

Signature Page

This handbook is designed to act as a guideline for a successful school experience.

Education at St. Mark Catholic School is the cooperative responsibility of church, school, and home. Your child's admission to S. Mark Catholic School is complete when parents and students have read this booklet together and returned the signed form to the school office.

The school reserves the right to amend the guidelines and regulations set forth for just cause. Parents will be promptly notified in writing if changes are made. If, during the course of the school year, a situation arises that is not addressed in the handbook, the principal, in consultation with the pastor, is empowered to implement procedures that support the common good of the school community.

By the act of registering at St. Mark Catholic School, a student and his/her parents (or guardians) understand and agree to pursue the educational objectives and practices as stated in this handbook and to observe the disciplinary code of the school.

The school reserves the right to amend the guidelines set forth for just cause. Parents will be promptly notified in writing if changes occur.

Please indicate your acceptance of the items below by initialing each, then completing the signature section.

_____ I have read the entire **Parent Student Handbook** and agree to abide by the rules, regulations, and guidelines set for this school year.

_____ I have read the **Network and Internet Acceptable Use Policy** and agree to abide by the rules, regulations, and guidelines set forth in this policy.

Publications and Video Consent and Release Agreement

I give approval for my child(ren)'s name, picture, work, voice or verbal statement to appear in school publicity and for videos.

_____ **Web Page Picture Release** I give my permission for my child(ren)'s pictures to be posted on the St. Mark Catholic School web page.

Family Name _____

Parent/Guardian Signature _____

Student(s) Signature _____

Date _____

Please sign and return this form to the school office by September 7, 2010.

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Mission Statement

St. Mark Catholic School: where faith and knowledge meet.

The mission of St. Mark the Evangelist Catholic / Parish School is to educate each student in a spirit of faith, gospel values, and academic excellence according to Roman Catholic principles.

This school's aim and desired result is to graduate students who are well versed in the Catholic faith, academically prepared to continue their education, Christian in attitude and outlook, and prepared to give service to community

Goals

It is the goal of this school to encourage students to become knowledgeable, creative persons who make responsible choices in their daily lives as well as allowing and encouraging others to do so.

It is the goal of this school to uphold and teach respect for others as unique individuals and as members of the body of Christ; members who are active participants within Church, local, and global communities.

It is the goal of this school to be a caring, disciplined community in which the partnership of Church, school and home nurture and challenge students as they develop their spiritual, cognitive, physical, and emotional endowments.

Philosophy of Education

St. Mark Catholic School functions under the premise that students enrolled in this school have the ability to learn and can learn well. Learning is a life long process and this process begins in the grade levels incorporated in this school program. During these years, the child's individual ability levels cannot be calculated, predicted, or tracked. The child's ability levels will change each time the student encounters a new learning experience. This school will incorporate high expectations for the escalation of the student's ability level as he/she successfully approaches and completes learning experiences designed in the program of curriculum and instruction.

The overall educational package is aimed at the growth of the student's spiritual, moral, intellectual, social, cultural, and physical, and self-disciplined endowments:

Religious education forms the cornerstone for life. Students learn the teachings, traditions, and practices of the Roman Catholic Church; the relevance of scripture; the teachings of Jesus Christ, and the promise of

salvation. Moral education guides and illumines the student's intelligence for moral decision making; forming the will and developing the conscience.

Academic education focuses on the intellectual development of the student as he/she advances through a variety of learning experiences. Cognitive development is sequential and exploratory as designed in the planned program of curriculum and instruction.

Social and cultural developments result from an organized plan of student appreciation and involvement in school, parish, and community activities. These activities are presented in both intra-curricular and extra-curricular arenas. Students participate in music, literature, and art activities that promote creativity and an appreciation for aesthetic values.

Physical education strengthens the energies of the body, focuses on healthy life style choices, contributes to self-confidence, and promotes a cooperative team spirit. Although the school sanctions competitive sports, students are encouraged to enter sports programs for the benefits that personal physical challenge can bring, and not for the sake of winning at all costs.

Discipline focuses on the respect for oneself and for others. Incorporation of gospel values is used to set positive examples for Christian behavior and to build a true sense of social justice. Self-discipline is the ultimate goal for all students as they experience age-appropriate consequences for actions and responsibilities.

ADMISSION

Although St. Mark Catholic School welcomes all students regardless of race, national origin, gender, or religion, we do give admission preference to Catholic students who are children of supporting parishioners of St. Mark the Evangelist Church. Lack of space or other considerations may limit the number of students admitted.

Admission Age Requirement

The age requirement for 3K is three (3) years of age on or before September 1st of that school year. Students in 4K must be four (4) years of age on or before September 1st of that school year. All students must be fully potty trained. Transitional Kindergarten is offered to students five (5) years of age primarily with summer birthdays who would benefit from a readiness program designed to ensure success in Kindergarten. The age requirement for Kindergarten is five (5) years of age on or before September 1 of that school year. The age requirement for First Grade is six (6) years of age on or before September 1 of that school year.

TUITION AND SCHOOL FEES

Tuition Policy

Tuition payments are an investment in your children's education and religious formation. Therefore, the St. Mark Catholic School Advisory Council accepts the responsibility for recommending to the Pastor policies concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Advisory Council to insure that financial resources are available for the school and enrollment is available and is as affordable as possible to all families.

Tuition Payment

- I. Families, who are parishioners of St. Mark Catholic Church with children baptized in the Catholic faith and enrolled in the school, shall receive the benefit of reduced rates of tuition to be determined annually by the Advisory Council. For purposes of registration and re-registration the term Parishioner refers to Catholic families officially registered in the Parish and who have fulfilled the parish contribution quota (as evidenced by payment receipts or statements) of a minimum \$600.00 per calendar year. The calendar year refers to January 1 through December 31.
- II. Families, who are not parishioners of St. Mark Catholic Church, with children enrolled in the full time program of the school, shall make tuition payments at higher rates (tuition to be determined annually by the Advisory Council), than parishioners.
- III. All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of the student registration. Options for payment shall include:
 - a. **Full Payment.** Under this plan, the entire amount of the tuition is paid on or before June 1st. A tuition reduction would be applied to the tuition cost of the family's tuition. The St. Mark Catholic School Advisory Council shall determine tuition reductions annually. This payment is made directly to the school office.
 - b. **Semester Payments.** Under this plan, the entire amount of the tuition is paid in two equal parts through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing this plan will authorize their bank to make two automatic payments to FACTS. First payment is due in June and second payment is due in December.
 - c. **Monthly Payments.** Under this plan the entire amount of the tuition is paid monthly over a ten (10) or twelve (12) month period beginning in June through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing this

plan will authorize their bank to make automatic monthly payments to FACTS on either the 5th or the 20th of each month.

Late Registrations

- A. Families registering after June 1st shall be expected to fulfill their tuition obligation according to the tuition policy stated above.
- B. Tuition for students registering on or after the first day of school shall be prorated over the number of school months they will be in attendance.

Late Payments

It shall be the responsibility of each school family to keep the School Administration informed of their need to make any changes in their preferred tuition payment plan or adjustments of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

- I. **Full Payment.** If payment is not received on or before June 1, the discounted rate of tuition will not apply. When payment has not been made by June 1, the family will be contacted within (5) days by the School Office concerning the missed payment date and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments shall be made through the FACTS Tuition Management Plan.
- II. **Semester Payments.** School families who choose the semester payment plan and miss a payment due to insufficient funds will be automatically charged a \$25.00 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. The missed payment will be processed again by FACTS in 14 days or the next month.
- III. **Monthly Payments.** School families who choose the ten (10) or twelve (12) month payment plan and miss a monthly payment due to insufficient funds will be automatically charged a \$25.00 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. The missed payment will be processed again by FACTS in 14 days or the next month.

In addition, school families who missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child/children will not be re-admitted to school according to the "Non-Admission" specifications of this policy.

Tuition Assistance

A limited amount of tuition assistance is available for school families experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. However, since such circumstances often are unpredictable, families should not hesitate to inform the School Administration of their need whenever it may arise during the year.

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

The School Administration will work out arrangements with families on an individual basis and in a way that respects the concern and commitment of all our school families for the education and religious formation of their children.

Non-Admission of Students Due to Tuition Delinquency

School families failing to pay tuition according to the agreement that they have made with the school or who have been unwilling to make suitable alternative arrangements with the school will be informed that their child/children will not be re-admitted to our school. Families must be current in their payment of tuition.

Delinquent Tuition from Previous Year(s)

All previously unpaid tuition must be paid by August 1st if a student is to be re-admitted on the first day of class for a new school year. Payments are to be made directly to the school. If payment is not possible, suitable arrangements must be made with the School Administration.

School Fees

At the beginning of the year, students pay an activity fee and a party fee. Eighth grade students also pay a graduation fee. All students who will use the school bus for school related activities will be charged a bus fee based on the time and distance of the trip.

Withdrawal Procedure

Withdrawal notification must be made in writing to the school office. A \$300 withdrawal fee will be assessed for notices received after June 1st. Tuition is non-refundable.

Tuition is due for the month of withdrawal.

Tuition Rates for the 2010-2011 School Year

Registration Fees:

<u>PK3 – 8th Grade</u>		<u>Extended Day Program</u>	
1 Child	\$300	Family	\$50
2 Children	\$450		
3 or more children	\$600		

5 Day Preschool – 8th Grade (annual)

	<u>Parishioner</u>	<u>Non-Parishioner</u>	<u>Non-Catholic</u>
1 Child	\$ 4,950	\$ 6, 710	\$ 7,660
2 Children	\$ 8,400	\$ 13,420	\$ 15,320
3 Children	\$11,860	\$ 20,130	\$ 22,980
4 Children	\$15,325	\$26,840	\$30,640

2 and 3 Day Preschool Tuition (annual)

Tuesday, Thursday (8:00am-3:00pm)	\$ 2,650
Monday, Wednesday, Friday (8:00am-Noon)	\$ 2,250
Monday, Wednesday, Friday (8:00am – 3:00pm)	\$ 3,470

Extended Day Program (monthly rates)

	<u>Dismissal-4:45PM</u>	<u>Dismissal-6:00PM</u>
Tuesday, Thursday	\$ 60	\$ 120
Mon, Wed, Fri	\$ 90	\$ 175
Monday – Friday	\$ 120	\$ 235

Payment Options:

Tuition paid in full by June 1st will receive a 1% discount. This payment is made directly to the school office.

Tuition payments can be spread over 2, 10, or 12 months through FACTS. The first installment is due in June.

GOVERNANCE, ADMINISTRATION, MANAGEMENT

The **Bishop** is the chief administrator of the Diocese. He is responsible for educating the faithful in the teachings of the Church. Catholic schools are part of his educational responsibility. In all things relative to education in the Diocese, the Bishop has ultimate authority.

The **Superintendent** is the delegate of the Bishop in matters relative to Catholic education. The role of the superintendent is to provide spiritual and professional support to the principals, to ensure adherence to diocesan policies, and to maintain a significant level of communication with the school communities.

The **Pastor** of the parish is the chief administrator of the parish and is canonically responsible for the total operation of all organizations within his parish, including the parochial school. The pastor is both spiritually and fiscally responsible for the school. The pastor delegates to the principal the responsibility for the day-to-day management of the school.

The **Local School Advisory Council** functions under the aegis of the Diocesan Board. Local advisory councils act in an advisory role to the principal and pastor in the areas of policy, finance, strategic planning, operational effectiveness, and promotion of Catholic education.

The **Principal** of the school is responsible for the overall day-to-day operation of the school, including curriculum development, staff development and formation, and maintaining the physical and spiritual well being of the school. The principal is responsible for fulfilling and enforcing policies of the diocesan and local school boards. The principal is directly responsible to the pastor of the parish.

Contract Law

Catholic schools function under contract law. By the act of registering at the school, parents and students agree to pursue the educational objectives and abide by the practices of the school as stated in the registration application, the parent-student handbook, and local and diocesan policies.

St. Mark Catholic School abides by the principle of subsidiary, which means that conflict is resolved at the lowest possible level. For example, areas of concern and efforts to resolve conflict must be directly (and in person) addressed with the teacher, staff member, or administrator involved before attempting to appeal to higher levels of governance.

Accreditation

Catholic Schools in the State of Texas are accredited by the Texas Catholic Conference Education Department with the approval of the Texas Education Agency. Schools receive a formal visit on a regular cycle (approximately ten years) by a team appointed by the diocesan office. The principal, faculty, and staff of the school prepare a self-study for the accreditation visit. The role of the visiting team is to verify the self-study and make recommendations for the Texas Catholic Conference Accreditation Commission, which determines the accreditation status of each school. The official document of accreditation is posted in the school office.

St. Mark Advisory Council 2010-2011

Andy Crider
John Garvey
Greg Kromkowski

Ray Reed
Erin Reilly
Lori Shugart

David Wolf
Bill Wray

Ex-Officio Members:

Reverend Clifford Smith
Suzanne Bacot, Principal
Kathi Park, Assistant Principal

FACULTY AND STAFF

The success of St. Mark Catholic School program is directly attributed to the “excellence in education” standards of the entire faculty and staff. Each member of the faculty is selected for their qualifications and expertise in their teaching fields, as well as their commitment to effective instructional styles and life-long learning. Staff members from St. Mark Catholic School have been recognized and awarded on local, regional, and national levels for their excellence in teaching and innovative instructional programs.

Pastor	Rev. Clifford Smith
Principal	Suzanne Bacot
Assistant Principal	Kathi Park
Counselor	Corky Cronin
School Business Manager	Annette Vela
Receptionist	Rene O’Connor
School Nurse	Ann Berard
Athletic Director	John Munoz
Transitional Kindergarten	Kristen Hemmig
Instructional Aide	Cindy Tronzano
Kindergarten	Tara Blankenship
Kindergarten	Patty Helm
Kindergarten	Sharon Thompson
Instructional Aide/Preschool Receptionist	Joanna Sweitzer
Instructional Aide (Kindergarten)	Shannon Congdon
First Grade	Eileen Bongiovanni
First Grade	Sue Hazzard
First Grade	Linda Rood
Second Grade	Carolyn Eisele
Second Grade	Stephanie Brooks
Second Grade	Sarah Samples
Third Grade	Janet Dansby
Third Grade	Barbara Ehnis
Third Grade	Pam Steinkirchner
Fourth Grade	Diana Davenport
Fourth Grade	Helene Mercado
Fourth Grade	Amy Wells
Fifth Grade	Donna Thomson
Fifth Grade	Michaela Tindall
Fifth Grade	Donna Ostermann
Middle School Religion	Stacy Stewart
Middle School Math	Janet Gerwer
Middle School Language Arts	Debbie Lewis
Middle School Language Arts	Patti Orchowski
Middle School Language Arts	Karen Smith
Middle School Science	Cathy Pantuso
Middle School Social Studies	Carole Mitchell

Middle School Math/Science
 Middle School Social Studies/Religion
 Physical Education
 Physical Education
 Physical Education Aide
 Music
 Computer Literacy
 Applications Lab Manager
 Spanish
 Art
 Library Media Specialist
 Preschool Coordinator
 3K Teacher
 3K Teacher
 3K Teacher
 4K Teacher
 4K Teacher
 4K Teacher
 4K Teacher
 4K Teacher
 Preschool Music

Carmen Fernandez
 Laurie Savino
 Troy Brooks
 Greg Grady
 Erin McCormick
 Patricia Corsi
 Phyllis Carver
 Beth Lipscomb
 Liliana Benavides
 Tammy Williams
 Anne Hollenbeck
 Toni Jobes
 Megan Oliver
 Krissy Ferri
 Laurie Laux
 Vicki Parks
 Kim Anthony
 Karen Schnurr
 Donna Inman
 Hana Schell

SCHOOL CALENDAR

The calendar for the 2010-2011 school year has 182 instructional days. Included in this handbook is an overview of school holidays, staff development days, and regularly scheduled activities and meetings. Detailed Monthly calendars are posted on Ren Web.

August 17	First Day of School
August 20	Early Dismissal (12:00)
August 25/26	School Pictures
September 6	No School: Labor Day
October 9	Parish Carnival
October 11-14	Standardized Testing
October 14	Early Dismissal (12:00)
October 15	End of 1 st Grading Period
October 15	No School: Parent Teacher Conferences
October 22	No School for Students
November 24	Early Dismissal (12:00)
November 25-26	Thanksgiving Holiday
December 16	Christmas Program (6:30 pm)
December 17	Early Dismissal (12:00)
December 17	End of 2 nd Grading Period
December 20	Christmas Holiday
January 3	Classes Resume
January 17	No School: Staff Development
January 29-	National Catholic
February 4	Schools Week
February 4	Early Dismissal (12:00)
February 21	No School: Staff Development
March 4	End of 3 rd Grading Period
March 14-18	Spring Break
April 20	Early Dismissal (12:00)
April 21	Inclement Weather Day
April 22	No School: Good Friday
April 25	Inclement Weather Day
May 7	First Communion
May 20	Graduation (6:30 pm)
May 21	Confirmation 2:00
May 25	Field Day
May 27	Last Day of School Early Dismissal (12:00)

Inclement Weather Day

The yearly calendar has built in provisions for two (2) inclement weather days. If these days are not needed, they will be incorporated into school holidays. Should inclement weather days be needed, parents will be notified as to when the days will be made up. Procedure for notification: When inclement weather occurs, announcements of school closing or delayed opening will be announced on television channel **NBC (5) AND ABC (8)**, either the evening before or between the hours of 6 a.m. and 7 a.m. E-mail notification will be made via Ren Web. If a delayed opening is announced, students may not be dropped off at school earlier than the designated time (10:00 a.m.) Parents and students should listen to the radio and/or television stations and check e-mail, refraining from calling the school office or parish rectory. In most cases, St. Mark Catholic School will follow the same closing or delayed opening as the Plano Independent School District.

Hours of Operation

The total school program works on an effective time schedule designed to maximize instructional time for students. It is essential that students arrive on time in order to begin classes promptly. It is essential for the safety and proper supervision of students that they be picked up promptly at the end of the school day, or in other cases, at the designated time for after school activities.

7:15-7:40 AM:	Students may report to the cafetorium for morning supervision. Cafetorium doors will open at 7:15 and students must enter at that location. Students may not arrive earlier than 7:15 a.m.
7:40 AM:	Students may report to their classrooms
7:55 AM:	First Bell. Students must be in their classrooms at this time or they will be sent to the office for a tardy slip.
3:00 PM:	Preschool and TK Dismissal
3:25 PM:	First Bell rings to prepare for dismissal
3:30 PM:	Dismissal from School.

All students must be picked up within 15 minutes of their dismissal time. Those children remaining after 3:45 will be escorted to the Cafetorium where the Extended Day Program meets. A five minute grace period will be applied until 3:50PM in which no fees will be charged. From 3:50-4:00, a flat fee of \$5.00 will be charged. After 4:00 PM, \$1.00 per minute will be assessed and billed to the parent. Parents arriving after 3:45 need to enter through the front Cafetorium doors to sign the late pick up roster. Make late payment fee checks payable to St. Mark Catholic School.

*The Preschool grace period is from 3:15-3:20; 3:20-3:30 flat fee of \$5.00; After 3:30 begins \$1.00 per minute rate. Preschool students will be escorted back into the preschool building.

NOTE: Delays in meeting the pick up deadline due to carpool traffic or inclement weather conditions do not apply to the late pick up procedure.

Anyone coming into the school during school hours must enter at the main entrance, register with the receptionist, and obtain a visitor or volunteer identification badge.

If students will be picked up by anyone other than the parent, guardian, or regular carpool driver, written notification must be submitted to the school office.

Cell phone use is prohibited inside the school facilities, including the cafetorium, gymnasium, and playground.

ACADEMIC PROGRAM

Curriculum and Instruction

The Diocese of Dallas Office of Education, in compliance with the standards of the Texas Catholic Conference Education Department (TCCED), designs curriculum. The school is directly accredited by TCCED and is recognized as such by the Texas Education Agency. Curriculum and instruction include sequential and constructive programs of learning in religion, language arts, mathematics, social studies, science, music, art, drama, physical education, health, guidance, foreign language, computer literacy, and technology assisted activities. Instructional delivery focuses on various learning styles, multiple intelligences, and student centered activities.

Standardized Testing

Standardized tests, selected by the Diocesan Education Office, are administered annually as part of the planning and evaluation program. Standardized tests provide a basis for educational guidance and the measurement of effectiveness in curriculum, instructional procedures, and student achievement. Parents receive copies of individual student profiles and test results indicating achievement scores numerically and with written explanations of their child's performance on this test.

Homework

Homework assignments serve to review and reinforce the concepts presented in class. Homework gives teachers and parents an opportunity to

observe the child's progress as well as any problem areas that may require attention or consultation. In an effort to promote and foster family activities, homework is normally not assigned over the weekends. There will be times, however, that long term projects or extended assignments will be expected after a weekend. Parents are encouraged to provide a positive environment for completion of daily homework by setting regular study periods in a location conducive to study. Students should be encouraged to read or drill in areas of weakness during the daily study time when no formal homework has been assigned. The following is a time guideline for the completion of daily homework assignments:

Kindergarten:	30 minutes maximum
First Grade	30 minutes
Second Grade	45 minutes
Third Grade	60 minutes
Fourth Grade	60 minutes
Fifth Grade	90 minutes
Sixth, Seventh, Eighth Grades	120 minute

At least 10-20 minutes per night (as appropriate to the grade level of the student) should be used for review and drill of math facts. Homework is assessed for completion and credit is given for completion. Students do not receive grade credit for homework that is turned in late. Late work is recorded as a zero in the grade book. Parents may not bring forgotten homework or assignments to school for delivery. Specific guidelines for make-up work due to absences can be found in the section of this handbook entitled Absences.

Academic Assessment, Progress Reports, Report Cards

Student progress is assessed through daily class assignments, class participation, homework assignments, projects, and tests. Grades that are assigned to these procedures are weighed for specific percentage values and are reflected on student progress reports and report cards. Weighted values are assigned as follows: Daily Class Work= 30 %, Daily Participation= 10 %, Daily Homework= 10 %, Quizzes= 10%, Tests= 40 %

Grades are kept current and are entered into Ren Web by the end of every Friday. Lesson plans and homework assignments are posted on Ren Web by Sunday for the following week.

Progress Reports are sent home at the sixth week of the grading period for grades one through five, and at the fifth week of the grading period for grades six through eight. Progress reports are intended to highlight areas of success in student achievement and work habits as well as to identify areas that need additional attention. The minimum number of grades for each subject are as follows: Participation = 4, Homework = 4, Quizzes = 2, Class work = 4, Tests = 1.

Report Cards are used to evaluate student progress four times throughout the school year. Grading periods are every nine weeks, and report cards are sent home the week following the end of each grading period. Early Childhood (Preschool-Kindergarten) student progress is reported on a different report card designed to indicate on-going development and readiness. Early Childhood students receive a report card at the end of the second and fourth reporting periods. Assessment of student progress (academic, work habits and conduct) in grades one through eight is assigned a grade value using the following matrix:

Academics:

E (Excellent)	94-100	(A)
G (Good)	85-93	(B)
S (Satisfactory)	76-84	(C)
N (Needs Improvement)	70-75	(D)
U (Unsatisfactory)	69-below	(F)

The minimum number of grades for each subject are as follows:
Participation = 8, Homework = 8, Quizzes = 3, Classwork = 8, Tests = 3.

**General Conduct and Work Habits (Count each category separately):
Grades K-5:**

E (Excellent)	=	0-3 check marks
G (Good)	=	4-6 check marks
S (Satisfactory)	=	7-10 check marks
N (Needs Improvement)	=	11-15 check marks
U (Unsatisfactory)	=	16+ check marks

Middle School:

E (Excellent)	=	0 detentions
G (Good)	=	0 detentions with warnings
S (Satisfactory)	=	1 detention
N (Needs Improvement)	=	2 detentions
U (Unsatisfactory)	=	3 detentions

Students are placed in particular classes based on information that is gathered to insure student success. Final student placement is determined by the school administration.

Promotion Policy

Retention should be used with caution and only after careful consideration. The following policy is designed to place students for academic success:

- At any time during the school year and preferably before the end of the second quarter, when a student is identified as being unsuccessful in his/her core subjects according to established indicators, the following steps will be taken:
- A Child Study Team will be formed.
- The team will be composed of the principal, parent(s)/guardian, core classroom teachers, other teachers as deemed necessary. The team may also include a counselor (if possible), learning specialist, and/or social worker.
- The team will gather:
 1. Pertinent data that includes investigating all factors and circumstances that influence student performance and well-being.
 2. Recommend psychological or other testing when appropriate.
 3. Discuss all alternatives to grade-level retention.
 4. Develop an Intervention Plan to identify a student's learning needs with quality controls and monitoring to ensure the plan is effective, is individualized, and is adjusted as needed.
 5. Benchmark and document the student's progress every six weeks after implementation of the Intervention Plan.
 6. Recommend an:
 - IPP - Individual Promotion Plan with Modifications
 - or-
 - IRP - Individual Retention Plan with Modifications

The decision to retain rests with the school principal. This decision will be forwarded to the Director of Catholic Schools and a copy retained in the student's cumulative file.

Specific Indicators of Student Success:

Preschool-Kindergarten: Students must display on-going academic development and readiness in the areas of language development, number development and readiness, social development, work/play habits, and physical development. Assessment of these areas is indicated as Mastered, Progressing, or Needs Improvement on the student report card.

Grades One-Eight: Students must have at least a 76% in the Core subjects. Performances below the 76% level may require mandatory summer school or tutorial programs. Summer school or tutorial programs are based on semester averages. However, the final grade at the end of the school year can play a factor in determining the extent of work to make up. Re-registration for the following year may be contingent on agreement to take part in summer school or tutoring. Parents will be notified (via a team conference) of this possibility. Parent agreement forms must be signed at the time of the team conference.

Student Referral for Testing and Evaluation

Teachers have specific guidelines to follow in a referral process. Parents who have concerns about their student's abilities and are considering formal evaluation **must** meet with their child's teachers, school counselor, and administration in a team conference setting. Teachers will not complete assessments or evaluations if a team conference has not taken place. Unless there is an educational need because of failure, an evaluation may not be appropriate and recommendations may not be incorporated. All testing materials and forms will be sent directly to the testing agency.

School Supplies

Parents will be notified which supplies must be purchased from the school. Reimbursement is expected for damaged textbooks. Cloth book covers are prohibited. Backpacks with wheels are prohibited.

ATTENDANCE AND ABSENCE REGULATIONS

Attendance

Student learning reaches its highest potential when students are in attendance and actively involved in classroom learning activities. There are 182 instructional days in the school calendar, and students are expected to be in attendance at school unless illness or family/personal reasons necessitate absence. Students who miss school without the consent of their parents are considered truant. Truancy will be addressed through the school disciplinary procedure and a disciplinary conference will occur before the student is readmitted to school.

Students are expected to be present and on time every day. Permission for a "special absence" (short or long) must be prearranged. Parents may call or write a note to the principal explaining the situation beforehand. A student is responsible for the work missed because of absences. Parents are encouraged to schedule vacations during regular school breaks. Missing several days of classes is detrimental even to the strongest student and causes additional hardship to the teacher. When a student is absent, they are not eligible to participate in any extracurricular activities on that day.

Early Pick-up Prior to Dismissal

A drastic increase in the number of requests to release students from class just prior to dismissal has become a point of concern. Between 3:15 and 3:30 PM many essential stages of closure to the school day are taking

place. End of the day announcements from the office occur at this time. Classroom instructions will often times include a review of homework assignments and reminders of tests, projects or other significant reminders for the next day. Students who are called out of class early to go to their lockers and then leave school can not only become a distraction to others, but often they miss essential elements of the end of the day closure. In light of these facts, we also understand that some doctor or dentist offices do not maintain the highest level of flexibility regarding appointments. When it becomes necessary for you to ask for students to be dismissed from class at the end of the day, please adhere to the following procedures:

- Present yourself to the school receptionist between 3:00 and 3:10 PM.
- Write your child's name, the reason for an early dismissal request, and your signature on the sign out sheet provided at the desk.
- Wait in the entrance lobby. At 3:10 PM the receptionist will make an "all call" announcement over the Public Address System. At that time those students called will be dismissed from classes for an early "end of the day" dismissal.
- Our goal is to make this procedure effective only when absolutely necessary and, no later than the 3:00-3:10 PM time frame. Please join us in making this your goal also.

Absence Policy

A student will not be given credit for a class or the school year if he/she has been absent more than 10% of the school year, which is 19 or more absences of the required 180 school days. Repeated absences may be considered grounds for summer school, suspension, retention or even dismissal. A student who has 19 or more absences must see the school principal in order to waive the absence policy.

If, for any reason, a student will not attend school, the parent must call the school office at 972-578-0610 between 8:30 and 9:00 A.M. to report the absence. Upon return to school, the student must bring a written note signed by the parent explaining the reason for the absence. In some cases where a medical condition, injury, or communicable disease was the reason for absence, a doctor's note may be required. Absence notes must be presented to the school office before the student will be readmitted to school. Students who arrive after 10:30AM or who leave before 12:00PM are considered absent. Parents are urged to schedule medical appointments outside the school day. If such appointments are necessary, parents must come to the school office to sign out students. The teacher will not release children from the classroom.

Work Missed Due to Absence

Students are responsible for work missed because of absenteeism or tardiness. Students may request makeup assignments when they return to school after the absence. Students have five (5) days to make up daily work after they return from an absence. There are no time extensions for tardiness or time missed because of medical appointments that occur within the school day. After the five-day extension, work will not be accepted for grade credit. Due dates for long term projects are not extended due to absences. Makeup tests must be rescheduled with the individual teacher according to the teacher's availability either before or after school. Credit for work missed at the end of a grading period may possibly be applied to the next grading period.

After 3 consecutive days of absence, parents may request daily work assignments. These requests must be made no later than 12 noon of the day you will pick up the work. Work will not be distributed before an absence due to vacation.

Tardiness

It is important that students develop good habits of punctuality and responsibility. When a child is late to class, it provokes a disruption to all members of the classroom community, and valuable instructional time is lost. Students who arrive after 7:55 A.M. are tardy and must report to the school office to obtain a tardy slip before being accepted into class. If a student exceeds six (6) tardies, parents will be notified via Ren Web. At that time, parents must contact the school to schedule a conference with the principal to form a plan to insure student success.

HEALTH RECORDS AND PROCEDURES

Health History and Emergency Cards

Each student must have a health history form on file. Additionally, an emergency card is kept on file for each student to provide information in locating parents, guardians, or designated emergency contact persons. It is essential for parents to keep the information on the health history and emergency cards up-to-date. The school must be advised of all changes to the information on these forms in writing.

Certificate of Immunization

A certificate from a duly qualified physician stating that the child has met required immunizations must be presented at the time of registration. Immunizations must be kept up to date as prescribed by the Texas Catholic Conference Education Department.

Required updates and additions to the immunization record must be reported to the school so that the student's permanent health record can be maintained properly.

Failure to comply with immunization requirements will result in the child being restricted from attending school until such requirements are fulfilled.

Health Screenings

Screenings are done annually on all students to examine their vision, and hearing. Students in grades five through eight will also be screened for scoliosis. Students in grades one, three, five, and seven will be screened for Acanthosis Nigricans

Referrals are sent to parents whose children exhibit a potential problem in any of the screenings. It is the responsibility of the parents to follow up on the referral with a physician and notify the school of the action taken.

Records are kept of all screenings on the student health card and reports are made to the Texas Department of Health.

Medications

The school nurse will dispense medications according to the following guidelines.

1. A doctor's note/prescription is required for all non-prescription medications and over the counter drugs, aspirin, cough syrup, etc.
2. Prescription medication will be dispensed only if the medication is sent to school in the prescription bottle with the doctor's instructions printed on the front. A note from the parent requesting that the school nurse dispense the medicine to the child must also accompany the prescription bottle.
3. Medicine must be brought to the school office or the given to the school nurse.
4. Students may not keep medicine on their person or in their belongings in order to self dispense medication of any kind. No exceptions will be made to the medication policy.

Illness

Students with a temperature of 100 degrees or more; with vomiting; or with diarrhea may not stay at school and must be picked up in a timely manner.

Students may not return to school until they have been fever free for 24 hours.

Communicable diseases must be reported to the school nurse as soon as possible.

Return to school will be set in accordance with regulations for the illness or disease and/or a doctor's clearance letter. A parent note requesting a student's exclusion from P.E. classes due to illness or injury is acceptable for a period of up to 3 consecutive days. After three consecutive days, a doctor note is required.

UNIFORM REQUIREMENTS

Boys Uniform (Preschool)

Pants:	Dark green. Black or brown belts are required.
Option:	Uniform walking shorts. The walking shorts are uniform green without cuffs. Length regulation is no shorter than 2 inches above the knee. Black or brown belts are required. OR: Jersey knit shorts with "all around" elastic
Yellow Shirt:	Long or short sleeve. Style: Oxford or knit.
Sweater:	Dark green pullover or cardigan, monogrammed with student's initials and/or school logo.
Uniform Shoes:	Boys may wear a soft canvas or Keds type shoe. Velcro is preferred.
Socks:	Colors: Black, brown, or dark green. White, only when wearing shorts.

ADDENDUM: Because uniform items purchased from vendors other than Academic Outfitters are not guaranteed to be the accepted color or style, we do not recommend purchasing them. Uniform items must not bear visible designer names or emblems on any part of the clothing.

Girls Uniform (Preschool)

Green Plaid Jumper:	Length regulation: No shorter than the top of the kneecap.
Option:	Uniform Walking Shorts. The walking shorts are uniform green with cuffs. Length regulation is no shorter than 2 inches above the knee. Black or brown belts are required. The yellow knit shirt may be worn when wearing walking shorts. OR:

Jersey knits shorts (dark green) with “all around” elastic.

Yellow Blouse: Long or short sleeve; Peter Pan or oxford collar. Yellow knit shirt when wearing the walking shorts

Sweater: Dark Green pullover or cardigan, monogrammed with student’s initials and/or school logo.

Uniform Shoes: Girls may wear a soft canvas or Keds type shoe. Velcro is preferred.

Socks: Either high ankle or knee socks. Solid color tights in the winter are permissible.

ADDENDUM: Because uniform items purchased from vendors other than Academic Outfitters are not guaranteed to be the accepted color or style, we do not recommend purchasing them. Uniform items must not bear visible designer names or emblems on any part of the clothing.

Boys Uniform (grades TK-5)

Pants: Dark green: Black or brown belts are required.

Yellow Shirt: Long or short sleeve, Style: Oxford or knit.

Sweater: Dark green pullover or cardigan, monogrammed with student’s initials and/or school logo. Required for Friday Liturgies and special assemblies September to May.

Uniform Shoes: There are two options:
#1 Leather brown or black, tassel-less penny loafers
Examples: Rockport #4034 or Sperry “Penny”
#2 Dr. Martin “Gibson” Style. Non-marking rubber or leather soles. No suede or nubuck. No tennis shoe “look-alikes.”
NOTE: It is your option where shoes are purchased. The school does require, however, that the correct uniform shoe be purchased.

Socks: Black, brown, or dark green. White only when wearing walking shorts. Socks must be high ankle “crew” socks. No low ankle socks.

P.E. Uniform Code: All students must have a green nylon P.E. bag. Grades TK-3 will wear their yellow uniform shirts. Grades 4-5 will wear an all white tee shirt or St. Mark spirit tee shirt.

P.E. Shorts: Shorts are not required in grades TK-3rd. Students in grades 4-5 must wear the regulation green shorts supplied by Academic Outfitters. No variations.

P.E. Shoes Athletic shoes must have non-marking soles. Velcro is recommended for TK-K students. No shoes with wheels.

OPTIONS: Uniform walking shorts. The required shorts must be uniform green without cuffs. Length regulation is no shorter than 2 inches above the knee. Black or brown belts required. Walking shorts may be worn only in the first and last grading period. However, walking shorts **may not be worn on Fridays**, when we attend Liturgy and/or other special occasions, when the formal uniform is required.

ADDENDUM: Because uniform items purchased from vendors other than Academic Outfitters are not guaranteed to be the accepted color or style, we do not recommend purchasing them. Uniform items must not bear visible designer names or emblems on any part of the clothing.

Girls Uniform (grades TK-5)

Green Plaid Jumper: Length regulation: No shorter than the top of the kneecap.

Yellow Blouse: Long or short sleeve; Peter Pan or oxford collar.

Sweater: Dark Green pullover or cardigan, monogrammed with student’s initials and/or school logo. Required for Friday Liturgies and special assemblies September to May.

Uniform Shoes: Leather black/white or navy/white saddle oxford shoes. No tennis shoes “look-alikes.”
NOTE: It is your option where the shoes are purchased. The school does require, however, that the correct uniform shoe be purchased.

- Socks:** Either white high ankle or knee socks. No low ankle socks. Solid color tights in the winter are permissible.
- P. E. Uniform Code:** All students must have a green nylon P.E. bag. Grades TK-3 will wear their yellow uniform shirt. Grades 4-5 will wear an all white tee shirt or St. Mark spirit tee shirt.
- P.E. Shorts:** Shorts are not required in grades TK-3rd. Students in grades 4-5 must wear the regulation green shorts supplied by Academic Outfitters. No variations.
- P. E. Shoes** Athletic shoes must have non-marking soles. Velcro is recommended for TK-K students. No shoes with wheels.
- OPTIONS:** Uniform Walking Shorts. The required shorts must be uniform green with cuffs. Length regulation is no shorter than 2 inches above the knee, black or brown belts required. Walking shorts may be worn only in the first and last grading periods. The yellow knit shirt may be worn when wearing the optional walking shorts. However, walking shorts **may not be worn on Fridays**, when we attend Liturgy and/or other special occasions, when the formal uniform is required.

ADDENDUM: Because uniform items purchased from vendors other than Academic Outfitters are not guaranteed to be the accepted color or style, we do not recommend purchasing them. Uniform items must not bear visible designer names or emblems on any part of the clothing.

Girls Uniform (grades 6-8)

- Green Plaid Skirt:** Length regulation: No shorter than the top of the kneecap.
- White Blouse:** Long or short sleeves. Cotton Oxford cloth or knit.
- Sweater:** Dark green or white pullover sweater monogrammed with student's initial or Dark Green "V" neck pullover vest, monogrammed with student's initials and/or school logo.
NOTE: Students have the option of wearing either the school sweater or the school vest.

- One or the other must be worn at all times as part of the complete uniform.
- Uniform Shoes:** Either brown or black, tassel-less penny loafers with no higher than ½" heels. Examples: Cole Haan "Logan" and Dexter "Jessica."
OR: Leather black/white or navy/white saddle shoes. Example: Willis saddle oxfords. No tennis shoe "look-alikes." Non-marking rubber or leather soles.
NOTE: It is your option where the shoes are purchased. The school does require, however, that the correct uniform shoe be purchased.
- Socks:** Either white high ankle or knee socks; Solid color tights in the winter are permissible.
- P. E. Uniform Code:** All students must have a P.E. bag. All students will wear an all white tee shirt or St. Mark Spirit tee shirt. The P. E. uniform is also required when students are enrolled in elective classes in which exercise clothing is needed.
- P. E. Shorts:** Regulation green shorts are required. No variations, please.
- P.E. Shoes:** Athletic shoe must have non-marking soles only. No shoes with wheels.

ADDENDUM: Because uniform items purchased from vendors other than Academic Outfitters are not guaranteed to be the accepted uniform color or style, we do not recommend purchasing them. Uniform items must not bear visible designer names or emblems on any part of the clothing.

Boys Uniform (grades 6-8)

- Pants:** Dark Green. Black or brown belts are required
- White Shirt:** Long or short sleeve. Knit or Oxford cloth.
- Sweater:** Dark Green or white pullover sweater, monogrammed with student's initial or Dark Green "V" neck pullover vest monogrammed with student's initials and/or school logo.
NOTE: Students have the option of wearing either the school sweater or the school vest.

One or the other must be worn at all times as part of the complete uniform.

Uniform Shoes:

Leather brown or black, tassel-less penny loafers. Examples: Rockport #4034 or Sperry "Penny"

OR:

Dr. Martin "Gibson" Style. Non-marking rubber or leather soles. No suede or nubuck. No tennis shoe "look-alikes."

NOTE: It is your option where the shoes are purchased. The school does require, however, that the correct uniform shoe be purchased.

Socks:

Mid-calf or high ankle. No low ankle socks. Dark green, black, or brown (no white).

P. E. Uniform Code:

All students must have a P.E. bag. Students will wear an all white tee shirt or St. Mark Spirit tee shirt. The P.E. uniform is also required when students are enrolled in elective classes in which exercise clothing is needed.

P.E. Shorts:

Regulation green shorts supplied by Academic Outfitters are required. No variations, please.

P. E. Shoes:

Athletic Shoes must have non-marking soles only. No shoes with wheels.

ADDENDUM: Because uniform items purchased from vendors other than Academic Outfitters are not guaranteed to be the accepted color or style, we do not recommend purchasing them. Uniform items must not bear visible designer names or emblems on any part to the clothing.

APPEARANCE AND GROOMING

The outward image and general appearance of the Catholic school student has traditionally been one that is an excellent reflection on the student, his/her family, and the school. In keeping with this sense of pride, we require the following appearance standards:

Hair

- Student's hair must be kept trimmed, neatly combed, and clean.
- Hair color of any type or bleaching is prohibited.
- Hairstyles deemed extreme by the staff/administration are not acceptable.
- This applies to both male and female students.
- Students who have received written notification of non-compliance with these standards have three (3) days to comply. Students who choose to not comply by the end of the three (3) day grace period may not re-enter school until the standards have been met.

Accessories

- Excessive use of jewelry and other accessories is not only inappropriate for the age of our students and the style of the uniform, but also, it can be dangerous during playground and P.E. times. The school is not responsible for lost items.
- Girls who choose to wear hair ribbons or barrettes must select styles that are simple.
- Jewelry will be limited to:
 - * One watch (non-beeping)
 - * One simple chain necklace or religious medal
 - * One ring
 - * No bracelets: Including woven, cloth, or plastic wrist or ankle bands
- Earrings: Girls may wear only the stud style earring, no hoops or rings. Girls may wear only one pair of earrings at a time. Boys may not wear earrings of any kind.
- Artificial fingernails are not permitted.
- Make-up and/ or nail polish may not be worn by students of any age while at school.
- Designer or manufacturer labels and logos are not appropriate to the school uniform and may not be worn on any item or in conjunction with any item of school clothing.
- Uniforms must be kept clean and well pressed. General grooming and cleanliness are of high importance and standards will be enforced.

- Uniform sweaters must be worn at every weekly Liturgy (from September to May) and at other formal assemblies when required by the school. For Middle School students either a sweater or the uniform vest is acceptable on such occasions.

Conduct Standards

Philosophy of Discipline

The school discipline code has been constructed to support the belief that one of the greatest gifts given to a child is loving discipline that will eventually develop into self-discipline. Setting consistent guidelines and age appropriate expectations provides a foundation of security and encourages the necessary steps toward sensible, ethical, and moral decision making.

There is, however, a vast difference between disciplined consequences and isolated punishment. Punishment is a one-time reaction to a particular action, with no particular follow up. Discipline is a process by which children are guided to develop self-respect, respect for others, and a sense of truth and justice.

A positive approach to the process of growth in self-discipline is essential. Yet, for every action there is a consequence. When a student's behavior reflects respect for oneself and others, there are positive consequences. When a student's behavior is disruptive or harmful to oneself or others there are negative consequences.

Consequences

Positive Consequences: We are going to "catch students being good!" Each teacher will have a supply of "success slips" and may distribute them to students of any grade level for positive behavior. Students will place their slips in containers in their classrooms. Drawings for special privileges will be held at regular intervals.

Negative Consequences: There may be situations when other methods of positive or preventive reinforcement have not proven effective. There may be situations when undesired behavior is consistent, disruptive, or intentionally harmful to self or others. At these times, students will have the behavior noted in one of two ways depending on grade levels. Students in grades one through five use a weekly behavior folder and notation of any negative behavior will be noted in it. Students in grades six through eight will receive a detention slip.

Detentions are conducted in the following manner:

- Students in grades 1-5 will serve a detention the following Monday if six (6) or more checks are received during the week. Students report to

their regular classroom teacher immediately following dismissal, and they will receive instructions at that time.

- Students in grades 6-8 will serve the detention on the indicated date and location.
- In an attempt to make this a learning session, students will spend their detention in written or oral reflection (age appropriate) with the teacher. They will reflect on the issues, problem areas, and steps for improvement as they relate to the situation that led to the detention. Parents are asked to reinforce this reflection at home.
- Unless otherwise indicated, detentions are held for 30 minutes. Parents will need to make necessary arrangements for pick up. Detentions cannot be rescheduled.

Code of Conduct

The school code of conduct incorporates nine behavior standards that, when observed and followed, will help insure a successful school experience and enhance the process of self-discipline. Because work habits are behaviors that will influence the student's total development, and because personal appearance standards will enhance the total profile of a St. Mark student, these have been included in the general code of conduct expected of each student who attends this school.

Behavior Standards

- St. Mark students will display respect for others (adults and other students) in speech, action, and manner.
- St. Mark students will display respect and prayerful participation in church.
- St. Mark students will display respect for church and school property, and the property of others. Students will properly maintain the areas they use.
- St. Mark students will maintain orderly and polite behavior while using classrooms, hallways, bathrooms, gymnasiums, play areas, arrival and dismissal areas and other common areas of the church and school.
- St. Mark students will abide by specific school related rules, to include but not exclusive of classroom, cafeteria, playground, sports, arrival, and dismissal procedures.
- St. Mark students will be prepared for class daily. Students will need to have all appropriate learning materials and to have these materials ready when class begins. Writing on binders, folders, and pencil bags is prohibited.

7. St. Mark students will be academically prepared for class daily. Students will be required to complete assignments on time and actively participate in class lessons. Students will not receive grade credit for late work.

8. St. Mark students will be in complete uniform daily (unless for designated free dress privileges) following the specific uniform regulations described in this handbook. Students will be expected to adhere to the personal appearance regulations as outlined in this handbook.

9. Electronic Devices: School regulations prohibit students from bringing or having in their possession, electronic or laser devices. These devices include but are not limited to laser pointers, palm pilots, electronic games, and/or cell phones. There are no exceptions to this regulation. If devices are found or reported, the device will be confiscated and kept by the school principal until a conference takes place with parents.

In situations that involve serious violation of school or civil regulations, disciplinary action will move immediately into a process of Disciplinary Procedure, as detailed on the next page of this handbook. Individual cases of inappropriate actions that are either severe and/or consistent will be dealt with on an individual basis and appropriate action will be decided accordingly by the school administration.

Harassment Statement

St. Mark Catholic School is committed to a policy of non-discrimination within all school programs and activities. Harassment of employees or students is not condoned in a Christian environment and is strictly prohibited at St. Mark Catholic School. All allegations of harassment will be taken seriously and promptly investigated.

Harassment includes, but is not limited to the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted advances, imitations, or comments.
- Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, study, or play.
- Threats and demands to submit to inappropriate requests as a condition of continued employment or grades or other benefits or to avoid some other loss and offers of benefits in return for appropriate favors.
- Retaliation for having reported or threatened to report harassment.

Any student or teacher who believes he or she has been the subject of harassment shall report the alleged harassment in writing to the school

principal. The principal will take whatever actions he/she deems necessary to investigate the complaint, including but not limited to interviewing the accused person, the accusing person, and any witnesses. The principal will render a decision within thirty days of receiving the complaint.

Disciplinary Procedure

The faculty and administration adhere to the premise that students at St. Mark Catholic School display acceptable and often commendable behavior. Discipline is a part of the growth process and it can be effective without use of severe punishments. When individual cases of inappropriate actions arise that are severe, persistent, or present endangerment such cases will be dealt with on an individual basis. Disciplinary procedure will involve the student, the parents, the teachers, the assistant principal and/or the principal. The following are the levels of intervention, problem solving, and decision-making that are part of the disciplinary procedure. Severity of action may constitute a necessity to begin the procedure at advanced steps of the sequence.

Step One: When a student has served two detentions within a grading period, parents and teachers will meet to define and discuss areas of concern and to initiate an action plan for improvement.

Step Two: When a student continues to receive additional detentions or continues to display difficulty adhering to any item in the code of conduct, a mandatory conference is scheduled to include parents, teachers, assistant principal and/or principal. At the discretion of the principal the student may or may not be included in this conference. Areas of concern will be identified and discussed. A specific plan of action and/or formal recommendations will be instituted to include a specific time frame for improvement.

Step Three: Persistent or severe infractions as well as cases where earlier steps of the disciplinary procedure are ineffective will constitute a conference with parents, teaching staff, and administration. A decision, based on evidence or prediction of success or lack of success for the student at this school, will be made. Probation, suspension, recommendation for another educational program or expulsion are the considerations that will be reviewed and decided.

The following violations constitute severity and the disciplinary procedure will be instituted immediately:

- Physical or verbal aggression or harassment toward others.
- Conduct (inside or outside the framework of the school day) that is detrimental to the reputation of the school.
- Severity of action, inside or outside the framework of the school day, (including but not exclusive of use/possession of alcohol, drugs, tobacco, weapons, or affiliation with gang groups) that endangers self or others.
- Immorality in speech or action; inside or outside the framework of the school day.

In some instances, where it would be in the best interest of the student, the school, or others the student may be excluded from school immediately. The parent/guardian will be contacted and must come pick up the student from school. The parent and student will be notified of the date and time of the disciplinary conference.

Corporal Punishment

Diocesan policy, local School Board policy, and Administrative regulation dictate a strict observance of no corporal punishment.

EXTRA CURRICULAR ACTIVITIES

St. Mark Catholic School is proudly represented in various sports, scouting, and academic competition programs that are available. Since these groups carry the name of St. Mark Catholic School, all participants are expected to display, in appearance, speech, and actions, the high standards and philosophies indicative of the school they represent. If deemed necessary by the school administration, disciplinary procedures will be applied to severe neglect of this standard.

Opportunities to participate in the various extra-curricular activities will be communicated through Ren Web when the appropriate information is provided to the school.

Participants Only

The school athletic policy states that “siblings may not attend practice.” The same regulation applies to all Extra Curricular Activities. The supervisors and sponsors of such activities must be able to remain focused and

disciplined for supervision without distractions. Alternative arrangements for siblings must be made in order for the student participant to attend the activity.

Non School-Sponsored Activities

It is not the role of the school to act as an agent for delivery of birthday or other party invitations or notices of a personal nature. This holds true even if the entire class or grade level are to be included in the event. These notices will not be sent via our school communication system, through the individual classroom teacher, nor may students and/or parents personally deliver such notices or invitations at the school or at school related events. Additionally, all arrangements, including transportation of students, for parties and social events must be made outside the parameters of the school day and the school facilities. Lockers and classrooms may not be decorated.

Academic and Conduct Qualifications for Participation

The following qualification procedure (No pass, No play) is intended to apply to all extra curricular activities. Parent and student’s cooperative implementation of this procedure is expected. When certain academic and/or behavioral standards are not met, certain consequences are applied to extra curricular activity. However, the intent is to encourage students to re-qualify for such activities after a reasonable amount of time.

Qualification: Students must maintain a 76% average in academic areas with no individual grade lower than 76% in any class. Students must maintain conduct and behavior ratings no lower than an “S” (satisfactory) in any class.

Procedure: When report cards are issued all students (even those who do not receive a warning notice) must maintain the academic and behavior qualifications. If not, the student will be placed on “No pass, No play” for a two week period.

If a student receives two detentions within a quarter, that student is immediately placed on No Pass No Play for the remainder of the quarter.

Re-qualification: After a two-week period parents may request a review of the student’s grades. Requests must be made in writing. If student’s grades comply with qualification standards, he/she will be eligible to re-enter activities. If not, the student’s participation will be suspended for another two-week period of time, and the process for re-qualification will begin again.

Absence from school: A student is not eligible to participate in extracurricular activities on the day of an absence.

Note: Students in the Middle School (grades 6, 7, 8) are eligible to participate in and hold officer's positions in the Intra Curricular leadership program called Student Council. Participation and eligibility for office only when they maintain a behavior/conduct rating of no lower than "S" (Satisfactory) in any class or less than two detentions collectively. Students who are unable to participate in P.E. or recess during a school day may not participate in school sponsored after school athletic practices or games.

PARENT INVOLVEMENT

Home and School Association

According to the bylaws of St. Mark Home and School Association, the objectives of the organization are as follows:

1. To increase the awareness of and appreciation for Catholic education in the home and school.
2. To maintain a close and harmonious relationship between the home and school so that parents and teachers may cooperate in the education of the children of St. Mark Catholic School.
3. To offer programs presenting information of particular interest to parents.
4. To serve as an auxiliary to the school administration in obtaining funds.
5. To provide an opportunity for social interaction among parents, teachers and administration.

Membership in this organization is open to parents/guardians of children attending St. Mark Catholic School and to the pastor, staff and faculty. Membership is also open to persons not otherwise included who have provided special service to the school.

All members are strongly encouraged to take active participation in the projects sponsored by the organization. Written communication about the Home and School Association is included in the school newsletter and in the monthly H.S.A. bulletin.

Prefecting

The purpose of the Prefecting Program is to provide for and secure the safety and proper conduct of students during lunch and recess time. This program is made up of parents and school faculty.

Unlike many programs at St. Mark, participation in the Prefecting Program is not considered a volunteer service to the school. Upon enrollment all families make a registration commitment to five days of supervision. The

\$75.00 required fee is a deposit on your time and will be refunded upon completion of all five days.

This program requires five days of service per school year from each family having a child in grades TK-5. Families that have only a Middle School child are not required to do this service. To maintain and insure the necessary level of safety, full participation of families in grade TK-5 is expected. Those who find it impossible to participate will relinquish the \$75.00 fee and substitute parents will be used. In June and throughout the year, a prefecting calendar will be available for sign up.

DIOCESAN SAFE ENVIRONMENT PROGRAM

Introduction

Because of the gravely serious nature of allegations of child abuse and sexual misconduct by Church personnel, it is important that all diocesan personnel be informed about diocesan policy on the prevention of child abuse and about the procedures that are followed when reports of child abuse or sexual misconduct by Church personnel are received. In addition, this booklet provides information on other procedures to promote a safe environment for our school and parish.

Purpose

The Catholic Community of St. Mark the Evangelist has implemented the Safe Environment Program in order to:

- Provide a safe and secure environment for the children, youth, senior citizens, and developmentally disabled people of the parish.
- Reduce the possibility of false accusations against clergy, employees, or volunteers.
- Assist the Diocese in evaluating a person's suitability to work with children, youth, senior citizens, or developmentally disabled people.
- Satisfy the concerns of parents and staff members with a screening process.
- Provide a system to respond to the victims and their families, as well as the accused, and
- Reduce the risk exposure of the parish and the Catholic Diocese of Dallas.

The three components of the Safe Environment Program include Screening, Training, and Supervision. All volunteers must participate in and complete the three components of the program before offering their volunteer services in the school or parish. Notification of training sessions

will be announced via parish and/or school communications, i.e. school letters or parish bulletins.

COMMUNICATION

School Information

When the brown envelope needs to be sent home, the oldest child in each family is commissioned to be the messenger. Parents should read the notices sent home and return the brown envelope the following Monday. All notices or pieces of information that go home via Ren Web or in the brown envelope must have prior approval of the school principal. The school will not place notices of advertisement or solicitation of any kind in the brown envelope. Requests for inclusion of notices must be submitted to the principal's office no later than 12:00 noon the Monday before the Friday delivery. Inclusion of school related activities in the monthly calendar must be made no later than 12:00 noon the last Monday of the prior month. Individual fliers will not be included in the brown envelope, but the information from the flier will be included in the body of the weekly letter.

Ren Web

Ren Web is our school management system. Teachers post lesson plans, homework assignments, and grades on a weekly basis. A monthly school calendar, weekly newsletters, and other pertinent school information are available on Ren Web. Progress reports and report cards are e-mailed via Ren Web. To access Ren Web, go to www.renweb.com. The district code is STMCS-TX.

Parent Teacher Conferences

School wide Parent Teacher Conferences are scheduled in the fall of each year. Spring conferences are scheduled by the teachers on an individual basis. Requests for individual or team conferences may be made throughout the year as the need arises. Teachers are available for conferences during planning/conference periods within the school day or before or after school. All conferences must be requested on an appointment basis. Impromptu conferences at meetings, school events, in the hallway, etc. are not only inappropriate, but are less than conducive to constructive discussion about the student's needs. Requests for conferences, either initiated by the teacher or the parent should be made in writing or by telephone request. The actual conferences however, should take place in person. Parent phone requests must be made to the school. Teachers should not be called at home, and the school office will not release home phone numbers. Every effort will be made, on the part of the

teacher, to return phone messages within 24 hours. E-mails are for informational purposes only and will not take the place of conferences.

Principal

Requests for conferences with the school principal and assistant principal must be made by calling the school office for an appointment. The principal's open door day is available every Tuesday from 8:00 a.m. to 10:00 a.m. The assistant principal's open door day is available every Wednesday from 8:00 a.m. to 10:00 a.m. No appointment is necessary on open door days.

Covenant

It should be the mutually agreed covenant that the best educational atmosphere to be set for the child is one of parent, teacher, school, and church working as a compliment to each other. The mutually agreed commitment should be to work professionally, constructively, and candidly for the education of the children of St. Mark Catholic School. Lines of communication must be open; and attempts to resolve or clarify issues best begin with direct communication with the teacher. Hasty remarks or judgments made to others within or outside the St. Mark Community only hamper the goals that this faith community strives to achieve. Our covenant is one of respect and open communication.

After School Program

Philosophy and Goals

In accordance with the mission statement and philosophy of the school, The After School Program strives to provide a nurturing environment and an enjoyable atmosphere with varying activities, homework time, and indoor games. The students are offered a nutritious snack and juice daily.

Admission Policy

Only students enrolled in St. Mark Catholic School are eligible to enroll in the After School Program. Registration for attendance on a regular basis is mandatory (no "drop ins").

Days and Hours of Operation

After School care services will be provided from dismissal until 6:00pm on the days in which school is in session, including early dismissal days, with an option of a 4:45 pick up. Please send a lunch with your student on early dismissal days.

Late Pick-Up Fees: The first 5 minutes after pick up are a grace period (4:45-4:50 or 6:00-6:05). After the grace period the fee is \$1.00 per minute.

Monthly Tuition Rates

See the Tuition Rates and Registration Fees on page 9 of the handbook for a complete outline of fees.

Administration of the Program

Because the After School Program is an extension of the school day, the school principal is the official program director. However, a program director is appointed by the principal to oversee the daily operation and staff of the program. Inquiries, questions, and concerns should be addressed initially to the designated director who reports on a regular basis to the school principal. The school principal is also available for conference or discussion regarding the program.

Arrangements for Extracurricular Activities

If students are participating in any sports, instrumental, scout or school club activities, the assigned activity leader/coach will need to escort the student to the program center when the event is completed. The After School

Program staff will not be available to escort students to and from extracurricular activities. Parents must inform the program director in writing of the intended procedures to include the following information:

- Date and time of activity
- Person authorized to pick up or deliver student

Discipline Code

This program, as an extension of St. Mark Catholic School, will require the following behavior of every student:

- Students will abide by all rules of the program
- Students will respect staff members, other students and all property.

If a student violates these standards, the staff member will take first action by removing the student from the group and seating him/her aside for a 5 to 30 minute period. If misbehavior becomes repetitive or chronic, the parents will receive a request for a conference. If discipline problems continue, a second conference will be conducted, and at that time, the student may be dismissed from the program.

Health, Safety and Emergency

Medication: The same regulations apply as those outlined in the Health section of this Parent Student Handbook. If a student is taking a prescription medicine, it is the parent's responsibility to be sure arrangements have been made with the school nurse to deliver the medication to the program director at the end of the school day.

Illness: Ill students may not attend the Extended Day Program. If students become ill during the school day, or during the hours of Extended Day, parents must come and pick them up in a timely manner.

Absences: Parents must notify the program director if a student will not attend on the day in which he/she is scheduled to attend. Weekly rates are not reduced due to absence.

Emergency Care Form: Forms are kept on file by the program director. Parents must be sure all information is accurate and current to assist the staff in case of emergency.

CAFETERIA/LUNCHROOM PROCEDURES

The teachers on duty will make all decisions during the lunch period. Two teachers will be on lunchroom duty with perfecting parents. The teachers on duty will designate perfecting responsibilities.

	<u>Schedule</u>		
	Grades	Lunch	Recess
Lunch Period A	TK & Kindergarten	11:00-11:30	11:30-11:50
Lunch Period B	Grades 1 & 2	11:30-11:55	11:55-12:20
Lunch Period C	Grades 3,4,5	12:00-12:25	12:25-12:50
Lunch Period D	Grades 6,7,8	12:35-1:05	
Preschool in Preschool building: Served between 12:00-12:45			

1. Students will enter eating area and walk quietly to their assigned tables.
2. Students will remain seated and use quiet voices at their tables until the teacher on duty dismisses them.
3. Carbonated drinks/sodas are not permitted.
4. Perfecting parents will bring trashcans to each table while assigned student monitors clean the tables with a damp cloth.
5. Students will remain at their tables and the teacher on duty will dismiss them when their eating area (tables and floor) is clean.
6. Students will proceed outside in an orderly fashion.
7. Parents are welcome to come eat lunch with their children. In order to maintain an orderly and routine seating arrangement for all other students we will set up "Guest Tables" for parents who visit at lunch.
8. School and/or cafeteria personnel cannot monitor individual student' food orders or expenditures. Parents must be confident that their children clearly understand parental expectations and limitations for food selection and spending of money on the family account. Participation in the cafeteria program is an option not a requirement.
9. The time for group parties or lunches is outside the school day. We do not allow small or large group lunch parties (i.e. bringing in pizza for a selected group of your child's friends) during the school day. Please do not bring in food for small or large groups during the school lunch hour. Party decorations are not allowed in the cafetorium or classrooms.
10. Student visitors are not allowed in the cafetorium during lunch hour.

11. Perfecting monitors and visitors may not use cell phones or electronic devices in the facilities, including the gymnasiums and playground.

General Recess Rules

Students walk from the cafetorium to the play areas in an organized fashion.

Lunch boxes should be placed in an orderly manner in their designated areas.

Any uneaten portion of a student's lunch must remain in the lunch box and may not be removed or eating during recess. Similarly, students may not bring food with them from the cafeteria to the recess area.

Students may not bring their own toys or equipment to school to be used during the recess period.

Students may never run while playing within the fenced playground area.

Contact sports (such as football or soccer), chase, tag, or red rover are not acceptable recess games in any play area.

Students, who fail to abide by any of the recess rules or procedures, will be sent to the curb area and will lose recess privileges for that day.

At the End of Recess

The teacher on duty blows the whistle to indicate the end of recess.

Students must stop playing and walk to class lines.

Students return all equipment to the containers.

Teachers meet and escort students into the building.

The perfecting parents will:

Double check the recess area to make sure all equipment has been picked up and returned to the cart.

Collect cones, signs, and equipment cart and return them to the school storage closet.

Use of Playground Equipment

The enclosed playground area is for use by students in grades 3K-5. 3K and 4K are not allowed to use equipment designed for children ages 5 and up. Grades TK - 2 may use all of the playground structures. Grades 4 & 5 may use the large playground structure and the swings. Students use the playground by grade level on a rotating schedule.

Slides

Only one person is permitted down the slide at a time. Students should go down the slides feet first in a sitting position. Students should not be allowed to walk up the slides. Those students waiting their turn should form a line at the bottom of the steps leading up to the slide.

Climbing

The large playground structure contains three pieces of climbing equipment. Students are only allowed to climb up this equipment. Climbing down these equipment pieces from the fort area is not permitted.

Monkey Bars

The monkey bars are for upper body conditioning. Only one student at a time permitted on the bars. Students waiting their turn should form a line behind the ladder. Students may not swing on the bars, hang upside down, or climb on top of this equipment.

Swings

One student permitted per swing. Students should swing facing the playground structures. Pushing students from behind or jumping from the swings is not permitted.

Support Poles

Several support poles are placed within the playground structures to give stability. Climbing up or sliding down these poles is not permitted.

Field and Blacktop Activities

Field

Absolutely no contact sports are allowed. Chase, tag, or contact games such as red rover are prohibited. Students may be encouraged to develop passing or kicking skills as well a kickball games and softball games with plastic bats and ball.

Blacktop

This area is designed for basketball shooting (no scrimmages), four square, hopscotch, jump rope, or similar organized games.

AIR QUALITY INDEX

State and local environmental agencies have developed a new air quality warning system that emphasizes public health rather than ozone alerts and ozone violations. Health officials will issue air quality watches for the upcoming day and will issue warnings immediately when air quality index readings reach unhealthy levels. The program's kickoff coincides with ozone season, which in North Texas runs from May 1 to October 31.

When necessary, the school nurse and school principal may determine that outdoor recess will be suspended because of poor air quality. The following guidelines will be utilized in the decision:

Color Index	Air Quality	Protective Measures
Green	Good	Nothing
Yellow	Moderate	Sensitive people should limit prolonged outdoor exertion.
Orange	Unhealthy for sensitive groups	Active children and adults and people with respiratory disease should limit prolonged outdoor exertion.
Red	Unhealthy	Sensitive groups and all others, especially children, must limit prolonged outdoor exertion.
Purple	Very unhealthy	Sensitive groups and all others, especially children, must avoid all outdoor exertion.

In winter months, recess will be moved indoors when temperatures hit 35° Fahrenheit.

Athletic Policy

PHILOSOPHY

The athletic department of St. Mark the Evangelist Catholic School is a vital part of the total educational system. The goal of the athletic department is to develop the talents of young men and women through competitive athletics while maintaining a strong sense of Christian morality.

At all times, even while losing, the contests the student athletes participate in are GAMES, and as such, should be fun for the participants and spectators alike. Winning is a worthwhile goal when viewed in the proper perspective. Great emphasis will be placed on building teamwork, execution, respect, and discipline rather than on the score.

Participation in athletics is an extension of the classroom environment. The rules of the classroom regarding success, desire, integrity, and perseverance are applicable during competition. These values are essential in a "commitment to excellence" philosophy.

The objective of the St. Mark the Evangelist Catholic School Athletic Department is to provide athletic programs with an emphasis on Christian principles and good sportsmanship at the amateur level.

SPORTSMANSHIP

The principle of good sportsmanship is paramount in athletic competition. Coaches, student athletes, parents, nor fans should be permitted to heckle, jeer, demean, or ridicule any opposing team member or official.

It is the responsibility of the coach to prevent and prohibit any such unsportsmanlike conduct on the part of with players, parents, and staff members. Inappropriate behavior by coaches, student athletes, or parents may result in suspension from future athletic contests.

DALLAS PAROCHIAL LEAGUE

St. Mark Catholic School is a participating member of the Dallas Parochial League. Through the DPL, the following sports and divisions are offered:

Football
5th grade
6th grade
7th/8th-Varsity Division

Baseball
5th grade-JV
6th grade-JV
7th/8th-Varsity

Volleyball
5th grade-teams of equal ability
6th grade-JV
7th/8th -Varsity

Softball
5th-JV
6th JV
7th/8th Varsity

Swimming
5th/6th-JV
7th/8th-Varsity

Track and Field
5th/6th-JV
7th/8th-Varsity

Basketball
5th-teams of equal ability
6th-JV
7th Varsity
8th Varsity

Soccer
7th/8th Varsity Tournament

Golf
5th, 6th, 7th, 8th grade individual divisions

Cross Country
5th/6th - JV
7th/8th - Varsity

Cheerleading
5th Grade
6th Grade - JV
7th/8th grade - Varsity

RULES AND REGULATIONS FOR ST. MARK TEAMS

An opportunity will be given to all student athletes having a desire to play, compete, and advance.

The use of the name, "St. Mark" or "St. Mark Lions" is permitted by only those teams participating as a representative of St. Mark in the Diocesan Parochial League.

The school administration strongly encourages and promotes school spirit; however, the school cannot govern or accept responsibility for St. Mark or St. Mark Lions identified teams that participate in non-Diocesan organizations. Therefore, teams participating in these non-diocesan organizations (i.e., YMCA, PSA, PBA, etc.) are not allowed to use the St. Mark or St. Mark Lions school/team names.

All St. Mark/DPL teams are to be known as the "ST. MARK LIONS." All teams must play under the GREEN, GOLD, WHITE and/or KELLY colors. All teams will use the LION as their mascot.

ST. MARK LOGO

The "winged lion" is the official St. Mark Catholic School logo. Any school or athletic organization that wishes to use a logo must be sure to use this official school logo on anything that bears the name St. Mark Catholic School or St. Mark Lions or involves a St. Mark team.

TEAM SELECTION

Grade 5

The emphasis is on education, participation and development. In every sport (except football, swimming and track), team formation will be conducted by the Athletic Director after an evaluation by an outside coaching source. All registered students are divided equally (by ability) to form a designated number of teams. The Athletic Director will determine the number of teams per grade based upon the number of registered students as well as availability of coaches. Attendance at the tryouts will be limited to the registered athletes, Athletic Director, outside coaching sources, and a member of the Athletic Committee. The Athletic Director will accordingly place injured students who have a doctor's note restricting them from participating in tryouts.

Grade 6

The emphasis is on education, participation and development. The Athletic Director will make the decision on placement of the teams into the proper division based on DPL regulations. The Athletic Director will determine the number of teams per grade based upon the number of registered students as well as availability of coaches. Attendance at the tryouts will be limited to the registered athletes, Athletic Director, outside coaching sources, and a member of the Athletic Committee. Injured students who have a doctor's note restricting them from participating in tryouts may receive an alternative tryout as deemed by the Athletic Director. Otherwise, students who do not attend tryouts will not be placed on a D1 team.

Grades 7 and 8

The emphasis is on development through competition. The Athletic Director will make the decision on placement of the teams into the proper division based on DPL regulations. The Athletic Director will determine the number of teams per grade based upon the number of registered students as well as availability of coaches. Attendance at the tryouts will be limited to the registered athletes, Athletic Director, outside coaching sources, and a member of the Athletic Committee. Injured students who have a doctor's note restricting them from participating in tryouts may receive an alternative tryout as deemed by the Athletic Director. Otherwise, students who do not attend tryouts will not be placed on a D1 team.

Exceptions: In the event that there are not enough students to form a Varsity team, the Athletic Director may elect to offer JV athletes the opportunity to "play up". This will be on a case-by-case basis and determined by the ability of the student athlete to compete safely and adequately in a Varsity division.

DPL 8TH GRADE ALL STAR SELECTION

Candidates will be selected from the 8th grade Division 1 teams and must meet the following criteria:

**If St. Mark has no Division 1 team then the player will be selected from the Division 2 team. In the event that a child does not satisfy the academic and disciplinary requirements, he/she will be removed from the ballot before voting. Upon completion of the review, the Athletic Director will release the final selections. The Athletic Director will determine tiebreakers.*

Academics and Discipline:

Students with two detentions in a school year are ineligible to play in the All Star game and will not be placed on the ballot. Students suspended or ejected from a game are not eligible to represent the school at the All Star game.

Skills:

Represents the best skill level among their teammates.

Leadership:

Leads the team by their example of Christian principle and good sportsmanship and enables their teammates to achieve success.

Dedication/Commitment to the team:

Regular and punctual practice attendance
Game participation; must have played in the majority of the games season to date. Previous years performance and commitment to the team will be considered.

Selection Process:

Team

The team members will vote for their choice based on the above criteria. The election will be held by the AD or a representative from the Athletic committee.

Head Coach and Assistant Coaches

The head coach and assistant coaches will submit their nominations to the AD separately or in one ballot if they are in agreement.

ACADEMICS AND PARTICIPATION IN SPORTS

All student athletes should be encouraged to participate in any and all sports that they desire. Pressure should not be put on a student athlete to specialize in any one sport. To have an outstanding athletic program at St. Mark's, all coaches must encourage and participate in selling the total

sports program to student athletes. Parents, coaches, and student athletes must be aware of the no pass, no play policy.

The student athlete must maintain a 76% or above average in academic areas and an “S” in behavior, with no individual grade lower than a 76%, in order to participate in school-sponsored sports and activities.

If a student receives two detentions within a quarter, that student is immediately placed on No Pass No Play for the remainder of the quarter.

Please refer to “Academic and Conduct Qualifications for Participation” section of this handbook.

Ineligible students may not dress out and sit on the bench with other players. They may, however, attend games as part of the audience. Notification of eligibility or re-qualification will come from a school administrator to the coach after notifying parents. Constant encouragement for every student/athlete is essential.

GENERAL STANDING RULES

- All head coaches must be 18 years of age and must be approved by the athletic director. Paid staff members and volunteers are under the supervision of the Principal and the Athletic Director.
- All coaches must be screened and trained through the St. Mark Church Safe Environment Program and follow the guidelines of the program.
- All coaches must attend the DPL Play Like a Champion workshop.
- All coaches must attend a CPR/First Aid course.
- Coaches are discouraged from transporting athletes to and from contests.
- One of the roles of the Athletic Department is to ensure that all students wanting to play get the opportunity to play on a St. Mark team.

PHYSICAL EXAMINATION AND PARENTAL PERMISSION

A yearly physical examination by a certified physician and medical history report must be submitted to the school nurse for every student athlete. Parents or legal guardians must sign a form or roster indicating their approval for the athlete to play. The extent of medical examinations and/or specific medical tests will be communicated to parents on an annual basis. The school will provide the medical forms that need to be completed. Students cannot practice or play with out a current form on file with the school nurse. Forms are valid for one year from the date of the doctor’s signature.

UNIFORM RENTAL POLICY

Student athletes participating in the Dallas Parochial League sports program will be issued a St. Mark uniform. A deposit for the uniform usage will be collected at the time of registration for the sport. This deposit will be refunded upon receipt of the uniform, in good condition, at the completion of the sport. Deposits will not be returned for uniforms received after the due date.

LETTER JACKETS

The Athletic dept. will award student athletes with an SM letter after the completion of their first season of participation in a St. Mark/DPL sport. After completion of the first season of each sport, the athlete will earn a sport pin, which may be worn on the letter. In addition, a service bar will be awarded at the completion of the season. Letter Jacket and sport patch purchase are the responsibility of the individual. These can be purchased locally at Sports Distributors in Richardson or Plano Sports.

SELECTION OF COACHES

- Prior to the formation of any athletic team, the Athletic Director will solicit applications for coaching positions (head coaches and assistant coaches).
- All coaches must meet the criteria for the Diocesan Safe Environment program.
- St. Mark coaches will be required to be in support of and compliance with all aspects of the Athletic Policy and Procedures manual contained in the St. Mark Parent Student Handbook.
- All coaches, both head and assistants are held to the DPL policies and guidelines and must attend the DPL coaches clinic for the sport they intend to coach.
- Every effort will be made to give qualified parents the opportunity to coach.
- In an attempt to maximize parent involvement, no coach will be allowed to coach more than one team during a given season. Exceptions may be made if there are no qualified coaches for a particular sport. These will be determined on a case-by-case basis.
- Selection of head coaches is on a year-to-year basis and determined by the Athletic Director after tryouts and team formation.
- Those assigned as head coaches will be notified prior to posting of teams. Head coaches will select their assistants from the applications submitted for the positions with approval from the Athletic Director.
- Head coaches will report directly to the Athletic Director.
- The Athletic Director will solicit a post-season evaluation from the parents and players.

If a non-volunteer coach (i.e., a coach who is to be paid) applies, it is with the understanding that the school and its support organizations (Advisory Council, HSA, Booster Club, Athletic Committee, etc.) are not responsible for compensation.

RESPONSIBILITIES AND EXPECTATIONS OF COACHES

The coach bears the greatest responsibility for sportsmanship. His/her influence upon the attitudes and behaviors of the players and spectators is unequalled. It is essential that the coach subscribes to the values of sportsmanship and teaches its principles through word and deed. Coaches must sign the Coaches' Contract annually. Coaches have the right to expect the athletes to attend every practice in a timely manner. Coaches should begin the season by having a meeting with parents to emphasize the philosophies listed above and below. Coaches should outline plans for developing the talents of the athletes they are working with and their expectations of them and of their parents. Coaches have the responsibility to make sure that they, as well as the athletes, understand the rules of the sport.

Coaches should also:

- Always set a good example for others to follow.
- Teach Christian values, such as respect, discipline, honesty, and hard work, and of conforming to the spirit, as well as to the letter, of the law.
- Instruct the players in their sportsmanship responsibilities.
- Discipline those students/athletes who display unsportsmanlike behavior, and if necessary, forfeit their privilege of representing their school.
- Remain with the athletes until each has been released to their parent/guardian, whether at a game or practice.
- Be a perfect host to opponents, treating them as guests.
- At every opportunity, remind the spectators that the opposing team needs their respect and courtesy.
- Respect the officials' judgment and interpretation of the rules.
- Publicly shake hands with the officials and opposing coach before and after the contest.

The school expects the coach to be an integral part of the school with its educational contribution. Coaches should strive to teach as well as coach and remain loyal to school officials in making athletics fit into the general school program. The student athletes on each team expect coaches to have the latest up-to-date knowledge of that which is coached and taught. Coaches should be fair and have an unprejudiced relationship with all team members. Moreover, they should expect all members to act in a cohesive "team" manner to coaches and to one another. A Christian manner of speech and action that will, in itself, be a teaching tool is expected of all coaches.

Failure to abide by these responsibilities and at a minimum meet these expectations can result in suspension of coaching duties.

RESPONSIBILITIES OF PARENTS AND SPECTATORS

Parents and spectators should:

- Encourage and recognize student athletes for their participation.
- Applaud the efforts of their children and/or team.
- Be positive in a winning and losing environment.
- Know and demonstrate the fundamentals of sportsmanship.
- Censure fellow spectators whose behavior is unbecoming.
- Not applaud errors made by opponents or penalties assessed against them.
- Not heckle, jeer, or distract the opposing team or official.
- Respect the judgment and strategy of the coach.
- Refrain from being a second-guesser and criticizing players.
- Communicate appropriately and respectfully with coaches on an individual basis. Mass e-mails voicing displeasure are not productive nor respectful.
- Avoid profane language and obnoxious behavior that are contrary to the values of Christian behavior and good sportsmanship.
- Annually sign and return the Parent Agreement to the Athletic Director

FACILITY UPKEEP AND MAINTENANCE

These rules pertain to every practice held on the St. Mark Catholic School grounds and gyms:

1. No food or drink is allowed in the new gym. All snacks and drinks are to remain in the waiting area immediately outside the gym.
2. Water bottles will be permitted, but must be kept off of the court.
3. All trash is to be picked up at the end of every practice and every game.
4. Student athletes and parents should police the gym or field in which they are practicing, as well as the hallways and bathrooms, for any debris.
5. Each player must wear the appropriate "NON-SCUFF" sneakers or athletic shoes while practicing in the gyms. This rule is for safety, as well as for upkeep of the floors. Parents should not walk on the new gym floors with "street shoes."
6. Unsupervised siblings may not attend practices. Student athletes and coaches must be able to remain focused and disciplined without distractions.
7. Coaches should check the condition of the gym/field before the previous coach turns it over to them. Coaches should not accept the gym if it is not in good condition. If the gym is not left in good condition,

Guidelines for Athletic Practices During Hot Weather

- the entering coach should ask the previous coach to get his/her players to clean up before leaving.
8. If a practice will not be held at the scheduled time, the canceling coach must inform the Athletic Director at least two hours in advance of the scheduled time. This courtesy will enable the Director to notify the appropriate people to make sure the lights are off and the gym is locked. The coaches in the late time slots have the responsibility to turn off all lights after the gyms, halls, and restrooms have been policed for debris.
 9. Off-site practices must be approved by the Athletic Director.
 10. Bouncing balls in the hallways is not allowed.
 11. Under no circumstances should doors be propped open.
 12. At the conclusion of practice all equipment must be returned to the proper storage area.
 13. Coaches should return all furniture, including metal folding chairs, to the appropriate space or closet.
 13. All student athletes and parents should take all personal possessions with them before departing.

ATHLETIC COMMITTEE

The purpose of the St. Mark Athletic Committee is to provide recommendations and guidance to the Athletic Director and/or Advisory Council on addressing athletic issues within the framework of the athletic philosophy as defined in the St. Mark Catholic School Parent Student Handbook. The Athletic Committee may be involved in other Athletic issues as deemed necessary by the Athletic Director or Principal. The Athletic Committee is comprised of the Athletic Director, one Advisory Council appointee, one member appointed by the Athletic Director, and four parent representatives, one from each grade 5-8 as voted in by parents.

ATHLETIC DIRECTOR

The Athletic Director makes the final decisions concerning all aspects of the St. Mark Catholic School athletic program. All questions regarding athletics should be directed to the Athletic Director.

Any written communication concerning athletics, practices, or games must be approved by the Athletic Director prior to being distributed. All communication to the DPL office must go through the Athletic Director. Parents may not contact the DPL office directly without approval from the Athletic Director.

In signing the Parent/Student Handbook signature page, parents and student agree that they have read the St. Mark the Evangelist Catholic School Athletic Policy and Procedure Manual and will abide by the rules and guidelines contained therein.

The following guidelines are to be followed during outdoor athletic practices to help prevent heatstroke and exhaustion in hot weather.

1. Each athlete must have a complete physical examination with a medical history and an annual health history update. The completed Sports Physical Form must be submitted to the school before the first day of practice.
2. Practices will take place before 10:00am and/or after 6:30pm during the months of summer and early fall.
3. Athletes will be acclimatized to the heat by participating in graduated practice sessions for the first seven days.
4. Water will be on the field and readily available to the athletes at all times. Cold water will be available in unlimited quantities. Water breaks will be taken every fifteen minutes during a practice session. An athlete will never be denied water when requested.
5. After every half hour of heavy exercise in the heat, the athlete will be provided a rest period of at least ten minutes, in a cool shaded area. Helmets, jerseys, pads and other equipment may be removed during the rest periods.
6. The Head Coach will check the temperature and humidity before and during each practice session. The following guidelines regarding temperature, humidity, and air quality will be followed:

Temperature:	Below 100°	Practice may be conducted outdoors
	100°	Practice may be conducted outdoors without helmets and pads.
	101° and above	No outdoor practice.
Heat Index:	Below 100°	Practice may be conducted outdoors
	100°	Practice may be conducted outdoors without helmets and pads.
	101° and above	No outdoor practice
Air Quality:	Green 0-50	Outdoor practice
	Yellow 51-100	Outdoor practice

Orange 100-150	Practice may be conducted outdoors, but can be altered at any time at the discretion of the coach.
Red 151-200	No outdoor practice
Purple 201-300	No outdoor practice

- If adverse weather conditions are present, a parent may exclude their child from outdoor practice for health reasons. In such cases, the child will not be penalized for missing the practice session.
- All athletes will be monitored closely during practice sessions and will be observed for any signs of heat-related illness.
- Coaches will know the signs and symptoms for heat-related illnesses and will be familiar with first aid practices.

***Parents are to be advised that if their child has a chronic illness and/or respiratory disease, prolonged outdoor exertion should be limited.*

STORM SAFETY PRECAUTIONS

All athletes and coaches must seek a safe structure when there is a flash-to-bang count of thirty seconds.

Athletic activity may not resume until at least thirty minutes after the last flash of lightning or sound of thunder.

Network and Internet Acceptable Use Policy

Privileges

The use of the computer is a privilege, not a right. Inappropriate use of the network may result in the revocation of user privileges on the network and termination of that user's account. User's access may be terminated at the discretion of the administration and faculty. The school administration will decide on which operations are inappropriate, and the school administration will decide when to terminate a user's account.

Acceptable Use

Each individual user is expected to use the computer for research and educational tasks that are consistent with the objectives of the curriculum at St. Mark Catholic School. Users are responsible for good behavior on school computer networks just as they are in a classroom or hallway.

Communications on the network are often public in nature. General school rules for behavior and communications apply. Use of other organizations' network or computing resources must comply with the rules appropriate for that network.

Parent communication via e-mail is for information purposes. Any conferences requiring discussion must be scheduled and conducted in person.

Prohibited Usage

Includes but is not limited to the following:

- Accessing Internet resources for non-academic purposes.
- Users will not be allowed to e-mail.
- Engaging in any illegal activity.
- Installing unlicensed, copyrighted software on St. Mark Catholic School computers.
- Deleting or altering programs, system or data files without permission.
- Revealing personal addresses or phone numbers or those of other users.
- Using the network in ways that would cause disruption of network use by others.
- Damaging computers, computer systems or computer networks or engaging in other acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any

other agencies or networks that are connected to the system. This includes, but is not limited to, the introduction of computer viruses, switching cables, altering the computer settings, and forceful use of computer components.

- Transmitting material in violation of any state or national regulations. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use for commercial activities, use for product advertisement, political lobbying or financial gain of the user.
- Use of the internet to post unfavorable or derogatory remarks about any member of the St. Mark community.

Security

To protect the integrity of a computer system involving many users, St. Mark Catholic School users are not permitted to:

- Reveal your password to another user.
- Use another user's password to gain access to the network or Internet.
- Trespass into another user's files.

Security on any computer system is a high priority, especially when the system supports multiple users. If you think there is a security problem with a computer, contact your teacher immediately. Do not demonstrate the problem to other users.

Liability

St. Mark Catholic School will not be held responsible for any damages users suffer through the use of the Internet. This includes, but is not limited to: loss of data resulting from delays, non deliveries, or service interruptions caused by the system's own negligence or users' errors or omissions. Use of the information obtained from the Internet is at the users own risk. St. Mark Catholic School specifically disclaims any responsibility for the accuracy of information obtained through its service. All users need to consider the source of any information they obtain, and consider how valid that information may be.

TRAFFIC PATTERN, ARRIVAL, AND DISMISSAL

Safety Regulations

The following regulations were made for your child's safety and for an organized pattern of traffic before and after school. The main objective of the traffic pattern is to maintain a consistent flow of traffic in one direction.

1. Do not drive faster than 10 miles per hour at any time in the parking area.
2. Do not pull out of the line of traffic to pass other cars in line.
3. Drivers need to stay in their cars. Students will not be released to cross the flow of traffic in order to get to a car in other areas of the parking lot. Please do not get out of your car to come get children.
4. Parking spaces adjacent to all school buildings, gyms, and the athletic field are not available during arrival and dismissal. If parents need to enter the school or preschool buildings during the school day, they may park in spaces not adjacent to the buildings.
5. Please do not park and come into the school minutes before dismissal.
6. Children must enter and leave cars on the right side of the car only.
7. Students will not be allowed to re-enter the school building after they have been officially dismissed at 3:30 P.M. If students need to come back to get books, assignments etc. re-entry may only take place after dismissal is finished at 3:45 P.M.

Arrival and Dismissal Procedure

The map on the next page will facilitate as a visual guide to the following procedures for arrival and dismissal:

Area A:

This is the point of arrival and dismissal for **carpool and day care buses**. Carpool students who are in a carpool with afternoon Kindergarten students may use area C at the location for Kindergarten. Cars should enter the driveway #2 off Alma (closest to the flagpole); proceed around the flagpole and continue along the north side of the cafetorium entrance. Once

students have been picked up at curbside, continue the route out through Exit #2 or Exit #1 if the traffic flow allows.

Notes

Area B:

This is the point of arrival and dismissal for **Middle School students**. **Siblings** of Middle School students will also use this location. Cars should enter the driveway #1, proceed through the church parking lot, and curve around in the lot parallel to the walkway and pick up at curbside. Continue the route and leave through Exit #1 (the same point of entry).

Area C:

This is the point of arrival and dismissal for **individual families** (meaning those who are not in carpools or with middle school students) and for arrival and dismissal of **Kindergarten students or those in a carpool with Kindergarten students**. Cars should enter the driveway #3 off Alma that is next to the playground. Once students have been picked up at curbside, continue the route and curve around in the lot parallel to the athletic field (orange cones will be placed there). Exit the same driveway (#3) as entry.

Area D:

This is the point of arrival and dismissal for Preschool and Transitional Kindergarten students. For 3:00 p.m. dismissal, pick up students at Area D and proceed to the exit or to the correct pick up area for siblings.

Late Pick-Ups: See Hours of Operation on page 15.

Publications and Video Consent and Release Agreement

You and your child(ren) agree that no monetary consideration shall be paid, consent and release have been given without coercion or duress, this agreement is binding upon heirs and/or future legal representative, and the photo, video or student statements may be used in subsequent years. If the student and parent/guardian wish to rescind this agreement they may do so at any time with written notice. (St. Mark Catholic School has no control of media use of pictures/statements which are taken without permission.)

Web Page Picture Release

From time to time we would like to post pictures of school activities on the school's web page. We will not include students' names.