

St. Mark's Episcopal  
School  
Parent-Student Handbook  
2017-2018



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**You are requested to read this booklet carefully and to keep it on hand for reference.**

**This booklet is designed to provide you with information concerning procedures to be followed during the school year. In addition to school rules and regulations, you will find guidelines for ways in which you can help your child have an enjoyable, rewarding and successful experience at St. Mark's School.**

**All policies and procedures set forth in this handbook apply at all times and are in effect whenever you and your child(ren) are on campus. The foregoing policies and procedures are not intended to cover all conditions that may arise during the school year. If and when circumstances arise, the Head of School will be responsible and take appropriate action.**

## Statement of School Philosophy

**Statement of School Philosophy;** Our education philosophy is firmly grounded in a conviction that all truth comes from God as we know Him in Jesus Christ. This leads directly to the recognition that God's presence is in all classroom activities and that all academic studies are simply aspects of His Truth. There is no conflict between secular knowledge and our Christian faith once we are aware that all things were created by and respond to God's own being and purpose. The teaching of religious perspective and attitudes thus becomes an all-day endeavor.

**Mission Statement;** St. Mark's mission is to offer its students a quality education in a caring environment. While an academic community in its own right, St. Mark's School is a part of a larger ministry, the community, the Church. Our effort is grounded in the Christian conviction that we are all God's children, each with gifts and talents, intended to be recognized and developed, and then applied in God's service. We strive to provide an atmosphere where students' spiritual, intellectual, social/emotional, and physical capacities are developed to their fullest potential, in a supportive environment within a traditional academic program.

## Statement of School Goals

In order to implement the philosophy of St. Mark's School, the following goals have been developed.

1. Religious Education Goals
  - a. Communicating with students within the context of the values, traditions, and tenets of Christianity.
  - b. Fostering an awareness of the dignity and worth of the individual, the community and the world.
  - c. Providing a sense of Christian values which will aid and encourage students throughout their lives.
  - d. Involving students, as readers and acolytes for chapel services and at various times planning and conducting chapel services.
2. Intellectual Goals
  - a. Developing the basic communication skills of listening, speaking, reading, writing, and spelling.
  - b. Teaching the concrete and abstract concepts of mathematics and science.
  - c. Providing opportunities for the application of concepts learned in school to situations in everyday life.
  - d. Assisting students in the discovery of facts, meanings, and procedures to enable them to apply general concepts to specific situations.
  - e. Challenging students to think, judge, and make moral decisions within the context of Christian values.



### 3. Social Goals

- a. Developing a student's respect for life and the dignity of each person as being created in the image of God.
- b. Encouraging students to develop attitudes of respect for cultural differences and similarities within the family, school, and community.
- c. Encouraging students by word and example to develop high standards of honesty, morality, and integrity.

### 4. Physical and Emotional Goals:

- a. Assisting the students in developing feelings of self-worth and confidence in their own capabilities.
- b. Encouraging students to find self-direction and to acknowledge, and accept personal responsibilities for their own actions.
- c. Providing opportunities to develop social graces and consideration for others.
- d. Offering programs in physical, health, and safety education.

## School Board

The School Board consists of ten members, six of whom are members appointed jointly by the Head of School in consultation with the Rector. The school is a function of the Parish under the authority of the Rector, Wardens, and Vestry.

The School Board establishes policies for the school, generates funds for the school operations, and hires the Head of School together with the Rector, subject to ratification of the Vestry. This handbook may contain rules, regulations, guide lines, procedures of policies that have been brought forth, voted on and approved by St. Mark's school board and vestry members. We expect all parents and students to be respectful and supportive of these policies at all times. The School Board supports the Head of School in administration of the school programs, personnel, facilities plans, and relations with the public and the like.

## General Information

St. Mark's School was founded in 1964 to meet the growing demand for a sound academic program with a strong moral and spiritual emphasis.

St. Mark's School is part of the ministry of St. Mark's Church, Downey, and is a non-profit school serving the children of the community without reference to race, color, sex, or national origin. The school is Christian oriented and open to children of all faiths. The goal of the school is to develop as fully as possible the intellectual, spiritual, and physical capacities of each student within the context of its orientation.

St. Mark's School provides for preschool (3 through 5 years of age) through the eighth grade. Children in grade K - 8 are admitted on the basis of ability to achieve based on an interview with both parents and child. Applications are accepted throughout the year; however, we encourage all interested parents to send the applications to the school office before March 10th. Interviews are held during the months of March/April for the following school year.

An Extended daycare Program is available (fees applicable) to all children K-8. This program operates throughout the school year except for some regular scheduled school holidays.

## Academic Objectives

In the classroom, St. Mark's students are encouraged to work hard to achieve their goals, under the direction of concerned teachers. Strong emphasis on the academic subjects as well as instruction in Christian Faith and Life, art, music, computers, and physical activities combine to give our children strong intellectual, physical, moral and spiritual purpose.

## Worship

All Preschool through Eighth Grade students attend regular Chapel services for a shared time of singing, worship, Bible Study, fellowship, prayer and discussion of contemporary moral and ethical issues.

Tuesday and Thursday mornings, St. Mark's children participate with their teacher, Rector or Lay-person, in a 15-minute Chapel service. This atmosphere of Christian fellowship and love sets the theme for each day's endeavors and accomplishments. Holy Eucharist is held once a month. Parents are welcome to attend Chapel service.

## Admissions

### NON-DISCRIMINATION IN ADMISSIONS

St. Mark's School will accept children in any grade where vacancies occur, without regard to race, color, sex, or national origin. In considering applications, preference will be granted to:

1. Children whose families are active members of the Parish.
2. Children who have siblings already enrolled in the school.
3. All children must meet the qualifications listed under "Academic and Personal Qualifications" section.

### TIME FOR SUBMISSION OF APPLICATIONS

Applications for admission will be accepted throughout the year. All applications will receive equal consideration within the limits of the preferential criteria listed under "Non-Discrimination in Admissions" section.



#### ACADEMIC AND PERSONAL QUALIFICATIONS

St. Mark's seeks to enroll children who will benefit from and contribute to, the life and program of the school. Entrance tests are given to all applicants to determine their general academic aptitude and to evaluate their ability and readiness to do work comparable to that of the children already in the same grade. Admission to the school is based on the following:

1. Applicant's performance on these tests.
2. His/her history in previous schools.
3. A personal interview with the family.
4. Letter of Reference may be requested from previous school/preschool attended.
5. Reference letter from church/school member may be requested.
6. Child's potential ability to achieve and maintain the academic and citizenship standards of St. Mark's School.

#### WAITING LIST

Those children who satisfy the requirements for admission, but for whom no space is immediately available, will be placed on a waiting list.

#### CONTRACTS

Students enrolled at St. Mark's are enrolled under contract. All contracts must be signed by a parent/guardian. The parental agreement/contract is on the last page of the yearly registration. Item XV-10 States: We understand that any controversy or alleged breach relating to this contract shall be settled by final arbitration administered by an arbiter or arbiters registered with The American Arbitration Association.

#### NECESSITY OF REAPPLICATION EACH YEAR

Families whose children do not gain admission to the school in a given year must, if they wish them to be candidates for the next grade the following year, reapply. Admission to the school for any given year does **NOT** guarantee admission to St. Mark's School for any/all subsequent years. Re-enrollment is on an invited basis and families and students must reapply by the end of March for the next school year.

## Visiting the School

Parents are welcome to visit the school. However, for the protection and safety of our students, as well as to insure smooth school operation, all visitors must first check in with the school office. If at any time a parent is helping/assisting and or working on school campus, their child must be checked into daycare, this also includes before and after school hours.

## Pets

No pets of any kind are allowed on or around the school campus, that includes during drop off and dismissal times. Pets are allowed on campus for Blessing of the Animals or permission from the Head of School.

## Tuition and Fees

The operation of the school is financed solely by the tuition and fees paid by the parents. The school is absolutely dependent upon the prompt payment of tuition and fees. Tuition is due by the first of each month and delinquent if not received by the 15th of each month. St. Mark's School reserves the right to terminate contracts between St. Mark's and the Parent/Guardian by waiver of the remaining tuition due or refund of advanced tuition. If all fees are not paid at the end of each report card period, the student's report card is subject to being withheld and/or disenrollment. Any outstanding balances of tuition, fees and daycare may be turned over to an attorney for collection, and any legal fees incurred will be the parent/guardian's responsibility.

Tuition is an annual amount that may be paid in full in September; **OR** one half in September and one half in January; **OR** in ten equal installments, September through June. Tuition is an annual amount and has no relation to the number of days your child attends school each year.

All payments (for both school and preschool) should be mailed or brought directly to the school. The office accepts checks, money orders or **THE EXACT AMOUNT OF CASH ONLY**. School office hours are 8:00 a.m. to 4:00 p.m. during the school year and 8:00 a.m. to 12:30 p.m. during the summer. Payments may be placed through the mail slot in the office door if made before or after office hours.

### COUPON BOOKS

Please be sure to use your blue coupon book when making all payments to your account. It is most important that you clearly identify where your payment is to be applied; tuition month, daycare, student fee, service hours etc. Also be sure to use your child's first and last name as we have several duplicate names. Please write out a separate check for the P.T.F. Membership Fee.

## Service Hours

The success of St. Mark's School depends in large part on the support and participation of its families. We must, therefore, require a degree of involvement from each family. If twenty (20) service hours per school year is impossible, an assessment fee of \$200.00 is required. The purpose of these service hours is not only for parent participation but to try and reduce the costs of the school. All service report slips must be turned into the office by the end of each month that service was performed in order to receive credit. No service hour slips will be accepted after April 25<sup>th</sup>. No exception.

Parent volunteers shall only volunteer in a classroom other than their child's.



## Financial Aid

Financial aid grants may be offered at times, however there is no guarantee from year to year of availability.

Financial aid grants are awarded on the basis of parental financial need. In considering financial assistance the following priority is given:

1. Renewal of financial aid
2. Parishioners meeting the established criteria
3. Those seeking aid for the first time.

St. Mark's School belongs to Private School Aid Service (PSAS) in Lakewood, OH. PSAS requires parents to complete a Parents Financial State annually. A copy of the family's Federal Income Tax Return (1040) and also a form created by St. Mark's School is required.

In evaluating the amount of aid needed to meet tuition costs, the Head of School, and the Bookkeeper, take into account the following:

1. Other children (ages and schools they attend)
2. Additional dependents
3. All sources of income
4. Priority spending
5. Debts and expenses

Renewals of the grant are based on proof of continued financial need as well as evidence that the student(s) are making academic progress and maintaining good citizenship. New forms and tax returns must be submitted each year.

The financial aid application process occurs at the same time as the admissions application. However, the decision to accept and award assistance is separate. Notification of the financial aid decision will be mailed. Aid must be applied for by the stated deadline date (NO EXCEPTIONS). Any money that is available after the deadline date will be put back into the general fund.

In the case of divorced or separated parents, both parents must submit a Financial Statement form directly to St. Mark's School. Both parents must send copies of tax forms and W-2 forms to the school.

The school will not be bound by the assertion of one parent that he/she is not responsible for educational expenses, even in the case of divorced and remarriage. If information from both parents is not available at the time the application is evaluated, it may cause an arbitrary assessment of financial need to be made by the school. This may result in a lesser award or no award at all.

## Schedule of Classes

Our preschool offers a program to meet your individual needs.

- Morning session: 6:30 a.m. – 12:30 p.m.
- 3/4 day session: 6:30 a.m. – 3:30 p.m.
- Full-time: 6:30 a.m. – 5:30 p.m.

Preschoolers may attend three, four or five days per week and may come to school at 6:30 a.m., or thereafter, whether they are full or part-time.

- Kindergarten-Grade 3: 8:30 a.m. – 2:30 p.m.
- Grades 4 – 8: 8:30 a.m. – 3:00 p.m.

Students should arrive **NO** earlier than 8:15 a.m. unless they are going to morning daycare. Some parents arrange car pools to facilitate transportation, as we have no bus service.

## Extended Daycare

Extended daycare is offered in the morning before school, from 6:30 a.m. until 8:15 a.m., and after school until 6:00 p.m.

After school daycare offers a supervised program of, play and recreational activities, however "Homework Club" which meets three days a week and **all other afterschool activities are subject to daycare fees**. These services are available on an hourly basis to any St. Mark's school student.

Daycare will be available during school holidays only if there is a need. Daycare is closed during Christmas Vacation.

All students signed up for full-time daycare will go directly to the playground at dismissal time and will be released only to the parent who must first check-in with the daycare teacher. If your younger child has older brothers and/or sisters or rides with older children in our school who are not dismissed until 3:00 p.m., such children may stay in daycare until 3:00 p.m. free of charge. Please let the daycare teacher know on the first day of school if this applies to you.

Parents of children in daycare are to park on Downey Avenue, never in the drive way and WALK to the rear playground to pick up their children. At NO time should your child(ren) be summoned to meet you out front. Parents, please DO NOT call daycare to have them send your child to the front, and DO NOT park the in front and honk your horn for your child. Do NOT park in the drive way ever, as backing up to exit is unsafe for everyone.

Parents **MUST** walk to daycare to collect child(ren). All daycare students must be picked up by 6:00 p.m. There is a \$5.00 late fee per staff member, per child for the first 5 minutes and one dollar (\$1.00) for each additional minute, per child, per staff member. You will be billed for any late charges.



## Standards of Behavior and St. Mark's Property

Standards of behavior are based on the Golden Rule (In everything; do to others what you would have them do to you) and as such are only slightly stricter than simple courtesy. Students are thoroughly informed of the rules and self-discipline is encouraged. Respect for teachers, classmates and property is the ultimate aim of the code of conduct as it strives to prepare good citizens for the years ahead. All student, staff, faculty and parent's personal property while on St. Mark's property is considered school property and may be subject to search at any time.

## Discipline/Harassment

All students of St. Mark's School are expected to comply with the rules and regulations adopted by the School Board and enforced by the Head of School and staff. The signature of the student's parent/guardian on the school contract is deemed equivalent to a statement of willingness to comply with all said regulations. Such regulations are planned to secure a healthy and orderly environment where study and learning may be pursued.

Regularity in attendance, earnest application to work assigned, conformity to rules, and good conduct is required of students. The school reserves the right to dismiss at any time, a student whose scholastic achievement, behavior, or citizenship is deficient. Thus conduct including harassment of any kind, that is detrimental to the reputation of the institution or that hinders other students is sufficient cause for probation, suspension, or dismissal. Harassment should be reported immediately. The school does not hold itself responsible for offenses committed outside its jurisdiction. The use of tobacco, alcohol, or unauthorized drugs is prohibited. Finally, weapons of any kind including, but not limited to knives, guns, or explosives are prohibited. Expulsion will be warranted for any of these violations.

Some of the methods used to help students to understand the consequences of the behavior, both negative and positive may include the following:

1. The ability to apologize for ones actions and to receive the apology and forgive.
2. The student explaining his/her actions writes a letter to their parents.
3. Detention is used for infractions of the school rules.
4. In-house suspension is a disciplinary action taken for misconduct where the suspension takes place at school. Parents are notified of this suspension.
5. Suspension (is sent home). Parents are called to immediately pickup their child from school premises for a designated period.
6. If the conflict or problem has not resolved through the above-mentioned techniques, then permanent dismissal will occur. Dismissal is an action taken by the Head of school when a student's inappropriate behavior, verbal or non-verbal indicates an inability and/or unwillingness to maintain the standards of St. Mark's School.

PROBATION

A condition under which a student is allowed to continue at St. Mark's School if he/she is not involved in any serious misconduct while probation is in effect. Violation of the conditions of probation may result in immediate suspension.



S U S P E N S I O N

A disciplinary action taken for misconduct that would not warrant dismissal, but which is still considered serious and major, or a violation of conditions of probation. During the suspension, the student is required to complete all necessary work but will not receive credit during the suspension.

E X P U L S I O N

An action taken by the Head of School when a student's academic and/or behavioral activities indicate an inability and/or unwillingness to maintain the standards of St. Mark's School as defined by but not limited to the general rules and regulations.

Probation, suspension, and expulsion are disciplinary measures administered and enforced by the Head of School.

D E T E N T I O N

From time to time, it is necessary to assign detention. Parents will be notified immediately of the detention date and time. It is of utmost importance that the student is present on the date and time assigned. If the student does not attend designated date and time, the time will be doubled. Teachers may detain a child for 15 minutes after dismissal without notifying their parents.

F I G H T I N G

When a student is involved in a fight, a letter is sent advising the parents of the fight, and that if the child is involved in another fight during the school year the child may be suspended from school.

A T T E N D A N C E

Regular school attendance is required. It is important that students arrive on time and that they do not miss school unless they are ill.

A record of absences and tardiness is part of each student's file and will go on with them to future schools. The morning bell rings at 8:30 a.m. and the tardy bell rings at 8:35 a.m. Any student not in their room by 8:35 a.m. will be marked tardy. Any absences and tardiness are to be reported to the school office by the parent before 9:00 a.m.

Three (3) tardies will constitute (1) truancy. Los Angeles County Office of Education (Section 48263) requires habitually truant and habitually insubordinate students to be referred to SARB (The School Attendance Review Board). Failure to attend school as required by the SARB board may result in the filing of a complaint against the parents with the District Attorney's Office. Three unexcused tardies will result in the loss of recess time and requested parent conference. Students who are tardy feel rushed and frequently are not ready to settle down to work, it is also disruptive to the rest of the class. They have also missed the opening lesson and are lost as to what to do. Students need to be in their classrooms and ready to work by 8:30 a.m.

**Every quarter a parent meeting may be called for those parents/students that have excessive tardiness. St. Mark's considers three or more tardies in any given quarter to be excessive.**

We do not condone absences for any reason other than illness. A student who is out of school misses discussions, explanations, and other classroom activities that cannot be recovered. It is not always possible, however, for a teacher to give makeup work the same amount of time as the presentation in the classroom. If a student is absent because of illness for two or more days, parents may request to pick up their child's work- homework from the office. No homework will be gathered for a one day absence. It is the responsibility of the student to ask the teacher directly for missed work, or to view on-line if their teacher provides work lessons that way or ask a class mate on what they may have missed.

If a child will be out of school for any reason other than illness, a two week notice must be given to the school office in order for homework to be provided. The number of days a student is absent is the number of days given to turn in make-up work in order to receive full credit.

When re-entering school following absences for any reason, parents must send a written excuse. This is a state law. When shadowing another school, a note must be provided by that school for that day. When requesting work due to an absence, the school must be given written notice before 9:00 a.m.

An absence for purposes other than illness may be granted when families have an opportunity for travel that is an enriching experience for students. Should this occur, notify the Head of School in writing explaining your plans well in advance of the trip. In consultation with the classroom teachers, special assignments may be given which can enhance the experience for the student and provide means for sharing it with the class.

If any student is to be absent for an extended period, a conference with parents, teacher and Head of School is required to discuss the possible effects of such absences.

Perfect Attendance Awards: Tardies are only excused with a note (on that day) from your dentist or doctor. There are no excused absences. (1) Unexcused tardy (under 30 minutes) per semester will be permitted to receive the perfect attendance award at the end of the year.

## Cell Phones / Electronics

Bringing cell phones to school is a privilege, not a right. Cell phones may only be brought to school if the guidelines listed are followed:

- They are kept in your backpack at all times or they may be collected each morning and returned back at the end of the day. This is at each teacher's discretion. This includes any school event or campus activity.
- Cell phones are only turned on with permission. This includes daycare. Do not encourage your child to call you or do not call your child. If there is an emergency go through the school office. After office hours school personnel may be reached by extension 230.
- **Cameras**/including cell phone cameras and DSI's are never to be used on campus without prior permission.
- **Other Electronic devices** of any kind are never to be brought to school. This includes but is not limited to, I-touch, kindles, I touch pads, tablets or wearable electronic communication devices of any kind.

If the cell rules are not honored, then student will be required to drop their cell phone off in the office before school starts and pick it up after school. Further violation will result in cell phone privileges being revoked completely.

If the electronic device rules are not honored St. Mark's will confiscate the electronic device, hold item until June and will (only) be returned to that student's parent upon request.

St. Mark's will not be liable for any cell phones, or electronic items that may be lost, stolen or damaged.

At St. Mark's School there are certain customs, traditions, and rules we observe which help us to study, play and work together in a pleasant environment.



## A St Mark's Student

- Is courteous and respectful to others at all times.
- Arrives at school between 8:15 and 8:30 a.m. (unless going to morning daycare) and goes directly to the playground, using the driveway beside the church.
- **Never opens the gates to anyone at anytime.**
- Remains in the playground area beyond the corner of Sillers' Hall until the 8:30 a.m. bell, then goes to the classroom in an orderly manner.
- Always WALKS on stairways and hallways.
- Always WALKS A BICYCLE while on all school property including the driveway and playground.
- Never brings to school pocketknives, nail clippers, toy guns, or any toy that suggest violence or fighting.
- Leaves all electronic items at home.
- Leaves skateboards, scooters, yo-yos, Frisbees and hardballs at home.
- Leaves gum at home.
- Asks permission before going into Sillers' Hall or kitchen.
- Asks permission before leaving playground.
- Never goes on the roof (even to get a ball).
- Never climbs on or goes over fences for balls, or ask a neighbor to return a ball.
- Never swings on trees, as they break easily.
- Never stands or sits on top of tables.
- Never plays around cars parked on playground.
- Never throws anything except balls (including but not limited to, sand, rocks, dirt, sweaters, lunch boxes, etc.).
- Remembers to go to the drinking fountain before the bell rings.
- Never picks any flowers or plants or walks on lawns.
- Never plays in planters or around trash cans or drinking fountain.
- Never enters the preschool area.
- Always uses daycare bathroom during recess and lunch.
- Never talks or bounces balls when going to or coming from the playground.
- Is required to pay for any damage caused to school property or equipment (including but not limited to books).
- Requests permission before removing any part of the school uniform.
- Never leaves campus grounds before being signed out in the school office by a parent or guardian.
- Never enters a classroom without a teacher being present.
- Always knocks and waits for permission before entering any classroom.
- Uses only the rear (east) stairway during school hours except for upper grade dismissal or emergencies.
- Goes directly home or to daycare after school and does not loiter in front of the school or adjacent buildings.

- Remembers to collect all books, homework, uniform, lunch boxes, etc. when leaving for the day.
- Never brings glass jars or glass containers of any kind to school.
- Leaves spending money at home when going on field trips.
- Always uses crosswalk. Never jaywalks.
- Never brings any items to sell to other students at cost or for profit.
- Never has any form of medication on their person, this includes cough drops
- Does not bring to school any type of trading cards, including but not limited to Digi-mon, Pokemon, Yu-Gi-Oh, Sports and Magik.
- Never wears, (shoe skates or wheelie shoes) to school, ever.
- Does not share lunch.

\*These rules apply at all times, including but not limited to after school events.

## A St Mark's Parent

The school will conduct parent/teacher conferences in November. Parents should ask for conferences whenever a special problem arises. Parents should also call during office hours concerning any problem, which cannot wait for a scheduled conference. Close communication between the home and school is imperative for all grades.

- Shall respect all children's right to privacy.
- Shall meet all dated material deadlines including, but not limited to permission slip forms, lunch orders etc...
- Calls the teacher or Head of School when there is any concern about their child's school situation.
- Notifies the school office if there is a change in address and/or (home, work, cell or emergency contact) phone numbers.
- Avoids expressing their concern to the child knowing that their attitude toward the school or teacher will have a definite influence on the child.
- Avoids discussing their child's school situation with other parents.
- Will not reprimand a child that is not their own.
- Does not compare their child's progress with other students, as each child's progress is unique to the individual.
- Always checks in at the school office when arriving (unless leaving or picking up a preschool or daycare child).
- Always reads the "Pink Newsletter" carefully so as to avoid having their child miss out.
- Makes sure their children are in good health each day before sending them to school.
- Reminds their children that forgotten homework and/or supplies cannot be brought to school after 8:30 a.m. or picked up after dismissal time.
- Attends Parent/Teacher Conference(s) each year, Back to School Night, Christmas Program, St. Mark's Open House/Science & History Fair, St. Mark's Day and P.T.F. general meetings.
- Allows their child after the first week of school to walk to the playground on their own.
- Always checks in the front office if you would like to meet with your child's teacher and knocks before entering classroom.
- Obeys all school rules so as to set a good example for their children.



- Never sends medication directly with their child including cough drops.
- Is supportive of the guidelines and school policies, regarding absences and tardies.
- Is supportive of the school so as to develop a reflection of that attitude.

## Health

### ILLNESS

We will call you if your child becomes ill at School. Children who are ill **must** go home. The office staff will give tender loving care to an ill child, but when a child is sick there is no place like home. The office does not have room, nor is it equipped to care for sick children long term.

A child should be kept at home if he/she has a rash or shows signs of a cold. Since vomiting or a temperature is usually a symptom of on-coming illness, parents should not send the child to school **until 24 hours after an episode of vomiting and/or fever**. These precautions will help to protect all students.

### WHEN YOUR CHILD BECOMES ILL AT HOME

When your child becomes ill at home and is unable to attend school please telephone the school before 9:00 a.m. to report an absence.

Please do not send children who are ill to School. Listen to your child. Most children enjoy school and will be honest about when they feel too ill to attend. Consider how contagious your child might be. Look for a fever, sore throat, runny nose or rash. General achiness, hard coughing or vomiting are also symptoms of "too sick for school". A day or two at home helps everyone feel better.

### IMMUNIZATIONS

Children will not be enrolled unless an immunization record is presented and immunizations are up-to-date. \*

- **Tuberculosis** (TB) screening, 1 or more Mantoux Skin Test after the age of 5
- **Polio** - 4 doses. 3 doses meet requirement for ages 4-6 if at least one was given on or after the 4th birthday.
- **Diphtheria, Tetanus, Pertussis** (DTP) 5 doses, but 4 doses meet requirements for ages 4-6 if at least one was on or after the 4th birthday. Age 6 and under Pertussis is required.
- **Measles, Rubella (German Measles) Mumps**-2 doses of measles and at least one dose of mumps and rubella both on or after the 1st birthday.
- **Hepatitis B** - 3 doses for kindergarten and 7th grade entry only.
- **Varicella (Chicken Pox)**- 1or more doses or health care provider-documented Varicella disease or immunity.
- **Hepatitis A**- 3 doses
- **Hib**- 3 doses
- **Tdap** –an additional vaccine must be provided to students entering into either 7<sup>th</sup> or 8<sup>th</sup> grade.

#### FIRST GRADE PHYSICAL EXAMINATION (CHDP)

In compliance with California State Law, all students entering the first grade must have a complete physical examination by their physician or local health center. The state-approved (CHDP) form must be kept in their medical record folder.

#### HEALTH SCREENINGS

**Scoliosis Screening:** California Education Code, Section 49452.5, requires that all female students in grade 7 and all male students in grade 8 be given a Scoliosis screening. Parents need to have their child screened by their pediatrician or a Scoliosis Center.

In areas where screening has already been conducted, spinal variations have been detected in 10 out of every 100 children. 2 out of these 10 have required active treatment such as observation, bracing or surgery. The purpose of this program is to recognize the problem at its earliest stages when it is most easily treated.

**Dental Screening:** California Education Code Section 49452.8 requires that all school children have an oral assessment by a licensed Dentist before entering kindergarten or first grade if it is their first year in school. It is recommended that all school age children should have an annual dental check-up.

**Hearing Screening:** A hearing screening may be performed by licensed and certified personnel on students in grades 2, 5, 8 and all new students. If a problem is suspected, you will be contacted by letter as to what further care and follow-up should be taken.

**Vision Screening:** A vision screening may be performed by qualified personnel using a procedure known as the Snellen Screening on all students preschool – 8<sup>th</sup> grade. If a problem is suspected, you will be contacted by letter as to what further care and follow-up should be taken.

**Height and Weight Checks:** Height and Weight checks may be performed each year on all students preschool-8<sup>th</sup> grade.

If you do not want your child to be included in any of the above screenings, please notify the school office in writing.

#### HEALTH INSURANCE

St. Mark's does not carry medical or dental insurance for your child. If you do not have private insurance for your child and desire coverage, information about insurance will go home when the school year begins.



CONTAGIOUS DISEASE

The school office must be notified immediately if your child contracts a reportable contagious disease. A re-admittance slip from the Health Department or the child's doctor is required before the child can return to school.

A student who has head lice shall be excluded from school until the proper treatment is prescribed. Students must be free from head lice nits before being re-admitted to school. Students must be seen in the school office before returning to class.

When re-entering school following absences for any reason,, parents must send a written excuse. This is a state law.

Our school's policy on Life Threatening Diseases is available in the office upon request.

MEDICATION

When a student is required to take either an **OVER THE COUNTER MEDICATION** and/or **MEDICATION PRESCRIBED** by a **PHYSICIAN**, during the school day, the following criteria is required:

**ALL MEDICATION** is to be brought to the school office immediately upon arrival at school by the parent or guardian.

A written statement from the parent or guardian is required indicating the desire that the school assist the student in the matter set forth in the physician's prescription or other medication.

"Parent Request For Student Medication Forms" are available in the school office. The medicine is to be in the original prescription bottle, or over the counter bottle, indicating child's name, name of medicine, method, amount, and the time schedules by which such medication is to be taken.

**NO MEDICATIONS OF ANY KIND** are to be placed in student lunches, backpacks, or are to be in student's possession during the school day. This includes lozenges and cough drops.

Over the counter sunscreen - Due to allergic reactions, a recent law now requires permission from parents before sunscreen can be applied to a student during school hours or field trips. Students must bring their own sunscreen.

PHYSICAL EDUCATION EXCUSES

Sometimes children bring notes from home asking for them to stay in at recess. Although on rare occasions a child may need to stay inside (for example, someone who is just back to school after a long illness), we ask all children to go out at recess for the fresh air and change of scenery. If a child is too ill with a cold or sore throat to bundle up and be outside for 20 to 30 minutes, then he or she should probably be at home.

On the day students are excused from P.E., they are required to sit at the table during recess and lunch. A written note from the doctor stating the cause and length of time to be excused is required if a child is to be excused for more than one day.

#### " O U C H R E P O R T "

The "Ouch Report" is our way of letting you know that your child cried "**Ouch!**" today at school.

We will describe what happened and what we did to make your child feel more comfortable. Then you can continue to observe the "Ouch Spot" to see if further medical attention will be necessary.

If your child becomes ill or sustains an injury that requires immediate attention, you will be notified directly. **KEEP YOUR TELEPHONE NUMBERS UP TO DATE IN THE SCHOOL OFFICE!**

Our goal is to provide a safe and caring environment for our students.

#### S U G G E S T E D H O U R S O F S L E E P

Students should observe a regular bedtime before school days. The following are suggested hours of sleep needed for each age group:

- Kindergarten - Grade 3            12 hours
- Grades 4 & 5                        11 hours
- Grades 6                                10 hours
- Grades 7 & 8                         9 hours

Parental guidance in choosing leisure time activities is urged. Help your child select suitable books, video games, movies, music and television programs. Indiscriminate or prolonged television viewing and or video games may be harmful to your child's physical and emotional health.

## Family Life Education

The curriculum in grades 5 through 8, in science, physical education, and health education courses may include a study of the functions and processes of the human reproductive system. Girls and boys in grade 4 will have the opportunity to be included in a portion of this topic. A letter will be mailed to the parent/guardian before this session takes place. If you do not wish for your child to participate, we must receive in writing that your son or daughter is not to be present in the classroom when this instruction is offered. Students who are to be excused from these class sessions will be given supervised instruction in another classroom during this time.

A showing of the films will be made available at a designated date and time for interested parents.



## Arrival and Dismissal Procedures

### MORNING DROP-OFF

Parents are to park and let their children out of the car in front of the school on Downey Avenue. **DO NOT DOUBLE PARK. DO NOT PULL IN FRONT OF AND OR BLOCK THE FIRE HYDRANT.** Reminder... U-turns are illegal in front of the school. **Do not block, park or turn around in either the school driveway or neighboring driveways on either side.** All children K-8 must walk on the south sidewalk next to the church. When arriving before 8:30 all children must go directly to the playground, do not go to the classroom or courtyard. *After the first week of school children are to walk to the playground on their own.* All students arriving before 8:15 a.m. will be sent to daycare and the parents will be billed.

### AFTERNOON DISMISSAL

In an orderly manner, all lower grade (K-3) students will be brought to the driveway gate at the side/west side of Sillers Hall at 2:30 p.m., for dismissal. Adults picking up must wait on the west side of the gate.

Upper grade (4-8) students are dismissed at 3:00 p.m. and are expected to go immediately to the front of the school or daycare to be picked up.

**DO NOT DOUBLE PARK!** Do not block, park or turn around in either school driveways or adjacent driveways. The teacher will release your child only to you. If you have made other arrangements for your child's transportation please let the school office know in advance. Otherwise, without your written or verbal consent your child will not be released and will remain here at school. Any child who is not picked up within 15 minutes of dismissal time will be sent to daycare and the parents charged accordingly. You may also park across the street and have your child escorted by the crossing guard. Please do not call your child across the street **without the help of the crossing guard** and be sure to use the marked crosswalk.

Please park further north or south of the school and walk to pick up your child if need be. The front of the school has a 20 minute time limit and is for drop off and pick-up only. Please do not park directly in front of the school on the mornings of the pancake breakfast, as this disrupts the flow of morning drop off.

**Minimum Day Dismissal**                      K-3<sup>rd</sup> 11:30 am                      4<sup>th</sup>-8<sup>th</sup> 12:00pm

### RAINY DAY PICK-UP

If it is actually raining at 2:30 p.m. and 3:00 p.m., all students will be dismissed on the south side of Sillers' Hall. Parents are to pull in the south driveway, pick up their child and exit through the rear gate. PLEASE be very careful and watch for children as you drive out. Once you have entered the driveway do not under any circumstances exit your car unless you are parked on the playground.

### TAKING YOUR CHILD OUT OF SCHOOL BEFORE DISMISSAL

When it is necessary to take children out of school during school hours, the parent, guardian or person with parent's permission must come to the school office and sign the child out. Because it is disruptive, children will not be released after 2:15, you must wait until 2:30. We remind parents that our school is a **CLOSED CAMPUS** and everyone must check into the office when entering for any reason.

### COURT ORDERS

Parents/guardians must request in writing and provide a certified copy of a court order, signed by a judge if the custodial parent does not wish to have the other parent visit or take their child from the school property.

### DENIAL TO RELEASE A CHILD

California State Law provides that St. Mark's may deny access to a parent/authorized representative if the behavior of the parent/authorized representative poses a risk to the child.

## Activities and Events

The students and staff work hard to prepare for these special activities. It is important for families and students to celebrate together. At least one family member or guardian is required to attend the following:

**PARENT/TEACHER CONFERENCES:** At the end of the 1<sup>st</sup> quarter, Parent/Teacher Conferences are scheduled to discuss student's grades. If account balances are current report cards may be given to the parents at this time. See current school calendar for scheduled date.

**BACK TO SCHOOL NIGHT:** Children are not allowed. This evening is for parents only. See school calendar for scheduled date.

**CHRISTMAS PROGRAM:** Many hours of planning and practice make this program an outstanding event and **all students are required to participate**. This is part of the student's music grade. See current school calendar for scheduled date. Children must be supervised immediately at the end of such event.

**ST. MARK'S OPEN HOUSE:** School families and friends are invited to attend. See current school calendar for scheduled date. Children must be supervised during such event.

**ST. MARK'S DAY:** St. Mark's Church and School share a day of worship. **All school families and staff are required to attend**. See current school calendar for scheduled date. Children must be supervised immediately at the end of such event.

**SPECIAL PARENT MEETINGS:** Special Parent Meetings are scheduled from time to time and at least one family member is required to attend.

**PROMOTION AND YEAR END PROGRAMS:** St. Mark's administrators and faculty will have total judgment for any and all year end programs such as promotion and awards. This is including but not limited to decorations, arrangements, set-up, certificates and music, however an 8<sup>th</sup> grade promotion fee may be requested. Students that are promoting may not wear tuxedos or formal gowns. No limousines are allowed. Children must be supervised immediately at the end of such event.

## After School Activities

Activities that may be offered depending on availability are vocal choir, chimes choir, handbell choir, service club, dance and piano. Check in the office for further information.

## Field Trips

Field trips are scheduled at various times during the school year and constitute a supplement to the program. All field trips are curriculum related. If a child is not permitted to attend their classroom field trip, they must remain at home. Buses are used for all trips outside the Downey area. No student may go on a school-sponsored field trip unless a permission slip has been signed and returned by the parent or guardian, telephone permission is not acceptable. Children, as well as chaperones, are not permitted to bring money to purchase souvenirs. Events such as, 7<sup>th</sup>/8<sup>th</sup> grade community service, service club activities and some choir performances parents may be asked to carpool. These arrangements must be made individually. The liability will lay with the car owner's insurance coverage.



## St Mark's School Uniform Policy

GRADES K — 8

All students are expected to arrive at school every day in **COMPLETE UNIFORM** unless specific dress days have been scheduled. Uniforms must be clean and in good repair. School uniforms **MUST** be purchased from **PARKER SCHOOL UNIFORMS**, (714) 634-0411.

### BOYS

- Red school cardigan sweater with embroidered emblem (grades K-5)
- Navy blue cardigan sweater with embroidered emblem (grades 6-8)
- Names must be embroidered on lower left pocket of sweater
- Embroidering must be done by Parker School Uniforms
- Red school either flannel or pile lined jacket
- White cotton uniform short-sleeve shirt (**NO DESIGNER SHIRTS**)
- White short-sleeve T-shirt (if needed on cold days)
- Navy blue twill pants
- White crew/tube socks , this means half way up calves or higher (NO anklets)

### GIRLS

- Red school cardigan sweater with embroidered emblem (grades K-5)
- Navy blue cardigan sweater with embroidered emblem (grades 6-8)
- Names must embroidered on lower left pocket of sweater
- Embroidering must be done by Parker School Uniforms
- Red flannel or pile lined jacket
- Plain white short-sleeve cotton blouse
- Plaid jumper (grades K-5) plaid skirt (grades 6-8)
- Red knee socks-NO ANKLETS (grades K-5)
- Navy blue knee socks (grades 6-8)
- Girls in grades K-5 may wear red tights under their jumper on cold days. 6-8 grade may wear navy blue tights
- All girls (K-8) may wear blue knit shorts from Parker School Uniforms Company under their jumper/skirts for modesty. No other shorts may be worn under their uniform.

**EMBROIDERING:** child's last name on school sweaters must be embroidered by Parker School Uniforms. Outside embroidery is not acceptable. School emblem must also be embroidered by Parker School Uniforms.

**SCHOOL JACKETS:** only St. Mark's School jacket may be worn to school. The school jacket is to be worn **OVER** the school sweater on cold days.

**BOY'S LONG PANTS AND GIRL'S JUMPERS/SKIRTS WILL BE TAKEN OFF ONLY WITH TEACHER'S PERMISSION AND ONLY IF ALL CLOTHING IS LABELED WITH STUDENT'S NAME.**

**As young people, everything we do must be to the glory of God. This includes the way we dress. Consequently, we urge neatness, cleanliness and modesty in choosing what you wear. This applies to all school functions as well as the ordinary school day. The general appearance of all students will be neat, clean, modest and above reproach.**

### **School Shorts**

Boys: St. Mark's school P.E. shorts are navy blue with the school logo in white/red. These shorts can be purchased from the school office and are available in all sizes. P.E. shorts are mandatory for all students in grades 4-8. Boys in all grades may bring their blue St. Mark's school shorts to wear on hot days (at the discretion of their teacher).

Girls: may wear blue knit shorts from True Grits Uniform Company under their jumper/skirts for modesty. No other shorts may be worn under their uniform. St. Mark's school P.E. shorts are navy blue with the school logo in white. These shorts can be purchased from the school office and are available in all sizes. P.E. shorts are mandatory for all students in grades 4-8. Girls in all grades may bring their blue St. Mark's school shorts to wear on hot days (at the discretion of their teacher).

### **S H O E S**

Sturdy closed in shoes or tennis shoes are to be worn at all times. No slip-ons are allowed. Shoes with wheels are never to be worn. No embellishments are allowed on shoes. Shoes must be red, white, black or navy blue. This includes shoe laces, laces must be of solid color, red, white, black or navy blue and must be the same color as shoes. No patterns, designs or other colors will be permitted. High top tennis shoes are acceptable. Boots of any kind above the ankle, including hiking boots and Doctor Martins and light-up shoes are **NOT ACCEPTABLE**.

### **H A I R**

**Boys:** hair must be cut above the eyebrows, ears, collar, and must be kept clean. Excess hair gel, and spiking is not allowed. **Girls:** hair should be kept neat and clean. Changing of hair color is not permitted by any means. If changes take place during the summer hair must be back to its natural color by the beginning of the new school year. Parents may be called by the Head of School at any given time if, students hair is considered to be an extreme distraction.

### **M A K E - U P**

Make-up should look natural. This applies to lipstick and/or eye makeup. The Head of School has the final say on acceptability.

### **F I N G E R N A I L S , J E W E L R Y A N D H A I R A C C E S S O R I E S**

Fingernails should be natural at all times. French-tips and gel and or acrylic style nails are not acceptable (may wear clear coat only). No hoops or dangling earrings, only "stud" type earrings are allowed and only (1) earring in each ear. Boys are not permitted to wear earrings. Layered and or bulky jewelry and wristbands are not permitted. Hair accessories / hair bands only (2" or smaller) maybe worn in the standard school colors of red, navy blue, or white. No bows allowed. **No tattoos or body piercings are permitted. This includes permanent and temporary.**

### **H A T S / C A P S / S C A R V E S / G L O V E S / S U N G L A S S E S**



Hats, caps, gloves and scarves of any kind are not part of the School Uniform and **will not be worn at any time.** Sunglasses are only permitted with prior permission from the Head of School.

CHANGING UNIFORMS

Changing clothes on campus either before school or after school is not allowed (unless) parent is present (except for P.E.).

SCOUT UNIFORMS

**No** Scout uniforms may be worn to school.

P. E. DRESS CODE

**Grades 4-8:** P.E. shorts and t-shirts are to be worn every P.E. period. On cold days, at the discretion of the instructor, sweat pants may be worn. These are to be kept here at school. They may only be navy blue - no designs. Only uniform socks may be worn.

**Grades K-3:** Students regular uniform dress. They only change into shorts at the discretion of the instructor.

SPECIAL DRESS DAYS

**T-Shirt Days:** The **first Friday** only, of each month is School T-shirt Day. T-shirt day is a uniform day, and not considered a free dress day. Students may wear their St. Mark's T-shirt with blue jeans, or blue jean shorts or St. Mark's P.E. shorts. **Skinny jeans or jean leggings are NOT allowed.** Socks for boys must be the standard plain white calf high crew and girls will be required to wear their St. Mark's uniform socks either red or blue depending on their grade level or they may wear the standard plain white calf high crew socks. Students may also wear their uniform. If needed, a St. Mark's sweater or St. Mark's jacket (only) may be worn with the T-shirt. **STUDENTS COMING TO SCHOOL WITH T-SHIRTS OTHER THAN ST. MARK'S, BAGGY OR FRAYED PANTS, (EMBELLSHMENTS ARE NOT PERMITTED).OR EXCEEDINGLY SHORT SHORTS. WILL BE SENT HOME TO CHANGE. SHOE POLICY IS THE SAME ON T-SHIRT DAY AS ON A REGULAR SCHOOL DAY.**

FREE DRESS DAYS

Free Dress Days are observed occasionally when students need not wear their uniforms. Free Dress does not include bizarre and unusual attire, but implies reasonable standards. School shorts or walking shorts only are allowed on these days. Shorts must be as long in length as the end of your finger tips are, while your hands are placed at your sides. **CUT-OFFS, SHORT SHORTS, TANK TOPS, OR PANTS WITH EMBELLISHMENTS ARE NOT PERMITTED. BEENIES, HATS, AND SUNGLASSES ARE ALSO NOT PERMITTED.**

**CLOTHING SHOULD NOT BE EXCESSIVELY WORN, INTENTIONAL FRAYED, TORN OR RAGGED ON ANY SPECIAL DRESS OR FREE DRESS DAYS.**

## Color /Theme Day

Service Club will periodically sponsor color and theme days. Students must wear the color picked for this day or must follow the theme of this day. If the student is not wearing the correct color or theme, parents may be called to pick them up. Students are provided this information well in advance, and parents are notified through the calendar and or newsletter. This is the only day that students may wear UGG style boots, and the school sweater is not required to be worn. **BEENIES, HATS, AND SUNGLASSES ARE NOT PERMITTED.** If there is a question about compliance, the Head of School has the final say.

**THE SCHOOL MAY SEND A CHILD HOME IF THEY ARE NOT PROPERLY DRESSED (INCLUDING UNIFORMS, T-SHIRT DAY OR FREE DRESS DAYS AND THEME DAYS).**

**SPECIAL DRESS DAYS, SOME OR ALL MAY ALSO BE TAKEN AWAY FROM STUDENTS BY THE HEAD OF SCHOOL FOR NON-COMPLIANCE.**

## Child Abuse/Neglect

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. Our school will report suspected child neglect as well.

## Lunches

All students are required to bring a nutritional lunch every day or purchase a hot lunch. We know emergencies do arise but when parents bring a purchased lunch or a lunch late for their child it is very disruptive to both students and staff. "Brown Bag" type lunches only. No fast food. Lunches are to be brought to the office, not to the classroom or playground. This should **NOT** be done on a routine basis.

Campus hot lunches are provided by an outside-independent company. Menu / fee and payment information is provided by them and paid directly to them.

## Food Restrictions/Allergies /Nut Allergies

Parents must notify the school office of any food restrictions and or allergies their child may have. Please note that we are a peanut, tree nut and fancy nut free campus. We ask that parents read food labels on their child's snacks or lunches to help insure the safety of all of our children.



## Homework

It is recognized that all learning cannot be accomplished within the limited amount of time allotted during school. Therefore homework is assigned beginning in the first grade. Homework is assigned to help improve skills and reinforce lessons taught during the day. Homework will vary at different grade levels. Check with each grade teacher for time normally required to complete the work. There will, of course, be deviations from the average; but if parents find a student regularly spending much more time than suggested, they should consult with the teacher.

Upper (6<sup>th</sup>-8<sup>th</sup>) grade students may be required to complete homework and or assignments on a home computer. If such work cannot be printed at home and the school is asked to print it, there will be a printing fee of 50¢ per page. This service may only be requested by parents, not students.

## REPORT CARDS

Report cards are issued each quarter listed below. All accounts must be current to receive your child's report card.

1. 1<sup>st</sup> Quarter Closes October 27th Report cards may be given at Parent/Teacher Conference on Nov 3rd
2. 2<sup>nd</sup> Quarter Closes January 23rd Report cards to be mailed
3. 3<sup>rd</sup> Quarter Closes March 29<sup>th</sup> Report cards to be mailed
4. 4<sup>th</sup> Quarter Closes June 13th Report cards to be mailed

Additional conferences may be requested at any time by calling the school office or sending a written request.

## PROGRESS REPORTS

Progress reports are only issued to middle school students (grades 6-8). Progress reports will be mailed twice a academic year, (5 weeks prior to first qtr. and 5 weeks prior to the 3<sup>rd</sup> qtr.) Progress reports show a student's progress and gives the student sufficient time to improve their grades.

## HONOR ROLL

All middle grade student's (6<sup>th</sup>-8<sup>th</sup>) grade who achieve a B+ average (3.5 GPA) with no "N's" or "U's" or "F's" will become members of the Honor Roll. Honor Roll is determined following the combined grades from the 1<sup>st</sup> and 2<sup>nd</sup> quarter, and the 3<sup>rd</sup> and 4<sup>th</sup> quarter. Students that achieve a B+ average (3.5 GPA) the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarter may qualify for an honor roll trip.

A student can earn a total of two semesters on Honor Roll per year and a total of 6 semesters of honor roll 6<sup>th</sup> – 8<sup>th</sup> grade.

Students must remember that honor roll is not solely based on grades. A student's conduct, and treatment of peers and faculty with respect may also be taken into consideration for eligibility.

Merit or recognition awards including but not limited to valedictorian and salutatorian are not guaranteed every year. Eligibility is not only based on a student's GPA, a student's behavior, conduct and actions towards peers and faculty throughout the school year will be taken into consideration for eligibility. Students must have completed 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade with St. Mark's in order to qualify.

## Grade Completion

The completion of any grade is solely determined by the school.

## Standardized Testing and Finals

Standardized Tests will be given to grades 2-8. Standardized Tests are given in the month of April or May. Please see the school calendar for dates.

Finals: 7/8<sup>th</sup> grade students only, are scheduled for: Mid-Terms, January 17<sup>th</sup>-19<sup>th</sup>, and Year End Finals June 5<sup>th</sup>-7<sup>th</sup>.

Please make any dental, doctor or other appointments in the afternoon on these dates as the students will be testing in the morning hours. Students arriving late to school will remain in the office until testing is complete. There are no make-up dates for Standardized Testing.

Be sure your child gets plenty of sleep, eats a good breakfast every morning and is not sent to school if he/she is not feeling well.

## Tutoring

The individual tutoring program is designed to assist students who need extra help in improving basic skills such as reading or mathematics. The child's teacher should recommend tutoring.

## Birthdays

A birthday is an important event in a child's life, and we celebrate once a month during Chapel. You can help build St. Mark's School Library by purchasing book(s) from the school office in honor of your child's birthday.

In preschool and kindergarten ONLY, birthday celebrations may be held in the classroom, however, this must be cleared with the teacher in advance. No individual birthday celebrations or treats, or gifts will be permitted in grades 1-8 as this consumes valuable classroom instructional time.

Private birthday parties outside of St. Mark's are to be handled solely by the coordinator, however we strongly urge you to be mindful of excluding one or two students if you are inviting the rest of the class (this is extremely hurtful to children). Coordinating an all boy's party with only boys or an all girl's party with only girls seems reasonable. An all or nothing policy would be the best in order to avoid hurt feelings. St. Mark's will not have any involvement in notification and or distribution of invitations for said parties. If a parent would like to distribute invitations for a private party, they may do so



off school campus. The grass area in the front and the driveway along the side of the school is still considered the school campus.

## Parties and Events

Parents that are assisting with room parties or any school activities or events are not to bring siblings. Parents are not to talk on their cell phone or text, as this becomes a liability for the school when parents that are assisting are distracted.

## Lost and Found

Label your child's possessions so lost items may be returned. Do not write the phone number or name where it is visible on personal possessions for safety reasons. It is the student's responsibility to check Lost and Found for any lost items. All unclaimed items will be donated to different charities. The school is not responsible for lost or damaged items.

## Text Books and Library Books

Each student is responsible for textbooks issued to him/her. Textbooks are to be covered by students as soon as they receive their books. Lost books must be replaced through payment for new books. Damaged books must be replaced or repaired.

Our library contains 6500 hardbound books and over 1000 paperback books for your child's reading enjoyment. Kindergarten through eighth grade students may use the library in accordance with Library rules. The students are instructed in the book check out/check in procedure and general use of the library. Our own parents staff the library and if you can spare an hour or so per month to help, please let the office know. If a child loses a book, the book must be re-ordered by the school and the parents will be billed accordingly.

## St Mark's School Service Club

Service Club is an organization that exists solely to serve the student body of St. Mark's by providing activities that enhance fellowship among the children of St. Mark's. It offers students in grades 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>, the opportunity to develop leadership skills and to learn about organizational procedures and functions. Activities consist of fund-raising projects, social functions, and service projects. Students must turn in a "Permission Slip" that includes the parent and teacher signatures. All students must maintain a "B" ( 3.0 GPA) average with NO "N's or U's and must be respectful of rules at all times to remain a member of St. Mark's Service Club.

## Communication

NEWSLETTER

Because we feel it is important to communicate to parents on a regular basis, you will be receiving a “Pink Newsletter” every other Monday. **Please take the time to read all Newsletters so that you and your child will not miss out on any of the school activities.** If you do not receive your “Pink Newsletter” every other Monday, ask your child why?

#### H A N D B O O K

The St. Mark’s School parent-student handbook is full of important information that all parents and students must be aware of. On the back of your handbook, parents and students must sign, date and return the lower section stating that they received and read the information.

#### C A L E N D A R

The school calendar gives each family an advance look at the events that will be taking place at St. Mark’s during the school year. You can check month to month on the coming holidays, minimum days, fundraisers, programs and special family days. Our student’s design the pictures each month for our St. Mark’s School Calendar. You can have your child’s birthday printed on the school calendar for only \$4.00. This fee helps to offset the price of printing.

## Gifts

Monetary and other types of gifts are welcome at any time to supplement the operating budget of the school. Special gifts at Christmas, and all other donations are tax-deductible.

## Parent-Teacher Fellowship (PTF)

St. Mark’s Parent-Teacher Fellowship is an organization of parents and teachers committed to working together for mutual understanding and support in the educational enterprise we share. All parents and legal guardians who have children attending St. Mark’s are considered members, along with the Rector, Head of School, and faculty members.

The hard working parents of St. Mark’s P.T.F. assist in many important projects, including holiday parties for each class; fund-raising; awards for St. Mark’s School Service Club, Honor Roll, etc.

P.T.F. meetings and social evenings are held at various times during the year. Notices are sent home to parent’s prior to each meeting regarding date and time.



Each family must contribute a membership fee of \$50.00 to P.T.F. each school year. This fee enables P.T.F. to maintain the excellent program they support for the benefit of all students. Suggestions from parents on how this money will be spent are always welcome.

## Disaster Procedures

### EARTHQUAKE

If an emergency such as an earthquake occurs during school hours, the following actions will be taken:

1. The teacher or other person in authority will implement the action: **DROP & COVER**. Students and staff should get under a desk or table, away from windows and out from heavy suspended light fixtures.
2. When it is considered safe to do so the teacher or other person in authority will direct the students to leave the building and **WALK** to the field. After exiting the room a red ribbon is tied on the door to indicate no one is in the room and search and rescue does not need to enter. The teacher or other person in authority will determine the safest avenue of access to the field. Each class will be responsible for bringing its Disaster Preparedness Kit. The teacher will be responsible for bringing the class list and items or books with which to keep the children occupied.
3. If students are on the playground they will be instructed to **DROP**. When directed to do so, they will move to their class stations.
4. All teachers will use the Buddy System. Decisions about leaving the building, helping with serious injury cases, etc., can be made in consultation with the buddy teacher.

A Support staff (aides and classroom volunteers, etc.) will remain with the class they are working with until requested to take on another responsibility by the Head of School or other person in authority.

5. No one will re-enter a building for any reason until it has been declared safe.
6. First Aid will be administered and roll will be taken.
7. The Head of School or other person in authority will appoint those who will turn off utilities, lock gates, designate pick-up points, and look for any missing children or staff members.
8. The staff will remain at school until all children have been called for. Naturally parents are encouraged to come for children as soon as possible. Signs, indicating the point of pick-up, will be posted. Children will be released only after they have been accounted for.

You, as parents, can be of great assistance in preparation or in case of a disaster by doing the following:

- Do not try to call the school. Keeping lines clear for emergency use will be of utmost importance.
- Remain calm. Listen to emergency broadcasts and travel safely when permissible to school.
- Look for the dismissal point and wait calmly and patiently for your child to be released to you.
- Make sure emergency numbers given to the school are always up to date.
- Be aware of, discuss, and reinforce the emergency information your child is given at school.

### DISASTER DRILLS

Fire, Earthquake and Lock-down Drills are conducted on a routine basis without warning throughout the school year.

## ANTI-BULLYING

**St. Mark's Episcopal School does not tolerate bullying in any form.** All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear.

**Bullying is any repeated, intentional act by a person that causes others embarrassment, pain or discomfort.**

- Bullying can take a number of forms, including physical, verbal and emotional.
- Bullying is an abuse of power.
- Bullying shows disrespect for the worth of others.
- Bullying can be perpetrated by individuals or groups.

**Examples of bullying may include:**

- All forms of physical violence, such as hitting, pushing, choking, tripping or spitting;
- Disturbing another person's property with the intention of stealing, hiding, damaging, or destroying it;
- Inappropriate teasing, name-calling or spreading rumors about others or their families;
- Showing disrespect for others abilities and achievements;
- Writing offensive comments or graffiti about others;
- Making disparaging remarks about another's culture, religion or economic and/or social status;
- Excluding others from a group in an intentional and insensitive way, telling secrets and forming exclusive clubs;
- Encouraging others to do something that is inappropriate, dangerous or immoral;
- Making sexually suggestive comments or engaging in other forms of sexual harassment;
- Making fun of another person's clothing or physical appearance;
- Using threats to force others to act in inappropriate ways against their will;
- Using e-mail, phone or other electronic means to send hurtful messages;

**The consequences of being bullied.**

- You may feel frightened, embarrassed, angry or mistreated.
- You may have difficulty completing your work, experience problems concentrating, and lose interest in activities you once enjoyed.
- You may find yourself withdrawing from your family and friends.
- You may feel confused and not know what to do about the problem.

**How will we prevent bullying at St. Mark's?**



As a caring school community, we make a commitment to intervene if we can do so safely and to encourage everyone to not be a bystander and report suspected bullying. We will not allow cases of bullying to go unreported. Everyone's safety is everyone's responsibility.

**Harassment:**

Is a wide range of behaviors of an offensive nature. It is commonly understood as behavior intended to disturb or upset, and it is characteristically repetitive. In the legal sense, it is intentional behavior which is found threatening or disturbing.

**Please report any suspected harassment to the The Head of School.**

### Acknowledgement

It is recommended that parents/guardians review this information with their child(ren).

I have received and read the enclosed information relating to the courses and activities that will affect my child(ren)

STUDENT(S)	
Name	Grade
1.	
2.	
3.	
4.	
5	

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Parent/Guardian Name

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Signature

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Date