

**ST. MARK SCHOOL
PARENT AND STUDENT HANDBOOK
15724 Montrose Avenue
Cleveland, Ohio 44111**

PLEASE SIGN THIS FORM AND RETURN.

I have read and discussed with my child/children the Student Policies and other necessary information found in the 2016-2017 Parent and Student Handbook. We will follow the guidelines and abide by the policies stated in this handbook.

Date Signed: _____

PARENT

PARENT

Student Signature Room

Student Signature Room

Student Signature Room

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Introduction

Welcome to St. Mark Catholic School. By sharing this Parent-Student Handbook with you, we hope to express our philosophy and mission as a school community and Diocesan education unit staffed by a dedicated and committed faculty and staff.

St. Mark Catholic School invites students from Preschool to Eighth grade. As a school, we minister with parents in the formation and education of our school children. We are committed to providing the best education for each child. It is our goal to lead each student to a deeper sense of self-reflection, self-reliance, and responsibility by recognizing the individual gifts and talents each student possesses. Students are encouraged to discover their own unique contributions to society as faith-filled, responsible citizens.

Provisions

The administration of St. Mark Catholic School reserves the right to amend this Parent-Student Handbook at any time and will notify parents if changes are made. These rules and regulations are not all inclusive.

The implementation and interpretation of the provisions in this handbook rests with the administration. The administration's interpretation of the provisions in this handbook shall be the final and authoritative interpretation.

Policy Support Statement

All parents and students of St. Mark Catholic School are required to follow and support the policies contained in this Parent-Student Handbook.

Philosophy

St. Mark Catholic School, in partnership with the Church, the St. Mark parish community, our state and the family, provides a Catholic-Christian education through which Gospel values are presented, lived and fostered.

We believe each student is a child of God. Our purpose is to educate the whole child following the examples of Christ and the Gospel Values. Instruction is developed for each individual child with uncompromisingly high standards and varied learning tasks to help each child reach the highest potential. Curriculum serves as a guiding tool to meet individual needs for intellectual, spiritual, emotional, and cultural growth. Assessment is varied and developed for individual learning styles. Continuous improvement is achieved through interaction and mentoring by peers, administration, families, and support

personnel providing for the education of the individual child. Community-building, service, and faith formation are integral elements of our daily lessons and our overall dedication to the children in our classrooms. God is present in our school.

Mission Statement

St. Mark Catholic School nurtures Faith, inspires Academic Excellence, and instills Hope for the Future.

Belief Statement

We believe the purpose of St. Mark School, in partnership with parents as primary educators, is to:

- Foster an environment of learning in which each child can mature spiritually and progress intellectually
- Provide an ongoing instructional program which meets the needs of individual students
- Model and promote service and leadership

School Personnel

St. Mark School community is made up of many persons who are dedicated to the vital role of contributing positively to each child's education. They include the following:

- Pastor
- Principal
- School Secretary
- Classroom Teachers
- Physical Education Teacher
- Music Teacher
- Computer Teacher
- Art Teacher
- Education Aides

All members of the staff have the proper training and certifications to fulfill their roles as educators. A spirit of respect must exist between parents and personnel.

Faculty and Staff

Pastor		Rev. John P. Miceli, MDiv. Masters of Divinity
Principal		Mrs. Karen Cocita B.S. St. John College M. Ed. Ursuline College License Catholic School Catechetical Leader License Master Professional Catechist License
School Secretary		Mrs. Leslie Zimmerman
Grade 8	Room 11	Miss Janis Welty B.S. Cleveland State University License Basic Catechist License/ Apprentice Program
	Room 12	Miss Michelle McLaughlin B.S. Miami University License Basic Catechist License/ Apprentice Program
Grade 7	Room 15	Mrs. Andrea Fields B.A. Baldwin Wallace License Catechist License
	Room 10	Miss Kristen Hord B.A. University of Mount Union License Intervention Specialist K-12 Catechist Certification/Initiate Programs
Grade 6	Room 9	Mrs. Elizabeth Riordan B.S. Ashland University M.Ed. Ashland University License Catechist Certification/Initiate Program
	Room 16	Miss Jessica Hardin B.A. The Ohio State University License Catechist Certification/ Apprentice Program

Grade 5	Room 13	Mrs. Kathleen Gallagher B.A. Cleveland State University License Basic Catechist License
	Room 14	Miss Mary Krisko B.S. Walsh College License Master Professional Catechist License
Grade 4	Room 1	Mrs. Marianne Barry B.S. University of Dayton License Master Professional Catechist License
	Room 8	Mrs. Laurie DeCore B.A. Baldwin Wallace Ohio Standard Transitional Basic Catechist License/Apprentice Program
Grade 3	Room 2	Mrs. Josephine Litten B.A. Notre Dame College License Catechist License
	Room 7	Mrs. Jackie Kelley B.A. Kent State University License Catechist Certification/ Initiate Program
Grade 2	Room 3	Mrs. Patricia McGinty B.S. Cleveland State University M.Ed. Cleveland State University License Early Childhood Intervention Specialist Literacy Specialist K-12 Ohio Department of Education Master Teacher Basic Catechist License/ Apprentice Program
	Room 6	Mrs. Monica Horvath B.S. Baldwin Wallace College License Intervention Specialist Catechist License

Grade 1	Room 5	Mrs. Casey Blackburn B.S. Ashland University License Intervention Specialist Catechist Certification/ Apprentice Program
	Room 4	Miss Rachele Morchak B.S. Cleveland State University License Initiate Program
Kindergarten		Ms. Natalie Maroon B.A. Cleveland State University License Catechist Certification/ Initiate Program
Kindergarten		Mrs. Tracy Patton B.S. University of Kentucky Ohio Standard Catechist License
Preschool		Mrs. Katherine Juray B.S. John Carroll University M.A. Dominican University Ohio Standard Catechist Certification/Initiate Program
Physical Education		Mr. David Adams B.A. Baldwin Wallace College M. Ed. Baldwin Wallace College License Basic Catechist License/ Apprentice Program
Music		Miss Katelyn Kaiser Bachelor of Music Mercyhurst University License Catechist Certification/ Apprentice Program
Librarian/ Special Programs		Mrs. Susan Burtch B.A. Notre Dame College Ohio Standard
Art		Mrs. Andrea Schmidt B.A. Cleveland State University M. Ed John Carroll University License Catechist Certification/ Apprentice Program

Computer

Mr. Cody Gonyeau

B.S. Central Michigan University

License

Intervention Specialist

Catechist Certification/ Initiate Program

Teacher Responsibilities

The students are supported and encouraged to develop a mature and Christian character by all faculty staff members by:

- Personal attention and interest in each student
- Discussion with the student about his/her growth in character, appropriate behavior, and self-discipline
- Notification of parents when there is a concern about character development, self-control, or cooperation with school rules
- Parent conferences, as regularly scheduled, or as requested by either the teacher or parents
- Conferences with student, parents, and others school support personnel
- Conferences with the principal
- Maintain confidentiality between the school and home

Student Responsibilities

Students at St. Mark Catholic School are characterized by:

- Appreciation for the opportunity of a Catholic education
- Reverence during times of prayer and religious activities, participation in the Liturgy, openness and effort in learning their Catholic faith
- An attitude of service to others
- An effort to develop Christian leadership
- Personal responsibility for learning
- Respect for the rights of the classroom teacher and fellow classmates toward an atmosphere that is conducive to teaching and learning
- Cooperation, consideration, and respect for others in speech and actions
- Respect for and cooperation with teachers, school authorities, and other adults who assist them throughout the school day
- Honesty in speech and in school work
- Adherence to school policies and procedures
- Respect for school and parish property and personal property of others
- Playground behavior that ensures the safety of all students
- Good study habits that lead to life-long learning. Namely effort, confidence in their ability, punctuality, completeness, and quality of assignments and class work
- Regular attendance and punctuality
- Appropriate behavior walking to and from school, cooperation with safety patrol guards, crossing guards, and other safety personnel

- Self-care, good grooming, personal appearance, cooperation with the dress code.

Parent Responsibilities

The primary responsibility for the education of the children belongs to parents. This responsibility is shared with the school as a matter of practical necessity. The greatest single factor in building a child’s intellectual, cultural, moral and spiritual attitude is the EXAMPLE you provide in your home.

Parents are responsible for:

- Supporting school policy and the authority of the administration and teachers
- Modeling and supporting your children’s practice of the Catholic Faith
- Encouraging your child to complete all assignments
- Insisting that your child obey the regulations and principles of good behavior
- Discussing problems with the persons concerned and avoiding any criticism of the teachers and school policy
- Maintaining confidentiality between school and home
- Following the policies and procedures stated in this handbook, especially at drop-off and pick-up
- Paying all fees (tuition, education, lunch, etc.) on time
- Reimbursing any property destroyed (accidentally or intentionally)
- Attending a one-time *Called to Protect* parent meeting

Parent Volunteer Program

There are many opportunities for parents to become involved in activities at St. Mark School. St. Mark Parent Club meets monthly throughout the school year and provides support for the school. Parents assist the teachers in many ways. The Parent Club sends out a volunteer sheet every fall for parents to sign up for activities that they would like to become part of. Some of these opportunities include:

- | | |
|-----------------------|---------------------------------|
| Caritas Committee | Room Parents |
| Catholic Schools Week | Run for the Arts |
| Field Trip Assistance | Teacher Appreciation Activities |
| Fund Raising | Uniform Exchange |

Volunteers must be fingerprinted, have a background check and complete the Virtus program, and complete a *Volunteer Application. Policy and Standards of Conduct* forms from the Diocese of Cleveland must also be signed. The relationship between a teacher and a volunteer is a professional one of mutual respect and confidence. When volunteering at a school function during the school day, volunteers must first report to the school office to sign in and receive a volunteer badge.

Praesidium's *Called to Protect* program is a second-generation multi-media training program focused on matters of personal safety, abuse prevention and the creation of safe environments for children in Grades K-12. **It does not replace the Virtus training, but is supplementary to that for parents and students.** A yearly parent meeting is offered covering topics such as how offenders gain access to children, warning signs to look for in children and adults, and actions to take when noticed. A one-time training is requested for all parents.

Administrative Procedures

Admission Policy

Admission

St. Mark School is a Catholic elementary school intended to provide quality Catholic education to children of families who are registered and active members of St. Mark Parish. Non-active members and non-parishioners will be considered for admission as space and finances permit. Applications for St. Mark School will be considered on the basis of the following guidelines:

Non-Discrimination Policy

St. Mark School admits students of any race, color, sex, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational policies, admissions policies, and other school-administered programs.

Registration

Registration of current students

Families whose children already attend St. Mark School are required to renew their registration for the following academic year. Registration occurs in January. The administration reserves the right not to invite a student to return to St. Mark School for the next school year.

Registration of Kindergarten students

Children entering Kindergarten must be five years of age by September 30th. All incoming Kindergarten children will be given the Early Prevention of School Failure screening before acceptance is complete.

Registration of new students Grades 1-8

Registration of new students takes place in January after the re-registration of current school membership has been completed, and the number of available places has been determined. An interview with the student as well as an entrance exam is part of the admission process. Children entering Grade 1 must be six years of age by September 30th and provide evidence of successfully completing Kindergarten in an accredited school. Registration is complete when all academic and health records are received from the

previous school. **All students new to the school are accepted on probation for the first semester of the school year.**

These documents are required to complete the registration:

- Parish registration and place of residence
- Birth and baptismal certificates
- Academic and conduct records from previously attended schools
- Other records the Principal may require to establish the applicant's complete registration.

Admission Criteria

Waiting List Procedure

Families on the waiting list will be contacted according to the admission priorities and as class size permits.

Admission of Non-Parishioners

- Families that are not registered Parishioners will not be eligible for Parish assistance and will pay the full cost of education.
- Families are required to accept and work within the School philosophy.
- Admission in this category can only be considered if class size permits

Providing for Individual Differences

- Acceptance of any child depends upon the school's ability to meet the child's educational needs.

In accordance with St. Mark School Policy, any student, whether parishioner or non-parishioner seeking admission to St. Mark School for reason related to the racial composition or desegregation of the previously attended school will not be accepted.

Withdrawal

When a family wishes to withdraw their child from St. Mark, a written authorization must be sent to the School Office. Final report cards and student records are the property of St. Mark School. The school will release student records after all financial accounts have been settled. When a student withdraws from St. Mark School, a copy of the Permanent Record Card, Test Scores, and health records will be sent directly to the receiving school after a signed request by the parent is received and all payments are complete.

Families with special circumstances who anticipate difficulty meeting their tuition payment schedule are asked to consult with the Pastor before July 1st of the coming school year. This information will be held with the highest degree of confidentiality. When legitimate financial circumstances exist, and where parents show a spirit of participation and support outside of financial expectations, every effort will be made to provide for the children.

Cleveland Scholarship and Tutoring Program and the EdChoice Expansion Program

Upon acceptance and admission, newly registered families at St. Mark School, who have applied and been accepted for financial aid through the Cleveland Scholarship and Tutoring Program (CSTP) or the EdChoice Expansion Program, must provide the Parish Office with a copy of their acceptance letter before the start of the school year.

Tuition and Fee Agreement

1. The Parent/Guardian will accept the philosophy of St. Mark School defined by the Mission & Belief Statement, as found in the St. Mark School Handbook.
2. **Tuition and fees must be paid when due.** Failure to pay tuition and fees may result in your child not being eligible to continue as a St. Mark School student.
3. **St. Mark School reserves the right to withhold any academic documentation for non-payment of tuition and fees.** 8th Grade students will NOT be eligible for class activities or graduation events if tuition and fee payments are not current as of March 1, 2015.

Non-refundable Registration Fees are due March 2, 2016.

Your child’s enrollment is NOT guaranteed until the Registration Fee is paid.

The following Tuition Payment Options will be available:

- **Cleveland Scholarship Voucher OR Educational Choice Expansion Scholarship Voucher**
- **Annual** – Due by August 15, 2016. A 5% discount will be applied if paid, in full, by August 15, 2016.
- **Semi-Annual** – Due on August 15, 2016 and February 15, 2017.
- **10-Monthly Payments** – Due on the 15th of each month, August 2016 through May 2017.

Tuition per child Monthly Payments	Annual	Semi-Annual	10
Grades K – 8	\$4,250	\$2,125 x 2	\$425 x 10

Voucher Information: St. Mark School participates in the **Cleveland Scholarship Program** and the **Educational Choice Expansion Scholarship Program**

“The maximum amount of the scholarship for K-8 is currently \$4,250. Parents and guardians are responsible for registration fees.” **The scholarship amount only covers school tuition.**

PSAS Information: Financial Assistance, for tuition, is available through St. Mark Parish and the Diocesan Tuition Assistance program. **For those Registered Parishioner families who are requesting financial assistance, a Private School Aid Services (PSAS) application is required.** PSAS applications must be submitted by **March 1, 2016, for the first round of Diocesan awards, and by April 15, 2016 for St. Mark Parish assistance.** *The minimum amount of St. Mark Parish assistance will be \$900 for those who qualify.*

Families that are NOT registered Parishioners will not be eligible for Parish assistance.

If there is a financial need please contact Fr. John Miceli in the Parish Office.

Past Due Accounts

- All tuition and fees must be paid when due. Failure to do so will result in **late fees of \$30 per month** being assessed on the account.
- If tuition and fee payments are not current by January 15, 2017, no academic records or report cards will be released for 8th Grade students applying to high schools.
- No academic records will be released for transferring students.
- 8th Grade students will **NOT be eligible to participate in class activities or graduation events.**
- Failure to pay tuition and fees will result in the student's report card being withheld. This may also result in the student being dismissed from St. Mark.
- Should the account be left unpaid and referred to legal collection, the account will be subject to all additional costs and collection fees accumulated to clear the account.

Returned Checks

- Upon notification from a bank of non-sufficient funds, a family will be notified by mail
- A new check needs to be submitted as well as a \$10 fee to cover the NSF bank fee

School Records

Permanent Record Form

Accurate and complete permanent cumulative records are maintained for each student. Parents have the right to review the educational records of their children (FERPA).

Emergency Card

Emergency cards are issued to the parents and need to be kept up-to-date. Any changes, including home address, telephone number, e-mail address, and place of employment etc. need to be reported to the school office. These cards are kept on file for emergency use.

Transcripts

Student records are the property of St. Mark Catholic School. The school will release student records after all financial accounts have been settled. When a student withdraws from St. Mark, a copy of the cumulative record card and health records will be sent directly to the receiving school after a signed request by the parent is received and all payments are complete.

School Hours

Assembly in Classrooms

Grades 1-8	7:30 -8:00 a.m.
Kindergarten (Kdr. Building)	

Morning Announcements

8:00 a.m.

Dismissal

Kindergarten and Grades 1-8	2:50 p.m.
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All children are to leave the building by 2:50 p.m. unless under approved adult supervision or are part of the After School Program or other after school programs or clubs. Students not picked up by 3:00 p.m. will be sent to the school's After Care Program, and parents will be responsible for paying for this service. For information contact the school office at 521-4115.

The **After Care Program** runs from 2:50-6:00 p.m. and costs \$10.00 per day, per child. For information contact the school office at 521-4115. The Student Code of Conduct and the rules found in this handbook apply to students attending the After Care Program. The Aftercare cell phone number is 299-8060 during aftercare hours.

Office Hours

The school office can be contacted at 216-521-4115 from 7:30 AM until 3:30 PM on all school days, unless there is a scheduled faculty meeting.

Attendance Policies

Reporting Absence

Please call the school office (216-521-4115) by 8:15 a.m. if your child is absent. You may call the school number at anytime and push 54# and leave a message on the absentee voicemail. Please be sure to state your child's name, grade, and reason for the illness. State code includes the following reasons for lawful absence:

- Personal illness or critical illness in the family
- Death of a parent, guardian, grandparent or very close relative
- Quarantine at home
- Observance of religious holidays
- Subpoenaed court appearance
- Severe or inclement weather at the discretion of the parent
- Discretion of the principal

The school will call parents who do not call in an absence. Parents may also send a message of their child's absence with a brother or sister. Please notify the school office if the illness is of a contagious nature. The regulations of the Health Department will be followed for students who have had a communicable disease. **A note written by the parent must be given to the homeroom teacher when a child returns from any absence.**

If a child must be sent home and the parent or guardian cannot be contacted, another person listed on the Emergency Card will be contacted to pick up the student and sign the release form.

Tardiness

Student tardiness interferes with the child's progress in school and disrupts the classroom. Parents are expected to see that their children cultivate the habit of punctuality. **Students are considered tardy at 8:00 a.m. A tardy slip is needed for admission to class. With a note from a doctor's office, an "Excused Tardy" slip will be issued for medical appointments. All other reasons will be considered "Unexcused". If a student accumulates 3 Unexcused tardies per quarter, the student will be detained after school the following day for 15 minutes following parental notification. An accumulation of 5 Unexcused tardies per quarter will result in a detention.**

Chronic Unexcused tardiness will result in dismissal from St. Mark School.

Appointments

Medical and dental appointments should be made outside of school time if possible.

A written note must be presented to the teacher and brought to the office by 7:55 a.m. if the student is to be excused for an appointment during the school day. The person specified in the note must pick up the student **in the office. If a student misses at least 2 hours of school, he/she will be considered a half day absent.**

Make-up work due to absence

Assignments must be completed and returned to the respective teacher(s) within the time specified by the teacher. **It is the responsibility of the student upon returning to school to insure that he/she has all assignments and completes all work.**

Prolonged Illness

The school must be notified in the case of prolonged illness of a student. If a child is absent more than 5 consecutive days, parents need to provide the school with a note from the doctor indicating the amount of time the student will be absent and what type of activity the student is permitted to perform upon return to school.

It is recommended when a prolonged illness occurs, that the parents contact the teachers regularly to receive/return work. Upon returning to school, the student should meet with the teachers to schedule make-up work that cannot be completed at home.

Truancy will be referred to the Pupil Personnel Office of the public school district of residence. If necessary, the case will also be referred to Juvenile Court and/or Children's Services.

Family Vacation

Vacations taken during school time are discouraged. However, if vacations are taken, parents should give the Principal and homeroom teacher written notification of the child's impending absence. After the vacation, the student should contact the teacher to get missed work. Routine work can be given before vacation. Students are responsible for the mastery of material presented during their absence. **Work is to be completed within one week of the student's return unless other arrangements are made with the teacher.**

Emergency Closing Procedure

If St. Mark School closes, our Ohio Alert System will notify registered parents. To register, please use the following link: <http://www.ohioalerts.org/stmark>. All TV and radio stations will be notified. The closing will be listed as "**St. Mark School**". Calamity Day/Blizzard Bag assignments are posted on GradeLock and should **only** be completed when notification occurs.

NOTE: If school is closed, all scheduled activities are also cancelled.

Home-School Communications

Important information regarding the school can be accessed through the school's website: www.stmarkwestpark.com.

A newsletter is published weekly by the Principal on the school website. Bulletins and messages from parish and school organizations will be sent home as necessary. **Parents are required to check the online Blue Folder and their GradeLock accounts each week.** An email will be sent notifying you that the Blue Folder has been updated.

Emergency Operations Plan

The St. Mark School Emergency Operation Plan is approved by FEMA. It is reviewed yearly by all staff members. In the event of an emergency, parents will be notified through the Ohio Alert System. Use this link to register: <http://www.ohioalerts.org/stmark>.

Contacting a Teacher

Phone messages for teachers will be accepted from 7:30 a.m. until 3:00 PM. Teachers will return your calls during the day when they are free or after school. Teachers will return all calls within 24 hours. You may also send an e-mail to the teachers. All e-mail addresses for the faculty and staff are listed on the school website. **Procedure for addressing concerns with your child's teacher is as follows: Contact the teacher or staff member directly involved to discuss the concern. If the concern is not resolved, contact the Principal to discuss the concern.**

Emergency messages during school hours

Students are not permitted to call home for homework, missing supplies, permission slips, etc. once school has begun. In order to allow the school to run efficiently, **only emergency messages** will be delivered to students during the school day. Dismissal plans should be made before the child comes to school. To avoid classroom interruptions, forgotten items (lunches, homework, instruments, P.E. uniform etc.) will not be delivered to the classrooms. Students may check with the office during the day.

Parent Conferences

Two scheduled parent conference days during the school year promote a greater understanding of the needs and growth patterns of the student, as well as strengthen home-school communications. If additional conferences are needed, an appointment may be made with the teacher for a mutually convenient time. Parent conferences are held at the end of the first academic quarter, usually early November. The second conference day is scheduled in February. **Respect for all parties is expected.**

Parent Travel

If traveling and unable to be contacted, please inform the office in writing who is responsible for your child(ren) in case of an emergency.

Family/Custodial situations – Relationship with the School

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Mark School personnel will, therefore, send home notices, communications etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, interims, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the school must be notified immediately. The above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact, so that appropriate support can be given to the child. St. Mark School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. **A copy of the entire decree bearing the case number and the final page bearing the judge's signature is to be submitted to the principal.** Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has a right to the same access as the custodial parent. St. Mark School, will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" includes official transcripts, report cards,

health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of his/her child, which includes sport activities and classroom programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of “joint custody” entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child, and that this will be shared by and **between** the parents. Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that **one** conference appointment be scheduled “jointly” if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. Joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by the parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by St. Mark School’s legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher’s time.

Visitations should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this re-statement of procedures or circumstances you feel necessitate other arrangements, please contact the principal.

Instructional Program

St. Mark School implements the Graded Courses of Study prepared by the Office of Catechetical Formation and Education in compliance with the Minimum Standards for Elementary Schools in the State of Ohio. The principal and teachers select textbooks to support the curriculum.

Religious Formation

St. Mark Catholic School provides students with an experience of living in a community of faith. The purpose of religious instruction is to:

- Help students develop a personal relationship with Jesus
- Prepare students for a deeper and more mature life of faith
- Nurture a sense of prayer
- Lead students to meaningful participation in the sacramental life of the church
- Complement the family in living the Catholic faith
- Foster the formation of a right conscience
- Promote Christian community
- Assist students in developing attitudes of service
- Encourage awareness of missions and other global needs

Prayer begins and ends every school day. Religion classes are taught daily at all grade levels. All students participate in religious instruction. The National Catechetical Directory is the norm for instruction in conjunction with the curriculum guidelines from the Office of Catechetical Formation and Education of the Diocese of Cleveland. The *Blest Are We* series, written by RCL Benziger, is the basic text used for religious instruction throughout the school. The integration of religion and the principles of Christian living are included throughout the curriculum.

Students attend weekly school liturgy or prayer services. Parents are invited to attend.

Sacramental Education Programs

Parent attendance at sacramental education programs is required for Confirmation, Reconciliation and Eucharist.

Confirmation

- Children in Grade 8 receive instruction and have the opportunity to receive the Sacrament of Confirmation.
- Parent-led sessions and service opportunities are offered as part of the program.

Reconciliation

- Children receive formal instructions and receive the Sacrament of Reconciliation in Grade 2.
- Children in all grades are encouraged to receive this Sacrament regularly.
- Students have two scheduled opportunities for Reconciliation throughout the year.

Eucharist

- Children in Grade 2 receive instructions and have the opportunity to receive the Sacrament of Eucharist. A retreat (Jesus Day) occurs prior to First Eucharist. Parent volunteers are welcome but need to adhere to the volunteer guidelines (p.14). Usually the class celebration is early May. Family celebrations are scheduled individually.

Christian Formation in Sexuality

- Parents and students in Kindergarten through Grade 8 participate in the Christian Formation in Sexuality through the Health Curriculum provided by Diocese of Cleveland. This provides a basis of information for parents to expand on when discussing sexuality with their child.
- Students in all grade levels K-8 are instructed in the Praesidium's *Called To Protect* program by classroom teachers who have been trained in the program. This program is designed specifically for parents and Catholic students in elementary, middle and high school. It is based upon the latest child development research on how children and youth can best protect themselves. Lessons are made part of the daily faith formation.

Curriculum

Kindergarten

The students receive instruction in religion, readiness activities in handwriting, mathematics and reading, as well as art, English, language arts, health, music, physical education, science and social studies.

Grades 1-8

Students at these grade levels receive instruction in religion, English, language arts, mathematics, reading, science and social studies. Instruction in art, computer, music and physical education is given weekly.

Classes are taught on a departmental basis in grades 2-8.

Reading

A multi-level approach is used in reading instruction. Students are grouped within their grade level (grades 1-4) on the basis of present achievement and learning rate.

Computer

Computer integration is incorporated in all grades, Kindergarten through Eighth. Enrichment opportunities and applications of the computer are provided in all areas of the curriculum.

Other Courses of Study

The following topics are included in one or more courses of study:

Study skills and Library skills, Career education, Citizenship, Energy and resource conservation education, Human relations education, Social Justice and Multicultural education.

Classroom instruction is supplemented with a variety of educational and audio-visual materials. These include Activ boards, Elmos, kits of different subject areas, models, computer programs, Ipads, Chromebooks, an ActivTable, and a rolling laptop lab for individual and small group use. Educational television is available and serves as enrichment to subject matter being taught at the time.

Homework

Homework at most grade levels will usually be given daily. The assignments are an outgrowth of class work to supplement learning, to review independently what was taught in class, and to provide opportunity to use research skills. Time allotments for homework depend on the type of assignment and on the age and grade level of the student. No definite time limit can be determined for all, since children work at different rates of speed.

If a student should have a missing homework assignment, the teacher of that subject will issue a Missing Assignment Slip or stamp the student's assignment. **Missing assignments need to be completed, signed, and returned the following day for partial credit.** Students will be required to stay after school the following day if the assignment is still not complete. Parent contact will occur.

Parents can assist children in the following ways:

- Provide a quiet place for homework
- Provide assistance with organization when needed
- Check for completeness, neatness and accuracy
- Listen and offer suggestions when needed
- Listen to a child read or recite work
- Help your child prepare for test by daily study

Field Trips

Field trips enrich and extend classroom learning. Students will usually travel by bus when taking field trips. An official St. Mark School parent permission slip must be signed before a student may participate on a field trip. **(A note or phone call is not sufficient.)** The principal may exclude a student from a field trip if it is determined that participation would be detrimental.

Students are expected to follow all school rules and regulations while on the field trip. Cell phones may not be taken on fieldtrips.

Classroom Assignments

In classrooms on each grade level, children are assigned heterogeneously. In such an environment students are able to develop the skills necessary to interact with a wide variety of achievement levels. The Principal, in consultation with the teachers, assigns students to classrooms. To maintain the balance of classes, changes in classroom assignments will be made for **educational reasons only. Parent requests will not be honored.**

Departmental Classes

At some grade levels for some skills subjects (reading and math), students are sometimes grouped according to ability and achievement. This individual placement helps children progress more readily in these basic skills and allows for redevelopment and reinforcement as necessary. In such situations, a diversity of teaching styles can be employed to match the students' learning needs.

Reading and Math Groups

At St. Mark School, it is understood that:

- The Reading and Mathematics Courses of Study of the Diocese of Cleveland as required for each grade level are taught to all groups within a given grade regardless of other material that may be used. The curriculum and skills presented are identical; however, instructional material and approaches may vary.
- All grouping arrangements are made in view of the learning needs of the individual student.
- Grouping arrangements are flexible from year to year and also within a given year.
- The size of the groups will vary. Over-crowding a particular group defeats the purpose to meet the learning needs of the individual.
- Grouping is a teaching technique. It is not a reward, a punishment, or a status symbol.
- Changes in reading and math groups are made on the basis of objective achievement and teacher judgment. While parents' observations are helpful, the final decision of placement is the teacher's.

Criteria for determining reading and math groups each year

- Recommendations of the previous year's teacher
- Objective/standardized test results: ITBS and state proficiency test scores, previous year's achievement and appropriate pre-tests determined by the teacher
- Demonstrated understanding
- Critical thinking skills demonstrated in activities, discussions and evaluations-creative versus literal thinking
- Level of motivation, task commitment, ability to work independently, ability to concentrate and accept extra challenges
- Quality of contributions to discussions and cooperative learning activities.
- Usual pace of working and/or reading. Does the child need a little more time to process the material?

Student Evaluation

Monitoring and Evaluating Student Achievement

Student achievement is monitored on the basis of objectives stated in the Graded Course of Study and incorporated into the teacher's plan for daily instruction. Performance based assessment results is demonstrable evidence of a student's understanding of skills and knowledge in unrehearsed ways, new situations, and more complex content applications.

Evaluation of student achievement includes the following: teacher's observation of student responses, directed activities, quizzes, tests, participation in discussion, experiments, projects, oral and written reports, assignments and written class work, as well as other appropriate means to measure achievement in the particular subject at a given grade level.

Third Grade Reading Guarantee

The ability to read is the foundation of learning. Research shows that children who are not reading at a third grade level by the end of Grade Three will likely have difficulty learning in all classroom subjects in higher grades. Ohio's Third Grade Reading Guarantee ensures that every struggling reader gets the support he or she needs to be able to learn and achieve. Below are some key elements of Ohio's Third Grade Reading Guarantee:

- During the school year, we will be conducting in house reading assessments on all students in Kindergarten to Grade Three using diagnostic Reading and Math Assessment Tools.
- As a result of these assessments, which will be given several times throughout the school year, teachers will identify students "On Track" (meaning that their performance is meeting expectations for students in that grade level,) or "Not On Track," (meaning that their performance is currently below expectations for the grade level they are in.)
- Parents will be notified of your child's performance with a letter following the completion of assessments.
- A Reading Improvement Monitoring Plan (RIMP) will be completed and updated throughout the school year for those students "Not On Track."
- **Third Grade students who do not reach the state determined success mark on the Ohio Achievement Assessment for Reading will not be promoted to Fourth Grade.**
- For students with disabilities, there are two types of exemptions in the Third Grade Reading Guarantee policy.

Report Cards

Report cards provide parents with tangible evidence of their child's growth and development and promote mutual understanding and helpfulness between home and school. Report cards are issued four times a year, and are distributed the week following the end of the quarter. Report cards are to be signed by the parent or guardian and returned to school. The "Achievement Code" for the Diocese of Cleveland includes the following areas: Daily Work, Class Participation, Test Scores, and Homework. Please keep in mind your child's ability and recognize the importance of EFFORT.

A=Superior (100-93%) Consistently does superior work in accomplishing goals, objectives and requirements. Shows thoroughness in daily work and related assignments. Demonstrates ability to work independently and cooperatively. Achieves above average test grades.

B=Above Average (92-85%) Usually does above average work in accomplishing goals, objectives, and requirements. Shows knowledge and use of skills in subject matter. Demonstrates thoroughness in daily work and related assignments. Demonstrates ability to work independently and cooperatively. Achieves above average test grades.

C=Average (84-77%) Usually does average work in accomplishing goals, objectives, and requirements. Shows adequate knowledge and use of skills in subject matter. Completes daily work and related assignments. Demonstrates ability to work independently and cooperatively. Achieves average test grades.

D=Below Average (76-70%) Usually does below average work in accomplishing goals, objectives, and requirements. Shows insufficient knowledge and use of skills in subject matter. Displays limited effort in daily work and related assignments. Demonstrates limited ability to work independently and cooperatively. Achieves low average test grades.

F=Failing (69-0%) Usually does unsatisfactory work in accomplishing goals, objectives, and requirements. Provides daily and related work, which is below standard. Displays limited ability to work independently and cooperatively. Demonstrates unsatisfactory test grades.

I=Incomplete Incomplete work must be completed within two weeks. If work is not completed, the “Incomplete” grade is changed to “F” and the average is determined.

O=Outstanding
S=Satisfactory

U=Unsatisfactory
N=Needs Improvement

O, S, U will be used for conduct and effort and may be used for Music, Art, Physical Education and Computer.

The following criteria for Effort and Conduct apply:

Effort The teacher has made student aware of concerns via graded work, conference, after-school time, or extra-credit options. Parents have been notified. An S-, N, or U may appear on the report card for: an accumulation of late, missing, or inadequate assignments/class work; a sudden drop in homework, test, or project grades with no “recovery” following intervention; absentee work, which is not made up in a timely manner.

Conduct The teacher maintains record of behaviors; parents have been notified. An S-, N, or U may appear on the report card for an accumulation of any of the following: after-school time, detention, conferences with student and/or parent regarding inappropriate or disruptive behavior.

Grade Lock

St. Mark School utilizes Grade Lock as our online grade book, report card, and parent communication system. Each family must have a personal Grade Lock account. The parent/guardian is responsible to check their account each week. Teachers provide continuous updates.

Interims

Ongoing grades are posted on Grade Lock quarterly. An Interim form will be sent home as a reminder to check your Grade Lock account. This form will need to be signed and returned to the classroom teacher.

Promotion/ Retention

Promotion is based on the satisfactory completion of the respective grade level work. The decision of the principal in these cases is final.

Retention is considered in individual cases after thorough discussion by the teacher, principal and parents. Retention is subject to the final approval of the principal. Parents will be notified by the end of the first semester if a student is being considered for retention. Retention may be considered for the following reasons:

1. Failure to master fundamental skills of reading in the primary grades.
2. Failure in three or more subjects, i.e. reading, mathematics, English, science and social studies. A student fails an individual subject if he/she receives an average grade of “F” in that subject for the school year.
3. Failure to show the readiness necessary for the next grade
4. Social immaturity
5. Excessive absence

Consistent with Ohio Revised Code, the right to assign students to a particular grade level is the responsibility of the principal. The right to retain a student is dependent on the school’s judgment, and therefore, parental permission is not required.

Academic Probation

Students will be placed on Academic Probation when they receive two failing grades, three or more D’s or any combination of these grades. A student receiving such grades is placed on Academic Probation for one quarter. During this quarter, it is the responsibility of both the student and the parents to monitor progress in those subject areas where grades are below average. If at the end of the quarter, the student has improved, he/she will automatically be removed from Academic Probation.

Academic Probation is a serious matter. Students who continually fail to show improvement may be asked to transfer from St. Mark Catholic School.

Final Report Cards

Final report cards are sent home the last day of school. All financial obligations must be met before the final report card is released.

Standardized Testing Program

The testing program is designed to provide a systematic means of assessing student mastery of basic skills and evaluating the academic programs of the school.

Students in Grades 1, 2, 3, 5, and 7 are given the Cognitive Abilities Test to measure the student’s capacity to acquire the knowledge and skills that will enable him/her to be successful in the school program.

Students in Grades 1, 2, 3, 5 and 7 are given the Iowa Test of Basic Skills to measure mastery of skills in reading, language, work-study skill and mathematics, as well as the student’s ability to apply these skills to the solution of new problems.

The Ohio Achievement Assessment is given to Grade 3 in the fall and in the spring.

Students in Grades 5 and 8 are given the NCEA IFG Test to assess their knowledge of the Catholic faith.

The Writing Proficiency Test is administered to all students in Grades 3,5, and 7 to assess their writing strength.

State proficiency testing is given to students in grades 3-8.

Academic Honors and Awards

Academic Honors Grades 1-4

Grades 1-4 will be considered for honor certificates at the end of the year at the Awards Ceremony. The criteria for 1st – 4th Graders will be: all A's for all four quarters in all subjects and nothing lower than an "S". Some students are recognized at the end of every quarter for The Principal's Award for Merit, Cooperation, or Effort. Families are notified if their child is receiving this award.

Academic Honors Grades 5-8

Honors recognition will begin the first quarter for Grades 5-8.

1st Honors	A's in all subjects (A+, A, A-)
2nd Honors	A's or B's in all subjects (A+, A, A-, B+, B, B-)
3rd Honors	A's, B's, and not more than 2 C's in all subjects (A+, A, A-, B+, B, B-, C+, C, C-)

During the second quarter, students may earn "**Merit**" awards for advancing up a grade **in one or more subjects** while not lowering a grade in any other subjects. All classes are counted.

Effort and/or Conduct grades of S-, N, U are not allowed for Honors consideration.

Some students are recognized at the end of every quarter for The Principal's Award for Merit, Cooperation, or Effort. Families are notified if their child is receiving an award.

An Awards Assembly is held at the end-of-the-year, usually on the last day of school. Awards are given to students for Citizenship, Service, Outstanding Performance, Honor Roll, Principal's Honor Roll, Principal's Award for Merit, Cooperation, or Effort, and the Peace Award. Families are notified if their child is receiving a special award.

Educational Resources

Auxiliary Services

The State of Ohio Auxiliary Services Program provides the services of a school psychologist, a speech and language pathologist, an Intervention Specialist, a nurse and a Fiscal Liaison. Either the parents or the teacher may request these services. The parent

request for services must be written and sent to the Principal or to the classroom teacher. Parents must sign a parental consent form before a child may receive services other than from the school nurse.

Speech, Language and Hearing Services

All children new to St. Mark School (Grades K-8) are screened for language/speech problems. Children referred by the professional staff, parents or physicians are given a threshold-hearing test. For students identified with speech, language or hearing problems, the therapist plans an individualized follow-up program and maintains on-going parent and teacher contact.

Psychological Testing and Counseling

A school psychologist is available for individual testing and counseling. Group Mediation opportunities are also available. If family counseling is necessary, services outside the school need to be contacted.

Intervention Specialist

Individual and small group instruction is provided for children with special needs or disability. These students are identified through testing administered by the school psychologist or evaluator. After the school psychologist or evaluator assesses the educational needs of the student referred, a service plan is drawn up, and periodic evaluations and parent conferences are held. A teacher certified in special education gives remedial and supportive instruction in the modular educational unit. Parental permission is required for students to participate in this program. The school follows Diocesan Policy regarding children with physical and educational disabilities. Whenever reasonable accommodations can be made, the school will endeavor to do so. The principal and pastor make final decisions.

Library

The St. Mark School Library has a circulation of more than 10,000 volumes of books, periodicals, magazines and reference material available for student and teacher use. All classes participate in a weekly library period during which they are instructed to develop, maintain, and expand basic library skills and apply them to a variety of learning tasks at their grade level. Students are encouraged to choose good literature and develop their background of leisure reading experiences. The teacher, for classes involved in independent study or library research activities, may arrange additional library periods. St Mark library is equipped with telecommunications capability to access catalogues of local libraries. The library is also Internet accessible. The library is open before and after school to assist students seeking additional information and/or reading material.

Technology/Life Skills Lab

St. Mark School has a modern technology/life skills lab. The lab is designed to encourage students to reach beyond the classroom and traditional learning styles toward the computer driven world of communication. The school's rolling labs consist of a classroom set of laptops and two class sets of iPads that have wireless access in the classrooms. All classrooms are equipped with Activ Boards and Elmos (document cameras). An ActivTable is located inside the Computer Lab and is used for small group

instruction. Students in Grades 7 and 8 are issued Chromebooks, which are considered property of St. Mark School.

Computer Integration

Integration of technology with all areas of the curriculum, promotes student learning at all grade levels. Keyboarding skills are taught beginning in Grade 1. Integration takes place on the classroom computers as well as in the lab. The teacher, for classes involved in independent study, may arrange additional computer periods. We follow the Internet policy, which is on file in the office. Parents and students must sign an *Acceptable Use Policy*. Seventh and Eighth Grade parents and students sign an additional policy regarding the use of Chromebooks before they are issued for student usage.

Telecommunication Center

Telecommunication capabilities are available for teachers and students to access on-line databases, electronic bulletin boards, local libraries and general communication with other schools or organizations. There is Internet access in the technology lab, the library, and classrooms. St. Mark School building is wireless.

Fine Arts Program

All grades participate in a fine arts program, including vocal music, art appreciation and visual art. A music teacher provides weekly instruction to all grades in vocal music and music theory. The optional instrumental music program in Grades 4 through 8 provides the opportunity for small group lessons during the school day and participation in the St. Mark School Band.

A special art teacher teaches art education to all grade levels.

School Policies and Procedures

General School Policies

School doors are locked throughout the day, with electric locks, cameras, and buzzer system. Visitors enter by the doors near the church. Visitors must announce their intentions before entering the school.

- Only authorized visitors are permitted on the premises. All visitors must report to the office and sign in and out.
- All teachers are in possession of a Crisis plan, which covers fire drills, tornado drills, emergency evacuations and all emergency situations. Teachers are all instructed in what to do in the case of a true emergency and will instruct students as to what to do.
- In case of emergency dismissal during the school hours, a parent/guardian will be notified by phone or other means. No student will be dismissed until a parent/guardian is notified.
- Monthly fire drills, tornado drills and lock downs are held during the school year. An evacuation drill is conducted each year.
- A photo release consent form is sent home yearly. Children's full names are never submitted with photos.
- The school uniform is required on all days except dress down days; dress up days, some field trips, and birthdays.
- Students participate in various McKeon Group programs

- Peer mediation is in the school
- Anger management is taught
- Names and phone numbers of available psychologists are on file
- Teachers listen to the students when problems arise

Student Code of Conduct

St. Mark Catholic School is called to be community based on the shared acceptance of the message and challenge of the Gospel.

Discipline policies and rules:

- Flow from this concept of a faith community
- Foster quality relationships among students, teachers, and parents
- Assist the students to grow toward true discipleship

In requesting registration at St. Mark School, both student and parents agree to comply with and support the discipline policies and regulations.

Behavior on and off St. Mark properties before, during, or after school must reflect the values of St. Mark School. The goals of the Student Code of Conduct are to develop self-discipline and promote mutual respect.

When a student fails to make a correct choice, he/she must accept the consequences of the action.

The school reserves the right to vary from the following disciplinary procedures described depending upon the particular circumstances involved. Corporal Punishment is not permitted at any time.

Consequences of Behavior

Some consequences that may be employed for lack of cooperation with school rules

- Loss of minor privileges
- Removal of the student from the classroom or activity to another supervised area
- Denial of privileges such as field trips or class projects. Parent notification.
- Request for parent conference

Detentions

Detentions are issued with parent notification. Detentions are 45 minutes and served after school on Fridays. An accumulation of three behavioral detentions throughout the year will result in a parent conference with all teachers involved and the principal. Any further infractions may result in possible suspension. The following are some, not all, reasons for detentions:

- ❖ Failure to observe school rules
- ❖ Destructive to school property
- ❖ Inappropriate language
- ❖ Disrespectful to authority figure
- ❖ Annoying to classmates
- ❖ Inappropriate use of technology
- ❖ Fighting

- ❖ Rude/Discourteous behavior
- ❖ Disruptive classroom conduct
- ❖ Excessive talking
- ❖ Uniform Infraction
- ❖ Forged signatures
- ❖ 5 Unexcused tardies in a quarter

Suspension

When the previous method has been ineffective in changing a student's behavior or a serious offense has been committed, a student is liable for suspension. **Suspension** may be in the form of either in-school or at home. The student is responsible for missed work while suspended. **In addition, any suspension issued to an 8th Grader will be fully disclosed to high schools to which the Eighth Grader applies.** Suspensions may last from one day to two weeks. Parent notification occurs. **A Behavior Contract may be issued stating the conditions for the student to remain in the school upon the student's return.** The following are some, not all, reasons for suspension:

- ❖ Interfering with the teacher's lesson
- ❖ Defying a reasonable directive by a person in authority
- ❖ Using vulgar/obscene language
- ❖ Physical or verbal abuse toward another person
- ❖ Threatening violence
- ❖ Inappropriate use of technology
- ❖ Stealing, cheating, or plagiarism
- ❖ Leaving school grounds without permission
- ❖ Defacing or destroying school property or property of another person
- ❖ Non-compliance of any school policy

Withdrawal

If a student or his/her parent or guardian behaves in a way that hinders the school from pursuing its mission, the principal and/or pastor may determine that St. Mark School is not an appropriate venue for the student to continue his/her education. In that event, the principal will place the student and his/her parents or guardians on probation. This probation is a serious warning that such behavior is not consistent with an intention to remain a part of St. Mark. If the principal/pastor determines that the behavior does not improve satisfactorily, the student will be asked to withdraw. The following are some, not all, reasons for withdrawal:

- ❖ Lack of respect for school employees
- ❖ Lack of respect for school property
- ❖ Inappropriate use of technology
- ❖ Lack of respect for the academic, religious, cultural, and social norms of the school
- ❖ Refusal to accept the required school curriculum

Expulsion

In some cases the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. **Expulsion** of a student is a serious matter and will be used only when necessary. This decision is the right and responsibility of the principal and/or pastor. The following are some, not all, reasons for expulsion:

- ❖ Possession, distribution or use of any illegal drug or alcohol in the school, on school property, or at school events
- ❖ Possession of pornographic material
- ❖ Possession of knives, explosive devices, inhalants, fireworks, or other dangerous material
- ❖ Inappropriate use of technology
- ❖ Involvement in gang activity
- ❖ Threatening serious harm
- ❖ Non-compliance with any school policy

Situations with specific consequences

- Students responsible for stealing, destroying or vandalizing St. Mark School or parish property or the property of others are financially responsible, with their parents, whether the damage is accidental or intentional. The police will be notified if the situation warrants it. Lockers may be searched.
- Students are prohibited from the use, possession or sale of drugs, drug paraphernalia, alcohol, tobacco, hallucinogens, chemical substances, explosive materials or look alikes or weapons or any look alike of any kind, on St. Mark property, at St. Mark sponsored events whether held during or outside of school hours. Violations warrant notification of the police, immediate suspension and/or expulsion, and mandatory conference with parents before the student returns to school. Intervention by trained professionals may be required as a condition for the student to remain at St. Mark School. Lack of cooperation on the part of either the student or parents in this matter will result in the student's expulsion.

Student Threat Policy

Any and all student threats to inflict any harm to self or to others must be taken seriously. Whoever hears the threat should report it immediately to the principal. The police may be notified immediately. The student should be kept in the principal's office under supervision until the police arrive. The parent/guardian of the student who has made the threat shall be notified immediately. Any adult or the parent/guardian of any student who has been verbally mentioned as a potential victim or listed in writing as a potential victim shall be notified immediately. The student may be suspended and not considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). Lack of cooperation by either the student or the parents in this matter will result in the student's immediate expulsion. If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation.

The principal shall provide the mental health care professional (Psychiatrist and/or Ph.D. psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

The principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall address the concern raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal in the decision regarding the student's future enrollment at school.

Chemical Use/Abuse Policy

The school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice. Parents will be notified immediately if a student is found to have or be under the influence of tobacco, hallucinogens, alcohol or drugs, or any substance or to have drug paraphernalia in his/her possession on school property, or during off-campus activities sponsored by the school or school related activities. A mandatory conference with both parents will be arranged before the student returns to school. Intervention by trained professionals may be required as a condition for the student to remain at St. Mark School. Lack of cooperation by either the student or the parents in this matter will result in the student's suspension or expulsion. If a student gives evidence or sign of chemical dependency, the principal and teachers will contact parents, and an appropriate course of action will be decided upon. Parents who are aware of similar problems with a student are to inform the school so that together we can assist the student in overcoming this dependency.

Pregnancy Policy

Two sets of principles are to be applied in the situation of adolescent pregnancy in the Catholic school setting. One set of principles applies to the teaching on respect for human life. The second set of principles applies to effective school management. If the need arises, the two sets of principles will be applied on an individual basis.

Harassment, Sexual Harassment and Sexual Violence Policy

St. Mark School is firmly committed to providing a safe, positive learning and working environment for everyone in the school, free of harassment and sexual harassment. For this reason, and in keeping with the goals and objectives of Catholic education, St. Mark School expressly prohibits harassment and sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Harassment

St. Mark School seeks to create and foster a school community in which all individuals are treated with dignity, integrity, respect, and compassion. Harassment, intimidation, or bullying behavior by any student/school personnel in St. Mark School is strictly

prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying, “ in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, or on school-provided transportation that a reasonable person under the circumstance should know the effect of:

- Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’/personal property; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

St. Mark School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks
2. Threats, taunts and intimidation through word and/or gestures
3. Extortion, damage or stealing of money and/or possessions
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
 - Posting slurs on Websites where students congregate or on Web logs
 - Sending abusive or threatening instant messages
 - Using camera phones to take embarrassing photographs of student and posting them online (including Facebook and Instagram)
 - Using Websites to circulate gossip and rumors to other students (including Facebook and Instagram)
 - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers

Sexual Harassment

For the purposes of this policy, sexual harassment includes the following specific instances but is not limited to: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one’s possession in the school, on school

grounds, or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumor/innuendoes; obscene T-shirts, hats, or button; touching oneself sexually in front of others; obscene and /or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Harassment is not tolerated.

Consequences for Harassment and Sexual Harassment

Allegations of harassment or sexual harassment are to be reported to the teacher and the principal. The principal will investigate. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential to the extent possible by all parties involved, and every effort will be made to protect the alleged victim and witnesses from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation. **The principal will determine disciplinary action.** The complete policy is on file in the office. The school personnel are trained in the Virtus program, on file in the office. If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all the following:

- Verbal warning/reprimand and apology to the victim
- A parent/student/ principal conference
- Written warning/reprimand and parent notification, entered in the student's file
- Detention or removal from selected school activities and/or extracurricular activities
- Behavior/probation contracts, possibly requiring professional intervention, suspension, or expulsion

Sexual Violence

Sexual violence and some sexual harassment may be criminal in nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident.

The Department of Human Services and the police will be contacted immediately if there is any "reason to believe" that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in these situations. Generally sexual harassment should be construed as sexual violence when the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law. In these cases, the Department of Human Services and the police will be contacted immediately. Any child who feels he/she has been a victim of child abuse should notify their parent and teachers immediately.

Reporting Child Abuse

If a faculty or staff member suspects a case of child abuse, the Child Abuse hotline (696-kids) will be called in by the person suspecting the abuse. The Principal must be notified. We will follow the recommendations of the Child Abuse hotline Ohio Revised Code Section 2151.421.

Gangs

Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, possibly secret and/or exclusive in membership, whose purpose or practices include the commission of illegal acts, unlawful or antisocial behavior, violation of school rules, establishment of territory or turf or any action that threatens the safety or welfare of others or substantially disrupts the orderly operation of the school. Gang activity includes but is not limited to recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealings, being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known gang member commit a crime, or any other action directly resulting from membership or interest.

Consequences for Gang Involvement

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

- Parents/guardians will be contacted immediately and appropriate intervention initiated.
- A behavior contract will be prepared stating the conditions for the student remaining in the school.
- Students may be referred to counseling (personal and/or family)
- Students may be referred to the Department of Children's Services or other welfare or childcare agencies of the respective county.
- Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
- Students may be referred to the Partnership for a Safer Cleveland.
- Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
- Students may be suspended and/or expelled as already outlined in the school discipline policies. Parents/students will be held liable and financially responsible for all forms of vandalism.

Jurisdiction

Realizing that gang activity is a community concern, communication will be maintained with the police department and public school officials on all matters related to gang activity within the community. Involvement and jurisdiction of school

authorities in gang related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

Gang Related Policies

In order to prevent the onset of gang related activity, the following related policies would be strictly enforced:

- Dress code and uniform policy as defined in the School Handbook.
- Discipline policies and consequences as defined in the School Handbook
- The right of school authorities to search lockers, student desks, and personal property, upon request if suspicion of gang involvement exists.
- Policies and procedures relative to scheduling, supervision and attendance at school/parish sponsored events, held during the school day, in the evening or on weekends, whether held on parish property or at other public facilities.
- Policies and procedures established relative to participation in and attendance at school/parish sponsored athletic functions whether held on parish property or at other public facilities.
- Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities.

Weapons Policy

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational experience, St. Mark School expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish. **No toy weapons are allowed.**

This policy includes, but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is “any instrument, device or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon.” ORC 2923.11(A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas propelled projectiles. Possession of hunting weapons is also a violation of this policy.

No student may have possession of a weapon on school grounds, during or immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds or while at a place or location for the purpose of or related to attendance at a school-sponsored activity, function, or event; or at any other time when a student is subject to the authority of the school. A search for a weapon may be conducted in a manner consistent with the policy set forth in the Search Policy.

Consequences for Weapons

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator will immediately contact the police department and the Diocesan Legal Office before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

Disciplinary action may include immediate in-or out-of-school suspension or expulsion, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents may be required to sign a Probation Contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participation in the community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program after consultation with the Diocesan Legal Office. The pastor/principal makes individual judgments of cases.

Search Policy

The school reserves it a right to search at any time all school property such as lockers and desks even if assigned to an individual. Additionally, by enrolling in the school, the student and parents consent to a search of a student's backpack, gym bag, book bag, handbag, purse, coat and students' notebooks and folders, when the school has reasonable grounds to believe a student has in his/her possession some unlawful or otherwise prohibited items or items when on school grounds, during and immediately before or after school hours; on school ground at any other time when the school is being used by a group; off school ground or while any place or location for purpose of or related to attendance at a school-sponsored activity, function, or event; on a school bus or conveyance; or at any other time when a student is subject to the authority of the school. The search may extend to a student's person or clothing only if the school has reasonable grounds to believe the student possesses a weapon as defined under the Weapons Policy. Upon the commencement of any searches outlined above, the school will first request permission from the student in question to conduct the search. If the student refuses to allow the search, the school reserves the right to discipline the student for possession of the alleged unlawful or prohibited item or items in the manner provided in the school's Student Code of Conduct.

Electronic Devices and Personal Property Policy

St. Mark School does not assume responsibility for toys, iPods, cameras and similar items brought to school by a student. Parents are asked to see that these items are kept at home. No SMART watches or electronic devices are allowed unless permission is given by a teacher.

Cell phones may be brought to school under these conditions:

- **Must be in backpacks, turned OFF. Cell phones are not permitted to be carried on the person**
- **Cell phones may not be activated while the student is on school property unless a teacher gives permission**

- **Cell phones may not be used for picture taking or video**
- **Cell phones are not permitted on field trips**

Those who violate any of the rules regarding cell phones may forfeit their privilege of bringing them to school. They will be issued a detention. Phones will be taken away and will need to be picked up in the office by a parent.

Technology Acceptable Use Policy

St. Mark School makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating **St. Mark's** students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

Definition of school technology system: The school systems and networks (system) are any configuration of hardware and software. The system includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- computer hardware and peripherals;
- software including operating system software and application software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi; and
- new technologies as they become available.

Acceptable Use: Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with Student Code of Conduct.

Privilege: Access to the District's computer/network/Internet is a privilege, not a right.

Access to communication system: Access to the school's electronic communications system, including the Internet, shall be made available to students for instructional

purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children’s Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

Inappropriate Use: Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- other inappropriate use of technology such as e-mail, social networking, web pages, blog posts, web posts, or discussion forum/replies posted to the Internet;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

Vandalism or Mischief: Tampering with or theft of components from school systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

Modification of Computer: Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited.

Students Access: Computer/Network/Internet access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. Students Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following:

1. Respect and protect the privacy of others.
 - a. Use only assigned accounts.
 - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices as posted.
 - b. Report security risks or violations to a school administrator, teacher or network administrator.

- c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
 - d. Conserve, protect, and share these resources with other students and Internet users.
 - e. Get appropriate approval before accessing the network with personal devices.
 - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
- a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
 - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
- a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.
 - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
 - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
 - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
 - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

School Email and Communication tools: Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to the above mentioned rules.

The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:

- a. Internet access is filtered by **St. Mark School** on personal telecommunication devices in the same manner as **St. Mark School** owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of 3G or 4G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- b. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be

- spent trying to locate stolen or lost items.
- c. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
 - d. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
 - e. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
 - f. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
 - g. An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

Subject to Monitoring: All **St. Mark School** network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system, will be treated no differently than any other electronic file. St. Mark School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of **St. Mark School** for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

Consequences for Violation: Violations of these rules may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action appropriate legal action may be taken.

Supervision and Monitoring: School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

Agreement Form: In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at **St. Mark School** before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

Media Release and Consent Policy

There is value with audio-visual and digital technologies in providing an effective education. A *Media Release Form* must be completed granting permission before a child is permitted to be photographed or recorded as part of an educational program produced by the school or a coalition of schools.

AIDS Policy regarding students (Diocese of Cleveland)

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grade K through 12 shall be permitted to attend school or parish religious education programs in regular classroom setting provided:

1. The health of a child, as documented by his/her physician, allows participation in regular academic school activities.
2. The child behaves acceptably; in a manner that would not cause spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition, which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

In Diocesan High Schools, the Principal and Assistant Superintendent for Secondary Schools will consult with the appropriate persons and make a recommendation to the Superintendent of Schools, who will make a decision on each case.

In Parish Elementary Schools and Parish Schools of Religion, the Pastor and Principal will confer with the appropriate persons and consult with the Regional Superintendent before the Pastor/Principal makes the final decision on each case in the parish school. Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS Related Complex), or other illness caused by HIV (Human Immune Deficiency Virus that causes AID, also known as HTVIII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child.

Based on the condition of the child and the expected type of interaction with others, the Principal, after consultation with the proper authorities, may limit the child's participation in school activities.

A student with AIDS, who is excluded from school or a Parish School or Religious Program, shall be provided with an alternative means of catechetical instruction.

Elastic Clause

Because it is impossible to foresee problems that may arise, this clause empowers faculty members and administration to issue consequences for any action that violates the spirit of St. Mark School, even though not specified here. The judgment of the administration in all disciplinary matters is final.

Uniform Policy and Dress Code for Grades K-8

Appearance tells a great deal about ourselves. Good grooming and cleanliness are virtues extolled at St. Mark School. St. Mark School believes there is a correlation between dress and behavior. All students are expected to dress and groom themselves neatly, in well-maintained clothes that are outlined in the dress code.

Requirements for students not in compliance is as follows:

- Teachers will record the dress code violation, and students will initial the uniform violation
- An accumulation of three violations per quarter will result in a detention
- At the end of the year a reward of an out of uniform day will be given to every student who is warning free

Boys

Pants

- Navy blue or black dress pants
- **Junior High** students only (Grades 7-8): Junior High boys may wear dress uniform khaki pants to school as well as navy blue uniform pants.
- Dress pants are defined as traditionally styled pants with inside pockets only, plain or pleated fronts, cuffed or stitched hems, and no contrasting seams or other adornments. **Khaki jeans, form fitting, extremely tight fitting, or excessively large or long pants are not permitted.** For comparison purposes, many Dockers style pants meet these criteria.
- Belts need to be worn if pants have belt loops. Belts must be plain with no designs, oversized belt buckles, or ornamentation.

Shirts

- Grades K-4: plain white or pastel blue polo shirts
- Grades 5-8: plain white or blue pastel dress shirt with a solid red, navy, or black tie properly tied
- Grades K-8: **solid white undershirts**
- Shirts must be tucked in and not rolled

Girls

- Grades K-4: Red plaid uniform jumper
(**No shorter than 2 inches above the knees**)
Navy blue uniform dress pants
Red plaid uniform pants
Belts required for any pants with belt loops
Plain collared white blouse tucked in
Plain white banded-bottom polo
Solid white undershirts
sleeves cannot be longer than the uniform sleeve
- Grades 5-8: Red plaid uniform skirt (Gr. 5 may wear the jumper)
(**No shorter than 2 inches above the knees**)
Navy blue uniform dress pants
Red plaid uniform pants
Belts required for any pants with belt loops
Plain white banded-bottom polo or tucked in shirt
Solid white undershirts
Turtlenecks with a sweater
- **Junior High** students only (Gr. 7-8): Dress uniform khaki pants. Dress pants are defined as traditionally styled pants with inside pockets only, plain or pleated fronts, cuffed or stitched hems, and no contrasting seams or other adornments. **Khaki jeans, form fitting, extremely tight fitting, or excessively large or long pants are not permitted.** For comparison purposes, many Dockers style pants meet these criteria.

Boys and Girls Shorts Uniform

- **Navy blue walking shorts/skorts (not short shorts)** are permitted for students in Grades K-8 beginning August to September 30th and from May 1st to the end of the year. If shorts are worn, they are not to be more than 2 inches above the knee.
- White or pastel blue dress shirt or polo
- Banded bottoms or tucked in shirts
- Ties are not required with the shorts uniform

Any time shorts are worn to school (uniform, field trips, dress down days etc.), they may not be any shorter than 2” above the knee.

Footwear

Shoes

- School shoes **must be supportive and enclose the whole foot.** Ballerina-style shoes, moccasins, slipper-style, clogs, sandals, flip-flops, sling-backs, canvas fabric, athletic style shoe, high heel, or other “fashion shoes” are NOT permitted. The flat ballerina-style continually causes problems while children are walking the stairs or playing at recess. **Sperry Top-siders are permitted** but laces need to be tied.
- All shoes must be properly laced and tied

- Shoes worn as boots in inclement weather must be changed before entering the classroom

Socks

- Socks must be **solid** white, black, or blue **above the ankle** crew socks. Socks with ornamentation or logos are not permitted. Elite socks, while currently in style, are not permitted.
- Girls may also wear white, black, or navy tights

Sweaters

- Cardigan or pull over
- Solid navy, dark red, black or white
- Not oversized
- No ornamentation
- Official Saint Mark sweatshirt –NO HOODS
- Saint Mark Fleece quarter zip (black/red)
- No sweats or warm-up jackets

Hair

- Hair dye/highlights are not permitted. Hair is to be a student's natural color, clean and neatly styled and may not obstruct vision.
- Hair may not extend beyond the ears or collar for boys and may not be worn on or below the eyebrows for girls and boys.
- **Any student not in compliance will be issued a uniform infraction detention and one weekend for compliance, or he/she will not be permitted to return to school until the situation is corrected.**

Make-up, Jewelry and Cosmetics

- Make-up is not permitted for school wear
- Only clear nail polish is allowed with nails properly maintained
- Girls may wear earrings. Only **one pair** of small posts may be worn on the earlobes
- A simple watch may be worn
- All jewelry must be school appropriate
- One bracelet and one ring per hand
- Daily use of deodorant is expected for all students in Grades 4-8
- Cologne and perfume is not permitted due to allergies

Failure to comply with the uniform policy will result in disciplinary action. The decision of the principal is final.

Uniforms can be purchase from:

Schoolbelles, Inc.
4747 West 160th St.
Cleveland, Ohio 44134
(216) 898-5500

Physical Education Uniform

All students wear solid red shorts and red, white or grey T-shirts. St. Mark sweat pants or plain red or grey sweat pants may be worn in cooler weather. Shirts, shorts, or sweat pants with a St. Mark logo are permitted. **Gym shorts are to be worn at the waist and not be shorter than 2 inches above the knees.** It is recommended that an extra pair of tennis shoes be kept in school for students in Grades 4-8. Athletic shoes are to be properly laced and tied. Please use gym shoes with non-marking soles. Students in Grades 4-8 need a gym bag to keep shoes and/or clothing in.

Students in Grades K-3 may wear their P.E. uniform to school on their assigned P.E. days.

Dress Up Days

Students may dress up on their birthdays and Picture Day or for other special events. Appropriate dress code includes khakis, capris, and skorts. Jeans are not permitted. If the students choose to wear leggings/yoga pants, they must have a skirt/shirt worn over them that is **no more than 2 inches above the knee.**

Dress Down Days

Throughout the school year, students are permitted to dress down for various occasions. Clothing for dress down days must be appropriate for a Catholic school environment. Jeans and sweat pants are acceptable. Tops with suggestive or offensive language and /or pictures are unacceptable. Tanks, tiny tees, spaghetti straps or too-tight shirts are not permitted. Oversized pants, miniskirts or tight-fitting skirts or pants are not appropriate. If the students choose to wear leggings/yoga pants, they must have a skirt/shirt worn over them that is no more than 2 inches above the knee. **If shorts are worn, they must be knee length- not more than 2 inches above the knee.** Short shorts are not permitted. If a student comes dressed inappropriately, a dress code violation will be issued, and the student will be required to call home for a change of clothes.

General School Information

Noon Regulations

- The lunch /recess period is forty minutes with two grades eating at one time and two grades at recess.
- All children are required to stay for lunch every day. Lunches are brown bagged unless the optional Parent Club Out-To-Lunch is purchased on selected days.
- Milk is available for purchase
- Students should be dressed appropriately for outside recess at all times. Students have outdoor recess if the temperature is 32 degrees Fahrenheit or above.
- It is our goal that all students at St. Mark School understand the importance of correct behavior and proper courtesy on the playground. Recess will be denied to students who consistently violate safety and courtesy rules.

Birthday Celebrations

Parents who wish may send a wrapped treat for the class on the occasion of their child's birthday. Birthday treats must be individually wrapped and will be sent home for consumption. **Birthdays are Dress Up Days for the children.** Handing out invitations for private parties is not acceptable in class or on school property. Since we have many children with peanut and other food allergies, no peanut treats are allowed to be given out for birthday treats, etc.

Wellness, Food, and Beverage

Wellness Team Members: Principal, Secretary, School Nurse, P.E. Teacher, Special Programs Teacher, and Aftercare Director.

The schools of the Diocese of Cleveland are committed to providing school environments that promote and protect children's health and well-being. In the interest of good health, the following procedures will be followed:

- Food and beverages served by the school will meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations, as well as to the maximum extent possible, incorporate the Dietary Guidelines for Americans
- Foods needing refrigeration or freezing are not acceptable without special permission
- Dietary restrictions are becoming more common, not just due to the specific food allergies with peanuts and tree nuts, but with other types of food allergies (egg, soy, wheat etc.). Food containing nuts, peanuts, or peanut oil should not be served as treats
- Chewing gum is not acceptable at school

Wellness Policy Components:

Nutrition Component

- St. Mark School has no hot lunch program but does offer a Milk Program.
- Any pamphlets provided by the state/federal government promoting good healthy lunches are posted.
- Teachers will promote healthy eating habits through instructional bulletin boards, lessons, and activities.
- Awards for children will consist of healthy choices. Refreshments for class parties will be nutritionally sound and fruit and vegetable trays will be encouraged. Since dietary restrictions are becoming more common, foods containing nuts, peanut, or peanut oil should not be served as treats.
- Birthday treats must be individually wrapped and will be sent home for consumption.

Physical Fitness Component

- All students at St. Mark School will have Physical Education classes at least once a week.
- All students will have daily recess periods.

- The After Care program shall provide opportunities for every child to have physical exercise.
- When weather permits, physical exercise shall occur outdoors.

School Based Activities

- Parents and club moderators are requested to promote good health practices
- The school nurse conducts health screenings throughout the year. Heights and weights are recorded on all students. Body Mass Indices are calculated from these scores, and parents are informed of their children’s percentiles. Some children are referred to a physician for further evaluation.

The complete Diocesan Wellness Policy can be found online at www.ocfe.cleveland.org

Collection of Money

Students should not bring money to school for personal use, unless to purchase milk. Collecting of money for any purpose from school families must receive the prior approval from the principal.

Care of Books and Property

Since books are expensive both to purchase and to maintain from year to year, parents are urged to help their children be responsible for books used. **Books are to be kept covered, clearly identified, and free of graffiti.** Parents are financially responsible for the loss or damage of textbooks and other materials provided for their children’s use during the school year. Parents are also responsible for any damage caused by their child to property belonging to the parish, school, or other students.

Lost and Found

Please “name tag” all clothing. Lost and found articles will be placed outside the school office. Periodically all unclaimed articles will be sent to various missions. Lost valuables –glasses, watches, keys, and jewelry can be claimed in the secretary’s office.

School Supplies

A list of supplies required for each grade level is sent home at the end of the previous school year, and it may be accessed online at the school website. Students are asked to bring only the supplies required for their grade. Parents are asked to check and replenish supplies as needed throughout the year.

Health and Accident Procedures

A registered professional school nurse, who will provide immediate first aid in cases of injury or illness, staffs St. Mark School Clinic three days a week. The principal or school secretary cares for children on the remaining days. The school furnishes an Emergency Authorization Form, which directs the school’s course of action in each individual case. It is essential that the parents notify the school of any changes to the home phone number, cell phone number, address, or employment throughout the school year so this data is always up-to-date.

Health Guidelines

If a child is not well enough to participate in all activities he/she should be kept home. Reasonable exceptions to this would include children with severe asthma or broken bones.

- Students must stay home if they are ill and/or have a fever
- Students must be *symptom free for 24 hours* before returning to school
- Students seen in the clinic/office with any of the following symptoms will be sent home:
 - a. Temperature greater than 100 degrees
 - b. Any vomiting
 - c. Diarrhea more than once
 - d. Any undiagnosed skin rash
 - e. Pediculosis (head lice)
- In the event your child is unable to actively take part in physical education class, please send a note to the P.E. teacher and school office providing information regarding the specific condition, restrictions, and length of expected non-participation
- Please contact the school office regarding any accommodations that need to be made for a child returning from an injury

Health Services

Health immunization reports are due on or before opening day of school for kindergarteners and all new students. During the school year, vision screening, height, and weight measurements are given to all students. Scoliosis screening is given to Grades 5-8. Any test may be given upon parent or teacher request. (See also Speech/Language/Hearing Services).

Ohio State Law requires that any child who does not meet the Ohio minimum requirements for shots cannot be admitted to school. Parents will be notified if a student is not in compliance. After two weeks, the student will be excluded from school if still non-compliant.

Food Allergy Plan

St. Mark School will make every effort to become aware of any allergies that its students may have, and take all necessary precautions to protect these students from exposure to offending allergens and subsequent reactions. Allergic reactions can range from mild skin rashes to severe, life threatening reactions such as anaphylaxis.

Procedures and Practices, including responsible person(s):

When children with food allergies attend school:

- The school nurse will provide the family with the Food Allergy Action Plan to be filled out by the child's healthcare provider or parent
- Based on the child's Food Allergy Action Plan, caregivers will receive training and put into practice:
 - ❖ Preventing exposure to specific foods that trigger allergy
 - ❖ Recognizing symptoms of allergic reaction
 - ❖ Treating allergic reaction

- Parents and staff shall arrange to have appropriate medication (if necessary) on site, proper storage of medication, and training to use medication while in school
- The school nurse, secretary or teacher will promptly take steps outlined in the Action Plan if a student has a reaction while in school.
- The school nurse, secretary or teacher will call 911 if epinephrine has been given and then call the student's parents.
- The student's Food Allergy Action Plan will be given to all school personnel who come in contact with the child throughout the day.
- The Action Plan and medication will be taken on all field trips.

Contagious Diseases

Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes strep throat and head lice. A notice will be sent out to each class that has been exposed in accordance with State Law. **When a child has been home with an illness, the child should not return to school until free of symptoms and temperature has been normal for at least 24 hours.**

Strep Throat Cultures

If a child has had a throat culture one day, he/she should be kept home the following day until the results of the culture are known.

Dismissals due to Illness

When a child becomes ill or injured during the school day and needs to go home, the child is sent by the teacher to the clinic or office to wait until a parent or other responsible party can be reached. Students cannot dismiss themselves by calling home, and an ill child may not go home alone.

Medications

St. Mark School follows the policy of the Cleveland Board of Education for giving medications. School personnel can administer medications only when a specific procedure is followed.

- Forms must be obtained from the nurse or the school office, to be signed by the parent and signed and completed by the physician requesting medication to be given.
- Medication must be delivered by the parent to the school in a properly labeled container from the pharmacy. Parents should not send in medications with the child.
- The child consumes the medication in the nurse's office or school office.
- School personnel may not administer non-prescription drugs, such as aspirin and Tylenol without a form filled out by the physician.
- In order to use cough drops, students must bring a signed permission note from parents. **For safety reasons, cough drops may only be consumed in the school office or the nurse's office in the presence of an adult.**
- We follow Diocesan policy regarding injections. The school nurse is the only one authorized to give injections except for Epi-pens. Teachers and staff will be trained yearly by the nurse on how to administer an Epi-pen.
- Medications are monitored for expiration dates. The nurse will notify parents when a medication is about to expire.

- If a student uses an inhaler or an Epi-pen, parents must submit the necessary forms for the child to carry this medication on his person, otherwise they will be stored in the clinic.
- If an evacuation is necessary, all medication will be taken to the evacuation site.
- Before the end of the school year, a parent or guardian must pick up unused medication or the nurse will dispose of it.

Universal Precautions

We follow mandated state guidelines when dealing with blood:

- When a student loses a tooth, the tooth will be sent home in a plastic tooth holder
- Blood on clothes will be covered with tape or clothes will be changed. The soiled ones will be sent home in a bag.

Children are permitted to bring Purell Hand Sanitizer to school and use in an appropriate manner for good hygiene.

Extra Curricular Programs

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the pastor and/or principal. These may include guidance programs, parent education programs, social activities that foster positive group identification and behavior, CYO and parish based youth ministry activities, etc.

Servers

Please contact the Parish Office (226-7577) for more information regarding servers for parish and school liturgies. Serving is open to both girls and boys Grade 7 and up.

Student Clubs

St. Mark School sponsors clubs and activities based upon student interest and availability of moderators. The following clubs are available: Prayer Club, Student Council, Future Catholic Teachers, Mediation, Band, Choir, Drama Club, Physical Fitness, Safety Patrol, Mission Club, WSMS, Ski Club, Knitting Club, Chess Club, Harry Potter Club, Yoga, and a Lego Club.

Transportation and Safety

Traffic Patterns

Arrival by Car

- Enter by the gate on W. 159th St. beginning at 7:30, and drive to the main doors of the school where children will exit their vehicles
- Cars **should not enter** by the driveway between the rectory and the gym

- Exit the east gate by the kindergarten building onto Fischer Rd.
- There will be no turn onto W. 157 along the church due to walkers crossing the street.
- For safety reasons, please do not drop your child off on Montrose or W. 159 St.
- Kindergarten will drop off at the west entrance of the kindergarten building.

The doors will be unlocked at 7:30 a.m. to begin student drop off. Children will go directly to their classrooms. Children need to be in their classrooms before the 8:00 a.m. bell. Children will be marked Tardy at 8:00 a.m. Excessive Unexcused tardiness will result in a student’s dismissal from St. Mark School.

Walkers and Bike Riders Arrival and Departure

- All children walking or riding bikes to school enter by the east Montrose Ave. entrance, located by the school offices
- Grades 1-4 exit the building from the west Montrose Ave. entrance, located by the gym
- Grades 5-8 exit the building from the east Montrose Ave. entrance, located by the offices
- Students riding bicycles to school are to assume full responsibility for any loss or damage to the bicycle. Bicycles are to be parked and locked at the bike racks located by the gym. Students should walk their bikes to the racks once they are on school property

Afternoon Car Pick-up

- Enter into the parking lot by the gate on W. 159 St. beginning at 2:30 p.m.
- Students are dismissed promptly at 2:50 p.m.
- Gates will be opened at both ends for exit once the children are safely in their cars.
- There is “**No Turn**” onto W. 157 along the church due to walkers crossing the street
- You are welcome to stand outside your vehicles to assist children in finding their vehicles.

Responsibility for Safe Conduct

Parents and students are expected to cooperate with Crossing Guards, Safety Patrol, and teachers on supervision.

Students who do not show respectful cooperation with the Crossing Guards, Safety Patrol and teachers on supervision will discuss the issue with the Principal, and parents will be notified.

School Calendar 2016-2017 (Tentative)

August	18	Kindergarten Family Picnic, 5:00-7:00
	22	New Student & 1 st Grade Orientation, 9:00-10:00

	24	First Day of School, Gr. 1-8, 8:00-2:50 Kindergarten 8:00-11:30
	25	Kindergarten Full Day
	30	All School Mass
September	1	Parent Meeting Church 6:30
	2	No School
	5	No School
	6	Preschool begins 8:30
	12	Patriot Day Service 8:10
	15	School Pictures PreK-8
	20	1 st Floor Mass
	22	2 nd Floor Mass
		Grade 8 Confirmation Parent Mtg. 7:00 CH
	24	Grade 8 Rite of Enrollment 4:00 CH
	27	1 st Floor Mass
	29	2 nd Floor Mass
October	4	All School Mass
	5	Muffins in the Morning Living Rosary 8:15
	6	First Reconciliation Parent Meeting 7:00 CH
	13	Eucharistic Adoration 9-1:30
	14	No School Teacher In Service
	18	1 st Floor Mass
	19	Grandparents Day 9:00-10:30
	20	2 nd Floor Mass/ Grade 5 Retreat
	21	1st Quarter Ends
		No School
	25	All School Mass
	28	Halloween Party, Kindergarten-Grade 4 Halloween Dance, Grades 5-8
November	1	All School Mass Awards Assembly, 1:30 Report Cards Home
	2	CoGat Testing Grade 1
	2-3	Parent/Teacher Conferences 3:00-8:00 p.m.
	4	No School
	7	Grade 3 ELA Testing begins
	9	Grade 4 Retreat
	11	Donuts at Dawn, Veterans Day All School Mass
	16	Grade 3 Retreat
	17	All School Mass Thanksgiving Collection
	23-25	Thanksgiving Vacation, No School
	28	Reconciliation Grades 3-8
	29	1 st Floor Mas
December	1	2 nd Floor Mass
	2	Father Daughter Dance 7:00-8:30
	3	Reconciliation Grade 2 12:00 CH
	8	All School Mass
	8-9	Santa Shop
	10	Breakfast with Santa
	13	Christmas Show, Pre-K-Grade 2 Band, Choir 1:30, 7:00
	19	Geography Bee K-4 10:00, 5-8 1:00 Gym
	20	Classroom Christmas Parties afternoon
	21	Christmas Vacation No School
January	4	Classes Resume
	10	1 st Floor Mass
	12	2 nd Floor Mass
	13	End of 1st Semester, No School
	16	Martin Luther King Day, No School
	20	Prayer Service for the Unborn 1:30 CH
	23-24	1 st Floor Science Fair
	24	Awards Assembly, 1:30

	26	Report Cards Home
	26-27	Grade 8 Candidate Sponsor Night 7:00 CH
	27	Science Fair Grades 6 and 8
	27	Book Fair
	29	Catholic Schools' Week Open House 10:00-12:30
	30	Volunteer Day
February	1	Parent Day A-L 9:30-10:30, M-Z 1:30-2:30
	2	Heritage Day
	3	All School Mass
		Talent Show
		Mother /Son Dance
	7	1 st Floor Mass
	8	Grade 1 Retreat
	9	2 nd Floor Mass
	14	Classroom Valentine Parties afternoon
	16	Eucharistic Adoration 9:00-1:30
		Parent /Teacher Conferences, 3:00-6:00
		First Eucharist Meeting 7:00 CH
	17	No School
	20	No School
	22	Kindergarten Retreat
	23	2 nd Floor Mass
	24	Spelling Bee K-4 10:00, 5-8 1:00 Gym
	27	Iowa Testing, Grades 1,2,3,5,7 Begins
March	1	All School Mass Ash Wednesday
	3	Stations of the Cross 2:00 CH
	7	1 st Floor Mass
	9	2 nd Floor Mass
	10	Stations of the Cross 2:00 CH
	12	Mark's Madness
	13	State Testing Begins
	17	No School
		3 rd Quarter Ends
	20	All School Mass
	22	Grade 6 Retreat
	24	Stations of the Cross Grade 8 1:30 CH
	27	Reconciliation Grades 2-8
	28	Awards Assembly, 1:30
		Report Cards Home
	29	Writing Proficiency, Grades 3,5,7
	31	Stations of the Cross 2:00 CH
April	3-4	History Fair
	4	All School Mass
	5	Grade 7 Retreat
	7	Stations of the Cross 2:00 CH
	13	Holy Thursday Prayer Service, 1:30 CH
	14	Easter Vacation
	24	Classes Resume
	25	All School Mass Feast of St. Mark
	27	Spring Concert Band & Choir 1:30, 7:00
	29	Grade 2 Jesus Day 8:45
May	3	Living Rosary 1:30 CH
	4	First Eucharist Practice 7:00 CH
	6	First Eucharist, 12:00
	9	All School Mass May Crowning Grade 2
		Teacher Appreciation Day
	12	Drama Club Play 12:30, 7:00 Gym
	13	Drama Club Play 7:00 Gym
	24	8 th Grade Carnival
	25	All School Mass
	26	Preschool Graduation 9:30
		8 th Grade Appreciation Dinner, 6:30

	29	Memorial Day, No School
	30	Field Day, Grades 5-8
	31	Field Day, Grades K-4
June		
	1	Kindergarten Graduation, 9:30 8 th Grade Graduation, 7:00
	2	Last Day of School Awards Assembly, 10:00 CH Closing Liturgy, 12:00 CH 1:15 Dismissal- No Aftercare