



2019-2020 Parent-Student Handbook



St. Mark School

26 Melvin Avenue • Catonsville, MD 21228

410-744-6560

www.stmark-school.org



SAINT MARK SCHOOL

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PARENT AND STUDENT HANDBOOK 2019 – 2020



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Dear St. Mark Families:

Welcome to St. Mark School. We are happy to support you as the primary educator of your child. In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include:

To be a partner with the school in the education of your child,

To understand and support the religious nature of the school,

To read all communications from the school and to request clarification when necessary,

To know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings,

To discuss concerns and problems with the person(s) most directly involved before contacting legal authorities,

To be as actively involved as you can be in the life of the school and to volunteer assistance when possible,

To promote your school and to speak well of it to others,

To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible,

To appreciate that Catholic education is a privilege that many persons do not have.

Thank you for choosing to enroll your child in St. Mark School! The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic Education. Surely, He who said, "Suffer the children to come unto me" will bless the efforts made in His name.

Sincerely in Christ,

Stephanie Rattell
Stephanie Rattell, Principal

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St. Mark School is a co-ed elementary school for grades PreK-3 through 8. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). Requests for reasonable accommodations for a student with a disability may be directed to the school principal or the school nurse. Religion is required for each year a student attends St. Mark School. All students enrolled in St. Mark School must attend religion classes and services.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

St. Mark School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

Mission Statement

The mission of St. Mark School is to foster Christian values of service and personal responsibility in an environment of respect and compassion for others in the tradition of the Catholic Church. We strive to instill self-confidence, intellectual curiosity, and strong academic performance through instruction based on the strengths of students' various learning styles.

Philosophy of Saint Mark School

St. Mark School, a Roman Catholic grade school, guides its students toward the realization that responsibility towards God, neighbor, and self comes with the attainment of knowledge. The faculty supports the intellectual, emotional, and spiritual growth of the students. Within each subject area, teachers call the students to perceive, organize, inquire, communicate, and respond to age-appropriate lessons using critical thinking skills. St. Mark School strives to nurture the achievement of each student and to encourage the development of his or her God-given talents.

History of St. Mark School

On October 7, 1888, Cardinal Gibbons journeyed to Catonsville to lay the cornerstone for a new church, which would be named in honor of St. Mark. After months of work, a parochial school was built and ready to accept students on September 2, 1889. The School Sisters of Notre Dame staffed the new school. On Sunday, November 3, 1889, Fr. Dunn celebrated the first Mass and the parish's first Baptism. St. Mark Church was officially dedicated on the Feast of the Immaculate Conception, December 8, 1889.

Over the years, St. Mark School has thrived. The graduating class of 1908 included 3 young people who would commit themselves to religious life. Enrollment in 1936 grew to 400 students. In 1949, construction began for the first wing of a new school. At that time enrollment exceeded 500 students. In the coming years, St. Mark School grew so much that enrollment passed 1000 students and Msgr. Leary constructed the 2nd wing of the school in 1960, which gave the building its familiar 'H' shape.

Times were changing, and, in 1950, Mrs. Victor Wojcihowski was the first lay teacher on the faculty. By the 1965-66 school years, the school had its largest enrollment with 1,616 students. They were served by 22 sisters and 17 lay teachers. At that time, classes were held in the current Melvin Avenue building as well as in the building on Winters Lane, which is now used by Mosaic Healthcare. Kindergarten began at St. Mark in 1980. St. Mark School has a strong history in Catonsville. In 1988, Ms. Elissa Beere was the first lay principal of the school, and she served the school until 1994. We are proud to be part of a long and esteemed heritage.

Administration

St. Mark School is a parish school. The school is led by the principal and assistant principal under the guidance of the pastor. The School Board is an advisory group who work with the pastor and principal in providing a quality Catholic education for Saint Mark students. Members who are appointed by the pastor serve for a term of three years with the possibility of a second consecutive term. The St. Mark School Board, in consultation with the principal, recommends policy to the pastor so that the school will be able to pursue its mission of education in the Catholic Church.

2019-2020 CALENDAR

SEPTEMBER	3	First Day of School – 12 Noon Dismissal
	4	12 Noon Dismissal
	5	Full Days Start (8:00am-3:00pm)
	6	Mass @ 1:45pm
	27	NO SCHOOL - Professional Day
OCTOBER	7	Mass @ 1:45pm
	17	12 Noon Dismissal - Parent Teacher Conferences
	25	NO SCHOOL - Professional Day
	31	12 Noon Dismissal
NOVEMBER	1	Mass @ 1:45pm
	27-29	NO SCHOOL - Thanksgiving Holiday
DECEMBER	2	School Reopens
	9	Mass @ 1:45pm
	20	12 Noon Dismissal
	23 – Jan. 1	NO SCHOOL - Christmas Holidays
JANUARY	1	NO SCHOOL - Christmas Holidays
	2	School Reopens
	16	Mass @ 1:45pm
	17	12 Noon Dismissal
	20	NO SCHOOL - MLK Holiday
	31	12 Noon Dismissal
FEBRUARY	3	NO SCHOOL - Faculty Retreat
	17	NO SCHOOL - Presidents Day
	26	Ash Wednesday Mass @ 1:30pm
MARCH	6	12 Noon Dismissal - Teacher Requested Conferences
	20	Mass @ 1:45
	23-31	Standardized Testing
APRIL	1-3	Standardized Testing
	6-15	No School - Easter Holidays
	16	School Reopens
	24	Mass @ 1:45pm
MAY	6	12 Noon Dismissal
	8	Mary Mass @ 10:00am
	22	12 Noon Dismissal – Field Day
	25	NO SCHOOL – Memorial Day
JUNE	8	End of Year Mass @ 1:45
	8-9	Full Days
	10-11	12 Noon Dismissal

SCHOOL ADMINISTRATION AND STAFF - 2019-2020

Principal	Mrs. Stephanie Rattell
Assistant Principal	Mrs. Terry Ferro
Business Managers	Mrs. Nora Reiter; Mrs. Katja Kjelgaard
Director of Advancement	Mrs. Stacey Aisquith
Administrative Assistant	Mrs. Katie Stover
School Secretary	Mrs. Jeanine Kaminski
School Nurse	Ms. Theresa Murphy, RN
School Counselor	Mrs. Nicole Wecker
Technology Director	Mrs. Meghan Williams
PreK-3	Mrs. Maureen Phelps
PreK-3 Aides	Mrs. Lisa Olsen, Mrs. Mary Brent VanWyngaarden
PreK-4	Mrs. Candie Morea, Mrs. Katheryn Majerowicz
PreK Aides	Mrs. Laurie Becker, Ms. Katie Renehan
Grade KA	Mrs. Michele Taylor
Grade KB	Mrs. Laura Sanders
Kindergarten Aide	Mrs. Linda Ross
Grade 1A	Mrs. Ann Johnson
Grade 1B	Ms. Megan Workman
Grade 2A	Mrs. Ginger Nalley
Grade 3A	Ms. Kathleen Malcotti
Grade 3B	Sr. Teresa Leimbach
Grade 4A	Ms. Olivia McCarthy
Grade 4B	Mrs. Merida Waddell
PRIDE	Ms. Riley Weber
Pride Aides	Ms. Jordan McCarl, Ms. Carly Read
Grade 5A	Mrs. Christine Barrett
Grade 5B	Mrs. Phuong Vu
Grade 6A	Mrs. Karen Huppmann
Grade 6B/PRIDE	Mrs. Melissa Fosnaught
PRIDE Aide	Mrs. Noreen Stinson
Grade 7A/PRIDE	Mrs. Barbara McDonald
PRIDE Aide	Mrs. Joann Callahan
Grade 7B	Mrs. Kate Le
Grade 8A	Mrs. Kelly Gage
Grade 8B	Mrs. Kelly Updike
Religion - Grades 5-7	Mr. Carl Berger
Art / Library	Ms. Taylor Stillings
Music	Mrs. Tessie Riebling
Physical Education	Ms. Carly Read
Before/After Care	Mrs. Sharon Howard
Maintenance	Mr. Dwight Smith, Mr. Will Cole

School Board Members

Fr. Christopher Whatley
Mrs. Nora Reiter
Mrs. Stephanie Rattell
Ms. Rae Ellen Clegg
Mrs. Ann Johnson
Mr. Justin Kaminski
Mrs. Pat Regan
Mr. Sam Moxley
Mr. John Quinn
Mrs. Roberta Dunning
Mrs. Marie Buker
Mrs. Martha Gresia
Mr. Joel Seledce
Mrs. Denise Oden
Mrs. Crystal Franz

Pastor
Business Manager
Principal
Recording Secretary
Faculty Liaison
HASA Liaison
Corporator

Corporator

Home and School Association Officers

President
Vice President
Treasurer
Communications Officer
Corresponding Secretary
Recording Secretary

Justin Kaminski
Crystal Franz
Jeff Walsh
Stacey Strouse
Kate Allen
Nikkol Hunt

Accreditation

Saint Mark School is approved by the Maryland State Department of Education and is accredited by the AdvancEd Association of Colleges and Schools and through the Office of Archdiocesan Catholic Schools of Baltimore and its Superintendent.

In May 2013, Maryland Association for Environmental and Outdoor Education awarded St. Mark Green School Status. The Maryland Green School Awards Program is a framework for a holistic, integrated approach to authentic learning that incorporates local environmental issue investigation and professional development with environmental best management practices and community stewardship.

SCHOOL OFFICE INFORMATION

The School Office is open for business from 7:30 AM to 3:30 PM. School faculty, staff, and administration may be contacted through the school office or at their school email address. It is an administration policy that faculty are expected to answer emails within 24 hours of receiving the email. It is not the expectation that faculty reply to emails after 6:00 PM.

SCHOOL THEME

Each year our school chooses a theme to reflect our Catholic identity and values. Throughout the year the theme is incorporated in our liturgies, classroom instruction, and in our outreach service projects.

2019 – 2020 THEME: “Year to Lead: I have called you by name.”

MONTHLY VALUES

Each month we highlight one value to focus on in our daily lessons. At the end of the month, students from each homeroom are recognized for their consistent behavior in accordance with the value. Dog Tags are given to those students. The following is the list of values with the corresponding month.

August/September	Respect
October	Honesty
November	Responsibility
December	Self-Control
January	Hard Work
February	Concern for Others
March	Tolerance
April	Cooperation
May	Fairness
June	Self-Knowledge

ACADEMICS

Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects in a given year.

Retention Requirements

Students who do not successfully complete required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents.

Graduation Requirements

All financial obligations must be in order, such as tuition/fees paid, fines paid and all books returned, before a student can graduate or receive their final records.

Honor Roll for students in Grades 6-8

Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

Principal's Honors – All A's and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

Second Honors – all A's and B's (more A's than B's) and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

Progress Reports and Interim Reports

Progress Reports are distributed three times a year to students in Grades PreK through 8. The progress report envelopes are to be signed and returned promptly.

Interim Reports will be sent home at the midpoint of each trimester for students in Kindergarten through grade 2. Interim reports for students in grades 3 through 8 will be sent home at the midpoint of the trimester if academic concerns exist. Parents are encouraged to access their child's grades regularly through PowerSchool. Both teachers and parents may request conferences to discuss a student's academic progress.

It is the responsibility of the teacher to keep parents informed of a student's academic progress. It is the responsibility of the parent/guardian to cooperate with teachers in helping the student.

Testing Program

St. Mark students take the following standardized tests. The tests are given as paper/pencil tests or online tests. The decision of which mode will be administered is made by the principal.

Iowa / CogAT- Assesses academic knowledge

ACRE (Grades 5 and 8) - Assesses religious knowledge and practice

Instruction/Curriculum

St. Mark School delivers its curriculum and instructional program in concert with the

Archdiocesan Course of Studies and the regulations of the Maryland State Department of Education for non-public schools.

Textbooks

Textbooks are used to supplement the curriculum. Textbooks are the property of St. Mark School or the State of Maryland and must be protected from year to year. Therefore, they must be covered and kept free from unnecessary drawing or writing. If a textbook is lost, damaged, or has writing in it, the student will reimburse the school for the full cost of the book.

Parent / Teacher Conferences

Conferences are scheduled for parents in October. Teacher requested conferences will be held in March. Parents may also request a conference at any time by scheduling an appointment.

High School Admissions and Visitation Policy

From September to March, most area high schools encourage prospective students to spend a shadow day attending freshman classes to experience the day-to-day atmosphere of high school. While it is important that students have this opportunity, it does not reduce the student's accountability for his/her class work here at St. Mark. Therefore, the following efforts should be made when scheduling a shadowing visit:

- Students should try to schedule the high school visit on a day when St. Mark is not in session. Consult the school calendar for these days.
- Students are permitted one excused absence for shadowing purposes during the spring of seventh grade and two excused absences during the fall of eighth grade.
- At least one week's notice should be sent in writing to all of the teachers as to the date, school being visited, etc. The note must be signed by a parent. Student is required to bring verification of visit from the high school admissions office.
- If it is unavoidable that a student misses a day of classes at St. Mark to shadow at a high school, make-up of all missed work is the responsibility of the student. Failure to follow this directive may adversely affect the student's grade. Work due on a shadowing day must be turned in the next day. Homework for that day should be obtained from a fellow student and must be done the following day. If a student cannot complete the homework because a necessary concept was missed during the day, the student must seek out the teacher, clear up the problem, and complete the work at the direction of the teacher.

Student Records

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

Records Policy (*Family Educational Rights and Privacy Act*)

St. Mark School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of St. Mark School are as follows:

Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to Principal Stephanie Rattell a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.

Parents have the right to request that the school correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the school decides not to amend the record as requested, the school will notify the parent of the decision and the parent's right to request a hearing. If a non-custodial parent seeks access to his/her child's records, St. Mark School must allow access unless a copy of a valid court order or legal agreement prohibiting such access has been presented to the school. St. Mark School reserves the right to notify the custodial parent of any request to review records.

Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:

- To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
- To other schools to which a student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing a student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Honors and awards received
- Date and place of birth
- Dates of attendance
- Grade level

Parents who do not want the school to disclose the above directory information without their prior written consent must notify the principal in writing by October 1.

A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Mark School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

Parental Support/Compliance

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

HOME AND SCHOOL ASSOCIATION

All parents and guardians are members of the Home and School Association. Parents are encouraged to attend and support the meetings, events, and fundraisers sponsored by this association. The meetings and events which are communicated via email and website postings are a way to way to get to know each other and promote good will between all stakeholders in the school community. Children do not attend the meetings unless noted or asked to attend.

All volunteers must be compliant with Archdiocesan VIRTUS regulations prior to beginning any volunteer activities. Please call the school office for more information. Parents are not permitted to drive students other than their own children to and from school activities unless they have submitted the proper paperwork and received clearance from the AOB.

ACCEPTABLE USE POLICY FOR THE INTERNET AND TECHNOLOGY TOOLS

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, Chromebooks, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

Unacceptable uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or

web-based resources

- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child's technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

Web-Based Services

The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be

created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and **children shall not have any expectation of privacy with respect to any communications or activities through such services.** Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

Technology/Cell Phones/Electronic Device Policy

Normally, students are not permitted to carry any type of personal electronic, digital or cellular phone, pager or any other device deemed inappropriate by the administration. This includes, but is not limited to: iPods/MP3 players, cell phones, CD players, laser pens, etc. Students violating this policy will be subject to disciplinary action.

Students may have an e-reader (e.g. Kindle, Nook, etc.) in class to be used for reading material only. Students may not use the device to access the internet, play games, etc. If a student chooses to use the e-reader for something other than reading, it will be taken from him/her. It will be returned to the child's parent or guardian.

Cell phones and other electronic devices will be confiscated if found during the school day or at any time the child is on the school property or under the supervision of school personnel or on a field trip. The school reserves the right to search the call log, photo gallery, text message history, email or any other data contained in the device. The confiscated device will be returned to the child's parent or guardian.

Parents who wish their child to carry a cell phone (to and from school) or an e-reader must complete and sign the "Permission to Carry a Cell Phone or other Electronic Device Contract." A copy of this form can be obtained from the main office or downloaded from our website. The contract is not in effect until the parent, the student and the principal sign it.

The contract states that: Devices other than an e-reader must be powered off during the school day or at any time the child is on the school property or under the supervision of school personnel or on a field trip. Teachers will collect student devices in morning homeroom and keep them securely locked during the school day. St. Mark School will not be responsible for loss, damage, or theft of any phone or electronic device brought to school.

One to One Chromebook Policy

For students that are utilizing our 1:1 Chromebook Program, an additional policy will need to be read and signed by students and parents before being issued a Chromebook.

ADMINISTRATION

Crisis Intervention Plan/Crisis Team

In the event of a crisis situation, St. Mark School will follow the established procedures of its Crisis/Emergency Intervention Plan, which is on file in the Principal's office.

Fire and safety drills will be conducted at least monthly. Teachers will practice and instruct their classes as to the exit route during a fire emergency or other type of emergency.

Change of Address

It is necessary for St. Mark School to be notified immediately of a change in address or telephone number.

Change in Name or Family Status

If there is a change in the family status/or the change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school.

Emergency & Weather-Related Closings/Delayed Openings

In the event of a weather emergency, WBAL will announce the closing of schools. St. Mark School follows the guidelines for system-wide Baltimore County school closures, delayed openings, and early dismissals. If the Archdiocesan Division of Catholic Schools announces a closing or delayed opening which is different from that of Baltimore County Public Schools, St. Mark School will follow an announcement made by Archdiocesan Baltimore County Schools. Parents will also receive newsletters, school and weather related information via the emergency alert automated email, text and voice message system.

Communication to Parents

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Teachers are seen by appointment. Please contact them directly by email or phone to schedule a mutually convenient time to meet.

At the beginning of each school year, parents are asked to complete emergency information cards for each child. The information on these cards is to be kept current. It is imperative that Saint Mark School is informed immediately of any change in address or telephone number. Children will only be released to the persons designated on the emergency information card and the Permission to Pick-up Form, unless otherwise instructed by the custodial parent/guardian. Please be certain that both forms contain the same persons.

There is also a "Permission to Walk Form" indicating whether or not your child(ren) may walk home or to the library on any given day. Please be sure that this is also on file in the school office, and updated as necessary.

A monthly calendar and updates about school schedules and other pertinent information can be accessed through the school website. Parents will be notified of any changes as soon as they

become necessary through the Weekly Lion, which will be posted on the school website. It is important to read this in order to keep up-to-date with events at school.

Any information from the Home and School Association or other groups, including notes sent home by Class Parents, must be approved by the administration before printing.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher in writing within one week after change is effective.

Non-Custodial Parent

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.

St. Mark School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

Swift K12 Alerts

Swift K12 Alerts is our means of communication with parents. We use it to send important messages, both emergency and non-emergency. Please be sure your phone number and email addresses are up to date in PowerSchool. You may also add additional numbers and emails. If you want the messages to be sent to more than one number or email, please call the school office.

Harassment Policy

Harassment or abuse of any kind is not acceptable behavior in St. Mark School and will result in disciplinary action up to and including suspension/expulsion.

Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

I. Scope

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates

harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

II. Prohibited Conduct

- A. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, or protected activity, that:
- (i) Has the purpose or effect of creating an intimidating, hostile or offensive environment;
 - (ii) Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
 - (iii) Otherwise adversely affects an individual's educational opportunities.
- B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

III. Procedure

- A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.
- B. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
- C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.
- D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

Bullying Policy Statement

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

“Bullying, harassment, or intimidation” means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- a. Creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance or with a student’s physical or psychological well-being and:
 - i. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
 - ii. Is sexual in nature; or
- b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

Electronic technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

Retaliation means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

Reporting forms are located in the main office, guidance counselor’s office, and on the school’s website.

Transportation Procedures

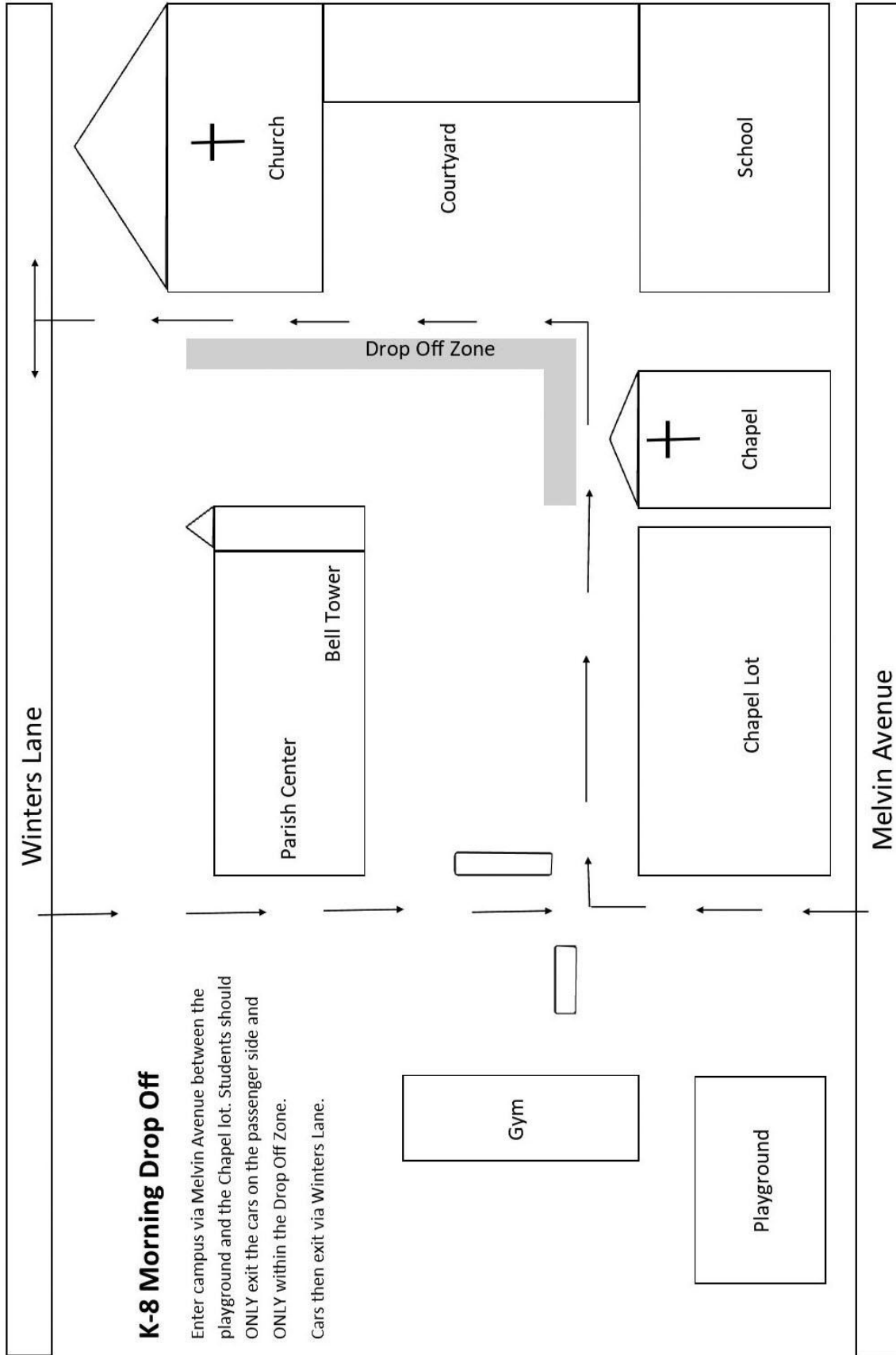
Our highest priority is the safety of our children. For that reason, we ask that you follow all directions regarding drop-off and pick-up. The pattern for pick-up and drop-off has been developed with careful study to provide for the safety of our children and to alleviate the traffic back up on Melvin Avenue. Please be patient and courteous if the teachers or volunteer parents ask you to move your car or to wait before leaving. No one may exit the lot by the entry locations. At morning drop-off, cars with children in grades K-8 should enter the school parking

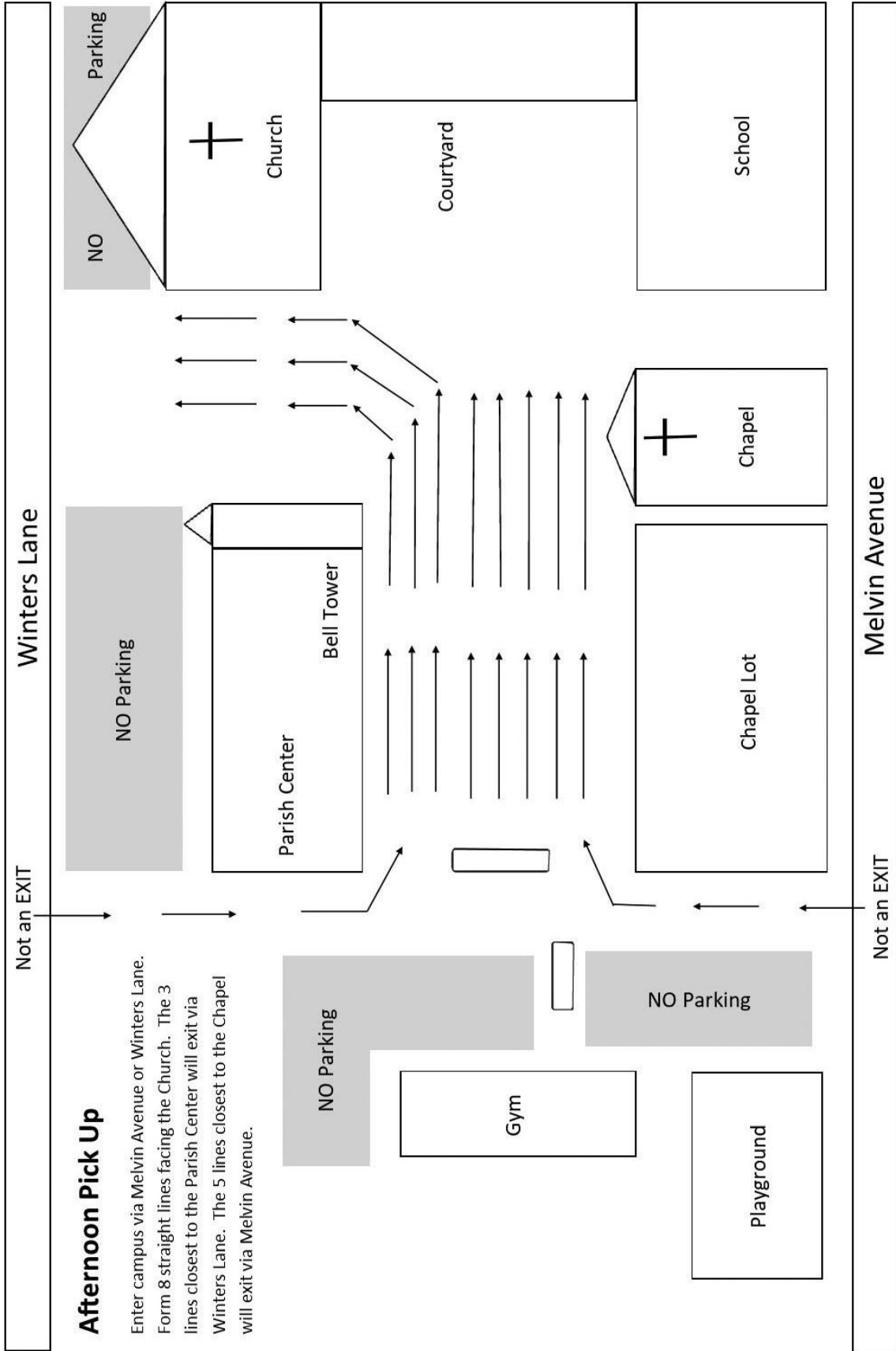
lot via Melvin Avenue and exit via Winters Lane. Cars with children in PreK 4 and siblings should enter the property via the South Gate on Winters Lane and exit via Melvin Avenue. Both groups are to drop off their children within the area defined by the orange traffic cones. Upon drop-off, children are to wait in the courtyard area.

Children are dismissed at 3:00 p.m. onto the parking lot. Parents enter the parking lot from Melvin Avenue and line up their cars at the orange cones that are set up near the courtyard area. Once children find their rides, the car lines are dismissed. No child will be permitted to cut through the car lines once exit has started. Any children who are picked up late should wait on the church steps. After all cars have cleared the parking lot, late arrivals may come to the church steps to pick up children until 3:10 p.m.

The parking lot near the rectory on Melvin Avenue is not intended for afternoon pick-up. During the school day, parents should use this lot for early pick-ups or for volunteer parking. There should never be any students picked up directly on Melvin Avenue.

For safety reasons, students who travel to school via bicycle, scooter, or skateboard are required to wear a helmet. The bike rack is accessible from the South Gate entrance. Scooters and skateboards are not to be used on school property.





ADMISSIONS

Application Process

Applications are online through the School Admin program. Documentation needed for application includes:

- Copy of Birth Certificate
- Copy of Immunization Records
- Student's Social Security Number
- \$100.00 non-refundable registration fee for each new student
- Last two (2) years of report cards (grades 2 and above)
- Any recent standardized testing (grades 3 and above)
- Baptismal Certificate
- Certification of Parishioner status if registering for Catholic tuition rate

Priority for admissions will be given first to siblings of current students and parishioners of St. Mark Church, then to parishioners of other Catholic churches, and then to those of other faiths.

Students are initially placed using the results of the following:

- School administered placement test
- Teacher recommendation (from sending school)
- Progress reports
- Standardized test results

Financial Obligations

The tuition rates are published annually. The Re-Enrollment Fee (\$300.00 per student, not to exceed \$600.00 per family) is due by mid-April and is payable to FACTS. This fee is non-refundable and is applied to the subsequent year's fees, books, and tuition. If the re-enrollment fee is not received by the May 1, the school cannot guarantee placement for a returning student. Since tuition income does not cover the full cost of educating your child, parents are asked and encouraged to lend their support to all fundraising efforts on behalf of the school.

The Advance Registration Fee for all returning families is \$50.00 per student and is paid directly to St. Mark School by the January deadline.

The Business Office for St. Mark School is located in the Parish Center and is open (year round) from 8:00 am to 4:00 pm Monday through Friday.

Late Fees and Returned Checks

A \$30.00 processing charge will be assessed by FACTS for any check returned by a bank. The Business Office reserves the right to require individuals issuing returned checks to make all subsequent payments by cash or money order (field trips, class dues, fundraisers, deposits, etc.)

Failure to Meet Financial Obligations

St. Mark reserves the right to refuse to provide any official school records, including report cards and diplomas, to parents or guardians or to other educational institutions until tuition, fees, and

other financial obligations are fully satisfied. A student may not begin a new school year unless prior financial obligations have been met and tuition payments due in the summer are up to date. If tuition falls two months in arrears, the School reserves the right to block a student from attendance on the 15th of the current month for a period of up to five school days. During the course of this period, parents or guardians have the responsibility to make immediate contact with the Business Office to make arrangements for payment. If, at the end of this period, financial obligations have not been met, the student may be asked to withdraw formally from the School.

Books and Other Fees

This line item included on the tuition payment schedule covers items such as: rental use of textbooks, use of library facilities and related materials, consumable workbooks, art materials, gym equipment, copying materials, educational periodicals, testing materials, technology lab expenses, and the per capita Student Service assessment fee paid to the Archdiocesan School Office annually.

TUITION RATES FOR ST. MARK SCHOOL 2019-2020
410-744-6560 • www.stmark-school.org

All returning families must log on to: www.schooladminonline.com to re-register. The re-registration fee of \$300 per student (not to exceed \$600 per family) will be applied to the 2019-2020 tuition expense.

RATES FOR CATHOLICS: KINDERGARTEN – GRADE 8

NUMBER OF CHILDREN	TUITION AND FEES
1 CHILD	\$7,766.
2 CHILDREN	\$11,829.
3 CHILDREN	\$14,041.
4 CHILDREN +	\$16,252.

RATES FOR ALL CHILDREN: PRE-K 3&4

SCHEDULE OPTIONS	TUITION AND FEES
Pre K-3 Three Half Days (Mon. Weds. Fri.)	\$2116.
Pre K-4 Five Half Days	\$4,000.
Pre K-4 Five Full Days	\$7,000.

- ☐ **There is no multi-child discount for the Pre-K 3 Program**
- ☐ **If a Pre-K-4 student has older siblings, the discount is 50% for a second child, 75% for a third**

RATES FOR OTHER FAITHS: KINDERGARTEN – GRADE 8

NUMBER OF CHILDREN	TUITION AND FEES
1 CHILD	\$8,840.
2 CHILDREN	\$15,560.
3 CHILDREN	\$22,280.

To simplify the payment structure, we have combined the books and other fees with the tuition amount.

These inclusive fees are:

K-8 – \$360 per student

Pre-K3 – \$40 per student

Pre-K4 – \$100 per student

PRIDE Program

(Pupils Receiving Inclusive Diversified Education)

Students enrolled in the PRIDE Program **pay an additional \$2,000 per year** in tuition.

8th Grade Graduation Fee

A fee of \$100.00 will be charged to Grade 8 students to cover graduation, Hershey Park expenses, and class gift.

To be eligible for the **CATHOLIC RATE**, a family must be registered with & attend Mass regularly at a Catholic Church. **If you are registered at another Catholic Parish, you must have your pastor sign and attach the parish seal to the Certification of Parishioner Status Form** and return it to St. Mark School.

GRANT & AID INFORMATION

- **Parish Family Grants** are available **only to registered parishioners of St. Mark-Catonsville** who have been using offertory envelopes for at least one year. Mass attendance is monitored by the use of weekly envelopes. St. Mark School families must use offertory envelopes 40 out of 52 weeks per year or the *OTHER FAITHS* rate will be charged.
- **Archdiocesan Grants** are open to all students. Visit www.archbalt.org/schools/our-schools/grant-aid/.
- Apply for **ALL Archdiocesan & Parish grants** through FACTS (www.factstuitionaid.com) or through the school web site (www.stmark-school.org).
- Please visit the school website for other scholarship and/or financial aid opportunities. **These can be found under Financial Aid in the Admissions tab.**

- **If you are awarded a grant, it will be deducted from your balance to lower your monthly payments.**

QUESTIONS: **Admissions:** Katie Stover 410-744-6560 x249
Financial: Katja Kjelgaard 410-744-6560 x236

Tuition Assistance/Tuition Grants

FACTS is now processing the financial aid for all of the schools in the Archdiocese. You may be awarded assistance from the Archdiocese even if you are not Catholic. You must apply online for financial aid at: www.factstuitionaid.com. The completed form with all supporting documentation must be submitted to FACTS by February 28th for aid in the subsequent year. Aid is evaluated annually and must be applied for each year. After FACTS processes the applications and the Archdiocese awards appropriate grants, St. Mark Parish reviews the information and awards assistance to St. Mark Parishioners. Any family failing to comply with rules governing “Parishioner Status” (i.e. envelope use and attendance at St. Mark Church 40 out of 52 weeks per year) risks forfeiting both the Catholic Rate and any Tuition Assistance granted from parish funds for the remainder of the school year.

Progress Reports and school records may be withheld because of financial obligations.

Withdrawals

If, due to unusual circumstances, a child is withdrawn from the School or is asked to leave, the School reserves the right to retain, pro-rate, or refund monies that have already been paid. This will be decided on a case-by-case basis.

ATTENDANCE

Students in Catholic schools must comply with Maryland State law concerning compulsory attendance. The law requires regular attendance during the entire school year. Students are held accountable for times they are absent from school. A principal may excuse a student for a necessary absence.

Absence

Regular attendance is considered essential for learning at St. Mark School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school by 8:30am to report the reason for absence. All absences and tardiness become part of a student’s permanent record.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, graduation, etc.

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

Truancy

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.

Lateness/Assignments

Students may enter their homerooms at 7:50am. The school day begins at 8:00am. Any student arriving in their homeroom after 8:00am is considered late and must report to the office with a parent for a late slip. Any student not arriving in homeroom by 8:00 am will be marked late by the homeroom teacher. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

Early Departure/Late Arrivals

Early dismissal means leaving school before dismissal at 3:00 p.m. The school discourages early departures and requests that families arrange medical and dental appointments, etc. either after school hours, on Saturdays or during vacation periods. Check the calendar for days when school is not in session. In case of an emergency, the student must submit a note to the office, signed by the parents(s)/legal guardian(s) on the day of dismissal. The note should include the reason for the request and the time the student must leave school. The parent/guardian must sign the student out in the office. The student is counted absent from classes missed and must make up the work at the discretion of the teacher.

In case of student illness during the school day, the nurse cannot leave phone messages for parents if their names are not on their answering recordings. This is a privacy issue. Parents are required to present a photo ID when picking up their child from the health room.

If a student misses 3.5 hours of the school day, the student will be marked absent for a half day.

Regular Dismissal

St. Mark School dismisses at 3:00p.m. Students will dismiss into the courtyard with their homeroom teachers. Any student not picked up by 3:10 will be sent to After Care or Study Hall and charged the hourly rate.

Early Dismissal Days

On scheduled early dismissal days, students will be dismissed at 12:00. After Care and Study Hall will be open on early dismissal days, unless otherwise noted. Any student not picked up by

12:10 will be sent to After Care or Study Hall and charged the hourly rate. For any unscheduled early dismissals, ie. weather related, After Care and Study Hall will be closed. All students must be picked up at the broadcasted dismissal time.

DISCIPLINE

Statement on Philosophy of Discipline

St. Mark School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility; to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

Behavior

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:

- Disrespect in manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have necessary supplies for class work
- Dangerous Play
- Rudeness
- Vulgarities
- Dress code violations
- Gum chewing
- Harassment of any kind by word or manner
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission

- Theft or extortion
- Fighting or threats of violence
- Harrassment

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as follows:

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of the St. Mark School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

Behavioral Consequences

Teachers use a system of electronic demerits and detentions in order to communicate with parents that there is a problem. Parents are expected to acknowledge the receipt of the demerit or detention via email to the assistant principal the following day. This does not indicate agreement with the demerit/detention but only acknowledges receipt of such. If there is a question regarding the action, please contact the teacher.

Consequences given by teachers and administration to students will only be shared with that student and their parent. Disciplinary actions taken will be kept confidential.

Detention is held on Wednesday for one hour after school. A first or second detention will be served on Wednesdays from 3:05 to 4:00 pm. The detention date will be included in the correspondence. Teachers have the discretion of using their judgment in the use of a lunch detention if deemed appropriate. Parents will be notified by phone or conference if a suspension is assigned. In-school suspensions are held in the office of the principal, and the student is expected to attend in uniform and to do his or her class work for the day.

A third detention is served as an in-school suspension and a parent conference is held with the teacher issuing the detention, an administrator, and others as deemed necessary by the administration. Restricted access to non-curricular activities may be an additional consequence. A fourth detention is served as an out-of-school suspension. Restricted access to non-curricular activities may be an additional consequence. At this point, the student is at risk of being dismissed from St. Mark School.

A disciplinary review board will review each case after an in school suspension and make a plan for the student to remain and be successful in the school.

Search and Seizure

St. Mark School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

Conflict Situations

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

Chart of Consequences

The following chart is designed to define the consequences that may result if a student engages in inappropriate behavior. While we do not anticipate that any of these actions will occur, we want to be clear and consistent in our responses.

Loss of credit for an assignment or course may also be appropriate in addition to the consequences below. Restitution for loss or damage may be requested in addition to any of the consequences. If appropriate, law enforcement officials will be involved.

I Staff/Administrative Response	II Parent/Guardian Involvement	III Reallocation of Student's Time	IV Exclusion from Normal School Activities	V Expulsion
Options <ul style="list-style-type: none"> • Verbal Reprimand • Time out or out of classroom • Loss of privileges • Teacher/administrator conference with student • Contact with parent • Demerit 	Options <ul style="list-style-type: none"> • Phone call to parent/guardian • Written notification • Conference with teacher/administration • Conference with parent/guardian • Demerit/Detention 	Options <ul style="list-style-type: none"> • Detention • Campus cleanup • In school suspension • Parent/guardian in-school conference 	Options <ul style="list-style-type: none"> • Restricted access • Suspension • Alternative placement • Parent/guardian notifications required • Acceptance of make-up work is determined on an individual basis. 	Options <ul style="list-style-type: none"> • Parent/guardian notification required • Superintendent of Schools notified and pastor notified

Offense	Definition	Range
Alcohol Violation	Possession or use of any alcoholic substance.	IV to V
Arson/Fire	Attempting to, aiding in, or setting fire to a building or other property.	V
Bullying	See policy	
Bus Misbehavior on Field trips	Any violation of school or bus driver rules, or interfering with the safe transportation of students on a bus.	I to IV Parent may be called to pick up
Cheating/Academic Dishonesty	Dishonesty on tests, exams, projects, homework, or in conversation (i.e. no discussing tests or answers for homework in the hallways while changing classes or at any other time) including cheating, forgery, plagiarism.	III to V Loss of /or failing Grade.
Computer/Electronic	Any unauthorized use of computers, software, or internet account to access internet. See acceptable use policy.	I to V
Cutting Class	Unlawful absence from a class or school activity.	II to IV
Defamation Written or Verbal	The action of damaging the good reputation of another.	II to IV
Destruction of Property/Vandalism	Attempted to actual damage, destruction or defacement of property belonging to the school or others.	III to V
Discrimination	Use of race, color, creed, national origin, religion, physical or mental disability age, gender, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner.	II to V
Disrespect Towards Teachers, Parents, Students	Inappropriate comments or physical gestures towards others.	I to V
Dishonesty	Deception regarding violation of school regulations, or withholding of information when asked by a teacher or administrator, or making false accusations about another person.	I to V
Disruption	Behavior that interferes with the learning of others in any learning environment or the safe and orderly environment of the school or school activity.	I to IV
Drug Violation	Possession or use including constructive possession and possession with the intent to sell, give, or distribute any inhalants or other intoxicants; controlled dangerous substances including prescription drugs, or over the counter medicines, look-a-like, and substance represented as controlled dangerous substance; or drug paraphernalia.	IV to V

False Alarms/ Bomb Threats	Initiating a report warning of fire, or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher.	IV to V
Fighting	A confrontation with physical contact involving two or more individuals.	IV to V
Fireworks or Explosives	Possession, use, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances or combination of substances or articles.	IV to V
Forgery	To use, make, or reproduce another's signature for deceptive purposes.	I to IV
Gambling	Wagering money or property.	I to IV
Harassment	A sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive, as ridiculing or demeaning.	IV to V
Indecent Exposure	Intentional exposure to sight of the private parts of the body in a lewd or indecent manner.	V
Insubordination	Refusing to follow reasonable directions of teachers, staff, administrators, including failure to identify self.	II to V
Intimidation	Engaging in actions or statements that put an individual in fear of bodily harm.	IV to V
Leaving school grounds without permission	Leaving school grounds during regular school hours without written or verbal permission from parent/guardian or someone listed on the emergency procedure card.	II to IV
Plagiarism	The practice of taking someone else's work or ideas and passing them off as their own.	III to V Failing Grade
Physical Attack on Staff or Student	Aggressive action directed at school staff, with physical contact, while on school grounds or at a school-sponsored event, including a situation where a staff member is intervening in a fight or other activity.	IV to V
Profanity or Inappropriate Language	Any written or vocal use of vulgar or abusive language; cursing, swearing, vulgar gestures.	I to IV
Sexual Harassment	Unwelcome conduct of a sexual nature that interferes with another individuals' enrollment, employment, or other privilege of the individual's relationship with the school system.	IV to V
Stalking	A malicious course of conduct that includes approaching or pursuing another person with the intent to place that person in a reasonable fear of serious bodily injury, or death to self or others.	IV to V
Theft	Taking or obtaining property of another without permission or knowledge of the owner.	II to V
Threat to Staff, Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to a staff member.	IV to V
Threat to Student, Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to a student.	IV to V
Tobacco	Possession or use of any tobacco or tobacco products including e-cigarettes.	III to V
Trespassing	Unauthorized presence on school property.	IV to V
Uncooperative Behavior	Intentional failure to follow reasonable directions of staff members or to participate cooperatively in a school or class activity.	I to IV
Weapons Violations	Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another. This includes all guns including pellet and BB guns, knives and any implement, visible or concealed, possessed under a circumstance that would reasonably lead a person to believe it was a weapon.	V

HEALTH AND SAFETY

AHERA – In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post- response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

Maryland School Immunization Requirements

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

All students must have proof of having the immunizations required by the State of Maryland, by the 20th day of school, or they cannot return to class until the proper documentation is turned into the nurse. Any religious or medical contraindications for immunizations, must be signed by the doctor.

Required Forms and Vaccines

The Lead Forms will not be required for grades 1-8 for 2019-2020.

- Pre-K 3- and 4-year-olds - Office of Child Care Health Inventory/Assessment Forms, Immunization Record, Lead Screening Form
- Kindergarten - Health Inventory/Assessment 1 & 2; Immunization Record including 2 MMRs and 2 Varicella Vaccines; Dental Form; Lead Screening Form
- Any New Students to the School (any grade) - Health Inventory/Assessment 1 & 2; Immunization Record; Dental Form
- 6th graders for Middle School - Health Inventory/Assessment 1 & 2; Immunization Record; Dental Form
- 7th graders - proof of Meningitis Vaccine; proof of Tdap Vaccine after age 11 years old

Dispensing of Medication

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the physician is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or

boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

ALL medicines, including over the counter (OTC) medicines, MUST have a doctor's order to be given in school. Parents need to sign the form also. Students should NOT carry any medicines, unless they have a specific doctor's order allowing them to "self-carry" or "self-administer" written on the order form. All medicines must be reordered each year, on or after July 1st, for the following school year. Any changes in medications must be written on a new order form by the doctor. All medications must be in the original packaging, and not be expired. Parents may come to school to give medicines to their children if needed, but it must be done in the health room.

Students may not possess, dispense or distribute medication on their own. All medication must be delivered to school by a parent/guardian. Calamine lotion and cough drops may be administered with a note from parents. Cough drops should be brought to school in the original package in a sealed plastic bag with the student's name on it. The package should be given to the student's teacher. Cough drops that contain an anesthetic will be kept in the nurse's office.

Fever Policy

We have a 24-hour fever-free policy at St. Mark School. A child should not return to school until s/he has been below 100.0 F for 24 hours. This policy is in place to protect all students and staff members.

Crutches Policy

We do not have an elevator. Any student requiring crutches must have a doctor's order to allow them to use crutches in the school building.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

Measles – regular or German (Rubella) • Tuberculosis • Meningitis •
Whooping Cough (Pertussis) • Hepatitis • Rocky Mountain Spotted Fever •
Food Poisoning • Mumps • Lyme Disease • Chicken Pox (Varicella) •
Animal Bites/Rabies • Influenza • Human Immune Deficiency Virus Infection
(AIDS and all other symptomatic infections)

Any contagious diseases your child may have must be reported to the nurse. Certain diseases must be reported by the nurse to the Health Department, which is done confidentially.

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over.

Health Records

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information.

All Pre-K students (3 years-old or 4 years-old), all kindergarten students, all 6th grade students, and all new students to the school should have an updated physical turned in for those grade levels and/or when they first come to St. Mark. We also ask for dated immunization records and for dental forms for those years. Children six years old and under should also have a lead screening form turned in once.

The school must be notified of any changes that occur during the school year.

Head Injury

If any injury to the head or any other serious injury occurs to a student, then nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

If your child sustains a concussion outside of school, we request that the doctor complete an ACE Care plan or “Acute Concussion Evaluation Care Plan”. It can be downloaded from our school website or the CDC’s website.

Insurance

The school provides the option for parents to purchase health insurance for their children.

Allergies

Parents must notify the school of their child’s allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician must state this requirement on the order.

Life threatening food or insect allergies must be reported to the nurse before school starts. No flowers, balloons, or food should be sent into school for students due to allergies. We do have the Stock Epi-pen Program in place (see Food Allergy Policy).

Food Allergy Policy

Our first responsibility is to provide a safe and healthy environment for all of our students. Because we have a number of students at St. Mark who have life-threatening food allergies, it is imperative that all parents be aware of the ingredients in any foods or snacks they send to school to be shared with classmates or other students. Many of our students with food allergies are allergic to peanuts and/or tree nuts. Strict avoidance of foods made with peanut or tree nut products or other food allergens is the only way to prevent the possibility of an allergic reaction. Allergic reactions can occur after the offending foods have been touched, ingested, or inhaled, even in small amounts.

St. Mark will have six dates for school wide parties: Halloween, Christmas, the end of the school year, and one birthday party per trimester. These are the only days that outside foods (store bought or homemade) will be allowed to be sent into the school to be shared within the homerooms. No other foods for birthday celebrations etc., are allowed in the building on any other days during the school year.

In an effort to allow food allergic students to fully participate in classroom parties and special activities like field day, we request that you do not send in any foods that contain peanuts, peanut butter, peanut or sesame oil, or tree nut products for these special events. Commercially prepared baked goods or products contain specific ingredient lists that can be checked before serving them to students. If you prefer to send in food items you prepared at home, please attach a list of the ingredients used to make these items. We request that no peanut or tree nut products be placed in treat bags provided for students for parties or celebrations in school. Each teacher will be made aware at the beginning of every school year which students have nut or other food allergies. Please consult the teacher or the parents of the food allergic students for specifics when planning parties and events where food will be consumed or will be used as part of hands-on projects.

All lunch catering services will be asked to follow these same guidelines. In the cafeteria, a designated "allergy aware/nut aware" table will be provided at which students with food allergies may sit. This table is cleaned by the staff before and after each lunch shift, using specifically designated wipes so as to prevent cross contamination of tables. Before volunteering in the cafeteria, please check with the staff on the proper procedures to clean this table; again, to prevent any transfer of potential food allergens from the other tables to the "allergy aware" table. Parents of students with food allergies requiring that their child sit at the allergy aware table, must inform the school nurse and the child's teacher before the first day of school, so we can provide better for the child's safety. Parents of K-2nd graders are also asked to follow these guidelines for daily lunches.

We encourage students to share information about their allergies with their classmates. Our children are very careful and protective of each other when they understand these safety concerns. The staff takes great care and caution in providing a safe environment for our students with food allergies. No sharing of food is allowed between students during any lunch shift, school party, or field trip. On days when classes must eat in the homerooms, we ask that parents check that there are no nut products in their children's lunches that day, so as to cut down on the chances of exposure to food allergens during lunch in the classroom.

Please check our school website for a detailed list of nut products to avoid sending in to school. For complete information on peanut, tree nuts, or other food allergies, please visit The Food Allergy and Anaphylaxis Network (FAAN) website at www.foodallergy.org. If you have any questions about any of these policies, please contact the school nurse and/or your child's teacher.

Stock Epi-pen Policy

St. Mark School has a stock epipen policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside

of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

Bloodborne Pathogens

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the Office.

Vision/Hearing Screening

The school follows the directives of Baltimore County Health Department and responds to parent's requests for individual testing. This testing is usually done for 1) all new students who have not provided documentation for screening in the past year, 2) all students as they enter the school in Grades PreK, kindergarten, 1, and 8, 3) Grade 3 or Grade 4 if funding is available, and 4) any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

Child Abuse and Neglect Reporting Policy and Procedures

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the Principal.

Visitors

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of the school building. This includes those volunteering for recess or other outdoor activities on school grounds.

Playground/School Supervision Provisions

Children are to leave the building quietly for recess. The courtyard is not to be used for recess. Homerooms are to line up when the bell rings ending recess. All students are given an allotted time for recess during the school day.

- Students may not bring radios, iPods, electronic games, e-readers or other such equipment to recess.
- Rough or dangerous activities including wrestling, keep away, karate movements, etc., are forbidden in the schoolyard.
- No food is to be taken outside at recess.

Occasionally, there is a funeral at the church or chapel. If teachers deem it unsafe for children to play when there are cars on the lot, recess may be cancelled or moved indoors.

Please contact the HASA coordinator to volunteer to be a playground assistant. All volunteers must be VIRTUS trained.

Supervision Responsibilities Before and After the Official School Day

St. Mark School becomes responsible for a child's supervision at 7:40am. Students may arrive at 7:40 and line up with their class in the courtyard. Students will enter the school at 7:50 and report to homeroom. Any student not arriving in homeroom by 8:00 will be marked late and will need to be signed in to the school office with a parent for a late slip. School dismisses at 3:00. Any student who is not picked up by 3:10 will be sent to After Care or Study Hall and charged the hourly rate.

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

Use of School Grounds

Various groups (i.e. Scouts, sports, music, etc.) use the school building after school hours. A request must be submitted in writing to the parish secretary prior to use. The wireless password will only be given after permission is obtained from the administration.

When using rooms, gym, Coakley Room, etc. the group is responsible for cleaning up after themselves, returning furniture or equipment to original positions, respecting classroom displays, cleaning chalkboards, and controlling the children within the group. Students are not to run through the building unsupervised. Negligent care of the facilities will result in refusal for future use.

Supervision must also be given when children are waiting for parent pickup. Siblings not involved in the activity must be under direct supervision of their parent/guardian.

The St. Mark School of Religious Education uses the entire school building on Tuesday evenings from 5:30 p.m. – 7:00 p.m.

Driving and Pedestrian Safety

The safety of all students is our highest priority at St. Mark School. To ensure that students are able to arrive and depart from school safely, please follow the below guidelines that ensure all students, staff, and families are safe and efficient when coming to and from school. As a general note for pedestrians, please be sure to use the crosswalks and follow the directions of crossing guard when present.

Morning Drop-off Car Line Procedure:

- Enter the drop-off line between 7:40 – 7:55 a.m. from the Winters Lane or Melvin Avenue entrances closest to the school gym.
- Merge to form one line facing the school with the Chapel on the right side of the car.
- Follow the line and pull all the way up to the orange cones at the far corner of the Church – these cones signify safe drop-off zones.

- Students should exit the car curbside and then drivers continue to move in a single lane to exit onto Winters Lane between the Church and the Parish Center.
- If walking your child to the courtyard, or into the school building (ie. helping to carry projects, etc.) park in the Melvin Avenue lot, cross at the crosswalk, then proceed to the courtyard or front entrance of the school. Do not park behind the Parish Center or the Church.
- Only Pre-School families may use the South Road for drop-off.
- Pedestrian Note: Do not walk between moving cars.

Afternoon Pick-up Car Line Procedures:

- Enter pick-up lanes between 2:45 – 3:00 p.m. from the Winters Lane or Melvin Avenue entrances closet to the school gym.
- Pick one car line from the options below and stay in that line through your final exit. Do not switch lines or make u-turns.
 - Option 1: Form three lines wrapping around the Parish Center between the bell tower and the Church, eventually exiting onto Winters lane.
 - Option 2: Form 4-5 lines facing directly at the school building with the Chapel on the right side of the car, eventually exiting onto Melvin Avenue.
 - Option 3: Park in the Chapel lot and wait for all lines to be dismissed before leaving the parking lot.
- As classes enter the courtyard, gather your family quickly in order to be ready for your line to dismiss when a staff member directs your line to do so.
- Pedestrian Note: Once car lines have started being dismissed, students should remain on the sidewalk near the courtyard with school staff while waiting for their families to arrive. Students should not move between moving cars.
- Prohibited Parking Areas: Parking is not permitted behind the Church, Parish Center, or between the Parish Center and the Gym.

General Reminders:

- The speed limit is 25 mph on both Melvin Avenue and Winters Lane.
- Maryland Law requires drivers to come to a full and complete stop when a pedestrian is in the crosswalk.
- Maryland Law prohibits texting and use of handheld devices while driving.
- Maryland Law requires driver and all passengers to wear seatbelts and children under 8 to ride in an appropriate child restraint.
- Students should not be dropped off on Melvin Avenue or on Winters Lane.

STUDENT SERVICES

IEP Referral Process

If a child is not progressing academically, the school may ask the parents/guardians to initiate or the parents/guardians may initiate on their own the process to request professional assistance from the local public school system. The Evaluative Process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find.' Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are

given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic School.

Before and After School Care

St. Mark School provides quality after school care for students in Grades K through 5 until 6:00 p.m. Students in Grades 6 through 8 may attend Study Hall after school. Students must be pre-registered for these programs. There is also a before care program from 7:00 until 8:00 a.m. There is an additional cost for these programs. For fee structure and other information, please call the school office.

Before and After Care and Study Hall will not operate when school is not in session. If there is a one or two hour school delay, "Before Care" will open at 8:00 a.m. If there is an unscheduled early dismissal (e.g. snow, weather, or other circumstances), After Care and Study Hall will not be offered. Parents will be called if there is any change to this schedule.

Students who arrive prior to 7:40 or are not picked up by 3:10 p.m., will be sent to Before/After Care or Study Hall and charged the hourly rate.

Before Care students need to be signed in at the church breezeway by parents. After Care can be reached via the South Road entrance and door buzzer. Study Hall can be reached via the Courtyard door near the Art room.

Cafeteria/Lunch/Milk

All classes have designated times during which they eat lunch in the school hall (Cafetorium). Lunch times are between 11:15 a.m. and 1:10 p.m. Students are expected to behave in a courteous fashion while eating lunch, and to clean their space before leaving.

St. Mark School participates in the government milk program. Milk is offered daily at a reduced rate. Information for ordering is sent home in September. If you think you are eligible for free or reduced milk, please contact the school office.

Pizza will be sold on Thursday each week. Pizza lunch is pre-ordered and must be purchased in advance. There is also a monthly hot dog day, and a Monday/Wednesday lunch service through

Lunch Box. These are both pre-order programs. Information about ordering is sent home and online in the beginning of the school year.

No commercial or fast food lunches may be brought to school without permission of the administration. No students should bring soda/carbonated beverages for lunch, nor should they bring beverages containing caffeine. Chewing gum is not allowed on school property at any time.

Parent volunteers are needed to assist with supervision during this time. All parent volunteers must complete VIRTUS training.

School Activities/Organizations

St. Mark School has several opportunities for students to participate in after school activities including, but not limited to, Student Council, National Junior Honor Society, It's Academic, STEM Club, Green Team, and the Lionheart Kindness Club.

Extra-curricular Activities

The St. Mark Athletic Association has opportunities for students of St. Mark School and/or St. Mark Parish to participate in recreational soccer and basketball.

Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. Parent chaperones are accepting responsibility of supervising the students assigned to them by the classroom teacher. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.

All chaperones are required to complete VIRTUS training.

PBIS

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create

nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

At St. Mark School, our expectations are anchored using our mascot, the lion.

Our foundation for PBIS is:

We are St. Mark. We...

Listen and **L**earn

Imitate **C**hrist

Organize and **B**e **R**eady

Nurture **O**thers

Show **R**espect

Our PBIS program will clearly identify our expectations for our students while in class as well as in the hallways, lunchroom, playground, and all other areas of the school. We hope our PBIS program can be a partnership between home and school. Throughout the year, we will be highlighting and celebrating the success of all of our students.

Guidance and Counseling

St. Mark School has a part time guidance counselor who leads the Lionheart Kindness Club, facilitates lunch bunch meetings with small groups of students, acclimates new students to the school, delivers classroom guidance lessons, presents related professional development for teachers and staff, works with students on conflict resolution, and tracks attendance as well as incidents of bullying.

STUDENT UNIFORMS

Uniform Company

The uniforms are purchased from Dennis Uniforms at 1110 North Rolling Road, or from Flynn O'Hara at 8868 Waltham Woods Road, in Parkville or Burwood Village Shopping Center, Baltimore Annapolis Boulevard & W. Furnace Branch Road, Glen Burnie, MD 21061. Be certain that you purchase the correct colors and styles.

Uniform Descriptions

Prek4 Students (Boys and Girls)

- St. Mark P.E. uniform worn year round. Gray tee shirt and burgundy mesh shorts which have "St. Mark P.E." printed on them. A maroon crewneck sweatshirt and sweatpants with "St. Mark P.E." are also available from Dennis Uniforms and can be worn in colder months.
- Athletic shoes – No shoes with lights or sound.

K – 5 Boys

- Navy blue slacks with solid black or brown belt.
- White polo shirt embroidered with St. Mark
- Maroon or navy blue sweater
- Navy dress socks or white crew socks. Sport socks or name monogrammed socks are not permitted.
- Refer to Van Dyke and Bacon shoe flyer for approved shoes.
- Sweatshirts are not part of the standard uniform

Grade 6 – 8 Boys

- Navy blue slacks with solid black or brown belt.
- White oxford button down shirt with striped maroon/navy tie.
- Maroon or navy blue sweater.
- Navy dress socks or white crew socks. Sport socks or name monogrammed socks are not permitted.
- Refer to Van Dyke and Bacon shoe flyer for approved shoes.
- Sweatshirts are not part of the standard uniform.

Grade K – 5 Girls

- Regular or drop waist jumper (Dennis Uniform Co., maroon & gray) or navy blue pants. Jumpers must measure no higher than 2 inches above the knee. Skirts and pants must be worn at waist level with belts or waistbands fully visible.
- White blouse with Peter Pan collar or turtleneck shirt.
- Refer to Van Dyke and Bacon flyer for approved shoes.
- Navy dress socks or white crew socks. Navy, maroon or white tights are permitted. Sport socks or name monogrammed socks are not permitted.
- Sweatshirts are not part of the standard uniform.

Grade 6 – 8 Girls

- Navy kilt or navy blue pants.
- White oxford shirt (white turtleneck permitted under long sleeve blouse during November- April). Any garment worn under the blouse should be a plain white.
- Refer to Van Dyke and Bacon shoe flyer for approved shoes.
- Navy or brown belt must be worn with all pants.
- Sweatshirts are not part of the standard uniform.

Physical Education Uniforms

- The physical education uniform is only worn on days students are scheduled for P.E. class. If Mass is scheduled for that day, students should wear their regular uniform with tennis shoes.
- Gray tee shirt and burgundy mesh shorts both of which have “St. Mark P.E.” printed on them. A maroon crewneck sweatshirt and sweatpants with “St. Mark P.E.” are also available from Dennis Uniforms and can be worn in the colder months. Spirit wear should not be worn as a P.E. uniform. If it does not say “St. Mark P.E.,” it is not acceptable.
- Athletic shoes are to be worn to school on scheduled P.E. days only.

Optional Uniform Items

A warm weather uniform may be worn from the first day of school until an announced date in the fall and from an announced date in the spring until the close of school in June. This uniform is optional. Students may wear the standard uniform if they choose to do so.

An optional maroon ¼ zip (ordered through the school) may be worn throughout the school year. The ¼ zip will be offered in an online store approximately 3 times during the school year.

Item	Boys	Girls
Skirt/Pants	Navy walking shorts purchased from Dennis Uniform or Flynn and O'Hara. Shorts should be no shorter than 2 inches above the knee. No cargo shorts.	Navy walking shorts purchased from Dennis Uniform or Flynn and O'Hara. Shorts should be no shorter than 2 inches above the knee. No cargo shorts. Girls may also wear the navy uniform skirt.
Shirt	White polo shirt with St. Mark embroidered on the front left	White polo shirt or white blouse with St. Mark embroidered on the front left
Shoes	Same as with winter uniform	Same as with winter uniform
Belts	Plain navy, brown or black belt.	Navy, brown or black belt.
Socks	Socks must be white and must be crew socks and must come above the shoe and cover the ankle.	Socks must be white and must be crew socks and must come above the shoe and cover the ankle.

The administration reserves the right to determine if the spirit of the dress code has been violated and to give appropriate consequences.

Hair Styles

- Boys are expected to wear neat, traditional haircuts, with hair neatly trimmed above the collar and off the face. When hair is combed straight down onto the forehead, eyebrows should be showing.
- Girls must wear their hair away from their faces.
- Hair grooming should not take place during school hours.
- Shaved heads, punk, fad or extreme haircuts are not acceptable.
- Bleached, streaked, or dyed hair is not acceptable.

Jewelry/MakeUp

- Permitted jewelry includes a watch and a religious medal. Girls may wear one pair of post earrings on the lower lobe of the ear, provided they do not extend beyond the ear lobe. Boys may not wear earrings at any time.
- Tattoos are not allowed. Nothing that gives the appearance of tattoos or tattoo like markings may be worn on arms, legs, faces, etc.

- No make-up or nail polish is permitted.
- No color/decal tee shirts are to be worn under the white blouse or shirts.

No Uniform Today (NUT) Passes/Tag Days

The occasional out-of-uniform day is a privilege granted at the discretion of the Administration. As clothing styles are constantly changing, a general guideline is to wear items of appropriateness and safety in school. Students who wear inappropriate clothing will be required to telephone their parents and have appropriate clothing brought to school. Out of Uniform passes may not be used on days of Liturgy.

Uniform Exchange

Saint Mark School has a uniform exchange. For more information, please call the Office.

Lost and Found

Please have all clothing marked. There is a Lost and Found bin that is kept in the school office. Lost items will be kept for two weeks and then distributed to the poor if not claimed during this time period.

Backpacks

Backpacks may be any color or design. Rolling backpacks are not permitted unless the student submits a written doctor's order.



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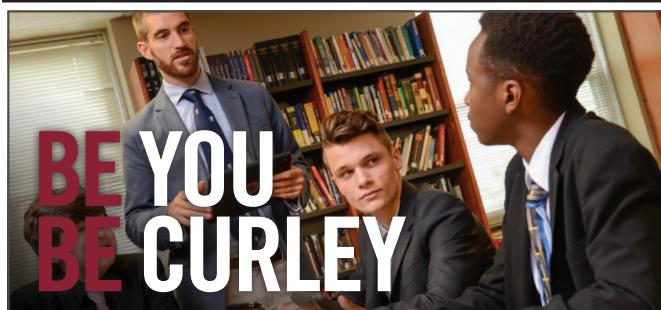
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Dear Parents,

Please read and discuss the contents of the Saint Mark School Parent/Student Handbook with your child(ren). Please sign and return this sheet to the school with your youngest child. Thank you.

RECEIPT OF HANDBOOK ACKNOWLEDGEMENT

I, _____, have read and discussed the contents of the Saint Mark School Parent/Student Handbook with my child(ren), and we are aware of its policies, procedures, rules and consequences. I understand that the provisions of the Parent/Student Handbook are guidelines only, and do not constitute a contract, either express or implied. I further understand that the Administration, in consultation with the Pastor, has the discretion to enforce the School's Standards of Conduct and determine final disciplinary action.

Parent Signature

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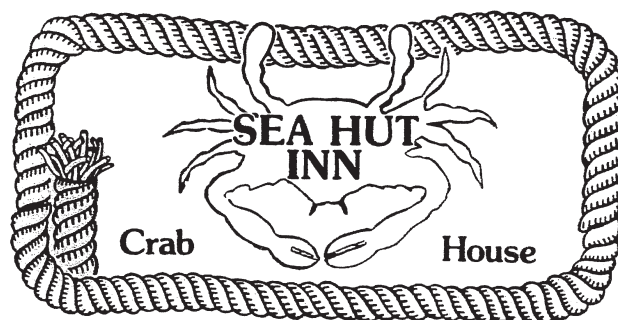
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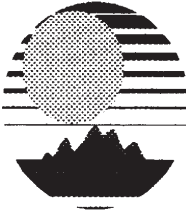
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