportsmanship in all athletic and non-athletic events. Administrators, coaches, and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans.

## **High School Information**

Eighth grade students leaving school grounds to visit high schools during the time our school is in session need prior approval from the principal. Students will be marked absent for high school visits. High School Nights and Open House information will be provided to the 8<sup>th</sup> grade students. Students are encouraged to use the Directory of Secondary Schools to gain information about the various Catholic High Schools by visiting the website [www.archstl.org/education/secondary/redbook](http://www.archstl.org/education/secondary/redbook). All 8<sup>th</sup> grade students will receive an application packet with detailed instructions. In order to process the application, each family must be current on tuition, TWB, and fees for St. Mark. **Final payment for tuition will be due before graduation.**

## **Library**

The St. Mark Catholic School library is open to all students. It is under the direction and supervision of parent volunteers. Students may check out a book for a one or two week period. Parents will receive notice of overdue books. Please help your child be responsible for books borrowed from our school library. The student must pay for lost books.

## **Lost And Found**

Students are responsible for taking care of their own belongings. **Please see that your child's clothes are clearly marked to avoid problems.** A lost and found cabinet is located in the cafeteria. Students may search for belongings with permission of their teacher. Unclaimed articles will be recycled.

## **Parent Teacher Organization**

The Parent Teacher Organization is comprised of parents, faculty, clergy, and administration. This group meets up to three times a year. The meetings provide opportunities to discuss topics dealing with the educational program and to plan fund raising activities. Parents are encouraged to take part in this organization.

## **Recess**

There will be a morning recess break for students in grades K-3 at which time the children will be permitted to eat a snack from home. Please do not send liquids.

Children of all grades are asked NOT to bring toys of any kind from home to play with at school. They do get lost and broken and we cannot be responsible for replacing them.

As long as weather permits the children will go outside for morning and lunch recess (wind chill or temperature above 20 degrees Fahrenheit). PLEASE SEND YOUR CHILD TO SCHOOL WITH ADEQUATE CLOTHING FOR THE SEASON, INCLUDING COAT, GLOVES, AND HAT AS NEEDED.

All students have a 20 minute recess during their lunch break.

## **Registration**

Registration for the next school year will take place in February. Notice of registration will be published in the bulletin. Registration for current school families will occur at least two weeks prior to registration opening up to other families (a preference will be given to parishioners). When classes are full a waiting list will be established. According to school board policy classes are “full” at 32 students.

## **Resource Teacher/Learning Consultants:**

A Resource/Learning Consultants are on staff to support the special needs of our students. This staff member works collaboratively with teachers, parents, students and administration in developing programs to meet individual needs. The Learning Consultant will work with teachers to encourage students who have learning disabilities, attention deficits, other disorders or who are at risk and need alternative teaching strategies and/or learning environments. The Learning Consultant provide support for identified students so that they can continue to work in the regular classroom. There are guidelines for student use of these services.

Parents and/or teachers may request an observation and screening of a student. This is usually the first step in determining the kind of assistance a student may need. After this initial step, a conference between the parent and school will be set up to discuss the findings. At this time, a plan of action will be determined based on the input of the learning consultant, parents, teacher, and administrator. Services after this initial conference can include referral for additional testing, some direct interaction with students, consultation with teachers, and implementation of prescribed modifications. In addition, the learning consultants act as liaisons with outside agencies and they ensure compliance with Archdiocesan regulations regarding standardized testing and modifications to curriculum.

St. Mark School attempts to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. If, with minor adjustments,



the school cannot meet a particular student's special learning needs St. Mark School will assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

The failure of parents/guardians to supply pertinent information detailing a student's special learning needs prior to admission to St. Mark School may result in denial of admission or discontinuation of enrollment.

Diagnostic evaluations and related documents are part of a student's cumulative record.

### **Safety Patrol**

Eighth grade students will help maintain a safe arrival and dismissal of all our students. Members of the safety patrol will be on hand from 7:25-7:45 a.m. and 2:50-3:05 p.m. every day. To help with the dismissal and arrival of all our students, all drivers will be asked to please follow their direction. Safety patrol members will be under the direction of the eighth grade homeroom teacher. Arrival and dismissal procedures are directives from the principal.

### **School Calendar**

The school calendar may be found at the beginning of the handbook. The calendar follows the official calendar sent to the schools by the Archdiocesan Catholic Education Office and is approved by the St. Mark School Board. Please remember that this calendar is subject to change as needs arise. You will be notified in writing of changes in the school calendar, whenever possible.

### **School Grounds & Facility**

Any organization or individual wanting to use school grounds or buildings must schedule use with the parish secretary. Keys may be checked out at the parish center or school office. We trust that the utmost care will be taken and that the parties scheduling events will be responsible for cleaning the area and reporting damage.

### **Maintaining School Privacy**

St. Mark School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

## **School Supplies**

Prior to the dismissal of school each year every family receives a list of supplies - arranged by grade level -that are necessary for the following year. Some items are available only through the school office. This list is also available on the school website.

## **Student Records**

### **A. access to student records by parents**

-Parents and guardians have the right to inspect and review the official active files of their children.

-St. Mark School makes students' progress available to parents through the Internet. There are procedures in place to maintain the privacy of these records by limiting access only to the student's parents and authorized school personnel. **Parents are strongly encouraged to keep their password private.**

-Non-custodial parents will be given access to copies of student records and staff will be available to discuss the student's records, unless a court order providing otherwise is filed with the school. Copies of such orders must be included in the student's record.

### **B. access to student records by others**

-The right of school personnel to access the records of students is limited to those who have legitimate purpose for the information the record contains. This includes teachers, guidance counselors, administrators, and special education personnel. In addition, the person must also have a professional responsibility for a specific student or a clearly identified group of students.

### **C. transfer of records**

-There will be no release of student records to other schools, institutions, agencies, or individual without the prior written consent of a parent/guardian, or the former student if age 18 years or older. Official records are not released to parents but are transferred directly from the school to the institution designated to receive them. School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at St. Mark School. These should be kept in a professional manner, and in a format which allows the information and the date obtained to be readily identified and understood. Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution will only be done with the specific written consent of the student's parent or guardian. This applies to providing both written and/or oral information. Student's records may be released without the prior consent to the courts when subpoenaed. The transfer of records must be from school to school and will only occur when financial obligations are met.

## **Uniform/Dress Code Requirements**

(see appendix for full policy)

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed.

Parent members of the school board with consultation of the principal created the dress code. Cleanliness of person and dress is expected at all times. All students are expected to wear full uniform

daily. Parents will be notified of any exceptions. Students who receive more than two dress code detentions may forfeit all future dress down days or other consequences.

Students are not allowed to carry purses or book bags unless permission is granted for specific purposes by the principal. Parents have the responsibility to see to it that their children wear only the regulation uniform. Parents will be asked to bring appropriate uniform apparel to school. **No student may alter in any way the established uniform of St. Mark School (i.e. wearing rolled up skirts or pants, etc.).**

### **Visitors**

**ALL VISITORS MUST CHECK IN AT THE OFFICE AND WEAR A DESIGNATED BADGE.**

### **Volunteers**

During the year there are a variety of opportunities for parents to assist in the development and continuity of the educational program. Volunteers enable the school to provide greater services to our students. Help can be used in the following areas: cafeteria supervision, the OASIS program, library, typing, phone committee, school picture day and office assistant. We need volunteers to make our school community complete.

### **Water Bottles**

During August, September, and May when the weather is very hot, students are allowed to bring water bottles. **CLASSROOM TEACHERS WILL ADVISE CHILDREN ON USE AND STORAGE.**

### **Student Lockers/Desks/Backpacks**

The students' lockers/desks are school property loaned to the student for use during the school year. Lockers/desks are to be properly taken care of and will be subject to inspection by the administration or faculty. The school reserves the right to check any locker/desk unannounced. The student is to use the locker/desk assigned to him/her by the homeroom teacher. No student is to enter any locker/desk other than his/her own except when getting homework for a student who is absent. Students may only go to their lockers during designated times.

With good reason, school officials may request that a student empty the contents of pockets, purse

### **Interruptions for Forgotten Items**

Classes are not to be disturbed at any time during the school day. Forgotten items may be dropped off at the office and will be delivered to the classroom by office personnel only. No items are to be taken directly to the student's classroom.

Flowers delivered to school for students birthdays or special events are also to be brought to the office and will be given to the individual student at dismissal.

## APPENDIX

### **ST. MARK CATHOLIC SCHOOL COMMUNICABLE DISEASES**

St. Mark Catholic School will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

#### **RATIONALE**

The prospect of a school-age child or faculty member attending school with a chronic infectious disease raises concern among school administrators, pastors, teachers, and parents. Chronic infectious diseases are such diseases as Herpes, AIDS, Hepatitis or Cytomegalovirus (CMV).

Catholic schools are institutions providing an environment where life and teachings of Christ can be experienced and modeled by those in attendance. It is especially true, therefore, that in the Catholic schools compassion for the sick be evident as well as concern for their psychological and physical well-being.

In addition, the school has an obligation to the common as well as the individual welfare of its pupils and personnel. The general guidelines which follow take into account both of these factors.

#### **GUIDELINES**

1. Since the risk of transmission of these diseases in the school settings is quite low, the child should be permitted to attend school in the least restrictive environment. The decision should be made by the child's physician, public health personnel, the child's parent/guardian, pastor, and the school personnel involved in the child's care. The child's physician may also recommend exclusion of the child when infectious diseases are present in the building put the child at risk.
2. Although the organisms have been isolated from blood, semen, saliva, and tears, transmission has only been documented through blood and semen. The child could attend school, in a regular classroom setting using simple precautions with body fluids or blood.
3. In certain situations persons involved in the care and education of children with these chronic infections should respect the child's right to privacy, including maintaining confidential records. Only those persons who have a need to know (in order to assure proper care, and to detect potential for disease transmission) should be advised.

## **SAINT MARK DRESS CODE**

**EVERYONE** –all clothing is expected to be in good repair without stains and worn to meet the following policy:

**SHIRTS** – White or red knit collared, golf shirts, plain with no pockets, but may have Saint Mark’s logo. Red or white long-sleeved turtlenecks, plain or with approved Saint Mark’s logo.

**PANTS** – Navy or skipper blue uniform-style pants, may be pleated or flat front. Must have belt loops and belt.

**SHORTS** – Navy or skipper blue uniform-style shorts, may be pleated or flat front. Must have belt loops and belt. May be worn April 1 through October 31.

**BELTS** – Navy, brown or black belt with a plain buckle must be worn with shorts or pants.

**SOCKS** – Navy, black, or white socks, must cover the ankle.

**SHOES** – Leather below the ankle dress shoes in blue, black or brown. Tennis shoes in predominantly black, blue or white. **No mid-high or high top shoes**. Laces must match the shoes and be properly tied with the bow on top of the tongue of the shoe. Shoes must have a closed toe or heel.

**SWEATER** – Navy blue or red cardigan or pull-over. **NO HOODS.**

**SWEATSHIRTS** – Approved, red Saint Mark’s sweatshirt from Saint Louis Sportswear or Famously Yours. Uniform shirt must be worn under sweatshirt with the collar showing. No hooded sweatshirts even on free dress day.

**P.E. UNIFORM** – **Required PE uniform must be purchased through St. Louis Sportswear.** Students must wear St. Mark Shorts/Gym Pants and St. Mark T-shirt for gym class. Sweats may be worn during cold months. Tennis shoes are required. Kindergarten through third grade may wear P.E. uniform all day on P.E. days. During cold months, the red Saint Mark’s sweatshirt may be worn. P.E. sweats or shorts may have approved Saint Mark’s logo.

**HAIR** – Only a student’s natural color may be worn. No tints or dye, or streaks. Students will be required to return to natural color within in three days. If not in compliance within seven days a meeting with the principal will be required.

**SCOUT UNIFORMS** – May be worn in place of the school uniform on troop meeting days. Scout uniforms must meet the requirement of neat in appearance and be tucked in through out the day.

**UNDERCLOTHING-** Underclothing should not be visible through or outside of clothing.

### **GIRLS**

**JUMPERS** – School plaid, purchased from Famously Yours, worn in grades K through 4. Shorts are to be worn under jumpers or skirts. Shorts cannot be longer than the jumper or skirt and should not be

visible when standing. Girls may wear navy blue sweatpants under their jumper/skirt during the winter months outside only. They may not be worn inside.

**SKIRTS** – School plaid, purchased from Famously Yours, worn in grades 5 through 8. Skirts are not to be rolled at the waist and must be no shorter than 2” above knee length.

**BLOUSES** – Plain, white school blouses with a collar may be worn.

**TIGHTS** – May wear white or navy tights.

**JEWELRY/MAKEUP** – No excessive jewelry, **only one pair of post earrings** at a time may be worn in the earlobe, cartilage piercings are not allowed, no makeup, no nail polish, no acrylic or fake nails, and no tattoos. Nail polish and tattoos will be removed at the school office.

## **BOYS**

**HAIR** – Neatly trimmed above eyebrows and ears and at least one inch about the collar. No shaved heads, lines or stripes. Hair cuts are expected within three days of the dress code violation. If not in compliance within seven days a meeting with the principal will be required.

**JEWELRY** – No excessive jewelry, no earrings and no tattoos.

## **DRESS DOWN DAY DRESS CODE:**

*On the occasion that an out of uniform day is permitted the following will be the guidelines for dress. (Some dress down days are allowed as fundraisers. Children will be asked to bring in a small fee to have an out of uniform pass.)*

Students may participate in dress down days by wearing appropriate casual clothing to school. Appropriate casual clothing includes:

- a. A shirt with or without a collar. No pictures or writing which are not appropriate to a Catholic elementary school (mature ads, alcohol, drug related, rock bands, etc.)
- b. Jeans, only if they are in good condition and fit and are worn appropriately.
- c. Casual pants or shorts other than the uniform shorts that are neat looking and appropriate length.
- d. Skirts or dresses that are age appropriate in style and modesty

### **Appropriate casual clothing does not include the following:**

1. Oversized, baggy, ripped clothing
2. Tight, immodest pants or shirts
3. **No sleeveless shirts/blouses or dresses;** shorts and skirts must be uniform length; shirts/blouses must be long enough so that no torso is exposed.
4. Shirts with writing that is inappropriate or that advertises a product inappropriate for school age children such as cigarettes or alcohol.
5. Hats, or other accessories that are distracting to the academic atmosphere
6. Jewelry other than that allowed on regular uniform days.
7. High heels, clogs, flip-flops or platform shoes. Shoes must have a closed toe and heel unless permission is given by the principal.

**Dress Up Days:** Students may occasionally have Dress Up Days. Jeans, sweat pants, wind pants, etc may not be worn on dress up days.

Please be aware that this is a Catholic environment and appropriate, clean and modest clothing is expected at all times.

**ST. MARK CATHOLIC SCHOOL**

**FIELD TRIP CONSENT FORM**

DEAR PARENT OR GUARDIAN,

YOUR SON/DAUGHTER IS ELIGIBLE TO PARTICIPATE IN A SCHOOL SPONSORED FIELD TRIP TO A LOCATION AWAY FROM THE SCHOOL BUILDING. THIS FIELD TRIP WILL TAKE PLACE UNDER THE GUIDANCE AND SUPERVISION OF EMPLOYEES FROM ST. MARK CATHOLIC SCHOOL. A BRIEF DESCRIPTION OF THE ACTIVITY FOLLOWS:

**FIELD TRIP:**

**DATE OF EVENT:**

**RESPONSIBLE PERSONNEL:**

**DEPARTURE TIME:**

(Leaving St. Mark)

**ARRIVAL TIME:**

(Estimated return to school)

**TRANSPORTATION:**

**STUDENT COST:**

**PARENT/STUDENT NOTE:**

IF YOU WOULD LIKE YOUR CHILD TO PARTICIPATE IN THIS EVENT, PLEASE COMPLETE, SIGN, AND RETURN THE STATEMENT OF CONSENT AND RELEASE OF LIABILITY.

AS PARENT/GUARDIAN, I GIVE PERMISSION FOR MY CHILD:

---

NAME OF CHILD

TO PARTICIPATE IN THE ABOVE NAMED FIELD TRIP. I UNDERSTAND THAT THIS ACTIVITY WILL TAKE PLACE AWAY FROM SCHOOL GROUNDS AND THAT MY CHILD WILL BE UNDER THE SUPERVISION OF THE DESIGNATED SCHOOL EMPLOYEE NAMED. I FURTHER CONSENT TO THE METHOD OF TRANSPORTATION AND I ACCEPT RESPONSIBILITY FOR ANY PERSONAL ACTIONS TAKEN BY MY CHILD DURING THIS ACTIVITY.

\_\_\_\_\_  
PLEASE PRINT PARENT/GUARDIAN NAME

\_\_\_\_\_  
EMERGENCY PHONE NUMBER

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

**PLEASE RETURN THIS ENTIRE FORM TO SCHOOL OFFICE BY \_\_\_\_\_**

## ST. MARK CATHOLIC SCHOOL

### HEAD LICE POLICY

1. All suspected cases of head lice must be reported to the school office. Symptoms of head lice include severe itching behind the ears and on the neck, although some people may not be symptomatic.
2. The class affected will be notified through a written alert to parents who should check for symptoms and report any additional cases.
3. If additional cases are reported, the Principal will determine the need for a general screening of students involved and/or the entire school, as needed.
4. Children found with head lice will be **SENT HOME IMMEDIATELY.**
5. Children must be treated with the proper medication and must have all nits removed before they can return to school.
6. Upon return to school the child will be inspected by designee(s) of the Principal before being readmitted in the class.
7. This “no nit” policy is recommended by the St. Louis County Health Department and will be enforced.



## ST. MARK CATHOLIC SCHOOL

### INTERNET ACCEPTABLE USE POLICY/ONLINE PLEDGE

A safe environment for all members of the school community is the hallmark of St. Mark Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

St. Mark believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication.

St. Mark will make every effort to protect students from any misuses or abuses during their experiences with this information service.

Students are responsible for good behavior on school computer networks just as they are in the classroom. School rules for behavior and communication apply. Students will not be allowed to participate or enter chat rooms or use instant messengers.

To insure a beneficial and quality experience to all, students are required to adhere to the following criteria for acceptable use:

#### Students must act with **RESPECT**

- Respect for others by using appropriate language.
- Respect for the privacy of others; this includes their passwords, folders, work, and files.
- Respect for the property of others such as computers, computer systems, computer networks, and copyright.
- Respect for the time and resources available by not wasting them.

Telecommunications, electronic information sources and networked services can significantly alter the information landscapes for schools by opening classrooms to a broader array of resources. The benefits of access to students, in the form of information resources and opportunities for collaboration, exceed the disadvantages.

The use of the information system is a privilege, not a right. Inappropriate use may result in disciplinary action and/or denial of this privilege. Student use of telecommunications and electronic information resources will be permitted upon submission of the Student Online Pledge. If the Online Pledge is not signed, students will not be allowed to access the Internet.

**MEDICAL CONSENT FORM**  
***Parental Consent for Medication Administration to their Child***

Date: \_\_\_\_\_ School: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

My child is to receive \_\_\_\_\_ medication according to the physician's directions given for \_\_\_\_\_.

This treatment will last \_\_\_\_\_.

My child has \_\_\_\_\_ drug allergies.

I give my permission for this medication to be administered to my child at school. The school has my permission to call the physician with any questions regarding the medication.

I understand and acknowledge that any medication administered to my child during school will more than likely not be administered by a registered nurse or other medical professional. In consideration of the school administering medication to my child pursuant to this authorization, I hereby release and hold harmless the school, the Archdiocese of St. Louis, and their employees, agents or representative, from any liability that may arise from administering medication to my child.

Signature: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Physician Contact Information: \_\_\_\_\_

***Physician Consent for Medication Administration***

Date: \_\_\_\_\_ Name of Student: \_\_\_\_\_

Medication: \_\_\_\_\_ Dose: \_\_\_\_\_

Time Interval: \_\_\_\_\_

Diagnosis or reason for treatment: \_\_\_\_\_

Side Effects to look for: \_\_\_\_\_  
\_\_\_\_\_

Restrictions: \_\_\_\_\_

Signature: \_\_\_\_\_

## **MEDICATION POLICY**

### Dispensing Medication at School

1. School personnel will not dispense medication of any kind to a student in school, unless acting under a direct order signed and properly filed, of a licensed physician and with the written permission of the parent to dispense medication. School personnel will not administer the first dose of any medication. The parent or guardian must provide written permission forms found in the Family Handbook requesting that non-prescription medication be administered during school hours. Non-prescription medication should be in the original container. All medication sent to the school will be kept in a secure place under the supervision of the Administration. Cardinal Glennon Hospital staff will train school personnel who administer medication. Accurate documentation will be kept on file.
  
2. If a student must carry an inhaler with him/her, a parental consent form, a physician's order, a Student Asthma action Card/Emergency Plan, and an Inhaler Procedures Form, must be completed and on file in the school office. These forms are to be resubmitted at the beginning of each school year.
  
3. Written orders from the physician should include:
  - a. name of student
  - b. name of medication
  - c. dosage
  - d. time, interval the medication is to be given (If the medication is to be given as needed, a plan of when to give it is required.)
  - e. duration of treatment
  - f. diagnosis or reason for medication
  - g. drug allergies of student
  
4. The medication must be in properly labeled container.
5. The school will not be responsible for the administration of the medication unless an additional metered dose inhaler is provided and stored at school.
6. The student must restrict the availability of the medication to other students. The school staff has the right to confiscate the medication if they question the students' use of it. The parent and/or guardian should be notified if the medication is confiscated.

If there is any change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed (743-8690) or mailed to the school. A parent may not give permission to administer medication differently from the physician's order. The school may request from the parent the right to call the physician to clarify a medication order.

Parents of those students with significant or potentially life threatening medical conditions must provide St. Mark School with the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

Students may not carry prescription or over-the-counter medication on their person, excluding cough drops and/or chapstick.

## **PRIVATE VEHICLE TRANSPORTATION**

Whenever possible, bus transportation by an insured carrier will be provided. If there are not a sufficient number of students attending an off-campus school sanctioned event to warrant a bus, a private vehicle may be used.

If a private passenger vehicle is used, the following criteria will be followed:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The vehicle must be insured for a minimum limit of \$100,000 per person and \$300,000 for occurrence.
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. Any vehicle used to transport students should have one safety belt per rider in the vehicle.

All drivers and chaperones will be given a copy of the criteria and a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities.

In the event a private passenger vehicle will be used for an educational field trip, the regular Field Trip Consent Form will be used.

## **SUSPENSION POLICY**

The principal may suspend a student from school for a specified period of time. Some serious offenses that might warrant suspension would be:

- An individual infraction of a major school rule;
- Disrespect of authority;
- Repeated truancy;
- Repeated infractions of school rules;
- Disruption of the learning environment;
- Theft, cheating, vandalism, and/or destruction of school property or the personal property of students, staff or others;
- Harassment, threats, or physical acts against others;
- Out of school conduct which seriously detracts from the reputation of the school.

The principal may use discretion in determining when suspension is necessary after interviewing the student(s) and consulting with other staff members. The following procedures are to be followed when suspension occurs:

- 1.) Principal will meet with student to determine length of suspension.
- 2.) Parents will receive verbal notification of suspension.
- 3.) Parents will receive written notification of suspension. This statement is to be signed by the parents/guardians indicating that they understand and accept the terms of the suspension. A copy will be given to the parent/guardian.
- 4.) Copies will be placed in school file.
- 5.) Pastor will receive verbal notification.
- 6.) Principal will communicate to student and parents the process for and condition for student return and the procedure for student making up class work.

Students will be asked to make up all missed work. The highest grade that may be given for work done during a suspension will be an "F" or 69%, work done that receives a lower grade will be recorded as that grade.

Students will be asked to leave the school premises for suspension when they have perpetrated acts of violence or when the principal feels that the student needs to be removed from school due to a major infraction of school rules or when blatant disrespect for authority is shown. Students should not participate in sports or extra curricular activities during suspension or probation.

## **PROBATION**

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made by the principal in consultation with the pastor. Probation will be used when other disciplinary actions have not satisfactorily improved behavior and/or the students' action has been of a very serious nature.

## **WITHDRAWAL FOR CAUSE (EXPULSION) POLICY**

There may be times when a student should be removed from school permanently. The decision to permanently remove a child is made at the local level by the school pastor.

Students may be permanently be removed from school after a period of suspension or formal probation and the consequences of further infractions are clearly communicated to both student and parents/guardians or an extremely serious conduct violation or action contrary to the mission and purpose of a Catholic School has occurred:

- Verbal/physical assault on staff or another student
- Possession of a weapon on school property
- Possession or distribution of a controlled substance
- Serious acts of harassment
- Repeated suspensions
- Immoral behavior
- Engaging in public behavior or taking a public position contrary to Church teachings

Withdrawal for cause is the most serious means of dealing with a discipline problem. If a child's behavior presents a severe threat to the physical and/or moral well being of his/her fellow students, a student may be subject to permanent removal.

A student will be placed on indefinite suspension by the principal until a conference is held with the pastor, principal, and parents. The principal will consult with staff members, students, or others to obtain information about the students' behavior leading up to consideration of withdrawal for cause. The Catholic Education Office and the parents will be notified of the circumstances and recommendation of withdrawal for cause. (Archdiocesan policy #4603) Notification of withdrawal for cause will be placed in the students' cumulative record.

## **VIOLENCE AND THE THREAT OF VIOLENCE**

St. Mark School will provide a safe learning environment for all members of the school community. The climate of St. Mark School will reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated at St. Mark School.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of threatened or actual violence will be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal actions depending upon the severity of the incident.

**WITNESS STATEMENT: CALLED TO BE CATHOLIC**  
***For students who attend Catholic Schools and Parish***  
***Schools of Religion***

***PRE-KINDERGARTEN AND KINDERGARTEN***

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

**GOD LOVES ME.**  
**I LOVE GOD.**  
**GOD MADE EVERYTHING GOOD.**  
**I WILL PRAISE AND THANK GOD.**  
**GOD MADE ME SPECIAL.**  
**I WILL ACT AS A CHILD OF GOD.**  
**GOD MADE ME PART OF HIS FAMILY.**  
**I WILL BE KIND TO ALL OF GOD'S FAMILY.**



**WITNESS STATEMENT: CALLED TO BE CATHOLIC**  
***For students who attend Catholic Schools and Parish***  
***Schools of Religion***

**GRADES 1-2**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

**GOD LOVES ME.**

**I PROMISE TO LOVE GOD BY:**

- LEARNING ABOUT JESUS AND HIS LOVE FOR ME.
- PRAYING EVERY DAY.
- SPEAKING GOD'S NAME WITH RESPECT.

**GOD CREATED ME.**

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- OBEYING MY PARENTS/GUARDIANS AND TEACHERS.
- BEING HONEST AND TRUTHFUL.
- DOING WHAT IS RIGHT.

**GOD MADE ME PART OF HIS FAMILY.**

**I PROMISE TO LOVE OTHERS BY:**

- BEING RESPECTFUL OF OTHERS.
- HELPING OTHERS IN NEED.
- BEING KIND AND INCLUDING OTHERS WHEN I PLAY.

**WITNESS STATEMENT: CALLED TO BE CATHOLIC**  
***For students who attend Catholic Schools and Parish***  
***Schools of Religion***

**GRADES 3-4-5**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

**GOD LOVES ME.**

**I PROMISE TO LOVE GOD BY:**

- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
  - SPENDING TIME PRAYING EACH DAY.
- LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE TEACHINGS OF JESUS.
  - RESPECTING GOD'S NAME AND HIS CHURCH.

**GOD CREATED ME.**

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- LEARNING WHAT JESUS EXPECTS OF ME.
- RESPECTING MY BODY AS A GIFT FROM GOD.
- BEING A PERSON WHO IS TRUTHFUL AND FAIR.
- BECOMING THE BEST PERSON THAT I CAN BE.

**GOD MADE ME PART OF HIS FAMILY.**

**I PROMISE TO LOVE OTHERS BY:**

- HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.
  - GIVING GOOD EXAMPLE AS JESUS DID.
- PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENTS/GUARDIANS, TEACHERS AND CHURCH.
- BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM.

**WITNESS STATEMENT: CALLED TO BE CATHOLIC**  
***For students who attend Catholic Schools and Parish***  
***Schools of Religion***

**GRADES 6-7-8**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

**GOD LOVES ME.**  
**I PROMISE TO LOVE GOD BY:**

- STUDYING ABOUT GOD—FATHER, SON, AND HOLY SPIRIT—AND HIS CHURCH.
- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY PRAYER.
  - FOLLOWING THE COMMANDMENTS AND BEATITUDES.
- READING SACRED SCRIPTURE TO HELP ME UNDERSTAND GOD'S PLAN OF SALVATION.

**GOD CREATED ME.**  
**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.

- BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER OF JESUS CHRIST.
  - TAKING MORE RESPONSIBILITY FOR MY LEARNING AND BEHAVIOR.
    - VALUING MY SELF AND DEVELOPING MY GIFTS.
  - LIVING THE GIFTS OF THE HOLY SPIRIT.

**GOD MADE ME PART OF HIS FAMILY.**  
**I PROMISE TO LOVE OTHERS BY:**

- SHARING MY CATHOLIC BELIEFS WITH OTHERS AND HELPING THEM LIVE RESPONSIBLY.
  - RESPECTING ALL PERSONS, PLACES AND THINGS AS GIFTS FROM GOD.
    - GROWING IN COMPASSION BY SERVING THOSE IN NEED.
    - BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE.
- WORKING WITH OTHERS TO HELP MAKE ST. MARK SCHOOL AND PARISH A BETTER PLACE.