



ST. MARK CATHOLIC SCHOOL

**Student and Parent Handbook
2017-2018**

St. Mark Catholic School Vision Statement

The St. Mark Catholic School community strives to create a strong spiritual and academic foundation on which to build our faith filled future.

St. Mark Catholic School Mission Statement

Teaching as Jesus taught, St. Mark Catholic School, as a ministry of St. Mark Parish, will value the unique gifts of each individual by providing academic challenges, promoting physical, mental, and spiritual well-being, and instilling motivation to become lifelong learners and disciples of God.

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Attendance

Absences-

The school office should be notified of any absence by 7:55 am. If the office has not heard from an absent student's parent or guardian by 8:30 am, the secretary or principal will contact the appropriate parties. Please call 786-4013 ext. 200 to report absences and appointments.

When absent, missing assignments should be requested by the student/parent and should be completed following his/her return to school. Parents may request homework be sent home with siblings or picked up in the school office at the end of the school day. Requests must be made by 10:00am. Depending on the length of absence and the amount of work missed, generally the student will be allowed one day for each day absent to make-up his/her work. Any absence related to illness of three (3) or more consecutive days must be explained by a signed doctor's note. If a child will be absent for an extended period of time, arrangements should be made with the teacher for homework assignments.

In order for students to receive perfect attendance, they must be in attendance for every day, and the entire day of school. Perfect attendance awards will be given to students with perfect attendance at the end of the school year. A student is considered absent when he/she is not in attendance for any part of the school day. The only exception is for attendance to a funeral or a school or parish related absence (field trip, etc). Children with doctor or dental appointments during the school day will not be counted absent if the child misses less than 1 hour of school. In the case of an appointment, a student is absent a half day if he or she misses more than one hour of school. Half days absent counts toward the entire absence count. Parents are encouraged to schedule appointments outside the school day. Having several 1:00pm dismissals this school year, this is an opportune time for appointments.

If a student is absent for more than a total of 15 days during the school year, summer remediation may be required for the student to continue in the next grade at St. Mark Catholic School. The summer remediation will be paid for by the parent or guardian or taken at a public school. Students with high absence rate may be put on an attendance contract and may lose their right to attend St. Mark Catholic School.

Late to School-

The School Day begins at 7:55am each day. Starting on time is a big part of our school day. We try to prepare our students for life after St. Mark Catholic School and being on time is a big part of that preparation. Any student that arrives after 7:55am is considered late to school must be checked in the office by the parent. Parents with students that arrive to school late on a consistent basis will be contacted by the school principal to help resolve the issue. If you are dropping your children off after 7:55am, PLEASE ESCORT YOUR CHILDREN INTO THE SCHOOL, GIVE THE SCHOOL SECRETARY THEIR LUNCH CHOICE, AND SIGN THEM IN AT THE OFFICE. Arriving late to school may also adversely affect the student's academic performance. **IF YOU ARE LATE TO SCHOOL PLEASE PAUSE IN THE HALLWAY IF THE PRAYER AND PLEDGE IS BEING SAID OVER THE PA!**

Educational Leave-

Parents that request that their child miss school for an educational leave must request this one week in advance from the Principal. Once approval is granted, the following steps must be taken:

1. Teacher must be contacted at least 2 days PRIOR to the educational leave to get assigned work and to determine when work is to be completed
2. Students that do not complete the assigned work when they return from the educational leave will risk losing credit for that work and lowering of their grade.
3. It is the student's and parents' responsibility to request the missed work.

Accountability

It is a privilege, not a right, to attend St. Mark Catholic School. The obligation of every individual affiliated with St. Mark School is first and foremost to create and maintain an environment of Catholic values and behavior. It is only in carrying out this charge that the daily operations of the school can proceed in the orderly and well-disciplined manner necessary for the pursuit of Catholic Education. Students are expected to be respectful at all times to their classmates,

teachers, visitors and themselves. Students that are not respectful to others will risk losing the privilege of attending St. Mark Catholic School. We have the same expectations for our staff and our student's parents.

Admission Policy

Because requests for admission may exceed school capacity in certain classes, and because the school is supported by St. Mark the Evangelist Church parishioners, the following factors will guide annual admission and enrollment:

Students in 1st thru 8th grade will be enrolled based on the following order with the assigned dates:

1. Current students of SMCS in grades K-7
2. Children of active parishioners who are siblings of students attending SMCS in the current school year.
3. Children of active parishioners who are siblings of a graduate of the SMCS.
4. Children of active parishioners.
5. Children of non-parishioners who are siblings of students attending SMCS in the current school year.
6. Children of non- parishioners who are siblings of a graduate of SMCS.
7. Non-parishioner children. (All other families)

Student enrolling in Kindergarten will be enrolled based on the following order:

1. Students that attended Pre-Kindergarten class the previous year at SMCS, whose family have been registered active parishioners at St. Mark Parish as of January 1 of the current year *and that have siblings currently at, or have graduated from, St. Mark Catholic School.
2. Students that attended Pre-Kindergarten class the previous year at SMCS, and whose family have been registered active parishioners at St. Mark Parish as of January 1, of the current year*
3. Students whose family have been registered active parishioners at St. Mark Parish as of January 1, of the current year* and that have siblings currently at, or have graduated from, St. Mark Catholic School
4. Students whose family have been registered active parishioners at St. Mark Parish as of January 1, of the current year*
5. Students that attended Pre-Kindergarten class the previous year at SMCS whose family is not currently registered at St. Mark Parish and has siblings attending SMCS.
6. Students that attended Pre-Kindergarten class the previous year at SMCS whose family is not currently registered at St. Mark Parish
7. All other students.

*Priority will be given within Parishioner families based on date of registration with the parish.

Other enrollment guidelines:

A. The School Commission, administration and pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

B. Students not selected for admission to the school will automatically be placed on a wait list. If an opening becomes available, students on the waitlist will be given priority for those openings in the same order of preference as detailed

in the Admissions Selection Procedures above. The wait list will exist from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

C. SMCS does accept qualified state voucher students in grades K-8. Those students must go through the same enrollment processes as all other new students at SMCS. Parents of voucher students must submit previous year's tax returns to verify income and family size as required by the state of Indiana. Vouchers are for a year to year basis and parents must meet the income requirement each year to qualify. Students that qualify for a State Voucher may be put on a waiting list and a lottery system will be used if more than one Voucher student is on a waiting list for any particular class by April 1st of each year.

D. The school administrator and pastor will have the final say on admission matters.

Appointments

Doctor/dentist appointments should be scheduled after school hours. A parent or guardian must sign out the child in the office and must sign him/her in upon return. Please follow these procedures:

- Prior to the appointment, communicate to the office and your child's teacher specifying the date, time, and place.
- Wait for your child in the office.
- Sign your child out.
- Accompany your child back into the school office following the appointment and sign him/her back into school. Please walk your child into school after their appointment.
- You must bring a note from the doctor or dentist to the school office.

Asbestos

St. Mark School does contain some asbestos. It is considered safe and is inspected on a regular basis according to the mandated AHERA plan. All maintenance personnel are trained to work safely around asbestos. The asbestos abatement plan is on file in the principal's office and may be reviewed upon request. This notice is required by law.

Assignment Books

Students in grades 2 through 8 are required to maintain an up-to-date daily assignment book. Students should record daily assignments, tests, materials needed, and information/due dates for projects. Parents interested in knowing what a student's homework is may check the assignment book. This also provides a means for parents to communicate with a teacher in writing as well as the opportunity for a teacher to write a note to parents. Assignment books can be purchased from the classroom teacher for \$4.50 on the first day of school and throughout the school year from the office should it need to be replaced.

Athletics

The CYO program at St. Mark, while supported strongly by our school, is under the jurisdiction of our St. Mark Parish. All questions about practices, games schedules, eligibility, etc. will be forwarded to the St. Mark CYO athletic director or the SMAC board. The school principal has no jurisdiction over the workings of the CYO athletic teams at St. Mark.

The St. Mark Athletic Committee (SMAC) is a St. Mark Parish organization, in conjunction with the Catholic Youth Organization. CYO is the Archdiocesan organization that oversees a number of extra-curricular activities including sports, science fair, and music contest. Most sports activities begin in 4th grade and continue through 8th grade. Physical activity is an important part of a child's development; however, participation in sports should never interfere with a child's academic progress. Sports eligibility guidelines have been developed cooperatively between the school and SMAC. The St. Mark CYO Athletic Director is Kris Able (kable@stamarkindy.org). All questions about CYO should be directed to him.

If numbers suffice, sports available to St. Mark students through SMAC include kickball, volleyball, cross country, football, track, basketball, baseball, soccer, and wrestling. Coaches are volunteers and must have completed Safe and

Sacred through the Archdiocese website (<https://safeandsacred-archindy.org/login/index.php>) training. Since it is not generally SMAC's policy to 'cut' students from teams, there is often more than one team at a given level. In the event of multiple teams, there may be an 'A' team and a 'B' team or a Black team and a Gold team. More information on the SMAC program may be obtained by contacting a member of SMAC.

A REMINDER, THE PRINCIPAL OF ST. MARK CATHOLIC SCHOOL DOES NOT GOVERN OR MAKE DECISIONS INVOLVING CYO SPORTS POLICIES AT ST. MARK.

Back to School Night

Parents are invited to a Back to School Night early in the school year. This is an opportunity to meet the teachers and to see your child's classroom. Kindergarten and Pre-K parents have an additional separate orientation evening prior to the first day of school. The 2017-2018 Back to School Night is Monday, August 7th at 6:00 pm, beginning in the Church.

Our St. Mark Catholic School Open House for prospective families will be on Wednesday, February 7, 2018 from 5:00pm-7:00pm.

Before care/After care (Extended Care)

For parents that have to be at work early or work late, you may choose to utilize either or both of our extended care programs. Both Before Care and After Care are in the school's media center (library) and may be accessed through the "Bus Bay"(opening at the South end of the school). Registration forms are available in the school office or in your back to school packet. After Care and Before Care charges are located in your back to school packet or found on the school website (school.stmarkindy.org). **ANY STUDENT WHOSE EXTENDED CARE CHARGES ARE NOT KEPT CURRENT, MAY LOSE THE PRIVILEGE OF ATTENDING AFTER CARE OR BEFORE CARE AND OTHER ARRANGEMENTS WILL NEED TO BE MADE BY THE PARENT FOR BEFORE AND AFTER SCHOOL CARE.**

The Before Care program opens at 7:00 am and dismisses students to their classrooms at 7:35 am. The After Care program begins at 3:00 pm and closes at 6:00 pm. All students must check into Aftercare as they walk in the media center. All students must be picked up by 6:00 pm each day. Students picked up after 6:00 pm will be assessed a late fee per student. Students in After Care have the opportunity to do homework in a homework room, eat snacks, and exercise. All students in After Care and Before Care are under the same handbook guidelines and rules while they are in extended care.

In After Care, please sign out your children with the After Care supervisor and pay your fees on a daily basis, unless other arrangements are made with the supervisor. Under no circumstances should students leave the school grounds without signing out first. Students are never allowed to leave the supervision of the After Care or Before Care workers. Students that leave the school grounds without permission will face disciplinary action. If you will be having someone else pick up your children at After Care, please email or call the After Care supervisor ahead of time. People who pick up children and are not recognized by the supervisor will be asked for identification. If someone is not supposed to pick up your children, please notify the supervisor in writing.

| 2017-2018 Before Care Rates | | |
|-----------------------------|------------|-------------|
| Number of Children | Daily Rate | Weekly Rate |
| 1 Child | \$3.00 | \$12.00 |
| 2 Children | \$4.00 | \$17.00 |
| 3 Children | \$5.00 | \$22.00 |
| 4 Children | \$6.00 | \$27.00 |

| 2017-2018 Aftercare Rates | | | |
|---------------------------|----------------------------------|---------|----------|
| Number of Children | 60 minutes <i>(until 4:00pm)</i> | Per Day | Per Week |
| 1 Child | \$4.00 | \$8.00 | \$40.00 |
| 2 Children | \$5.00 | \$10.00 | \$50.00 |
| 3 Children | \$6.00 | \$12.00 | \$60.00 |
| 4 + Children | \$7.00 | \$14.00 | \$70.00 |

All questions of fees and payment should be made by contacting the supervisors:

The Before Care supervisor is Karen Koesters (kkoesters@stmarkindy.org)

The After Care supervisor is Shaun Koesters (skoesters@stmarkindy.org)

Bell Times

In the morning, the bells will ring at the following times -

7:35 am– Students may enter the building and students may go to their classrooms. Middle school students should report to their homerooms for attendance and lunch count.

7:55 am- Students should be in their seats for prayer and announcements. Students not in their classroom at 7:55am will be considered tardy to school. After announcements have concluded, middle school students will go to their first period class.

2:45pm- Pre-Kindergarten is released to their parent or taken to an older sibling’s classroom (at the Pre-Kindergarten room)

3:00pm- All students are released for the day to their parents or should go to After Care.

Calendar

The most current calendar will be on the school [website](#). Please check your calendars for any conflicts and arrange transportation or alternative care for your child. We will have some 1:00pm dismissals for Staff development. Please mark them on your calendar. There is no After Care when we dismiss at 1:00pm. ALL CALENDARS ARE SUBJECT TO CHANGE.

Catholic Schools Week

This celebration takes place during the last week of January or the first week of February. It is a time when we celebrate the uniqueness of Catholic Schools. Activities for parents, teachers, and students are traditionally planned for this week.

Cell Phones and Smartwatch devices

While the value of cell phones is warranted for communication purposes, cell phones and smartwatch devices are not needed at school. Grades Pre-k through 5th grade are not allowed to have cell phones or smartwatch devices at school. Grades 6-8 are discouraged from having cell phones or smartwatch devices at school, but if they do have to have one they will have the policy of “out of sight/out of sound”, which means if a staff member sees them or hears them during the school hours the cell phone or smartwatch device will be given to the staff member, kept until the end of the day, and the parent required to come and pick it up. All cell phones or smartwatch devices must be shut off and in the student's locker during the school day. Cell phones and smartwatch devices are not to be used during Before Care or After Care. If the problem persists, the discipline policy that covers insubordination will be in effect. Parents are asked not to text or call their child during the school hours. Cell phones or smartwatch devices with internet capabilities should never have access to the school’s wireless internet. Any type of communication can be made through the school secretary at 786-4013. We appreciate the parents’ cooperation with this policy.

Clubs, Enrichment & Remediation (Middle School)

The middle school classes will have a club, enrichment, or remediation period during the last two periods (30 min) each day on Monday, Wednesday, and Thursday. These clubs and enrichments will be moderated by staff members and are intended to broaden the cultural experience of our students. Clubs and enrichment periods will be announced the first week of school and the student may choose which ones they wish to enroll in. Remediation will be assigned to students who need extra assistance with their academics.

Communication

Communication is one of the most important aspects of our school. Teachers will be communicating with parents via email, phone calls, letters sent home, newsletter items and by face to face communication. The weekly newsletter, *The Bridge*, is one way of communication between the school and parents. The Bridge is distributed on Fridays, or the last day of the school week, to the oldest child in the family. It publishes the lunch menu for the following week and keeps parents informed about upcoming events. The Bridge is also available on the school's website. The school's website address is the best place to find current and up to date information for St. Mark Catholic School. The school's website address is: school.stmarkindy.org. Social Media outlets are discussed later in this handbook under "Social Media".

Parents have access to online grades through Jupiter Grades. It can be found at:

<https://login.jupitered.com/login/index.php>. This will allow parents to see grades as they are put into the grade books and can also check on attendance, school calendars, past student report cards and other great communication mechanisms. Parents will have a username (usually your email address on file) and a password. We encourage parents to log on to Jupiter Grades frequently to make a stronger partnership between parents and teachers to help their students achieve academic success.

If you wish to speak to a teacher by telephone, call the school and leave a message on voicemail or with the administrative assistant. Teachers are asked to return calls within 24 hours. Teachers will contact parents if something demands immediate attention.

Conferences

Parent-Teacher conferences are held on Thursday, October 5th from 3:30pm-7:00pm and Friday October 6th from 12:50pm-4:00pm. Report Cards are discussed at this time. The middle school Parent-Teacher conferences are led by the students. Since we place a strong emphasis on communication at St. Mark, we encourage you to speak to your child's teacher more frequently if necessary and check your children's grades on Jupiter Grades. You may arrange for a conference at any time during the school year by contacting the teacher.

Curriculum

The study of our Catholic religion is of utmost importance since the primary purpose of our school is spiritual and religious in its outlook and orientation. Religion is taught every day and will be graded. Emphasis will be placed on the proper development and mastery of reading and math skills, grammar and creative expression, scientific concepts, and social studies. Students participate in special classes such as: Art, Computer, Physical Education, and Music.

St. Mark School follows the Archdiocesan Curriculum Guides, which have been designed to meet state and national core standards. Copies of state core standards can be found at: <http://www.doe.in.gov/standards>. Instruction at St. Mark School is curriculum-standard driven rather than textbook-driven. There may be times when a student does not have a textbook for a particular subject. The teacher will be guided by the curriculum guide in the preparation of the lessons and in the assessment of the students.

Delays/Cancellation

If school is canceled or postponed due to inclement weather (snow/ice/cold, etc), the T.V. channels 4, 6, 13 and 59 will have that posting. The posting will also be on the school's website, social media, and parents will be notified via our Jupiter Grades system with an email message. Please arrange for alternative transportation in this circumstance if necessary. In cases of late arrival, Before Care will begin one hour before the start time (two hour delay, before care will begin at 9:00am).

Full school days missed due to cancellations must be made up. Delays of 2 hours or less do not need to be made up. Four 'snow' days are built into the school calendar. St. Mark School follows the Indiana Department of Education's requirement of 180 school days.

Disaster Drills

The school is required to conduct regular disaster drills. Students are given directions as to the correct procedures for these drills. Students are expected to observe silence at all times during these drills. Fire alarms are kept in working condition and charged at appropriate times. In the event of a tornado watch, the school monitors radio and TV stations for weather reports. In case of a tornado warning, students are immediately sent to their stations and remain there until the warning is lifted. An Emergency Handbook is submitted yearly to the Archdiocese for review. It contains information concerning the procedures which will be followed in emergency situations. In the case of a lockdown, parents are asked not to come and get their children during the lockdown. We have procedures that ensure the safety of all of our students and staff during a lockdown. Parents will be sent an email message through the Jupiter Grades system when time permits if we are under lockdown or any unforeseen emergency at school comes about.

Discipline

(See Appendix C for Discipline Plan)

Order is essential in effective management of any school. It is maintained not only by parental support, qualified teaching staff, efficient administration, and good educational programs but also by the development of the child as a true Christian and a wholesome American citizen. Discipline is as fundamental to Catholic Education as it is to Christian living. It should be cultivated in the child from within rather than by regimentation. The Discipline Plan is distributed at the beginning of the year. Our school considers a student's registration as a contract among parents, students, and faculty that the rules will be observed. Students that do not follow the Christian expectations of our school with regard to discipline and conduct may be asked to withdraw from St. Mark Catholic School or not allowed to re-enroll.

Doors

During the school day, students, parents and visitors should enter the school through Door #1 and buzz in. Press the buzzer once, and the door will become unlocked for 5 seconds (**you will not hear a latch or noise**). All other doors to the school remain locked from the outside during the school day. Between the hours of 7:00 a.m. and 7:35 am and from 3:05 pm until 6:00 pm entry to the school building is through the south Media Center door (Bus Bay). Please do not come into the building immediately before release, as this will add to congestion at Door #1. Doors should never be propped open. Students are asked not to let people in as they pass by a door, so please always use the buzzer at Door #1 of the school.

Dress Code

(See Appendix D for Dress Code)

The purpose of the Dress Code is to promote unity among students, to establish some uniformity in regards to dress, and to make it easier for parents and teachers to monitor students' dress. Students consistently not following the dress code will be subject to disciplinary measures as outlined in the dress code. Students not in dress code will be required to call parents to bring them proper clothing to wear at school. The school does not provide clothes for students that are not in proper dress code. *A reminder that students are to wear only plain black, white or navy socks with their school uniforms and polo shirts must be free of Logos. School uniform pants or shorts must be made of school uniform material, not stretchy type or sweatpants type materials.*

Drop-off/Pick-up

Drop off in the back of school-

Drop off at the back entrance (off of Smock Street) and pull up to the back curb (please pull up to the staff member on duty) so students walk into Door #1 of school. Please do not pull around an unloading car. If the car in front of you is slow to unload, please be patient. Wait until they are unloaded and moved out of the way. You may leave out the US 31 exit (west) or circle around the back parking lot and leave via Smock St. (back to Edgewood). Do not park your car

in the drop off line and enter the building. If you need to enter the building, park in the church parking lot.

Park in the church parking lot and walk children in-

PARK in the Church parking lot (not the parish center parking lot or the funeral home) and walk your children into school.

Please do not drop off at the curb at the church parking lot and let your children walk in. With cars driving in and out of the parking lot children may be at risk. The drop off line is in the back of the school.

If you are late dropping off (after 7:55am) PLEASE PARK YOUR CAR IN THE CHURCH PARKING LOT, WALK YOUR CHILD INTO SCHOOL AND SIGN THEM IN AT THE SCHOOL OFFICE.

After School Pick Up Procedures-

Pick Up in Back Parking Lot-

Pull into the back parking lot behind school starting at 2:50pm (first person in line should open the gate). The inside row (closest to the grass) is for parents with Kindergarten children or children that have physical difficulties. Please pull all the way around the parking lot, do not park near the building if there are spots available ahead of you. USE ALL FOUR ROWS WHEN PARKING IN THE BACK PARKING LOT! IF THERE IS A SHORTER ROW AVAILABLE WHEN YOU ARRIVE, PULL INTO THE SHORTER ROW. We need all cars to pull ahead to get as many cars in the back parking lot as possible.

We are a NO-IDLE ZONE, so please turn your car off so our students do not ingest car exhaust fumes. Cars that come into the back parking lot after the 3:00pm dismissal will be stopped so students can cross safely and those cars may pull up (AFTER all cars are dismissed) for a second loading of children. At dismissal, students will walk out to the cars. When all students are safely in their parents' vehicles a staff member will release the cars one row at a time. Please do not attempt to leave or ask to leave before the staff member releases each row. If your child does not come out to your car before cars are dismissed, you may exit the parking lot and immediately return to the back parking lot to pick them up. **PLEASE USE CAUTION WHEN ENTERING AND LEAVING THE BACK PARKING LOT! Keep your eyes open for any children.**

Pick Up in Courtyard

Parents should park in the church parking lot and meet their children in the courtyard (area between church and school) and walk your children to your car in the church parking lot (not the funeral home, not the parish center). Please do not pull up to the curb in the church parking lot and have your children get into your vehicle. You need to park your car, and walk to the courtyard to pick up your children (rain or shine!). If you have younger children with you when picking up in the courtyard, please keep them with you at all times. Students will not be allowed to walk out to the church parking lot on their own. When you have your children in your car, please be very careful when backing out of your parking space and when leaving the church parking lot. Students are all around you!

If you are running a few minutes late

If by chance you are running a few minutes late, you can park in the church parking lot or if there are spaces behind school, and walk into After Care (media center) and sign your child out of After Care (Mr. Koesters). All students that are not picked up by 3:05pm will be taken to After Care. You will not be charged for After Care if you pick up students before 3:15 pm.

Electronic Devices, Fidget Cubes, Spinners, Etc.

Kindles, Nooks, iPods, iPads, video games, Fidget Cubes, Spinners, etc. and other devices are not to be brought to school at anytime, unless permission is granted by the Principal only. All electronic devices, Fidget Cubes, Spinners, etc. will be confiscated and must be picked up by the parent. Students are not allowed on the school Wifi with personal electronics at any time without permission from the principal or a school administrator.

Facilities Usage

Anyone wishing to use the school or parish facilities for any reason must contact the St. Mark Parish business manager, to gain approval. The Principal will not approve any use of the school building without proper permission obtained through the business manager. Please do not use any room in the school or church without permission of the business manager. Other groups may have those rooms already reserved for meetings.

Field Trips/Chaperones

Educational field trips take place several times during the year. Field trips must be approved by the administrator and must have educational value related to state standards or Archdiocesan guidelines (<https://safeandsacred-archindy.org/login/index.php>). Participation in a field trip is a privilege, not a right. You may be required to renew your Safe and Sacred Training. Background checks are done on all Chaperones and volunteers at St. Mark Catholic School.

According to state law, written permission must be obtained from parents for any field trip. An actual, formal field trip permission form, provided by the teacher and completed and signed by the parent or guardian, must be on file in order for a student to participate in the field trip.

Children who do not participate in a scheduled field trip are expected to attend school on that day in an alternative setting until the class returns.

On occasion, teachers will request help with student supervision from volunteer chaperones for field trips. Before the trip begins, teachers will give directions and expectations. Some general rules should be implemented:

- All chaperones must sign into the office
- All chaperones must have taken Safe and Sacred training (<https://safeandsacred-archindy.org/login/index.php>) and a record of the training, along with our signed volunteer policy form, on file in the office
- School rules and procedures should be followed
- Young children should not be brought along unless prior approval from the supervising teacher has been given
- Unauthorized stops should never be made
- Chaperones should conduct themselves as an example of Christian adults at all times

First Eucharist (Holy Communion)

Students prepare for the Sacraments of First Eucharist and Reconciliation (Penance) in 2nd grade. While some of the preparation is done in the classroom, a number of activities take place in the evening or on Saturdays. Liturgies and workshops are designed to involve the parents and the students in the process. All students, Catholic or non-Catholics, will learn about and participate in the practices for the First Eucharist and Reconciliation during the school day. If you have any questions on the sacraments for your children, please contact Angi Swiezy in the Parish Office (aswiezy@stmarkindy.org)

Health/Medication

St. Mark School maintains students' health records while the student is attending St. Mark. In accordance with Indiana state law, students entering St. Mark School must present and maintain up to date immunization records. An emergency medical form is kept on each child. Parents need to update any changes to the form (changes in student health profile, emergency numbers, care providers, etc.). All medication (over the counter and prescription) will be given or dispensed by the administrative assistant only upon written request of the parent or guardian. *Medication that is brought to school should be in the original container clearly labeled with the child's name and dosage instructions. All medicines should be checked into the administrative assistant's office for safe handling and storage.*

AT NO TIME SHOULD STUDENTS HAVE MEDICATION IN THEIR POSSESSION AT SCHOOL. Students that have medication on their possession face the risk of suspension and expulsion from school.

A parental medication release form must accompany all medication. If a student is sent to the office ill, the administrative assistant may call the parent to pick up the child. It is the responsibility of parents to have arrangements in place to pick up children from school in the event that they become ill during the school day. St. Mark Catholic School does not have a sick care facility. A variety of health screenings take place at St. Mark School. Students benefit from vision and hearing screenings. Parents will be sent notification from Indiana Department of Health of any health concerns.

Homework

Homework is designed to be a constructive tool in the teaching-learning process. Its purposes are:

- to help students develop independent work-study habits
- to reinforce and assess learning that has taken place at school
- to bring the home and school closer together
- to aid parents in observing their children's progress
- Some homework will require it to be done on a computer using the internet. If a student does not have a computer or internet, they may use the computer lab after school or make arrangements with the classroom teacher to stay after and use a school computer to finish the homework.

Parents are encouraged to:

- provide their children with a suitable place and quiet time
- show a positive interest in homework and all school work
- serve as consultants but never do the work
- encourage extra reading whenever possible

Remember that After Care offers a study hall to children who choose to participate in this program. You might consider having your child(ren) utilize this option for a specified amount of time each day.

There are online learning tools available to all students to reinforce learning at home. Please contact the classroom teacher to receive links.

Teachers may use various methodologies to reinforce homework being completed and turned in on time. Homework must be turned in on time. Each teacher will explain their homework policy in their classroom management plan. In order to prepare our students for high school and college, unexcused late work will generally be accepted for limited or no credit by the middle school teachers. A reminder that homework and tests are given during ISTEP testing weeks in March and April. Parents of middle school students may request that their child uses the club or enrichment period as a study hall, if one is offered.

Liturgy

Weekly liturgy (Mass) is the most important aspect of St. Mark School. Students plan and participate in the liturgy all school Mass on Fridays. Students are asked to be reverent on the way to liturgy and participate fully while at liturgy. The school may also attend Holy Days of Obligation. Prayer services are planned for special occasions several times during the school year. Communion services may be held occasionally if the pastor is not available. Prayer partners will be assigned at the beginning of the school year. Students in Grades 3-8 will periodically attend Eucharistic Adoration and pray the Rosary.

Grades 3-8 will attend Mass on Tuesday at 9:00am and all grades, K - 8, will attend a school led Mass on Fridays starting at 8:15am. Pre-K class will attend a few selected liturgies throughout the school year. All students are required to attend and participate fully in Masses and other liturgies. Parents are always welcome and encouraged to attend liturgies. Our celebration of the Gospel is what makes our school great!

Lost and Found

Each year literally hundreds of items find their way to the “Lost and Found”. Many of these items are almost new and most items are never claimed. Occasionally the items are brought into the hall to be displayed. Eventually, the overflow of items is sent to St. Vincent de Paul Society or to the summer garage sale at St. Mark. If students’ clothes, coats and shoes are labeled with their names, we will make every effort to return these items to their owners.

Lunch

Lunch is served in the school cafeteria, located in the basement of Schafer Hall. Our lunches give the students a healthy choice of food items. The lunch prices are \$2.85, the adult visitor lunch price is \$3.25. Lunches can be purchased by the parents by going online to the MealTime Online website at:

<https://www.mymealtime.com/signin.aspx> All students must have a MealTime online account for the 2016-2017 school year. In addition, parents may pay via cash or check sent in an envelope to the school office.

Students may also bring a healthy lunch. Candy, pop, etc. are not allowed to be brought in for lunch. Parents that want to eat lunch with their children must make arrangements with the classroom teacher and check in at the school office in advance.

St. Mark Catholic School does offer free and reduced lunches through the Federal free and reduced lunch program. We encourage all families to fill out an application for Free and Reduced lunch. If you have had a change in job status (lost employment) you may apply for Free and Reduced lunch any time of the school year. We receive money from the Federal Government based on our Free and Reduced lunch applicants. Applications are available in the school office and in the Back to School Packet. Students may bring their own lunch or purchase lunch through the school.

Dawn Collier is the Café manager and can be reached at: (317) 781-6468 or email at: stmarkcafeteria@stmarkindy.org. We encourage each student to eat a healthy lunch each day.

Media Center

The Media Center serves as the school library. The check out policy will be explained to the students at the beginning of the school year. St. Mark will host two Book Fairs, one in the fall and one in the spring. This is an excellent time for you to purchase books for your children and help the school library at the same time. Mrs. Koesters serves as our librarian and her email is: kkoesters@stmarkindy.org

The Media Center is used for a variety of other activities by the school and the parish. Users are asked not to eat or drink in the Media Center. There is adequate space outside the Media Center for refreshments. Sign-up for the Media Center is handled by the parish Business Manager.

Music Program

Students in all grades participate in music class. Generally, students in grades K through 5 present a Winter Program. Students in grades 6-8 may participate in a Spring musical program during the second semester.

We are blessed to have a great fine arts program including a band instructor from Roncalli High School, Ms. Laura Horcher (lhorcher@roncalli.org) that comes to St. Mark to instruct our students in grades 5-8 in the fine art of musical instruments. Band will be on Thursday afternoons. We encourage all students to participate in the fine arts. Our music/chorus department prepares the students for Liturgical music, an important part of the music curriculum at St. Mark. Tina Valdois-Bruner is our school’s music instructor. (Tvaldois-bruner@stmarkindy.org)

Parent/Teacher Group

Our PTG (Parent/Teacher Group) offers many opportunities to become involved at SMCS. If you are interested in helping with one or more of the PTG activities, please contact Mr. Albertson.

Parking (during the school day)

During the school day, parents and visitors should park in the church parking lot on the corner of Edgewood and US 31. All visitors must sign in at the school office.

Pictures

Individual student pictures will be taken the first week of school. This year the fall picture date for grades Pre-K-8 will be Friday, August 5, 2016. Students may wear nice, appropriate dress clothes to school the day for of pictures. JEANS AND T-SHIRTS ARE NOT ALLOWED FOR PICTURE DAY! Parents may choose from a variety of picture packages for purchase.

Pre-Kindergarten Full Day Program

St. Mark Catholic School offers a full day Pre-Kindergarten program for children that are 4 years of age. The program is designed to prepare the students for Kindergarten the next year. The Pre-K program starts at 7:55 am and concludes at 2:45 pm each day, Monday – Friday. The Pre-K does offer Before Care starting at 7:00 am and Aftercare from 3:00-6:00 pm. The Pre-K tuition is not included in the family discount rate and is not eligible for tuition assistance. Being enrolled in Pre-Kindergarten at SMCS does not guarantee enrollment for Kindergarten at SMCS. For more information on our Pre-K program contact the Mr. Albertson, Principal at 786-4013.

Promotion and Retention

A student is promoted if he or she has attained a suitable measure of success at his or her present level. Performances on various assessments, such as ISTEP+ or other local testing, will also be considered. If testing indicates the need for remediation, plans should be made for tutoring or summer school. Also attendance is a factor on whether a student is retained or promoted. Occasionally, retention may be recommended even though remediation is not indicated by standardized test results. We will follow the guidelines from the state and retain students that have excessive absences for the school year.

Retention is a serious step. It is rarely recommended for a student in the upper grades. If a teacher perceives an advantage to the child by retention, a conference will be held and a mutually agreed upon course of action will be taken. This conference may include the classroom teacher or teachers, the parents, the principal, and possibly the resource teacher. Factors such as maturity, developmental skills, and academic performance all play a role in such a decision. The best interests of the child will always be the prime concern.

A student may be assigned to a higher grade when he or she has worked to the best of his or her ability but is performing below grade level. A student may be assigned to a higher grade when a student has not progressed appropriately but has the ability to accomplish the work at the next level.

Recognition

Awards: Students are often rewarded for their accomplishments. Awards are given quarterly to students for Perfect Attendance and Christian Attitude. Awards are given at the end of the school year after the last all school Mass.

Honor Roll & High Honors: Students in Grades 5 through 8 are eligible for the Honor Roll. Honor Roll signifies all A's and B's, and High Honors signifies all A's. We pride ourselves in providing a challenging curriculum, therefore, these honors, especially High Honors, are difficult to achieve. It takes exceptional hard work and a student willing to do more than what is required to obtain these honors. Honors are announced at the class Mass after the grading period and certificates are given in homerooms. Honor Roll & High Honors grades are based on the following subjects: Religion, Math, Language Arts, Social Studies, Science, and Physical Education.

8th Grade Awards:

Special Awards are given at the 8th grade graduation ceremony. Students are recognized for various accomplishments during their 8th grade year.

Registration and Enrollment

Registration for the upcoming school year takes place in January. Letters of intent for current SMCS families are sent in January and returned in a specified date in February. Enrollment then is opened to any families of the St. Mark parish (who currently does not have children enrolled at SMCS) who wish to enroll at SMCS. Enrollment is then open to all others seeking enrollment to SMCS. All students and parents are expected to follow and further the mission of our school and the Catholic faith. Those that choose not to adhere to the mission of our school and Catholic faith may be asked to leave the school.

Religious Activities

As a Catholic school, St. Mark celebrates Religious events in special ways. The seasons of Advent and Lent are times to prepare for important Christian events, namely Christmas and Easter. Students will participate fully in all Religious services while at St. Mark Catholic School. All students will be asked to participate in service projects throughout the year to promote our Catholic faith and help those that need help in our community and our world.

Report Cards

Report Cards are issued four times a year, at the end of each quarter. The school year is divided into four quarters, each approximately 45 days in length. Report cards can also be found on Jupiter Grades. The Kindergarten through 2nd grade report cards are standard base that is meant to give a clear picture of what has been introduced to a student and what has been mastered with regards to the Indiana Standards. The advantage of these cards is that they specify the skills and proficiencies more clearly, especially in the areas of language arts and math. Envelopes should be returned signed by the parent the next day after receiving the report card. Progress reports are only given to grades Kindergarten through 2nd grade. Grades for grades 3-8 can be found online at <https://login.jupitered.com/login/index.php>

Seclusion and Restraint

St Mark Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that a Seclusion and Restraint Plan be in place to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. Behavioral interventions for children ensure all children are treated with dignity and respect. Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent risk of injury and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration, and used only for the purposes of de-escalating the behavior.

Shadowing

St. Mark arranges with Roncalli for a day of "shadowing" for 8th grade students in the fall. All participating 8th grade students spend this day at Roncalli, paired with a Roncalli student. If a student does not wish to attend the shadowing day at Roncalli, he/she is expected to attend school at St. Mark that day and will be supervised by Middle School teachers. If a student chooses to shadow at another high school parents must notify the school principal one week in advance.

Social Events

In planning social events and activities, parents need to be sensitive to the feelings of children as well as their safety and welfare. The school has set forth the following guidelines regarding social activities involving the students:

- Invitations to parties or events which are to take place outside of school time are not to be issued at school *unless all students (in the class) are included*. Students should be discouraged from discussing such events in the presence of those not included.

- Please notify the classroom teacher (grades pre-k thru 5) if you will be sending in snacks for your child's birthday. In accordance with state guidelines please send in healthy snacks and be aware of any students special dietary requirements.

Social Media

St. Mark Catholic School uses social media to promote our school and communicate happenings to our parents, Alumni and parishioners.

Facebook (Closed Group): "Saint Mark Catholic School Alumni and Friends"

web address: <https://www.facebook.com/groups/10331358647/>

Twitter: "Stmarklions" web address: <https://twitter.com/StMarkLions>

Instagram: "stmarkcatholicschool" web address: <http://instagram.com/stmarkcatholicschool>

We use these social media to share photos and positive happenings at St. Mark Catholic School. This type of media is intended for positive discourse only. Any negative comments will be removed and the person responsible will be removed from using the social media sites. Social media is a place for positive conversation. Parents and chaperones are asked not to post pictures of SMCS students during a field trip or school activity.

Special Educational Services

St. Mark students have the benefit of a variety of additional services. St. Mark School administers a resource program to assist students who have alternative learning styles. St. Mark is blessed with two full time special needs teachers. Perry Township facilitates all ISP meetings and speech remediation to eligible students.

If you are new to St. Mark Catholic School and your child has an IEP (Individual Education Plan) already in place, please notify Mr. Albertson. If you think your child may qualify for special services please email Elaine Best at ebest@stmarkindy.org to request that your child be tested by the Perry Township School Psychologist.

Spirit Wear

St. Mark Catholic School uses Elite Printing to merchandise all SMCS spirit wear and apparel. We will have two spirit wear sales per year and there will be a website that you can order spirit wear from. All spirit wear will be delivered to SMCS. For spirit wear and apparel questions call Jody Schoettle at 627-2593 or email at: jody@eliteprintingindy.com with any questions or to order SMCS spirit wear.

Supplies

Supply lists are on our school website. Please see that supplies are replenished during the year as they are used. You may bring in school supplies on Sunday, July 30th from 8:30 am -11:30am to the school.

Technology/Internet

Students and parents must sign an Acceptable Use Agreement (Appendix F) in order for a student to have access to the internet during the school day and use electronic devices provided by the school. Students who do not have this form signed will not be allowed access. Students who do not comply with all aspects of the agreement will also be denied access. Please see Appendix F for further details. Students should only access the school internet with permission of a staff member. Students are not allowed to connect to the schools Wifi without permission from a school administrator.

Telephones/Fax

School telephones are primarily used for school business. Important phone messages for students will be delivered to the teachers to be passed on to the students. Students may not use school telephones without a staff member's permission. Students will not be called to the office for phone calls during the school day. The school telephone number is 786-4013 and the fax is 783-9574. Teachers' voice-mail extensions can be found on the staff list in the appendix of this handbook.

Testing

Standardized testing may occur in all grades as mandated by the State of Indiana or determined by the school administrator. The ISTEP testing (Grades 3-8) is done in the spring. The IREAD is given to the 3rd grade in the spring. NWEA testing (Grade K-8) will be completed twice per year. Parents receive these test results when they become available. Additional local assessments and/or archdiocesan testing may also be administered.

Tuition

(See Appendix E for detailed Tuition information)

Tuition is set by the Finance Committee of the parish.

Tuition Assistance (SGO family scholarships)

Tuition Assistance at St. Mark Catholic School will now consist of a SGO individual scholarship for those that qualify under the state SGO guidelines. It is imperative that families who are requesting financial assistance should advise the school office of their need during the designated registration period. Determination of tuition assistance for a school year is made and communicated in the late spring. If you are applying for a SGO individual scholarship for the 2017-2018 school year, please submit a copy of your 2016 federal tax form (1st two pages) to Mr. Albertson. The SGO Scholarships are limited by the number of SGO scholarship donations we receive from the parish.

Visitors

We welcome our parents and grandparents to our school. With the academic requirements that our students have, we value the instructional time that our students have with their teachers. We ask that classroom interruptions do not occur during the learning time. We also ask that teachers or students not be called from their classrooms except for urgent reasons. Parents who wish to speak with a teacher may do so by leaving a message for the teacher on his/her voice-mail. All visitors must report to the school office. Visitors that are unknown to school personnel may be asked to show their ID.

Forgotten lunches, books, instruments, etc. should be brought to the school office. The administrative assistant will see that your child receives the forgotten item. Please do not take them to the classroom yourself, to avoid classroom interruptions.

Volunteering at School:

St. Mark School relies on many parents who volunteer their services preparing lunches, as teachers' aides, library helpers, room parents, playground supervisors, cafeteria helpers, chaperones and coaches. Anyone that Volunteers at St. Mark Catholic School must complete the Archdiocese mandated Safe and Sacred training found at this website and a background check: <https://safeandsacred-archindy.org/login/index.php> . Volunteering privileges may be revoked at any time if the mission of the Catholic Church is not followed by the volunteer.

Website

The site contains many of the informational items that we pass out to parents. You can find forms, class information, calendars and other important items on the website. We will occasionally use pictures of our students on the website, social media and on promotional information (we will not use names of students on the website unless permission is given). Periodically we will send articles to the newspaper with students' names. **If you do not want your child's image on the website, other social media sites, or sent to newspapers, please send this request in writing to Mr. Albertson.** The school's website address is: school.stmarkindy.org

Weekend Mass Attendance

Parents that register as active parishioners, and receive the active parishioner rate for tuition, are expected to regularly attend the weekend Mass service with their children at St. Mark Catholic Church. If a family decides to leave St. Mark parish at some point after the school year has begun, they should notify the school office and their tuition rate will be adjusted to the non-parishioner rate immediately. Also if someone begins the year as a non-parishioner and family joins the parish after the school year has begun, they should also contact the school office to have their tuition adjusted to reflect the parishioner rate at the next grading period.



ST. MARK CATHOLIC SCHOOL

Appendix

A

| | |
|----------------------|---|
| July 30 | All Grades Supply Drop-off- School, 8:30am – 11:30am |
| August 31-1 | Teacher Orientation |
| 2 | First Day of School |
| 5 | Picture Day |
| 8 | Back to School Night –Begins in Church, 6:00pm |
| 11 | Magazine Sales Kickoff –Gym, 2:30 pm |
| 20 | Parish Picnic- St. Mark Church, Noon |
| September 1 | Teacher In-Service Day, No School |
| 4 | Labor Day – No School |
| 8 | 1st Quarter Progress Reports |
| 6 | Picture Retakes |
| 18-22 | Fall Spirit Week |
| 28-30 | 6th Grade Camp Tecumseh Trip |
| October 4 | End of First Quarter/ Report cards sent home |
| 5 | Second Quarter begins |
| 5 | Parent/Teacher Conferences- 3:30pm-7:00pm |
| 6 | Parent/Teacher Conferences, Students Dismissed at 12:30pm (No Aftercare) |
| 9-13 | Fall Break, No School |
| November 30-3 | Book Fair – Room 11 |
| 4 | St Mark Catholic School Craft Fair- 9:00-3:00, Schafer Hall |
| 10 | 2nd Quarter Progress Reports |
| 13 | School Commission Pancake Breakfast-Schafer Hall, 8:30-11:00am |
| 21 | Thanksgiving All-School Mass- Church, 9:00am |
| 21 | Staff Development- Students Dismissed at 1:00 pm (No aftercare) |
| 22-24 | Thanksgiving Break, No School |
| December 6 | Christmas Musical (Gr.K-5, Jr. High Choir and Band)-Church, 7:00 pm |
| 8 | All School Mass/Feast of the Immaculate Conception-Church, 8:15am |
| 21 | End of Second Quarter |
| 21 | Pre-K Christmas Musical- 11:00am |

16 **Staff Development – Students Dismissed at 1:00 pm (No aftercare)**
 Dec. 22-Jan. 7 **Christmas Break, No School**

January 8 **Classes resume**
 8 **Begin Third Quarter**
 8 **Letters of Intent are sent home to current school families**
 10 **Report Cards**
 12 **Staff Development – Students dismissed at 1:00 pm (No aftercare)**
 19 **Letters of Intent and Registration Fee for 2017-2018 due to school office**
 15 **Martin Luther King Day, No School (Snow Make-up day)**
 22 **Parishioners without children at SMCS may begin registering for 2017-2018**
 18 **7th and 5th Grade Science Fair**
 27 **PTG Spaghetti Supper-Schafer Hall, 5:00 pm- 7:30 pm**
 Jan. 29-Feb 2 **Catholic Schools Week**

February 9 **3rd Quarter Progress Reports**
 2 **St Mark Dinner Dance- 6:00 pm**
 7 **St. Mark Catholic School Open House- School, 5:00 pm – 7:00 pm**
 7 **OPEN ENROLLMENT BEGINS FOR 2017-18**
 5-9 **Book Fair- Room 13**
 14 **Ash Wednesday**
 16 **Staff Development – Students dismissed at 1:00 pm (No aftercare)**
 19 **President’s Day, No School (Snow Make Up Day)**
 26 **ISTEP Test Part I Begins**

March 9 **End of 3rd Quarter**
 9 **No School (Snow Make-up Day)**
 12 **Begin 4th Quarter**
 14 **Report Cards**
 12 **IREAD 3 Test Begins**
 16 **Grandparents’ Day Mass- 9:00am**
 21 **Living Stations- 2:00pm**
 28 **All School Mass- 9:00am**
 29 **Holy Thursday prayer service- 9:00am**
 30 **Good Friday- Dramatic Reading of the Passion- 8:15am**
 30 **Students dismissed at 1:00pm (No aftercare)**

- April 1** ***Easter Sunday***
- 2** ***Easter Monday- No School (Snow Make-up Day)***
- 5** ***Staff Development- Students dismissed at 1:00pm, (No aftercare)***
- 5** ***Spring Break Begins at the conclusion of school***
- 16** ***School Resumes from Spring Break***
- 16** ***ISTEP Multiple choice begins***
- 20** ***4th Quarter Progress Reports***
-
- May 4** ***May Crowning Mass & 8th Grade Pictures- Church, 8:15am***
- 4** ***Staff Development – Students dismissed at 1:00 pm (No aftercare)***
- 10-11** ***Spring Musical (Gr. 6-8)***
- 18** ***8th Grade Trip***
- 18** ***Kindergarten Graduation following Mass***
- 21** ***8th Grade Picnic and practice***
- 22** ***8th Grade Graduation Mass and Reception***
- 22** ***Last Day for Pre-Kindergarten Students***
- 22** ***Field Day***
- 23** ***Last Day of School – 12:30 pm Dismissal (No aftercare)***
- May 29-Jun 1** ***Lions Super Camp (Grades Pre-K through 4th)***

CALENDAR SUBJECT TO CHANGE!



ST. MARK CATHOLIC SCHOOL

Appendix

B

St. Mark Catholic School & Parish Staff List 2017-2018

| | | | |
|--------------------|-----------------------|--|-----|
| Marissa Bossingham | Lead Pre-K teacher | mbossingham@stmarkindy.org | 211 |
| Samantha Bowling | Pre-K Aide | sbowling@stmarkindy.org | 211 |
| Erin Fuhrman | Lead Pre-K teacher | efuhrman@stmarkindy.org | 212 |
| Kelli Bell | Pre-K Aide | kbell@stmarkindy.org | 212 |
| Angela Dim | Pre-K IA | angeladim@stmarkindy.org | 212 |
| Mike Sahn | 3-5 IA | msahm@stmarkindy.org | 200 |
| Sarah Valatka | ELL Instructor | svalatka@stmarkindy.org | 255 |
| Shaun Koesters | PE/Aftercare | skoesters@stmarkindy.org | 214 |
| Sandy Balint | ELL Instructor | sbalint@stmarkindy.org | 253 |
| Ann Kinney | Kindergarten | akinney@stmarkindy.org | 210 |
| Lori Daniel | Kindergarten IA | ldaniel@stmarkindy.org | 210 |
| Lara Kuczmanski | Kindergarten | lkuczmanski@stmarkindy.org | 209 |
| Trish Funk | Kindergarten IA | tfunk@stmarkindy.org | 209 |
| Megan Smith | 1 st Grade | megansmith@stmarkindy.org | 205 |
| Lisa Shock | 1st Grade IA | lshock@stmarkindy.org | 205 |
| Lindsey Jacob | 1st Grade | ljacob@stmarkindy.org | 213 |
| Angie Huxley | 1st Grade IA | ahuxley@stmarkindy.org | 213 |
| Laura English | 2 nd Grade | lenglish@stmarkindy.org | 208 |
| Annie Hayes | 2nd Grade | ahayes@stmarkindy.org | 207 |
| Claire Gutzwiller | 3rd Grade | cgutzwiller@stmarkindy.org | 206 |
| Emily Hayslett | 3rd Grade | ehayslett@stmarkindy.org | 215 |
| Deanna Merkel | 4 th Grade | dmerkel@stmarkindy.org | 204 |
| Sarah Farrell | 5 th Grade | sfarrell@stmarkindy.org | 203 |
| Karen Koesters | MS Math/Beforecare | kkoesters@stmarkindy.org | 218 |
| Cathy Boyle | MS Social Studies | cboyle@stmarkindy.org | 221 |
| Katie Barrett | MS Science | kbarrett@stmarkindy.org | 219 |
| Lynnea Jones | MS Language Arts | ljones@stmarkindy.org | 222 |

| | | | |
|---------------------|-----------------------|--|----------|
| Rachel Gehret | MS Religion | rgehret@stmarkindy.org | 217 |
| Tina Valdois-Bruner | Music | tvaldois-bruner@stmarkindy.org | 258 |
| Cindy Krall | Art | ckrall@stmarkindy.org | 224 |
| Evelyn Karozos | Special Education/ELL | ekarozos@stmarkindy.org | 254 |
| Elaine Best | Special Education | ebest@stmarkindy.org | 220 |
| Sue Fry | Title 1 Instructor | sfry@stmarkindy.org | 220 |
| Laura Horcher | Band | lhocher@roncalli.org | |
| Dawn Collier | Cafeteria | stmarkcafeteria@stmarkindy.org | 781-6468 |
| Beth Leszcynski | Administrative Asst. | bleszcynski@stmarkindy.org | 200 |
| Carol Grimes | Assistant Principal | cgrimes@stmarkindy.org | 252 |
| Lauren Cline | Assistant Principal | lcline@stmarkindy.org | 251 |
| Rusty Albertson | Principal | ralbertson@stmarkindy.org | 201 |

St. Mark Parish

Staff:

| | | | |
|-----------------|---------------------------------------|--|-----|
| St. Mark Church | | Phone-787-8246 Fax-781-6466 | |
| Fr. Bill Marks | Pastor | frbill@stmarkindy.org | 110 |
| | Business Manager | | 102 |
| Chris Guedel | Parish Secretary | cdguedel@stmarkindy.org | 100 |
| Andy Eagan | Director of Music | aeagan@stmarkindy.org | 105 |
| Julie Albertson | Director of Youth Ministries | jalbertson@stmarkindy.org | 101 |
| Angi Swiezy | Coordinator of Religious Education | aswiezy@stmarkindy.org | 104 |
| Chris Johnson | Bulletin Editor | cjohnson@stmarkindy.org | 109 |



Student Discipline for Grades Pre-K through 8

Student discipline is a far reaching subject. At St. Mark Catholic School we have high expectations of our students and how they conduct themselves at school. We expect them to represent their family and St. Mark Catholic School in and out of school. Words like respect, manners, courtesy, integrity, stewardship, and character are not just vocabulary words to us; they are what our faith is built upon. If a person who is a total stranger to our building was given a tour, we would want them to walk away with the feeling that our school is filled with students that genuinely care about each other and that have a faith filled life. Our students are expected to respect their parents, other adults, their peers, and themselves. The following are some discipline offenses and their consequences. We are fortunate to not experience most of them at St. Mark Catholic School, but we understand that the potential for any of them, at any time, is real.

The three categories for discipline issues are minor, mid-major, and major. The categories are determined by the level of severity and frequency of incidents. Parents will be notified of discipline issues.

Consequences for Minor Offenses include: (consequences are in suggested sequential order, but may be used in any order)

- Student/Teacher conference
- Recess/Lunch Detention
- Meeting with the Principal
- Loss of privileges

Consequences for Mid-Major Offenses: (consequences are in suggested sequential order, but may be used in any order)

- Parent, student, teacher, meeting
- Loss of privileges
- Student sent home with parent until student has agreed to change behavior
- Out of school suspension
- Parent and student meeting with Administration and Fr. Marks before re-admittance to the school

Consequences for Major Offenses (consequences are in suggested sequential order, but may be used in any order)

- Immediate out of school suspension
- Parent and student meeting with Administration and Fr. Marks before re-admittance to the school
- Asked to withdraw from St. Mark Catholic School
- Expulsion from St. Mark Catholic School for grading period, remainder of the year, or for a longer period of time
- Police involvement in cases of illegal activity.



ST. MARK CATHOLIC SCHOOL

Appendix

D

St. Mark School Dress Code K - 8

Shirts and Blouses-

- K-5 – May wear white, or light blue shirt or blouse with collar with no visible logos
- 6-8 – May wear white or black polo with no visible logos
- 8th grade may wear their 8th grade shirts on Mass days designated by the principal
- All shirts must have a collar and long or short sleeves and no visible logos
- Shirts worn under the uniform shirt must be solid white or the same color as the uniform shirt
- All shirts and blouses must be solid in color with no visible logos, with no decorative stitching or trim (Aeropostale, Nike, or other brands with logos, no matter the logo size, are not to be worn as school uniform)
- Shirts are to be tucked in the waistline at all times (no rolling). If shirts are not tucked in, students will be asked to wear a belt
- All shirts must be proper fitting (not too tight, not too loose)

Sweatshirts/Sweaters-

- K-8 -May wear navy blue, black or white sweater (button up or pull over) with no logo (school uniform shirt must be worn underneath)
- School uniform sweatshirts (with St. Mark Catholic & Lion embroidered) are the only sweatshirts (black or gray) with a logo that are approved
- Other Crew neck sweatshirts may only be black or gray in color with no visible logos
- Sweatshirts must have uniform shirts worn underneath with the collars visible
- Sweatshirts cannot have hoods or zippers
- Sweatshirts are to fit appropriately (not too tight or too loose)

Jumpers/Skirts-

- Jumpers and skirts are to be worn by female students only grades K-5
- Jumpers and skirts may be uniform style and solid navy only in grades K-5
- All jumpers, skirts, or skorts must be of uniform style, above the knee, but not higher than 3" to the top of the knee and only to be worn by female students in grades K-5

Pants/Slacks-

- For K-5 the uniform color for pants or slacks is navy blue (this is not a faded blue or black-gray color)
- For grades 6-8 uniform color of pants or slacks is khaki
- Pockets should be inner pockets without stitching around the outside
- Pants should be of a cotton blend
- Pants should fit properly (not too tight or too loose). Pants may not be rolled at the waist or at the pant legs
- Students may be required to wear a belt if pants are too loose fitting
- In general these types of pants/slacks are not considered uniform: cargo, denim, knit, baggies, bell bottoms, stirrup pants, sweatpants, capri, or wind pants, and leggings (unless worn with a school uniform skirt of proper length (at least 3" from the knee) over them)

Shorts-

- For K-5 navy shorts may be worn during approved times
- For grades 6-8 khaki shorts may be worn during approved times
- Shorts may be worn during the times that are designated by the principal
- Shorts should fit appropriately (not too tight or too loose)
- Shorts should be worn at the waistline
- Shorts should be uniform style and of walking length (above the knee, but not higher than a 3" index card placed at the top of the knee)
- Shorts worn under uniform skirts or jumpers must not be visible below the hemline
- Shorts should not have any outside pockets (no stitching around the pocket) and only one zipper at the waist
- Baggy, Cargo, denim, sport or athletic shorts are not allowed, only school uniform shorts

- Shorts may not be rolled at the waist or legs

Socks & Tights-

- Socks must be white, black, or (navy- K-5) with no other colors or emblems on the socks
- Socks must be visible
- Tights (Legging) or knee socks may be worn under skirts or jumpers by female students in cold weather and should be solid navy, black or white. Tights (Leggings) must go down to the students ankle and a skirt must be worn over them and the skirt must be appropriate length (3" or less above the knee)

Shoes-

- All students must have an extra pair of gym shoes, which have white or non-marking soles. These are kept in boxes in the classroom specifically for the purpose of gym class and will be carried back and forth from the gym. Students without the appropriate shoes for gym will not be allowed to participate; therefore, will possibly suffer a grade or discipline consequence.
- Shoes must have closed toes and heels and be tied or strapped for the safety of the children (no Crocs, sandals, etc.)
- Boots may be worn in inclement weather, but students should bring another pair of appropriate shoes to change into for the remainder of the school day
- Sandals, Crocs, high heel, or platform shoes are not allowed
- Shoe color should be plain and non-distracting.

Jewelry-

- Girls may only wear one earring in each ear (in their earlobes) which are small and appropriate for school (dangling and medium or large hoop earrings are not approved). Wearing multiple earrings at the same time is not permissible. Male students are not allowed to wear earrings.
- Simple necklaces may be worn
- Staff will ask students to remove distracting jewelry
- Any jewelry or bands with wording on it must have appropriate words.
- Students may only wear 2 items on their wrist at a time and must be appropriate for school
- No rubber bands or silly bands may be worn by students in school.

Make-up/Hair/Perfume-Cologne-

- Make-up is not permitted at any time
- Boy's Hair must not be any longer that touching the top of the collar on a shirt
- Hair must be out of the students eyes at all times
- Distracting hairstyles and non-natural colors are not permitted (No Mohawks, feathers, engraved words, carved lines, spiked hair, etc)
- Boys' hair should be kept neat and boys should be free of facial hair and sideburns. Boys are not allowed to wear their hair in pony tails, have hair bands or other items in their hair.
- Hair styles that cause disruption to the educational process are not allowed. Such hairstyles will be determined by the principal to be disruptive or not.
- Perfume/cologne are not allowed at school due to sensitivities of students and staff members

Fads/Styles/Fashion-

- Since it is impossible to predict future trends or fads, the administrator and staff may deem any style, fad, or fashion as inappropriate
- Tattoos, both temporary and permanent, are not allowed for students

Out of Uniform Days-

On occasion, students will be allowed to come out of uniform in celebration of an event or as a part of a mission or other charitable collection day. Clothing on these days must still conform to minimum guidelines. Students who have trouble determining appropriate out of uniform attire may be asked not to participate in future events. **Leggings may not be worn on out of uniform days unless student is wearing a skirt, sweater or shorts over them and the length of the skirt, sweater or shirt comes 3" or less above the knee of the student.** Clothing that advertises drugs, alcohol, tobacco, or ideals not in line with the teachings of the Catholic Church are not appropriate. Clothing must fit appropriately, not too loose or too tight, and meet the length requirements in effect for the uniform policy (i.e. skirts or dresses should be no shorter than 3" above the knee, shorts must be walking length, jeans must still fit appropriately and not have holes in them, etc.) Spaghetti straps, exposed underwear, belly buttons, midriffs, or cleavage are not acceptable at school or school functions (this includes Before and After Care as it is a function of our school). Note- This policy was formed through the cooperation of St. Mark School staff and parents. The administrator has the final word in areas needing clarification or interpretation. Additional information concerning the purpose of the dress code as well as suggestions

for locating apparel may be found in the student-parent handbook.



Appendix

E

TUITION POLICY

INTRODUCTION

Tuition payments are an investment in your child's education and religious formation. Therefore, the Parish Finance Council in consultation with the Parish Business Manager and Principal, accepts responsibility for recommending to the Pastor policies concerning the amount of tuition, the manner of payment, and in general, the development of policy in this area of concern. Students' spot on the roster will be secured by the order in which the letters of intent and registration fees are received for all current school families. Letters of intent and registration fees are due **by Friday, January 19, 2018** for all current school families. All online FACTS enrollment must be completed, or payment in full turned into the school office, **no later than Monday, May 7, 2018.**

TUITION PAYMENT

- I. Families who are registered, active members of our church, with children enrolled in the full time program of the school, shall receive the benefit of reduced rates of tuition (Active Parishioner Rate) to be determined annually by the Parish Finance Council in coordination with the Business Manager of the parish. A parish family shall be defined as "active" for purposes of school enrollment priority and subsidized parishioner tuition rates as follows:
 1. An Active Catholic family is registered in the St. Mark Parish.
 2. An Active Catholic family is actively participating in weekend liturgies. All active families are expected to worship at St. Mark Catholic Church.
 3. An Active Catholic family is practicing stewardship of time, talent and treasures to the parish community. Areas of giving may include, but are not limited to: school volunteer opportunities, FunFest volunteer, adult religious education programs, choir, sacramental preparation, commissions, committees, and other parish volunteer opportunities. Active parishioner families are encouraged to tithe to the weekly mass collection.

Families with children enrolled in St. Mark School and receiving subsidized active parishioner tuition rates are required to meet the definition of active parishioners throughout their child(ren)'s attendance at St. Mark School.

Families failing to sustain their status as active parishioners will be notified that they must meet their membership obligations or be considered non-active and not eligible for subsidized parishioner tuition rates for the following school SEMESTER.

Families, who are not parishioners of our church, with children enrolled in the full time program of the school, shall make tuition payments to FACTS equal to the non-parishioner rate.

- II. All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted on an annual basis

by the established deadline. Families must enroll online with FACTS Tuition Management and non-refundable \$100 family registration fee to the school office to complete the admissions/registration process. Pre-Kindergarten only registration fee is \$200. Families with both Pre-Kindergarten and K-8 students will pay the \$100 family registration fee and still be responsible for the \$200 Pre-kindergarten registration fee in their tuition amount. The method of payment may be:

- (a) Full Payment-Tuition paid in full
- (b) Monthly Payments-Installments 10-12 months through FACTS Tuition Management online.

The website for FACTS tuition management is:

<https://online.factsmgt.com/signin/3GKGGK>

Online enrollment with FACTS and registration fees should be completed and in the school office **no later than May 7, 2018**. Any fees, registration forms or FACT online enrollment **after May 7, 2018 will result in an additional \$75.00 fee** charged per registrant. This would exclude new families registering. Options for payment shall include:

Full Payment-

Under this plan the entire amount of tuition is paid **on or before June 4, 2018**. Any tuition discounts for paying in full shall be determined annually by the Parish Finance Council with the Parish Business Manager and School Principal. Discounts are only given to full tuition amounts paid in full. If tuition amount has already been discounted for any reason, no further discount will be applied. This payment is made directly to the school office.

Monthly Payments-

Under this plan the entire amount of tuition is paid monthly over a 10-12 month period beginning in July through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through a checking or statement savings account. Those choosing this plan will authorize their financial institutions to make automatic monthly payments through FACTS Tuition Management. There is a onetime fee of \$38 to use FACTS Tuition Management.

Combination of Partial Payment and Monthly Payments- under this plan, you can bring in partial payment at anytime and the amount will be deducted from your FACTS existing Account.

Shared Tuition Payments-

Any family that has more than one person responsible for tuition payment must decide what portion each person is to pay and present those figures to the school via email or in writing.

LATE REGISTRATION Fees

Current families enrolling between **June 4, 2018 and the 1st day of school** shall be charged an additional **\$75.00 late** registration fee per student. This charge will not be assessed to families new to SMCS. Returning students are not guaranteed a spot on the class roster if no registration fee is not paid and will be put on a waiting list if the class becomes full.

LATE PAYMENTS

It shall be the responsibility of each school family to keep the Principal informed of their request to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition

payments are received late.

- I. **Full Payment-** If payment is not received **on or before June 4, 2018**, the discounted tuition rate will not apply. If full payment is not received according to a prepaid agreement, all tuition payments shall be made through the FACTS Tuition Management Plan. Discounted rate is only for payments of FULL tuition amount. If you receive a SGO Scholarship or Voucher to help pay for part of your tuition, and you want to pay the remaining amount in full, you will not receive a discounted rate.

- II **Monthly Payments-** School families who choose the 10-12 month payment plan and miss a monthly payment due to insufficient funds will be assessed a missed payment fee by FACTS Tuition Management and may incur fees from their own financial institutions. The missed payment will be automatically re attempted by FACTS Tuition Management within twenty (20) days. If arrangements are not made within one month of the missed payment, the matter will be turned over to the St. Mark business office for collection and enrollment status of the students will be reviewed.

TUITION ASSISTANCE (Updated Changes)

Because of recent changes to the SGO (Scholarship Granting Organization) and voucher laws, the tuition assistance at St. Mark will now consist of a \$500 individual SGO scholarship for those that qualify. Anyone applying for a \$500 SGO from St. Mark must submit a previous year's federal tax return (the first 2 pages) that shows their adjusted gross income and the dependents listed by name.

In order to receive the \$500 SGO scholarship your income must be at or below the 200% free and reduced lunch guidelines used by the federal government. Once a family receives a \$500 SGO scholarship, the next year they *may* be eligible for a State Choice Scholarship (voucher), which is significantly more and will aide in paying a portion or all of your tuition to St. Mark Catholic School. You must apply for an SGO family scholarship and a state voucher each year, and they are based on financial need.

NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY

School families failing to pay tuition according to the agreement which they have made with the school, and who have been unwilling to make suitable alternative arrangements with the Business Manager will be informed that their child(ren) will not be readmitted to the school.

All families must be current in their payment of tuition:

By August 2, 2017:

Students not current in tuition will be denied admission on the first day of school, unless suitable alternative arrangements have been made

By December 21, 2017

If not current in tuition, students will not be readmitted on the first day of class in January, unless suitable alternative arrangements have been made

By April 16, 2018

If not current in tuition, students will not be readmitted on the first day of class following spring break, unless suitable alternative arrangements have been made

By May 21, 2018

If not current in tuition, students will not receive report cards and/or permanent records and may not be released, unless suitable alternative arrangements have been made.

DELINQUENT TUITION FROM PREVIOUS YEAR(S)

All previously unpaid tuition must be paid by the first day of school if a student is to be readmitted to class for a new school year. Payments are to be made directly to the school office. If payment is not possible, suitable arrangements must be made with the School Administrator or Parish Business Manager.

Important Tuition dates for 2018

- Monday January 8, 2018** Letters of Intent for the 2017-2018 school year will be sent home
- Monday, January 8, 2018** Parents requesting a \$500 SGO scholarship for the 2016-2017 school year, may begin submitting previous year Federal tax return to the school office
- Friday, January 19, 2018** Family Registration fee of \$100 and letters of intent are due to the school office. Pre-Kindergarten Registration fee of \$200 are due
- Monday, May 4, 2018** All parents using FACTS Tuition Management to pay their tuition monthly must be enrolled online with their information current
- Monday, June 4, 2018** All parents paying their entire tuition upfront and receiving a discount must have full tuition payment to the school office



Student Electronic Device/Internet Acceptable Use Policy

All use of computers, Chromebooks, iPads/tablets, and the Internet at St. Mark Catholic School shall reflect the Christian and educational principles set forth in the school mission statement.

The following specific uniform practices and guidelines constitute the required Acceptable Use Policy for St. Mark Catholic School. The students of St. Mark Catholic School will follow this policy. Students and teachers may access and use the educational resources on the Internet that promote educational excellence. We strongly believe that these resources are effective ways to introduce and educate students to the global nature of information. Access through St. Mark Catholic School is specifically for educational purposes, such as research and project development, and it will be guided and monitored by the supervisory staff.

With access of people and computers all over the world comes the availability of materials that may not be considered of educational value in the context of the school setting. St. Mark Catholic School has taken available precautions to restrict access of objectionable materials; however, on a global network it is impossible to control all material and a user may inadvertently discover controversial or inappropriate information. We strongly believe that the valuable information and interaction available on the Internet far outweigh the possibility that users may obtain objectionable material.

Computer and Internet Acceptable Use Policy

- **Students are not allowed to access the school's wireless internet at any time without the permission of the classroom teacher.**
- Personal electronic items such as, but not limited to: iPads, Kindles, tablets, laptops, or any other electronic devices are not allowed to be brought to school by the student, at any time, without permission of the principal.
- Never write or share password information.
- Use of another user's password or attempt to tamper with other people's data or to gain unauthorized access to data on the Network, Internet, or Intranet is prohibited.
- Vandalizing or attempting to vandalize any equipment or software including introduction of viruses to any system or file will result in disciplinary action.
- The Internet is not for commercial use or for personal e-mail.
- Computer networks may not be used in a way that disrupts the use of the network by other users or supports illegal activities, as defined by local, state, or federal law.
- Observe all copyright restrictions, obtaining necessary permission for usage.
- Re-configuring or changing setups on any individual computer or in any computer system or attempting to gain access to a network's restricted or secure area or program is prohibited and will result in the loss of device privileges.
- Use of devices or networks for obscene purposes such as the viewing, receipt, storage, or distribution of profanity or other offensive language will result in loss of device privileges.
- All network communications must be courteous and free from inappropriate language.
- Use of the Internet without supervision and without signed approval is unacceptable.

- Sharing personal information about yourself or others, i.e., home address, phone numbers, financial information, or social security numbers is unsafe and is prohibited.
- If you are unsure if an action is appropriate, ask your teacher or the system administrator. Do not share the problem with another student.
- Permission from a teacher or staff member must be obtained before downloading any material from the Internet.
- Permission from a teacher or staff member must be obtained before printing any material from a St. Mark computer.
- No software or apps may be loaded on any St. Mark Catholic School device without permission from the teacher.

Privileges-

Internet access at St. Mark Catholic School is a privilege and not a right. Violating any of the guidelines or prohibitions will result in losing all computer access for up to one year and other disciplinary action may result. In addition, St. Mark Catholic School rules of conduct apply to device usage. An administrator or staff member has the right to request, for cause, that a student's computer privileges be revoked.

Disclaimer-

St. Mark Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained via the information system is at your own risk. St. Mark Catholic School specifically denies any responsibility for the accuracy of information obtained through electronic information resources. St. Mark Catholic School will not be responsible for financial obligations resulting from school provided access to the Internet. This policy and all its provisions are subordinate to local, state, and federal statutes.

(Tear or cut here)

Please return to your classroom or homeroom teacher. You will not be allowed to use the Internet or electronic devices until this form is turned in.

I have read, understand, and agree to abide by the St. Mark Catholic School Student Electronic Device/Internet Acceptable Use Policy.

Student Name- _____

Grade of student- _____

Parent Signature

Date

Student Signature

Date