



**ST. MARK CATHOLIC SCHOOL**

# **Student and Parent Handbook**

## TABLE OF CONTENTS

<b>VISION STATEMENT .....</b>	<b>5</b>
<b>MISSION STATEMENT .....</b>	<b>5</b>
<b>ATTENDANCE .....</b>	<b>6</b>
<b>ACCOUNTABILITY .....</b>	<b>6</b>
<b>ADMISSION POLICY.....</b>	<b>7</b>
<b>APPOINTMENTS .....</b>	<b>7</b>
<b>ASBESTOS.....</b>	<b>7</b>
<b>ASSIGNMENT BOOKS .....</b>	<b>7</b>
<b>ATHLETICS .....</b>	<b>8</b>
<b>BEFORE CARE/AFTER CARE.....</b>	<b>8</b>
<b>BELL TIMES.....</b>	<b>8</b>
<b>CALENDAR.....</b>	<b>8</b>
<b>CATHOLIC SCHOOLS WEEK.....</b>	<b>8</b>
<b>CELL PHONES.....</b>	<b>9</b>
<b>CO-CURRICULAR ACTIVITIES .....</b>	<b>9</b>
<b>COMMUNICATION.....</b>	<b>9</b>
<b>CONFERENCES .....</b>	<b>9</b>
<b>CURRICULUM .....</b>	<b>10</b>
<b>DELAYS/CANCELLATION.....</b>	<b>10</b>
<b>DISASTER DRILLS.....</b>	<b>10</b>
<b>DISCIPLINE .....</b>	<b>10-11</b>
<b>DOORS .....</b>	<b>11</b>

<b>DRESS CODE .....</b>	<b>11</b>
<b>DROP-OFF/PICK-UP .....</b>	<b>11</b>
<b>ELECTRONIC DEVICES.....</b>	<b>11</b>
<b>FIELD TRIPS/CHAPERONES.....</b>	<b>12</b>
<b>FIRST EUCHARIST (HOLY COMMUNION).....</b>	<b>12</b>
<b>HEALTH/MEDICATION .....</b>	<b>12</b>
<b>HOMEWORK.....</b>	<b>13-14</b>
<b>JUNIOR HIGH/MIDDLE SCHOOL.....</b>	<b>14</b>
<b>LITURGY .....</b>	<b>14</b>
<b>LOST AND FOUND.....</b>	<b>14</b>
<b>LUNCH .....</b>	<b>14</b>
<b>MEDIA CENTER.....</b>	<b>14</b>
<b>MUSIC PROGRAM.....</b>	<b>15</b>
<b>BACK TO SCHOOL NIGHT.....</b>	<b>15</b>
<b>PARKING.....</b>	<b>15</b>
<b>PICTURES .....</b>	<b>15</b>
<b>PRE-K.....</b>	<b>15</b>
<b>PROJECTS.....</b>	<b>16</b>
<b>PROMOTION AND RETENTION .....</b>	<b>16</b>
<b>RECOGNITION .....</b>	<b>16-17</b>
<b>REGISTRATION .....</b>	<b>17</b>
<b>RELIGIOUS ACTIVITIES .....</b>	<b>17</b>
<b>REPORT CARDS.....</b>	<b>17</b>
<b>SCHOOL DAY.....</b>	<b>18</b>
<b>SHADOWING.....</b>	<b>18</b>
<b>SOCIAL EVENTS .....</b>	<b>18</b>
<b>SPECIAL EVENTS .....</b>	<b>18</b>

<b>SPECIAL SERVICES .....</b>	<b>18</b>
<b>SPIRIT SHOP.....</b>	<b>19</b>
<b>STAFF .....</b>	<b>19</b>
<b>SUPPLIES .....</b>	<b>19</b>
<b>TECHNOLOGY/INTERNET .....</b>	<b>19</b>
<b>TELEPHONES/FAX .....</b>	<b>19</b>
<b>TESTING.....</b>	<b>19</b>
<b>TUITION .....</b>	<b>19</b>
<b>TUITION ASSISTANCE .....</b>	<b>20</b>
<b>VISITORS.....</b>	<b>20</b>
<b>VOLUNTEERS .....</b>	<b>20</b>
<b>WALKERS .....</b>	<b>20</b>
<b>WEBSITE.....</b>	<b>21</b>
<b>YEARBOOK .....</b>	<b>21</b>

**Appendix:**

**Appendix A - Calendar**

**Appendix B - Staff List**

**Appendix C - Discipline Plan**

**Appendix D - Dress Code**

**Appendix E - Tuition Information-**

**Appendix F - Computer and Internet Acceptable Use Agreement**

### **Vision Statement**

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

### **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 life-long learners and disciples of God.

## **Attendance**

### **Absences**

The school office should be notified of any absence by 8:00 A.M. If the office has not heard from an absent student's parent or guardian by 8:30 A.M., the secretary or principal will contact the appropriate parties. Please call 786-4013 ext. 200 to report absences and appointments

Missing assignments should be requested by the student and should be completed following his/her return to school. 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. If a child will be absent for an extended period of time, arrangements should be made with the teacher for homework assignments. Perfect attendance awards will be given to students with perfect attendance at the end of the school year.

**Any absence related to illness of more than three (3) consecutive days must be explained by a doctor's note.**

A student is considered absent when he/she is not in attendance for at least half of the day. Children with doctor or dental appointments during the school day will generally not be counted absent if the child misses less than 2 hours of school. In the case of an appointment, a student is absent a half day if he or she misses more than half the morning or half the afternoon.

If a student is absent for a third (15 days) of a grading period due to illness, a grade may not be given on the student's report card. The report card will be marked "incomplete" (IN) and the student will be allowed a designated amount of time to make-up the missed schoolwork. If the work is not completed in the designated time period, the incomplete grades will become failing grades.

### **Tardy**

Any student that arrives late to school must check in the office and get an admittance slip from the secretary.

### **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 to get assigned work and to determine when work is to be completed.
2. The student must do a project, to be determined by the teacher that explains the educational value of the trip. The student may be required to present the project to the class.

### **Accountability**

The obligation of every individual affiliated with St. Mark School is first and foremost to create and maintain an environment of Christian 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.

## **Admission Policy**

New/returning students are considered for admission to St. Mark School according to the school's admission policy. Registration is accepted from families who wish to apply regardless of race, sex, or national origin. This process begins around the month of February. Enrollment is dependent upon available staff and class size as determined by the administrator. The order of the admission procedure is as follows:

1. Letters of intent are sent home to existing families of St. Mark School who are current in tuition and other fees to allow these families the first opportunity at enrollment.
2. Active, registered members of St. Mark Parish who do not have children enrolled at St. Mark School may be enrolled as space allows.
3. Families who are active members of other Catholic parishes may be enrolled as space allows.
4. Non-Catholic families may be enrolled as space allows.

## **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 this procedure -

- 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.

## **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 on the first day of school and throughout the school year from the office should it need to be replaced.

## **Athletics**

The St. Mark Athletic Committee (SMAC) administers athletic programs 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 4<sup>th</sup> grade and continue through 8<sup>th</sup> 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. Possible sports available to St. Mark students through SMAC may include kickball, volleyball, cross country, golf, football, track, basketball, baseball, soccer, and wrestling. Coaches are volunteers. 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.

## **Before Care/After Care**

Parents may choose to utilize either or both of our extended care programs. Registration forms are available in the school office. The Before Care program opens at 7:00 A.M. and dismisses students to their classrooms at 7:50 A.M. The After Care program begins at 3:00 P.M. and closes at 6:00 P.M. School rules of behavior apply in both care programs. Students in After Care have the opportunity to do homework in a homework room. We appreciate keeping payments current for before and aftercare to insure usage.

## **Bell Times**

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

7:45 – Students may enter the building.

7:50 – Students may go to their classrooms.

8:00 – Prayer, announcements -Students should be in their seats and ready for school or they will be counted as tardy.

## **Calendar**

The school calendar is developed in the spring of the school year and provided to parents both in the spring and at the beginning of the school year. In many cases the calendar will align with Roncalli High School, but there will be differences. Please check your calendars for any conflicts and arrange transportation or alternative care for your child. The most current calendar will be on the school website. 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**

While the value of cell phone is warranted for communication purposes, cell phones are not needed at school. Grades pre-k through 5<sup>th</sup> grade are not allowed to have cell phones at school. Grades 6-8 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 (7:45 am – 3:00 pm) the cell phone will be given to the staff member, kept until the end of the day, and the parent required to come and pick it up. If the problem persists, the discipline policy that covers insubordination will be in effect. Parents are asked not to text or call your child during the school hours. Any type of communication can be made through the school secretary at 786-4013. We appreciate the parents’ cooperation with this policy.

## **Co-Curricular Activities**

Our students have many opportunities to participate in other activities of educational value, among them:

Field trips	Scouts
Art contests	Spell Bowl
Academic Olympics (7 <sup>th</sup> & 8 <sup>th</sup> )	Band
Quest for Excellence (7 <sup>th</sup> & 8 <sup>th</sup> )	Speech Team
Sixth grade camp	Musical Performances
Yearbook	Science Fair
Service Club	Hogwarts
Principal’s Council	

## **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 the main means 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 will be also available on the schools website. The schools website address is the best place to find current and up to date information for St. Mark Catholic School. The schools website address is: [www.stmarkconnect.org/school/](http://www.stmarkconnect.org/school/)

If you wish to speak to a teacher by telephone, call the school and leave a message on voicemail or with the school secretary. If you are not available, teachers will leave messages on answering machines or with coworkers. Teachers are asked to return calls within 24 hours. Teachers will contact parents if something demands immediate attention.

## **Conferences**

Parent-Teacher conferences are held at the end of the first grading period. Report Cards are discussed at this time. 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. You may arrange

for a conference by contacting the teacher. The middle school Parent-Teacher conferences are student led.

## **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. In addition, students participate in special classes such as: Art, Computer, Physical Education, Music, and Health.

St. Mark School follows the Archdiocesan Curriculum Guides, which have been designed to meet state standards. Copies of state standards and Archdiocesan Curriculum Guides are available upon request. 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 (heat/snow/cold), the T.V. Channels 6, 8, and 13 will have that posting. St. Mark Catholic School will follow Roncalli High School when deciding delays or cancellation. Please arrange for alternative transportation in this circumstance if necessary.

Full school days missed due to cancellations must be made up. Delays of 1 ½ hours or less do not need to be made up. Two 'snow' days are built into the school calendar. If these days are not used the calendar may be shortened by the number of unused days. 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.

## **Discipline**

**(See Appendix 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.

## **Doors**

During the school day, students, parents and visitors should enter the school through the west door. All other doors to the school remain locked during the school day. Between the hours of 7:00 a.m. and 7:45 A.M. and from 3:30 P.M. until 6:00 P.M. entry to the school building is through the south Media Center door.

## **Dress Code**

**(See Appendix 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 not following the dress code will be subject to disciplinary measures as outlined in the dress code.

## **Drop-off/Pick-up**

Beginning at 7:45 A.M., proceed south on Smock and turn right behind the school. Students should be dropped-off at the southwest corner of the school. Students enter school through the west doors. Drivers should proceed west and south through the parking lot.

Students in the building before 7:45 A.M. will be sent to Before Care and the Before Care charge will be assessed.

For dismissal, drivers should proceed to form four lines behind the school. All drivers should park their vehicles in these lines until students are dismissed and are safely in vehicles. Inside lines (closest to the school) are reserved for smaller cars. If you are driving a larger vehicle please park in the outside lines as children have difficulty finding small cars when bigger vehicles block the view. A teacher/adult will direct lines to proceed out of the lot.

Walkers will be dismissed as soon as traffic clears, if they have not left immediately after the 3:00 bell.

Students who are not picked-up by 3:15 will be sent to After Care and the After Care charge will be assessed.

## **Electronic Devices-**

I-Pods, video games and other electronic devices are not allowed at school during the school day, unless permission is granted by the classroom teacher for educational purposes only. All electronic devices will be confiscated and picked up by the parent.

## 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. Participation in a field trip is a privilege, not a right.

The 6<sup>th</sup> graders traditionally take a trip to Camp Tecumseh during the school year. The 8<sup>th</sup> grade class traditionally participates in a trip toward the end of their 8<sup>th</sup> grade year.

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:

- Archdioceses volunteer requirements must be met and on file
- School rules and procedures should be followed
- young children should not be brought along unless prior approval from the supervising teachers has been given
- unauthorized stops should never be made
- chaperones should not smoke in cars when students are present

## 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 Saturday. Liturgies and workshops are designed to involve the parents and the students in the process.

## Health/Medication

St. Mark School maintains students' health records while the student is attending St. Mark. Children entering Kindergarten must present up to date immunization records. Students entering 6th grade must present evidence of having received a measles booster. 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 will be given or dispensed by the school secretary 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 secretary's office for safe handling and storage.*** A parental medication release form must accompany all medication. If a student comes to school sick, he/she is sent to the office and the secretary calls a parent to come for the child. This is also true if a student becomes sick during the school day. 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 does not

have a sick care facility. A variety of health screenings take place at St. Mark School. Students benefit from vision, hearing, and scoliosis screening.

## **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 learning that has taken place at school
- to bring the home and school closer together
- to aid parents in observing their children's progress

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

The following are the minute and grade level expectations:

- **Grades 1 & 2:** 20 to 30 minutes should be spent in some kind of study. Parents may help with Religion questions and prayers, phonics rules, spelling words, math facts, etc.
- **Grades 3 & 4:** 30 minutes to 1 hour each week night should be spent in home study. Written work will usually be given in some subjects. Some of this work may be finished in school but children should still be required to spend some time at home in actual study.
- **Grades 5 through 8:** 1 hour to 2 hours each week night should be spent in home study. Some of this work may be finished in school but children should still be required to spend some time at home in actual study.

Keep in mind that teachers often ask students to begin work in class. It is true that students have ongoing homework and projects that may be assigned at the beginning of the week or ahead of time and your child needs to work on these nightly rather than wait until the night before they are due. If your child has more homework than indicated above, encourage him/her to take advantage of class time to begin work. An added advantage to this is that if the student does not understand the work, the teacher is present to assist. Please encourage your child to recognize that homework is more than written assignments. It is also studying for tests and reading. Any child that does not have homework on a given night should read 10 minutes to one half hour. If the student does not read well, let someone in the household help with the reading.

Remember that Aftercare 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.

Homework of an absent child may be sent home with a brother, sister, or neighbor. Parents may also request homework via email. Please make all homework requests before 10:00 A.M. to allow teacher time to gather assignments. A student will receive one extra day for every day

missed. Students are responsible for work assigned. If the assignment is not done or it is incomplete, the student will receive a failing grade for the assignment.

Teachers may use various methodologies to reinforce homework being completed and turned in on time. Homework detentions, loss of recess, lowering of grade, homework notices (Middle School), and other methods may be used. Each teacher will explain their homework policy in their classroom management plan.

### **Junior High/Middle School**

Students in the Middle School, grades 6 through 8, change classes during the school day. These students will have more than one teacher.

### **Liturgy**

Weekly liturgy is an important part of the school curriculum at St. Mark School. Students plan and participate in the liturgy. Students in grades K through 8 attend mass at the designated day/time. 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. For the 2009-2010 school year grades 3-8 will attend mass on Tuesday at 9:00 am and all grades, K-8, will attend a school led mass on Friday's starting at 9:00 am. Parents are always welcome at liturgies

### **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 student's 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 Café. Our lunches give the students a healthy choice of food items. The lunch prices are \$2.25, the adult visitor lunch price is \$3.00. Five punch lunch and milk ticket is \$11.25. St. Mark Catholic School does offer free and reduce lunches through the Federal free and reduced lunch program. Applications are available in the school office. Students may bring their own lunch or purchase lunch through the school. Kathy Cook is the Café manager and can be reached at: 781-6468. 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.

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 4 present a Winter Program. Students in grades 5-8 may participate in a program during the second semester. We are blessed to have a great fine arts program including a band instructor from Roncalli High School that comes to St. Mark two times a week to instruct our students in the fine arts of musical instruments. We encourage all students to participate in the fine arts. Band instruction is available to those students in grades 5 through 8 who are interested. Our music/chorus department prepares the students for Liturgical music is an important part of the music curriculum at St. Mark.

## **Back to School Night**

Parents are invited to a Back to School Night early in the school year. This is not a time to conference, but it 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 2009-2010 Back to School Night is Tuesday, September 1<sup>st</sup> at 6:30 pm.

An open house for prospective parents will be in February.

## **Parking**

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

## **Pictures**

Individual student pictures are taken in the fall each year. You are under no obligation to purchase these pictures. Parents may choose from a variety of picture packages for purchase. Special group and activity pictures for the yearbook are taken later in the year. Eighth grade graduation pictures are taken in the spring. These are also optional. There will be a second opportunity for student pictures in the spring.

## **Pre-K Program**

St. Mark Catholic School offers a Pre-K 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 8:00 A.M. and concludes at 11:00 A.M. each day, Monday – Friday. The Pre-K does not offer after care. For more information on our Pre-K program contact the Mr. Albertson, Principal at 786-4013.

## **Projects**

Student projects are an important part of the assessment process at St. Mark. Through projects students can show that they can apply the proficiencies and skills they have learned in the classroom. In many cases, projects are the only way students can apply higher level thinking skills such as analysis, application, problem solving, synthesis, and evaluation. Projects are intended for completion by students. Parents are advised to let students complete project work themselves. It is important that students learn the value of teamwork and collaboration at an early age. Group projects allow students to begin to develop these skills. Many projects are designed to be completed during school time. Parents are asked to respect and follow the guidelines that teachers set for their projects. The school never encourages students to spend excessive money on projects. Creativity is an important component of projects and not the amount of money spent.

## **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. Occasionally, retention may be recommended even though remediation is not indicated by standardized test results.

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. When a child is assigned, if he/she is not able to meet minimum expectations at that grade level, a conference may be held to determine if the child needs to return to the previous grade. If a child is asked to repeat a grade and the parent refuses the recommendation, a statement documenting the school's position and the parent's refusal will be added to the student's permanent record. The child may also be asked not to continue education at St. Mark School if a recommendation of retention is not agreed upon.

## **Recognition**

Awards: Students are often rewarded for their accomplishments. Awards are given quarterly to students who have received no Discipline Slips for that quarter. Students are also given recognition for Perfect Attendance and Christian Attitude.

A Molli Cassetty Scholarship is presented to a seventh grader who demonstrates high academic achievement and who exemplifies Christian Attitude. Molli was a former student of St. Mark that was an example for all of our students to emulate her character and determination.

Honor Roll: Students in Grades 5 through 8 are eligible for the Honor Roll. Honorable Mention signifies a B average, Honors signifies all A's and B's, and High Honors signifies all As. Students may not be on the Honor Roll if they have a C or below in conduct. 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 is required to obtain these honors.

Special Awards are given at the 8th grade graduation ceremony. Students are acknowledged for their participation in the Quest for Excellence, Academic Olympics, Spell Bowl, Athletics, and as servers at Mass. Additionally, the following awards may be presented:

- Academic: The students with the highest grade point average receive plaques for High Honors, Honors, and Honorable Mention.
- Christian Attitude: given to the student who exemplifies Christian Attitude.
- Evan Taylor: in memory of a former student for improvement/effort in faith, academics, and/or athletics who exemplifies the "Heart of a Champion"
- Joe Cauchi: for a member of our 7<sup>th</sup> grade and their family that demonstrate participation in stewardship and service activities
- Mickey Lentz Scholarship: named after former principal Mickey Lentz, this award is given for a combination of Christian Attitude and good academics.
- Principal's Award: given to an 8<sup>th</sup> grade student based on service, Christian Attitude and academics.
- Roncalli High School Leadership Scholarship: presents a leadership scholarship to one student in each of the South Deanery Schools.
- Roncalli High School Scholarship: students may receive a Roncalli Scholarship for scoring among the top ten freshmen on the High School Placement exam.
- Wells Scholarship: awarded to one student in the South Deanery schools.
- 8<sup>th</sup> grade departmental awards for each of the subject areas.
- Presidential awards- given to students who have an "A" average during their years in Junior High

## **Registration**

Registration for the upcoming school year takes place in February. First, a letter is sent to parishioners who have children eligible for Kindergarten. Second, a letter of intent is included in the Newsletter for families whose children are already enrolled at St. Mark. Finally, enrollment is opened to families who wish to enroll at St. Mark.

## **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 in all Religious services while at St. Mark Catholic School.

## **Report Cards**

Report Cards are issued 4 times a year, at the end of each quarter. The school year is divided into 4 quarters, each approximately 45 days in length. The Kindergarten Report Card is a non-graded Report Card that is meant to give a clear picture of what has been introduced to a student

and what has been mastered. The advantage of these cards is that they specify the skills and proficiencies more clearly, especially in the areas of language arts and math.

### **School Day**

The school day begins at 8:00 a.m. and ends at 3:00 p.m. Students may enter the classrooms at 7:45 a.m. and should not arrive before that time unless they are in Before Care or they have a scheduled, supervised activity. Students should not remain in the school building after 3:15 p.m. unless they are in After Care or they are involved in a scheduled, supervised activity. The School cannot be responsible for students who are on school grounds at times or under other guidelines than those listed above.

### **Shadowing**

St. Mark arranges with Roncalli for a day of “shadowing” for 8<sup>th</sup> 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.

### **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.
- All social gatherings whether on or off school property should have adequate adult supervision.
- Age appropriate activities should be considered in planning social events.

### **Special Events**

Special events occur throughout the year. These events may include Science, Earth Week, Book Fair, Catholic Schools Week, and other activities.

### **Special 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. Optional programs of both Before Care and After Care are available for parents who need supervision of their children outside of school hours. Perry Township provides speech remediation to eligible students. Kenosis Counseling Center provides St. Mark Catholic Schools with a professional counselor to provide counseling services to our students.

## **Spirit Shop**

St. Mark Catholic School will have the Spirit shop open at various times to by school items and spirit wear. The store is located in the elementary wing. Hours of operation will be posted. Spirit wear may also be purchased online at the school website.

## **Staff**

**(See Appendix for staff list for the current school year)**

## **Supplies**

The end of the year packet contains a list of supplies that students will need to begin the school year. Please see that supplies are replenished during the year as they are used. School supply list are posted on the schools website.

## **Technology/Internet**

Students and parents must sign an Acceptable Use Agreement in order for a student to have access to the internet during the school day. Students, who do not have this form signed, will not be allowed access and may suffer a grade consequence. Students who do not comply with all aspects of the agreement will also be denied access. Please see appendix for further details.

## **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 teacher's permission.** 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 is now done in the spring. NEWA testing will be in the fall and the spring. Parents receive these test results when they become available. Additional local assessments and/or archdiocesan testing may also be administered.

Academic testing to determine alternative learning styles may be requested through Perry Township after convening a meeting with parents and staff members. Many possible accommodations should be fully explored before a student is referred for testing with Perry Township.

## **Tuition**

**(see Appendix for detailed Tuition information)**

Tuition is set by the School Commission in cooperation with the Finance Committee and the Pastoral Council of the parish.

## **Tuition Assistance**

The school retains a service to assist in determining special tuition status. Only parishioners are eligible for financial aid. All families are expected to make regular tuition payments.

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 prior to the beginning of the school year.

Tuition assistance is independently determined each year and is controlled in part by available funds. If a family receives assistance one year, there is no guarantee or commitment for future assistance in subsequent years. Applications are available in the school office.

## **Visitors**

We welcome our parents 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. You will be issued a visitor badge after signing in.

Forgotten lunches, books, instruments, etc. should be brought to the school office. The secretary will see that your child receives the forgotten item.

## **Volunteers**

We greatly appreciate the contributions of our volunteers. It is a special characteristic of St. Mark School that so many parents are willing to share their time and talent in the school.

The beginning of the year packet contains an activity signup sheet. It lists the many opportunities families have to help at school. Another opportunity is to act as a Room Parent for one of your students' classrooms. Room parents can help the teacher in a number of ways. Often, simply calling other parents regarding a classroom event or activity helps the teacher. Even working parents can assist in many ways. 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.

All volunteers are required to complete the Background Check form and the Policy Acknowledgment Form which is required through the Archdiocese of Indianapolis. Copies of these forms are available from the school secretary.

## **Walkers**

All students who may walk either to or from school must have a note signed by a parent indicating such on file in the school office. This note should address how often this might occur.

## **Website**

The St. Mark Catholic School website has been reconstructed recently. The new and improved site contains many of the informational items that we pass out to parents. In the future, forms, class information, calendars and other important items, will be updated on the website. We will occasionally use pictures of our students on the website 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 student's names.

## **Yearbook**

St. Mark School publishes a yearbook each year. This is planned and developed by the school staff and students during the months of February and March. Yearbooks may be ordered through the school office.



## 2009-2010 School Calendar

Aug.	4	Kindergarten Parent Orientation - Media Center 6:00 pm
	4	Pre-K Parent Orientation – Media Center 7:00 pm
	10	PTG Meeting 5:30 pm
	16	All Grades Supply Drop-off at the school 9:00 am - noon
	17-19	Teacher Orientation
	20	First Day of School (PK-8)
	28	Magazine Sales Kickoff – 2:00 pm in the Gym
	30	Parish Picnic
Sept.	1	Back to School Night – 6:30 pm
	<b>7</b>	<b>Labor Day – No School</b>
	8	8 <sup>th</sup> Grade Parent meeting – 6:00 pm, media center
	14	PTG meeting 5:30 pm
	16	Market Day 5:15 pm – 6:15 pm
	18	1 <sup>st</sup> Quarter Progress Reports
	30	Fall Principals Meeting
Oct.	6	School Pictures 8:30 am
	12	PTG Meeting 5:30 pm
	14	Market Day 5:15 pm – 6:15 pm
	16	End of First Quarter
	16-17	8 <sup>th</sup> Grade Pumpkin and Mum Sale (Friday after school, Saturday @ Fall Festival)
	17	PTG Fall Festival 10:00 am
	19-20	Report Cards
	19-20	Camp Tecumseh (Gr.6)
	<b>21</b>	<b>Student Early Dismissal 1:00 pm, Parent/Teacher Conferences</b>
	<b>22-23</b>	<b>Fall Break, No School</b>
	27	Regional Spell Bowl contest
Nov.	9	PTG Meeting 5:30 pm
	9-13	Book Fair
	10	Catholic Schools Values Dinner - 6:00 pm OCE Conference Center
	11	Market Day 5:15 pm – 6:15 pm
	18	Picture Retakes 8:30 am
	20	Progress Reports
	24	All School Mass - Thanksgiving
	<b>25-27</b>	<b>Thanksgiving Break, No School</b>
Dec.	8	All School Mass – Feast of the Immaculate Conception
	9	Market Day 5:15 pm – 6:15 pm
	10	Christmas Program (Gr.K-5, Jr. High Choir and Band)
	14	PTG Meeting 5:30 pm
	<b>19-Jan. 3</b>	<b>Christmas Break, No School</b>

## St. Mark School Calendar, p.2

Jan.	4	Classes resume-
	8	End of Second Quarter
	11	PTG Meeting 5:30 pm
	11	Begin Third Quarter
	11-12	Report Cards
	<b>18</b>	<b>Martin Luther King Day, No School (Snow Make-up day)</b>
	20	Market Day 5:15 pm – 6:15 pm
	23	PTG Spaghetti Supper 6:30 pm
	31-Feb. 6	Catholic Schools Week
Feb.	5	3 <sup>rd</sup> Quarter Progress Reports
	8	PTG meeting 5:30 pm
	<b>15</b>	<b>President’s Day, No School (Snow Make Up Day)</b>
	18	Winter Principals Meeting
	17	All School Mass – Ash Wednesday, 9:00 am
	17	Market Day 5:15 pm – 6:15 pm
March	1	ISTEP Test (Writing) Begins
	8	PTG meeting 5:30 pm
	8-12	Book Fair
	11	Spring Pictures
	17	Market Day 5:15 pm – 6:15 pm
	17	All School Mass - St. Patrick’s Day
	18	End of 3 <sup>rd</sup> Quarter
	<b>19-28</b>	<b>Spring Break, No School</b>
	29	School resumes after Spring Break, Start of 4 <sup>th</sup> Quarter
	29-30	Report Cards
April	2	Good Friday – 1:00 pm Student Dismissal
	<b>5</b>	<b>Easter Monday – No School</b>
	12	PTG Meeting 5:30 pm
	22	Spring Principals Meeting
	21	Market Day 5:15 pm – 6:15 pm
	25	First Communion – 2 <sup>nd</sup> Gr.
	26	ISTEP Test (MC) Begins
	30	4 <sup>th</sup> Quarter Progress Reports
May	7	May crown & 8 <sup>th</sup> Grade Pictures
	10	PTG Meeting 5:30 pm
	13-14	Spring Musical (Gr. 6-8)
	19	Market Day 5:15 pm – 6:15 pm
	28	8 <sup>th</sup> Grade Trip
	<b>31</b>	<b>No School – Memorial Day</b>
June	1	8 <sup>th</sup> Grade Picnic
	2	8 <sup>th</sup> Grade Graduation and Reception
	3	Field Day
	4	Last Day of School for Students – 1:00 pm Dismissal
	9	Last Teacher Day
	7-11	Camp Invention
	16	Market Day 5:15 pm – 6:15 pm



# ST. MARK CATHOLIC SCHOOL

Appendix

B

(School Phone Number - 786-4013)

<u>Name</u>	<u>Responsibility</u>	<u>Email</u>	<u>Phone Ext</u>
Wendy Bednarz	Pre-K	wbednarz@stmarkindy.org	213
Liz Cheek	Pre-K Aide	bcheekswc@yahoo.com	213
Ann Kinney	Kindergarten	akinney@stmarkindy.org	210
Megan Smith	1 <sup>st</sup> Grade	megansmith@stmarkindy.org	209
Laura English	2 <sup>nd</sup> Grade	lenglish@stmarkindy.org	208
Joan Berkopes	3 <sup>rd</sup> Grade	jberkopes@stmarkindy.org	206
Lauren Traylor	4 <sup>th</sup> Grade	Ltraylor@stmarkindy.org	204
Nicole Murray	5 <sup>th</sup> Grade	nmurray@stmarkindy.org	207
Karen Koesters	MS Math	kkoesters@stmarkindy.org	215
Cathy Boyle	MS Social Studies	cboyle@stmarkindy.org	221
Carol SeEVERS	MS Science	cseEVERS@stmarkindy.org	219
Stacey Kern	MS Language Arts	skern@stmarkindy.org	222
Carmen Eliasson	MS Religion	celiasson@stmarkindy.org	217
Bob Clayborn	Computers/PE 4-8	rclayborn@stmarkindy.org	224
Tina Valdois-Bruner	Music/Art/PE K-3	tvaldois-bruner@stmarkindy.org	203
Lori Daniel	K-5 Aide	ldaniel@stmarkindy.org	212
Evelyn Karozos	Special Education	ekarozos@stmarkindy.org	211
Susan Hancock	Title I	shancock@msdpt.k12.in.us	
Carolyn Harkin-Brinton	School Counselor		220
David Knott	Band	dknott@roncallihs.org	
Debbie Evans	Before Care		786-4013
Donna Dugan	After Care		786-4013
Cathy Cook	Cafeteria	tkegley@saintbarnabasparish.org	781-6468
Peggy Mehalik	School Secretary	pmehalik@stmarkindy.org	200
Rusty Albertson	Principal	ralbertson@stmarkindy.org	201
Fr. George Plaster	Pastor	fg@stmarkindy.org	106



## Student Discipline for Grades K-8

Student discipline is a far reaching subject. At St. Mark Catholic Schools 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 and their peers. 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.

### **Minor Offenses include:**

- Disrespect
- Disobeying teacher request or rules
- Insubordination
- Unpreparedness
- Any other offenses noted by the teacher or administrator that may fall into the Minor Offense category.

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

- Warning
- Missing recess
- Writing assignment
- Disciplinary slip
- Meeting with parent, student and teacher
- Meeting with the Principal

### **Mid-Major Offenses:**

- Cell Phone policy violation
- Stealing
- Lying
- Cheating
- Intentional destruction of school property
- Bullying or harassment (including verbal, physical, online, email, texting, phone messages, etc.)
- Injury to another student
- Inappropriate computer or internet usage
- Threats to other students
- Fighting
- Repeated minor offenses
- Any other offenses noted by the teacher or administrator that may fall into the Mid-Major Offense category

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

- Discipline slip issued
- Writing assignment
- After school or in school detention
- Parent, student, teacher, meeting
- Loss of privileges
- Out of school suspension
- Parent and student meeting with Discipline Review Board before re-admittance to the school

### **Major Offenses**

- Possession of weapons, explosives, mace, other harmful items
- Possession with intend to use or sell; drugs, alcohol, tobacco
- Threats (verbal, written, online, email or any other method) to staff members of St. Mark parish or school staff
- Vandalism to school
- Repeated Mid-Major offenses
- Any other offenses noted by the teacher or administration that may fall into the Major Offense category

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

- Out of school suspension
- Parent and student meeting with Discipline Review Board 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.

Parents will be notified in all situations that go beyond a warning. The communication may be a phone call, email, notes sent home or a face to face meeting. We appreciate your help in preparing your child to be a positive member of society. The best rule is: "Do what's right." Teachers or administrators will only discuss your child and their actions when communicating with you. We will not discuss other children or their consequences with anyone but their parents or guardian.



## Dress Code K - 8

### Shirts and Blouses-

- The uniform color of shirts and blouses is solid light (powder) blue or solid white
- The standing lion logo sold through the bookstore is acceptable
- Another shirt with a school crest design may be sold through the bookstore
- All shirts must have a collar and long or short sleeves
- Shirts worn under the uniform shirt must be solid white in color and not be visible(i.e. no long sleeves may be worn under short sleeves)
- Collars are rounded, Peter Pan style, or button down
- Polo shirts, Oxford style shirts, and turtlenecks are considered uniform
- All shirts and blouses which are not purchased through the bookstore must be solid in color and free of logos, with no decorative stitching or trim
- Shirts are to be tucked in the waistline at all times with belts visible (no rolling)

### Sweatshirts/Sweaters-

- Sweatshirts/sweaters should be plain, solid gray in color or purchased through the school bookstore (the plaid lettered sweatshirts or large lion head are no longer uniform)
- 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 may be either the St. Mark School uniform approved plaid (purchased through Schoolbelles or other vendors approved through St. Mark School) or a uniform style and solid navy
- All jumpers, skirts, or skorts must be of uniform style, above the knee, but not higher than a 3" index card placed at the top of the knee
- Skorts are acceptable as uniform during the shorts season, only if they are of the required color, uniform style, and length

### Pants/Slacks-

- The uniform color for pants or slacks is **navy** blue (this is not a faded blue or black-gray color)
- Pants should have no more than one zipper, located at the waist area, and be free of slits and outer pockets as are found on cargo styled pants
- Pockets should be inner pockets without stitching around the outside
- Pants should be of a cotton, cotton blend, or corduroy nature
- Pants should fit properly (not too tight or too loose). Pants may not be rolled at the waist or at the pant legs
- Pants with belt loops will be required to have either black or brown colored belts and be cinched at the waistline
- Pants should meet the top of the shoe
- In general these types of pants/slacks are not considered uniform: denim, knit, baggies, cargos, bell bottoms, Capri, stirrup pants, sweatpants, or wind pants

### Shorts-

- Shorts may be worn May 1 thru October 1 or as designated by the administrator
- Shorts must be navy in color (not faded blue or blackish)
- Shorts should fit appropriately (not too tight or too loose)
- Shorts should be worn at the waistline and a black or brown belt worn if there are belt loops
- Shorts should be uniform style and of walking length – no 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

- Cargo, baggy, denim, sport or athletic shorts are unacceptable
- Shorts may not be rolled at the waist or legs

#### Socks-

- Socks must be plain, solid white, or plain, solid navy
- Socks must be worn above, not at, the ankle bone (which means they will be plainly visible above the top of the shoe); footies are not uniform
- Tights or knee socks may be worn under skirts or jumpers in cold weather and should be solid navy or white
- Socks must be worn at all times

#### 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 consequence.
- Shoes must have closed toes and heels and be tied or strapped for the safety of the children
- 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, high heel, or platform shoes are not uniform
- Shoe color should be plain and non-distracting

#### Jewelry-

- Girls may wear earrings which are small and appropriate for school (dangling and medium or large hoop earrings are not approved). Male students are not allowed to wear earrings.
- Simple necklaces may be worn under shirts/blouses
- Staff will ask students to remove distracting jewelry

#### Make-up/Nail polish/Hair/Perfume-Cologne-

- In general, make-up is not permitted. A small amount of foundation may be applied to cover blemishes
- Nail polish and/or artificial nails are not permitted
- Hair is to be neat and clean at all times
- Distracting/fad styles and colors are not permitted
- Boys should wear their hair above the collar in length and should be free of facial hair and long sideburns
- Perfume/cologne should be minimal and never applied 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

#### 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. Clothing that advertises drugs, alcohol, tobacco, or ideals not in line with the teachings of the Church are inappropriate. 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, etc.) Shorts or skorts may only be worn during shorts season or as designated by the administrator. Spaghetti straps, exposed underwear, belly buttons, midriffs, or cleavage are not acceptable at 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



## TUITION POLICY

### INTRODUCTION

We believe that our 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. All forms (Registration, FACTS, tuition assistance forms, and registration fees) must be returned to the school office **no later than June 10<sup>th</sup>**. All late registrations (with the exception of new students) **will be charged the late fee.**

### TUITION PAYMENT

- I. Families who are registered, participating members of our church, with children enrolled in the full time program of the school, shall receive the benefit of reduced rates of tuition to be determined annually by the Parish Finance Council in coordination with the Business Manager of the parish. The new policy will begin for the 2009-2010 school year. A parish family shall be defined as "active" for purposes of school enrollment priority and subsidized parishioner tuition rates as follows:
  1. A Catholic family registered in the St. Mark Parish.
  2. A Catholic family actively participating in Sunday liturgy. All active families are expected to worship at St. Mark Church. Attendance at weekend Mass will be verified by the use of parish tithing envelopes placed in the collection an average of 2 Sundays per month. Envelope usage will be tracked beginning immediately.
  3. A Catholic family practicing stewardship of time and talent to the parish community. Areas of giving may include, but are not limited to, school volunteer opportunities, adult religious education programs, choir, sacramental preparation, commissions, committees, and other parish volunteer opportunities.

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

Families failing to sustain their status as active, registered members of the parish 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.

- II. 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.
- III. 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 submit a completed registration form, tuition agreement contract (FACTS) and non-refundable registration fee to the school office to complete the admissions/registration process. The method of payment may be:
  - (a) Full Payment-Tuition paid in full
  - (b) Monthly Payments-Installments 10-12 months through FACTS Tuition Management agreement.
- IV. All registration forms, FACTS forms and registration fees should be in the school office **no later than June 10<sup>th</sup>**. Any fees, registration forms or FACTS forms turned into the school office **after June 10<sup>th</sup> 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 10<sup>th</sup>**. Any tuition discounts shall be determined annually by the Parish Finance Council with the Parish Business Manager and School Principal. This payment is made directly to the school office.

**Monthly Pay**

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 on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month.

**LATE REGISTRATIONS**

Families enrolling between **June 11<sup>th</sup> and the 1<sup>st</sup> day of school** shall be charged an additional **\$75.00 late** registration fee per student. This charge will not be assessed to new school families.

## **LATE PAYMENTS**

It shall be the responsibility of each school family to keep a member of the Finance Committee of the School Commission or the Administrator 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 10<sup>th</sup>**, 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.
  
- 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 \$25.00 missed payment fee by FACTS and may incur fees from their own financial institutions. The missed payment will be reattempted by FACTS within twenty (20) days.

## **TUITION ASSISTANCE**

All Families seeking financial assistance need to fill out the CHOICE Grant forms (only Kindergarten and students transferring from public school are eligible) and FACTS assistance forms. A limited amount of tuition assistance is available from the parish for school families experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. However, since such circumstances often are unpredictable, families should not hesitate to contact a member of the School Finance Committee or the Administrator to explain the situation whenever it may arise during the year.

For the sake of your family's security and peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the school office as soon as possible when they are experiencing economic difficulties.

## **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 Finance Committee or Business Manager will be informed that their child(ren) will not be re-admitted to the school.

All families must be current in their payment of tuition:

### **By 1<sup>st</sup> Day of School:**

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

### **By December 20<sup>th</sup>:**

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

### **By March 20<sup>th</sup>:**

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

**By May 20<sup>th</sup>:**

If not current in tuition, students will not receive report cards and/or permanent records 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 Dates**

- |                             |  |
|-----------------------------|--|
| <b>January 26</b>           | <b>Registration packets will be mailed home.</b> (Includes Letter of Intent and Tuition Policy).   |
| <b>January 30</b>           | Financial assistance request forms from FACTS, will be sent home January 30 <sup>th</sup> with the newsletter.   |
| <b>March 3<sup>rd</sup></b> | <b>Intent to return form turned into School office.</b> Letter of Intent, \$100 registration fee per family, <b>financial aid requests into FACTS (if requesting aid).</b>   |
| <b>April 3<sup>rd</sup></b> | Tuition will be established and letters will be sent home informing families of the new tuition rates for 2009-2010 along with FACTS agreement to be returned on or before June 10 <sup>th</sup> .   |
| <b>June 10<sup>th</sup></b> | <b><u>FINANCIAL AGREEMENT/ Pre Registration forms</u></b><br>Facts contract agreement, registration fee and payment for tuition paid in full for families not going on Facts.<br>(Registration, FACTS Contract agreement, financial aid request, CHOICE grant forms, Registration Fee, copies of W2's if requesting aid). <b>This includes paid-in-full tuition.</b> |
| <b>June 11<sup>th</sup></b> | <b><u>LATE REGISTRATION-\$75.00 late registration fee</u></b> Student is charged if <b>ALL</b> paper work is not returned into the school office. This would exclude new students registering for 2009-10. Paid in full payments no longer qualify for discounts after this date.  |

## **Student Computer/Internet Acceptable Use Policy**

All use of computers 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**

- Use of another users' password or attempt to tamper with other peoples' 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.
- Reconfiguring or changing setups on any individual computer or in any computer system or attempting to gain access to a networks' restricted or secure area or program is prohibited and will result in the loss of computer privileges.
- Use of computer networks for obscene purposes such as the viewing, receipt, storage, or distribution of profanity or other offensive language and will result in loss of computer privileges.
- Students are not allowed to bring in flash (thumb) drives, or any other storage devices, unless permission is granted by the director of technology.
- Use of the Internet without supervision and without signed approval is unacceptable.
- Do not commit St. Mark or any other person to any financial obligations.

- Sharing personal information about yourself or others, i.e., home address, phone numbers, financial information, or social security numbers is unsafe and is prohibited.
- All network communications must be courteous and free from inappropriate language.
- If you are unsure if an action is appropriate, ask your teacher or the system administrator. Do not share the problem with another student.
- Never write or share password information.
- Observe all copyright restrictions, obtaining necessary permissions for usage.
- Permission from a teacher or staff member must be obtained to download any material from the Internet.
- Permission from a teacher or staff member must be obtained to print any material from a St. Mark computer.
- No software may be loaded on any St. Mark School computer.

**Privileges-**

**Internet access at St. Mark is a privilege and not a right. Violating any of the guidelines or prohibitions will result in losing all computer access for one year and other disciplinary action may result. In addition, St. Mark rules of conduct apply to computer use. 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 until this form is turned in.

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

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date