

## Table of Contents

<b>Overview.....</b>	10
Archdiocese of Baltimore's Vision Statement.....	10
Archdiocese of Baltimore's Mission Statement.....	10
Vision Statement of St. Mark School.....	10
Mission Statement of St. Mark School.....	10
History of St. Mark School.....	11
Accreditation .....	12
National Catholic Educational Association (NCEA).....	12
Awards & Accolades.....	12
Administrative Team.....	13
Faculty and Staff.....	13
Pastoral Support.....	15
School Board Members.....	15
School Calendar 2025-2026.....	17
Campus Map.....	18
<b>Catholic Identity.....</b>	19
Advent.....	19
House System and Catholic Identity.....	19
Catholic Schools Week.....	19
Daily Prayer.....	20
Lent.....	20

Living Rosary.....	20
Mary Mass - May Procession & Crowning.....	20
Information About Our Pastor.....	20
Prayer Services.....	20
Religion Curriculum.....	21
Retreats.....	21
Sacraments (First Eucharist, Reconciliation, Confirmation).....	21
School Liturgy Schedule.....	21
Service Projects.....	22
Stations of the Cross and Living Stations.....	22
Monthly Values - The Fruits of the Spirit.....	22
<b>Academics.....</b>	<b>24</b>
Curriculum.....	24
Academic Integrity Policy.....	24
Textbooks.....	24
Grading Policy.....	25
Overview of Grading and Reporting.....	25
Assessment Practices.....	26
Homework.....	26
Components of Grading.....	27
Grading Category Weighting.....	27
Subjects and Activities Requiring Participation.....	29
Weighting and Grading Categories.....	30
Report Cards and Progress Reports.....	31

Honor Roll Policy.....	32
Promotion Requirements.....	32
Retention.....	32
Graduation Requirements.....	33
Power School Access.....	33
<b>Communication.....</b>	<b>33</b>
Change of Address.....	34
Change in Name or Family Status.....	34
Emergency & Weather-Related Closings/Delayed Openings.....	34
Parent/Teacher Conferences.....	34
Other Student Services.....	34
Learning Support and the Student Support Team (SST) Process.....	35
Field Trips.....	35
<b>Admissions.....</b>	<b>37</b>
Application Process.....	37
Waiting List.....	38
Placement.....	38
High School Admissions and Visitation Policy.....	38
Non-Discrimination Statement.....	38
<b>Assessment Program.....</b>	<b>40</b>
Standardized Testing.....	40
Elementary Students.....	40
Assessment of Child/Youth Religious Education ACRE.....	40
<b>Attendance and Student Records.....</b>	<b>41</b>

Absences.....	41
Truancy.....	42
Lateness and Assignments.....	43
Early Departure & Late Arrivals.....	43
Regular Dismissal.....	44
Early Dismissal Days.....	44
Location & Access to Student's Records.....	44
Records Policy (Family Educational Rights and Privacy Act).....	44
<b>Discipline.....</b>	<b>47</b>
Statement on Philosophy of Discipline.....	47
Positive Behavior Interventions and Supports (PBIS).....	47
Behavioral Consequences.....	48
Chart of Consequences.....	50
Search and Seizure.....	55
Conflict Situations.....	55
Bullying Policy.....	55
Harassment Policy.....	57
<b>Financial Obligations.....</b>	<b>59</b>
Release of Tuition Obligation/Tuition Refund.....	59
Procedures.....	59
Release or Refund.....	59
Registration Fees for Current Families.....	60
NON-REFUNDABLE New Student Application Fee.....	60
Payment Schedule and Fees.....	61

Tuition Assistance, Tuition Grants, and BOOST.....	62
Delinquent Tuition.....	63
Withdrawal from School.....	63
<b>Health.....</b>	<b>64</b>
Maryland School Immunization Requirements.....	64
Dispensing of Medication.....	64
Communicable Diseases.....	64
Conjunctivitis (Pink Eye).....	65
Varicella (Chicken Pox).....	65
Health Records.....	65
Head Injury.....	65
Allergies.....	65
Bloodborne Pathogens.....	67
Vision & Hearing Screening.....	67
Birthdays.....	67
General Use Epi Pens.....	68
Bronchodilators.....	68
Naloxone (Narcan).....	68
<b>Partnership and Communication with Parents.....</b>	<b>69</b>
Responsibilities.....	69
Support, Partnership, and Compliance by Families.....	69
Communication.....	70
Non-Custodial Parent.....	70
Change in Name, Family Status, and Custody.....	70

Change in Address, Telephone Number, and Email Address.....	70
BrightArrow.....	70
Parent Teacher Conferences.....	71
Home & School Association.....	71
Homeroom Parents.....	71
<b>Safety</b> .....	72
Emergency Plan.....	72
Fire and Safety Drills.....	72
Emergency & Weather-Related Closings and Delayed Openings.....	72
Asbestos Hazard Emergency Response Act (AHERA).....	72
Child and Youth Protection.....	72
Child Abuse and Neglect Reporting Policy Procedures.....	73
Student Cell Phones.....	73
Visitors.....	74
Volunteers.....	74
Playground & School Supervision and Provisions.....	74
Supervision Responsibilities (Before and After the School Day).....	75
Tobacco and Drugs.....	75
Transportation Procedures.....	75
Morning Drop Off and Afternoon Pick Up Maps.....	76
Use of School Grounds.....	79
<b>Student Services</b> .....	80
Before & After School Care.....	80
Cafeteria: Milk & Lunch Program.....	80

School Activities & Organizations.....	81
Guidance & Counseling.....	81
Leadership Programs.....	81
<b>Technology</b> .....	83
Acceptable Use Policy for the Internet and Technology Tools.....	83
Artificial Intelligence.....	85
Introduction and Definitions.....	86
Student Use.....	86
Privacy and Safety.....	86
Misinformation and Potential Bias.....	87
Web-Based Services.....	87
One-to-One Chromebook Procedures.....	87
Repairing and Replacing Student Chromebooks.....	92
<b>Uniforms</b> .....	94
Student Uniforms.....	94
Uniform Company.....	94
Uniform Description.....	94
Standard Uniform Clarifications.....	97
Physical Education Uniforms.....	98
Socks, Shoes, Jewelry & Hair Accessories.....	98
Jewelry and Makeup.....	98
Labeling Clothes and Belongings.....	99
Out-Of-Uniform Days.....	99
Uniform Exchange.....	99

Grooming and Hair.....	99
Lost and Found.....	100
Backpacks.....	100
Receipt of Handbook Acknowledgement.....	100



Dear St. Mark Families,

Welcome to a new school year at St. Mark School! As we begin this journey together, we are filled with gratitude and hope for all that lies ahead. Inspired by the Jubilee 2025 theme, Pilgrims of Hope, our spiritual focus this year will center on the powerful verse from Hebrews 6:19: "We have this hope as an anchor for the soul, firm and secure."

This message of steadfast hope will guide our learning, our faith, and our community life. We are deeply committed to walking alongside your family—partnering with you to support the academic, spiritual, and personal growth of your child.

Please take time to read this Parent-Student Handbook carefully. It outlines the expectations, procedures, and values that help make our school a safe, nurturing, and faith-filled environment for all.

Thank you for entrusting us with your child's formation. Let us walk this pilgrimage of hope together, rooted in faith and anchored in love.

Sincerely in Christ,

Mrs. Terry Ferro  
Principal  
St. Mark School

*St. Mark School is a co-ed elementary school for grades pre-K 3 through 8th. 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. (Policy ADM 6.0)*

## **Overview**

### Archdiocese of Baltimore's Vision Statement

The Catholic schools in the Archdiocese of Baltimore nurture and sustain the God-given gifts of every person, especially students, to be used in service to the Mission of Jesus.

### Archdiocese of Baltimore's Mission Statement

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential - spiritually, intellectually, physically, socially, and morally. Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

### Vision Statement of St. 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.

### Mission Statement of St. Mark School

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.

### History of St. Mark School

St. Mark has a long and storied history within the Catonsville community. We are very proud of our 135 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 extracurricular 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 Mosaic 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 8th 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.

#### Accreditation

(Policy ADM 1.1) 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.

#### National Catholic Educational Association (NCEA)

(Policy ADM 21.0) St. Mark School is a member of the National Catholic Educational Association (NCEA).

#### Awards & Accolades

Green School Award - 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.

## Administrative Team

St. Mark School is a parish school. Under the guidance of St. Mark Church Pastor, Reverend Santhosh George, O.S.S.T., the school is led by Principal Terry Ferro and Assistant Principal Meghan Fennessy.

## Faculty and Staff

Whatley Program Director  
 Advancement Director  
 Communications Coordinator  
 School Administrative Assistant  
 School Receptionist  
 School Nurse  
 School Counselor  
 Technology Director/Media Specialist  
 Technology Support Specialist  
 Administrative Operations Manager  
 School Accountant  
 PreSchool 3 Year Olds  
 Pre-K 4A  
 Pre-K 4B  
 PreSchool Instructional Assistants

Grade KA  
 Grade KB  
 Kindergarten Instructional Assistants

Grade 1A  
 Grade 1B  
 First Grade Instructional Assistant  
 Primary Resource Teacher  
 Grade 2A  
 Grade 2B  
 Second Grade Instructional Assistant  
 Second & Third Grade Library &  
 Instructional Aide  
 Grade 3A

Mrs. Laurie Tucker  
 Mrs. Katie Stover  
 Ms. Courtney Hancock  
 Mrs. Jeanine Kaminski  
 Mrs. Robin Workman  
 Sister Vandana Thomas  
 Mrs. Carly Sites  
 Mrs. Keri Engel  
 Mr. David Plumer  
 Ms. Denise Hamlin-Cannady  
 Ms. Jessi Glass  
 Mrs. Lara Mellendick  
 Mrs. Candie Morea  
 Mrs. Laurie Becker  
 Mr. Jeff Javier, Ms. Katie  
 Renehan, and Mrs. Jocelyn  
 Marshall  
 Mrs. Michele Taylor  
 Mrs. Laura Sanders  
 Mrs. Mallory Stevens and  
 Ms. Emily Taylor  
 Mrs. Ann Johnson  
 Mrs. Karen Goldberg  
 Mrs. Carol McGinnis  
 Mrs. Kathy Majerowicz  
 Mrs. Ginger Nalley  
 Mrs. Linda Ross  
 Mrs. Marcelina McGirr  
 Mrs. Joann Callahan  
  
 Ms. Kathleen Malcotti

Grade 3B  
 Grade 4A  
 Grade 4B  
 3rd and 4th Grade Instructional Assistants  
  
 Grade 5A  
 Grade 5B  
  
 Grade 5C  
 Grade 6A  
 Grade 6B  
 Grade 7A  
 Grade 7B  
 Grade 7C  
 Grade 8A  
 Grade 8B  
 Grade 8C  
 5th & 6th Grade Religion  
 Kindergarten – Grade 5 Whatley Teacher, 3rd  
 Grade ELA and Math Teacher  
 Grades 5–8 Whatley Teacher  
 Middle School Whatley Instructional Assistant  
 Art  
 Physical Education  
  
 Music  
 Spanish  
 Facilities Manager  
 Maintenance

Sr. Teresa Leimbach  
 Ms. Juliana D'Alessandro  
 Mrs. Kate Gallagher  
 Mrs. Debbie Jahnigen and  
 Ms. Debbie Thore  
 Mrs. Kristen Ostrander  
 Ms. Jackie Lyons & Mr. Ryan  
 McCalla  
 Mr. Chris Sarangoulis  
 Mrs. Olivia Robinson  
 Mrs. Anne Muha  
 Mr. Michael Hauf  
 Ms. Riley Weber  
 Ms. Isabella Brogan  
 Mr. Philip Zimmermann  
 Mrs. Kelly Gage  
 Mr. Jim Nachtegall  
 Mr. Carl Berger  
 Ms. Megan Workman  
  
 Mrs. Lauren Malcotti  
 Mrs. Noreen Stinson  
 Ms. Taylor Phillips  
 Mr. Jeff Orsburn and Mr.  
 Rich Stevens  
 Mrs. Tessie Riebling  
 Ms. Diana Wingler  
 Mr. Joe Salkeld  
 Mr. Frank Kelly

### Pastoral Support

Our school mission and vision are supported by our parish priests who are members of the Trinitarian order:

- Revered Santhosh George, O.S.S.T, pastor
- Revered Victor Scocco, O.S.S.T, in residence
- Father Richard Giner, O.S.S.T, in residence
- Father James Day, O.S.S.T, in residence

### School Board Members

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.

Our school has an advisory school board, which meets quarterly in order to discuss the current state of the school as well as for future planning purposes.

Father Santhosh George Pastor	Mrs. Terry Ferro Principal
Mr. Joel Seledede President	Mrs. Kristin Wickersty Witte Vice President
Ms. Meghan Fennessy Assistant Principal	Ms. Erin Keressee Secretary
Mrs. Stacey Coppock HASA President	Mrs. Ann Johnson School Faculty Representative
Mrs. Mary Destino	Mrs. Mary Teresa Grace
Mr. C. Samuel Lehnerd	Mr. John Keenan
Mrs. Kim Quinn	Mr. John Mohler
Mrs. Crystal Franz	Mr. Finbar Scully

School Calendar 2025-2026

(Policy ADM 13.1) The Archdiocese of Baltimore has a plan in case of inclement weather or unforeseen school closings:

**Day 1: Closed**

**Day 2: Closed**

**Day 3: Closed**

**Day 4: Asynchronous Learning**

**Day 5: Asynchronous Learning**

**Day 6 and Beyond: Add a day of instruction to the calendar**

St. Mark School follows Baltimore County Public Schools for weather delays and closures. St. Mark administration has identified three (3) inclement weather days on the calendar. ***If the school does not close due to inclement weather or an unforeseen event (Day 1, Day 2, Day 3), then the administrators have decided that school will NOT occur on these days: March 25, 2026, April 22, 2026, May 6, 2026.***

Please note: For each inclement weather day that is used, the one of the above planned days off will be removed- meaning the students and staff will be in school. Please check the St. Mark school communication for details.

Two asynchronous ½ days, ***Friday, November 14 and Friday, February 27***, are planned for the students during the 2025-2026 school year. All teachers and staff will be working in person at the school. All students will not come to school but will be working on the assignments at home. Students will be responsible for completion of required work as the assignments will be graded.

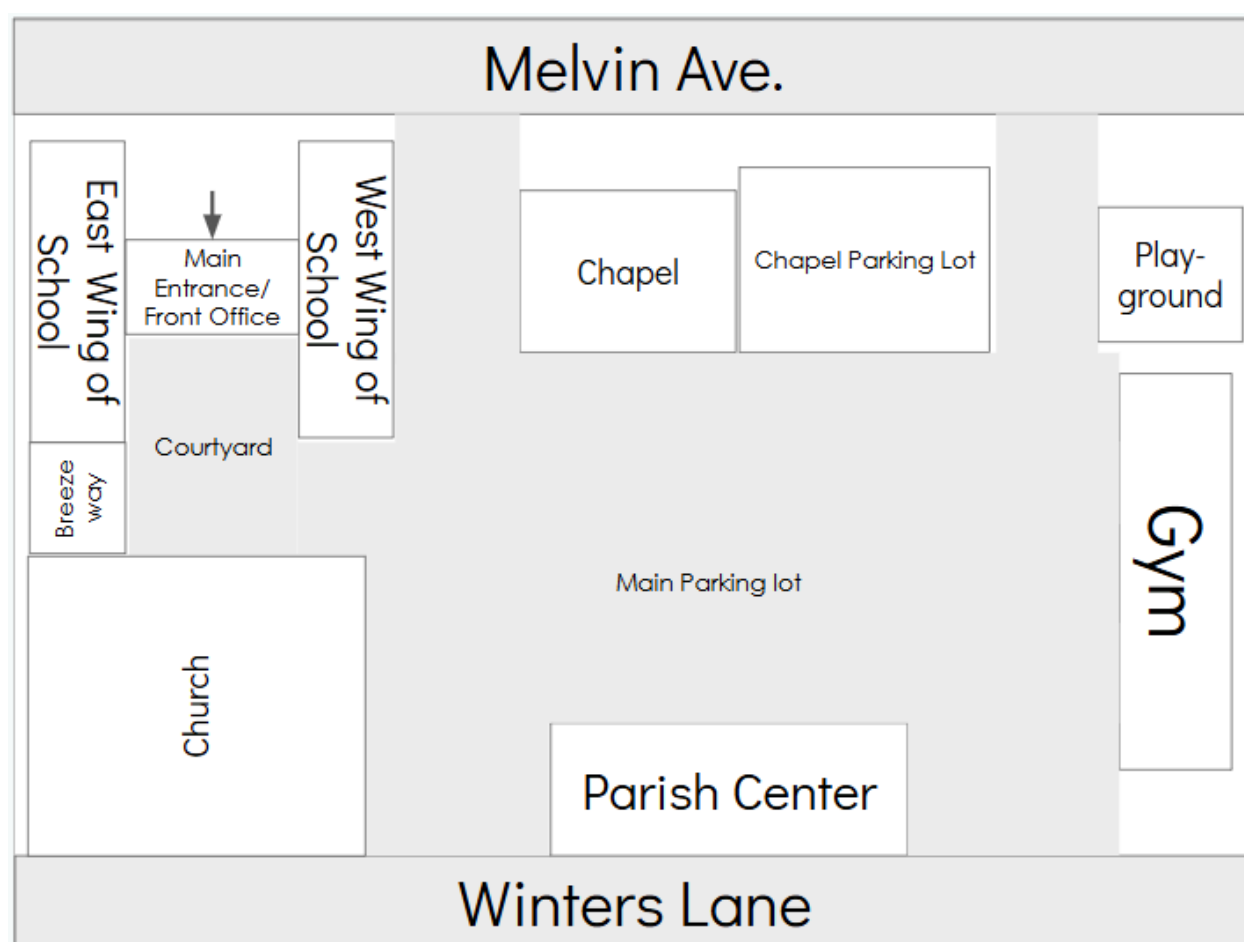


## ST. MARK SCHOOL CALENDAR SUMMARY

2025 – 2026

AUGUST	25	First Day of School - 12:00 Noon dismissal
	26	Full Days Start (8:00 – 3:00)
	29	12 Noon Dismissal - Professional Day
SEPTEMBER	1	NO SCHOOL - Labor Day
	17	12 Noon Dismissal - Professional Day
OCTOBER	3	NO SCHOOL - Professional Day
	15	NO SCHOOL - Parent Teacher Conferences
	31	12 Noon Dismissal - Professional Day
NOVEMBER	3	NO SCHOOL- Faculty Retreat
	14	Asynchronous Day / Teacher Workday
	25	12 Noon Dismissal - Professional Day
	26 - 28	NO SCHOOL - Thanksgiving Holiday
DECEMBER	19	12 Noon Dismissal- Professional Day
	22 - Jan. 2	NO SCHOOL - Christmas Holiday
JANUARY	5	School Reopens
	19	NO SCHOOL - MLK Holiday
	30	12 Noon Dismissal - Professional Day
FEBRUARY	13	12 Noon Dismissal - Professional Day
	16	NO SCHOOL - Presidents' Day
	18	2 Hour Delay- Ash Wednesday
	27	Asynchronous Day / Teacher Workday
MARCH	13	NO SCHOOL - Professional Day
	18	12 Noon Dismissal - Professional Day
APRIL	2-10	NO SCHOOL - Easter Break
	13	School Reopens
MAY	22	12 Noon Dismissal - Field Day
	25	NO SCHOOL - Memorial Day
JUNE	1	8th Grade Graduation
	9	12 Noon Dismissal - Professional Day
	10	12 Noon Dismissal - Last Day of School

*All dates and times are subject to change. Please check our online monthly calendar.*

Campus Map

### **Catholic Identity**

(Policy INST 1.0; INST 1.2; INST 1.3; INST 1.6; INST 1.7) The official teachings of the Roman Catholic Church are taught in St. Mark School. The faith formation program is under the jurisdiction of the Archbishop. The curriculum integrates the six tasks of catechesis and is developed in accord with the Archdiocesan faith formation curriculum guidelines published by the Institute for Evangelization. Students attend religion classes, participate in liturgical celebrations, and participate in the religious activities of the school. Parents receive information about the faith formation program in the school and the school's expectations of their child(ren) with regard to religion both as an academic discipline and as a lived faith.

### Advent

Advent is the season in the church in which we prepare for Christmas. During this time, teachers will lead students in preparation activities and prayer opportunities during religion class. Additionally, students will have the opportunity to receive the sacrament of Reconciliation to prepare for the birth of Jesus.

### House System and Catholic Identity

St. Mark School emphasizes the Catholic faith and values by implementing the PBIS framework through the House system. In conjunction with our PBIS system, students are sorted into one of 8 houses based on saints: St. Carlo Acutis (canonized 9/7/25), St. Martin De Porres, St. Monica, St. Bernadette, St. Juan Diego, St. Clare, St. Kateri, and St. Maximilian. When students earn points for exhibiting positive behavior, they earn points for themselves as well as their house. Throughout the year, the PBIS team of teachers hosts friendly competitions between the houses, and prizes are awarded to the top 3 houses with the most points each trimester. Additionally, houses meet together at least once per trimester to bond with members of their house. Please see the PBIS section for more details.

### Catholic Schools Week

Catholic Schools Week is from January 25, 2026 through January 31, 2026. During this week, we celebrate our Catholic schools in the United States, and we celebrate those who make it possible for our students to attend St. Mark School. Each day is dedicated to a facet of our Catholic School: parents, teachers, students, our parish and community, and more. Typically, our Catholic Schools Week committee, in conjunction with HASA, schedules activities throughout the week.

### Daily Prayer

Prayer is an integral part of the school day for our students and staff. We begin each day with a daily prayer led by our students on the morning announcements. There are also opportunities for prayer at the beginning of each class, during religion classes, and before meals. We conclude our day with a prayer before students are dismissed.

### Lent

Lent is the season in the church in which we prepare for Easter. Similarly as during Advent, teachers will lead students in prayer activities to prepare for Easter. During this time, in observance of abstaining from meat, all My Hot Lunchbox meals will be meat-free on Ash Wednesday and on all Fridays in Lent.

### Living Rosary

Each October, the 8th grade leads our student body in a living rosary prayer service during the month of the rosary.

### Mary Mass - May Procession & Crowning

In May, our second grade class leads us in a very special Mass to honor the Blessed Mother. During this Mass, a student is chosen to crown Mary, and the students, including our first communicants, sing special songs and complete a special procession.

### Information About Our Pastor

Father Santhosh George, O.S.S.T. is the pastor of St. Mark Church. Father is a member of the Trinitarian order, and he has served at St. Mark Church for the past 4 years. Father can be contacted at [santhosh.george@archbalt.org](mailto:santhosh.george@archbalt.org).

### Prayer Services

Prayer services are another important tradition to show our faith. Several grades host prayer services throughout the year:

- October - The Living Rosary, lead by 8th grade
- November - Grandparent's Day, lead by NJHS
- December - Christmas prayer service, lead by 3rd grade
- January- Parent's Day, led by Student Council members
- April - St. Mark's feast day, led by 7th grade

Specific dates and times for these prayer services will be announced in regular school communication.

### Religion Curriculum

(Policy INST 1.4; INST 1.5)

PreK-5: Blest Are We, Loyola Press

6-8: Christ Our Life, Loyola Press

K-8: Growing with God, Loyola Press

### Retreats

- 8th Grade confirmation Preparation Retreat
- Various retreats are provided for the middle school classes during the school day.

### Sacraments (First Eucharist, Reconciliation, Confirmation)

Baptized Catholic students may wish to prepare for First Sacraments

(Reconciliation and Communion) as well as Confirmation. Students usually prepare for First Reconciliation and First Holy Communion in grade 2, though older students who did not receive at the usual age may also wish to prepare to receive.

In the past, students have routinely prepared for Confirmation in grade 8. In 2025, however, the Archdiocese of Baltimore lowered the Confirmation age to 9 (grade 4). St. Mark will move to the new Confirmation age in stages over the next 3 years (2025-2026, 2026-2027, and 2027-2028). Preparation for these sacraments is usually completed through the student's home parish, with school religion class providing the foundational teachings and additional preparation occurring outside of school.

Members of St. Mark Parish may contact Jennifer Juzwiak, Director of Faith Formation, at 410-744-6560, EXT. 14034 or [jennifer.juzwiak@archbalt.org](mailto:jennifer.juzwiak@archbalt.org) for more information about the program and requirements. In the fall of each year, Ms. Juzwiak contacts Catholic families with students in the appropriate grades to provide information on the preparation process for these important gifts of God's grace.

### School Liturgy Schedule

Our school community celebrates Mass weekly in St. Mark Church on Fridays at 9:00 A.M. We are happy to invite other members of our community to join us for Mass by checking in at the front office door through the main entrance of the school on Melvin Ave.

Please see regular school communication for any changes to this schedule or masses on a different day of the week due to holy days of obligation.

### Service Projects

Our school community engages in many service projects throughout the school year. Some of the traditional service projects that St. Mark School hosts are:

- Double Lunch collection for a local men's shelter
- Casey Cares Pajama Program through Chick Fil A
- Advent Angels to benefit The Children's Home
- Operation Mato Grosso (OMG) food drive

Our school regularly sponsors "tag days" for various charities throughout the year in which students can pay \$1 or more in order to come to school out of uniform. These tag days are announced via regular school communication or email blasts.

Our staff engages in philanthropic service projects throughout the school year. On Mondays throughout the school year, our staff participates in Mission Monday, where they donate money in order to participate in a casual dress day. These donations are sent to various organizations to help those in need. The faculty and staff also participate in a retreat day where service is completed to serve various needs in the community.

### Stations of the Cross and Living Stations

During Lent, students will review and remember the events leading up to Jesus' death and resurrection through the stations of the cross. These reflective and prayerful stations will be completed in the afternoon. Each year, the fourth grade performs the living stations of the cross, in which they portray Jesus' passion, death, and resurrection. This will be performed for the school during the school day as well as in the evening at the parish stations of the cross service.

### Monthly Values - The Fruits of the Spirit

Each month, we challenge our students to focus on one monthly value in order to be an example of Christ to other students, adults at school, and other people out in the world. This year, we are connecting these values to the "Fruits of the Spirit", which are exhibited by those who seek guidance and counsel from the Holy Spirit. The virtues are as follows:

- August and September - Love
- October - Joy
- November - Peace
- December - Patience
- January - Kindness

- February - Goodness
- March - Faithfulness
- April - Gentleness
- May and June - Self-Control

Each month, the student(s) from each homeroom who go above and beyond to exhibit the monthly virtue will be recognized with a dog tag award following Mass.

## Academics

### Curriculum

(Policy INST 2.0; INST 2.2; INST 2.3; INST 2.4) St. Mark School follows the Archdiocesan Curriculum standards, instructional minutes and the regulations of the Maryland State Department of Education for non-public schools. Courses are updated on a rotating basis.

<https://sites.google.com/archbaltschools.org/curriculum-parent-portal?usp=sharing>

### 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.*

### 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.

The following textbook series will be used in each subject area:

Math	<ul style="list-style-type: none"> <li>• Grades K-5: Go Math (HMH)</li> <li>• Grades 6-8: Into Math (HMH)</li> </ul>
ELA	<ul style="list-style-type: none"> <li>• Grades PreK -K: Wonders (McGraw Hill)</li> <li>• Grades 1-3: Wonders (McGraw Hill)</li> <li>• Grade 4: Collaborative Classroom</li> <li>• Grades 5-8: Voyages (Loyola Press)</li> <li>• Grades 4-8: Wordly Wise (EPS)</li> <li>• Several other subscriptions and novels are used to provide enrichment</li> </ul>
Religion	<ul style="list-style-type: none"> <li>• Grades PreK4: God's Loving Stories (Loyola Press)</li> <li>• Grades K-5: Blest Are We (Loyola Press)</li> <li>• Grades 6-8: Christ Our Life (Loyola Press)</li> <li>• Grades K-8: Growing with God (Loyola Press)</li> </ul>
Science	<ul style="list-style-type: none"> <li>• Grade 3: Dimensions (HMH)</li> <li>• Grade 4-5: Dimensions (HMH)</li> <li>• Grades 6-8: Dimensions (HMH)</li> </ul>
Social Studies	<ul style="list-style-type: none"> <li>• Grade 3: My Community (McGraw Hill)</li> <li>• Grade 4: Maryland: An American Adventure, 1450–1790 (Smith Gibbs)</li> <li>• Grades 5-6: myWorld Interactive (Savvas)</li> <li>• Grades 7-8: American History (Savvas)</li> </ul>

### Grading Policy

(Policy INST 2.0; INST 3.9; INST 4.0) All archdiocesan K-8 schools shall follow this grading policy to ensure consistent, transparent, and fair grading of students' academic performance. The purpose is to ensure consistent, transparent grading practices that accurately reflect students' academic performance and mastery of the curriculum.

### Overview of Grading and Reporting

Grades serve as a tool to measure and communicate a student's academic performance and mastery of the curriculum. They provide valuable feedback to

students, parents, and educators about the student's understanding of the material, areas of strength, and areas needing improvement. Grades help guide instructional decisions, support student learning, and ensure accountability in the educational process. By reflecting academic achievement, grades aim to motivate students to strive for excellence and foster a culture of continuous learning and growth.

### Assessment Practices

Assessment methods on the content instructed during class may include: teacher observation, classwork and student discussions, work samples and portfolios, checklists and rubrics aligned to standards, formal quizzes and tests.

Formal quizzes and tests may be administered in developmentally appropriate ways to assess student understanding. While traditional numerical weighting is not applied in Grades K-2, assessment results are used to inform instructional decisions and report progress toward grade-level standards.

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

- Pre-Kindergarten 3, Pre-Kindergarten 4, and Kindergarten Students are administered the **BRIGANCE** developmental screening in the fall and/or spring.
- Elementary students in grades 2-8 are administered the **NWEA MAP Assessment** three times a year to measure growth. Grades 3, 5, and 7 also take the MAP Science Assessment each spring. Parents are given feedback as to how their child is scoring after each assessment.
- All students in grades 5, and 8 are given the **ACRE (Assessment of Child/Youth Religious Education)** in the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. This is a school assessment, and no individual student scores are given.

### Homework

Homework is used to reinforce skills already taught and may be graded when appropriate and only if the material has been taught previously in the current school year. The average amount of homework per night is as follows:

- Grades K-2: ½ hour
- Grades 3-5: 1- 1½ hours
- Grades 6-8: 2-2 ½ hours

## Components of Grading

- Special Subjects: Participation, engagement, and skill demonstration are used to assess subjects like Art, Music, STEM, and Physical Education. Spanish is offered to students in Grades 4-8 for 45 minutes two times weekly.
- Behavior: Behavior should not be included in academic grades. It is essential that grades accurately reflect a student's academic performance, rather than their behavior.
- Kindergarten – Grade 2: In Kindergarten through Grade 2, grading is standards-based and reflects students' developmental readiness and progression toward mastery. The focus is on growth, skill acquisition, and demonstration of understanding through developmentally appropriate learning experiences. Progress is reported using performance levels. (Consistently Developing, Making Progress, Support Needed, and Not Assessed at this time).
- Grades 3-8: Grades should primarily reflect the student's academic mastery of the subject content.

## Grading Category Weighting for St. Mark School 2025-2026 School Year

1. **Content Knowledge**: This category will represent the student's mastery of core subject content.
  - *Classwork*: Assignments completed during class that show understanding of the material. These assignments should be graded for accuracy, comprehension, and depth of thought.
  - *Practice Activities*: These include tasks that help reinforce learning, such as drills, exercises, and review activities. These activities should be integrated with class content and help students solidify their understanding.
  - *Tests and Quizzes*: Frequent quizzes and formal tests will assess student retention and comprehension of key concepts. Quizzes assess smaller chunks of content, while tests cover larger units or major concepts. Tests will weigh heavily in this category, given their comprehensive nature.

**2. Assessment of Learning:** This category includes more formal assessments such as larger tests and projects that evaluate how well students have mastered the material.

- **Projects:** Assignments that require students to apply learned concepts in more complex, real-world situations. These projects should be assessed on both the process (e.g., research, organization) and the final product (e.g., depth of analysis, creativity).
- **Major Tests:** These will account for a significant portion of this category, reflecting a student's overall understanding of unit content.

**3. Skills Application and Critical Thinking:** This category assesses how students apply their learning in complex or real-world contexts. It encourages critical thinking and problem-solving, going beyond simple recall of facts.

- **Problem-Solving Assignments:** These include tasks where students need to analyze, synthesize, and apply learned concepts to new or unfamiliar situations. Examples include science experiments, math problems requiring creative solutions, or essay questions that ask students to analyze a situation.
- **Critical Thinking Projects:** These might include essays, presentations, or research projects that require students to demonstrate higher-order thinking skills, such as analysis, evaluation, and synthesis of information.

**4. Homework and Practice:** Homework and in-class activities should provide students with opportunities to reinforce and apply skills and concepts that have already been taught. Both contribute to a deeper understanding of the material.

- **Homework:** Homework completed outside of school should be purposeful, developmentally appropriate, and should not introduce new content. Homework assignments will be graded for completion and *may be graded for accuracy if the learning concepts are previously taught concepts*. These assignments should provide students with opportunities to practice and review the content discussed in class.
- **Practice Assignments:** Practice assignments are structured tasks completed during class that reinforce previously taught concepts. These may include

exit tickets, spelling tests, math fact drills, or other review activities that support skill development and content retention.

### Subjects and Activities Requiring Participation

There are courses and activities in which demonstration of mastery through participation is the only way to assess skills and application. These include, but are not limited to:

- Music: Participation in performances, rehearsals, and practice sessions is essential to demonstrate mastery of musical skills.
- Art: Active participation in art projects, critiques, and exhibitions is necessary to showcase artistic abilities.
- Class Discussion: Engaging in class discussions helps demonstrate understanding and the ability to articulate thoughts clearly.
- Physical Education: Participating in physical activities, sports, and fitness assessments is crucial for demonstrating physical skills and fitness levels.

Participation in these activities may be graded according to expectations for the course or activity. This ensures that students are actively engaged and effectively demonstrate their level of mastery.

### Weighting of Grading Categories

Category	Weighting (%)
Content Knowledge (Classwork, Practice Activities, Tests, Quizzes)	50%
Assessments of Learning (Major Tests, Projects)	25%
Skills Application and Critical Thinking (Projects, Problem-Solving)	20%
Homework/Practice Activities (Practice Activities, Review)	5%

### Trimester Report Card Grade Keys

<b>Trimester Grade Key</b>  <b>Grades 3-8</b>	
<b>A+</b>	<b>97-100</b>
<b>A</b>	<b>93-96</b>
<b>B+</b>	<b>89-92</b>
<b>B</b>	<b>85-88</b>
<b>C+</b>	<b>80-84</b>
<b>C</b>	<b>75-79</b>
<b>D</b>	<b>70-74</b>
<b>E</b>	<b>69 and below</b>

<b>Trimester Grade Key Grades K-2</b>	
<b>Consistently Developing</b>	<b>93-100</b>
<b>Making Progress</b>	<b>75-92</b>
<b>Support Needed</b>	<b>74 and below</b>
<b>NA</b>	<b>Not Assessed at this time</b>

<b>Trimester Grade Key Special 3-8</b>	
<b>Consistently Developing</b>	<b>93-100</b>
<b>Making Progress</b>	<b>75-92</b>
<b>Needs Improvement</b>	<b>74 and below</b>
<b>NA</b>	<b>Not Assessed at this time</b>

### Report Cards and Progress Reports

In the Archdiocese of Baltimore, students in pre-kindergarten through grade 8 will receive report cards three times a year, at the conclusion of each trimester. In addition, the school will send interim progress reports home for grades 3-8 during the middle of each trimester.

**End of T1:** November 14, 2025    **Interim Progress Reports:** October 6, 2025

**End of T2:** February 27, 2026    **Interim Progress Reports:** January 12, 2026

**End of T3:** June 8, 2026    **Interim Progress Reports:** April 20, 2026

### Honor Roll Policy

All Archdiocesan schools shall honor academic achievement with an Honor Roll based on specific criteria. The purpose is to recognize and encourage high academic achievement and positive contributions to the learning environment in accordance with the values of the Catholic archdiocese.

All Archdiocesan K-8 Schools that recognize Honor Roll students must follow the minimum requirements below:

*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 "Consistently Developing" 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 mostly "Consistently Developing" with no more than 2 "Making Progress" in all special classes, standards, effort, and conduct including unstructured time

### Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects each year.

### Retention

Policy INST 5.0) 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 after following the timeline described below.

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. Students may also be retained for severe attendance and tardy issues during the school year, as determined by the school in consultation with the Department of Catholic Schools.



## Graduation Requirements

Students in eighth 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 eighth-grade student must be in good academic, financial, and behavior standing to participate in the end of the year graduation activities.

## Power School Access

(Policy INST 4.0) It is also the parents' responsibility to obtain their passwords for PowerSchool and to monitor grades for their children in grades 3-8. Parents will be contacted by the teacher by mid-trimester with an interim report. In some cases, where there is a significant drop in grades or performance, a conference may be required.

## **Communication**

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 website. 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.

#### 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.

#### 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.

#### Other Student Services

The Whatley Program for students with diagnosed learning differences is available in both Reading and/or Math for an additional cost of \$1500 per subject. Within this program, both push in and pull out services are provided based on what is best for the student's needs. To learn more, please contact the Whatley Program director, Mrs. Lauire Tucker at [ltucker@stmark-school.org](mailto:ltucker@stmark-school.org).

St. Mark School offers Speech services and Occupational Therapy through Baltimore County for those students who qualify.

Title I services are offered for students who qualify.

#### Learning Support and the Student Support Team (SST) Process

If a child is not progressing academically, behaviorally, or has attendance which impacts his or her learning, the school OR parents/guardians can initiate the process to request a professional consultation and/or evaluation through the local public school system.

For academic concerns, in the public school system, the evaluative process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days.

(Policy INST 4.1) 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. Student Support Team members and particularly the student's teacher, are a vital part of the process.

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

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

#### Field Trips

(Policy ADM 26.0) Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips

are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

Most field trip fees are covered by the Student Fees charge on each FACTS account. Field trips that are not covered by the Student Fees are North Bay (6th grade and will be billed through FACTS. The 8th grade Hershey Park trip fee is included in the 8th grade fee.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot provide a refund. Parents must notify the teacher 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. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. The school does not permit parents who are not selected as chaperones to join the group at the trip destination as this creates confusion. All chaperones are required to comply with the school's policies, to adhere to the Archdiocesan Child and Youth Protection policies, and to complete VIRTUS training in advance of the field trip. Any parents who are driving on field trips will have additional requirements.

## Admissions

### Application Process

(Policy ADM 3.0; ADM 3.1; ADM 3.2; ADM 4.0) Students must be in good standing (financial, academic, and behavioral) to be accepted into a Catholic school. Parents or guardians must provide pertinent information, including required forms for admission as well as additional information that may assist the school staff with your child(ren).

St. Mark School follows a rolling admissions process with the following stipulations:

- November 1 - Applications open for prospective new students of current families
- November 15 - Applications open for prospective new students
- "Be a Lion" for day shadow for incoming 3rd-8th grade students
- Parent Interview with Administration
- Informal student assessment

The following documents are required for the application:

- Birth Certificate
- Baptismal Certificate
- Standardized testing scores
- Most recent report card and attendance report
- Letter of Parishioner status for current pastor

At St. Mark School, we understand the need for an appropriate Teacher to Student ratio in order to meet the various needs within the learning environment. We strive to offer the following approximate class sizes:

- PreK3 - PreK4: 18 per class
- Grades: K-2: 22-25
- Grades 3-4: 25-28
- Grades 5-8: 23-28

When enrollment for a certain grade exceeds this amount, administration takes measures to group students through reading and math reduction classes or to add an instructional assistant to aid students in guided practice of the instruction. Teachers engage in strategic small group instruction to meet students' needs.

### Waiting List

In the event of a wait list for any grade at St. Mark School, we are able to offer communication with other Archdiocesan Catholic schools if a family accepts the following statement:

*"I authorize the St. Mark School to share my information with other Catholic Schools in the Archdiocese of Baltimore if my child is denied admission or waitlisted due to space/capacity limits and authorize other Archdiocesan schools to contact me."*

### Placement

(Policy INST 3.0) New students are initially placed using the results of the following:

- School-administered placement test
- Teacher recommendation (from sending school)
- Report cards
- Standardized test results

### High School Admissions and Visitation Policy

In the Spring of seventh grade, students are allowed 1 shadow visit to local area Catholic High Schools. While these days are the only excused days off, students will be marked absent since they will not be in the building.

Eighth grade students are allowed up to 3 days for shadow visits to local area Catholic High Schools. While these days are the only excused days off, students will be marked absent since they will not be in the building.

### Non-Discrimination Statement

(Policy: ADM 1.0; ADM 2.0) The State of Maryland requires the following statement in the Student Handbook:

"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:
  - (i) 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.
  - (ii) 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
- (iii) 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. Terry Ferro (tferro@stmark-school.org), Ms. Meghan Fennessy (mfennessy@stmark-school.org) or Ms. Laurie Tucker (ltucker@stmark-school.org).

Religion class is required for each year that 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 consistent with the tenets of the Catholic Church.

## **Assessment Program**

### Standardized Testing

(Policy INST 3.1) All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

Pre-Kindergarten 3, Pre-Kindergarten 4, and Kindergarten Students

(Policy ADM 3.1) Pre-kindergarten 3, Pre-kindergarten 4, and Kindergarten students are administered the BRIGANCE developmental screening in the fall and/or spring.

### Elementary Students

(Policy INST 3.2) Elementary school students in grades 2-8 are administered the NWEA MAP Assessment three times a year to measure growth. Grades 3, 5 and 7 also take the NWEA MAP Science Assessment each Spring. Parents are given feedback about their child's performance at the end of each trimester.

### Assessment of Child/Youth Religious Education (ACRE)

(Policy INST 3.3) All students in grades 5 and 8 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. ACRE is a school assessment; therefore no individual student scores are obtained from the assessment.



## Attendance and Student Records

### Absences

(Policy ADM 1.0) 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 or complete the online absentee form (found on [stmark-school.org](http://stmark-school.org)) by 8:30 A.M. to report the reason for absence. All absences and tardiness become part of a student's permanent record.

There are regularly scheduled vacations and holidays in the school calendar, which is based on mandated instructional days by the State of Maryland and the Archdiocese of Baltimore. Please check these ahead of time when scheduling trips or doctor's appointments. Permission may not be given by any teacher or administrator for students to be absent for extra vacations or holidays. These decisions are the responsibility of the parents.

Prolonged unauthorized absences can and will affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. The teacher's instruction cannot be replicated. Missed work and assignments may only be obtained upon return and provided that missed work assignments may not be available for all absences, as they are dependent upon the nature of the work. Teachers are not responsible for creating alternative assignments or experiences for absent students.

Tardiness (arriving at school late or leaving school early) is another action that affects a student's readiness to learn. Coming in and/or leaving early, not only disrupts the educational learning for your child, but also those of other students in the class. **Parents will be notified in writing for 5 or more tardies (arriving at school late or leaving school early) and a conference may be requested by the administrative team to address the issue and consequences.**

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, and possibly field trips.

**After 7 student absences in a trimester, a parent, teacher and administrator conference will be scheduled to discuss the potential educational impact on the students academic standing.**

**When a student returns to school after an absence, 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, including recess.

If a student will be out of school for an extended period, whether continuously or intermittently, 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 the AOB policy, a student marked absent for more than 20 instructional days in one school year is considered excessively absent, and this may result in the student being retained.** The administration reserves the right to request a conference with parents of the student with excessive absences and tardies at any point during the school year to make parents and students aware of the possible consequences of not attending school on a consistent basis. Child Protective Services (CPS) may be called due to excessive absences.

### Truancy

(Policy SS 1.0; SS 1.1) 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 time(s) they are absent from school. A principal may excuse a student for a necessary absence.

Regular school attendance is expected in order for students to achieve their academic potential. Each student's attendance is carefully recorded and permanently retained. Therefore, absence for reasons such as a vacation is strongly discouraged. Excessive absence has a serious impact on the student's academic performance.

The purpose of compulsory attendance is to ensure the continuous development and progress of the child's education. Unlawful absences are considered truant. The school informs parents that if truancy persists, the public authorities will be notified.

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 and may be reported to the Maryland State Department of Education.

### Lateness & Assignments

Students may enter their homerooms at 7:40 am. The school day begins at 8:00 am. Any student arriving after 8:00 is considered late, and he or she must report to the office for a late slip **with an adult who dropped them off at school**. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

### Early Departure & Late Arrivals

Early dismissal means leaving school before dismissal at 3:00 p.m. The school discourages early departures and requests that families arrange medical and dental appointments, etc. either after school hours, on early dismissal days 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

Regular Dismissal occurs at 2:55 P.M.

#### Early Dismissal Days

On Early Dismissal days, school ends at 12:00 noon.

#### Location & Access to Student's Records

(Policy ADM 5.1) Student's 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)

(Policy ADM 5.0) 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 [school name] are as follows:

Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to Mrs. Terry Ferro (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 Mrs. Terry Ferro (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

**Parents who do not want the School to disclose the above directory information without their prior written consent must notify Mrs. Kaminski in writing by September 15, 2025.**

- 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.

## **Discipline**

### Statement on Philosophy of Discipline

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

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

### Positive Behavior Intervention and Supports (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.

PBIS is a multi-tiered approach to support the social, emotional and behavioral development of students. Tier 1 includes universal preventive and proactive school-wide and classroom practices for all students and educators within the school environment. During tier 2, groups of students at-risk for negative social, emotional, and/or behavior outcomes are provided interventions. For students who are unresponsive to support from tier 1 or 2, individualized and intensive interventions are designed in tier 3.

The established school-wide anchor corresponds with the St. Mark School mascot, lions. The LIONS anchor stands for:

L - Listen and Learn  
 I - Imitate Christ  
 O - Organize and Be Ready  
 N - Nurture Others  
 S - Show Respect

For more information about expectations throughout the school, please refer to the matrix below.



	Classroom	Recess	Church	Cafeteria	Technology	Bathroom	Hallway
Listen and Learn	Follow directions of teacher first time given	Follow expectations and rules	Actively participate in responses and songs	Follow directions and dismissal procedures	Use approved apps and websites only	Follow sanitation guidelines	Walk along right side of the hallway in a single file line
Imitate Christ	Begin class with prayer	Show good sportsmanship	Be reverent before, during, and after Mass	Participate in prayer	Cooperate and share ideas with others	Provide privacy to all	Travel quietly
Organize and Be Ready	Come prepared with supplies and assignments	Appropriately return playground equipment	Dress in proper uniform	Be responsible by cleaning up (Leave no trace)	Keep track of assigned technology	Return to class promptly when finished	Carry belongings appropriately
Nurture Others	Include classmates	Include others in activities	Lead by example	Include all classmates	Communicate online appropriately with others	Be patient and wait your turn	Keep to hands, feet, and objects to yourself
Show Respect	Treat classroom materials with care	Use recess equipment as intended	Handle books and kneelers with care	Use appropriate table manners	Handle electronic devices carefully	Use only what you need	Respect personal space of those around you

Students are awarded points for following the expectations of St. Mark School. Students may redeem points for prizes throughout the school year using our online portal, RCA House Points. Families will receive login information to track student progress.

When students are not meeting expectations, appropriate classroom or office disciplinary actions will be taken. Please reference the behavioral consequences section below for more details.

### Behavioral Consequences

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



- Disrespect in manner and/or language to each other, including peers, teachers, faculty and staff
- 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
- Harassment of any kind by word or action including but not limited to digital harassment
- 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) including distribution of both physical and digital
- Smoking/using matches/vaping/gummies
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Public displays of affection
- Harassment

After school activities, while riding on buses to sports games or other school or parish sponsored 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 to support the school environment.**

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 parents. 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.

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.

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 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.*

I Staff/Admini strative Response	II Parent/Guardian Involvement	III Reallocation of Student's Time	IV Exclusion from Normal School Activities	V Expulsion
Options <ul style="list-style-type: none"> <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>	Options <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>	Options <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>	Options <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>	Options <ul style="list-style-type: none"> <li>• Parent/guardian notification required</li> <li>• Superintendent of Schools notified and pastor notified</li> </ul>

Alcohol Violation	Possession or use of any alcoholic substance.	IV to V
Arson/Fire	Attempting to, aiding in, or setting fire to a building or other property.	V
Bullying	See policy	
Bus Misbehavior on Field trips	Any violation of school or bus driver rules, or interfering with the safe transportation of students on a bus.	I to IV Parent may be called to pick up
Cheating/Academic Dishonesty	Dishonesty on tests, exams, projects, homework, or in conversation (i.e. no discussing tests or answers for homework in the hallways while changing classes or at any other time) including cheating, forgery, plagiarism.	II to V Loss of /or failing Grade.
Computer/	Any unauthorized use of computers, software,	I to V

Electronic	or internet account to access internet. See acceptable use policy.	
Cutting Class	Unlawful absence from a class or school activity.	II to IV
Defamation Written or Verbal	The action of damaging the good reputation of another.	II to V
Destruction of Property/ Vandalism	Attempted to actual damage, destruction or defacement of property belonging to the school or others.	III to V
Discrimination	Use of race, color, creed, national origin, religion, physical or mental disability age, gender, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner.	II to V
Disrespect Towards Teachers, Parents, Students	Inappropriate comments or physical gestures towards others.	I to V
Dishonesty	Deception regarding violation of school regulations, or withholding of information when asked by a teacher or administrator, or making false accusations about another person.	I to V
Disruption	Behavior that interferes with the learning of others in any learning environment or the safe and orderly environment of the school or school activity.	I to IV
Drug Violation	Possession or use including constructive possession and possession with the intent to sell, give, or distribute any inhalants or other intoxicants; controlled dangerous substances including prescription drugs, or over the counter medicines, look-a-like, and substance represented as controlled dangerous substance; or drug paraphernalia.	IV to V
False Alarms/ Bomb Threats	Initiating a report warning of fire, or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher.	IV to V

Fighting	A confrontation with physical contact involving two or more individuals.	IV to V
Fireworks or Explosives	Possession, use, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances or combination of substances or articles.	V
Forgery	To use, make, or reproduce another's signature for deceptive purposes.	I to IV
Gambling	Wagering money or property.	I to IV
Harassment	A sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive, as ridiculing or demeaning.	IV to V
Indecent Exposure	Intentional exposure to sight of the private parts of the body in a lewd or indecent manner.	V
Insubordination	Refusing to follow reasonable directions of teachers, staff, administrators, including failure to identify self.	II to V
Intimidation	Engaging in actions or statements that put an individual in fear of bodily harm.	IV to V
Leaving school grounds without permission	Leaving school grounds during regular school hours without written or verbal permission from parent/guardian or someone listed on the emergency procedure card.	II to V
Plagiarism	The practice of taking someone else's work or ideas and passing them off as their own.	III to V Failing Grade
Physical Attack on Staff or Student	Aggressive action directed at school staff or students, with physical contact, while on school grounds or at a school-sponsored event, including a situation where a staff member is intervening in a fight or other activity.	IV to V
Profanity or Inappropriate Language	Any written or vocal use of vulgar or abusive language; cursing, swearing, vulgar gestures.	I to IV

Sexual Harassment	Unwelcome conduct of a sexual nature that interferes with another individuals' enrollment, employment, or other privilege of the individual's relationship with the school system.	IV to V
Stalking	A malicious course of conduct that includes approaching or pursuing another person with the intent to place that person in a reasonable fear of serious bodily injury, or death to self or others.	IV to V
Theft	Taking or obtaining property of another without permission or knowledge of the owner.	II to V
Threat to Staff, Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to a staff member.	IV to V
Threat to Student, Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to a student.	IV to V
Tobacco	Possession or use of any tobacco or tobacco products including e-cigarettes.	III to V
Trespassing	Unauthorized presence on school property.	IV to V
Uncooperative Behavior	Intentional failure to follow reasonable directions of staff members or to participate cooperatively in a school or class activity.	I to IV
Weapons Violations	Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another. This includes all guns including pellet and BB guns, knives and any implement, visible or concealed, possessed under a circumstance that would reasonably lead a person to believe it was a weapon.	V

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 outlined in Policy SS 2.0; SS 2.1; SS 2.2. The principal will exercise his/her discretion whether the suspension should be served in-school or at home.

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, (unless approved in consultation with the superintendent) 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 later. If a student is 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. In some cases, 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

(Policy ADM 18.1) 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 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.

### Bullying Policy

(Policy ADM 2.0; SS 6.0) 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.

Harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, and sexual orientation 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, gaming device, tablet, 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).

The principal or designee will notify the parent/guardian of the alleged victim of a report of bullying, harassment or intimidation within three (3) business days after the incident is reported. The principal or designee will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment or intimidation within five (5) business days after the incident is reported.



Reporting forms are located in the main office and on the school's website. (stmark-school.org> Parents> AOB Bullying Report Form).

### Harassment Policy

(Policy ADM 2.0) *It is the policy of the Archdiocese to prohibit harassment on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, 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.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.*

#### A. 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.*

#### B. 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, gender identity or expression, sexual orientation, 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, gender identity or expression, or sexual orientation. "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.
- C. 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. A bullying/harassment form should be filled out.
  - 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.

## Financial Obligations

### 104.10 Financial: Release of Tuition Obligation/Tuition Refund

All schools, both elementary and secondary must have a release of tuition obligation or a tuition refund policy that is detailed on the Tuition & Fees page of the website as well as in the parent handbook and tuition contract.

#### Procedures

Should a family enroll in an AOB school, and later decide to withdraw, responsibility for tuition payment may remain with the family to compensate the school for expenses already incurred as well as the potential lost opportunity to fill that seat with another student. The amount of tuition obligation is dependent on the date of withdrawal. Please note that enrollment deposits, whether applied against tuition or charged as a separate fee and made at the time of contract signing are non-refundable and non-transferable regardless of the date of withdrawal.

#### Release or Refunds

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%

The basis for the refund policies above is the following:

- Billed vs. Paid - The refund should be calculated based on the amount billed for the school year not the amount already paid. That is why the term release of obligation is used in addition to tuition refund. If the amount is calculated based on what has been paid to date, families who withdraw

on the same date will be responsible for a different tuition than those who are on a different payment schedule.

- 25% - School purchased textbooks and supplies as well as completed other administrative tasks based on completed registration. Retaining 25% of the billed tuition is to cover these costs incurred. Since school has not yet started there is the potential that another student can be found to fill the seat, but the closer the withdrawal occurs to the first day of school the less likely that becomes, therefore that risk has also been factored into the obligation percentage.
- 50% - School purchased textbooks and supplies as well as completed other administrative tasks based on completed registration. The risk of filling the vacant spot is much higher and that risk has been factored into the 50%.
- 100% – the teacher and the classroom are fixed costs and therefore sunk costs even when a student leaves early.

#### Registration Fees for Current Families

(Policy FIN 1.0)

- NON REFUNDABLE Intent to Re-Enroll Re-Registration Fee
  - From November 1-December 15: \$100 per family and re-enrollment is guaranteed
  - After December 15 - \$150 per family and re-enrollment is not guaranteed for the upcoming school year

#### NON-REFUNDABLE New Student Application Fee

- For incoming siblings only of current families, a \$50 discounted application fee will be charged
- For new students applying to St. Mark School, a \$100 application fee will be charged.

## Payment Schedule and Fees

(Policy FIN 1.0)

**All returning families must log on to: [www.schooladminonline.com](http://www.schooladminonline.com) to re-register.**

The re-registration fee of \$100 per family by December 19th. After December 20th, the fee increases to \$150 per family.

### TUITION RATE and FEES for FULL DAY PreK – GRADE 8:

<b>NUMBER OF Students in Family</b>	<b>Catholic Tuition Rate</b>	<b>Other Faith Tuition Rate</b>	<b>Student Fees* Not included in the tuition rate</b>
1 student	\$8,457	\$9,080	\$425
2 students*	* \$13,282	\$14,528	\$850
3 Students*	* \$15,383	\$17,252	\$1275
4 Students*	* \$17,484	\$19,976	\$1700
	*Above tuition rates reflect multi-student discount.		

### RATES and FEES For Part-time PRE-K 3 & 4:

<b>Schedule Options</b>	<b>Tuition</b>	<b>Student Fees*</b>
Pre K-3 Three Half Days (Tues., Wed. Thurs.)	\$2,894	\$125
Pre K-3 & 4 Five Half Days	\$4,822	\$225

\*Student Fees include book/materials, technology, field trips (excluding 6th Grade NorthBay experience and Hershey Park), and health fees. These student fees are **per student**.\*

### OTHER FEES/COSTS:

<b>Whatley Program:</b> Pupils Receiving Inclusive Diversified Instruction	Students enrolled in either Reading, Math, or BOTH	Reading: \$1225 Math: \$1225 BOTH: \$2500
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6th Grade Northbay Experience	Billed separately for students who attend	Price set each fall
8th Grade Graduation Fee	Fee charged to cover graduation, Hershey Park expenses, and class gift	\$175
Chromebook Insurance	Per child fee added to your contract unless you opt out. <b>See handbook (Technology Agreement) for policy details.</b>	Per child: \$50

\*To be eligible for the **CATHOLIC RATE**, a family must be registered, practicing parishioners who have been attending mass and contributing to the offertory regularly. This will be monitored by the parish. Those who are not meeting the requirements will be contacted by the school and will be in danger of losing the Catholic tuition rate. ***If you are registered at another Catholic parish, you must have your Pastor sign and attach an official letter stating that you are in good standing.***

#### Tuition Assistance, Tuition Grants, BOOST

St. Mark Parish Grant and Aid - Parish Grant & Aid is available for registered, practicing parishioners of St. Mark Church. All funds available for grant and aid come from your fellow parishioners and are meant to benefit those school families who are active in the parish. Please note the eligibility requirements below:

- Must be a registered, practicing parishioner for one year prior to applying for grant and aid
- A pattern of giving at the Parish either through envelopes or EFT draft (Faith Direct)
- Weekly Mass attendance
- Student must be a registered K-8 grader. Preschool is not eligible for Grant and Aid
- At least one parent/guardian must be a practicing Catholic
- No one student is eligible for more than half the cost of tuition

Families that do not show a regular pattern of giving will NOT be considered for parish tuition assistance.

- Archdiocesan Grants are open to all students. Visit [www.archbalt.org/schools/our-schools/grant-aid/](http://www.archbalt.org/schools/our-schools/grant-aid/).
- Apply for ALL Archdiocesan & Parish grants through FACTS ([www.online.factsmgt.com](http://www.online.factsmgt.com)) or through the school website ([www.stmark-school.org](http://www.stmark-school.org)). Deadline for all financial aid applications is February 28, 2025.

#### TUITION PAYMENT SCHEDULE:

- FIRST PAYMENT DUE - May, 2025 (Payable to: FACTS)
- LAST PAYMENT DUE - April, 2026 (Payable to: FACTS)
- If you need your payments scheduled for dates other than what FACTS allows, please contact our business office.

REFERRAL BONUS: \$500 If you refer a new family to St. Mark School, receive a bonus in your FACTS account after their first full trimester.\*\*

QUESTIONS: Admissions/Financial: Mrs. Katie Stover 443-860-0926 X2304

The BOOST (Broadening Options and Opportunities for Students Today) Program “provides scholarships for students who are eligible for the Free or Reduced-Price Meals program (FARMS). Awards are granted based on household income, with the lowest income served first. The online applications for BOOST Scholarships must include documents supporting income eligibility and school enrollment.

For additional information, contact the BOOST Program at [boost.msde@maryland.gov](mailto:boost.msde@maryland.gov)”.

#### Delinquent Tuition

(Policy FIN 7.1) If a student transfers without having fulfilled all financial obligations, the school is only required to release health records and grade level to the new school. Copies of academic records will be released once all financial obligations are met.

#### Withdrawal from School

(Policy FIN 7.0) A family with outstanding financial obligations to the current school is not to be accepted at another Catholic school within the Archdiocese of Baltimore.

## Health

### Maryland School Immunization Requirements

(Policy HE 2.0) All students in Catholic schools must be immunized in accordance with Maryland State Law. 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.

### Dispensing of Medication

(Policy HE 5.0) 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 student's doctor 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.**

A student is not permitted to possess, administer, or distribute medication, whether prescription or non-prescription. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

### Communicable Diseases

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

Measles – regular or German (Rubella)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Hepatitis	Rocky Mountain Spotted Fever



Food Poisoning	Human Immune Deficiency
Mumps	Virus Infection (AIDS and all other symptomatic infections)
Adverse reactions to Pertussis vaccine	Vaccine
Lyme disease	Animal bites / Rabies
Chicken Pox (varicella)	Influenza
Covid 19	

### Conjunctivitis (Pink Eye)

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.

### Varicella (Chicken Pox)

Students who have chicken pox are excluded from school until all lesions are scabbed over.

### Health Records

(Policy HE 1.0) The school maintains a health file for each student for the duration of enrollment. Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

### Head Injury

If any injury to the head or any other serious injury occurs to a student, then 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.

### Allergies

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

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 the following school wide parties: Halloween, Christmas, and the end of the school year. 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. 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.

***No sharing of food is allowed between students during any lunch shift, school party, or field trip.***

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.

#### Bloodborne Pathogens

(Policy ADM 16.0) 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

(Policy HE 4.0) 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 the year they enter the school in Grades PreK, kindergarten, 1, and 8 or 9; 3.) Grade 3 or Grade 4 if funding is available;
- 4.) Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

#### Birthdays

Birthdays are celebrated each trimester with an allergy-friendly treat for anyone who has celebrated a birthday in that trimester. No other foods for birthday celebrations etc., are allowed in the building on any other days during the school year.

If a student would like to hand out invitations to birthday parties or other activities during the school day, everyone in the class must be invited.

### General Use Epi Pens

As of 2023, St. Mark School has adopted a 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.

### Bronchodilators

As of 2025, St. Mark School has adopted a policy allowing the availability of a stock bronchodilator through the health suite for use in the event of an emergency when a student is, or is perceived to be, experiencing asthma-related symptoms or respiratory distress and the student does not have a bronchodilator of their own readily available. The stock bronchodilator is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. Students with a known history of asthma are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

### Naloxone (Narcan)

(Policy HE 9.0) As of 2024, St. Mark School has adopted a policy allowing the availability of Naloxone through the health suite for use in the event of a suspected overdose emergency. This Naloxone is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. As required by the "Start Talking Maryland Act" a communication about the program is provided at the beginning of the school year. For those interested in learning more about the program and administration of Naloxone, please refer to the following resources:

[https://youtu.be/p9hYzykHs\\_o](https://youtu.be/p9hYzykHs_o) and [Pages - Home \(maryland.gov\)](#).

## **Partnership and Communication with Parents**

### **Responsibilities**

In enrolling your child in a Catholic School, you agree to certain important responsibilities and conduct which include:

- to be a partner with the school in the education of your child
- to understand and support the Catholic mission and identity of the school
- to read all communications from the school and to request clarification when necessary
- to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
- to discuss concerns and problems with the person (s) most directly involved
- to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
- to promote your school and to speak well of it to others to include, but not limited to, social media platforms.
- to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- to appreciate Catholic education and the benefits of attending a school in a Christ centered environment.
- to behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party sites, and including sporting events.
- 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.
- To demonstrate appropriate behavior and respect to all teachers, staff, and administrators, this includes verbal, written or electronic exchanges.

### **Support, Partnership, 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 a child(ren) 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.

## Communication

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. Please contact your child's teacher directly by email or phone to schedule a mutually convenient time to meet. Due to instructional time with their students, teachers may respond to emails and calls up to 48 hours on business days. Teachers typically do not respond to emails and calls during the evening or over the weekend.

### Non-Custodial Parent

(Policy ADM 4.1; ADM 5.3; ADM 5.4) Emergency contact information for each child is to be kept current in School Admin. It is the parent's responsibility for keeping that information 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.

### Change in Name, Family Status, and Custody

(Policy ADM 4.1) If there is a change in the family status/or the change of a child's name, or a change in custody arrangement, 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. The parent also needs to notify the principal.

### Change in Address, Telephone Number, and Email Address

(Policy ADM 4.1) When there is a change in address, phone number or email address, parents need to update school admin immediately.

### BrightArrow

BrightArrow 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.

### Parent Teacher Conferences

Parent/Teacher Conferences are mandatory at least once in the fall. School will be closed on Wednesday, October 15, 2025 for the purpose of scheduling conferences. Moreover, 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.

### Home & School Association

(Policy ADM 11.0) The purpose of a Home and School Association is to partner with the school in providing support for both the academic and social, aspects of the school.

HASA Board 2025-2026

President	Stacey Coppock
Vice President	Karina Caico
Treasurer	Julie Marchica
Recording Secretary	Meagan Bartlett
Corresponding Secretary	Lindsey Sarangoulis
Communications Officer	Brittany Hallahan

You can find more information about the Home and School Association through the Archdiocese of Baltimore Policy Manual.

[https://drive.google.com/file/d/1ULei\\_pUjrFF-g9VCPcFjGRBr-E7XyU8K/view?usp=sharing](https://drive.google.com/file/d/1ULei_pUjrFF-g9VCPcFjGRBr-E7XyU8K/view?usp=sharing)

### Homeroom Parents

Homeroom parents are volunteers who work with the teachers to plan special events in the classroom. Typically, homeroom parents organize parties for Halloween, Christmas, and the end of the year. Occasionally, they organize other special events that should arise in the school year. Early in the school year, HASA sends out an email to all parents in order to enlist volunteers.

## **Safety**

### Emergency Plan

(Policy ADM 12.0; ADM 12.1; ADM 12.2; ADM 12.3; ADM 15.0; ADM 16.0; ADM 18.2; ADM 41) St. Mark has instituted a safety plan that has been approved by the Archdiocese of Baltimore in accordance with the requirements of the State of Maryland. This plan is based on the I Love U Guys Foundation, and it includes 5 protocols of response to various emergency situations: hold, secure, lockdown, evacuate, and shelter. For more information, please visit [iloveuguy.org](http://iloveuguy.org).

### Fire and Safety Drills

(Policy ADM 12.2) St. Mark School completes monthly fire drills (evacuation drill) in accordance with the guidance from the State of Maryland. Additionally, students and staff engage in regular practice of the other 4 protocols. Administration will always notify parents via BrightArrow and students before a lock down drill.

### Emergency & Weather-related Closings and Delayed Openings

(Policy ADM 12.4; ADM 13.1) The school will follow Baltimore County Public Schools for decisions regarding early dismissals, delayed openings and any other emergency and weather-related closing.

### Asbestos Hazard Emergency Response Act (AHERA)

(Policy ADM 17.0) 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.

### Child and Youth Protection

(Policy ADM 26.0) St. Mark School follows the policies and procedures as outlined by the Office of Child and Youth Protection.



## Child Abuse and Neglect Reporting Policy Procedures

(Policy ADM 1.0) 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. The Office and Child Youth Protection (OCYP) director, Archdiocese of Baltimore, may also be contacted.

### Student Cell Phones

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. Until further notice, the student will turn in the phone each day to the front office staff.

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.

### Visitors

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge through RAPTOR before visiting other parts of the school building.

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.

### Volunteers

(Policy ADM 26.0) Prior to volunteering, all volunteers must be fully trained in VIRTUS as required by the Archdiocese of Baltimore. All policies and procedures must be followed for Child and Youth Protection. This includes completing the VIRTUS training steps. If you have questions about this process, please contact Mrs. Jeanine Kaminski, St. Mark VIRTUS Coordinator at [jkaminski@stmark-school.org](mailto:jkaminski@stmark-school.org).

### Playground & School Supervision and 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 canceled 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 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 P.M. 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.

#### Tobacco and Drugs

(Policy ADM 15.0; ADM 41.0) St. Mark School is a tobacco-free and drug-free workplace.

#### Transportation Procedures

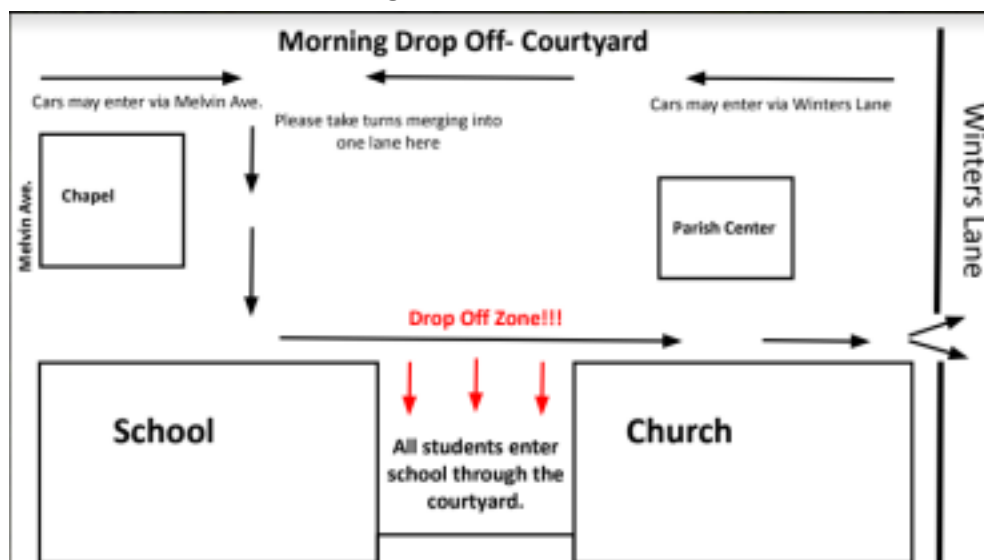
Our highest priority is the safety of our children. For that reason, we ask that you follow all directions regarding drop-off and pick-up. The pattern for pick-up and drop-off has been developed with careful study to provide for the safety of our children and to alleviate the traffic back up on Melvin Avenue and Winters Lane. 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. Students are only to be released to custodial parents, legal guardians, or those adults listed on emergency contact forms. Students may NOT ever leave school in an UBER, Lift, or any private transportation company.

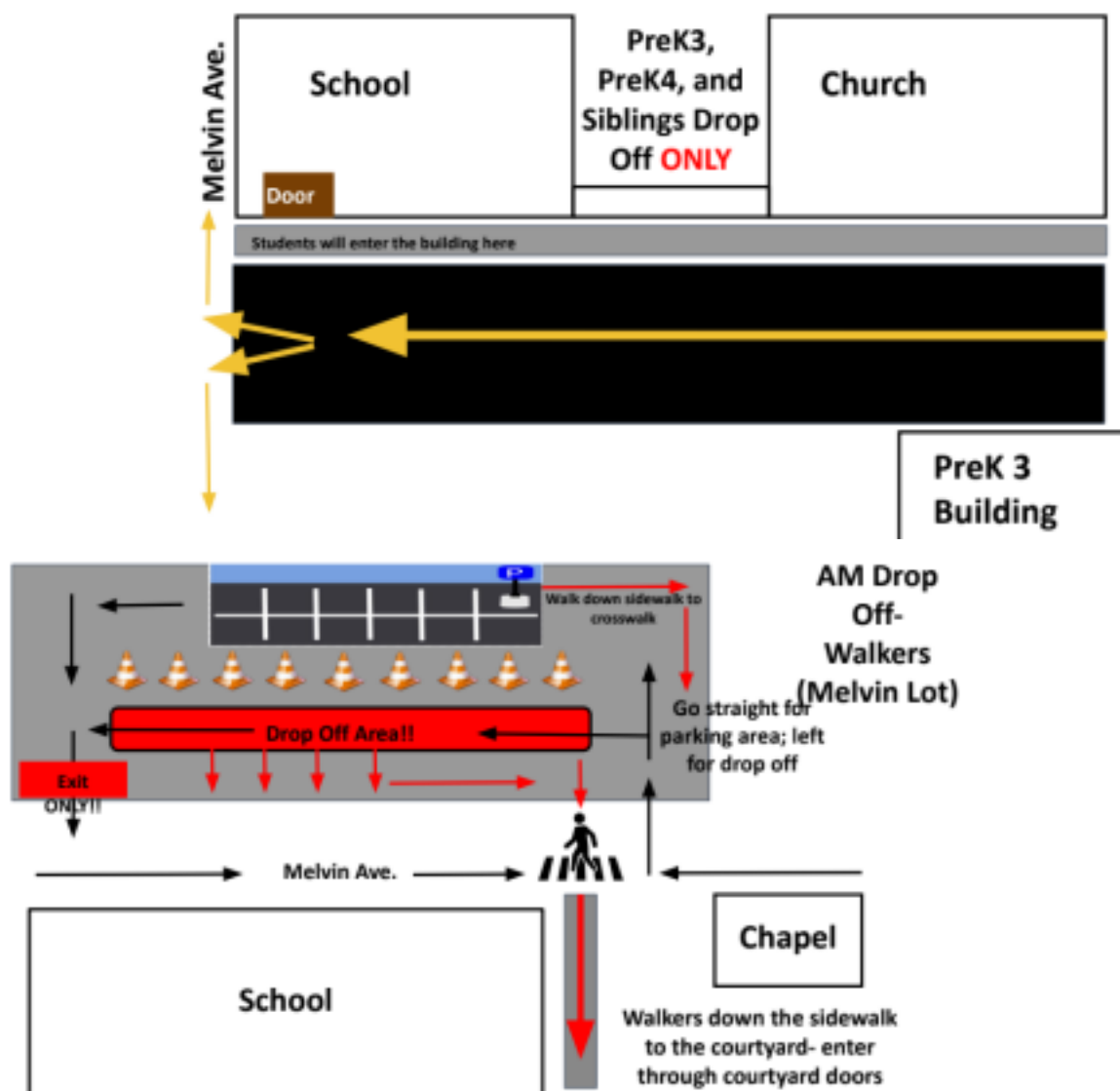
**Failure to comply with these rules will result in a verbal or written warning followed by a mandatory meeting with administration.**

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.

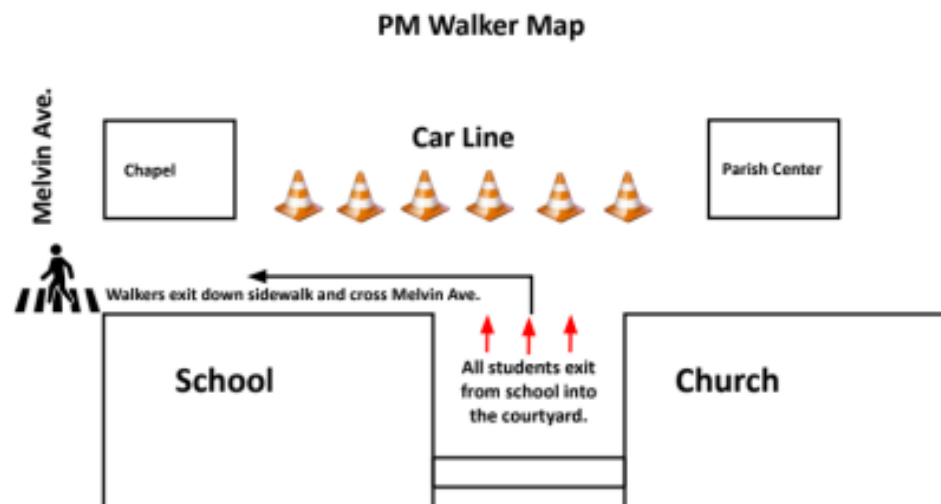
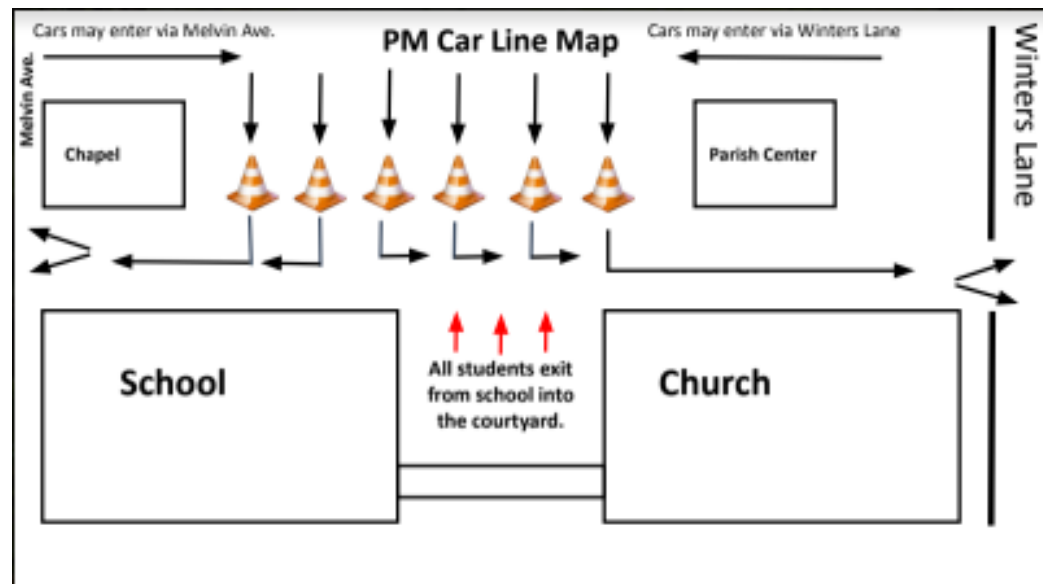
For safety reasons, students who travel to school via bicycle, scooter, or skateboard are required to wear a helmet. The bike rack is accessible from the South Road entrance. Scooters and skateboards are not to be used on school property. (Policy ADM 13.0)

**Morning Drop Off Map**





## Afternoon Pick Up Maps



### Use of School Grounds

Various groups (i.e. Scouts, sports, music, etc.) use the school building after school hours. A request must be submitted via email to Ona Corkrin, Parish Manager, (ona.corkrin@archbalt.org) prior to use. The WIFI 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.

## Student Services

### Before & After School Care

Saint Mark School provides quality after school care for students in Grades Pre-K through 8 until 6:00 P.M. This program is in-house and is staffed by teachers and staff of St. Mark School. Students must be pre-registered for these programs. There is also a before care program from 6:30 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.

Before Care students need to be signed in at the entrance door in the courtyard. Students in After Care can be picked up via the Breezeway Courtyard entrance via intercom system.

***Any student who is not picked up by 3:10 during dismissal will be sent to After Care at the drop in rate.***

### Cafeteria: Milk & Lunch Program

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. Students may not use glass containers during lunch time.

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.

Each day (Monday-Friday), lunch service is available for purchase through My Hot Lunchbox. Pizza will be sold on Thursday each week through HASA. These are both pre-order programs. Information about ordering is sent home in the beginning of the school year and is also available on our website.

***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 It's Academic, STEM Club, Green Team, Yearbook Club, fashion club, Black Student Union, Arts and Crafts, 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. Students are invited to create a new club if their interest is not offered. In order to do this, the student should request to speak with Mrs. Ferro or Ms. Fennessy with his or her teacher.

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. Parents and family members who are VIRTUS trained can volunteer to be a coach for a team.

### Guidance & 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.

### Leadership Programs

St. Mark School offers both a Student Council as well as a chapter of the National Junior Honor Society. These organizations help to instill responsibility and ownership in our school while encouraging students to step up and be leaders among peers.

The Student Council begins early in the first trimester. Students can serve on the student council as a homeroom representative or a board member. All board members must run for the position, and they are elected to the post by the student body. Students write speeches about why they are deserving of the

position and how they will help the school in this capacity. The following are board positions that students are eligible to apply and run for:

<ul style="list-style-type: none"> <li>• President</li> <li>• Vice President</li> <li>• Faith Ambassador</li> <li>• Whatley Program Representative</li> <li>• Historian, Grade 7</li> <li>• Historian, Grade 8</li> </ul>	<ul style="list-style-type: none"> <li>• School Spirit and Publicity, Grades 5-6</li> <li>• School Spirit and Publicity, Grades 7-8</li> <li>• Secretary</li> <li>• Treasurer</li> </ul>
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St. Mark also hosts a chapter of the National Junior Honor Society for students in grades 6-8. Students must hold a grade of B+ or higher in all of their classes to be eligible to apply, and they are admitted based on an anonymous review of their application by a board of faculty members. The NJHS promotes scholarship, service, leadership, character, and citizenship among its members. Information about applying is disseminated to eligible students during the summer in preparation for a fall application deadline.

## Technology

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

(Policy ADM 29.0) Technology skills are necessary to prepare our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

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

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

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

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

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

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

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

- **Violating the rights or privacy of others, including by photographing or filming an individual without consent**
- **Posting or distributing videos or photographs without consent of the persons depicted and the School**
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or “pirating” music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (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.

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.

### Artificial Intelligence

(Policy ADM 29.0; INST 7.0) Principals must ensure staff and students in the Archdiocese of Baltimore use generative artificial intelligence (AI) in an ethical and responsible manner, following all policy guidelines listed below.

#### Purpose

- To provide clear expectations for staff and students on how to use generative artificial intelligence (AI) ethically and responsibly in the Archdiocese of Baltimore.
- To ensure generative artificial intelligence (AI) supports teaching and learning without replacing critical thinking, creativity, and/or effort.
- To ensure the use of generative artificial intelligence (AI) is aligned with the teachings of the Catholic Church and our Catholic values.

- To protect the privacy and safety of all staff and students by ensuring compliance with data privacy laws (e.g., FERPA) and safeguarding personal information.
- To help prevent potential exposure to misinformation, inappropriate content, and unauthorized generative AI use, ensuring that it is used responsibly and ethically.

### Introduction and Definitions

- Artificial intelligence (AI) refers to computer systems designed to perform tasks that usually require human intelligence, such as reasoning, problem solving, learning, and decision-making.
- As stewards of creation, we are called to use AI to enhance teaching and learning while preserving human judgment and dignity, ethical responsibility, personal interaction, and the common good. AI should serve as a complement to traditional education, rather than a replacement.
- Generative AI is a type of artificial intelligence that creates new content, such as text, images, videos, or music, based on patterns it has learned from existing data. Examples include chatbots that write responses, or tools that generate pictures or videos.

### Student Use

- PreK–Grade 4 are NOT permitted to use generative artificial intelligence (AI) in the 2025-2026 school year.
- Grades 5–8 are NOT permitted to use generative artificial intelligence (AI) in the 2025-2026 school year.

Because of the prevalence of A.I. as well as the serious responsibilities of using A.I., a teacher-lead A.I. committee has been formed. This committee will research, plan, and engage in training for best practices for student use in education. This plan will be rolled out during the 2026-2027 school year.

### Privacy and Safety

- Any user of generative artificial intelligence (AI) must protect student, parent, teacher, and school data by never sharing private information, including but not limited to student names, grades, SAP (Student Accommodation Plan) details, or any other personally identifiable information (PII).

### Misinformation and Potential Bias

- Staff and students must not assume that all AI-generated content is accurate or appropriate to share and must be fact-checked for misinformation and potential bias.
- All staff must carefully review AI-generated content before using it in lessons, parent communications, or content generation.

Resources: [Academic Artificial Intelligence \(AI\) Privacy and Safety Requirements for All Staff in the Archdiocese of Baltimore \(Updated 2025\)](#)

### Web-Based Services

(Policy ADM 29.0) The School uses Google Apps for Education as well as other web-based education tools, sites, and services (“web-based services”) to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another.

As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook.

A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

### One-to-One Chromebook Procedures

#### 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 AND the Parent Handbook Acknowledgement before the student is able 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.
- 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.

## 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.

### Repairing and Replacing Student Chromebooks

St. Mark School provides Chromebooks for students in grades 1-8 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. 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, 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 \$325.00

- Screen - \$100.00
- Screen bezel cover- \$30
- Bottom base- \$15
- Touchpad - \$50
- Hinge - \$15 per hinge
- Power cord - \$32.00

St. Mark School bills all families for an in-house insurance program for technology devices used by students. The cost is \$50 per device to enroll per child with a cap of \$100 per family. Families have the opportunity to opt out of this insurance policy by October 1, 2025 by emailing Mrs. Ferro or Ms. Fennessy.

The damage/fee schedule will consist of the following:

	With insurance	Without insurance
Lost Chromebook or Irreparable Damage	\$100	\$325.00
Screen damage	\$77.50 per incident (until deductible is met)	\$100.00

Screen bevel cover	\$30.00 (until deductible is met)	\$30
Bottom base	\$15 (until deductible is met)	\$15
Touchpad	\$50 (until deductible is met)	\$50
Hinges	\$15 per hinge (until deductible is met)	\$15 per hinge
Power cord	\$32.00 (until deductible is met)	\$32.00
Other accidental damage	\$25 or cost of replacement parts, whichever is less until deductible is met	Cost of replacement parts

Any repair/replacement cost for the device or accessories will be added to the family's FACTS account.

The parent/guardian may supply a case for their child's Chromebook. Contact the Technology Coordinator for the model of the Chromebook for your child.

## Uniforms

### Student Uniforms

(Policy ADM 8.0) Students wear uniform clothing in the elementary and secondary school.

### Uniform Company

The uniforms for St. Mark School can be purchased 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 Description

Please see the chart below for the Standard Uniform for each grade level and season and view the descriptions of each piece below the chart.

#### St. Mark Standard Uniform Options and Descriptions

**PLEASE NOTE THAT SWEATSHIRTS AND SPIRIT WEAR ARE NOT PART OF THE STANDARD UNIFORM AND CAN ONLY BE WORN ON SPECIAL OCCASIONS AND/OR AS PART OF A PBIS HOUSE REWARD.**

	Fall and Spring	Winter
Pre-K 3 and 4 Boys and Girls	<ul style="list-style-type: none"> <li>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 Flynn and O'Hara Uniforms and can be worn in colder months.</li> <li>Athletic shoes – No shoes with lights or sound. No "Heely"-style shoes are permitted.</li> </ul>	
K - 5th Grade Girls	<ul style="list-style-type: none"> <li>White blouse with Peter Pan collar, white turtleneck shirt, OR white or maroon embroidered polo shirt.</li> </ul>	<ul style="list-style-type: none"> <li>Regular or drop waist jumper OR navy blue pants with black, brown, or St. Mark belt</li> </ul>

	<ul style="list-style-type: none"> <li>• Navy skort OR navy blue pants/shorts with black, brown, or St. Mark belt</li> <li>• Regular or drop waist maroon plaid jumper from Flynn and O'Hara <b>(PLEASE NOTE THAT POLO SHIRTS MAY NOT BE WORN WITH THE JUMPER.)</b></li> <li>• Navy dress socks or <b><u>mid-calf</u></b> white crew socks OR navy, maroon or white tights</li> <li>• Approved shoes (see below)</li> <li>• OPTIONAL maroon St. Mark quarter zip</li> <li>• OPTIONAL maroon or navy embroidered St. Mark sweater</li> </ul> <p><b><u>LEGGINGS ARE NOT PERMITTED AT ANY TIME</u></b></p>	<ul style="list-style-type: none"> <li>• White blouse with Peter Pan collar or turtleneck shirt.</li> <li>• Navy dress socks or <b><u>mid-calf</u></b> white crew socks OR navy, maroon or white tights</li> <li>• Approved shoes (see below)</li> <li>• OPTIONAL maroon St. Mark quarter zip</li> <li>• OPTIONAL navy blue or maroon embroidered St. Mark button down sweater</li> </ul> <p><b><u>LEGGINGS ARE NOT PERMITTED AT ANY TIME</u></b></p>
K - 5th Grade Boys	<ul style="list-style-type: none"> <li>• Navy blue slacks or dress shorts with black, brown, or St. Mark belt</li> <li>• Solid black, brown, or St. Mark belt</li> <li>• White or maroon embroidered St. Mark polo shirt</li> <li>• Navy blue or maroon dress socks or <b><u>mid-calf</u></b> white crew socks</li> <li>• Approved shoes (see below)</li> <li>• OPTIONAL maroon St. Mark quarter zip</li> <li>• OPTIONAL maroon or navy</li> </ul>	<ul style="list-style-type: none"> <li>• Navy blue slacks with solid black, brown, or St. Mark belt</li> <li>• White or maroon embroidered St. Mark polo shirt</li> <li>• Navy blue or maroon dress socks or <b><u>mid-calf</u></b> white crew socks</li> <li>• Approved shoes (see below)</li> <li>• OPTIONAL maroon St. Mark quarter zip</li> <li>• OPTIONAL maroon or navy embroidered St. Mark sweater</li> </ul>

	embroidered St. Mark sweater	
6th-8th Grade Girls	<ul style="list-style-type: none"> <li>• Navy kilt (NOTE: THIS IS A DIFFERENT PIECE FROM THE SKORT FOR K-5) OR navy pants/dress shorts with black, brown, or St. Mark belt</li> <li>• White or maroon embroidered St. Mark polo shirt OR white oxford shirt</li> <li>• Navy or maroon dress socks or <b>mid-calf</b> white crew socks OR navy, maroon or white tights</li> <li>• Approved shoes (see below)</li> <li>• OPTIONAL maroon St. Mark quarter zip</li> <li>• OPTIONAL maroon or navy embroidered St. Mark sweater</li> </ul>	<ul style="list-style-type: none"> <li>• Navy kilt (NOTE: THIS IS A DIFFERENT PIECE FROM THE SKORT FOR K-5) OR navy pants with black, brown, or St. Mark belt</li> <li>• Navy or maroon dress socks or <b>mid-calf</b> white crew socks OR navy, maroon or white tights</li> <li>• Approved shoes (see below)</li> <li>• OPTIONAL maroon St. Mark quarter zip</li> <li>• OPTIONAL maroon or navy embroidered St. Mark sweater</li> </ul>
6th-8th Grade Boys	<ul style="list-style-type: none"> <li>• Navy pants/dress shorts with black, brown, or St. Mark belt</li> <li>• White or maroon embroidered St. Mark polo shirt OR white oxford shirt with maroon St. Mark tie</li> <li>• Navy or maroon dress socks or <b>mid-calf</b> white crew socks</li> <li>• Approved shoes (see below)</li> <li>• OPTIONAL maroon St. Mark quarter zip</li> <li>• OPTIONAL maroon or navy embroidered St. Mark</li> </ul>	<ul style="list-style-type: none"> <li>• Navy pants with black, brown, or St. Mark belt</li> <li>• White oxford shirt with maroon St. Mark tie</li> <li>• Navy or maroon dress socks or <b>mid-calf</b> white crew socks</li> <li>• Approved shoes (see below)</li> <li>• OPTIONAL maroon St. Mark quarter zip</li> <li>• OPTIONAL maroon or navy embroidered St. Mark sweater</li> </ul>



	sweater	
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### Standard Uniform Clarifications

- Approved Shoes: Guidelines for appropriate shoes can be found on the Van Dyke and Bacon flier which is sent home at the beginning of the school year.

		 Sperry A/O
Brown or black Dr. Marten	Tan Suede Buck	
		 Brown or black leather
Sperry Bluefish	K-1st Black Leather	

- Crew socks are a style that covers the entire ankle and rise to the mid-calf level. Socks may not have any logos, monograms, or lettering, the only exception being the St. Mark socks sold by the St. Mark Athletic Association. Please see below for a photo.



- All styles of shirt (polo, Peter Pan, oxford) must be tucked into any style of bottom (pants, dress shorts, kilt, and skort). The waistband of the bottoms must be visible at all times.

- Kilts, skorts, and jumpers must fall no higher 2 inches above the knee.
- Sweatshirts and spirit wear may not be worn with the standard uniform, with the only exception being when earned as a PBIS house reward.
- No color/decal tee shirts are to be worn under the white blouse or shirts.

### Physical Education Uniforms

- The physical education uniform is only worn on days students are scheduled for P.E. class. If a special Mass or special event is scheduled for that day, families will be instructed that 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 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. Shoes may not light up, and they may not have wheels.
- **LEGGINGS MAY NOT BE WORN UNDER THE PE SHORTS, AND LONG SLEEVE SHIRTS SHOULD NOT BE WORN UNDER THE PE TEE SHIRT.**

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

**Leggings may not be worn in lieu of tights under the girls' uniforms or any gym uniforms.**

### Socks, Shoes, Jewelry & Hair Accessories

See above for information about approved socks and shoes.

Girls are permitted to wear the following hair accessories:

- Maroon, navy, and/or white cloth or plastic headbands that are no wider than one inch.
- No more than 2 hair clips.
- Maroon, navy, white, or black scrunchies to contain hair styles
- White maroon, and/or navy hair bow.

St. Mark plaid hair accessories can be purchased through Flynn and O'Hara and are permitted.

### 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. Facial piercings of any kind are not permitted.

- 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, nail polish, or false nails of any kind is permitted.

### Labeling Clothes & Belongings

It is imperative that parents label all removable uniform pieces with a permanent marker on the tag. Additionally, all lunch boxes and other materials should also be labeled. This will allow lost items to be returned successfully.

### Out-of-Uniform Days

On occasion, there may be out-of-uniforms days scheduled. 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 safe and appropriate clothing items. 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 or leggings are not permitted on tag days.

***Students who wear inappropriate clothing will be required to telephone their parents and have appropriate clothing brought to school. If the parent is unable to bring another outfit to school, the student will be given an alternate piece of clothing to wear over the item in question.***

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

### Uniform Exchange

Each trimester, HASA sponsors a uniform exchange program. Families may donate gently used but wearable uniform pieces that no longer fit your child. In exchange, you may purchase others' used uniform pieces for \$1. More information about these exchanges will be sent out to parents via BrightArrow.

### Grooming and Hair

- Students are expected to be clean shaven.
- Hairstyles are to be neatly groomed. Hair is not to exceed the top of the collar, the top of the ear, or be below the eyebrows and of reasonable

length and height as to not be disruptive to the learning environment. Sideburns may not exceed the bottom of the ear.

- The following styles are examples of prohibited hairstyles: head shaving, lines and designs, faux-hawks, mohawks, mullets, spikes, or coloring of any kind. St. Mark School recognizes that particular hairstyles may be part of social, ethnic, spiritual and cultural identities and practices or adopted for protective purposes. In those cases, it is the policy of St. Mark School to permit individual families to receive an exception from this policy, so that they may choose the appropriate cared-for hairstyle for their son or daughter. Should a student have a question about a hairstyle, he or she should contact the principal before getting his/her hair cut or styled.
- The final decision as to what constitutes acceptable dress and grooming rests with the principal. Students and parents who have questions regarding the acceptability of certain types of clothing and grooming should consult with the principal before appearing in school with them.
- Hair grooming should not take place during school hours.

#### Lost and Found

There is a Lost and Found bin that is kept near 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. *Students will not receive their Chromebook/Tablet until the Handbook Acknowledgement is signed and returned to school.*

### 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 including but not limited to:

- Parent Partnership and Code of Conduct
- Drop Off and Pick Up Policy
- Attendance Policy
- Discipline Policy
- Grading Policy and Plagiarism Policy
- Uniform Policy
- Financial Obligations and Withdrawal Policy

*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 AND Grade: (please print)

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_