



# Parent/Student Handbook

Saint Mark's Catholic School

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St. Paul, MN 55104

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

# Saint Mark's Catholic School

*Educating Tomorrow's Leaders Since 1912*

1983 Dayton Avenue  
St. Paul, Minnesota 55104

Welcome to Saint Mark's Catholic School! Saint Mark's is part of the Catholic school system of the Archdiocese of St. Paul/ Minneapolis. It receives support from the parents of students, from Saint Mark's Parish, and from local community partners.

This handbook has been prepared to give you important information about Saint Mark's School. It contains our school philosophy, policies, and general information regarding our school community. We ask you to read this handbook carefully and to discuss the contents with your child(ren).

Saint Mark's Mission Statement:

*The mission of Saint Mark's Catholic School is to work in partnership with families, inspire a lifelong dedication to learning, embrace Catholic faith and values, and prepare students to be successful in a global community.*

Saint Mark's Philosophy Statement:

*Saint Mark's School believes that*

- 1. every child is a loved child of God that can succeed,*
- 2. while some educational practices are beneficial to all learners, each child learns somewhat differently and benefits from particular teaching, learning, and assessment practices,*
- 3. students can succeed at higher levels when their brains are engaged through a variety of educational avenues, and*
- 4. success is measured by academic performance, but also (and at least as much) by growing in virtue and in "soft" life skills not often taught explicitly in schools.*

*It is this set of beliefs that have led Saint Mark's to pioneer the Catholic IDEALS model (Innovation, Differentiation, Enrichment, Activity, Leadership, and Spirituality) so that we can help each child reach their God-given potential and follow their own unique call to God's Kingdom.*

The purpose of the religious environment at Saint Mark's is to:

- Foster strong Catholic values
- Encourage service to others
- Guide students towards commitment as responsible members of the larger Catholic community

The purpose of the academic environment at Saint Mark's is to:

- Provide a safe learning environment for all
- Encourage students to become lifelong learners
- Assess academic needs of students
- Provide opportunities for individual, as well as cooperative, effort and achievement in learning
- Provide opportunities for students to develop decision-making and leadership skills

Faculty and staff of Saint Mark's work in constant partnership with families. Together we foster:

- Confident, capable, caring people
- Respect for diversity within our community
- Desire to work for peace and justice in the world community

***Saint Mark's strives for excellence in all endeavors.***

Saint Mark's Catholic School complies with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall (on the grounds of race, color, national and ethnic origin, sex, marital status, status with regard to public assistance or age) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection, whether part-time or full-time, under any educational program, employment, or activity operated by the school, except as limited by the staff or facilities of the school.

### **Saint Mark's Catholic School: A Catholic IDEALS School**

Catholic IDEALS is informed by the principles of *Top 20 Training* and neuroscience including Dr. Howard Gardner's Multiple Intelligences Theory. As such, it leads to:

- well-rounded students whose academic strengths are matched by their social/emotional development
- conscientious students who can identify and solve problems in their own lives and in the world around them
- confident students who embrace challenges and continually expand their comfort zones
- empowered parents who possess the tools needed to help their children thrive

Saint Mark's staff is informed by the most recent educational research, including neuroscience, the study of the human brain. Our approach to novelty, emotion, and child development enhances student engagement, knowledge retention, and more. As part of this, we use Gardner's multiple intelligences theory, which is an educational approach based on research started at Harvard University. It states that students learn in multiple ways, and that schools can help all students to reach their full potential by using these methods to teach, explore, and assess. These include logical/mathematical, linguistic, musical, kinesthetic, natural, visual, intrapersonal, interpersonal, and spiritual. In a Catholic school, this approach makes sense from the Thomistic notion that God made all things good. In the classroom, we similarly agree that God made all students' minds capable of learning. Decades of neuroscience support the idea that by engaging students in the ways they best learn, we can

pry students' brains to help new knowledge and skills move beyond the short term-memory and into the long-term memory.

*Top 20 Training* is an educational support team that promotes the development of the whole person. Top 20 principles and strategies help schools to develop students' social-emotional intelligence as well as their academic intelligence. We are better preparing our students for college, career, and personal success by developing their interpersonal and intrapersonal skills. These skills are also tremendous assets for developing a person's path to virtue and God's kingdom.

By employing current research and embracing the whole child, a Catholic IDEALS school serves children in a much more comprehensive fashion. This is the way Jesus taught, and our students are particularly blessed to develop in this environment.

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## SCHOOL DAY SCHEDULE

7:50 AM	First Bell
7:55 AM	Tardy Bell
2:30 PM	Dismissal Bell

## OFFICE STAFF DIRECTORY

<b>School Office</b>	<b>651-644-3380</b>
Principal, Edgar Alfonzo	extension 3121
Assistant Principal, Emily Overhaug	extension 3104
Office Manager, Brigid Kostka	extension 3122
Lunch Coordinator, Mike Torres	extension 3305
Athletic Director, Patrick Bowlin	extension 3115
Maintenance Supervisor, Wayne Hanrahan	extension 3300
<i>Attendance - email <a href="mailto:schooloffice@markerspride.com">schooloffice@markerspride.com</a> or call 651-644-3380</i>	
FAX	651-644-1923

<b>Preschool and Extended Day</b>	<b>651-644-5030</b>
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<b>Parish Center</b>	<b>651-645-5717</b>
Parish Business Manager, Tuition Management & Billing	



## SCHOOL ADVISORY COMMITTEE

**Purpose:** The purpose of the School Advisory Committee (SAC) is to advise the Pastor and Principal in governance of the school; provide vision and direction; serve as a vehicle for input from the community; and enhance communication between the school and community. Community members may utilize SAC members to bring issues and concerns before the committee as a group, recognizing that all parties are named and anonymous concerns are not open for discussion. Formulation of school policy is a responsibility of the committee and school principal. Determining how policy is to be implemented is a responsibility of the pastor, school principal, Parish Business Manager, and parish advisory councils. The committee is consultative and advisory, and the members cannot act apart from the pastor and principal as a group or on an individual basis.

**Function:** SAC works with the pastor, school Principal and Parish Business Manager for the overall good of the school in the following areas:

- Sustainability plan development, implementation, and monitoring
- Policy development and formulation (for school faculty, staff, and administration to implement)
- School marketing, development, and public relations
- Overarching curriculum changes

### **Committees:**

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| ● Strategic Planning Liaison         | ● Parish Finance Council Liaison  |
| ● Public Relations/Marketing Liaison | ● Parish Pastoral Council Liaison |
| ● Enrichment Liaison                 | ● Health and Wellness Liaison     |

SAC consists of the pastor or a parish representative, the principal, and nine lay representatives who each serve a 3-year term as well as representatives from the Technology Advisory Committee (TAC) and the Wellness Committee. The Parish Life Coordinator / Parish Business Manager functions as the global parish liaison. The committee meets ten times annually, generally on the third Wednesday of the month at 6:30 p.m. in the Parish Center.

## HOME AND SCHOOL ASSOCIATION

**Mission:** The goal of the Home and School Association is to enhance the sense of community within Saint Mark's Catholic School by providing social opportunities for parents, staff, and students to get to know one another and give parents avenues to show appreciation for the staff.

The Home and School Association is made up of parents/guardians of Saint Mark's students. Our main goals are:

- The Face of Saint Mark's in the Community: We work for greater visibility for Saint Mark's in the community (Doughnut Sunday, speakers, etc.)
- Social Events: Facilitating parent/guardians connections and staff appreciation (Catholic Schools' Week Party, Wednesday teacher treats, conference dinners, new families/mentors picnic, grade level parent/guardian parties, 1<sup>st</sup> Friday coffee/juice).

The Home and School Association generally meets four times per year. Dates, times and location are published in the principal's weekly updates and on the calendar located at [www.Markerspride.com](http://www.Markerspride.com). We encourage all parents/guardians to become active members. This is a great way to meet community members while having fun serving Saint Mark's School.

Please feel free to call any of the following members with questions, comments, or concerns about Home and School. Please plan to attend some meetings. We want, need, and greatly appreciate your involvement!

## ADMISSIONS POLICY

The school defines admissions policies and procedures in accordance with legal, ethical, and professional practices. Saint Mark's School complies with state and federal laws prohibiting discrimination, "to the end that no person(s) shall be illegally denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, marital status, status with regard to public assistance, or disability." Every effort is made to provide each parishioner child the opportunity to attend Saint Mark's School if this is their desire regardless of the financial situation of the family. All families are encouraged to apply for financial assistance. Early entrants (children who are not 5 years of age by September 1) will be considered after all 5-year-old applicants have been accepted into a Saint Mark's kindergarten classroom.

## TUITION

All families are expected to pay the current year tuition, per student, towards their child(ren)'s education at Saint Mark's School. Tuition assistance is available to active, registered parishioners of Saint Mark Parish as well as non-parishioner families. However, active, in-parish families will receive tuition assistance first. Tuition assistance awards are determined for all families only after a TADS financial aid application is completed. [www.secure.tads.com](http://www.secure.tads.com)

***Enrollment at Saint Mark's Catholic School is complete only after the tuition agreement for the student(s) is/(are) signed in TADS.***

Parents and/or guardians are expected to fulfill their written tuition agreement. Failure to fulfill this agreement will normally lead to student dismissal and collection efforts through other legal processes. It is the responsibility of parents and guardians to contact the Parish Business Manager immediately if there is financial difficulty in fulfilling the tuition agreement. Families should never wait until they are past due to alert the Parish Business Manager. Saint Mark's can and will work with families facing an unexpected financial hardship but only if we are alerted to the circumstances. If financial hardship should happen to impact a family during the school year, families should contact the Parish Business Manager, Joe Juare, [jjuaire@saintmark-mn.org](mailto:jjuaire@saintmark-mn.org), 651-645-5717.

K-8 tuition does not include the non-refundable registration fee, nor the technology fee for Grades 6-8. Further information on payment plans and financial aid is available from Joe Juare, ([jjuaire@saintmark-mn.org](mailto:jjuaire@saintmark-mn.org)) our Parish Business Manager.

## Tuition, Fees and Other Expenses

Please click [HERE](#) for current values.

### Criteria for 'In Parish' Tuition Rate

To be eligible for the active, registered parishioner tuition rate, a family must:

1. Be registered with the Church of Saint Mark - click [HERE](#) to register.
2. Pledge to and fulfill the annual Church Offertory / Stewardship campaign. Normally families have regular weekly or monthly donations to the Sunday offering. - click [HERE](#) to complete a pledge form.
3. Attend Mass regularly, routinely (3 or 4 Sundays each month) at Saint Mark;
4. Regularly volunteer in support of a Church of Saint Mark ministry such as school activities, liturgical ministry, council or committee member, CCW, faith formation,

### TADS Tuition Management

- All families must create a TADS account for tuition management and billing purposes. Split household families must create two TADS accounts and work with the Parish Business Manager to assign the correct billing to each household.
- **Separated or Divorced Parents:** For students whose parents are separated or divorced, parents must provide information for all of the child's households during the enrollment process. In addition, both parents must contact the Parish Business Manager to clearly define the correct billing arrangements for each household. In the event that parents do not contact the Parish Business Manager, the parent identified as primary during the enrollment process will be responsible for the full cost of tuition and fees.

### Tuition Payment Options on TADS:

1 Payment	Payment in full between July 1 and August 20 qualifies for 1% discount. (Note - this is not an option for Preschool Summer Program.)
2 Payments	Payment in full 2 payments; one by August 20 and the second by January 5.
9 Monthly Payments	9 monthly payments made by the <b>5th of each month</b> September through May. (This option must use the 5th as payment due date.)
18 Bi-Monthly Payments	18 bi-monthly payments made on the 5th and 20th of each month September through May.
10 Monthly Payments	10 monthly payments made on the 5th or 20th of

	each month August through May.
20 Bi-Monthly Payments	20 bi-monthly payments made on the 5th and 20th of each month August through May.

*Please select your option carefully when enrolling to be certain it will create a billing pattern your family can sustain throughout the school year.* TADS will automatically create a billing system based on your selection which will be part of the final agreement you must agree to when completing the enrollment and admissions process.

## **Tuition for the entire school year is expected to be paid**

A full year's tuition is due and payable even if a student only attends the school for part of the academic year; unless the family is relocating out of state. In relocation circumstances a family must pay 70% of tuition due if leaving before December 31. If leaving between January 1 and before March 31 a family must pay 90% of tuition due. Beginning April 1 the full tuition is due.

## **DISCIPLINE**

At Saint Mark's School, discipline is a training that develops self-control and character. As a Catholic school, our development of discipline includes respect for God, self, and others. ***The primary responsibility for all training comes from the student's parents or guardian. Additionally, teachers' classroom regulations, insofar as they are in line with the school's mission and handbook, are to be followed by students as extensions of the handbook.***

The discipline goals at Saint Mark's School include:

- self-disciplined students accepting responsibility for behavior and consequences of their actions
- a school-wide example that we are disciplined in our behavior, and respectful in our attitude through the program "Time to Teach". For more information go to [www.timetoteach.com](http://www.timetoteach.com).

### **Minor infractions**

Minor infractions include, but are not limited to, gum chewing, uniform violations, and classroom disruptions. They may result first in a "refocus" period which facilitates student redirection. (This is a part of the "Time to Teach" discipline program). Minor infractions may also include loss of a privilege, meeting with a teacher to discuss the behavior, and/or other potential consequences.

Repeated violations may result in a parent/staff meeting to discuss a plan.

### **Major infractions**

Major infractions include, but are not limited to, use of profane/vulgar language; deliberate/malicious damage to school, campus, or student property, lying, cheating, plagiarizing, stealing; continuous disregard for school rules, disrespect towards others, leaving school premises without permission. These may result in, among other possible consequences meeting(s) with parent(s) / guardian(s) / teacher(s) / principal, a behavior contract, an out-of-school suspension, and ultimately student expulsion.

An automatic in-school suspension may incur in the case of violent fighting, harassment (verbal, written,

physical, or sexual), or for the possession or use of tobacco, illegal drugs, alcohol, or pornographic materials.

Students who receive an out-of-school suspension must meet with parent(s)/guardian(s), principal, and teacher prior to his/her return to school. During this meeting, a behavior contract will be composed. Compliance with the behavior plan is required for continued enrollment at Saint Mark's School.

Participation in special school-sponsored activities including, but not limited to (ELC, Washington, DC, field trips, athletic teams/events, graduation activities excluding the graduation Mass), is dependent upon consistent appropriate behavior.

### **Weapon possession**

It is a critical goal of Saint Mark's School to provide a safe environment for its students, faculty, and staff. To that end, students are prohibited from possessing any weapon.

#### **Weapon is defined as:**

- A. any instrument or device manufactured or made for the purpose of causing bodily harm, and includes, but is not limited to, firearms, air guns, BB guns, pellet guns, stun guns, knives, swords, spears, clubs, explosive devices or chemicals (including both incendiary and pyrotechnic devices), chemical sprays (for example, mace and pepper spray), brass knuckles, and catapult devices (for example, sling shots and zip guns); and
- B. any other object which is used in a manner and for the purpose of causing another to fear or suffer bodily harm.

“Possessing a weapon” includes having the weapon on the student's person on Saint Mark's property or at school sponsored events - on or off campus; in the student's backpack, bag or purse, in the student's desk, or in the student's locker.

#### **Penalties for weapon violations are:**

- A. Firearms: Certain conduct on the part of students cannot be tolerated under any circumstances. Accordingly, any student possessing a firearm, whether it is loaded or not, will be automatically expelled. This zero tolerance policy is in accordance with Minnesota state law (Minnesota Statutes section 121A.44), and neither the school administration nor parish authority has any discretion to moderate the penalty.
- B. Other weapons: Any student possessing any other weapon may be expelled or subject to other disciplinary measures.

The school administration will retain sole discretion to determine the nature extent and duration of an out of school suspension or expulsion under this policy. Saint Mark's Catholic School will make every effort to work with students and their parents/guardians to address and correct behavior issues. However, repeated behavior which prevents the staff from teaching and that prevents the students from learning, endangers others, or is disruptive/disrespectful to our community will not be allowed. Continued enrollment for all students is dependent upon demonstrated respectful and responsible behavior.

### **Communication of a concern**

If a parent has a complaint, the order of communication should be as follows:

1. Discuss the problem with the homeroom teacher or class instructor.
2. If satisfaction is not attained, contact and meet with the principal.
3. If the problem is still not satisfied, contact the Parish Business Manager or pastor.

## HARASSMENT

Each local school and/or catechetical program shall maintain a learning and working environment that is free from harassment - verbal, physical, or sexual. This policy applies to all students, school and parish personnel, parents, vendors, volunteers, coaches, guests, and others who act on our behalf. It applies whenever and wherever a school and/or catechetical program take place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school and/or catechetical program.

Definition: Harassment is unwelcome verbal, written, or physical conduct which has the purpose or effect of unreasonable interference with an individual's performance, or which creates an intimidating, hostile or offensive working or learning environment. The basis for harassment may be any protected class including age, creed, color, disability, national origin, race, marital status, socioeconomic status, religion, gender, or sexual orientation.

One particular category of harassment, sexual harassment, consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes, but is not limited to:

- teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading rumors, or making derogatory or dehumanizing sexual remarks
- subtle pressure for sexual activity
- intentional brushing against a person's body
- display of offensive pictures, posters, or other graphics
- leering, inappropriate patting or pinching, and other forms of unwelcome touching
- otherwise creating a hostile, intimidating, or offensive environment

Harassment issues should be referred to the principal for investigation.

Violations of the harassment policy by students will result in an out-of-school suspension.

Repeated violations of the harassment policy will result in the termination of enrollment.

## BULLYING

In order to protect and respect each child, we promote and support respectful, Christ-like, responsible behavior, self-worth, social skills, peace, and safety. Bullying will not be tolerated under any circumstances. Instances of bullying will result in an immediate consequence with a consistent response and follow through for all parties involved.

### **When an incident occurs:**

The bullied person will:

- Honestly and immediately report the details of the incident to a trusted adult.
- Witnesses to bullying will:

- Support the targeted person, and if it is safe, try to stop the bullying.
- Honestly and immediately report the details of the incident to a trusted adult.  
Trusted adult will:
- Ask questions
  - What happened?
  - What have you said to the person who has bullied you?
  - Whom have you told?
- Report to homeroom teacher, even if the child does not want them to report.
- Praise the child for being brave enough to tell.  
School personnel will:
- Investigate the incident by the end of the next school day.
- Take proper action as outlined in the consequence section below.
- Communicate progress of investigation and outcome of action taken to involved children's parent(s)/guardians(s) and school personnel involved in the child's education.

### **Consequences:**

Bullying behavior will result in the steps as outlined in the school discipline policy for abusing power and/or for repeatedly and intentionally causing physical or emotional pain to others. In addition, the following actions will take place.

- A student engaged in bullying behavior will present a letter to the targeted student, which states an understanding of how the behavior hurt the student and demonstrates an understanding of how the targeted student felt. The letter will show accountability for the behavior and reflect an age-appropriate response and understanding ensuring the victim that the behavior will not repeat..
- A meeting will be held in which the letter will be presented in person to the student, if the targeted student is willing.
- A student who participates in bullying behavior will also attend a meeting with parent(s)/guardian(s), relevant teachers, and the principal. The adults and student will develop a behavior plan at the meeting to prevent recurrences of the bullying behavior and promote more appropriate behaviors.

## **DRESS CODE**

The wearing of uniforms lends dignity to the process of education and identifies Saint Mark's as a school community. All Saint Mark's students are to be in uniform daily. The uniform should be kept neat, clean, and mended. At all times, students are to dress modestly.

Uniforms can be purchased at Donald's Department Store, 972 Payne Avenue, Saint Paul, 651-776-2723. Donald's does not carry our school uniform sweatshirts or the ¼ zipped pullover navy micro fleece jacket. They can only be purchased through Saint Mark's School. An assortment of free, used uniforms are available through the uniform exchange closet which is located in the school cafeteria. The uniform exchange closet is open during school hours.

### **Basic uniform items**

- Plaid uniform jumper (Grades K-4 girls) or skirts (Grades 5-8 girls) or skorts (Grades K-8 girls).

(Hemmed at least to ½ thigh applies to clothes worn on non-uniform days.

- Uniform pants: Tailored navy blue, narrow-wale corduroy or twill pants. No denim, cargo pants, sweatpants, nor over-sized pants.
- Uniform shirts: Red polo shirts embroidered with school logo. It is a requirement that a uniform shirt be worn under the uniform sweatshirt/fleece jacket at all times. Shirts must be tucked in.
- Uniform shorts: Navy twill walking shorts may be worn opening day until October 15 and April 15 through the end of the year. Shorts must reach at least ½ way down a student's thigh. This applies to shorts worn on non-uniform days.
- Saint Mark's sweatshirt: A plain navy blue cardigan sweater (no hood) or ¼ zip pullover navy micro fleece jacket with logo. Sweatshirts and fleece jackets may only be purchased through the school.
- Undershirts: must be plain white.
- Socks: Solid red, navy blue, or white socks (anklets, crew socks, knee highs, sweat socks) must be worn at all times. Navy tights or fitted navy leggings may also be worn.
- Shoes: Shoes must be closed toe and heel shoes. No sandals, high heels, wheelies, lights, flip flops, jellies, boots, Uggs, slippers or clogs may be worn. Soles and heels must be less than one inch in height and laced shoes must be tied. This applies to shoes worn on non-uniform days.

### **Special notes of the dress code**

- Pajama pants or sweatpants may be worn at recess under skirts/jumpers but may not be worn indoors.
- Those wearing skirts that are too short will be required to call parent/guardian for an acceptable replacement, if one is not available in the uniform closet.
- Nothing worn under the uniform may be hanging out from the skirt, jumper, shirt, or sweatshirt
- No bare midriffs.
- Only navy blue shorts may be worn under jumpers or skirts, but may not hang below them.
- No ripped or torn uniform items may be worn.
- Solid color black, brown or navy belt may be worn with pants or shorts.

### **General appearance**

- Hair must be neat, clean, and well groomed. Hairstyle and color should not draw undue attention to the student. No one is to dye their hair a color that cannot be grown naturally (i.e., blue, purple, pink, etc.) Male hair shall not extend below the bottom of the ear on the sides, shall not touch the collar in the back, and shall not extend below eyebrows. Conventional haircuts only. No shaved, partially shaved hair, mohawk, or other unconventional cuts are allowed for any student. If a "haircut violation" is issued (to parent(s)/guardian(s), the student must get a haircut within seven days of communication. Should a question arise, the principal will make the determination.
- Students may not wear tattoos, real or otherwise.
- Students may not write, draw, or make marks on their clothes or person, or the clothes or person of others. Violation will result in a detention.
- Makeup must be appropriate for school and not create a distraction. Principal and staff will determine what may be appropriate for school.
- Jewelry should not distract or draw undue attention. (Girls may wear small post earrings—no hoops/dangles.)



- No nose, lip, eyebrow, or tongue piercings are allowed.
- No hats or caps are to be worn in the building, unless it is a designated “hat day”.

### **Dress code enforcement**

- If a student is wearing an inappropriate attire, s/he will be sent to the office. If an appropriate replacement is not found in the uniform closet, parent(s)/guardian(s) will be called to bring appropriate uniform items for the student.
- Habitual noncompliance of the uniform code will result in home notification, possible administrative meeting and ultimately a possible dismissal.
- If a student continues to have an unacceptable appearance after being given a warning and the violation is not corrected, the student will be given a detention and/or suspension.

### **Out of uniform days**

Students will represent Saint Mark's appropriately on out-of-uniform days by wearing modest and proper clothing. A proper outfit on a non-uniform day would be jeans and a t-shirt/sweatshirt on a cold day or appropriate length shorts on a warm day. Saint Mark's athletic clothing is a great way to represent school spirit on out-of-uniform days. Students may also choose to be less casual and wear nicer sweaters and appropriate shirts. If a student comes to school wearing items that are found to be inappropriate for a school setting, a parent/guardian will be called and asked to bring more appropriate clothing. Please note the following rules:

- Clothing should not be ripped or written on with pen or marker.
- Yoga pants may only be worn under a jumper or skirt but not as pants.
- Out of uniform passes should not be used on a Mass day.
- Shirts must not be revealing in any way.
- Shorts must not be excessively short (at least ½ way down a student's thigh – in accordance with the uniform skirt/shorts length).
- Spaghetti-strap tank tops are not allowed.
- Any messages on t-shirts must also be appropriate for a school setting.
- If sandals are worn, appropriate shoes must be brought for phy ed and recess
- Out of uniform clothes must be simple enough so as not to interfere with learning
- Halloween costumes should not be gory, scary, or depicting evil

### **Boy Scouts and Girl Scouts**

On regular meeting days for scouts, the official scout shirt/scarf (boys) or vest/sash (girls) may be worn to school along with the school uniform pants/jumper/skirt/shorts/skorts.

# GENERAL SCHOOL POLICIES AND OTHER HELPFUL INFORMATION

## Absences

Please email ([schooloffice@markerspride.com](mailto:schooloffice@markerspride.com)) or call the school office (651-644-3380) *before 8am* to inform us that your child will be absent. Notes for anticipated absence should be sent to the school office in advance. Students who miss more than two class periods within a day will be marked absent. It is recommended that appointments be scheduled for a time when school is not in session.

Regular class attendance is an essential element of the educational program of Saint Mark's School. Class attendance is important to ensure academic progress and social growth. As absences disrupt the sequence of learning, due to missing instruction as well as the dis-ease that naturally occurs when a student arrives late or has missed class, effort should be made to schedule vacations when school is not in session.

When a student misses school, the teachers will always do what is best for all students. In some cases, this will mean the teacher will provide all materials in advance that a student will miss (if the absence is planned), but in other cases, it is best for the teacher to provide work while the student is gone or when s/he returns to school. In any case, the teacher will communicate with the student and the student's family.

## Absenteeism

More than three unexcused absences or ten tardies in a semester will result in the following consequence: referral to Ramsey County T. I. P. Programs. Additional consequences may include: denial of credit, retention, summer remedial work, or individual tutoring. The principal and teachers will conference with the parent(s)/guardian(s) regarding these consequences.

## Bikes/Blades/Boards/Scooters

Students must be in fourth grade or older to ride a bike to Saint Mark's School unaccompanied. Younger students may ride with an older sibling with parental/guardian written permission. Bikes must be locked onto the bike stands during school hours. Bikes should be walked across the playground when children are playing. Roller blades, skateboards, and scooters are not allowed at school.

## Birthdays and special occasions

In consideration of our varied constituency, no balloons, flowers, limousines, or other special presents should be delivered to school for students. Treats to share with classmates should be arranged with the classroom teacher and must be store-bought (created in a commercial kitchen). Please check with your child's teacher regarding food allergies in the classroom.

## Cell phones/iPads/electronic devices

Use of such devices in school, outside of the school's technology plan, is prohibited. Devices must be stored in child's locker during the school day. Consequence for use of such devices in school will be the confiscation of the device for 24 hours. A second confiscation will result in the loss of the device for 1 week. A third confiscation will result in the loss of device for 1 month. Use of such devices after school only is allowed on the playground.

## Contacting a teacher

E-mail and voice mail messages may be left at any time. Calls and e-mails will be returned, following standard professional practice, within 48-hours, or 2 business days. Please do not interrupt the classroom

during the school day to drop items off, give messages to your child or talk to the teacher. Items may be left at the office and the office staff will see that they are delivered to the student. Other than casual conversation, meetings with teachers must be set up in advance. Teachers may not leave students unsupervised to meet with parents during school hours, including during drop-off time. Unless there is an extenuating circumstance, concerns about a teacher should be brought to that teacher. If conversation with the teacher does not help to address the concern sufficiently, the principal should be informed.

## **Counseling services**

For students in grades K-8, Saint Mark's counseling offers classroom presentations, support groups, bullying prevention, individual student consultations, drug education, and community resources. In addition to this, a guidance counselor is available for student counseling.

## **Curriculum**

Saint Mark's School core curriculum includes: Religion, Reading, Language Arts, Math, Social Studies, Science, Spanish, Computer Technology, Physical Education, Art, and Music. As part of Saint Mark's School's efforts to meet the needs of your child, we believe that it is essential to communicate fully with families about student progress. In order to gain as much accurate knowledge as possible, teachers gather information from observation, achievement, work habits, skills, tests, portfolios, and families. We know that all children have different capabilities, interests, and learning styles. Achievement will be viewed in relationship to each child's learning capacity and progress made on coursework. Students are placed in flexible ability groups to best serve the students' needs.

In accordance with federal and state laws, special education services are provided for qualifying students through the Saint Paul Public School System in the areas of learning disabilities, speech/language, and occupational therapy. Assessment takes place at Saint Mark's School, and classes are taught at the local public school during the school day.

## **Divorced or separated parents/guardians**

Please file a court-certified copy of the custody section of the divorce or separation decree with the school office. Saint Mark's School will not be held responsible for failing to honor arrangements that have not been made known in this manner.

## **Electronic Interface**

Much of the important communications from school are handled electronically. It is expected that every family provide an email address upon enrollment or contact the school office to make alternative arrangements.

- **TADS** - Admissions, enrollment, financial aid, tuition management and billing for all students prek-8. Parents create their own account using their email address and a self-defined password.
  - Website name = [www.secure.tads.com](http://www.secure.tads.com)
  - Contact Joe Juairé with questions about financial aid. By phone: 651-645-5717 or email: [jjuaire@saintmark-mn.org](mailto:jjuaire@saintmark-mn.org)
- **'Educate'** – Attendance, lunch accounting, and school correspondence for prek-8; tools for regular academic reporting for students in grades 6-8; other, less regular, academic reporting for students in grades 1-5.
  - Website name = [www.educate.tads.com](http://www.educate.tads.com)
  - Account Name = first three letters of first and last name with initial caps. Example John Smith = JohSmi

- Password = self-defined after initial log-in. To request your password, click the phrase ‘forgot your password?’ and enter your account name. A new password is sent to the email address you provided with your school registration. (The initial log-in information will come to you by email from Educate.)
  - For help with Educate questions, please contact the school office.
- **The Marker eDaily** - a daily email for Markers that includes hot lunch menu for today and tomorrow and calendar events, plus links to the most recent message board postings.
  - Comes automatically to the email address you provided at registration.
  - To receive it, please send an email to [schooloffice@markerspride.com](mailto:schooloffice@markerspride.com).
- **The Message Board** - a place to read and post information for and about our school community.
  - This is a public forum visible to anyone who visits the school website.
  - It includes a private portion viewable only after you log into the message board.
  - Go to [www.markerspride.com](http://www.markerspride.com) and click ‘forum’ on the menu bar at the top of the screen.
  - To view private postings or post your own message, use your personal log-in.
    - Click ‘login’ in the upper right corner of the screen and follow the instructions.
    - Your private log-in uses the format firstname.lastname, all lowercase. Example John Smith = john.smith.
    - If you do not have a log-in, follow the instructions to register for a log-in name.
    - If you have forgotten your password, follow the instructions to have your password sent to your email address.
    - If you continue to have difficulty, please contact [helpdesk@markerspride.com](mailto:helpdesk@markerspride.com)
- **Saint Mark School on Facebook** - a dynamic, insightful view of Saint Mark’s School.
  - [www.facebook.com/groups/markerspride/](http://www.facebook.com/groups/markerspride/)
- **Middle School One-to-One Program** - a one-to-one initiative leveraging technology in the classroom.
  - This program is required for grades 6-8 and includes payment of a technology fee (see the tuition and fees section of this handbook) and submission of the Acceptable Use of Technology contract.
  - Optional training for parents and students takes place at the beginning of the school year.
  - Students experiencing technological difficulty at any time may contact [helpdesk@markerspride.com](mailto:helpdesk@markerspride.com), and should also notify their teachers. When your student experiences trouble with their device, please take the following steps so we can work together to resolve the difficulty:
    - Restart the device to see if the problem persists.
    - Check for secure connection of cables and cords.
    - If the problem persists, send a message to [helpdesk@markerspride.com](mailto:helpdesk@markerspride.com) including:
      - What type of equipment were you using?
      - Were you using a wired or wireless network?
      - Where specifically were you physically located when the problem occurred?
      - What application were you using? (And the version number if possible.)
      - What operating system does your device use? (And version number if possible.)
- **Technology Advisory Committee (TAC)** - Technology at Saint Mark’s School is supported in part by a subcommittee of the School Advisory Committee made up of tech-savvy parent volunteers. If you are a tech-savvy parent interested in getting involved, please contact the school

office.

## Enrichment

Flexible grouping and differentiated instruction plans help all students achieve to the best of their ability. Book Club and (parent-led) PACK are special programs available for elementary school students. Quiz Bowl and trips to ELC and Washington, DC are special programs available for middle school students.

## Family emergency

In the event of a family emergency, please call or email the school office. (651-644-3380 or [schooloffice@markerspride.com](mailto:schooloffice@markerspride.com)) Please promptly update your TADS account with any changes in addresses, telephone numbers, or e-mail addresses that occur during the school year. It is imperative that you do so in the event that your child becomes ill or has an accident at school, and staff needs to contact you. Also, if children are being cared for outside the home when the parent(s)/guardians(s) are on vacation, please provide the dates you will be out of town, the phone number(s), and the address of the people with whom your child(ren) will be staying.

## Family moves

Please update your TADS account and notify the school office if your family moves. A written notice must be sent to the school office, so that we can update all necessary records.

## Forgotten lunch

Rather than interrupt the classroom, please leave lunches in the school office with your child's name and homeroom number on it. Parents are urged to not bring more costly lunches for their children (i.e., Davanni's, Subway) in consideration of children who do not have the opportunity to eat such lunches. If a child forgets his/her lunch, and one cannot be brought from home, arrangements will be made for your child to be fed that day.

## Grading and incomplete grades

- Saint Mark's uses the diocesan standards-based report card system in grades K-5:
  - 4 = Exceeds Standard
  - 3 = Meets Standard
  - 2 = Partially meets standard
  - 1 = Below Standard
  - N/A - Not assessed at this time
- Middle school grades will use a traditional A, B, C, D, and F notation system.
- Middle school students with an F or more than one D will need to spend a week working with the after school tutors for each week that such grades remain (for each day that tutors are available).
- Students with a "I" on their report card will have two weeks from the date that the report card is issued to complete their academic work. Academic work not completed within said time frame will be given a zero on the missing work, and this will be averaged into their final grades. A revised report card will be issued with the finalized grade.
- 8th grade students with any F grades in any courses will receive an unsigned diploma until they have demonstrated the skills and knowledge needed to earn passing grades in all courses. Students will have until June 30 to complete the necessary work/testing to demonstrate these competencies. Students wishing to remediate their work and earn a passing grade and therefore a signed diploma will need to arrange time with school faculty to receive additional tutoring. Faculty and parents will arrange for 10-20 hours of

tutoring (including grading and preparation) and pay the school to compensate the faculty member at a rate of \$45/hr for this additional service. The principal, teacher(s), and parent(s) will agree on a set number of hours that a teacher will work in order to help a student have the most fair chance of a passing grade and will sign a contract that expresses the number of hours the teacher(s) will work and the amount to be paid, regardless of the student's academic performance and grade.

- Students in grades 5-8 who have an F in any class and who wish to continue at Saint Mark's may receive an "Incomplete" for a grade in any class in which they would otherwise receive a failing grade "F", and will have until June 30 to demonstrate the essential competencies to earn a passing grade. Faculty and parents will arrange for 10-20 hours of tutoring (including grading and preparation) and pay the school to compensate the faculty member at a rate of \$25/hr for this additional service.

### **High school visits**

Each student is allowed two excused absences, and students may take a 3rd day, if teachers grant permission based on each student's need for in-class time. Visits are encouraged on non-school days.

### **Inclement weather**

The decision to send children to school in severe weather is the responsibility of the parents/guardians. Saint Mark's operates largely independently of other schools and school systems, but we often consider our deanery, Cretin-Derham Hall, and St. Paul Public Schools. An announcement will be made on the school Facebook page as well as WCCO, KSTP, FOX9, KARE11, and KMSP as soon as a decision is made. Parents/guardians are encouraged to sign up for instant alert notifications via KSTP's text and email system available at <http://kstp.com/schoolalert/>. Please be advised to listen and look for "Saint Mark's School."

### **Kindergarten registration**

Students entering Kindergarten at Saint Mark's School must be 5 years old by September 1. Early admissions will be considered on a case by case basis. Please contact the school office for requirements. Kindergarten parents/guardians have the option of registering their children for all-day classes only.

### **Leaving school during the day**

If your child has a doctor/dental appointment or other pre-planned event, a written notification prior to the appointment should be emailed to [schooloffice@markerspride.com](mailto:schooloffice@markerspride.com) and the homeroom teacher. Parents must come to the Prior Avenue door to sign out students for early dismissal. At no time during the day are children allowed to leave the school grounds except by previous arrangement with the school office and/or a written request from parent(s)/guardian(s). This includes recess and noon lunch period.

### **Late assignments**

- **Middle school Students** – If work is not ready to turn in at the assigned time, it immediately loses 25% of its grade. Work that is not ready to turn in after two days loses 50% of its value. No late work may be turned in after the quarter is over. Funerals and illnesses are exceptions to this rule. Students should see teachers upon their return to make special arrangements.
- **K-5 Students** – teachers will make arrangements for students to make up missing work as necessary.

## Lost and found

Check the lost and found boxes located in the cafeteria and office hallway. If your child is unsuccessful in finding the lost item, have him/her check with his/her homeroom teacher. Lost items can be avoided by marking all of your child(ren)'s belongings.

## Lunch program

Saint Mark's is pleased to offer a hot lunch program for students and staff featuring many home-made entrees. Fees associated with the cafeteria and lunch program are listed below - click [HERE](#) for current rates:

- Cafeteria supply fee - Required. Covers the cost of expenses such as napkins and condiments, table-washing supplies, and replacement silverware. The fee is required.
- Milk is available daily in white or chocolate for a small fee (likely \$0.40 per carton)
- Hot lunch - optional and available for a set daily fee
  - Regular hot lunch
  - Large hot lunch
  - Salad
- Forgotten lunch - A limited amount of food is on hand for the occasional forgotten lunch. Students will be charged the set rate for a hot lunch in this case.

Lunch fees are charged against each child's lunch account in Cornerstone and account balances are available at [www.educate.tads.com](http://www.educate.tads.com).

Lunch accounts are loaded online using your Educate account. Online payments are credited immediately to your account. Payments may be made by cash or check in the school office, but may take up to 10 business days to be reflected in your account.

Cafeteria alerts will be emailed on a regular basis, whenever a student's account is getting low. If a student's account is \$10.00 in arrears the student may be unable to charge additional lunches and they may not receive a hot lunch. Outstanding lunch balances may be transferred to TADS for payment and collection according to the student's tuition agreement.

The following procedures are to be followed at lunch time:

1. Students are to enter the cafeteria and move through the lunch line in an orderly fashion.
2. Food items at the serving table may be taken only by those who have purchased hot lunch. Silverware and napkins may be taken by all, as needed.
3. Students are to remain seated at their assigned tables throughout the lunch period. If it is necessary to return to the hot lunch line, the serving table, or restrooms, the student should notify the lunchroom supervisor.
4. All students will remain at their tables until the entire table is dismissed. Before being dismissed, tables, chairs, and floor must be free of trash and food. The lunchroom supervisor must be notified of spills that require rag or mop clean-up.
5. Trash and empty milk cartons are to be dumped into trash receptacles provided. Empty trays are to be stacked neatly in the designated area. Trays are provided for cartons of milk not emptied, bowls of soup, etc. Liquids are never to be poured into the trash.

## **Media in class**

Teachers will make every effort to ensure that media used in class (visual, musical, digital, on-line, video, etc.) are in line with our school's mission statement. If there is any question about the appropriate nature of any portion of a medium, the teacher will inform parents/guardians before sharing the medium with students. Media of a sensitive nature will be preceded by a note home requiring an adult signature granting school permission to share said media.

## **Middle school locks and lockers**

We recommend that lockers be locked. If a student fails to lock his/her locker, and a school device is stolen, the student will be responsible for the full replacement cost. Students must supply their own locks for their lockers. Students may go to their lockers between classes to retrieve class materials or as directed by a teacher. Students are responsible for keeping lockers clean, neat, and free of graffiti and inappropriate materials. Only sticky tack and magnets, not tape, may be used to hang objects. Lockers may be checked at any time.

## **Morning arrival**

Students are to arrive at school after 7:40 a.m. when teacher supervision is available.

## **Parking lot**

When dropping off students, drivers should not pull up to school along Prior Avenue, but use Howell and then drive west alongside the school. Children should quickly and carefully exit the car, and drivers should quickly and carefully pull away. Cars, whether empty or with driver, may not remain parked on Dayton in front of the school. Drivers who wish to remain at school need to park in the parking lot across from school (but cars must leave the lot by 8am).

## **Patrols**

Students are selected from the fifth and sixth grades to direct the students at busy corners during arrival and dismissal times. The safety of the children as they arrive at and depart from school is the responsibility of the parents/guardians. The safety patrol is a supplementary service provided by the school. Saint Mark's does not assume the responsibility for escorting children beyond the boundaries of the school and the Dayton intersections at Moore and Prior from 7:40 a.m. to the start of school, and from the end of school to 2:40 p.m. Please see that students arrive at the designated corners on time to avoid waiting alone or delaying patrols. Safety patrols cannot assist children who cross outside the times listed or who cross outside of the patrolled intersections. We ask you to cooperate with us for the safety of your children. Patrols will not be present during extremely cold weather, and parents must escort their child(ren) safely to the school playground area.

## **Personal belongings**

Saint Mark's School is not responsible for, and assumes no liability for, lost or stolen items. All clothes, backpacks, and lunch boxes must have the children's names on them for ownership identification.

## **Playground and recess**

To ensure the safety of students using the playground for recess or lunch time breaks, the school has scheduled faculty members to monitor the playground areas whenever students are using them. The playground supervisors' decisions are final and must be followed promptly. Their job is to ensure that school rules are followed by all students of Saint Mark's School.



- Students must stay within playground boundaries, out of the alley, off the grass, and away from any cars. At no time are students allowed to leave the school grounds.
- If equipment lands outside of the playground boundaries, a student must obtain permission from the supervisor to retrieve it.
- No food, including candy, gum, and pop, are permitted on the playground at anytime.
- Students will remain indoors if the temperature is below -10°F or if the wind-chill is below -15°F.
- Individual students are allowed to stay inside the school building during lunch recess on written permission from a teacher and must be under direct supervision by that teacher while inside.
- If a physician has instructed a student to refrain from recess, such instructions should be provided to the homeroom teacher.
- Students are to be appropriately dressed for the weather. Homeroom teachers may keep students in for recess if they are not properly dressed.

## **Programs**

Students are expected to participate in performing arts programs in spring and winter.

## **Progress reports and conferences**

Progress reports are sent to parents at the end of each quarter. Formal conferences are held twice per year. Please see the school calendar for dates and times. Parents are encouraged to meet/speak with teachers at any time during the year to discuss questions or concerns. Parents of middle school students may access grades online via Educate.

## **Retention**

Retention will only be considered at K-1-2-3 levels, unless a student enters Saint Mark's School at a later grade, and is clearly unprepared to be promoted.

- The classroom teacher will inform the parents/guardians prior to or during fall conferences about how their child is doing with regard to the material to be mastered, mindful of the child's entry level.
- A plan for improvement will be developed by the classroom teacher, which will include parental/guardian role, as well as possible referral for Title I, tutoring, or SPSS evaluation.
- The teacher will communicate progress and/or continued concerns to parent(s)/guardian(s) at least every two weeks.
- The classroom teacher and the principal will meet with the parent(s)/guardian(s) at the end of the second quarter, to discuss the child's progress.
- Prior to the spring conference, the Light's Retention Scale will be administered, scored, and discussed by the principal and teacher. The results of this test and the success of the child's improvement plan will be discussed with the parent(s)/guardian(s) at the spring conference along with the principal. At this time, a recommendation for retention (if appropriate) will be given.
- The principal, in consultation with the classroom teacher, shall be responsible for the final recommendation about grade retention. Parents will make the final determination. If it is the case, the student records will indicate that retention was recommended.

## **School pictures**

Pictures are taken by a professional photographer. Preschoolers may have pictures taken after elementary student pictures are complete.

## Smoke-free environment

As of 1990, Saint Mark's School has been declared a smoke-free building.

## Snacks in the classroom

Parents for some grade levels may be asked to send low/no sugar treats to school. Crackers, string cheese, and pretzels are child-favorite alternatives. Check with your child's teacher regarding food allergies in the classroom.

## Snow

K-5 students must wear boots and snow pants at recess if there is snow on the ground.

## Sports

- **Eligibility** - A student will be deemed ineligible to participate in extracurricular sports at Saint Mark's if:
  - student is receiving a failing grade of "1" in any subject
  - student is receiving more than 1 grade at "2" or below
  - student fails to maintain a responsible and positive attitude through his/her behavior in school and in the sports program

A student found to be ineligible under the above requirements may not participate in any Saint Mark's team practices, games, or tournaments, not even as a spectator.

When a student has been identified as ineligible for participation in the sports program the following actions will occur:

- student will be notified via email of his/her ineligibility by the athletic director and given the reason(s) for the ineligibility which will take effect immediately
- athletic director will email notification to parents/guardians
- athletic director will notify coaches of students' ineligibility

An ineligible student's status may be reviewed after a period of one week. It is expected that during this period the following actions will be taken:

- student will identify the specific academic and/or behavior areas which need to be addressed (initiate a meeting with teachers if necessary)
- student will take actions necessary to improve academic standing or behavior

Students who are academically ineligible will need to meet with after school tutors for each week that they are ineligible (for each day that a tutor is available)

If the student does not take the actions necessary to demonstrate improvement, he/she may be removed from the sports program. The athletic director will follow the same notification procedures as for ineligibility.

- **Special circumstances** which might apply:
  - Any serious infraction of the rules or policies of the school or team may result in a player's immediate removal from the team by discretion of the athletic director.
  - After school detentions take precedence over after school activities when a conflict occurs.
  - A student must be in school by 10:30 A.M. to participate in after school activities.

- A student who is suspended from school may not participate in after school athletic activities for a period of one week. This period begins on the last day of suspension.
- If a student goes home sick, s/he may not participate in after school activities that day.
- If a student is not in attendance at school, s/he may not participate in after school athletic activities on that day.
- **Checking eligibility** for middle school athletes:
  - Athletes' grades will be checked every Tuesday. If a student has late work to turn in, it must be turned in by the Friday before Tuesday's eligibility check. This means that if an assignment is turned in on Monday or Tuesday, it will not count toward that week's eligibility check. This allows the teachers adequate time to grade late assignments and upload them into the system.
  - Ineligibility begins on the Tuesday of the eligibility check when the notification goes out. One week later (also a Tuesday) grades will be checked again. If the ineligible student's grades have improved to meet the eligibility standards, he or she is eligible to play immediately.
- **Registration and uniform deadlines**

To help students in develop responsibility for their athletic participation, they will be held responsible for turning in their registration forms and uniforms on time. Parents/guardians are encouraged to support student-athletes in meeting these deadlines, but the responsibility falls on the student-athlete.

Deadlines for registration and uniforms will be communicated through the message board, emails to student-athletes, and announcements during school at least one week ahead of time.

Athletes are responsible for turning in their uniform (washed) or registration form prior to 3:00 PM on the day of the deadline. Registration forms may be turned in at the school office or to the athlete's homeroom teacher at the beginning of the day so that the forms will be sent to the office.

## Standardized testing

Standardized tests are administered in grades 2-8. The tool used is the NWEA MAP test. Parent reports are sent out following the test when applicable. The primary purpose of such tests is to assess areas of strength and needs for growth for the entire school, for grade groups, and for individual students and to enable us to continually improve differentiation for students, develop our curriculum, and help parents to best support their children's academic development.

## Student placement

Students' knowledge of/proficiency in the following concepts and skills will receive strong consideration when determining student placement:

### Grade K to Grade 1

- Recognizes all upper and lower case alphabet letters
- Recognizes 80% of letter sounds
- Prints first name correctly
- Recognizes numbers 1-20
- Can count by ones from 1-30

- Students use a pencil gripper until pencil can be held correctly, and letters are formed correctly.

### **Grade 1 to Grade 2**

- Uses blends to sound out words
- Writes a complete sentence, using correct parts of speech and punctuation
- Reads at the Grade 1.5 level
- Knows short vowel sounds and uses consonant/vowel/consonant/silent “e” (when applicable) to decode long vowels
- Recognizes numbers from 0-1000
- Skip counts: by 2’s to 20; by 3’s to 12; by 5’s to 100; by 10’s to 100
- Adds and Subtracts through 10’s
- Identifies coins and their worth (pennies, nickels, dimes, quarters)
- Students use a pencil gripper until pencil can be held correctly, and letters are formed correctly.

### **Grade 2 to Grade 3**

- Reads fluently and comprehends material at the grade 2.5 level
- Writes in complete sentences and uses correct punctuation and capitalization
- Stays on task and completes work within a reasonable amount of time
- Reads independently and follows written directions
- Knows basic addition and subtraction facts through 18
- Computes double digit addition and subtraction without regrouping
- Interprets one step thought problems, and computes accordingly
- Understands place value through hundreds
- Counts money and gives correct change
- Tells time
- Students use a pencil gripper until pencil can be held correctly, and letters are formed correctly.

### **Grade 3 to Grade 4**

- Reads and decodes words at the grade 3.5 level
- Monitors reading, asking mental questions to enhance understanding of content
- Responds to a story with at least literal comprehension (evaluates main idea, characterization, problem resolution, author’s viewpoint)
- Makes predictions based on what was read
- Identifies parts of speech (noun, verb, adjective, adverb)
- Writes a simple paragraph with a main idea and several supporting sentences, using complete sentences and correct punctuation and capitalization
- Uses the “KWL” (Know already/Want to know/Learned) strategy
- Mastery of addition and subtraction facts, using two and three digit numbers and regrouping
- Solves one and two step addition and subtraction math problems
- Understands place value through the thousands
- Shows basic knowledge of multiplication and division facts through ten (or minimally uses a chart to determine answers)
- Identifies numbers through 10,000
- Students use a pencil gripper until pencil can be held correctly, and letters are formed correctly.

### **Grade 4 to Grade 5**

- Reads and comprehends materials at grade 4.5 level
- Demonstrates higher order thinking skills of prediction, inference, generalization, summary, drawing conclusion, sequencing
- Differentiates opinion from fact
- Notes details
- Understands elements of a story (character, setting, plot)
- Recognizes parts of speech (noun, pronoun, verb, verb tenses, adjective, adverb, article, preposition)
- Writes multiple paragraphs for stories or essays, using complete sentences, and correct punctuation and capitalization
- Compares/contrasts base words, root words, compound words, predicate, subject, contractions, affixes
- Recognizes possessives, antonyms, synonyms
- Solves three to four step addition and subtraction problems using regrouping
- Knows multiplication facts to 12x12
- Solves three digit multiplication equations
- Divides two digit, divisor and dividend, using fraction remainder
- Identifies and constructs two dimensional geometric figures
- Demonstrates knowledge of estimation
- Finds basic place holder value and reads numbers to 100,000,000
- Uses map symbols
- Measures in inch, foot, yard, meter, centimeter, millimeter
- Understands fraction, decimal, and percent as part of a whole

### **Grade 5 to Grade 6**

- Language Arts skills outlined in Grade 4

#### **In addition:**

- Sequences events
- Monitors and self-questions for meaning, independently
- Understands prefixes and suffixes added to root word
- Uses correct verb tenses (subject and verb agreement)
- Categorizes and makes judgments and generalizations
- Chooses an appropriate level for independent reading
- Makes inferences
- Combines sentences and writes more complex thoughts
- Understands multiple meanings of words
- Applies reading strategies to other subjects
- Enhances writing with a variety of types of sentences
- Reads and comprehends at grade 5.5 level
- Math skills outlined in Grade 4

**In addition:**

- Identifies prime, composite, and square numbers
- Understands exponential notation
- Rounds numbers and uses magnitude estimates
- Uses divisibility tests
- Determines the value of a variable
- Uses math tools: protractor, ruler, compass, calculator, and templates
- Adds and subtracts decimals and fractions
- Converts fractions to decimals and percents
- Converts between fractions and whole or mixed numbers
- Organizes data
- Finds and uses data landmarks
- Identifies landmarks: minimum, maximum, range, mode, and median
- Constructs and interprets circle, bar, line, and stem-and-leaf graphs

**Student records**

Parents/guardians may ask to review the contents of any records or data collected on or for their child. This may include any or all of the following:

- Identification data
- Academic work completed
- Achievement test scores and grades
- Attendance data
- Scores on standardized intelligence, aptitude, and psychological tests
- Interest inventory results
- Health data
- Family background information
- Teacher or counselor ratings and observations
- Record of disciplinary action. The administrator is provided a reasonable amount of time to reply to a request but not to exceed 10 days.

The administrator will not release a student's records without written consent of the parents. A copy of those records will be sent to the parents if they desire. The only exception is in the case of a sudden transfer to another elementary or secondary school, and upon request of the receiving school system for the student's records for which the receiving school has a legitimate educational interest.

Since interpretation of the record is important, the schools will arrange a meeting for parents/guardians with the student's teacher or the principal. Please allow at least 24 hours for any follow-up paperwork.

In child custody cases, the portion of the original divorce decree pertaining to child custody and current custody papers must be presented to the school. A copy will be made and filed in the school office. This is for the protection of the child. The school will require parent/guardian identification to view records or remove students from school.

**Tardies**

Optimum performance in school necessitates that a student arrive on time and be prepared. Students are tardy if they are not in homeroom in complete uniform when the tardy bell rings at 7:55 a.m. Students who are tardy must check in at the school office with a written excuse for their teachers explaining the

tardiness. Notes for anticipated tardiness from school should be sent to the office in advance, or the parent may notify the school office via the attendance line

Five (5) unexcused tardies in a semester may result in a letter to parents/guardians. Ten (10) tardies in a semester may result in a referral to Ramsey/Hennepin County Truancy Intervention Program. (See Truancy)

## **Telephone use**

Student use of the office telephone is restricted to unforeseen emergencies or illness. Written permission from a teacher is necessary and calls may only take place in the school office. Forgetting something at home or arranging after school activities are not considered emergencies.

## **Transfer students for middle school**

New student admission will be considered on an individual basis upon review of records and a parent/student/administrator conference. Every child accepted to Saint Mark's School is automatically placed on a probationary period for their first semester of school. During this period, the child's adjustment, academic progress, effort, and behavior will be monitored by the teaching and administrative staff. As needed, updates on the child's progress will be given at the end of the first full month of school, at conference time, and again in December. If the child has adjusted by the end of the first semester, the probation will be lifted. Should the child not be succeeding, school will be addressing whether this is the correct placement for the child. In rare cases, a student may be asked to leave Saint Mark's, if school cannot meet the student's needs or if insufficient progress has been made.

## **Truancy**

A student who has been absent without lawful excuse for five (5) days will be considered truant. Truancies will be referred to Ramsey County's Truancy Intervention Project (TIP) and/or Ramsey/Hennepin County Child Protection Services, as required by law. Lawful excuses for being absent from school include, but are not limited to: sickness (physician's note required if absence is longer than three (3) days), doctor/dental appointments, religious holiday, and extreme family emergency (e.g., death in family, house fire, etc.) Unlawful excuses for being absent from school include, but are not limited to: staying home to babysit, oversleeping, missed bus, too cold, travel, vacation, needed at home, and work. The burden of a child being excused from school is placed on the parent/guardian of the child. The school reserves the right to accept or deny an application for an excused absence.

## **Volunteers**

Effective with the 2018-19 school year, all parents and guardians are required to complete safe environment training and credentialing. This change was communicated via the weekly newsletter during the 17-18 school year, with two live VIRTUS training sessions offered in that timeframe. Further, all volunteers who have either regular or unsupervised contact with students are required to comply with the Archdiocesan Essential 3 safe environment requirements (Background check, Code of Conduct, and Safe Environment training). Online re-credentialing is required every three years. Current requirements and instructions are available at this [LINK](#).

The suggested minimum volunteer hours is ten (10) per family. Volunteers are encouraged to complete a Catholic United Financial *Ministree* card (a fundraiser for the school) each time they volunteer.

## Written notes

Written notes (or an email) from parents/guardians are required for the following situations (and provided in advance when possible):

- Tardiness or absence from school
- Another person (please state name) picking up your child at dismissal
- When different arrangements have been made regarding transportation of your child to or from school
- Child out of uniform
- Request for child to not participate in outdoor recess and/or physical education activities (physician's note required).
- Request for release of child midday for doctor/dental appointments, etc.
- If a note is not received, the student will be sent to the office to contact parents/guardians who must then fax, e-mail, or bring in a written note before the child is sent back to class.

## SCHOOL DAY ENRICHMENT PROGRAMS

**Band** – Saint Mark's offers weekly lessons for 4<sup>th</sup> – 8<sup>th</sup> grade with participation in concerts and festivals.

**Environmental Learning Center** – Wolf Ridge Environmental Learning Center in Finland, MN offers a one week enriched science program to our 6th grade students under the direction of the Center's staff with the aid of Saint Mark's teachers and parents.

**Geography Bee** – This is open to students in grades 4-8. It allows students to test their knowledge of world geography. The school finalist moves on to the state competition.

**PACK (Parents Advancing Creative Kids)** – PACK (formerly Omnibus) is an enrichment program to encourage creative problem solving for students in grades 2-5. Classes are held once a week for five to six weeks. Sample topics include: animal behavior, economics, the weather, and architecture.

**Special Education** – Special education is provided by the public school district for eligible students in accordance with state and federal laws.

**Title I** – Title I is a federally funded program offering remedial assistance in math and reading to qualified students.

## AFTER SCHOOL ENRICHMENT PROGRAMS

**Book Club** – Book Club is a parent-led literature discussion group that meets weekly for 1 hour for 8 weeks. It is open to grades 2-5 and it uses shared inquiry discussion methods to help students develop essential skills of careful reading, critical thinking, intent listening, and persuasive speaking and writing.

**Choir** – Information is updated each school year and is available on the school website.

**Quiz Bowl** – This is a rapid-paced competition that pits teams against each other, testing their knowledge of academic subjects including literature, history, math, science, geography, current events, foreign languages, and other topics.

**Scouts** – This is for students in grades 1-8, who are dedicated to building character, values, leadership,



social conscience, and skills for success.

**League Sports** – League sports are open to students in grades 6-8, under the direction of the athletic department, in the city-wide Catholic Athletic Association program. Swimming and track are open to students in grades 1-8.

**Karate** – Karate is offered for students in Grades K-8. Look for information to be sent home.

## HEALTH

### Health Aide

A school health aide will be available one half day per week. S/he will do eye and ear screenings, and provide health record keeping for Saint Mark's School.

### Health Information

The law prohibits school personnel from dispensing non-prescription and prescription medication without a doctor's order. If a child requires prescribed medication during the school day, it must be in the original bottle with complete written instructions indicating dosage and time to be given at school. Please contact the school health aide or the office if there are questions about the medication policy. If a child requires any long-term medication, please notify the school health aide or the school office for proper authorization forms. If a child's doctor recommends limited participation in physical education, a note signed by the physician should be sent to the school office.

### Illness and Accident Procedures

Families of all students at Saint Mark's School are asked to protect their children and the health of others by keeping a child at home who is exhibiting signs of illness:

- A temperature of 99°F or greater within the last 24 hours
- Diarrhea, vomiting, or nausea in the last 24 hours
- Any undiagnosed rash, peeling, unusual sore, infection, or pink eye
- Sore throat, runny nose, excessive sneezing or coughing, sore or discharging ears/eyes. (A cold which is more than three days old or allergy-caused symptoms may be exempt.)
- The diagnosis of any infectious condition such as Strep Throat, Staph infection, Lice, Pink Eye, etc., must be reported to the school office immediately. Students with lice must remain at home until treatment is administered and all lice and nits are removed.

When a student becomes ill or has an accident or injury at school, the office will notify the child's parent/guardian. In serious cases, if no one can be reached, the school will contact the family's emergency contact. In case of an emergency, where the need for medical attention is acute, the school will call 911.

Accident Reports are filled out for all head injuries and other serious injuries and kept on file in the school office. They are not filled out for small cuts or bruises.

### Immunizations

The immunizations required for school are regulated by Minnesota State Law. New students are required to submit proof of up-to-date immunizations or exemption from immunizations before starting school in September. Immunization records can be faxed to Saint Mark's at (651)-644-1923. For the safety of individual students and for the safety of the entire school community, Saint Mark's expects that students

will follow the immunization laws. Students who are not in compliance with state laws will be excluded from school and extracurricular activities.

## **Medications**

The school health aide or designated office staff shall administer necessary (prescription only) medications to a student who is required to take medications during school in compliance with the following regulations:

1. Written instructions signed by a physician shall be required and shall include: student's name, name of medication, dosage, time to be administered at school, possible side effects, and termination date for medication. Doctor's orders may be faxed directly to the school office at (651)-644-1923.
2. A signed note of permission from the parent/guardian shall be required.
3. Prescription medication must be brought to the school office in a prescription bottle with the directions and name of the medication and the child's name on the bottle.
4. The school nurse (or designated office staff) will inform appropriate school personnel of the medication and keep a record of the administration of the medication.
5. The parent/guardian of the student shall assume responsibility for informing the school nurse or designated office staff of any change in the student's health or change in medication. Doctor's orders authorizing changes in medication may be faxed directly to the school office at 651-644-1923.
6. The school retains the discretion to reject requests for administration of medicine.
7. Students observed by school personnel self-administering unauthorized medication shall be reported to their parents/guardians and the school nurse.

Additionally, Saint Mark's recognizes the validity of some students' need to use medicinal support in order to help them focus, work, and learn. In some cases, such medicine is as essential to a student's learning and growing as glasses or a hearing aid. Families are encouraged to consider that what is best for each individual student can vary from pupil to pupil and that a doctor's recommendation for medicinal support for learning is to be taken very seriously and not to be seen as a negative statement about their child(ren). Students who use prescribed medications for learning are still responsible for their own learning, and each teacher will still make all necessary and reasonable accommodations.

## **Physical Exams**

Physical exams are required every three years and must be on file in the health aide office for students in grades 6-8.

## **WELLNESS POLICY**

**Purpose** – The purpose of this policy is to encourage and support healthy learners in our school and to assure a school environment that promotes and protects students' safety, well-being and ability to learn. As a Catholic institution we acknowledge and encourage respect for the body as it is a temple to do God's work. The goal of this policy is that all Saint Mark's students develop and possess the knowledge, skills and determination necessary to make nutritious food choices and healthy physical activity choices for a lifetime

**General Statement of Policy** - The school recognizes that balanced nutrition and good physical

and mental health fosters improved student attendance, education and learning.

1. The school promotes and protects students' safety, well-being and ability to learn by providing programs, curriculum and community services that address healthy behavior, skills and knowledge.
2. The school recognizes the individual needs and developmental stages of all students.
3. School personnel seek to reasonably accommodate special needs.
4. Working with the Wellness Committee, the School Advisory Committee reviews and updates the policy every other year beginning with 2013. The updated policy is included in the student handbook.

**Reporting** - The Principal and school staff are responsible for the implementation of the Wellness Policy for grades PreK-8.

**Training** – The school strives to ensure that students and school personnel receive training as necessary to implement the wellness policy.

**Partnership with Families**

1. The school recognizes that parents and guardians have the primary and fundamental role in promoting and protecting their children's health and well-being.
2. The school supports parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school encourages parents to pack healthy lunches and to refrain from including beverages and foods without nutritional value.
4. The school provides information about ways to promote healthy lifestyles.
5. The school communicates key aspects of the Wellness Policy to parents through the Parent/Student Handbook and other means of communication such as the Markers Pride message board.
6. The school encourages parents to send daily snacks that make a positive contribution to children's diets.
7. The school encourages healthy choices for all classroom celebrations.
8. The school supports parents by providing the services of a school nurse and school counselor, and using the message board to share information about personal safety, wellness of the whole person and healthy family habits.

**Physical Activity**

1. The school strives towards physical education classes that meet or exceed the national standards.
2. Students are introduced to the importance of life-long personal fitness.
3. Students participate in physical education class and/or fitness-oriented activities held during the school day regardless of academic performance.
4. The school refrains from both withholding and assigning exercise as a consequence for negative behaviors.
5. When feasible the school will schedule recess before lunch in order to ensure adequate time to consume a healthy lunch.
6. The school provides daily recess and establishes an environment that promotes active

- recess.
7. The school supports the use of physical activity throughout all disciplines.
  8. The school hires physical education teachers that are certified and licensed instructors.
  9. The school maintains safe and developmentally appropriate equipment and activity areas.

**Nutritional quality of foods and beverages sold and served during the school day**

1. The school provides students access to hand washing or hand sanitizing before they eat meals or snacks.
2. The school discourages tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities.
3. The school discourages use of unhealthy foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan.) Unhealthy foods and beverages are defined as low in nutritional value, high in sugar and/or sodium and/or fat.
4. The school does not withhold food or beverage as punishment.
5. The school discourages students sharing their food or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.
6. The lunch program provides students with access to affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
7. The lunch program makes an effort to reasonably accommodate the special dietary needs of students.
8. The lunch program provides clean, safe and pleasant settings and adequate time for students to eat.
9. The food served in the lunch program reflects the nutrition education received in the classroom.
10. The school lunch program strives to meet or exceed the Nutrition Standards in the National School Lunch and School Breakfast Programs<sup>1</sup> as outlined below:
  - a. The school lunch program provides 1/3 of the Recommended Daily Allowances (RDA) for protein, calcium, iron, vitamin A, and vitamin C to the applicable age or grade groups.
  - b. The school lunch program provides 1/3 of the calories needed by growing children based on the appropriate age/grade group.
  - c. The school lunch program offers a variety of fruits and vegetables.
  - d. The school lunch program serves only fat-free and 2% milk.
  - e. The school lunch program ensures that at least half of the served grains are whole grain.
  - f. The school lunch program ensures that portion size is appropriate to the age of the child.

- g. The school lunch program excludes deep fat fried foods and strives to replace higher fat main entrée items with lower fat items as appropriate. The school lunch program offers a diet that is low in saturated fat and cholesterol and moderate in total fat (low fat means items that contain no more than three grams of fat per serving). The school lunch program strives to meet the recommendations of the *Dietary Guidelines* for limiting calories from total fat to 30 percent or less and saturated fat to less than 10 percent.
- h. The school lunch program replaces menu items that contain trans fats with foods that do not contain trans fats.
- i. The school lunch program serves beverages and foods to moderate the intake of refined sugars.
- j. The school lunch program chooses and prepares foods with less salt.

#### **Nutrition education and promotion**

- 1. Students are introduced to the importance of healthy eating for lifelong well-being.
- 2. The school provides students with the knowledge and skills necessary to promote and protect their health.
- 3. The school supports nutrition education.
- 4. The school's education about nutrition links caloric balance between food intake and energy expenditure.

**Fundraisers** – Fundraising that benefits the school also promotes the nutritional quality and physical activity guidelines in this policy.

**Staff wellness** – School staff members serve as role models for students and are valued members of the school community; therefore the school encourages staff wellness. This may include workshops and presentations on health promotion, education and resources that will enhance morale, encourage healthy lifestyles, prevent injury and reduce chronic diseases.

#### **Implementation and monitoring**

- 1. Compliance will be reviewed annually by the principal or designated person and needs will be addressed as identified. The Principal will review policy with staff and faculty at the start of the school year and as needed.
- 2. The school will incorporate the wellness policy into the parent/student handbook.

## **2012 - 2013 ASBESTOS HAZARD NOTIFICATION**

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Saint Mark's School has a goal to be in full compliance with this law and is following the spirit as well as the letter of the law. As a matter of policy, Saint Mark's School shall continue to maintain a safe and healthful environment for our community's youth and employees. In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the school district were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the district prepared

and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly. Furthermore, Saint Mark's School has completed its AHERA three year re-inspection requirement each 3 years. Saint Mark's buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance. This past year, Saint Mark's conducted the following with respect to its asbestos containing building materials: implemented our Operations and Maintenance Program.

Federal law requires a periodic walk-through (called 'surveillance') every six months of each area containing asbestos. Also the law requires for all buildings to be re-inspected three years after a management plan is in effect. This will be accomplished under contract by MacNeil Environmental, Inc.

Short-term workers (outside contractors – i.e., telephone repair workers, electricians, and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information. Saint Mark's School has a list of the location(s) and type(s) of asbestos-containing materials found in the school building and a description and time table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents/page. Questions related to the plan should be directed to the district office, which will establish contact with our Account Manager under contract with MacNeil Environmental, Inc. To reach MacNeil Environmental, Inc. to discuss the management of our asbestos materials or with any questions, MacNeil Environmental, Inc. is available at 612-890-3452.

## NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

Our school utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the school's buildings. Their program consists of:

1. *Inspection and monitoring* to determine whether pests are present, and whether any treatment is needed
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials
3. Utilization of non-chemical measures such as traps, caulking, and screening
4. Application of EPA-registered pest control materials when needed

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents or students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

## ACCEPTABLE USE POLICY FOR TECHNOLOGY ASSETS AND SERVICES

For the purpose of expanding and facilitating teaching and learning, Saint Mark's School (SMS) supports the use of school-provided technology assets and services, including but not limited to computers mobile labs, iPads, laptops, as well as access to the Internet and other electronic information, programs, textbooks, services and networks (collectively identified as "SMS Technology Assets and Services").

SMS' goals in providing Technology Assets and Services to students are to stimulate creativity and innovation, encourage communication and collaboration, promote research and information fluency, support critical thinking/problem solving/decision-making, and teach digital citizenship.

Access to SMS Technology Assets and Services is a privilege and not a right. In making decisions regarding student access to SMS Technology Assets and Services, SMS will consider its educational missions, goals and objectives. Any inappropriate, unauthorized, or illegal use of the SMS Technology Assets and Services may result in cancellation of some or all privileges, and result in appropriate disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials.

At School, students utilizing SMS Technology Assets and Services must have permission from, and supervision by, a SMS professional staff member. Students are responsible for appropriate behavior, just as they are in the classroom or any other areas of the campus. K-5 students are held to the same general rules for behavior and communication as are the middle school students.