



Parent-Student Handbook 2026-2027



ST. MARK SCHOOL
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St. Mark School
Parent/Student Handbook 2026-2027
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**ST. MARK
SCHOOL**
LEARN. SERVE. LEAD.



Dear St. Mark Families,

Welcome to the 2026-2027 school year at St. Mark School! It is with great joy and gratitude that we welcome you back as we begin another year of learning, faith, and community. Together, we embrace our school theme, "Hearts of Faith, Hands of Hope," which reminds us that we are called to nurture a deep and abiding faith while extending hope, kindness, and Christ's love through our words and actions each day.

At St. Mark, we recognize that parents are the first and most important teachers of their children. The values children learn at home are strengthened when families and school work together in a spirit of mutual trust, respect, and shared commitment. Our partnership is one of the greatest gifts we can offer our students, providing them with a consistent foundation rooted in faith, academic excellence, responsibility, and service.

As we begin the year, I encourage you to read this Parent-Student Handbook together as a family. The handbook outlines the policies, procedures, expectations, and traditions that help create a safe, respectful, and faith-filled learning environment for every member of our school community. Taking time to review these expectations together provides an opportunity for meaningful family conversations and helps ensure that students understand both the privileges and responsibilities that come with being a member of our school.

Children learn as much from what we do as from what we say. By supporting and adhering to the policies and procedures of our school, parents model the respect, integrity, responsibility, and cooperation that we hope to instill in every student. Your example reinforces the lessons taught in our classrooms and strengthens the partnership that is essential to your child's success.

As we journey through this school year, may our Hearts of Faith draw us ever closer to Christ, and may our Hands of Hope serve others with compassion, generosity, and joy. Together, let us continue to build a community where every child is known, loved, challenged, and inspired to become the person God created them to be.

Thank you for the trust you place in us and for your continued partnership in your child's education and faith formation. I look forward to a wonderful year as we grow together in faith, knowledge, and hope. Together at St. Mark, we Learn, Serve, and Lead.

Sincerely in Christ,

Mrs. Terry Ferro
Principal

St. Mark School is a co-ed elementary school for grades pre-k3 through 8th grade. 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.

Section 1: 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.

ST. MARK SCHOOL'S MISSION STATEMENT

St. Mark School forms students in the tradition of the Catholic Church through a shared commitment to **learn** with curiosity, **serve** with compassion, and **lead** with integrity. In partnership with families, we nurture the growth of the whole person, building strong academic foundations rooted in faith and reason, while nurturing curiosity, confidence and critical thinking.

ST. MARK SCHOOL'S VISION STATEMENT

St. Mark School envisions a faith-filled learning community guided by Christ's example and lived out in a culture of kindness and inclusion. We develop leaders by building character and self-confidence, and by giving students opportunities to take responsibility and make a positive impact.

Once you are part of St. Mark, you belong here, always.

HISTORY OF THE 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 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

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 EDUCATION ASSOCIATION (NCEA)

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

AWARDS AND 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
School Safety Officer
Technology Director/Media Specialist
Technology Support Specialist
Administrative Operations Manager
School Accountant
PreSchool 3 Year Olds

Mrs. Laurie Tucker
Mrs. Katie Stover
Ms. Illiah Manger
Mrs. Jeanine Kaminski
Mrs. Robin Workman
Sister Vandana Thomas
Mrs. Carly Sites
Mr. Jamie Cheatem
Mrs. Keri Engel
Mr. David Plumer
Mrs. Denise Hamlin-Cannady
Ms. Jessi Glass
Mrs. Lara Mellendick

Pre-K 4A
Pre-K 4B
PreSchool Instructional Assistants

PreK Specials Teacher & 2nd Grade Instructional Assistant
Grade KA
Grade KB
Kindergarten Instructional Assistants

Grade 1A
Grade 1B
First Grade Instructional Assistants

Whatley Program: Primary Teacher
Grade 2A
Grade 2B
Second Grade Instructional Assistant
Second & Third Grade Library
Grade 3A
Grade 3B
Grade 4A
Grade 4B
4th Grade Coteacher & Whatley Program Teacher: Intermediate
3rd and 4th Grade Instructional Assistants

Grade 5A
Grade 5B
Grade 6A
Grade 6B
Grade 6C
Grade 7A
Grade 7B
Grade 7C
Grade 8A
Grade 8B
Grade 8C
5th and 6th Grade Math
5th & 6th Grade Religion
7th & 8th Grade Social Studies
Whatley Program Teacher: Middle School
Whatley Program Instructional Assistant
Art
Physical Education

Mrs. Candie Morea
Ms. Megan Workman
Mr. Jeff Javier, Mrs.
Jocelyn Marshall, and Mrs.
Marcelina McGirr
Mrs. Laurie Becker

Mrs. Michele Taylor
Mrs. Laura Sanders
Ms. Katie Renehan and Mrs.
Hope Riley
Mrs. Ann Johnson
Mrs. Karen Goldberg
Mrs. Anne Muha and Mrs.
Sam Pilcher
Mrs. Kathy Majerowicz
Mrs. Ginger Nalley
Mrs. Linda Ross
Ms. Emily Taylor
Mrs. Joann Callahan
Mrs. Kathleen Bourassa
Sr. Teresa Leimbach
Ms. Juliana D'Alessandro
Mrs. Kate Gallagher
Mrs. Kim Heard

Mrs. Debbie Jahnigen and
Ms. Debbie Thore
Ms. Jackie Lyons
Mr. Chris Sarangoulis
Mrs. Olivia Robinson
Mrs. Kristen Ostrander
Mr. Patrick Magin
Ms. Isabella Brogan
Mr. Michael Hauf
Ms. Riley Weber
Mr. Philip Zimmermann
Mrs. Kelly Gage
Mr. Jim Nachteggall
Mr. Ryan McCalla
Mr. Carl Berger
Mr. Rick Robertson
Mrs. Lauren Malcott
Mrs. Noreen Stinson
Mrs. Taylor Phillips
Mr. Rich Stevens

Music
Spanish
Facilities Manager
Maintenance

Mrs. Tessie Riebling
Ms. Diana Wingler
Mr. Joe Salkeld
Mr. Frank Kelly

PASTORAL SUPPORT

Rev. Santhosh George, O.SS.T - Pastor of St. Mark Parish
Rev. Victor Scocco, O.SS.T - Priest in Residence
Rev. James Day, O.SS.T - Priest in Residence
Ona Corkrin - Parish Office Manager
Laurie Angelaras - Parish Business Manager
Joseph Salkeld - Campus Facilities Manager
Daria Kaas, Kimberly Calderon, Joseph Martz, and Colleen Brill - Faith Formation Team

SCHOOL BOARD

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 board 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. Lindsey Sarangoulis 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 - 2026/2027

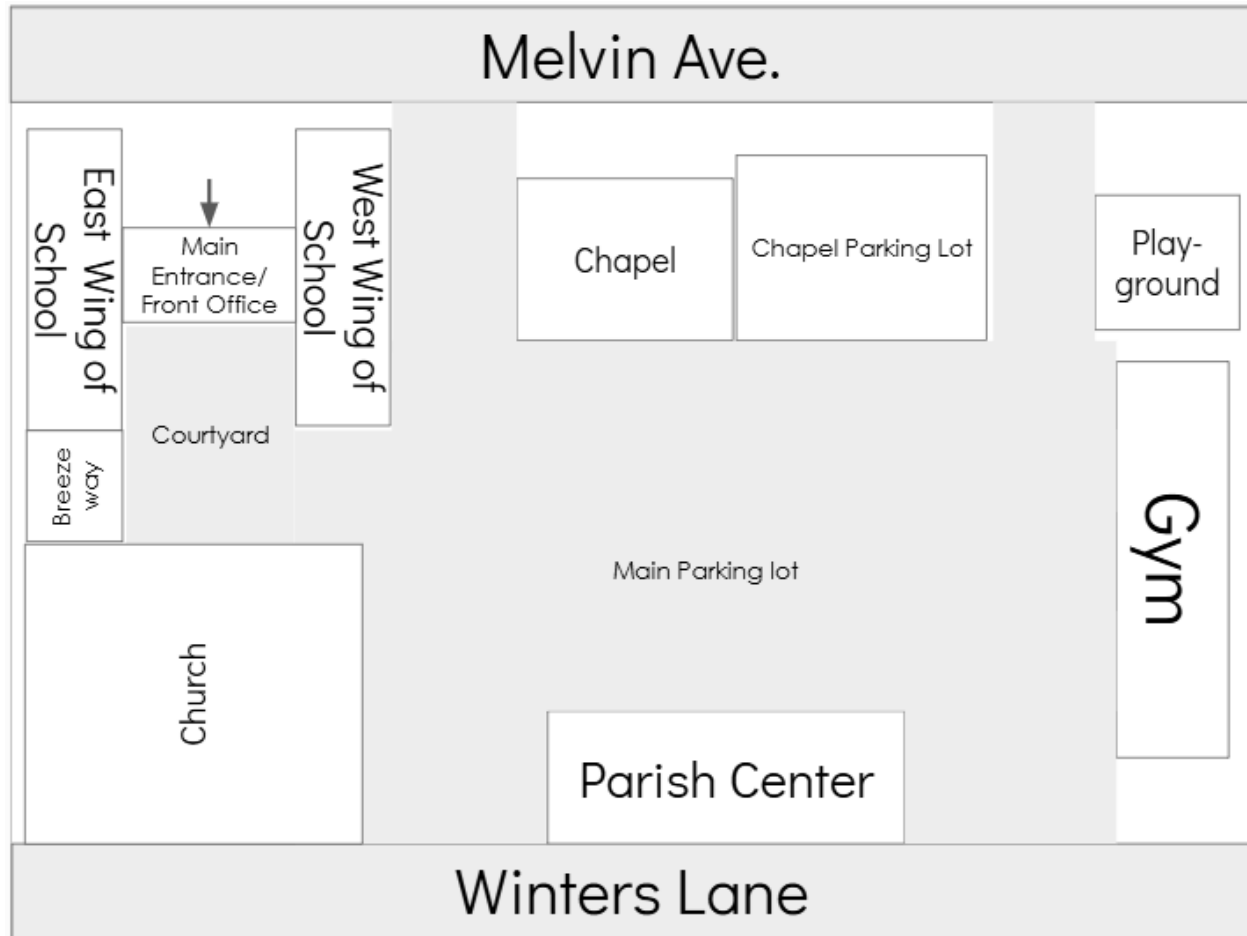
The Archdiocese of Baltimore has a plan in case of inclement weather or unforeseen school closings. St. Mark follows Baltimore County for any delayed openings, early dismissals and/or closures. In the event of an unforeseen closing, we will contact parents via email and post on our school website and social media sites.

For the 2026/27 school calendar, there are snow days already built in.

AUGUST	31	First Day of School - 12:00 Noon dismissal
SEPTEMBER	4	12 Noon Dismissal - Professional Day
	7	NO SCHOOL - Labor Day
	23	12 Noon Dismissal- Professional Day
OCTOBER	2	NO SCHOOL - Faculty Retreat
	21	NO SCHOOL - Parent Teacher Conferences
	22	2 Hour Delay
	30	12 Noon Dismissal - Professional Day
NOVEMBER	4	NO SCHOOL - Professional Day
	20	Asynchronous Day / Teacher Workday
	24	12 Noon Dismissal - Professional Day
	25 - 27	NO SCHOOL - Thanksgiving Holiday
DECEMBER	22	12 Noon Dismissal- Professional Day
	23 - Jan. 3	NO SCHOOL - Christmas Holiday
JANUARY	4	School Reopens
	18	NO SCHOOL - MLK Holiday
FEBRUARY	5	12 Noon Dismissal - Professional Day
	15	NO SCHOOL - Presidents' Day
	26	Asynchronous Day / Teacher Workday
MARCH	25-Apr. 2	NO SCHOOL - Easter Break
APRIL	5	School Reopens
	28	NO SCHOOL - Professional Day
MAY	7	12 Noon Dismissal - Professional Day
	10	NO SCHOOL
	28	12 Noon Dismissal - Field Day
	31	NO SCHOOL - Memorial Day
JUNE	3	8th Grade Graduation
	10	12 Noon Dismissal - Last Day of School

ALL DATES AND TIMES ARE SUBJECT TO CHANGE. PLEASE CHECK OUR MONTHLY, ONLINE CALENDAR.

CAMPUS MAP



CATHOLIC IDENTITY

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.

PBIS HOUSE SYSTEM

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 , 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 31 through February 6, 2027. 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 CROWNING AND PROCESSION

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 5 years. Father can be contacted at 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 the first grade class
- 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

Religion teachers are tasked with faith formation of all students through the tenets of the Catholic church, and religion class is recognized as an academic subject. Teachers follow the curriculum outlined by the Archdiocese of Baltimore, and the following textbooks are utilized to teach these standards:

- PreK-5: Blest Are We, Loyola Press
- 6-8: Christ Our Life, Loyola Press
- K-8: Growing with God, Loyola Press
- Pre-k through 8th grade: Growing with God Program

The Archdiocesan Curriculum can be found here:

<https://sites.google.com/archbaltschools.org/curriculum-parent-portal/home>

RETREATS

- 8th grade service retreat to First Fruit Farms
- 8th grade Confirmation Preparation Retreat
- Various retreats are provided for the middle school classes throughout the year during the school day.

SACRAMENTS (FIRST EUCHARIST, RECONCILIATION, CONFIRMATION)

Preparation and reception of the Sacraments of First Eucharist, Reconciliation, and Confirmation take place in the parishes in which the student's family is registered.

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 until the 2027-2028

school year. 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 Daria Kaas, Director of Faith Formation for Reconciliation, Eucharist, and Confirmation, at daria.kaas@archbalt.org for more information about the program and requirements.

SCHOOL LITURGY SCHEDULE

Our school community celebrates Mass weekly in St. Mark Church on Thursdays at 8:30 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. Visitors must present their ID to the school secretary for a badge.

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 \$2 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 reenacts the living stations of the cross, in which students 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.

VIRTUE OF THE MONTH PROGRAM - 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: choosing to care for others the way Jesus cares for us—by being kind, putting others first, forgiving, and helping them, even when it's hard
- October - Joy: a happy feeling that comes from knowing God loves you no matter what
- November - Peace: trusting God so you don't have to worry or be afraid
- December - Patience: waiting with a happy heart and loving attitude, just like Jesus teaches us to do
- January - Kindness: helping, sharing, forgiving, and using gentle words because the Holy Spirit is growing goodness in our hearts
- February - Goodness: choosing to do what is right and kind, even when it's not easy
- March - Faithfulness: choosing to trust God, keep your promises, and do what is right, even when it is difficult.
- April - Gentleness: using soft words, calm actions, and being patient instead of rough or mean—even when you feel upset
- May and June - Self-Control: choosing to do what is right, even when you really want to do something else. It means asking God to help you make good choices.

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.

Section 2: Academics

CURRICULUM

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. A link to the grade level and subject area curricula can be found on Parent Square.

<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	• Grades K-5: Go Math (HMH) • Grades 6-8: Into Math (HMH)
ELA	• Grades PreK -K: Wonders (McGraw Hill) • Grades 1-3: Wonders (McGraw Hill) • Grade 4: Collaborative Classroom • Grades 5-8: Voyages (Loyola Press) • Grades 4-8: Wordly Wise (EPS) • Several other subscriptions and novels are used to provide enrichment
Religion	• Grades PreK4: God's Loving Stories (Loyola Press) • Grades K-5: Blest Are We (Loyola Press) • Grades 6-8: Christ Our Life (Loyola Press) • Grades K-8: Growing with God (Loyola Press)
Science	• Grade 3: Dimensions (HMH) • Grade 4-5: Dimensions (HMH) • Grades 6-8: Dimensions (HMH)
Social Studies	• Grade 3: My Community (McGraw Hill) • Grade 4: Maryland: An American Adventure, 1450-1790 (Smith Gibbs) • Grades 5-6: myWorld Interactive (Savvas) • Grades 7-8: American History (Savvas)

GRADING POLICY

All Archdiocesan K - 8 schools will follow this grading policy to ensure consistent, transparent, and fair grading of student academic performance.

Purpose:

To ensure consistent, clear grading practices that accurately reflect student academic performance and mastery of the curriculum.

Overview of Grading and Reporting:

Grades are 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 students' understanding of the material, areas of strength, and areas of improvement. Grades help guide instructional decisions, support student learning, and ensure accountability in the

educational process. By reflecting academic achievement, grades serve to motivate students to strive for excellence and foster a culture of continuous learning and growth.

Grading by Grade Band:

Grades K–2

In Kindergarten through Grade 2, grading is standards-based and reflects student 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. The levels are defined as: Consistently Demonstrating (CD), Making Progress (MP), Developing (DV), Support Needed (SN), and Not Assessed at this Time (NA).

Assessment Practices

Assessment methods include, but are not limited to: teacher observations, classwork, student discussions, portfolios, checklists, quizzes, and tests. Formal quizzes and tests are 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 mastery of grade-level standards.

Homework

Homework is assigned to reinforce skills already taught in the classroom and may be graded when appropriate. Assignments should be completed independently and take, on average, approximately 10 minutes per night for students in kindergarten and 1st grade, and 20 minutes per night for students in 2nd grade.

Behavior

Behavior is reported separately and is not factored into academic performance indicators.

Grades 3-8

Grades are a reflection of the student's classroom performance and academic mastery of the content and are weighted in the gradebook for each class in the following 3 categories: Classwork and Assignments (60%), Assessments (30%), and Homework and Practice (10%).

Category 1: Classwork and Assignments (60%)

Formative assessments including application, projects, writing, and practice activities.

- Classwork and assignments are completed during class time and demonstrate a clear understanding of the material. These formative assignments may be graded for accuracy, comprehension, completion, and/or depth of thought.
- Practice activities include tasks that help reinforce learning such as drills, exercises, and review activities. These activities are integrated with class content and help students solidify their understanding.

Category 2: Assessments (30%)

Summative measures of mastery including quizzes, tests, and projects.

- Projects require students to apply learned concepts in more complex, real-world situations. These summative projects can be assessed on both the process (e.g., research, organization) and the final product (e.g., depth of analysis, creativity).
- Quizzes and tests are formal assessments that measure student retention and comprehension. Quizzes assess smaller portions of the content, while tests include larger units or major concepts.

Category 3: Homework and Practice (10%)

Formative practice and preparation primarily completed outside of class.

- Homework assignments will be graded for completion, and may be graded for accuracy if the concepts were previously taught. These assignments provide students with opportunities to practice and review the content discussed in class.
- Practice assignments are tasks completed during class or at home that reinforce previously taught concepts. They include, but are not limited to, exit tickets, spelling tests, math fact drills, or other review activities that support skill development and content retention.

Special Subjects

Participation, engagement, and skill demonstration are used to assess subjects like Art, Music, Technology and Physical Education, using the same performance indicators. Please note, specials that meet 3 or more times per week are eligible to receive letter grades. Specials meeting less than 3 times per week will use performance levels.

Behavior

Behavior is not included in academic grades. Grades are an accurate reflection of a student's academic performance, regardless of their behavior.

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.
- Physical Education: Participating in physical activities, sports, and fitness assessments is crucial for demonstrating physical skills and fitness levels.

Additional Grading Considerations

- The range of student scores is from 0% - 100%. No other grading minimums or maximums are allowed.
- Extra credit assignments or questions are not allowed.
- As a general practice, assessment retakes are not allowed.
- Participation in class discussions may be assessed as part of the learning process, as it provides students with opportunities to demonstrate understanding, communicate ideas clearly, and engage thoughtfully with course content and peers.

Grading Category Summary	Weighting (%)
Classwork and Assignments (formative) - application, projects, writing, and practice activities	60%
Assessments (summative) - quizzes, tests, and projects	30%
Homework and Practice (formative) - practice and preparation primarily completed outside of class	10%

Trimester Grade Key Grades K-2/Specials	
Consistently Demonstrating	93-100
Making Progress	85-92
Developing	75-84
Support Needed	74 and below
NA	Not Assessed at this time

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

Trimester Grade Key Specials Grades 3-8	
Consistently Demonstrating	93-100
Making Progress	85-92
Developing	75-84
Support Needed	74 and below

REPORT CARDS AND INTERIMS

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 progress reports home for grades 3-8 during the middle of each trimester.

- ***Trimester 1: November 20, 2026***
- ***Trimester 2: February 26, 2027***
- ***Trimester 3: June 10, 2027***

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.

- Principal's Honor Roll
 - Academic Achievement: All A's in core subjects.
 - Special Classes: Making Progress or better in all special classes.
 - Standards and Conduct: Making Progress or better, including unstructured time.
- Second Honors
 - Academic Achievement: All A's and B's (more A's than B's) in core subjects.
 - Special Classes: Making Progress or better in all special classes.

- Standards and Conduct: Making Progress or better, including unstructured time.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society chapter of St. Mark School is a prestigious organization for students in grades 6th-8th who exhibit exemplary leadership, service, as well as academic excellence. Information will be sent directly to students who qualify, and an application and selection process will ensue. The National Junior Honor Society is a separate organization from the Archdiocese of Baltimore. For more information, please contact the front office.

PROMOTION REQUIREMENTS

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

RETENTION

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 will 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.

POWERSCHOOL ACCESS

It is 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.

St. Mark School utilizes Parent Square, "a unified communication and engagement platform used by K-12 school districts to connect administrators, teachers, and staff with families. It acts as a central hub where parents receive updates, urgent alerts, and newsletters through email, text, or the mobile app" (parentsquare.com). This application secures all communication to various groups of stakeholders in the school. Directions for accessing Parent Square will be distributed in the first weeks of school. Any updates, sign ups, newsletters, etc. will be posted to Parent Square for access, and teachers will have individual homeroom/class websites.

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 Parent Square. 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.

OTHER STUDENT SERVICES

Catholic schools in the Archdiocese of Baltimore strive to meet the academic needs of students, so they may access and benefit from a Christ-centered

education. The Individuals with Disabilities Act of 1997 (IDEA) is a federal law that mandates all students in the United States who have a disability or multiple disabilities be provided with Free Appropriate Public Education (FAPE) that is individualized to meet their needs.

Students enrolled in private schools by their parents are not entitled to the same level of service that they would receive if enrolled in a public school. The applicable regulations give public schools the authority to decide, after consulting with private school representatives, which students in private schools will be served, what services they will receive, and where the services will be delivered. The regulations require the development of an Individual Service Plan (ISP), rather than an IEP or 504 plan, by the public school with input from the private school representatives in order for a private school student to receive services, such as speech/language therapy or occupational therapy (OT), from the public school. A family may also seek these services privately.

When a student has been previously identified by the public school as qualifying for an IEP or Section 504 plan, a Student Accommodation Plan (SAP) may be written by the Catholic school staff to document accommodations the student needs to benefit from education services, providing there is psychoeducational testing data or other testing data to support the need for accommodations.

If a parent or teacher identifies an area of concern that is impacting a student's ability to learn, the teacher takes the necessary pre-referral steps to address the concern. The teacher contacts the family about the concerns and response to pre-referral steps. Each school has a Student Support Team (SST). The teacher completes the SST referral form and gives it to the SST leader. The teacher attends an SST meeting to present the student information. A plan of action is constructed. The school engages the family in the student's plan of action and documents response. The teacher and SST leader work together to carry out the plan of action. The teacher updates the SST of the student's and family's progress.

If the SST recommendation is that the student needs to be formally evaluated, the SST team will discuss with parent or guardian the ongoing concerns and recommendation that the student be evaluated/tested. Testing may be necessary documentation for the school to be able to write a Student Accommodation Plan for their child.

All Student Accommodation Plans are reviewed annually with the student's family and revisions are made as needed. SAPs are only valid for the duration of the school year in which they were implemented. In order for a SAP to be implemented in subsequent school years, an annual review must take place with the parent or guardian

FIELD TRIPS

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

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise 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.

SECTION 3: ADMISSIONS

APPLICATION PROCESS

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:

- October 12 - Applications open for prospective new students of current families
- October 28 - Applications open for prospective new students
- "Be a Lion" for day shadow for incoming 3rd-8th grade students begin on October 5
- 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

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. The report card will note "S" for shadow day.

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.

The High School Placement Test (HSPT) is given at the school in the late fall and is required for all current 8th grade students applying to any Catholic High School.

NON-DISCRIMINATION STATEMENT

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

SECTION 4: ASSESSMENT

STANDARDIZED TESTING

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 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 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)

All students in grades 5, 8, 9 and 12 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.

Section 5: Attendance and Student's Records

ATTENDANCE

Fundamental to academic success is regular attendance at St. Mark School. Absences from school for personal trips or vacations should not be taken when school is in session. Absence from school can have a negative impact on a student's academic success.

Every instance of absence, lateness, and/or early dismissal is recorded in the Student Information System. The school does not designate absences as excused or unexcused. School-sponsored activities and trips are recorded as School Sponsored/Field Trips. Missing school for non-school sponsored events/activities is considered an absence. In addition, if early dismissal is required for travel to non-school sponsored events/activities, an early dismissal will be recorded.

Students must take responsibility for keeping pace with their studies. The faculty is under no obligation to help a student make up missed work from this type of absence (personal trips or vacations). Additionally, teachers are under no obligation to provide work in advance for the student.

In order to be considered present for a full day of school, students must observe the following:

- Anyone not present by the school's official starting time of 8:00 is considered absent or late. The school day begins at . Any student arriving after 8:00 is considered late and must report to the office for a late slip. 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.
- **Arrival after or dismissal before 3.5 hours after or before the end of the official school day is considered a half-day absence.**
- Early dismissal is leaving any time before the end of the school day and is documented. ***The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods.*** Check the calendar for days when school is not in session.
- If a student is late to school without a note from a medical provider or a parent/guardian note explaining an emergency, the student is considered late.

- A note from a medical provider is required to allow for participation in extracurricular activities if a student arrives late or leaves early during the day. A note from a parent/guardian will not suffice.
- Every absence, late arrival, or early dismissal requires an email from a parent/guardian prior to the official starting time of the school day on the morning the student is absent. A student may not return to school until he/she is well enough to participate in all school activities including recess.
- All absences become part of the student's permanent record.
- **If a student has been absent for 5 or more consecutive days, the student is required to bring a note from his/her doctor to be filed by the nurse in his/her medical file.**
- **Parents/Guardians will be notified in writing when a student's absences equal 10 cumulative total days.**
- **Permission to participate in extracurricular activities, and/or field trips may be withdrawn when absences, lateness, or early dismissals combine to equal 10 cumulative total days and a parent conference may be required.**
- Prolonged unauthorized absences can and will affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. **A student who is absent for more than 20 days in the course of a school year or has an excessive lateness and/or early dismissal record or a combination of the above may be required to repeat the school year at the discretion of the administration.**
- The administration reserves the right to request a conference with parents of a 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.
- Unlawful absences are considered truant. The school informs parents that if truancy persists, the public authorities will be notified.
- Child Protective Services (CPS) may be called due to excessive absences.

EXTENDED LEAVE OF ABSENCES

Parents/Guardians are encouraged to keep the Health Suite and the student's counselor updated regarding any chronic medical diagnoses that might impact a student's attendance.

Parents/Students are urged to contact the appropriate teacher to arrange for assignments when the student will be absent from school for a prolonged period of time due to illness.

An Extended Leave of Absence (more than 5 consecutive school days) is used for students who are experiencing physical concerns, psychological concerns, or family emergencies. This is a collaborative process between the family, the student's counselor, the school nurse, the administrator, and an outside licensed healthcare professional. Each case will be handled individually, keeping the student's best interests in mind, with the ultimate goal to help the student focus on managing his/her health so that he/she can return to campus. Depending upon the length of the leave, students may be asked to make up incomplete work, attend an approved summer program, repeat a year of schooling, or complete another option decided upon by the team.

Administrative approval is required for each instance of an Extended Leave of Absence.

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

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 AND PRIVACY ACT)

St. Mark School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of [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 the school principal a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.

Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to 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.

The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the

student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information:

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

Parents who do not want the School to disclose the above directory information without their prior written consent must notify Jeanine Kaminski, administrative assistant, in writing by September 30.

- 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.

Section 6: 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 INTERVENTIONS 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.

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.



LIONS Matrix

	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
- 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, consumption, or under the influence of any drug or look-alike drug while at school or while attending a school function
- Possession, consumption, or under the influence 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
- Possession of blades/matches/vape pens/gummies
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Public displays of affection
- Threats to Others
- Engaging in threatening/dangerous behavior ***in school or out of school***

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 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.

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the school 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 school administration for reinstatement. The school administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of the St. Mark School student. The school 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.

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/Admin istrative Response	II Parent/Guardian Involvement	III Reallocation of Student's Time	IV Exclusion from Normal School Activities	V Expulsion
Options ● Verbal Reprimand ● Time out or out of classroom ● Loss of privileges ● Teacher/administrator conference with student ● Contact with parent ● Demerit	Options ● Phone call to parent/guardian ● Written notification ● Conference with teacher/administratio n ● Conference with parent/guardian ● Demerit/ Detention	Options ● Detention ● Campus cleanup ● In school suspension ● Parent/guard ian in school conference	Options ● Restricted access ● Suspension ● Alternative placement ● Parent/guardian notifications required ● Acceptance of make up work is determined on an individual basis.	Options ● Parent/guardian notification required ● Super-intendent of Schools notified and pastor notified

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/ Electronic	Any unauthorized use of computers, software, or internet accounts to access the internet. See acceptable use policy.	I to V

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

SEARCH AND SEIZURE

St. Mark School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control 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 school administration will implement acceptable conflict resolution techniques to work towards a solution.

BULLYING POLICY

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

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.

Section 7: Financial Obligations

RELEASE OF TUITION OBLIGATION/TUITION REFUND 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.

ELEMENTARY SCHOOL RELEASE OR REFUNDS

Date of Withdrawal	Tuition Obligation
Prior to May 1 st	0%
Prior to July 1 st	25%
Prior to September 1 st	50%
Prior to November 1 st	75%
November 1 st 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.

- 100% – The teacher and the classroom are fixed costs and therefore sunk costs even when a student leaves early. Be careful not to diminish the families desire for justification and rationalization of the refund amount.

REGISTRATION FEES FOR CURRENT FAMILIES

(Policy FIN 1.0)

- NON REFUNDABLE Intent to Re-Enroll Re-Registration Fee
 - From October 12-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

STUDENT FEES

1 student	\$425
2 students	\$850
3 students	\$1,275
4 students	\$1,700

OTHER FEES

Whatley Program: Pupils Receiving Inclusive Diversified Instruction	Students enrolling in either reading, math, or both	Reading: \$1,500 Math: \$1,500 Both: \$3,000
6th Grade North Bay 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. <i>See handbook for policy details.</i>	Per child: \$50

REGISTRATION POLICY

All returning families must log on to: www.schooladminonline.com to re-register. The re-registration fee of \$100 per family is due by December 15th. After December 15th, the fee increases to \$150 per family.

PAYMENT SCHEDULE

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

NUMBER OF Students in Family	Catholic Tuition Rate**	Other Faith Tuition Rate	Student Fees* <i>Not included in the tuition rate</i>
1 student	\$8,800	\$9,534	\$425
2 students*	* \$14,900	\$16,208	\$850
3 Students*	* \$19,966	\$21,928	\$1,275
4 Students*	* \$25,032	\$27,648	\$1,700
	<i>*Above tuition rates reflect multi-student discount.</i>		

*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**.*

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.*****

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

Schedule Options	Tuition	Student Fees*
Pre K-3 Three Half Days (Tues., Wed. Thurs.)	\$3,693	\$200
Pre K-3 & 4 Five Half Days	\$5,717	\$300

TUITION ASSISTANCE, TUITION GRANTS, BOOST

St. Mark Parish Grant and 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 of St. Mark Parish***
- A pattern of giving at the Parish either through envelopes or EFT draft (Push Pay)
- 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/.

Apply for ALL Archdiocesan & Parish grants through FACTS (www.online.factsmgt.com) or through the school website (www.stmark-school.org). The deadline for all financial aid applications is February 28, 2027.

- FIRST PAYMENT DUE - May, 2027 (Payable to: FACTS)
- LAST PAYMENT DUE - April, 2028 (Payable to: FACTS)

If you need your payments scheduled for dates other than what FACTS allows, please contact Mrs. Stover.

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.

DELINQUENT TUITION

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. Failure to meet financial obligations may result in students being removed from school until obligations are fulfilled.

WITHDRAWAL FROM SCHOOL

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

Section 8: Health

MARYLAND SCHOOL IMMUNIZATION REQUIREMENTS

All students in Catholic schools must be immunized in accordance with Maryland State Law. Schools inform parents that the child may have up to a maximum of twenty (20) calendar days from the time the child starts school to obtain the immunization record, get needed doses of vaccine, or get started on the vaccination series. If there is no verification of immunization record presented within twenty (20) calendar days of entry, the student is to be excluded until the record is obtained. 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 immunization exemptions for religious objection, MDH form 896 and the AOB Statement of Religious Objection must be submitted within 20 calendar days of entry, kept on file by the school and be approved by the Department of Catholic Schools.

In the case of immunization exemption for medical contraindication, MDH form 896 must be submitted within 20 calendar days of entry, kept on file at the school and the Department of Catholic Schools is to be notified of the medical exemption.

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

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 all medications 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, epinephrine spray). 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 Virus Infection (AIDS and all other symptomatic infections)
Mumps	Adverse reactions to Pertussis 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. Students may return if they have been on an antibiotic for 24 hours or until symptoms have resolved.

VARICELLA (CHICKEN POX)

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

HEALTH RECORDS

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 or epinephrine spray 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. If you have any questions about any of these policies, please contact the school nurse and/or your child's teacher.

BLOODBORNE PATHOGENS

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

VISION AND HEARING SCREENING

The school follows the directives of Baltimore County Health Department and responds to parent's requests for individual testing.

This testing is usually done for:

1. All new students who have not provided documentation for screening in the past year;
2. All students 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 AND EPINEPHRINE SPRAY

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)

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 and [Pages - Home \(maryland.gov\)](#).

Section 9: 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 site, 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.
- all communications with faculty and staff should be done via school sanctioned communication tools.

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. All communications with faculty and staff should be done via school sanctioned communication tools (i.e. email, calling the office, or Parent Square).

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of an emergency. This information 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 immediately.

NON-CUSTODIAL PARENT

Emergency contact information for each child is to be kept current in the student information system. 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

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

When there is a change in address, phone number or email address, parents need to update the student information system immediately.

BRIGHT ARROW

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 SQUARE

Parent Square is a secure application that administration, teachers, and HASA use to make announcements, updates, and to advertise events. Beginning in the

2026-2027 school year, all non-emergency communication will be housed in the Parent Square app. For technical assistance with your login information, please reach out to Ms. Fennessy at mfennessy@stmark-school.org.

PARENT TEACHER CONFERENCES

Parent/Teacher Conferences will be held on October 21, 2026. Teachers will send a sign up in advance. Middle school parents will have the option to meet with multiple teachers at one time. While these conferences are voluntary, teachers can request a parents' presence if there are behavioral or academic issues.

At any point throughout the year, teachers or parents can request a conference, either in person or via phone. These meetings can occur after school.

HOME AND SCHOOL ASSOCIATION (HASA)

The St. Mark Home and School Association (HASA) is a parent-driven group that helps parents/caregivers, school administration, and faculty to develop a mutual understanding and appreciation of the mission of Catholic education as lived in this Catholic school within the Archdiocese of Baltimore.

HASA provides programs and processes that engage school families in spiritual, educational, outreach, social, legislative, public relations, service, and fundraising activities that further the mission of the school.

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.

<i>St. Mark Home and School Association Members 2026-2027 School Year</i>	
Mrs. Lindsey Sarangoulis, President	Ms. Brittany Hallahan, Vice President
Mrs. Julie Marchica, Treasurer	Mrs. Shelby Grace, Communications Officer
Mrs. Meagan Bartlett, Recording Secretary	Mrs. Catherine Reed, Corresponding Secretary

HOMEROOM PARENTS

Parents are invited to volunteer their time in order to plan annual parties for each homeroom. These parties occur for Halloween, Christmas, and at the end of the year. Please see communication about the Homeroom Parents from HASA.

Section 10: Safety

EMERGENCY PLAN

Archdiocesan schools follow the I Love You Guys Foundation school safety standard protocols. For more information, please visit iloveuguyss.org.

FIRE AND SAFETY DRILLS

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 and students before a lock down drill.

EMERGENCY AND WEATHER-RELATED CLOSINGS

St. Mark 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)

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

St. Mark School follows the policies and procedures as outlined by the Office of Child and Youth Protection.

CHILD ABUSE AND NEGLECT REPORTING POLICY AND PROCEDURES

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our

school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the principal. The Office and Child Youth Protection (OCYP) director, Archdiocese of Baltimore, may also be contacted.

STUDENT CELL PHONES

Use of student cell phones during the school day is not permitted. 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 the 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.

VOLUNTEERS

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.

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)

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.

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 the drop-off time and after the pick-up time, as listed above. The school is not liable

for any injuries or accidents which may occur before the drop-off time or after the pick-up time, as 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.

THREAT ASSESSMENT

Each Archdiocesan school has a threat assessment team to monitor and respond to information about behavior, statements, or plans that may pose a threat.

A *threat* is a communication or behavior that indicates intent to cause physical harm, including self-harm, at school or a school activity or to one or more members of the school community. The *threat* may be expressed by spoken or written words, actions, drawings, electronic communications, or any other means. The *threat* may be observed by or communicated directly to the target(s) or observed by or communicated to a third party. Threats also may be reported anonymously or through “tips” or rumors. *Threats* may be direct (“I am going to beat you up”) or indirect (“I’m going to get him”).

The threat assessment team shall develop, implement, and monitor a plan to address the *threat*. Possible responses based on the assessment of risk may include a mental health risk assessment conducted by a qualified medical/psychological professional.

A written *Return to School Safety plan* may be implemented to address the immediate steps taken to prevent the *threat* from being carried out and a plan for further support before the student is permitted to return to school.

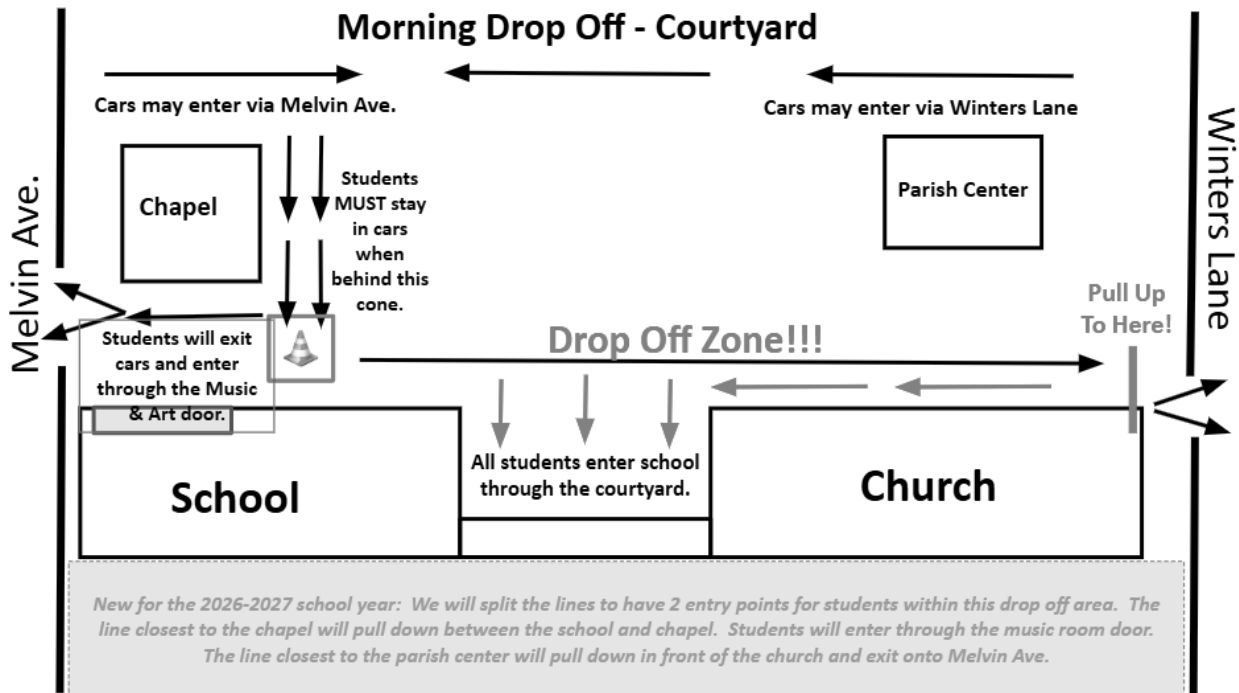
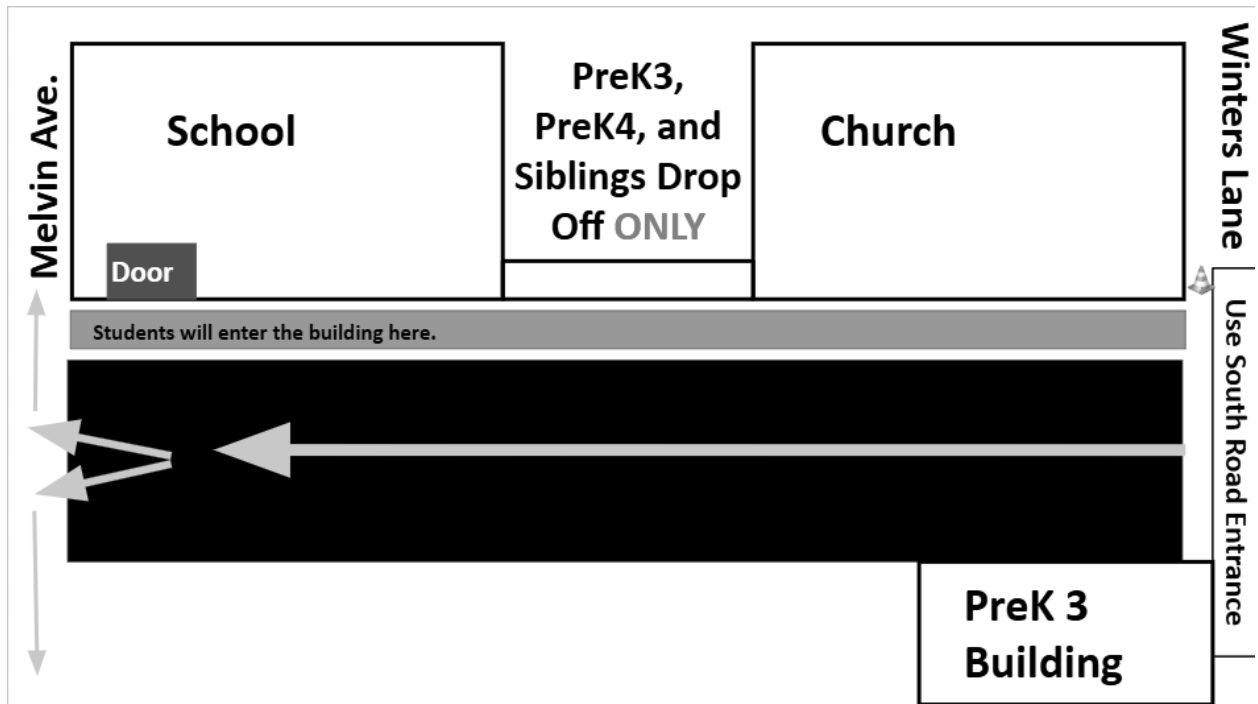
TOBACCO AND DRUGS

St. Mark School is a tobacco-free and drug-free workplace.

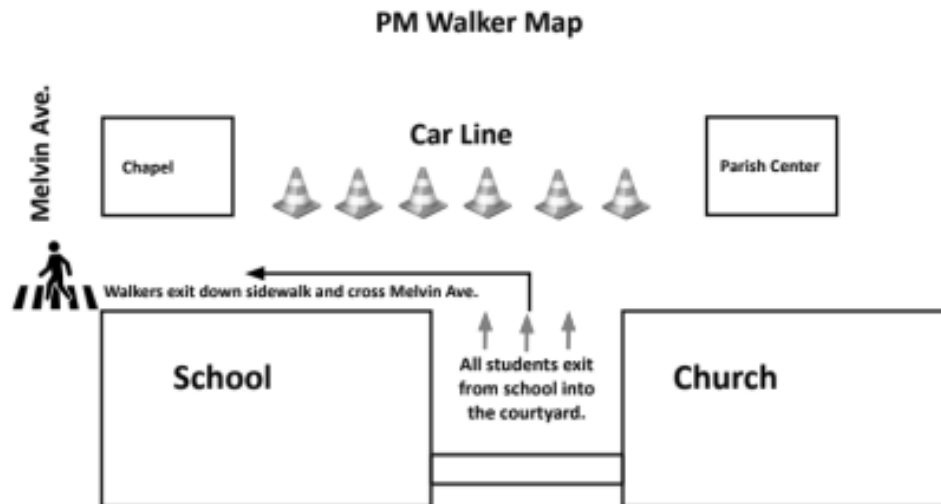
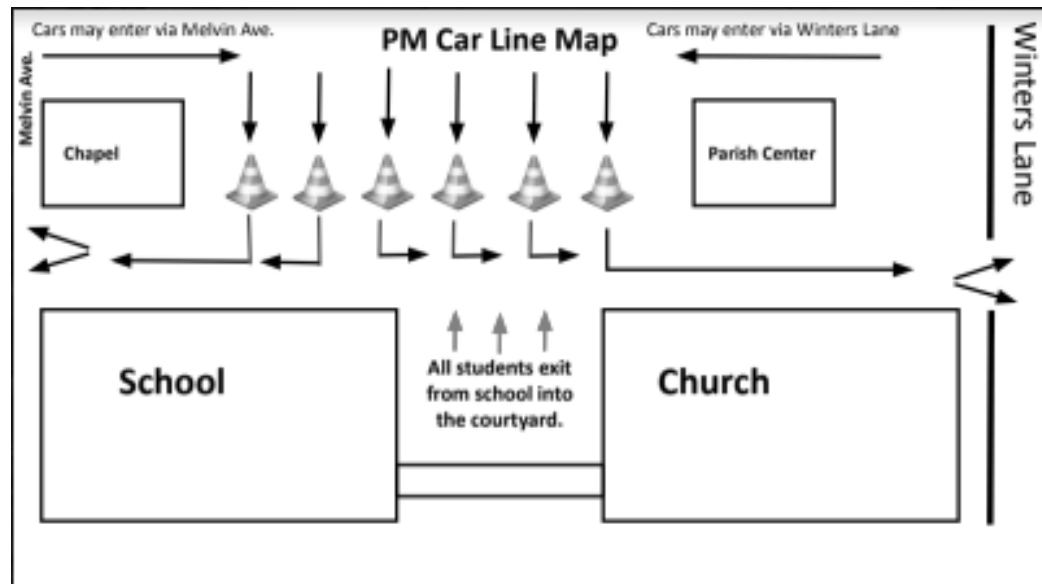
TRANSPORTATION PROCEDURES

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, Lyft, or any private transportation company.

Morning Drop Off Maps



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.

Section 11: Student Services

BEFORE & AFTER 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 8:30 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 AND 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 AND 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 AND COUNSELING

St. Mark School has a full time guidance counselor, Mrs. Carly Sites, 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:

● President ● Vice President ● Faith Ambassador ● Whatley Program Representative ● Historian, Grade 7 ● Historian, Grade 8	● School Spirit and Publicity, Grades 5-6 ● School Spirit and Publicity, Grades 7-8 ● Secretary ● Treasurer
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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.

Section 12: Technology

ACCEPTABLE USE POLICY FOR THE INTERNET AND TECHNOLOGY TOOLS

Technology skills are necessary to prepare our students for their future. Access to the internet and technology tools (including artificial intelligence, software tools, web-based applications and services, computer equipment, iPads, 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)
- 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 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

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) at this time.
- Grades 5–8 are permitted to use COPPA-compliant *generative* artificial intelligence (AI) tools for academic purposes **under the strict supervision and direction of the teacher.**

- Grades 9–12 are permitted to use *generative* artificial intelligence (AI) for academic purposes.

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

- 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.

Student Use (Grades 5-8)

- Only COPPA-compliant tools may be used with students in Grades 5-8 under age 13. Schools must verify that any AI or digital platform used with students complies with the **Children’s Online Privacy Protection Act (COPPA)**, which safeguards student data and requires parental consent for certain forms of information collection.
- Students in Grades 5-8 must not use generative artificial intelligence (AI) to create deceptive, harmful, or misleading images, audio, video, or representations of another person.
- Students may only use AI under the strict guidance and direction of the teacher.

WEB-BASED SERVICES

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 POLICY

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.

Section 13: Uniforms

STUDENT UNIFORMS

Students wear uniform clothing in the elementary and secondary schools.

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.

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.

Girls may only wear St. Mark PE sweatpants under their skirt or jumper before or after school or during recess in the colder months of the year. ***Pajama pants or any other sweatpants are not permitted.***

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 under the girls' uniforms or any gym uniforms.

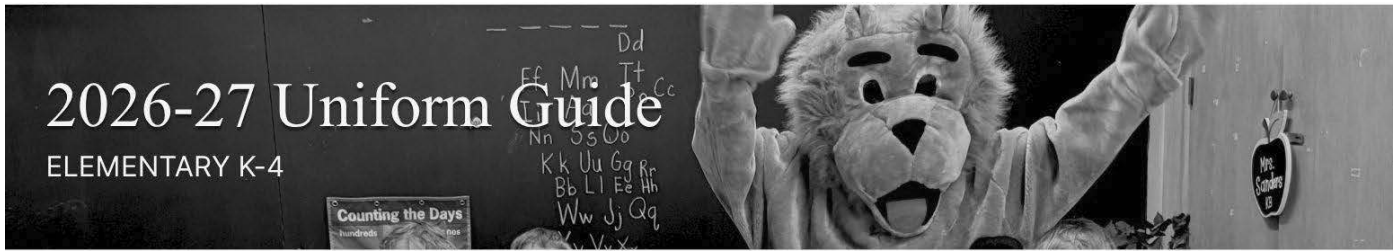
JEWELRY & HAIR ACCESSORIES

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.

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.



2026-27 Uniform Guide

ELEMENTARY K-4

Boys

Navy blue slacks

with a solid black or brown belt

White or maroon polo shirt

embroidered with the St. Mark Shield Ribbon logo

Navy blue sweater

Navy dress socks or white crew socks

Students may wear St. Mark Athletic Association Lions socks. Sport socks and monogrammed socks are not permitted.



Girls

Maroon and gray, regular or drop-waist jumper, or navy blue pants.

Jumpers must measure no higher than 2 inches above the knee. Skirts and pants must be worn at waist level with belts or waistbands fully visible

Short or long sleeved White blouse with Peter Pan collar

Navy blue sweater

Navy dress socks or white crew socks

Students may wear St. Mark Athletic Association Lions socks. Sport socks and monogrammed socks are not permitted.



BOYS & GIRLS WARM WEATHER OPTIONAL

August 31 - November 6 | April 5 - June 10



White or maroon polo shirt
embroidered with the St. Mark Shield Ribbon logo



Navy walking shorts
Shorts should be no shorter than two inches above the knee. No cargo shorts.

Navy skort
2 pleat skort features a modern A-line silhouette with soft and stretchy built-in shorts.

2026-27 Uniform Guide

MIDDLE SCHOOL 5-8



Boys

Navy blue slacks

with a solid black or brown belt

White Oxford button-down shirt

embroidered with the SMS monogram.

Wear a striped maroon and navy tie

Navy blue sweater

Navy dress socks or white crew socks

Students may wear St. Mark Athletic Association Lions socks. Sport socks and monogrammed socks are not permitted.



Girls

Maroon and gray Plaid skirt or navy blue pants

with a solid black or brown belt

Short or long sleeve White Oxford button-down shirt

embroidered with the SMS monogram

Navy dress socks or white crew socks

Students may wear St. Mark Athletic Association Lions socks. Sport socks and monogrammed socks are not permitted.



BOYS & GIRLS WARM WEATHER OPTIONAL

August 31 - November 6 | April 5 - June 10



White or maroon polo shirt
embroidered with the St. Mark
Shield Ribbon logo



Navy walking shorts
Shorts should be no shorter
than two inches above the
knee. No cargo shorts.

2026-27 Uniform Guide



frequently asked



An optional maroon 1/4-zip may be worn throughout the school year by students in PreK-8th grade.

It is available through Flynn O'Hara.

Why is St. Mark changing the uniform?

We are simplifying our uniform guidelines to bring clearer, more consistent expectations for every student and family. The changes are designed to make the uniform easier to understand and easier to follow.

My child is in 8th grade. Do the new skirt requirements apply to them?

No. Rising 8th-grade students are exempt from the new skirt requirements for 2026-2027 and may continue wearing existing uniforms provided they meet current fit standards.

Where do I buy the new uniforms?

All uniforms are purchased through Flynn O'Hara Uniforms in Glen Burnie at 1608 Furnace Branch Road. You can also order online at flynnohara.com.

What changed about the uniform?

St. Mark updated our logo, streamlined uniform options, and middle school girls will now wear the maroon-and-gray plaid skort.

Do the navy pants or shorts need to be the Flynn O'Hara brand, or can any navy pants be worn?

Navy pants and shorts may be purchased from any retailer as long as they meet St. Mark's uniform standards for fit, style, shade, and textile. All other uniform pieces should be purchased through Flynn O'Hara.

Do I need to buy everything new right away?

No. All families have *one* year to transition to the updated uniform guidelines. Existing uniforms that meet current fit standards are still acceptable this year.

What is the quarter-zip, and does my child need one?

The maroon quarter-zip is optional and available to students in PreK 4 through 8th grade. It can be worn throughout the school year and is available through Flynn O'Hara.

What shoes are required?

Shoes must be purchased from Van Dyke and Bacon. Approved styles include brown or black leather, tan suede buck, brown or black nu buck, Dr. Martens in brown or black, and Sperry Bluefish or Authentic Original. Kindergarten and 1st grade students may also wear black leather Mary Janes.

What are the warm weather uniform options?

Warm weather options are available August 31 - November 6 | April 5 - June 10. Students who prefer the standard uniform may wear it at any time. Please note that for middle school girls, the warm weather polo may only be worn with shorts — not with the skort.



ST. MARK SCHOOL

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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 have the school logo on the top corner 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.**

LABELING CLOTHES AND 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. Shoes that are not completely affixed to the foot, such as Crocs, flip flops, or slippers are not permitted.

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 (USED UNIFORMS)

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 _____



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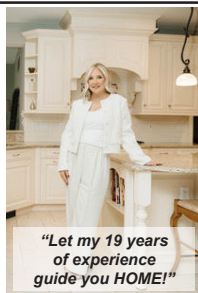
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