



# 2023-2024 Parent-Student Handbook



**St. Mark School**

26 Melvin Avenue • Catonsville, MD 21228

410-744-6560

[www.stmark-school.org](http://www.stmark-school.org)





# SAINT MARK SCHOOL

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## PARENT AND STUDENT HANDBOOK 2023 – 2024







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Dear St. Mark Families:

Welcome to St. Mark School. We are happy to support you as the primary educator of your child. The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic Education. Surely, He who said, “suffer the children to come unto me” will bless the efforts made in His name.

Sincerely in Christ,

*Mrs. Terry Ferro*

Mrs. Terry Ferro  
 Principal

### **Partnership with Parents**

In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include:

1. to be a partner with the school in the education of your child
2. to understand and support the Catholic mission and identity of the school
3. to read all communications from the school and to request clarification when necessary
4. to know who your child’s teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. to discuss concerns and problems with the person (s) most directly involved
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. to promote your school and to speak well of it to others, to include, but not limited to, social media platforms
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate that Catholic education and the benefits of attending a school in a Christ-centered environment
10. to behave appropriately at all school-related functions, both inside and outside of the school hours, and whether on school property or third-party site, and including sporting events
11. to follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff.

**Support, Partnerships, and Compliance by Families**

In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child, or other family member, the administration reserves the right to withdraw child/children from the school. Depending on the severity of the breach of partnership with the school, parent or other family members may be prohibited from entering the campus.

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*St. Mark School is a co-ed elementary school for grades PreK 3 through 8. St. Mark School reserves the right to amend the Parent/Student Handbook, and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.*

*It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:*

- 1. Title VI of the Federal Civil Rights Act of 1964; and*
- 2. Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:*
  - a. Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;*
  - b. Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or*
  - c. Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.*

*The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.*

*Requests for reasonable accommodations for a student with a disability may be directed to Mrs. Ferro, Ms. Fennessy, or Mrs. Tucker.*

*Religion is required for each year a student attends St. Mark School. All students enrolled in St. Mark School must attend religion classes and services. We will always teach and act consistently with the tenets of the Catholic Church.*

## **Mission Statement**

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

## **Vision of Saint Mark School**

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

## **History of St. Mark School**

St. Mark has a long and storied history within the Catonsville community. We are very proud of our 125 years of providing a quality Catholic and academic education to countless generations of families.

On October 7, 1888, Cardinal Gibbons journeyed to St. Mark to lay the cornerstone of the new church. As the Cardinal laid the cornerstone, he declared that the new church would be named in honor of St. Mark. The parochial school was completed and was opened on September 2, 1889, staffed by the School Sisters of Notre Dame. As the years passed, St. Mark became a vital and growing parish with substantial assets: a church, a rectory, a convent, a school of approximately 165 children, and a hall consisting of an auditorium, gymnasium and bowling lanes. By 1936, the enrollment had grown to 400 students.

Construction of a new school was begun in 1949. During this time, the parish progressed with increased vitality with an active Holy Name Society, an annual communion breakfast, a baseball night, and an annual retreat, a very active Mother's Club that helped the school financially and socially, and the St. Mark Social Club that allowed for eligible young men and women of the parish to meet and socialize. In addition, a baseball program, a football program, a basketball program, a soccer program and a lacrosse program were added to this growing list of extra-curricular activities. To meet the expanding enrollment of 1,000 students, a second wing of the school was constructed in 1960, giving the school building its now familiar H shape. The building process was continued, and a new church was completed in the spring of 1962.

For over a century, the School Sisters of Notre Dame have served Saint Mark's parish educating our children at the elementary level and training them in the love of God. The quality of the sisters' teaching was rewarded with the continual growth of the school. In the 1960s, classes were held in both the Melvin Avenue building and the building on Winters Lane, which is now used by Mosiac Healthcare.

Kindergarten began at St. Mark in 1980. In 1988, the first lay principal of the school took up the reins from the administration of the School Sisters of Notre Dame. The preschool program for three-and four-year-olds opened in 2000.

In May 2013, Maryland Association for the Environment and Outdoor Education awarded St. Mark Green School Status. The Maryland Green School Awards program is a framework for a holistic, integrated approach to authentic learning that incorporates local environmental issue

investigation and professional development with environmental best management practices and community stewardship. St. Mark School was recertified as a Green School in the spring of 2021.

The Archdiocese of Baltimore named St. Mark School one of the three Archdiocesan schools to operate a PRIDE (Pupils Receiving Individualized Diversified Education) program. In its first year of the 2013-2014 school year, we welcomed 21 students from grades the kindergarten to 8<sup>th</sup> grade into the program.

Father Whatley, the pastor of St. Mark Parish for several decades, retired from ministry in 2021. In honor of all that Father Whatley has done for St. Mark School and as a tribute to his love and passion for the St. Mark Students, the PRIDE program was renamed The Reverend Christopher Whatley Program for Students with Learning Differences in the 2021-2022 school year.

### **Administration**

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



## 2023-2024 CALENDAR

AUGUST 28 29	First Day of School - 12 Noon Dismissal Full Days Start (8:00 - 3:00)
SEPTEMBER 1 4	12 Noon Dismissal SCHOOL CLOSED - Labor Day
OCTOBER 6 16 31	SCHOOL CLOSED - Professional Day SCHOOL CLOSED – Faculty Retreat 12 Noon Dismissal
NOVEMBER 21 22 27	12 Noon Dismissal/ Grandparents’ Day SCHOOL CLOSED - Thanksgiving Holiday School Reopens
DECEMBER 20 21	12 Noon Dismissal SCHOOL CLOSED - Christmas Holidays
JANUARY 3 12 15	School Reopens 12 Noon Dismissal SCHOOL CLOSED – MLK Holiday
FEBRUARY 2 19	12 Noon Dismissal SCHOOL CLOSED - Presidents Day
MARCH 1 8 27 28	SCHOOL CLOSED - Professional Day 12 Noon Dismissal 12 Noon Dismissal SCHOOL CLOSED - Easter Holiday
APRIL 8	School Reopens
MAY 3 24 27	PreK-4 – No School 12 Noon Dismissal– Field Day SCHOOL CLOSED – Memorial Day
JUNE 3 5 6	8th Grade Graduation 12 Noon Dismissal 12 Noon Dismissal - Last Day of School

# SCHOOL ADMINISTRATION AND STAFF 2023-2024

Pastor	Father Santhosh George
Principal	Mrs. Terry Ferro
Assistant Principal	Ms. Meghan Fennessy
Business Manager	Mrs. Holly Novotny
Whatley Program Director	Mrs. Laurie Tucker
Advancement Director	Mrs. Katie Stover
Communications Coordinator	Ms. Courtney Hancock
School Administrative Assistant	Mrs. Jeanine Kaminski
School Receptionist	Mrs. Robin Workman
School Nurse	Sister Vandana Thomas
School Counselor	Mrs. Carly Sites
Technology Director/Media Specialist	Mrs. Keri Engel
PreSchool 3 Year Olds	Mrs. Maureen Phelps
PreSchool 4 Year Olds	Mrs. Candie Morea
Preschool 4 Year Olds	Mrs. Laurie Becker
Preschool 4 Year Olds	Mrs. Lara Mellendick
PreSchool Aides	Mr. Jeff Javier, Ms. Katie Renehan, Ms. Emily Lambert
	Mrs. Lisa Olsen, Mrs. Mary Van Wyngaarden, Mrs. Michele Taylor
Grade K1	Mrs. Laura Sanders
Grade K2	Mrs. Sherry Delmont
Kindergarten Instructional Aide	Mrs. Ann Johnson
Grade 1A	Ms. Olivia Alcott
Grade 1B	Mrs. Kristen Green
First Grade Instructional Aide	Mrs. Kathy Majerowicz
Primary Resource Teacher	Mrs. Ginger Nalley
Grade 2A	Mrs. Denise Alexander
Grade 2B	Mrs. Joann Callahan
Second Grade Instructional Aide	Ms. Kathleen Malcotti
Grade 3A	Sr. Teresa Leimbach
Grade 3B	Mrs. Linda Ross
Intermediate Resource Teacher	Ms. Juliana D'Alessandro
Grade 4A	Ms. Julia Middleton
Grade 4B	Mrs. Amanda Crabb
Grade 5A	Ms. Jackie Lyons
Grade 5B	Mrs. Carol McGinnis
Grade 6A	Mr. Carl Berger
Grade 6B	Mrs. Olivia Robinson
Grade 6C	Mrs. Kate Le
Grade 7A	Ms. Riley Weber
Grade 7B	Mrs. Kristen Ostrander
Grade 7C	Mrs. Christine Barrett
Grade 8A	Mrs. Kelly Gage
Grade 8B	Mr. Jim Nachteggall
Grade 8C	Mrs. Phuong Vu
Grades 5-6 Science	Ms. Megan Workman
Kindergarten – Grade 5 Whatley Teacher	Mrs. Lauren Malcotti
Grades 5–8 Whatley Teacher	

Middle School Whatley Instructional Aide	Mrs. Noreen Stinson
Art	Ms. Taylor Stillings
Physical Education	Mr. Jeff Orsburn, Mr. Jaylen Jefferson
Music	Mrs. Tessie Riebling
Spanish	Ms. Diana Wingler
Before and After Care	Mrs. Sharon Howard, Ms. Cindy Cashour
Facilities Manager	Mr. Joe Salkeld
Maintenance	Mr. Frank Kelly

## **School Board**

Our school has an advisory school board, which meets quarterly.

## **Home and School Association Officers**

President	Megan Tsiamis
Vice President	Stacy Coppock
Treasurer	Danielle Spendiff
Recording Secretary	Alyssa Richarts
Corresponding Secretary	Christine Doyle
Communications Officer	Jessica Ader

## **Accreditation**

St. Mark School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, St. Mark School met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

**In May 2013, Maryland Association for Environmental and Outdoor Education awarded St. Mark Green School Status. The Maryland Green School Awards Program is a framework for a holistic, integrated approach to authentic learning that incorporates local environmental issue investigation and professional development with environmental best management practices and community stewardship. St. Mark School renewed its Green School status in 2021.**

## **Theme**

Our theme for the 2023-2024 school year is, “The joy of the Lord is your strength.” (Nehemiah 8:10).

## SCHOOL OFFICE INFORMATION

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

## MONTHLY VALUES

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

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

## ACADEMICS

### Promotion Requirements

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

### Retention Requirements

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

Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February, the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan.

### Graduation Requirements

Students in 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. An 8th grade student must be in good academic, financial, and behavior standing in order to participate in the end of the year graduation activities.

### Honor Roll for students in Grades 6-8

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

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

### Progress Reports and Interim Reports

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

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

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

### **Testing Program**

All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

Elementary school students in grades 2-8 are administered the MAP Assessment three times a year to measure growth. Pre K and Kindergarten students are administered the BRIGANCE developmental screenings. Parents are given feedback as to how their child is scoring at the end of the year.

Each year, 5<sup>th</sup> and 8<sup>th</sup> grade students take the ACRE test, which assess knowledge of our Catholic faith.

### **Instruction/Curriculum**

St. Mark School delivers its curriculum and instructional program in concert with the Archdiocesan Course of Studies and the regulations of the Maryland State Department of Education for non-public schools.

### **Textbooks**

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

### **Parent / Teacher Conferences**

Conferences are scheduled for parents in October. Teacher requested conferences will be held on an as-needed basis throughout the school year. Parents may also request a conference at any time by scheduling an appointment.

### **High School Admissions and Visitation Policy**

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

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

student must seek out the teacher, clear up the problem, and complete the work at the direction of the teacher.

## **Student Records**

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

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

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

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the school Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
  - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
  - To other schools to which a student is transferring.
  - In connection with financial aid under certain circumstances.
  - To specified officials for audit or evaluation purposes.
  - To organizations conducting certain studies for or on behalf of the school.
  - To accrediting organizations.
  - In order to comply with a judicial order or lawfully issued subpoena.
  - To appropriate officials in cases of health and safety emergencies.



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

The School has designated the following as directory information:

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

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

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

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

### **Parental Support/Compliance**

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school. Please see Partnership with Parents, pg. 1.

## HOME AND SCHOOL ASSOCIATION

The Home and School Association (HASA) is an organization that:

- helps parents, school administrators, and faculty develop a mutual understanding and appreciation of the mission of Catholic education as lived in the local Catholic school within the Archdiocese of Baltimore
- provides a formal avenue for parents/caregivers of current students to participate with the faculty and administration in their child's education
- develops supportive systems for communication and service to the local Catholic School
- works with the principal to provide programs and processes that engage the school families in spiritual, educational, outreach, social, legislative, public relations, service, and fundraising activities that further the mission of the school
- collaborates with other parish, civic, and school organizations
- is rooted in prayer, discernment, and the contemporary vision of the Church for Catholic education
- is accountable to the Pastor of the parish and the Principal of the school
- provides positive and energetic communication for the administration and school community
- displays positive public relations/marketing on behalf of the school
- supports financial endeavors for the school
- observes the school's mission and vision

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

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

## ACCEPTABLE USE POLICY FOR THE INTERNET AND TECHNOLOGY TOOLS

### **Technology/Cell Phones/Electronic Device Policy**

Normally, students are not permitted to carry any type of personal electronic, digital or cellular phone, pager or any other device deemed inappropriate by the administration. This includes, but is not limited to: iPods/MP3 players, cell phones, Apple/Smart watches, laser pens, etc. Cell phones and smart watches will be collected at the beginning of each day and stored in a locked cabinet by the child's homeroom teacher. Students violating this policy will be subject to disciplinary action.

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

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

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

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

### **Artificial Intelligence (AI)**

For the 2023-2024 school year, we are not permitting students in grades Kindergarten through 8th grade to use Generative Artificial Intelligence (including, but not limited to the use of ChatGPT).

Students will not be permitted to use Generative AI until our Catholic School teachers have had the proper professional development training on how to support students with using Generative AI responsibly and ethically.

During the 2023-2025 school years, The Department of Catholic Schools will provide professional development opportunities for teachers on how AI can be used with students. This will prepare teachers, who are interested, to responsibly use Generative AI with students in the future.

Each student in 3<sup>rd</sup> through 8<sup>th</sup> grade and his or her parent will be required to sign and return to school a copy of the St. Mark Academic Integrity Policy, included below for your reference.

### Academic Integrity Policy

Students of St. Mark School are expected to uphold the values of honesty, responsibility, and integrity in their work without giving or accepting unauthorized help. Integrity extends to tests, exams, projects, homework, or in conversation (i.e. no discussing tests or answers for homework in the hallways while changing classes or at any other time).

Cheating involves the unauthorized use of information, materials, devices, sources, or practices in completing academic activities.

Plagiarism is a type of cheating in which someone uses the ideas or work of another person or persons as if they were one's own without giving proper credit to the source.

*Northern Illinois University. (n.d.). Academic Integrity Tutorials. Retrieved from <https://www.niu.edu/academic-integrity/faculty/types/index.shtml>*

In the event of academic dishonesty, the following consequences are in place for **cheating and plagiarism (this includes work submitted using any generative artificial intelligence\* to plagiarize)**:

1st Offense:	Demerit/detention; redo the assignment for partial credit
2nd Offense:	Detention; conference with parents, student, and administration; failing grade on the assignment
3rd Offense:	Suspension; conference with parents, student, and administration; academic probation

*\*Generative artificial intelligence (AI) describes algorithms (such as ChatGPT, Stable Diffusion, Midj Journey, etc) that can be used to create new content, including audio, code, images, text, simulations, and videos.*

### One to One Chromebook Policy

For students who are utilizing our 1:1 Chromebook Program, an additional policy will need to be read and signed by students and parents before being issued a Chromebook. The acknowledgement form will be sent home via Google Forms.

### St. Mark School 1:1 Chromebook Policies and Procedures

The goal of the St. Mark School 1:1 Device program is to create a learning community in which students have access to technology in order to enhance their educational experiences. By providing each student with a device for academic use, we are able to increase student engagement while ensuring that our students can connect with peers in local and global spheres. St. Mark students are encouraged and expected to utilize their technology in a way that complements and strengthens their learning style, allowing for self-directed inquiry and differentiation in assessment. Teachers are able to foster a classroom environment in which they serve as a facilitator of learning to the community of students in each subject area. St. Mark School teachers, staff, and administrators have worked to develop the following Chromebook policies and procedures in order to provide a guideline for appropriate use of these devices.

### Acceptable Use Policy for the Internet and Technology Tools

The St. Mark School Acceptable Use Policy is in effect for both in-person and remote learning environments.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. St. Mark

School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

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

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

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

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

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

- Violating the rights or privacy of others, including by photographing, recording or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal

prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

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

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

### **Web-based Services**

St. Mark School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

### **Device Purpose**

St. Mark School is supplying school students in grades 3-8 with a Chromebook device. This device is the property of St. Mark School. The purpose of the Chromebooks is to provide each student access to required educational materials needed for each student to be successful. The device is an educational tool not intended for gaming, social networking, or high end computing.

#### **1. RECEIVING YOUR CHROMEBOOK**

- Chromebooks will be distributed in homerooms within the first week of the school year. Parents/Guardians and students must sign the St. Mark Chromebook Agreement before the student to receive his or her Chromebook.
- The assigned Chromebook will remain with the student in the school building at all times.

#### **2. TAKING CARE OF YOUR CHROMEBOOK**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the Technology Director at the established time of the day so that they may be taken care of properly.

Any damage to the Chromebook caused by neglect by the student will be repaired at the expense of the Parent/Guardian.

a. General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- No food or drink is allowed next to your Chromebook while it is in use.
- Chromebooks must remain free of any writing, drawing, or stickers, etc.
- Chromebooks must have a label on them at all times and this label must not be removed or altered in any way. If the label is removed or altered, disciplinary action will result.
- Students are responsible for ensuring their Chromebook is plugged in at the end of each day. Students will return their Chromebook to the assigned location in their homeroom.
- If taken home, the device must be plugged in and returned with a full battery.

b. Carrying Chromebooks

- Transport Chromebooks with care.
- Students should never carry their Chromebooks while the screen is open.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting the screen. Always support a Chromebook from its bottom with the lid closed.
- Chromebooks must be placed in backpacks when moving through the hallways.
- Students should follow all guidelines from Specials teachers with regard to transportation and usage of Chromebooks.

c. Screen Care

The Chromebooks can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, etc.).

### 3. USING YOUR CHROMEBOOK

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.
- Students are expected to bring their Chromebooks to all classes, unless specifically advised not to do so by their teacher.

a. Taking Chromebooks home

- Chromebooks may ONLY be transported to and from school by the student with permission from a teacher and only on days when homework is given that requires a Chromebook.
- Chromebooks should be used for school work only and should not be used for movies, games, YouTube, social media, or internet browsing.
- A student's Chromebook should only be used by the person it is issued to and should not be used by any other family members during the time it is home.
- St. Mark provides a charger docked inside a charging cart for charging at school. If a student chooses to bring their Chromebook home the family is responsible for having their own charger at home and ensuring that the Chromebook returns to school the next day fully charged.

b. Chromebooks Under Repair

- Should students need a loaner Chromebook for any reason, they should see the Technology Director at the designated time to make necessary arrangements.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student (at home or at school). Students will pay full replacement cost (\$300 replacement) if it is lost or stolen.

c. Backgrounds, Profiles and Password



- The background or profile picture of the Chromebook may not be changed by the student. Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures contrary to Catholic teaching will result in disciplinary action.
- Student passwords are assigned by St. Mark School and may not be changed. Take care to protect your password. Do not share it with others.

d. Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones or earbuds are required for each student. Headphones/earbuds may be used at the discretion of the teacher for educational purposes or for listening to appropriate music.

e. Printing

- Students may use network/cloud printers with teacher's permission during class.

f. Account Access

- Students will only be able to login using their St. Mark account, which is your graduation year, followed by the initial of your first name and your entire last name @stmark-school.org.
- Students are required to use their St. Mark student domain and assigned password to protect their accounts and are required to keep that password confidential.

#### 4. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Prior to the end of the school year, if students want to save any work, they can use Google Takeout to transfer any work to a personal gmail account. An annual rollover will occur on August 1 of each year.

#### 5. OPERATING SYSTEM ON YOUR CHROMEBOOK

a. Updating your Chromebook

- When a Chromebook starts up, complete any necessary updates (bottom right-hand corner will display an up arrow).

b. Virus Protection & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework.

c. Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the Technology Director.

#### 6. ACCEPTABLE USE GUIDELINES

a. General Guidelines

- Students are responsible for their ethical and educational use of technology resources at St. Mark School.

- Access to St. Mark School technology resources is a privilege and not a right. Each employee, student, and/or parent/guardian will be required to follow the St. Mark Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, administrator, or Technology Director, will be considered an act of vandalism and subject to disciplinary action in accordance with the St. Mark Student Handbook.

## REMOTE LEARNING ADDENDUM

All remote learners are expected to be seated in an upright position, in uniform, and with video on during all classes (including specials - when applicable).

- b. Privacy and Safety
  - Students may be selected at random to provide their Chromebook for inspection.
  - Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.
  - If applicable, teachers may create discussion groups for communication among students for educational purposes.
  - Do not open, use, or change files that do not belong to you.
  - Do not reveal your full name, phone number, home address, password, or passwords of other people.
  - St. Mark emails are protected and monitored by a watchdog system
- c. Legal Property
  - Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
  - Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- d. Email Electronic Communication
  - Always use appropriate and proper language in your communication.
  - Do not transmit language / material that may be considered profane, obscene, abusive, offensive, or contrary to Catholic teaching to others.
  - Communication sent to the teacher should be related to educational assignments.
- e. Using the Chromebook Camera
  - The camera is a valuable tool for project-based learning and to capture screenshots, notes, and other resources.
  - Camera use for photographs/videos is prohibited at school unless students are asked by teachers to take pictures for a school project. It is against our policy for students to take pictures of someone else without their permission and a faculty/staff member's permission for the project at hand.
  - Camera and video use can be restricted/disabled by St. Mark School at any time.
- f. Consequences
  - The student in whose name an account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
  - Non-compliance with the policies of this document or the St. Mark School Acceptable Use Policy will result in disciplinary action.

- Electronic mail, network usage, and all stored files shall not be considered confidential and will be monitored by school administration to ensure appropriate use.
- The Archdiocese of Baltimore and St. Mark School cooperate fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.
- Violations such as inappropriate music, unapproved gaming, social media use (including but not limited to Facebook, Snapchat, Instagram, etc.) are subject to disciplinary consequences.

## 7. PROTECTING & STORING YOUR CHROMEBOOK

- a. Chromebook Identification
  - Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways: (1) Record of St. Mark serial number (2) Individual user account name and password
  - Chromebooks are the responsibility of the student. This device is for your use during the duration of the school day. Take good care of it!
- b. Storing Your Chromebook
  - When students are not using their Chromebook, they should store them appropriately.
  - Chromebooks should never be placed in a desk or a locker.
- c. Chromebooks left in Unsupervised Areas
  - Under no circumstances should the Chromebook be left in an unsupervised area.
  - Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, gym, library, unlocked classrooms, coatroom, and hallways.
  - Any Chromebook left in these areas is in danger of being stolen or damaged.
  - If an unsupervised Chromebook is found, notify a staff member immediately.
  - Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

## 8. REPAIRING / REPLACING YOUR CHROMEBOOK

- a. St. Mark School Protection
  - St. Mark School provides Chromebooks for students in grades 2-8 and will generally assume the financial liability for Chromebook repairs or replacements due to normal or typical daily use.
  - Any damage to the Chromebook caused by the neglect of the student (Drop Damage, for example) will be repaired at the expense of the parent/guardian.
- b. Repairs at the Expense of the Parent/Guardian
  - St. Mark School will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is otherwise damaged, lost, (subject to change) or stolen, the student/parent/guardian is responsible for the replacement part and/or replacing the unit.

The following are estimated costs for various replacement parts:

Replacement Chromebook \$310.00

Screen - \$100.00

Screen bezel cover- \$30

Bottom base- \$15

Touchpad - \$50

Hinge - \$15 per hinge

Power cord - \$32.00

St. Mark School will be offering an in-house insurance program for technology devices used by students. The cost will be \$25 per device to enroll, and this fee can be payable to FACTS. The damage/fee schedule will consist of the following:

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## **ADMINISTRATION**

### **Crisis Intervention Plan/Crisis Team**

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

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

### **Change of Address**

When there is a change in address, the school is to be notified immediately and that information is immediately changed in School Admin by the parents.

### **Change in Name or Family Status**

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

### **Emergency & Weather-Related Closings/Delayed Openings**

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

### **Communication to Parents**

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

At the beginning of each school year, parents are asked to complete emergency information cards for each child. It is crucial that the information on these cards be kept current. Children will only be released to the persons designated on the emergency information card and the Permission to Pick-up Form, unless otherwise instructed by the custodial parent/guardian. Please be certain that both forms contain the same persons.

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

A monthly calendar and updates about school schedules and other pertinent information can be accessed through the school web site. Parents will be notified of any changes as soon as they become necessary through the Lions Weekly Lineup, which will be sent via email as well as posted on the school website. It is important to read this in order to keep up-to-date with events at school.

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

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

### **Non-Custodial Parent**

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

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

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

### **Swift K12 Alerts**

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

## **HARRASSMENT**

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

### **Policy**

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

#### **I. Scope**

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

#### **II. Prohibited Conduct**

- A. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, or protected activity, that:

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

### III. Procedure

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

## **BULLYING POLICY STATEMENT**

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

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

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

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

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

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

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

### **Transportation Procedures**

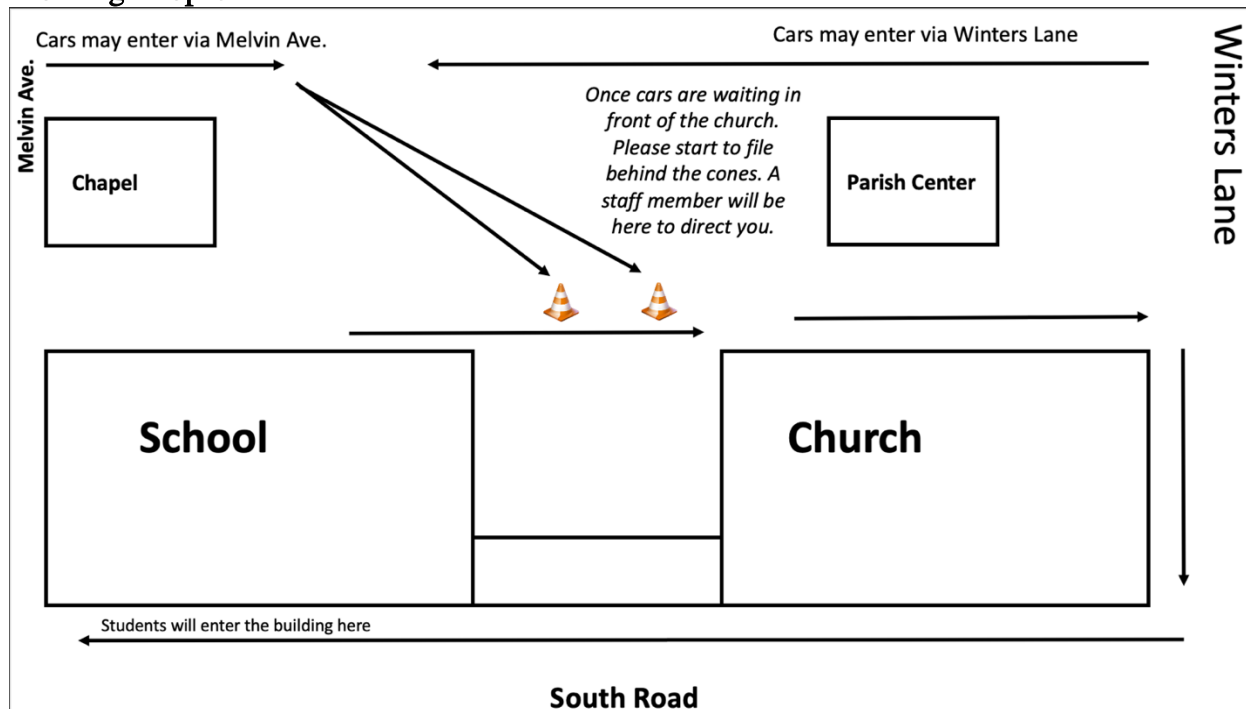
Our highest priority is the safety of our children. For that reason, we ask that you follow all directions regarding drop-off and pick-up. The pattern for pick-up and drop-off has been developed with careful study to provide for the safety of our children and to alleviate the traffic back up on Melvin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

The parking lot across from the main school entrance on Melvin Avenue is intended for pickup for those students designated as walkers. During the school day, parents should use this lot for early pick-ups or for volunteer parking. ***There should never be any students picked up or dropped off directly on Melvin Avenue.***

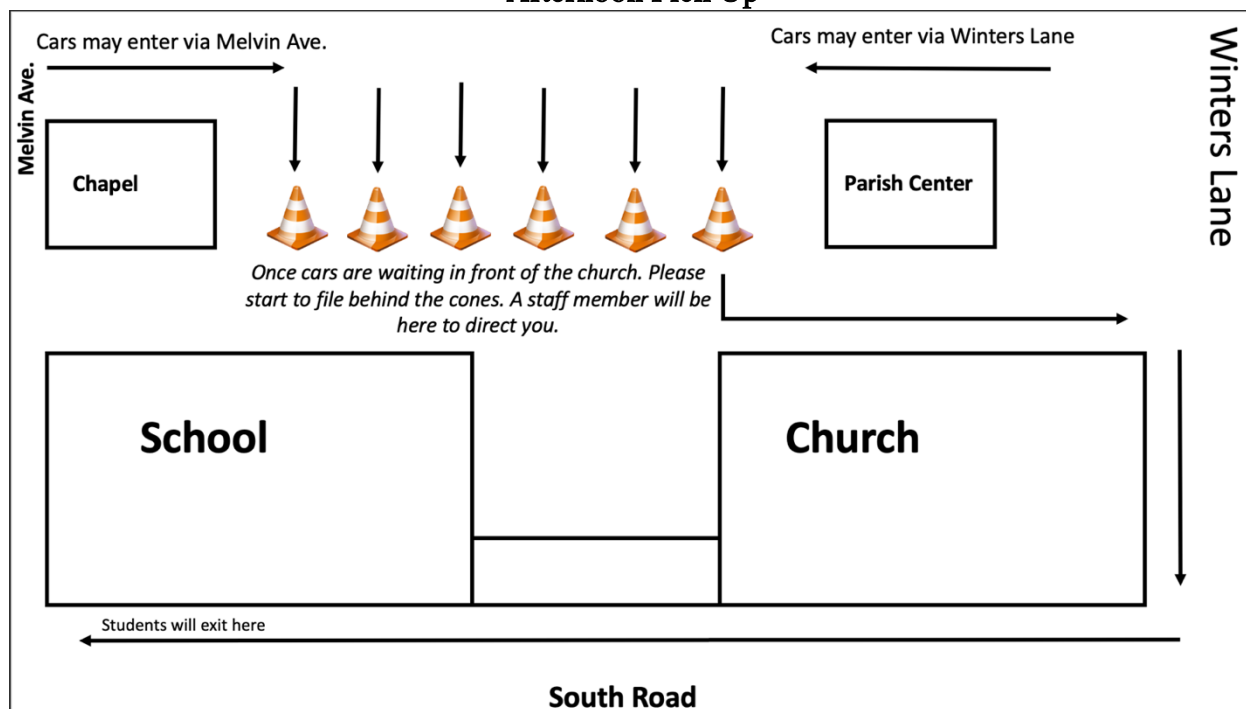
For safety reasons, students who travel to school via bicycle, scooter, or skateboard are required to wear a helmet. The bike rack is accessible from the South Road entrance. Scooters and skateboards are not to be used on school property.



## Morning Drop Off



## Afternoon Pick Up



## ADMISSIONS

### **Application Process**

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

- Copy of Birth Certificate
- Copy of Immunization Records
- \$100.00 non-refundable application fee for each new student
- Last two (2) years of report cards (grades 2 and above)
- Any recent standardized testing (grades 3 and above)
- Baptismal Certificate
- Certification of Parishioner status if registering for Catholic tuition rate
- IEP/504 Plan (if applicable)

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

***Students who are seeking to be enrolled in the PreK-3 and PreK-4 classes must be potty trained.***

New students are initially placed using the results of the following:

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

### **Financial Obligations**

The tuition rates are published annually. The non-refundable Re-Enrollment Fee of \$100 per family (that is not deducted from the tuition) is due in February. If the re-enrollment fee is not received by May 1, the school cannot guarantee placement for a returning student. Since tuition income does not cover the full cost of educating your child, parents are asked and encouraged to lend their support to all fundraising efforts on behalf of the school.

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

### **Late Fees and Returned Checks**

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

### **Failure to Meet Financial Obligations**

St. Mark reserves the right to refuse to provide any official school records, including report cards and diplomas, to parents or guardians or to other educational institutions until tuition, fees, and other financial obligations are fully satisfied. ***A student may not begin a new school year unless prior financial obligations have been met and tuition payments due in the summer are up to date.***

If tuition falls two months in arrears, the School reserves the right to block a student from attendance on the 15<sup>th</sup> of the current month for a period of up to five school days. During the course of this period, parents or guardians have the responsibility to make immediate contact with the Business Office to make arrangements for payment. If, at the end of this period, financial obligations have not been met, the student may be asked to withdraw formally from the School.

### TUITION RATES FOR ST. MARK SCHOOL 2023-2024

**All returning families must log on to [www.schooladminonline.com](http://www.schooladminonline.com) to register.** The re-registration fee of \$50 per family is due by January 15. After January 15, the fee increases to \$100 per family.

#### Tuition Payment Schedule:

- First payment is due on April 10 or 20, 2023 (Payable to: FACTS)
- Last payment is due on March 10 or 20, 2024 (Payable to: FACTS)

RATES FOR CATHOLICS: Kindergarten through Grade 8	
Number of Children	Tuition and Fees
1 Child	\$8,313.00
2 Children	\$12,651.00
3 Children	\$15,000.00
4+ Children	\$17,349.00
RATES FOR ALL CHILDREN: PREK-3&4	
Schedule Options	Tuition and Fees
PreK-3 Three Half Days (Tues., Wed., Thurs.)	\$2,538.00
PreK-4 Five Half Days	\$4,156.00
PreK-4 Five Full Days	\$8,313.00
If a Pre-K student has older siblings enrolled in the school, the discount is 50% for a second child, 75% for a third.	
RATES FOR OTHER FAITHS: Kindergarten through Grade 8	
Number of Children	Tuition and Fees
1 Child	\$8,918.00
2 Children	\$14,413.00
3 Children	\$18,453.00

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

These inclusive fees are:

- K-8 - \$360/student
- PreK-3 - \$40/student
- PreK-4 - \$100/student

**Whatley Program**  
(Pupils Receiving Inclusive Diversified Education)  
Students enrolled in the Whatley Program **pay an additional \$2,000 per year** in tuition.

**8<sup>th</sup> Grade Graduation Fee**  
A fee of \$100.00 will be charged to Grade 8 students to cover graduation, Hershey Park expenses, and class gift.

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

### **Tuition Assistance/Tuition Grants**

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

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

### **Withdrawals**

If, due to unusual circumstances, a child is withdrawn from the School or is asked to leave, the School reserves the right to retain, pro-rate, or refund monies that have already been paid. The amount of tuition that a family is required to pay after a withdrawal is as follows:

Date of Withdrawal	Tuition Obligation
Prior to May 1 <sup>st</sup>	0%
Prior to July 1 <sup>st</sup>	25%
Prior to September 1 <sup>st</sup>	50%
Prior to November 1 <sup>st</sup>	75%
November 1 <sup>st</sup> or after	100%

## **ATTENDANCE**

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

### **Absence**

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

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

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

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to

require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

Per Student Policy 1.0, more than 20 days absent in one school year is considered excessive. When a student has a chronic or intermittent health problem, parents should contact administration. After 20 days of absences, parents/guardians are required to meet with administration and the superintendent of the Archdiocese of Baltimore.

### **Truancy**

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

### **Lateness/Assignments**

Students may enter their homerooms at 7:40am. The school day begins at 8:00am. Any student arriving in their homeroom after 8:00am is considered late and must report to the office with a parent for a late slip. Any student not arriving in homeroom by 8:00 am will be marked late by the homeroom teacher. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness. Excessive tardiness will result in an in-person meeting with Administration.

### **Early Departure/Late Arrivals**

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

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

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

### **Regular Dismissal**

St. Mark School dismisses at 2:55 p.m. Students will be dismissed by family or "walker" designation into the carline or Melvin Avenue parking lot. Any student not picked up by 3:15 will be sent to After Care and charged the hourly rate.

### **Early Dismissal Days**

On scheduled early dismissal days, students will be dismissed at 12:00. After Care and Study Hall will be open on early dismissal days, unless otherwise noted. Any student not picked up by 12:10

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

## DISCIPLINE

### **Statement on Philosophy of Discipline**

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

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

### **Behavior**

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Behaviors that are unacceptable include, but are not limited to the following:

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

After school activities, while riding on buses to sports games, field trips, or other such activities are included in the definition of on-campus conduct.

*When it comes to social media, whether posted during school hours, and on school property, or while occurring outside of the school property, if it creates a substantial disruption, the school can take action relative to in-school discipline. Parents and students will receive oral or written communication regarding the charges against them.*

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

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

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

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

### **Search and Seizure**

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

### **Conflict Situations**

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution. Teachers and students utilize a Treatment Agreement to solve conflicts between the following groups: student to student, student to teacher, and teacher to student.

### **Behavioral Consequences**

Teachers use a system of demerits and detentions in order to communicate with parents that there is a problem. *Parents are expected to acknowledge the receipt of the demerit or detention to the person issuing the demerit or detention by the following day by signing the document.* This does not indicate agreement with the demerit/detention but only acknowledges receipt of such. If there is a question regarding the action, please contact the teacher/person who issued the demerit/detention.

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

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

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

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

### **Chart of Consequences**

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

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

*A restorative approach may be considered and utilized for disciplinary matters. The Administration, in consultation with the pastor, has the discretion to enforce the School's Standards of Conduct and determine final disciplinary action.*



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

<b>Offense</b>	<b>Definition</b>	<b>Range</b>
<b>Alcohol Violation</b>	Possession or use of any alcoholic substance.	IV to V
<b>Arson/Fire</b>	Attempting to, aiding in, or setting fire to a building or other property.	V
<b>Bullying</b>	See policy	
<b>Bus Misbehavior on Field trips</b>	Any violation of school or bus driver rules, or interfering with the safe transportation of students on a bus.	I to IV Parent may be called to pick up
<b>Cheating/Academic Dishonesty</b>	Dishonesty on tests, exams, projects, homework, or in conversation (i.e. no discussing tests or answers for homework in the hallways while changing classes or at any other time) including cheating, forgery, plagiarism.	II to V Loss of /or failing Grade.
<b>Computer/Electronic</b>	Any unauthorized use of computers, software, or internet account to access internet. See acceptable use policy.	I to V
<b>Cutting Class</b>	Unlawful absence from a class or school activity.	II to IV
<b>Defamation Written or Verbal</b>	The action of damaging the good reputation of another.	II to V
<b>Destruction of Property/Vandalism</b>	Attempted to actual damage, destruction or defacement of property belonging to the school or others.	III to V
<b>Discrimination</b>	Use of race, color, creed, national origin, religion, physical or mental disability age, gender, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner.	II to V
<b>Disrespect Towards Teachers, Parents, Students</b>	Inappropriate comments or physical gestures towards others.	I to V
<b>Dishonesty</b>	Deception regarding violation of school regulations, or withholding of information when asked by a teacher or administrator, or making false accusations about another person.	I to V
<b>Disruption</b>	Behavior that interferes with the learning of others in any learning environment or the safe and orderly environment of the school or school activity.	I to IV
<b>Drug Violation</b>	Possession or use including constructive possession and possession with the intent to sell, give, or distribute any inhalants or other intoxicants; controlled dangerous substances including prescription drugs, or over the counter medicines, look-a-like, and substance represented as controlled dangerous substance; or drug paraphernalia.	IV to V
<b>False Alarms/Bomb Threats</b>	Initiating a report warning of fire, or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher.	IV to V
<b>Fighting</b>	A confrontation with physical contact involving two or more individuals.	IV to V
<b>Fireworks or Explosives</b>	Possession, use, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances or combination of substances or articles.	V
<b>Forgery</b>	To use, make, or reproduce another's signature for deceptive purposes.	I to IV

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

## HEALTH AND SAFETY

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

### **Maryland School Immunization Requirements**

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

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

### **Required Forms and Vaccines**

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

### **Dispensing of Medication**

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the physician is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

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

Students may not possess, dispense or distribute medication on their own. All medication must be delivered to school by a parent/guardian.

### **Fever Policy**

We have a 24-hour fever-free policy at St. Mark School. A child should not return to school until s/he has been below 100.0 F for 24 hours (without the aid of fever reducing medicines). This policy is in place to protect all students and staff members.

### **Crutches Policy**

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

### **Communicable Diseases**

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

COVID-19

Measles – regular or German (Rubella)

Meningitis

Hepatitis

Food Poisoning

Mumps

Adverse reactions to Pertussis Vaccine

Lyme Disease

Chicken Pox (varicella)

Influenza

Tuberculosis

Whooping Cough (Pertussis)

Rocky Mountain Spotted Fever

Human Immune Deficiency

Virus Infection (AIDS and all other symptomatic infections)

Animal Bites / Rabies

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

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

### **Health Records**

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

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

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

### **Head Injury**

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

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

### **Insurance**

The school provides the option for parents to purchase health insurance for their children. Information and applications are available through the Archdiocese of Baltimore Office of Risk Management at <https://www.archbalt.org/office-of-risk-management/student-accident-plan/>.

### **Allergies**

Parents must notify the school of their child’s allergies including food allergies. If the student carries an EPIPEN with them, the physician must state this requirement on the order.

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

### **Food Allergy Policy**

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

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

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

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

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

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

### **Stock Epi-pen Policy**

St. Mark School has a stock epipen policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

### **Bloodborne Pathogens**

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

### **Vision/Hearing Screening**

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

### **Federal Drug-Free Workplace Act's Applicability to Cannabis Use in Schools**

There have been significant legislative changes at the state level around the use of cannabis in recent years. This year, the Maryland General Assembly enacted legislation that will allow individuals 21 and older to purchase cannabis products legally from a licensed dispensary, beginning on July 1, 2023. However, it is important to keep in mind that, despite these changes, cannabis continues to be classified as a Schedule 1 controlled substance under federal law, and its use remains illegal under federal law.

The policies and regulations set forth by the Federal Drug-Free Workplace Act apply directly to the use of cannabis in schools, including childcare facilities located in schools, even if such use might be permitted under State law. All employees, contractors, volunteers, and visitors are required to comply with this law and may not distribute, possess, use, or be under the influence of cannabis while in schools or during working hours, including but not limited to while transporting students or attending school-sponsored activities.

### **Child Abuse and Neglect Reporting Policy and Procedures**

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

### **Visitors**

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. Moreover, during school Mass, the church doors will also be locked. All visitors must report to the office and receive an identification badge before visiting other parts of the school building or the church during school Mass. This includes those volunteering for recess or other outdoor activities on school grounds. Additionally, all volunteers will need to have completed the steps for Virtus, and they must wear their badge at all times in a visible area.

### **Playground/School Supervision Provisions**

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

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

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

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

### **Supervision Responsibilities Before and After the Official School Day**

St. Mark School becomes responsible for a child's supervision at 7:40 A.M. Students may arrive between 7:40 and 8:00 and proceed directly to their homeroom. Any student not arriving in homeroom by 8:00 will be marked late and will need to be signed in to the school office with a parent for a late slip. School dismisses at 2:55 P.M. Any student who is not picked up by 3:15 will be sent to After Care or Study Hall and charged the hourly rate.

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

### **Use of School Grounds**

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

When using rooms, gym, Coakley Room, etc. the group is responsible for cleaning up after themselves, returning furniture or equipment to original positions, respecting classroom displays, cleaning chalkboards, and controlling the children within the group. Students must be under the direct supervision of an adult chaperone at all times. Negligent care of the facilities will result in refusal for future use.

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

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

### **Driving and Pedestrian Safety**

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



**Morning Drop-off Car Line Procedure:**

- Enter the drop-off line between 7:40 – 7:55 a.m. from the Winters Lane or Melvin Avenue entrances closest to the school gym.
- Proceed to form one line along the South Road with the Church and the school on the right side of the car.
- Overflow traffic should line up behind the cones in the main parking lot. They will be directed when to proceed to the South Road entrance.
- Students should exit the car curbside between the Drop Off Zone designation and enter into the closest door to proceed into the building. Drivers will then continue to exit onto Melvin Avenue.
- If walking your child to the Drop Off Zone, they should cross at the crosswalk, then proceed to the South Road entrance. Staff will be present to help direct students and parents.
- Do not park behind the Parish Center or the Church.
- Pedestrian Note: Do not walk between moving cars.

**Afternoon Pick-up Car Line Procedures:**

- Pick one dismissal option below (Form will be completed selecting your option and will be kept with the homeroom teacher). Students without a completed will be designated as Option 1.
  - **Option 1:** Place readable sign with your family name in your windshield. Enter pick-up lanes between 2:45 – 3:00 p.m. from the Winters Lane or Melvin Avenue entrances closest to the school gym. Proceed to the lines behind the cones. Staff member will direct you to the South Road (please note this process only takes between 10-15 minutes).
  - **Option 2:** Park in the Melvin Avenue lot across from the school and your child will be dismissed via the Chapel side door where they will proceed down the sidewalk to the crosswalk and crossing guard.
  - **Option 3:** Students designated as walkers will be dismissed via the Chapel side door and proceed to the crosswalk with crossing guard and walk to their destination.
  - **Option 4:** Students designated as bike riders will be dismissed via South Road
- *Parking is not permitted behind the Church, Parish Center, or between the Parish Center and the Gym.*

**General Reminders:**

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

## STUDENT SERVICES

### **IEP Referral Process**

If a child is not progressing academically, parents/guardians may initiate the process to request professional assistance from the local public school system on their own or at the advice of the school. The Evaluative Process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find.' Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process. Mrs. Laurie Tucker, the Whatley Program Director, serves as a liaison in this process and is available for consultation upon request.

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

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

### **Before and After School Care**

Saint Mark School provides quality after school care for students in Grades PreK through 8 until 6:00 P.M. Students must be pre-registered for these programs. There is also a before care program from 7:00 until 8:00 a.m. There is an additional cost for these programs. For fee structure and other information, please consult the school website.

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

Parents have the option to pre-purchase time at Fitness Fun and Games (grades 2-8) in case of emergencies if your child needs to stay after school.

Before Care students need to be signed in at the church breezeway by parents. Students in After Care and Fitness, Fun, and Games can be picked up via the South Road entrance and door buzzer.

### **Cafeteria/Lunch/Milk**

All classes have designated times during which they eat lunch in The Hall. Lunch times are between 11:30 a.m. and 1:10 p.m. Students are expected to behave in a courteous fashion while eating lunch and to clean their space before leaving.

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

Pizza will be sold on Thursday each week. Pizza lunch is pre-ordered and must be purchased in advance. Each day (Monday-Friday), lunch service is available for purchase through Yay! Lunch. These are both pre-order programs. Information about ordering is sent home and online in the beginning of the school year.

*No commercial or fast food lunches may be brought to school or delivered by a third party delivery service (Door Dash, Uber Eats, etc.) without permission of the administration. No students should bring soda/carbonated beverages for lunch, nor should they bring beverages containing caffeine. Chewing gum is not allowed on school property at any time.*

Parent volunteers are needed to assist with supervision during this time. All parent volunteers must complete Virtus training, and they must wear their Virtus badges visibly on their person.

### **School Activities/Organizations**

St. Mark School has several opportunities for students to participate in after school activities including, but not limited to, Student Council, National Junior Honor Society, It's Academic, STEM Club, Green Team, Yearbook Club, and the Social Justice Club. Activity meetings are scheduled from 3:00-4:00 p.m., and the dates of the meetings will be announced by the moderator and included in the Lions Weekly Lineup.

### **Extra-curricular Activities**

The St. Mark Athletic Association has opportunities for students of St. Mark School and/or St. Mark Parish to participate in recreational soccer, cross country, and basketball. It is the policy of the school that players, parents, and spectators adhere to the established behavior expectations.

### **Field Trips**

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

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

All chaperones are required to complete Virtus training, and they must be wearing their Virtus badge visibly on their person at all times.

## **PBIS**

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

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

Our foundation for PBIS is:

We are St. Mark. We...

**L**isten and **L**earn

**I**mitate **C**hrist

**O**rganize and **B**e **R**eady

**N**urture **O**thers

**S**how **R**espect

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

## **Guidance and Counseling**

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

## **STUDENT UNIFORMS**

### **Uniform Company**

The uniforms are purchased from Dennis Uniforms at 1110 North Rolling Road, or from Flynn O'Hara at 923 Taylor Avenue, Loch Raven Plaza in Towson or Burwood Village Shopping Center, Baltimore Annapolis Boulevard & W. Furnace Branch Road, Glen Burnie, MD 21061. Be certain that you purchase the correct colors and styles.

### **Uniform Descriptions**

#### Prek4 Students (Boys and Girls)

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

K – 5 Boys

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

Grade 6 – 8 Boys

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

Grade K – 5 Girls

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

Grade 6 – 8 Girls

- Navy kilt or navy blue pants. Kilts must fall no higher than 2 inches above the knee.
- White oxford shirt (white turtleneck permitted under long sleeve blouse during November-April). Any garment worn under the blouse should be a plain white.
- White or maroon polo shirt embroidered with St. Mark
- Refer to Van Dyke and Bacon shoe flyer for approved shoes.
- Navy or brown belt must be worn with all pants.
- Sweatshirts are not part of the standard uniform.

Physical Education Uniforms

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

### Optional Uniform Items

- A warm weather uniform may be worn from the first day of school until an announced date in the fall and from an announced date in the spring until the close of school in June. This uniform is optional. Students may wear the standard uniform if they choose to do so.
- An optional maroon ¼ zip (ordered through the school) may be worn throughout the school year. The ¼ zip will be offered in an online store approximately 3 times during the school year.

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

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

### **Hair Styles**

*St. Mark School recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity and practice. Accordingly, it is the policy of the School to permit individual families to decide the appropriate cared-for hairstyle for their children.*

- Boys are expected to wear neat haircut/styles.
- Girls must wear their hair away from their faces.
- Hair grooming should not take place during school hours.
- Shaved heads, punk, fad or extreme haircuts are not acceptable.
- Bleached, streaked, or dyed hair is not acceptable.

### **Jewelry/Makeup**

- Permitted jewelry includes a watch and a religious medal. Girls may wear one pair of post earrings on the lower lobe of the ear, provided they do not extend beyond the ear lobe. Boys may not wear earrings at any time.

- Tattoos are not allowed. Nothing that gives the appearance of tattoos or tattoo-like markings may be worn on arms, legs, faces, etc.
- No make-up or nail polish is permitted.
- No color/decal tee shirts are to be worn under the white blouse or shirts.

**No Uniform Today (NUT) Passes/Tag Days**

The occasional out of uniform day is a privilege granted at the discretion of the administration. As clothing styles are constantly changing, a general guideline is to wear items of appropriateness and safety in school. Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature. Students cannot wear excessively short pants, skirts, etc. Additionally, tight body suits are not permitted.

Students who wear inappropriate clothing will be required to telephone their parents and have appropriate clothing brought to school.

Out of Uniform passes may not be used on days of Liturgy.

**Uniform Exchange**

Saint Mark School has 2 annual uniform exchanges organized by the Home and School Association, once in fall and once in spring. For more information, please contact the main office.

**Lost and Found**

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

**Backpacks**

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

Dear Parents,

Please read and discuss the contents of the Saint Mark School Parent/Student Handbook with your child (ren). Please sign and return this sheet to the school with your youngest child. Thank you. **ALL SIGNED HANDBOOK ACKNOWLEDGEMENTS DUE WITHIN TWO WEEKS OF RECEIPT OF HANDBOOK.** Unsigned Receipt of Handbook Acknowledgements will be assumed as “received” and “read” as of September 30, 2023.

### **RECEIPT OF HANDBOOK ACKNOWLEDGEMENT**

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

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

\_\_\_\_\_  
Date

Name of Student(s) – please print: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





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**DR. JOSEPH E. DOVE**

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# Notes

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.







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