

# Parent and Student Handbook

## ST. MARK



School Motto: "God keeps the light of learning alive."

School Colors: Navy and white

### **Saint Mark School**

**500 Wigwam Lane**

**Stratford, CT 06614**

**375-4291**

**WEB PAGE: [stmarkschool.org](http://stmarkschool.org)**

**FAX: 375 – 4833**

*Accredited by New England Association of Schools and Colleges, Inc.*

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

Rev. 9/10

## **Principal's Message**

We, the faculty and administration at Saint Mark, are committed to a program of academic excellence and the development and respect of individual dignity. Our academic program encompasses Pre-Kindergarten through Grade Eight. Saint Mark's small educational community has the flavor of the "old" neighborhood school that many of us fondly remember. Our dedicated and very skilled staff, parent involvement and support and open communication enable us to maintain a happy and quality school community. We are committed to these goals. Children need the support of their parents as well as the Christian atmosphere that we have created to ensure a positive school experience. Saint Mark School is dedicated to a partnership of faculty, students and parents working for the common good of our students.

Christian values and moral principles are not merely taught here; they are lived throughout our school days. We attempt to not only live the gospels, but also to solve our conflicts through them. Our graded curriculum assures the students of the necessary tools that they will need in high school and in their everyday lives. Children are God's gifts to all of us. At Saint Mark, we make every attempt to understand and respect our students. We know that these children are the future and hope that we have prepared them to meet the challenges of their world. They are taught that God walks with them through their entire lives and their faith in Him will sustain them. We **educate the soul**.

It is my hope that this booklet will be helpful and informative to you as a student and/or parent. If you are a potential parent or student looking at our school community, please feel free to come and visit. As it is always my pleasure to show everyone our wonderful school. We welcome you to the Saint Mark School Community and look forward to a very positive and beneficial educational experience.

Sincerely yours,

**Gene Holmes**

Gene Holmes  
Principal

## **MISSION STATEMENT**

**The mission of Saint Mark School is to support our parents in teaching their children to know Jesus Christ within the Catholic faith. Our faculty and staff are committed to providing a challenging academic curriculum while fostering a respectful and caring environment. Our community is dedicated to shaping life-long learners and followers of Christ.**

Underlying this mission is the belief that children are sacred and unique, and that childhood is a right. We will provide an atmosphere wherein the children can learn in a safe, nurturing environment, which stresses respect for God, self and others.

This Catholic education will enable the child to grow, develop, and ultimately embrace his/her mission in life with a true Christian spirit. The cornerstone of this mission is rooted in the person and power of Jesus Christ and is based on that covenant which exists among the families, the school, and the church community. This covenant relies on the commitment and participation of all parties concerned.



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

*Saint Mark School is not a State of Connecticut approved special education school.*

*The principal reserves the right to revise this handbook at any time.*

**SAINT MARK STAFF**

**Principal**  
**Secretary**  
**Preschool**

Mr. Gene Holmes  
Mrs. Carolyn Mannino  
Mrs. Julie Larracuenta  
Mrs. Karen Helms  
Ms. Stacy Zenowich  
Mrs. Lisa Roselli  
Ms. Jaelyn Cordi  
Mrs. Michelle Gianonni  
Mrs. Peggy Craig  
Mrs. Jennifer Errico  
Mrs. Janet Rodriguez  
Ms Lisa Mandolfo  
Mr. Philip Flynn  
Mrs. Marian Rabel  
Mrs. Agnes Miller  
Ms. Susan Schellhas  
Mrs. Gladys Ramos  
Mr. Dennis Maurao  
Mr. Peter Nelsen  
Mrs. Therese Liptak  
Mrs. Leslie Orendorf

**Kindergarten**  
**Kindergarten Assistant**  
**Grade 1**  
**Grade 1 Assistant**  
**Grade 2**  
**Grade 3**  
**Grade 4**  
**Grade 5**  
**Grade 6**  
**Grade 7**  
**Grade 8**  
**Computer**  
**Spanish**  
**Physical Education**  
**Music**  
**Library**  
**Reading Enrichment & Recovery**

**Art**  
**Nurses**  
**After School Program**

Mrs. Beth Rooney  
Mrs. Cindy Kelly  
Mrs. Christa Leonard



## SAINT MARK SCHOOL PHILOSOPHY

We believe that our primary objective is to cooperate with the Church in "communicating Christ" and His message of love, peace and service. We are a community of faith, where each of us shows by example that we love the Message giver, live His message in our private and professional lives and pass it on to our students with patience, kindness and understanding.

We are committed to educational excellence. Our educational goals, objectives and programs are intentionally directed to the growth of the whole person.

Realizing that education is a lifelong process, we start the child off on the road in view of his or her final end and the good of that society to which he or she belongs.

We endeavor to create an atmosphere that encourages personal integrity, self-respect and individual dignity. We provide for our students the experiences that will enable them respect for work done by themselves and others.

Realizing that parents are the primary educators and the first teachers, we work closely with them and communicate regularly in an open, sincere, concerned and supportive manner. Together with clergy and guided by the Holy Spirit, we collaborate in giving children a complete Catholic education.

We, being strong in the conviction and determination that peace begins in our hearts, provide opportunities for our students to experience the peace that comes from forgiving, sharing, accepting and working hard. At Saint Mark, our students learn of human needs, whether in the region or the world and begin to respond to the obligation of Christian service through joint action.

**In short, the mission of Saint Mark is to cooperate with the Church in the total Christian formation of each student. Providing high quality academic programs and instructions in the beliefs, values and traditions of the Catholic Faith, Saint Mark is a community of faith, whose aim is the transmission of values for responsible living and serving. At Saint Mark, the child is the soul, the faculty is the heart and the parents and parishes are the support.**

## Parent's Role in Education

We, at St. Mark School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Mark School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Mark School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### Parents As Partners

As partners in the educational process at Saint Mark School, we ask parents :

- To set rules, times, and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time; and
  - Has lunch or nutritional sack lunch every day.
  
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

## **SCHOOL POLICIES**

The following policies are designed to add to the efficient operation of our school. Please take some time to familiarize yourself and your child with them. **After consulting with parents, exceptions to these stated policies can only be made by the school principal.** The policies are arranged in alphabetical order.

### **ACCEPTANCE POLICIES FOR SAINT MARK SCHOOL**

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

**PRESCHOOL:** Please see the Preschool Handbook

**KINDERGARTEN:** In the event that there are more applicants ready for kindergarten than there are seats available, the administration of Saint Mark School will use the following criteria to determine acceptance:

1. **Readiness:** The child must be developmentally ready for kindergarten, as determined by the screening team. Placement in full-day kindergarten is made with the child's level of development in mind. The BRIGANCE screening is used as the Diocese of Bridgeport's approved screening tool. It is designed for a child who is 4 years and 9 months old; therefore, younger children may need to be screened in the summer. Children who are found to need more time to mature will not be accepted to the program for the upcoming year, but will be offered the opportunity to re-register the following year with guaranteed acceptance if re-screening shows that they are ready.

2. **Age:** The child must be 5 years old prior to December 31 of the applicable school year.

3. **Priority:** Acceptance of students who are ready for school is made in the following priority:

First Priority: Children who have siblings currently enrolled in Saint Mark School and for re-tested children.

Second Priority: Children of new families who are registered parishioners of one of the five Catholic parishes in Stratford or recognized National parishes.

Third Priority: Children of Catholic families who are members of parishes outside the Stratford area.

Fourth Priority: Non-Catholic children.

**GRADES 1 THROUGH 8:** Students in grades 1 through 8 are accepted in the following manner:

1. An initial interview takes place among the parent, prospective student and principal.

2. The parent agrees to allow the applicant to visit with his or her prospective classmates for a day, which is convenient for the school.

3. The parent/guardian agrees to share all school records and reports with the school system for review prior to admission.
4. Applicants for grades 2 through 8 will be given current school tests to determine readiness for that grade.
5. Applicants for grades Kindergarten - 8 will be accepted for a probationary period of ninety (90) days in regard to academics and discipline. This means that the applicant must maintain satisfactory grades and a personal discipline, which does not impede his or her progress or the progress of his or her classmates. The probationary period may be extended or removed at the discretion of the principal.
6. Applicants who are approved will be accepted in the same priority as stated above in the Kindergarten Acceptance Policies.
7. Final acceptance and approval is at the discretion of the principal.

### **ACCREDITATION FROM NEAS&C**

The New England Association of Schools and Colleges in Bedford, MA accredits Saint Mark School. Saint Mark School received its first accreditation visit from NEAS&C in 1997. We were visited in May of 2007 for our ten year review and have been given accreditation until 2017. A yearly update report is filed with NEAS&C each fall. This accreditation also is valid for State of Connecticut accreditation.

The NEAS&C serves the public and educational community by developing and applying standards assessing the educational effectiveness of elementary, secondary and collegiate educational institutions. The accreditation process involves a lengthy report prepared by the school faculty and staff in anticipation of a three-day peer visitation of a team of four or five educators from New England. Every aspect of the school is reviewed and a written report is filed by the visiting team, which is then reviewed by the NEAS&C Commission who vote to accredit the school. This is a lengthy and expensive process, as the member school must board the visiting team; however, when all is said and done, the school has passed all the standards of a quality institution.

### **ADVISORY BOARD**

The Advisory Board (AB) consists of parishioners, clergy, parents, and a faculty member. The AB's responsibilities include long term and short term strategic planning issues, such as marketing, facilities, restricted funds, equipment, budgeting, and fundraising/capital campaigns. The Board's goal is planning for the future of St. Mark School in the areas of financial security, enrollment, and facilities. Each Advisory Board member serves a two year term.

### **AFTER SCHOOL PROGRAM**

The Saint Mark After School Program runs from September until June for students in Kindergarten through grade 6. It includes all full-day and half-day sessions. The program does not run when school is not in session (i.e., snow days, emergency closings, vacations, holidays). You will be kept informed throughout the school year.

The After School Program offers a wide variety of activities for your child, including a

daily snack, play time, homework time and other special activities such as sports, arts and crafts, music, etc.

### **AFTER SCHOOL PROGRAM FEES**

Registration fee per child: \$20.00

#### **Rates:**

- 1 child - \$18.00 per day - \$75 per week
- 2 children - \$28.00 per day - \$125 per week
- 3 children - \$38.00 per day - \$165 per week
- 4+ children - \$50.00 per day - \$205 per week

For half-day sessions, when the children would be in the after school program from 11:30 AM to 6:00 PM, there will be an additional charge of:

- 1 child - \$8.00
- 2 children - \$11.00
- 3 children - \$14.00
- 4+children - \$21.00

There will be a \$15.00 penalty fee, which will be strictly enforced, for each 5 minutes the child is waiting to be picked up after 6:00 PM, payable the next payment period.

Payments are to be made **each Friday** to the school office. You can send your payment in with your children. Just remind them to stop at the office as they pass by in the morning. Checks should be payable to **ST. MARK SCHOOL (please write "After School")**. Please have exact change if paying cash. When there is no school on Friday, make your payment on Thursday. If your child is absent on a Friday, make payments when your child returns to school. If payments are not made on a regular basis your child will not be allowed to attend.

### **ABSENCE AND TARDINESS**

**Parents are asked to call the nurse's office (386-1955) by 8:30 AM and report their child absent.** If the parent does not report the absence, the nurse will call the parent at home or at work. When the student returns to school, the student **must** bring written explanation to the teacher and signed by the parent. **Students who miss more than three days in succession should have a note from their doctor that states that they may return to school. Every effort should be made to make dental and doctor appointments after school hours.**

If a student misses two days of school, he or she will have two days to make up their work, etc. **It is the student's responsibility to make up schoolwork and approach the teacher.** After waiting the prescribed number of days, a teacher may issue detention(s) for missing work. If the student fails to make up the assignments in the allotted time, a failing grade will be issued. Substitute assignments are not as beneficial as regular classes.

In the case of a lengthy absence or extended recuperation, this rule may be relaxed by the teacher in consultation with the principal and parents. Parents are asked **not** to take students on vacations while school is in session. **If a situation does arise where a student must miss school for special reasons, it can only be done with the authorization of the principal.** Work will not be given in advance when students leave for an unscheduled vacation; it will be made up as soon as possible upon returning to school. **Unexcused absences such as unscheduled vacations during school time will count against a student's record and teachers are not required to give advance work or make up work. An unexcused absence during mid-year or final exams may result in a zero grade for the exam. Parents should check the yearly calendar before scheduling such a vacation.** Excessive absences could result in retention.

**Students who are late (after the 7:45 AM bell) must report to the main office for a**

**late slip with their parent.** Please use the blue awning entrance when bringing a tardy student into the building. After the **third** late slip, a parent conference will be required with the principal and a no recess detention may be issued each time the student is tardy. A student must be present for at least half the day ( 4 hours) to be considered present for school. Three (3) tardies or three (3) early withdrawals is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade. Students who are habitually late for school may be reported to Municipal or State Agencies such as Department of Children and Families (DCF).

**Finally, it is school policy that if a student is absent from school, the student may not participate in any school-sponsored activity on that day. This includes school dances and shows; however, there maybe times when extenuating circumstances need to be reviewed by the principal.**

## **ACADEMIC POLICIES AND GRADING SYSTEM**

### **TEACHER CONFERENCES: Dealing with Student/Teacher Concerns**

There are times when individual problems arise with a student. Please follow this procedure to deal with your concerns:

1. **First contact is with the teacher(s) concerned with the problem to discuss the matter.** It may be advisable with older students to have them present at the conference and meet with all their teachers at the same time.
2. If the problem is not resolved to your satisfaction, please contact the principal for a conference.
3. Please document your requests in writing to teacher and principal.

**Please be advised that gossip is not necessarily the entire truth. Before reacting, please check the source of the information with the appropriate parties. Any parent who is willfully spreading gossip is not only jeopardizing someone's character but also could be jeopardizing their child's future at Saint Mark.**

**We cannot react to a problem unless we know a problem exists.**

### **HOMEWORK POLICY**

Rationale: Homework can benefit a student by reinforcing skills and material learned in class, preparing students for upcoming class topics, teaching students to work independently and evaluating student progress.

Guidelines: All students should have a school assignment pad. Students will do their homework independently to the best of their ability. Only neatly done homework will be accepted. Assignments will be turned in on time. **Students are responsible for making up assignments missed due to absence.** All teachers request that tests below 70% will be sent home for parent signature and should be returned to the teacher. **It is the student's responsibility to return signed tests.**

**In accordance with Diocesan Policy, homework is considered an integral part of the learning process, and is to count for between 5% and 10 % of the quarter grade. Homework should be assigned in accordance with the following guidelines:**

**Grade 1 – 10 minutes**

**Grade 2 – 20 minutes**

**Grade 3 – 30 minutes**

**Grade 4 – 40 minutes**

**Grade 5 - 50 minutes**

**Grade 6 - 60 minutes**

**Grade 7 - 70 minutes**

**Grade 8 - 80 minutes**

As a rule, homework is assigned daily, except on a holiday or a Friday, in grades 1 - 6. Long-term projects, make-up homework, supplementary reading and review may be assigned on a holiday or a weekend. Grades 7 and 8 can expect homework all the time. Teachers are advised not to schedule more than **two major tests, excluding spelling and vocabulary**, on a given day. Homework can vary from **10-80** minutes in primary grades up to 2 hours in grades 7 and 8. **Students who do not hand in homework as assigned on time or who fail to make up assignments due to absence will be given a failing grade of zero on that assignment.**

### **REPORT CARDS**

The Diocese of Bridgeport requires four computerized report cards a year (November, January, April, and June) with the exception of Kindergarten. Kindergarteners receive their first report card in January; however, they have parent conferences before or in November. Conferences are scheduled by request at anytime throughout the school year and parents are encouraged to contact the teacher if there is any question on their mind. Students who have academic difficulty receive progress notices in the middle of the marking period if necessary. Marking periods are eight weeks in length. Grades are based on daily class work, homework assignments, class participation, independent work and projects, tests, exams and quizzes. Students' work is sent home routinely for parents to examine as well as being reviewed by the principal. The student report card envelope is signed and returned within one week of issue.

### **DIOCESAN GRADING SYSTEM**

A = 94 – 100

Outstanding

C+ = 77 - 79

C = 74 - 76 Average

A- = 90 - 93

C- = 70 - 73

B+ = 87 - 89

D = 66 – 69 Passing

B = 84 - 86 Above Average

F = 65 and below-Failing

B- = 80 - 83

S = Satisfactory

U = Unsatisfactory

\*\*The following grade codes are used in Grades 1 – 3 for the following subjects only:

S=Satisfactory, N=Needs Improvement, U=Unsatisfactory for Foreign Language, Art, Music, Computer Skills, Physical Education

### **HONOR ROLL (Diocesan Policy)**

HONORS are given in only grades 6, 7 and 8

**HIGH HONORS:** No grade lower than A- including only 1's and 2's in conduct and effort. All subjects are included in calculating High Honors.

**HONORS:** No grade lower than B- including only 1's and 2's in conduct and effort. All subjects are included in calculating Honors.

### **PROMOTION REQUIREMENTS**

All children do not grow and develop at the same rate. Growth and development cannot be programmed and regulated to fit the current school year. By the end of the second marking period which ends in January, parents will be notified by the teacher if there is a possibility of retention. This allows time to work together to prevent the retention if possible. In accordance with Diocesan policy #4006, a decision on whether to promote, advance or retain will be made by May 15th. In the case of retention, parents will be alerted in the early spring in accordance with diocesan guidelines.

### **GRADUATION REQUIREMENTS**

Students who will be graduating from grade 8 must meet the following standards:

1. Students have a passing grade in all subjects.
2. Attendance and Discipline records are in good standing.
3. All tuition and assessment fees are paid by May 15th.
4. **A graduation fee will be set by the graduation committee (typically between \$100 - \$175) and is paid by January 31st of the graduation year.**
5. Completion of 5 service hours.

### **ADMINISTRATIVE POLICY FOR CONTINUED ACCEPTANCE**

The Saint Mark School Administration requires complete cooperation of parents and students in the policies stated herein. Parents have the right and duty to remind the principal, faculty and staff of their responsibilities in a **Christian** manner. The Administration in collaboration with the Faculty is open to constructive suggestions and insights, given the serious obligation we have to help in a child's growth and development.

**At no time does a teacher, parent or guardian have the right to enter the school or a classroom in a negative, hostile or intrusive manner. Teachers should be afforded the respect of their position as your child's mentor. Parents should present their concerns first directly to the classroom teacher and then if a satisfactory answer is not received, the parent may present their concern to the principal. A FAMILY CREATING DISSENSION BECAUSE THEY DO NOT SUPPORT THE STATED POLICIES AND PHILOSOPHY WILL BE ASKED TO FIND ANOTHER SCHOOL FOR THEIR CHILD(REN).**

### **BICYCLES**

Students may ride bicycles to school; however, they should walk them across the school grounds to avoid possible accidents. Riding double is not permitted. Bicycles are parked in the rear of the school near the garage behind the gym. **The school is not responsible for damaged or stolen bicycles.**

### **BUS**

The Stratford Board of Education provides bus transportation for Stratford residents who live more than 1 & 1/2 miles from the school or the student must cross a major road in order to come to school such as Cutspring or Huntington roads. This is a free service to **only Stratford residents.**

**Only eligible students may ride the bus and students may not ride a bus that is not assigned to them unless they have written permission from their parent/guardian and the note has been approved by the principal. “WALKERS” cannot ride home with a “BUS RIDER” classmate. Car transportation should be arranged.** The note is then given to the bus driver. Students should not change their assigned stops.

Inappropriate behavior on the bus may result in the loss of the bus privilege or suspension for a period of time. The bus driver is in complete control during the bus runs and will report disruptive, disobedient or disrespectful behavior to the principal. Students should always remain seated and be reasonably quiet on the bus. Shouting, screaming or disruptive behavior is not appropriate.

It is a custom, not a right, that the older students occupy the rear of the bus in order to watch the younger students and the younger students sit in the front; however, **the principal or assigned teacher reserves the right to assign seats if necessary.** Students should listen to the bus driver or one of the older students who may be attempting to correct poor behavior.

Safety concerns regarding bus service should be reported to the principal.

### **CALENDAR/NEWSLETTER**

A calendar is published for each month with all important dates in addition to the yearly diocesan calendar. School vacations are the same as Stratford Public Schools. **It is the student’s responsibility to bring the monthly calendar home.** The calendars are available on the school’s website: [www.stmarkschool.org](http://www.stmarkschool.org).

### **CURRICULUM**

The Diocese of Bridgeport prescribes our basic curriculum. The curriculum includes: Religion, reading, English, science, math, social studies, spelling, music, art, computer science, Spanish and physical education in grades K-8. The textbooks are chosen from a list approved by the Bishop of the Diocese of Bridgeport.

Grades K-4 are self-contained classrooms with attention given to individualized instruction; however, additional part-time teachers give instruction in music, physical education, library, Spanish, computers and art once a week. Presently, physical education takes place on Monday for grades K-4 and on Friday for grades 5-8. Grades 5-8 are departmentalized in the areas of Language Arts, math, social studies, science, computer education, art, music, Spanish and physical education. Students also visit the school library weekly

## DAILY SCHEDULE

**TEACHER SUPERVISION BEGINS AT 7:30 AM. PARENTS ARE RESPONSIBLE FOR THEIR CHILDREN IF THEY ARRIVE AT SCHOOL BEFORE 7:30 AM OR IF THEY ARE DETAINED BECAUSE OF EXTRA HELP OR DETENTION. THE SECURITY SYSTEM IS ACTIVATED FROM 7:45 AM UNTIL 2:10 PM.**

### SCHEDULE FOR A NORMAL DAY

7:45 AM Second bell: School begins with prayers, announcements, collections  
8:00 AM Classes begin in grades 5 – 8 (approximately 40 minutes each)  
9:50 Snack and Relaxation (varies in K-4)  
10:00 AM Classes resume  
11:55 AM Lunch: K - 5  
12:15 PM -12:50 PM Instruction/Reading/ (Teachers' Lunch)  
12:50 PM Classes Resume  
2:00 PM Dismissal

## DELAYED OPENINGS AND SCHOOL CANCELLATIONS

When weather conditions or other emergencies warrant the closing of school, announcements will be made on WICC (600 AM) or WEZN (99.9 FM) starting at approximately 5:30 A.M. Cancellations may also be viewed on line through a link to WTNH via the school's website. **When the Stratford public schools are closed or delayed due to inclement weather, Saint Mark School will also be closed or delayed.** Please do not call the school for this information. This only ties up the phone lines that are needed to get closing information from the superintendent's office.

If school is to close early for weather related reasons, dismissal will be at **12:15 P.M.** Phone calls home for this reason should not be necessary (except in the case of extreme emergency). **Please discuss ahead of time with your children what you expect them to do when there is an early dismissal.**

## DISCIPLINE/ SCHOOL REGULATIONS

1. Students of Saint Mark are expected to show respect to the administration, teachers, staff and volunteer parents, as well as their peers.
2. Students are expected to take proper care of their desks, textbooks, classroom and school. Any damage to school furniture or property (including books), incurred by the student, will become the parents' responsibility. Only students who have a written IEP will be allowed to take textbooks home over the summer. Parents who wish to have texts over the summer months must secure them through the principal's office.

3. Students may make phone calls from school only in the cases of emergency and only with the principal's permission. **Students may not use classroom phones unless a teacher has given them permission.** When a student is granted permission to make a call, it will be from the Main Office. No calls should be made for forgotten items such as homework.
4. Every student is required to have a waterproof bag to protect schoolbooks and materials. Students may use rolling book bags. All textbooks should be covered.
5. Students are expected to behave during class time in a manner that will not infringe on the rights of their peers to learn.
6. Gum chewing is not permitted anywhere on the school property or during school activities (i.e. field trips, after school program, etc). Children who violate this rule are subject to disciplinary action. Please note that this rule applies during the dismissal process. This is a detention offense.
7. Running, loud talking or screaming and littering are prohibited in the corridors, on stairwells and in the lavatories. **IN AN EFFORT TO RESPECT EACH CLASS AND OFFICE PERSONNEL, ALL TRAVEL IN THE SCHOOL HALLWAYS SHOULD BE SILENT.**
8. Students are permitted to play with “soft balls” during recess. Hitting one another, rough contact, and keep away games are prohibited.

### **DETENTION/SUSPENSION/EXPULSION**

A student usually spends his/her detention time missing recess; however, after-school detentions are a teacher’s option. Detentions may be issued for a variety of reasons and may be issued for more than one day; however, multi-day detentions count as one detention on the student's record. A student usually receives a warning before the detention is finally issued. Detention should be a rare occurrence and not a daily event.

Detentions may be given for academic as well as disciplinary reasons and are usually as a last resort. If there is a question, it is best to consult the classroom teacher who issued the detention to clearly understand the problem.

When a student has received a detention slip, it must be signed by the parent or guardian and returned to the teacher on the next school day. Failure to return the signed slip or serve the detention may result in a second detention. Detentions are filed in the principal's office each day.

Detentions are usually served during recess rather than after school. This behavior modification has been most effective for correcting most problems. On occasion, a student will receive an after school detention for more serious offenses. The teacher who issued the detention is responsible to see that the student has served the detention. Parents will be given 24-hour notice via the detention slip for an after school detention and are responsible to pick up their child after detention. Students who receive academic detentions will be required to complete the missing assignment(s).

When a student accumulates 3 detentions for disciplinary and/or academic reasons, a conference should be held with the teacher, parent and student. Our hope is to modify this behavior. If the student should continue to receive serious detentions, a conference with the principal, parent and teacher will take place. Any student who accumulates many serious detentions could be placed on a Disciplinary Contract. Serious detentions are defined as those detentions that involve disrespect, fighting or antagonizing a fight (physical or verbal harm), **bullying\***, truancy, or dishonesty including cheating, immoral conduct or habitual disregard for school rules. Other detentions for offenses such as tardiness, lack of homework and minor infractions will be considered in the student's overall disciplinary record.

\* St Mark School will follow the guidelines set by the Diocese to deal with bullying as all other disciplinary issues.

A student on a Disciplinary Contract will be allowed to remain in school with a written contract that restricts the number of future serious detentions. This contract also stresses good behavior and effort. If the student does not comply with the terms of the contract, the parents and student will meet with the principal to make decisions about the student's future. At the discretion of the Superintendent of Schools, the principal and in consultation with parents and teachers, the student may be asked to withdraw from Saint Mark School.

**Suspension is at the discretion of the school principal and students may be suspended depending on circumstances for the following reasons:**

1. Failure to abide by school rules on a continual basis.
2. Bullying or endangering the safety of the school community (this includes threatening another student with any type of harm and fighting).
3. Deliberate disrespect toward teachers or other students
4. Harmful physical conduct and instigating such conduct.
5. Vandalizing school property.
6. Theft and other forms of dishonesty.
7. Truancy.
8. Immoral actions.
9. Use and/or sale of drugs or alcohol on school property.\*
10. Possession of a weapon on school property.\*

**\*Saint Mark School has a zero tolerance policy in regard to drug sales and weapon possession in the school or on the school grounds.**

The principal will notify the parents about their child's suspension immediately, which means that he/she will be excluded from all class and school related activities. Before re-admittance, a conference with the principal, parent, teacher and student is required. In the event that the student makes no improvement, the most severe step will be taken, that of expulsion. The student is dismissed after consultation with parents and administration.

## **DRESS CODE**

### **STUDENT APPEARANCE REGULATIONS**

Faddish haircuts or any change in hair color are not permitted. Boys' hair must remain above the collar in length. A student may be sent home to correct these matters. The principal will have the final decision.

Make-up, colored nail polish, fake nails, dangling earrings and multiple earrings are not appropriate with school uniforms and may not be worn. Boys are not permitted to wear earrings while in uniform or at any time during the school day. **All** neck chains and other jewelry are to be worn under the student's shirt or blouse. These items are easily caught on passing objects and are also easily lost.

Neatness is the rule for all students. A boy who chooses to wear his trousers or shirt in a current fashion such as pushed down or excessively baggy in accordance to style will be sent to the principal and issued a detention or sent home. Girls may not wear extremely short skirts. Skirts should be within two inches of the knee in length. Girls may keep only the top button of

their blouse unbuttoned. No work boots or backless shoes are allowed. Failure to wear the school uniform may result in detention. Uniforms may be purchased at Blake's Uniform in Merchant's Walk in town.

Jumper, skirts, skorts and ties are sold only at **Blake's Uniform** in Stratford. Monogrammed sweatshirts, school polo shirts, backpacks and sweaters are available from **LANDS' END** catalogue (you can use SCRIP certificates to purchase from **LANDS' END**). Shirts, blouses, pants, walking shorts, and navy blue sweat pants and sweatshirts may be purchased at area retail stores. Students should be dressed as listed below.

### **Regular School Uniform for Girls:**

Jumper or Skort: Black watch plaid jumper nearly knee length available only at Blake's. (K – 5)

Skirt or Skort: Black watch plaid skirt nearly knee length (grs. 6 –8). Available only at Blake's.

Pants: Navy blue uniform pants for grades K-8. Available at Blake's, Lands' End and other area stores. **Grade 8** may wear plain tan dress pants.

Blouse: White oxford blouse or plain white blouse with a collar, short or long sleeves. **Grade 8** may wear any solid color oxford blouses, short or long sleeves.

Socks: plain Navy blue or white socks, knee socks, or tights in grades K – 8.

Shoes: Conservative school shoe, solid black, brown, navy blue loafers or tie style shoes.

Sweatshirt or Sweater: These are options to the school uniform. They are Navy blue or white plain sweaters which may or may not have the school emblem. Available with school emblem from LANDS' END catalog.

Belt: should be worn with walking shorts or pants.

### **Regular School Uniform for Boys:**

Pants: Navy blue uniform pants for grades K-8. Available at Blake's, Lands' End and other area stores. **Grade 8** may wear plain tan or navy **dress** pants.

Shirt: **White** oxford shirt or plain white shirt with pointed collar, short or long sleeves.

**Kindergarten** may wear plain white polo shirts, short or long sleeves, with or without the school logo. School logo is only available from LANDS' END. **Grade 8** boys may wear either white or any solid oxford shirts with either short or long sleeves.

Socks: may be navy, black or brown color in grades K – 8.

Shoes: Conservative school shoe, solid black, brown, navy blue loafers or tie style shoes.

Sweatshirt or Sweater: These are options to the school uniform. They are Navy blue and may or may not have the school emblem. Available with school emblem from LANDS' END catalog.

Tie: Black watch plaid tie (grades 1 - 5): Navy blue tie (grades 6 - 7): **Grade 8:** may wear any color tie (in good taste).

Belt: a belt should be worn with walking shorts or pants.

### **Summer Uniform for Girls and Boys in Grades K – 8**

**Students may wear the summer uniform until the end of September and again beginning in May until the end of the school year.**

Shorts: Navy blue **uniform** walking shorts.

Skorts: Navy blue skort

Shirt: **White** polo shirt (with or without school logo)

Socks: Girls may wear navy blue or white socks

Shoes: Normal school shoe, no sneakers

### **Gym Uniform (grades K - 8)**

Shirt: St. Mark School sweatshirt or T-shirt (navy blue) or plain navy blue, logo optional

Pants: St. Mark School sweatpants or plain sweatpants (navy blue)

School uniform shorts may be worn under pants and worn for class.

After gym class, students should wear their sweatpants except during summer uniform seasons.

Sneakers (in good condition)

Gym classes are conducted once a week for each class: K – 4 on Mondays and 5 – 8 on Fridays. Students come to school dressed in the uniform gym clothes. If a student is not properly dressed, participation in class will not be allowed.

### **OUT OF UNIFORM DAYS**

Each month, a day is set aside as "OUT OF UNIFORM DAY". In order to participate, the student must pay \$1.00 for this privilege. The proceeds from this collection go toward charitable causes including "The Michael Cristini Scholarship Fund" which benefits two graduating eighth graders or other causes as designated. On this day, students may wear clean jeans without holes or tears, appropriate clean shirt or sweater for boys and girls, clean sneakers or simply dress up. Students may not wear hats in the building, mini-skirts, shorts, "crop" tops or any top with straps instead of sleeves, make up, extra jewelry, chains, or color their hair. The principal may also award free out of uniform days as incentives or rewards for special school-wide accomplishments. Dress down days are not intended to have students appear in outlandish outfits, but are intended to give them an opportunity to not wear uniforms. Only the principal can declare an "OUT OF UNIFORM DAY" as a reward at any time.

### **EARLY DISMISSAL OF INDIVIDUAL STUDENTS**

Parents must notify the principal's office and the homeroom teacher of a student's need to be dismissed early, at least one day prior to the early dismissal. Parents or Guardians must report to the school office when picking up a student who is to be dismissed early and the student will be called to the office. **Parents should make this request in writing. Phone calls are not acceptable.** In the event of an emergency, the principal shall give permission for a student to be released.

Under no circumstances may a parent/guardian interrupt class to pick up a student. The school secretary, principal or nurse will bring the student to the office. At that time, the student will be "signed-out" in the nurse's office before leaving.

### **ELECTRONIC DEVICES**

The use of personal electronic devices is not permitted during the school day. Electronic devices are defined as, but not limited to electronic games, radios, tape players, CD players, pagers, cell phones, DVD players, iPODs, etc. Display or use of these devices during the school day is strictly forbidden. Unauthorized devices will be secured in the office for parents to pick up and the child may receive detention.

The school day is defined as; from the moment the student arrives on school grounds until they are officially dismissed by bus, to a parent or guardian, walker, etc. For safety purposes, students are not allowed to use these devices in the school parking lot. Violators will be asked to remove the device.

Parents are encouraged to have their children leave these devices at home. They create a distraction to the learning environment. In addition, these devices are expensive and fragile and are at risk of being lost, broken, or stolen. The School will not assume responsibility for the damage, loss, or theft of electronic devices.

### **EMERGENCIES**

Parents will be contacted by telephone when an illness or injury occurs. No child will be permitted to leave the building without a parent or designated substitute with parent's permission. The parent/guardian should be sure to sign the student out at the main office.

The school office should be notified of any changes in address or work telephone numbers. Emergency forms are filled out in September; please be sure that we have updated information about your child and you.

The school also has emergencies plans on file for fire, illness of students and personnel, hazardous chemicals and danger to students by an intruder.

### **ENRICHMENT/READING RECOVERY PROGRAM**

The Saint Mark School Enrichment Program (Grades 1-4) is designed as a tool to aid the classroom teacher in meeting the individual needs in his/her reading program. Students leave the classroom on a weekly basis. During this time, students work along with the enrichment teacher exploring different facets of literature, developing techniques needed to interpret an array of literary works and to develop written and oral presentation skills.

Writing is a large component of the program. Students are expected to use proper grammar and sentence structure while expressing creativity and clarity of thought. Students who are considered for this program must meet all of the following criteria:

- A student must possess a reading ability one grade level or above the current grade.
- Be able to work independently and be well-disciplined.
- The student must have recommendations from his/her current teachers AND his/her past teacher.
- Final approval will be made by the school principal.
- Students must do all homework and class work to the best of their ability or risk being asked to leave the program.

### **READING RECOVERY PROGRAM**

The Saint Mark School Reading Recovery Program (Grades 1-8) is designed to provide extra support, when needed, to the current reading program and its students. Students meet with the recovery teacher in small groups outside of the classroom. The mechanics of the lesson are tailored to meet individual student needs. Students with active IEP's or students who are currently on a 504 plan will be given first priority for this program.

## FIELD TRIPS

Field trips are special occasions of learning and they are not considered optional. Usually, each class per school year takes two or three field trips. The students may wear uniforms or other clothes depending on the nature of the trip as determined by the teacher. A student may lose the privilege of going on a field trip if his/her overall conduct and attitude are not acceptable. Students should maintain 1 and 2 effort grades in conduct to be assured being invited to attend a field trip. Students with 3 effort grades may not be allowed to go on a class trip. This is especially true of trips that involve out-of-state travel.

Parents are required to complete and sign **the diocesan mandated** permission slip and medical consent form that is provided by the school. Parents and relatives may act as chaperones. Chaperones are selected by the teacher on a rotating, first come and/or as-needed basis. All chaperones must be cleared through the Principal's Office to verify VIRTUS training. The usual rate of chaperones per students is 1 to 5. Teachers have been advised to restrict their trips to two major trips a year and only one grade at a time may attend a particular trip unless cleared through the principal in the case of special events.

**LIB**  
**RA**  
**RY**

S

tude  
nts  
visit  
the  
librar  
y  
once  
a  
week  
on a  
desig  
nated  
day.  
They

are expected to: avoid unnecessary talking, obey the library volunteers, handle books and magazines with care, return books and magazines promptly and in good condition, inform the volunteer librarians of any damaged books before checking them out. Students in grades K - 1 may borrow one book or magazine per week. Students in grades 2 - 8 may borrow two books or magazines per week.

**Students may use the INTERNET or library computer encyclopedias with permission from their teacher, librarian or principal. STUDENTS WILL FORFEIT THE USE OF THE LIBRARY UNTIL AN OVERDUE BOOK IS RETURNED. LOST OR DAMAGED MATERIALS MUST BE REPLACED OR THE STUDENT WILL BE CHARGED.**

**LOST BOOK FEES: Soft Cover: \$7.00: Hard Cover: \$18.00**

## INTERNET USAGE POLICY

### THE USE OF COMPUTERS, THE INTERNET

Saint Mark School is pleased to offer the privilege of students access to a computer network for electronic mail and the Internet. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the form at the end of this handbook. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing. Please note that students are not to use school computers for E-mail.

### WHAT IS POSSIBLE?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals,

students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

#### WHAT IS EXPECTED?

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 district standards and the specific rules set forth below. 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. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

#### WHAT ARE THE RULES?

Privacy – Network storage areas may be treated like school lockers. Network administrators (Principal and faculty members) may review communications to maintain system integrity and will insure that students are using the system responsibly.

Storage capacity – Users are expected to remain within allocated disk space and delete other materials that take up excessive storage space.

Illegal copying – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

**Inappropriate materials or language: No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.**

#### **Succinct Advice**

These are guidelines to follow to prevent the loss of network privileges at school.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another's folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials that violate the rules of appropriate use.
10. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

**11. Use of Computers or other communications devices to harm students in or out of school is cause for disciplinary action and referral to appropriate authorities.**

**LUNCH AND SNACK**

Students bring lunch and snack to school which they eat in their classroom. Every student, including the hard-to-please eaters should bring a snack and lunch to school. Parents are encouraged to pack nutritious snacks, lunches and drinks in reusable containers in order to help promote an earth-conscious attitude in children. Students may bring water bottles to school. Please follow your teacher's rules

The hot lunch program is offered Monday through Friday. Lunch order forms are sent home a month in advance. **Students must order and pay in advance. Please pay attention to the monthly due dates.**

**St. Mark School is a Nut-Aware School. Our classrooms and school are free of peanuts and tree nuts to the best of our ability. If a student comes to school with a peanut or tree nut product, the student will be sent to the nurse and asked not to consume that food product and be given another nut free food. The nurse will inform the principal and the principal may contact the parent.**

**FOOD ALLERGY POLICIES**

Saint Mark School works with the parents/guardians and students who have allergies in order to minimize or avoid, as much as possible, the chances of an allergic reaction with a threat to the students' well being. This is not to say that the school accepts responsibility for insuring that a student will not come in contact with a product he/she may be allergic to. That is ultimately the responsibility of the individual student and his/her parents/guardians.

The student body is asked not to bring in any snacks with nut product so that we can attempt to keep the classrooms peanut/nut free. Additionally, signage is posted around the school indicating that we try to maintain a peanut/nut free environment. While the school is taking what it considers to be to be reasonable measures to guard against an allergic reaction, the school cannot and will not be responsible for assuring that no contact with an allergy related product will occur.

**Crisis Intervention Steps**

1. Administer the Epi-Pen injection.
2. Have the child lie down to keep the blood flowing to the brain until the ambulance arrives.
3. Have someone call 911 immediately.
4. Transport the child to the hospital as expeditiously as possible.
5. Repeat the injection in 15 to 20 minutes if the symptoms do not improve before medical assistance arrives.
6. Administer CPR if cardiac arrest occurs.
7. Notify parents or legal guardian only after the above life-saving techniques have been instituted. Deaths have occurred during these delays.

## **BIRTHDAYS**

Students may bring a birthday treat (cupcakes, cookies, etc.) to share with classmates when it is their birthday. Students may also pass out invitations in school as long as every student in the class is invited to the event. If possible, treats should be individually wrapped and healthy treats are encouraged. **PARENTS ARE NOT PERMITTED TO SEND IN TREATS CONTAINING NUTS.** PLEASE SEE THE “NUT AWARE POLICY”. PARENTS ARE ALSO REMINDED TO BE CONSCIOUS OF OTHER FOOD ALLERGIES THAT SOME CHILDREN MAY HAVE. PLEASE CHECK WITH THE SCHOOL NURSE IF YOU HAVE ANY QUESTIONS.

Approved by the St. Mark School Advisory Board, August 29, 2006

### **St. Mark School, Stratford, CT Student Nutrition and Wellness Policy**

#### **Introduction**

##### **Student Nutrition and Physical Activity (Student Wellness Policy)**

Student wellness, including good nutrition and physical activity, shall be promoted in St. Mark School’s educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

##### **Goals for Nutrition Education**

The goals for addressing nutrition education include the following:

- St. Mark School will support and promote good nutrition for students consistent with applicable federal and state guidelines.
- St. Mark School will foster the positive relationship among good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of St. Mark School’s comprehensive health education curriculum.

##### **Goals for Physical Activity**

The goals for addressing physical activity include the following:

- St. Mark School will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.
- Unless otherwise exempted, all students will be required to engage in St. Mark School’s physical education program.

##### **Nutrition Guidelines for Foods Available in St. Mark School throughout the School Day**

Students will be offered and St. Mark School will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture and guidelines promulgated by the Connecticut Department of Education. The Principal or designee shall work closely with the food service provider to

ensure nutritional content of food items served. Food at St. Mark School shall be sold only through a controlled environment. There are no vending machines at St. Mark School.

### **Monitoring**

The Principal or designee shall provide periodic implementation data and/or reports to the Advisory Board concerning this policy's implementation sufficient to allow the Advisory Board to monitor and adjust the policy annually.

### **Community Input**

The Principal or designee will invite suggestions and comments concerning the development, implementation, and improvement of the School Wellness Policy from community members, including parents, students, representatives of the school, school administrators, and the public.

### **Meal Times and Scheduling**

St. Mark School

- will make every effort to provide students with at least 20 minutes for lunch;
- will make every effort to schedule meal periods at appropriate times;
- will not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- will take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

### **Celebrations and Rewards**

St. Mark School will establish guidelines for school celebrations which involve food. Guidelines shall require celebrations to offer healthy snacks in addition to treats, and will encourage non-food treats when possible.

### **Sharing of Foods and Beverages**

St. Mark School will discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

### **Physical Activity and Punishment**

Teachers and other school and community personnel will not use physical activity as punishment.

Coaches will not impose physical activity and/or punishment outside the usual and/or ordinary coaching parameters of their specific sport.

## **MASS**

**Parents are expected to take their children to Mass each week.** This parental responsibility should be taken seriously. As part of their religion curriculum each class has the requirement to attend 8:00 AM Mass with the parish of Saint Mark on an assigned day. Children should try not to be late on their Mass day. We also encourage and invite parents, grandparents and special friends to attend Mass with the children during the week.

Mass is celebrated for the student body on the First Friday of each month. Beginning with the eighth grade and changing with each month, students are lectors at

the liturgy, carry the gifts to the altar and provide the singing. Parents are always welcome to attend. Mass is at 8:00 AM on Holy Days and the children attend Mass with the parish. We also encourage students in grades 4 - 8 to become altar servers and assist with Masses throughout the year.

### **Household of Faith**

A HOUSEHOLD OF FAITH is a household which is committed to grow in the awareness of and the response to the presence of the Lord Jesus Christ in their midst. PLEASE SELECT ONE OF THE FOLLOWING CHALLENGES AS A GOAL THIS YEAR OR IF YOU ALREADY DOING ONE OF THE CHALLENGES, THINK ABOUT ADDING TO IT.

**CHALLENGE ONE:** The HOUSEHOLD OF FAITH is committed to:

1. Bless each member daily with the Sign of the Cross.
2. Make an act of thanksgiving and blessing before meals.
3. Pray for each other daily.
4. Attend Sunday Eucharist (individually or together) at least monthly and especially during holy seasons of Advent/Christmas and Lent/ Easter/Pentecost.

**CHALLENGE TWO:** The HOUSEHOLD OF FAITH is committed to:

1. Bless each member daily with the Sign of the Cross.
2. Make an act of thanksgiving and blessing before meals.
3. Pray for each other daily.
4. Attend Sunday Eucharist weekly (individually or together).
5. Participate in home rituals of Advent/Christmas and Lent/Easter/Pentecost.
6. Engage in a service project as a household.

**CHALLENGE THREE:** The HOUSEHOLD OF FAITH is committed to:

1. Bless each member daily with the Sign of the Cross.
2. Make an act of thanksgiving and blessing before meals.
3. Pray for each other daily.
4. Attend Sunday Eucharist weekly (individually or together).
5. Participate in home rituals of Advent/Christmas and Lent/Easter/Pentecost.
6. Engage in a service project as a household.
7. Participate in some form of enrichment (personal, marital, parental).

### **MILK PROGRAM**

Milk is available on all full days of school. It is ordered and purchased at the beginning of the school year for the entire year. While refunds cannot be given for missed days of school, the choice of milk (white or chocolate) can be changed at any time by the parent by phoning the Main Office.

### **PARENT ORIENTATION**

New parents and students are assigned a "buddy" parent and student when they register. It is our hope that the "buddy" family will spend some time helping the new family adjust to their new school community and reviewing the school handbook.

Meetings are held for new families prior to or shortly after the beginning of a new school year. "Meet The Teacher Night" is scheduled shortly after classes begin in September. Each teacher acquaints the parents of his/her students with class requirements and procedures.

### **The Home School Association (HSA)**

The Home School Association's purpose is to foster volunteerism and form a partnership between the parents, faculty and students. The HSA is a group of dedicated parents who chair the various committees of fundraising, hospitality, staff appreciation, technology, and school culture, etc. The chairpersons meet regularly with the principal to establish goals, report their progress, plan school events and fundraisers.

The HSA concentrates on the current school year when planning events and programs and the Fundraising committee is responsible for meeting the fundraising goal set in the school's budget. The Advisory Board not the HSA is not responsible for long term strategic planning issues.

### **RECESS AND SCHOOL YARD REGULATIONS**

Students have a fifteen-twenty minute recess period. Weather permitting, they spend this time outdoors playing games, ball, jumping rope or simply socializing. Students should remain in their assigned areas. **NO AGGRESSIVE PHYSICAL CONTACT OR ROUGH PLAY IS PERMITTED AT ANY TIME. Games such as KEEP AWAY in any form will result in the loss of recess.** At the sounding of the first siren, students stop where they are and fall silent. At the second siren, students line up at the building in a reasonably quiet fashion. At the teacher's signal, they enter the school silently. Teachers in K - 4 supervise their own class for recess and teachers for grades 5 - 8 rotate this duty.

When the weather is not acceptable, the children remain in their classrooms for recess and may play games, draw or read; however, there is a rotating schedule which allows students to use the gym on indoor recess days.

### **SCHOLARSHIPS**

There are several scholarships available to our **graduates** and a few available to our incoming and current student population. The school also has financial aid available to qualified families. More information can be secured about financial aid through the school principal or business office. The scholarships available to our graduates are as follows:

- The St. Mark School Essay Award: This is sponsored by the HSA and given to graduate who has the best essay on an assigned topic. Student may attend public or private high school.
- The Michael Cristini Parent Leadership Team Awards: Michael was part of the Class of 1994. He died of cancer in March before graduation. His courage during his seventh and eighth grade years was an inspiration to the school community. A scholarship is awarded to a graduating boy and girl who most exhibited Michael

Cristini's inspiring fortitude and qualities. Specific monthly "Dress Down Days" and private donations fund this.

- The Michael Cristini Family Award: See above for description. This is awarded to a graduate who possesses the same inspiring fortitude and qualities as Michael.
- The Patty Genetti Memorial Award: Patty Genetti was a parent and school secretary from 1993-2001. She courageously battled cancer for almost four years until her death in June 2001. The award is given to a graduate who displays the same courageous fortitude as Patty Genetti. This is funded by our cookbook sales of PATTY CAKES.
- The James J. Hennessey Memorial Award: This award is presented by Mrs. Gladys Hennessey to a ranking scholar whose interests involve engineering and science. The Hennessey Family funds this award.
- The Monsignor Lawrence J. McMahon Scholarship Award: Established by the Class of 2003 in honor of our retired Pastor of 34 years. The recipient(s) must exhibit Monsignor's dedication and service. Currently seeking funding.
- The Michael Smaga Memorial Award: Michael was a 1997 graduate of the school. He died in a tragic accident in 2001. We especially remember for his kindness to his peers, teachers and his very own family members. An eighth grader who has this quality will be a recipient of this scholarship in Michael's memory. This scholarship currently needs funding.
- There are other scholarships available from the various private high schools. Please call the schools to get more information.

## **SCHOOL HOURS**

Full Day: 7:45 AM-2:10 PM

Scheduled Half Day: 7:45 AM-11:45 AM

**Delayed opening: 9:15 AM-2:10 PM**

**Early Dismissal due to bad weather or other emergency: 7:45 AM-12:25 PM**

**NO CHILD SHOULD BE IN THE BUILDING BEFORE 7:30 AM or 9:00 AM ON DELAYED OPENINGS DAYS. THERE IS NO ONE ON THE PREMISES RESPONSIBLE FOR THEM.**

## **SCHOOL YARD TRAFFIC**

**The large numbers of cars plus school buses, which transport our students, make it necessary to practice extreme caution in the schoolyard.**

1. Cars and buses should enter the property from the Wigwam Lane side (in front of the church) and exit onto Nemergut Drive (rear of the church).

**A 5 MPH speed limit should be respected at all times while the children are on the property.**

2. Students should be dropped off at the Parish Center entrance in order to avert any possible accidents.

3. Buses will drop off and pick up students in front of the Parish Center entrance.

4. At dismissal, cars are to wait until the buses have left the schoolyard before they exit. Parents should keep a watchful eye on small children and NOT allow them to run unsupervised near the building or between the buses and cars. This is very distracting to the students and personnel.

**5. AT NO TIME SHOULD LITTLE CHILDREN BE LEFT UNATTENDED IN CARS. THIS IS AGAINST THE LAW!**

**SCHOOL NURSE AND MEDICATION**

The town of Stratford provides a nurse for each school day. The nurse keeps a current medical file and attendance record on each student. The nurse also will assess a student who is ill. It is expected that parents keep the nurse and/or the principal advised of any medical conditions that may affect their child during the school day. **It is very important to return the Emergency Card immediately and keep the information current.**

Connecticut State Law requires a physician's written order and parent/guardian authorization for a nurse to administer medical preparations, or, in her absence, the principal. Without the required authorization, the parent or guardian must come to school and administer the medication. The authorization form is obtained from the school office. It is effective for one year and must be renewed each September.

All medications must be brought to the nurse or principal with the proper authorization and directions for administering. The child's name and the medication's name must appear on the bottle. **NO STUDENT IS ALLOWED MEDICATION WITHOUT ADULT SUPERVISION AND PROPER AUTHORIZATION.**

1. **STATE REQUIREMENTS:** In accordance with State laws, no student can be admitted into school without the following:

A. Grades K and 6 require a physical examination by a doctor. This form must be submitted **by the first day of school.**

B. All immunizations must be up-to-date, in accordance to state requirements, and verified.

2. **IN-SCHOOL SCREENING:** According to Connecticut State Law, Section 10-213, each school must administer vision and hearing screening in grades K-8. Vision and hearing screening are started in early September and continue until all grades are completed. Written notices must be sent home if a child shows a vision or hearing problem. This is a screening, not an examination. Follow-up by your doctor must be made on any referral for vision or hearing and a completed form returned to the Nurse's office.

3. **EMERGENCY MEDICAL TREATMENT:** In the event of an emergency, all necessary medical treatment will be implemented immediately. Bee sting kits are to be kept in the nurse's office. If a student with a severe allergy leaves the school property, the teacher must come to the nurse's office and take the kit with him/her. Bee sting allergies are serious and will always be given appropriate action. Adrenaline is always kept on hand in the nurse's office for emergency use.

4. **ILL CHILDREN:** No child can be permitted to remain in school if he/she is sick, i.e. elevated temperature or vomiting. Please do not send your child to school if he/she is sick in the morning, especially during times of high absenteeism due to flu, chicken pox, conjunctivitis, etc. The nurse will contact parent/guardian to pick up a sick child.

5. **ADMINISTRATION OF MEDICATION IN SCHOOL:** According to Connecticut State Law, Section 10-212A, administration of medication by the school nurse, or, in the absence of such registered nurse, the principal may administer medicines, as long as it is a written order from a licensed physician or dentist. If a student has to receive medication prescribed by a physician during the school day, the parent must submit the medication order slip to the physician for his written order and signature. This

policy applies to all medications, i.e. antibiotics, ointments, cough medicine, cough drops, etc. The medication must be in a proper container, labeled with the student's name, name of medicine, dosage and time of administration. Send only one (1) week's supply of medication. Medication for allergies, asthma inhalers which are to be used daily or as needed, may be sent in to the nurse's office at the beginning of the school year and will be returned to the parent at the end of the school year. Each year medication permission forms must be filled out and signed by the attending physician. If your child is prone to headaches, you will need a medication form signed by the doctor. This should be done at the beginning of the school year and kept on file for the year.

**NO MEDICATION OF ANY KIND WILL BE ADMINISTERED WITHOUT WRITTEN PERMISSION FROM A PHYSICIAN.**

**NO MEDICATION WILL BE ACCEPTED IF IT IS NOT IN A PROPER CONTAINER.** This applies to a one-day dosage as well. This is a state law and an administration policy. No exceptions allowed.

**SEXUAL HARASSMENT: DIOCESE OF BRIDGEPORT POLICY**  
**RELATING TO SEXUAL MISCONDUCT (Executive Summary)**

**Introduction**

As required by our insurance carrier, the Diocese of Bridgeport has adopted a policy relating to sexual misconduct. The policy, summarized here, provides guidelines to help prevent sexual misconduct and to help diocesan personnel in responding to allegations of sexual misconduct if any do occur.

Sexual misconduct is contrary to Christian principles and is in violation of the conditions of employment of all paid and unpaid personnel of the Diocese. Therefore, all diocesan personnel must comply with applicable civil and canon law regarding incidents of actual or suspected sexual misconduct and with the requirements of this policy.

It is understood that sexual misconduct encompasses sexual harassment which is prohibited by the Connecticut Human Rights and Opportunities Act; and that sexual misconduct by any personnel of the diocese, whether in the course of work or not, will be considered grounds for suspension or termination of employment or involvement with the work of the Diocese.

**How is Sexual Misconduct Defined?**

Sexual misconduct means any actions or words of a sexual nature which are contrary to the moral doctrine, teachings and canon law of the Catholic Church and are proscribed by Federal, state or local law or cause harm to another. Sexual harassment, included in the category of sexual misconduct, refers to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which explicitly becomes a term or condition of an individual's employment or whose purpose or effect is to interfere substantially with an individual's work performance or to create an intimidating, hostile or offensive work environment.

**Who is Required to Report Sexual Misconduct and to Whom?**

Any personnel of the diocese who have actual knowledge of, or who have reasonable cause to suspect sexual misconduct by any other personnel of the diocese shall comply with the requirements of Connecticut civil law (confer full policy, section 6.3). He or she will make an immediate verbal report of the incident to the superior or supervisor who will relay it to the diocesan Director of Finance and Administration or the Episcopal Vicar for Clergy and Religious; or it can be made directly to the aforementioned diocesan officers. This will be followed by a written report to be prepared on forms obtained from either office.

**How Will the Report be Handled?**

Each report will be investigated with a high level of Christian care, concern and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident and the accused person. When accusations are made of sexual misconduct involving personnel of the Diocese, contact by a representative of the Bishop of Bridgeport, with the alleged victim and family, if applicable, will be promptly initiated. Medical, psychological and spiritual assistance, and, in appropriate circumstances, economic assistance may be offered in the spirit of Christian justice and charity.

**What About the Accused Person?**

The accused person will be assisted in obtaining legal advice. If the alleged claim appears substantiated, the accused person may be relieved from the exercise of any function or responsibility or ministry and/or employment in the Diocese and placed on administrative leave pending the outcome of the internal and any outside investigation, such leave to be with or without pay and/or benefits, as competent diocesan authorities may decide.

Any personnel of the diocese who admit to, do not contest, or are found guilty of an incident of sexual misconduct shall be relieved immediately from the exercise of any function or responsibility of ministry and/or employment in the diocese of Bridgeport. Subject to the conditions of any applicable contracts or terms of employment and at the discretion of diocesan authorities, such personnel may be assisted with any required rehabilitative or convalescent care.

**Do We Need More Education on this Topic?**

Yes, we certainly do. To help support each adult's responsibility for his or her own sexual growth and maturity, the diocese, from time to time, may be able to arrange programs providing additional information and training concerning this sensitive topic.

**The Diocese of Bridgeport now requires each volunteer who works on the school grounds to receive training from VIRTUS. More in formation can be found by viewing their WEBSITE at [www.VIRTUS.ORG](http://www.VIRTUS.ORG) .**

**What About False Accusations and Unsubstantiated Claims?**

There is always the possibility of false accusations or unsubstantiated claims made for whatever reason. Civil law provides penalties for the crime of falsehood in which individuals become victims of false denunciations and calumny, and the courts often impose financial reparations in such cases. Canon law also makes provision for canonical sanctions in various cases of falsehood and calumny.

**N.B.** This document is a summary of the policy relating to sexual misconduct for the Diocese of Bridgeport. It is designed to make you aware of the existence of the policy but does not purport to give you all of the important details. Therefore, all employees and volunteers of the Diocese of Bridgeport are encouraged to read, and to become familiar with, the policy as a whole.

## **STANDARDIZED TESTING**

Students in grades 3 through 7 take the IOWA BASIC SKILLS TEST each year. The COGNITIVE ABILITIES TEST is also taken by students in grades 1,3, 5 and 7. The IOWA and COGNITIVE tests are given in March. There is no standardized testing in grades K and 2. The results are sent home to parents in May. In 2007, and 2008 Saint Mark School received United States Blue Ribbon School nomination based on these

scores. In 2009, St. Mark School was awarded the Blue Ribbon Award by the U.S. Department of Education.

## **STUDENT SERVICE REQUIREMENT**

In an effort to enhance our school religion program and to teach Christian responsibility, the students in grades Kindergarten through Eight are required to perform service for their school, parish and town communities. The service must be documented that it was completed and signed by both student and parent. Service statements should be sent to the child's teacher as they are completed in order to have the student's service logged in a timely manner. Students may work in groups to assist their school, parish and town communities. **STUDENTS MAY NOT RECEIVE PAYMENT FOR THEIR WORK UNLESS THE PAYMENT IS DONATED TO A WORTHY CAUSE.** Service hours should be above and beyond what is done in school. The service must be completed by the end of the school year or the student's final grade will be lowered one full grade if not completed.

**The service hours are as follows: Kindergarten, grades 1 and 2 = 1 hour, grades 3 and 4=1 ½ hours, grade 5 and 6 = 2 hours, grade 7 = 3 hours and grade 8 = 5 hours.**

## **TUITION AND FINANCIAL OBLIGATION POLICY**

- Tuition may be paid through three options:
- Full payment on July 1<sup>st</sup>
- Ten monthly payments through FACTS (details available at the Business Office—contact information below)
- Four installments due July 1, October 1, January 1 and April 1
- If participating in the ten month payment plan, FACTS policies must be adhered to. **During the four payment plan, if the July 1<sup>st</sup> payment has not been received by the opening day of school, the child may not enter school.** If the October 1 payment has not been met by December 1<sup>st</sup>, the child may not return to school. The April payment is absolutely due the day before school ends.
- Along with your tuition, each family is responsible for an additional assessment of \$350.00.

### **BUSINESS OFFICE CONTACT INFORMATION:**

Bridgeport Diocesan Schools Corp  
St Mark School  
7365 Main St  
PMB 199  
Stratford Ct 06614-1300

Business Contact Info:  
554 Boston Post Road  
Milford, CT 06460  
Phone 203-935-1686 Or 878-1568  
Fax 203-877-4170  
Email: [rlaluna@diobpt.org](mailto:rlaluna@diobpt.org)

## **Assessment Fee**

In an effort to keep tuition reasonable and to meet budget requirements, the school has an assessment fee of \$350.00 for each family. This fee is in addition to your tuition payment, and is considered tuition. In order for the school to meet its financial

obligations, each family is responsible for an assessment fee of \$350. The purpose of this fee is two-fold.

- St. Mark School parents are required to raise part of the school's operating budget each year. A portion of this fee, along with other fundraisers, is used to satisfy that obligation.
- **This is a financial obligation, not an option.** Each family is assessed a fixed amount to help the school meet its financial obligations. The assessment needs to be fulfilled by the end of June.
- Families have the opportunity to "work off" this obligation rather than paying it out-of-pocket.

Working off your assessment:

Families can "work off" this assessment fee through

- The participation in optional fundraisers offered throughout the school year. You will receive a credit toward your account that reflects the profit margin of each fundraiser. *For example: Selling \$200 worth of Innisbrook merchandise @ a 25% profit margin will generate a \$50 credit toward your family's fundraising assessment.*
- Parents can participate in the school's SCRIP Certificate Program. Parents can purchase certificates for STOP & SHOP or SHAWS supermarkets, and a variety of stores such as JC Penney, Home Depot, GAP, etc. For every dollar used to purchase a certificate, the store gives the school a percentage in return. For example, for every \$100 you spend on Stop & Shop certificates, \$5.00 will be deducted from your assessment. They can be purchased in person, or through backpack mail. SCRIP is not sold on half-days. Your family account will be credited with your certificate purchases and statements sent home periodically.
- 50% of any funds generated by your family in excess of the \$350, will appear as a credit toward your tuition bill for the following year.

For additional information, refer to the SCRIP Program description in this handbook.

- **Late Payment or Non-Payment of Tuition**
  - No report cards will be issued, nor will transcripts be sent until payment on delinquent accounts has been made by bank check or cash.
  - Graduation will not be permitted. **Unpaid tuition and monetary assessments will be transferred to a collection agency.**
  - All outstanding fees must be paid before graduation. These fees include outstanding fundraising amounts, all insufficient fund checks, and any additional debts as determined by the business office. There is a \$30.00 fee for checks returned for insufficient funds. All monies owed by eighth grade students must be paid by the week prior to graduation in order to take final examinations. All other students must be current with their fees before exams be taken.
  - If the Business Office determines that there is persistent delinquency, it will have the power to structure an individual payment plan for that family.
- **Withdrawal From St. Mark School**
  - Your first tuition payment, (all plans) is not completely refundable in the event of a withdrawal from school before the opening day. A withdrawal fee equal to one month's tuition will be subtracted from the total payment.

- Tuition due at withdrawal during the year will be computed on a ten-month basis. Withdrawal after the 15th of the month will be considered a full month for tuition purposes.
- If a child is asked to leave the ST. MARK SCHOOL, the same tuition policy applies as stated above.
- Prepayment for slot holding - After two months of non-showing of a registered student, any tuition paid will not be refunded, and space will be given to another child.
- **Special Circumstances**
  - If, due to illness, a child cannot complete the school year, tuition will continue to be paid if school contact is made for homebound instruction.
  - Children entering the school during the year will pay tuition which is prorated by the month of entering the school system, then the family will be given the option of entering into the full or four payment plan for the following school year.
- **Financial Aid**
  - Families that need financial aid should request the necessary form from the school office. This request must be stated on their registration or re-registration form. Application for consideration must be made by **May 1** to Private School Aid Corporation. The requesting family is responsible for any fees to PSA.
  - Assistance is given based on a comprehensive report received from PSA and is assigned by the school principal. The assistance award will be subtracted from the total tuition due for the year, and the family will then determine how the balance will be paid. If the amount of aid awarded is not enough, the family should address their concerns with the principal.
- **Other Information**
  - **Registration money is not refundable.** A registration fee will be paid whenever a child is registered at any time during the year.
  - Tuition increases will be recommended by the Finance Committee of the School Advisory Board and approved by the Diocese.
  - There is a \$100-\$175.00 graduation fee for the graduating eighth grade class. This is payable by January 31st prior to graduation.

### **SCRIP PROGRAM**

Through Saint Mark School, we are participating in the Scrip Program. Over 6,000 schools, churches and non-profit organizations in 43 states are currently using this program. “Scrip” is gift certificates issued by stores in our community, where you already shop regularly. St. Mark School is able to purchase these gift certificates at a discounted rate. When you purchase the certificates at their full face value, the purchase discount the school receives is directly applied to your family’s assessment.

Participation in this program does not cost you anything. If, for example, you purchase \$100 worth of JC Penney gift certificates, you still have your full \$100 in certificates to spend on whatever you want, just like cash. In addition, you have reduced your assessment amount by \$5 (JC Penney has a 5% discount).

Scrip is easy to use, there are no restrictions; it can be used for all store merchandise. You can buy anything that you want using the certificates just like cash; you can use coupons and buy items that are already on sale. There is no difference between Scrip and cash when you go shopping. The school office can provide you with

an updated list of participating merchants. Please note that stores and percentages vary from time to time.

The goal of this program is to enable each family to **accumulate enough credit to pay off your entire assessment without any additional out of pocket expenses.** In addition, there is another incentive to participate in these programs. **If you exceed your assessment goal, 50% of the overage achieved by June 10<sup>th</sup> will reduce your next year's tuition bill.** This is a wonderful opportunity to reduce your assessment/tuition costs; please take advantage of these programs. Our goal is 100% participation.

### **VISITORS**

All visitors, including parents, must report to the office upon entering the building and complete the sign-in log. No one is permitted to enter the classroom without the permission of the principal. Parents can deliver forgotten items to the school office and the school secretary will deliver these items to the student.

In order to encourage independence in our children, if they do not arrive by school bus, we expect them only to be walked to the school's security doors and "good-byes" said there. Every child is capable of finding their classroom, hanging up their coat and preparing for the start of the day. The only children who may be walked to class by the parent are the kindergarten students.

### **VOLUNTEER REQUIREMENTS FOR FAMILIES**

We have often heard that the major difference between a good school and a great school are the parents. Saint Mark parents have also been extremely generous in donating their time as volunteers in numerous ways. Volunteerism makes our school a better place and benefits our children. Time spent with the children and school community is infinitely more valuable than money. **THE SCHOOL DOES REQUIRE EACH FAMILY TO DONATE 30 HOURS OF SERVICE TIME EACH SCHOOL YEAR.** Uncompleted service hours assess the parent ten dollars per hour. Other assessment requirements are explained on page 35 under the SCRIP PROGRAM.

### **Volunteer Program for Parents**

The Saint Mark Volunteer Program will run from June 3rd, through June 3rd of the following year. Every family will be required to complete **thirty** (30) hours of volunteer service to benefit St. Mark School.

Each hour is worth \$10.00. The total monetary obligation for volunteer time for each family is therefore \$300.00. We want to encourage the parents to give their 30 hours of time; however families have the option of paying \$300.00 to the school office by June 10<sup>th</sup>. The Volunteer Assessment is not optional; it is a mandatory obligation that must be met by all Saint Mark families.

There will be a minimum of one hour credit for helping with hot lunch, at classroom parties, or school events. For example, if you spend 45 minutes distributing

hot lunch, you may take a one hour credit. However, if you set up for the talent show and it takes you an hour and a half, you should take credit for 1.5 hours, not 2.

All hours should be reported on the Volunteer Hour Reporting Form (found on the school's website) and should be submitted to the Advisory Board through the school office. Please report all hours including those in excess of the required 30 hours. We are asking you to track all hours so that we can get a true idea of how many hours annually it takes to run the events and day-to-day activities at the school.

Please remember that in order to volunteer your time with the school children, you must have completed VIRTUS training and registered your VIRTUS card with the school office. In addition Volunteers are expected to follow the same standards of behavior as any employee of the Diocese of Bridgeport. Volunteers may be removed by the Principal or office of Superintendent, from positions if they breach professional decorum or in other ways compromise the interests of the School or the Diocese.

Each family will receive volunteer forms that will go home with the oldest sibling. You will be responsible for completing the form with any volunteer hours that your family has contributed. Instructions and due dates are indicated on the form.

### **VOLUNTEER HOURS MUST EXCLUSIVELY BENEFIT ST. MARK SCHOOL AND/OR ITS STUDENTS**

Breakdown of hours and events:

**EVENT:**

Room Parent (see description below)  
Chair major event/fundraiser  
Serve on Home School Association  
Hot Lunch Distribution  
Holiday/class party  
Chaperone field trip/help teacher in classroom  
with special project  
Bake for an event  
Set up/clean up at event  
Library aide  
Event volunteer  
Scout volunteer for a troop/pack made up  
With at least 50% of St. Mark School children

**HOURS EARNED:**

20 hours  
actual hours worked + 5 hour bonus  
actual hours worked + 5 hour bonus  
actual hours worked  
actual hours worked  
actual hours worked  
one hour  
actual hours worked  
actual hours worked  
actual hours worked  
actual hours worked

**Important Notes:**

Any volunteer hours accumulated in excess of 30 hours are greatly appreciated. They cannot however, be carried over to the following school year.

The following are examples of activities which do not benefit St. Mark School and/or its students:

- Teaching Religious Education at St. Mark parish or any other parish
- Coaching sports teams not exclusively made up of St. Mark School students
- Volunteering at a St. Mark Parish function (lectors and Eucharistic Ministry)

### **ROOM PARENTS**

- Moms and Dads are needed to serve as room parents. Two parents are needed per grade to assist the teacher with large projects, host holiday classroom parties,

celebrate the teacher's birthday, and inform the class parents of family emergencies. One Room parent will be selected by each individual teacher, the second will be chosen by lottery from the remaining volunteers. The room parent will serve a term beginning July 1st and ending June 30th. Any parent wishing to serve in this capacity should advise the appropriate teacher by June 1st. Room parents will be expected to meet with the room parent coordinator on a quarterly basis. The room parent coordinator will provide a detailed list of expectations / responsibilities to each room parent.

## **VOLUNTEER OPPORTUNITIES**

A list of opportunities for completing your volunteer requirement is published each summer and is available through the school office. This list is subject to change--without volunteers some of these events will not occur.

Dear Parents,

Now that you have read our handbook, would you take a moment to fill out both sides of the following form and return it to the attention of the office? Of course, if you have any questions about anything in our handbook, please contact me. Thank you.

Sincerely yours,  
Gene Holmes  
Principal

TO: SAINT MARK SCHOOL OFFICE

FROM: \_\_\_\_\_ FAMILY

DATE: \_\_\_\_\_

I/WE, THE PARENT (S)/GUARDIAN OF \_\_\_\_\_  
Student's Name(s)

IN GRADE (S) \_\_\_\_\_ HAVE READ THE SCHOOL HANDBOOK INCLUDING THE SUMMARY OF THE DIOCESE OF BRIDGEPORT'S POLICY ON SEXUAL MISCONDUCT. I HAVE ALSO COMPLETED THE OTHER SIDE OF THIS PAGE, THE PARENT/STUDENT PERMISSION FORM AND USER AGREEMENT, 2008-2009, FOR E-MAIL AND THE INTERNET. I/WE HAVE KNOWLEDGE OF SCHOOL REGULATIONS AND PROCEDURES AND WILL HELP OUR CHILD(REN) ABIDE BY THEM.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Please see next page for completion of the permission form for the use of Computers, the Internet and Electronic Mail.**

PARENT PERMISSION FORM and USER AGREEMENT 2009-2010

As a parent or guardian of a student at St. Mark School, I have read the information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. (Questions should be directed to the principal for clarification).

\_\_\_\_ My child (ren) use e-mail and the Internet while at school according to the rules outlined.

\_\_\_\_ I would prefer that my child (ren) not use e-mail and the Internet while at school.

Parent Name (print) \_\_\_\_\_

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

Date: \_\_\_\_\_

PARENTS' PERMISSION FOR THE PUBLICATION OF STUDENT  
WORK/PICTURES

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server, printed publications such as magazines, newspapers, brochures, etc. For publication on the school's website, no child will be identified by name.

\_\_\_\_ My child (ren)'s work can be published on the Internet and photographs of my child can be published.

\_\_\_\_ I would prefer that my child (ren)'s work and picture not be published on the Internet.

Parent Name (print) \_\_\_\_\_

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

Date: \_\_\_\_\_

As a user of the St. Mark School computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

Student Name (s) (print) \_\_\_\_\_

Student Signature(s) \_\_\_\_\_