



St. Mark Catholic School Student/Parent Handbook 2011-2012

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ST. MARK CATHOLIC GRADE SCHOOL
711 N. Underhill
Peoria, IL 61606
Phone 309/676-7131
Fax 309/677-8060
www.saint-mark.net

2011-2012 FACULTY AND STAFF

Administration: Most Rev. Brian Brownsey, Pastor
Fr. Kevin Lucas, Parochial Vicar
Jimmie M. Moore, Principal

Teachers and Support Staff:

PreK 3/ PreK 4	Ms. Danielle Lavin	Aide: Mrs. Michelle Carew
K	Mrs. Laurie Gilbert	
1 st	Ms. Amy Blank	
2 nd	Miss Lauren Fog	
3 rd	Mrs. Michelle Willi	
4 th	Mrs. Bonnie Grierson	
5 th	Mrs. Julie Craghead	
6 th -8 th	Miss Kayla Trammell (Jr. High Science)	
6 th Homeroom	Mrs. Carol Faklaris (Jr. High Language Arts)	
7 th Homeroom	Mr. Dan Stickelmaier (Social Studies)	
8 th Homeroom	Mrs. Michelle Schwartz (Jr. High Math)	
Spanish	Mrs. Becky Lemont	
Computer	Mrs. Cathy Happ	
Library	Mrs. Maggie Gonzalez	
P. E.	Mrs. Susan Schafer	
DRE	Mrs. Terry Mischler	
Title 1	Mrs. Anne Speck	
ELL	Mrs. Antoinette Scheirer	
Secretary	Mrs. Pat Nedza	
Secretary	Mrs. Marsha Tigie	
Kitchen	Mrs. Kathy Driscoll	
AM/PM Care	Mrs. Mariella Caldwell	

CATHOLIC SCHOOL STATEMENT OF PURPOSE

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesiastic relationship with our Lord Jesus Christ, who is "the Way, the Truth, and the Life" (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school's curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church's Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

MISSION STATEMENT

The mission of St. Mark Catholic School is to assist parents in leading their children to Christ by being a school where, "*Christ is loved, excellence is expected, character counts, and traditions thrive.*"

PHILOSOPHY OF ST. MARK SCHOOL

St. Mark's School is a faith community dedicated to justice and to the growth of the human spirit. The child is accepted, cherished and challenged as a unique individual.

As a Catholic School Community it is our belief that there must be an integration of our faith in our total school curriculum. We value Jesus, the promoter of justice and peace, as our model teacher. We attempt to provide an atmosphere where Gospel values are instilled, Christian attitudes are developed, academic excellence is fostered and discipline is stressed.

"Christ therefore is the teaching-center, the model on Whom the Christian shapes life. The co-operation required for the realization of this aim is a duty in conscience for all members of the community -- teachers, parents, pupils, administrative personnel. Each has his or her own part to play. Cooperation of all, given in the Spirit of the Gospel, is by its nature a witness not only to Christ as the corner-stone of the community, but also as the light Who shines far beyond it."

ACADEMIC PROGRAM INFORMATION

RELIGION PROGRAM

The goal of Saint Mark School is to provide instruction and experience in the Catholic faith so that the graduate of Saint Mark will have:

- learned God's message as proclaimed by the Church;
- realized Jesus' presence in prayer and worship;
- experienced community by witnessing to Jesus through word and deed among classmates and the larger community;
- learned the essentials of Catholic Doctrine.

Objectives:

- will have planned and participated in prayer services and liturgies;
- will have learned formal prayer and grown accustomed to praying spontaneously;
- will have learned the principal teachings of the Church as taught by Scripture and tradition;
- will understand and be able to explain the life of Jesus and His part in God's plan for salvation;
- will have participated in social action projects;
- will have prepared for and received the Sacraments of Reconciliation, Eucharist and Confirmation;
- will have learned the elements of appropriate behavior in Church - reverence, prayer, posture, genuflection, silence and the like; and
- will have learned about and learned to appreciate other Christian and non-Christian faiths.

To achieve the above, the following tools are used and experiences planned:

-Class: Religion is taught every day by classroom teachers. The religion period is given prime time in the daily schedule.

-Evaluation: A comprehensive examination on these teachings will be given at the end of eighth grade. The Religious Education Outcomes Inventory published by the National Catholic Education Association is the tool that is used. A passing grade is required for graduation.

-Sacraments: Reconciliation preparation and reception in second grade with study of the Sacrament in all grades following. First Holy Communion is received in second grade and Confirmation in eighth grade. Students will participate in religious retreats before First Communion and Confirmation. Students are required to participate in service activities during their preparation for Confirmation. Regular participation in the sacraments of Penance/Reconciliation and Holy Eucharist are essential to the nourishment of a disciple of Christ.

-Prayer: Growth in holiness depends largely on prayers. A child should learn his first prayers at home. Morning and night prayers, grace before and after meals, and the observance of the feasts and seasons of the Church year are important parts of family life. Teachers pray with their students at the beginning and close of each day. Grace is prayed before and after lunch. Formal prayers are assigned for memorizing and understanding according to the student's grade level. Spontaneous prayer is also taught and encouraged during the day. Time is set aside every Thursday for Adoration of the Blessed Sacrament for all students in the church.

-Mass: Parents have an obligation, not only to insure the fact that a child attends Mass, but also that they grow in understanding and participation at Mass. The school supplements this training, but no amount of training in school can supplant the example of regular family participation. Monthly Confession and frequent reception of Holy Communion should be encouraged both at home and school. Parents of non-Catholic students also have an obligation to insure the fact that their child attends their church on Sunday. **Students will attend 9 AM Mass once per week.** All students will attend Mass on Holy Days of Obligation and various feast days throughout the year. Each grade level helps to plan one Mass or lead devotions. Individual classes also participate in a variety of devotions as instructed by the diocesan Religious Education curriculum. Family members are welcome to join St. Mark students at their class or an all-school Mass and at other times that we pray.

CURRICULUM

The primary reason for the existence of St. Mark School is the Catholic education, formation and development of each child. Therefore, it is expected that all students participate in religion classes regardless of their religion.

-Included in the curriculum are Reading, Mathematics, Language Arts, Science, Literature, Spelling, Social Studies, Handwriting, Art, Spanish, Physical Education, Library and Computer.

POLICY - MANDATORY CURRICULUM

E - 141.2, ST. MARK SCHOOL

Student participation in the St. Mark Curriculum is mandatory.

GRADING SYSTEM

St. Mark School follows the Diocese grading system for all grades. In the primary grades (1-2) the child's work is evaluated according to the following: Exceeds basic requirements; Satisfactory progress; Having difficulty meeting basic requirements; Unsatisfactory; Makes sufficient progress for students' aptitude but below grade level.

In grades 3-8, the following GRADING SCALE WILL BE FOLLOWED:

- A = 94-100;
- B = 86-93;
- C = 76-85;
- D = 68-75;
- F = below 68
- I = Incomplete

In Art, P. E. and Handwriting, Outstanding progress, Good, Satisfactory, and Needs Improvement marks are used.

Kindergarten students receive a specialized report card which relates to their activities. The Diocesan report card is issued to all other students at the end of every nine weeks.

HOMEWORK

Homework is an integral part of the daily curriculum, and an extension of the class period. It is expected that homework be complete, accurate and done promptly. The amount of time spent on homework will vary with the grade level. A gauge used to judge the amount of time on homework would be 10 minutes per grade level. A student in first grade would spend ten minutes on homework or reading. A student in fifth grade would spend fifty minutes on homework or reading each night. If a child is absent from school, he/she should check with the teacher about "make-up" work or visit www.saint-mark.net and follow the link to homework available on RenWeb. Teachers will communicate individual policies regarding late homework.

PARENT CONFERENCES

There will be an opportunity to confer with teachers about student progress at the end of the first grading period. (see calendar). Besides this formal time, parents or teacher may request appointments as the need arises.

Parent conferences in the fall ARE MANDATORY. Report cards for the first grading period will be given out ONLY at conference time to ONLY the parents.

***Parent/Principal conferences regarding your child's grade, behavior, treatment by the teacher or punishment for a wrongdoing, should first be addressed to the teacher. If after that meeting you feel the need to see the principal, please call 676-7131 to meet for further discussion. Thank you for understanding in this matter.**

MID TERM NOTICES

Teachers of St. Mark School will notify parents or guardians of students grades at mid-term . Parents should continue to monitor their child's work DAILY via RenWeb. Please do not wait for a poor notice to be sent home at mid-term or a poor grade on their report card.

TESTING

Students in grades 5 and 8 will be given the NCEA ACRE religion assessment in January of each academic year.

The ITBS standardized intelligence and achievement test are given in grades 2-8. These tests are given the third week in September according to Diocesan guidelines. Results of the test are shared with parents at the first parent/teacher conferences.

In the spring, students in grades 4 and 7 will be given a writing assessment.

SPECIAL SERVICES

St. Mark School does not have a special education program at this time. Some services of the Peoria Public School District 150 are available to the students of St. Mark School upon initiation of the student's parents and recommendation of the teacher or administrator. Any concerns in this area must be forwarded to the principal.

NON-PROMOTION OF STUDENTS

When, in the professional opinion of the staff, a child has not met the minimum requirements and objectives of the curriculum of the grade in which he/she is enrolled, the child may be retained in the current grade for the following school year after completing the following procedures:

1. Communication with the guardians/parents throughout the year on the progress of the child.
2. Notification to the principal by the classroom teacher of the intent to retain the child, by January.
3. Depending on the age and maturation of the child, a conference with the principal and the child may be held, to counsel on improvement of their academics.
4. A parent, teacher conference shall be held to inform the parents of the school's intent to monitor and possibly retain the child.
5. Principal and teacher(s) meetings shall be held to monitor the progress of those students identified as possible retentions.
6. Final decision to retain the students will be made during the month of May. Notification to the parents of the school's decision will be made.
7. The decision of the school shall be considered the final and binding decision.

FIELD TRIPS

All field trips must be approved by the Principal. Teachers may request assistance from parents for supervision of students. Uniforms must be worn on all field trips, unless the field trip permission slip indicates otherwise.

Proper diocesan forms completed and signed by parents must be completed in order of a student to participate in field trips. Participation in field trips is a privilege that can be denied for academic or behavioral reasons.

ACADEMIC RECOGNITION AND AWARDS

HONOR ROLL

PRINCIPAL'S HONORS

All students with straight "A"s on the academic side of their report card shall be placed on the "PRINCIPAL'S HONORS HONOR ROLL".

ACADEMIC HONORS

All students with "A"s and/or all "B"s on the academic side of their report card shall be placed on the "ACADEMIC HONORS HONOR ROLL".

The subjects that shall be considered for honor roll awards are: Religion, Mathematics, Social Studies/History, English, Spelling, Science, Reading and Spanish.

AWARDS ASSEMBLY

At the end of each academic year St. Mark Catholic School will recognize students who have excelled in a variety of areas with an Awards Assembly.

ADMISSION AND TRANSFERS

NON-DISCRIMINATION IN ADMISSION POLICIES

No student shall be refused admission to Catholic Schools on the basis of race, color, sex, national or ethnic origin.

Registration for the following school year is held during second semester. There are a limited number of students allowed per classroom as determined by the School Commission Committee. New student registration requires a \$100.00 non-refundable fee. This fee is applied to the book fees at the beginning of the year. Should a class be filled, the child will be placed on a waiting list for the classroom. This still requires the \$100.00 registration fee, which is refundable only if the child is not admitted to the school.

TRANSFER STUDENTS

Students may transfer into St. Mark Catholic School for a variety of reasons. St. Mark Catholic School does not admit students who have been expelled from other schools or students who have been asked to leave for disciplinary reasons. Before any student is admitted the parents of said student shall have all academic records reviewed and the principal shall have a conference with the Transfer Committee consisting of three teachers and the pastor when the transfer is not related to a student with an exemplary record.

Junior High students may not transfer in under normal circumstances. The strength of any school rests with its ability to create a family like environment. This takes the commitment of many years on the part of our families. Only in extreme circumstances or when a family is moving into the area and is new to the area will a junior high student be considered for attendance. The Pastor holds the final decision on all transfers.

PRE-K ADMISSIONS

Students entering the PreK program must be three or four years of age by September 1 and must be able to use the restroom independently. For children entering school for the first time, verification of age is necessary. Birth Certificates and Baptismal Certificates must be on file with the school office.

KINDERGARTEN AND FIRST GRADE ADMISSIONS D-112

Newly enrolled students must provide a copy of their birth certificate and if available, their baptismal certificate. Students admitted to kindergarten shall be five years of age on or before September 1 of that year. Students entering first grade shall be six years of age by September 1 of that year.

It is expected that in most cases the ages set by the State will be followed. The Superintendent of Schools may grant exceptions if requested by the administrator to do so. An important criterion for accepting any child into our Catholic schools should be the benefit to the child. The administrator will determine whether or not a particular child can benefit from entrance into the local school. The Superintendent of Schools will consider the judgment of the principal when granting exceptions. Therefore, the administrator retains a major responsibility for determining if a child younger than state regulation allows, may enter Kindergarten or 1st grade in a particular school.

Before making a determination, the administrator should consider several facets of readiness:

physical maturation including size, speech and motor skills, social maturity including behavior, language development and mental age level. Measures of these facets of readiness include but are not limited to: Metropolitan Readiness Test (MRT 6); Kindergarten Language Screening Test, Second Edition; Kindergarten Readiness Test (KRT); Kindergarten Screening Inventory; or the Phelps Kindergarten Readiness Scale (PKRS). In many cases a school's Kindergarten or 1st grade teacher may be able to administer these instruments or tests and make a determination of readiness. In other cases the services of a qualified psychologist may be needed. In specific instances, local circumstances may determine the method used. No exceptions to Policy D-112 will be made without the recommendation of the administrator. The requests for an exception shall be made in writing to the Superintendent of Schools by the administrator. The requests shall include:

1. Name of child and parents of the child for whom the exception is being asked.
2. Reasons for exception.
3. Summaries of measures used to determine readiness level.
4. Recommendation of the administrator.

ENROLLMENT

POLICY - ENROLLMENT

E - 151, ST. MARK SCHOOL

Beginning with the Kindergarten class of 1999-2000, there will be a limit of 25 students per classroom, in the primary grades, (K, 1st, 2nd, and 3rd, grades) and a limit of thirty (30) students per classroom in the upper grades (4th, 5th, 6th, 7th, 8th), except under extenuating circumstances, as determined by the St. Mark School Commission Committee.

ADMINISTRATIVE REGULATION - ENROLLMENT

E - 151, ST. MARK SCHOOL

If the number of students exceeds the class limits, students will be put on a waiting list in the following order:

1. Parishioners who have brothers or sisters in St. Mark School.
2. Parishioners who do not have brothers or sisters in St. Mark School.
3. Catholic non-parishioners who do not have a parish school.
4. Other Catholic non-parishioners.
5. Non-Catholics who have brothers or sisters in St. Mark School.
6. Those Catholics and non-Catholics who do not intend to send their children through all grades at St. Mark School.

Those not accepted may be placed on a waiting list (provided they have paid their registration fee) according to the date they were registered and the above procedure.

SPECIAL NEEDS

St. Mark School shall admit students with special needs whenever possible. Guidelines for inclusion of special needs students require cooperation of the parents and the realization that available resources may make inclusions (in whole or in part) impossible. A complete set of guidelines is available in the school office.

CLASS PLACEMENT

Student placement in a homeroom class is directed and decided by the principal.

The following procedural plan is used for administrative placement of students:

1. (By May 15) A parent may express to the principal any concerns he/she may have about placement of his/her child(ren) for the subsequent school year. Parents are asked not to request a particular teacher.
2. Principal and staff meet to arrange students into balanced homeroom groups for the coming school year. The aspects listed below are seriously considered in this joint process:
 - scholastic ability balance
 - peer compatibility

number of boys and girls
possibility of group cohesiveness
number of students for each classroom

Each respective class list is formulated according to neutral coding without an assigned teacher name. The principal will assign a teacher to each respective group at a later time.

3. Principal finalizes lists according to summer withdrawals and admissions of students, or student special needs.
4. Teachers receive finalized list on the last day of teacher in-service in August.

STUDENT RECORDS AND TRANSFERS

A permanent cumulative folder is established for each student upon entering St. Mark School for the first time. The folder is retained in the school. This folder contains transcripts, test results, health records and registration form. A copy of the student's records (including transcripts, health records, and test results) are transferred to another school once a request is received from the school to which the student is transferring. The date of the transfer of these records is marked on the permanent record of each student. Copies of the records are always transferred within ten days of the receipt of the request. All requests must be signed by the parents of the student transferring. Parents or guardians wishing to transfer students to St. Mark School should complete a transfer of record request. Transfer request forms are available in the school office. Records that are requested to be transferred from St. Mark School to another school must be requested by using the student record transfer form available in the office.

Adopted 5/17/2005
St. Mark School Commission

TITLE IX

Saint Mark School is in compliance with all federal and state non-discrimination and equal opportunity laws and regulations regarding admissions and employment as stated in the Board of Education Policies of the Diocese of Peoria. (Policy D-100 and C-100)

PARENT COOPERATION AS CONDITION OF ENROLLMENT

Saint Mark School reserves the right to deny enrollment or terminate enrollment due to lack of parental cooperation with the administrator and faculty.

ATTENDANCE

ARRIVAL AT SCHOOL

St. Mark Catholic School does not offer bus service. Students may walk to school, ride a bike, or be dropped off by a parent or guardian. Students who walk to school will act as good ambassadors of St. Mark School. Students who fail to act responsibly while walking to school risk disciplinary consequences up to and including the loss of walking privileges. Students who ride a bike to school may lock their bike on the bike rack located on school grounds. Students may not ride their bikes on the school sidewalks. Students are encouraged to wear a helmet if they ride their bike to school.

There is no parking in the morning during drop off on the Underhill side of school. Parents who feel the need to walk their child into the building should park in the church parking lot and walk their child into the building.

ATTENDANCE

In order that a child have the greatest educational benefit possible, it is helpful if absences for doctor and dentist appointments are avoided during school time. If a school time appointment does become necessary, please send a notice of day and time in ADVANCE to the homeroom teacher and the school office.

School hours are from 7:40 AM to 3:00 PM. Students arriving to school before 7:30 AM will be checked into Before Care and parents will be billed accordingly. St. Mark provides a Pre-Care program from 6:30 AM – 7:30 AM daily. Fees assessed separately from school fees.

Pre-School Program times are 8:00 AM to 11:00 AM for the ½ day program and 8:00 AM to 2:50 PM for the full day program. Pre-School Program students arriving to school before 7:30 AM will be checked into Before Care and parents will be billed accordingly.

TARDINESS

St. Mark Catholic School asks for **home cooperation** to assure students arrive on time for the start of the school day. Students arriving tardy to school disrupt their own learning process and that of others, create an unnecessary burden for office and support staff, and risk developing habits not compatible with excellence. It is the obligation of the family to make sure their children arrive on time to school.

The bell rings at 7:40 am to dismiss students to their classrooms. The second bell rings at 7:50 am to begin the academic day. Prayer and announcements begin shortly after the 7:50 am bell. Students (K-8) arriving to their classrooms after 7:50am must report to the office to receive an admit slip. Tardy students will not be admitted to class without an admit slip.

Students with chronic tardiness are subject to suspension and/or expulsion at the discretion of the principal.

ABSENCE

Regular attendance at school is a sign responsibility, accountability and interest for your future. A pattern of regular attendance will assist you in developing a positive attitude toward yourself and your capabilities as a productive Catholic, student and citizen.

Excused absences with make-up privileges are defined as, but not limited to: Personal illness; health appointments; death in the family;

**Attendance at a funeral (other than a family member)

**Doctor or dentist appointments

**These excused absences must be approved through the office AT LEAST one day prior to the day of the absence.

ADVANCE clearance must be filed with the principal at least FOUR school days PRIOR to his/her leaving on a family trip or vacation. Students and parents should be aware that permission may not be granted during standardized testing time. Parents/students must arrange for missed work with teacher BEFORE leaving on trip.

An unexcused absence without make-up privileges will be issued for any other type of absence - which includes shopping, beauty appointments, working, baby-sitting, truancy or any other personal business that is unimportant.

Unexcused absence without make-up privileges is defined as an absence that requires the student to make up the work missed, but the student shall receive NO CREDIT for said work.

If a student will not be present in school for any reason, parents are asked to call the school office by 9 a.m. to inform the school of the child's whereabouts (676-7131). If you do not call us, you will be contacted as to the whereabouts of your child. We consider this a safety factor for the child and ask your cooperation.

In order to take part in extra-curricular activities, the student must be present in school if the activity takes place that night after school.

Any student who exceeds 10% of the school day when their absences are compiled will lose academic credit for the school year. This amount is the total of all absences whether excused or unexcused. Students who lose academic credit will have to attend Summer School at the local public school to gain academic credit. In the cases of extreme medical illness documented by a physician, or in other extreme situations the principal may waive this requirement.

Students who leave early throughout the day for various reasons will be assessed the corresponding 1/8, 1/4, 1/2 day as their early departure warrants. Families who choose to vacation outside the allotted times risk exceeding the 10% absence rule. Families who vacation outside the allotted time should ask their child's teacher in writing for their assignments. Teachers may choose to give the assignments in advance or if more convenient provide the assignments when the child returns.

STUDENT RELEASE

Students are not permitted to leave the school premises during the day or from after care without permission of the principal or staff. Early dismissal for special reasons should be approved by both the parent or guardian and the principal or staff. Please send a note to the school office and the child's teacher when the child needs to leave school early for doctor or dentist appointments. Students attending aftercare or participating in immediate after school activities are not allowed to leave school grounds prior to these events.

If your child is not to be released from school to a particular person (example: non-custodial parent; older siblings, etc.), please list this on your emergency card and send a note to the child's teacher and the office. In situations such as these, a code word program can be worked out with the office.

BEFORE AND AFTER CARE PROGRAM

RATIONALE AND GOALS

Our Pre/After Care Program was started several years ago as a service for working parents. We are here to offer your children a safe, secure transition between home and school. Pre/After Care will provide a loving, Christian atmosphere for your child both before and after school. It is our sincere wish to provide activities both educational and fun for your children. Also, we wish to provide peace of mind and well being to parents.

Pre/After Care will follow the school calendar.

Pre-Care: 6:30 - 7:30 am--Children will enter school using the school entrance on Underhill Street by the school office and proceed to the gym for sign-in.

After-Care: 3:00 - 5:30 pm--Children will meet for attendance and directions on daily activities. Students attending aftercare will meet in Room 18.

CHILDREN MUST CHECK IN WITH THE ASSIGNED FACILITATOR FOR BOTH PRE-CARE AND AFTER-CARE. STUDENTS GOING TO AFTERCARE ARE NOT ALLOWED TO LEAVE THE SCHOOL BUILDING EXCEPT WHEN BEING PICKED UP BY PARENT OR ASSIGNED PERSON. ONLY THOSE STUDENTS ATTENDING OFFICIAL SCHOOL EXTRA-CURRICULAR ACTIVITIES WILL BE ALLOWED TO RE-ENTER THE PCAC PROGRAM AFTER LEAVING THE BUILDING.

After-Care: Parent or adult will pick up their child and MUST sign a check out sheet stating name, child's name, and time of pick-up.

CHILDREN WILL BE RELEASED ONLY TO PEOPLE WHOSE NAMES APPEAR ON THE PARENT APPLICATION LIST.

In the event of an emergency call the school and explain (676-7131). Persons picking up the child must have a written note from the parent.

A snack will be provided.

Medication will not be given without written permission from parents. Prescription medicine labels must bear the child's name, the physician's name, the name of the drug store or pharmacy, prescription number, date or the prescription, and directions for administering.

Non-prescription medication may be administered upon written parental permission. Such medication shall be administered in accordance with package instructions, shall be labeled with the child's name and dated. It is strongly suggested that all children bring play clothes daily.

THE SAME RULES OF CONDUCT THAT APPLY AT SCHOOL APPLIES AT PAAC. Hitting, biting, kicking, hurting others, bad language and failure to comply with the rules of the center will result in TIME OUT, which will be the disciplinary measure used. If TIME OUT is ineffective, the child will be asked to leave the PAAC program.

The program was developed to be self-supporting. This means that all expenses connected with this program must be paid for with the fees collected from the parents. These expenses include all salaries of the supervisors, the coordinator and bookkeeper, as well as the employer's share of F.I.C.A. Any items purchased or rented for the education and/or entertainment of the children are also paid from the parents' fees, as well as snacks that are provided.

We have tried to establish the fees so that all parents will be able to afford them, and also that we will be able to meet our obligations as listed above. We ask the cooperation of all parents in meeting their obligations and paying the fees when due.

The fee schedule for the various services is as follows:

Pre-Care	1 child	\$5.00/day
After-Care		
Pick up before 4 PM	1 child	\$5.00 day
Pick up after 4:00 PM	1 child	\$8.00/day
Pre & After Care	1 child	\$9.00/day
Pre-Care	2 children	\$6.00/day
After-Care		
Pick-up before 4 PM	2 children	\$6.00 day
Pick-up after 4:00 PM	2 children	\$9.00 day
Pre & After Care	2 children	\$10.00 day
Pre-Care	3 children	\$7.00 day
After-Care		
Pick up before 4:00 PM	3 children	\$7.00 day
Pick-up after 4:00 PM	3 children	\$10.00 day
Pre & After Care	3 children	\$11.00 day

AN ADDITIONAL \$5.00 WILL BE CHARGED FOR ANY CHILD NOT PICKED UP BY 5:30 PM.

We ask that you please send a check (made out to St. Mark School). Fees are to be paid in advance. It is preferred that parents pay the fees weekly. For many parents it is easier to make four smaller weekly checks than one large one every month.

Every parent will receive a statement each week if payment is not received in advance. It will show total charges for each week. If there is some discrepancy between the statement and what the parents' record shows, please call the bookkeeper as soon as possible.

Families who chronically exceed the 5:30 pick-up time will be dropped from the aftercare rolls.

Please note, if you are 30 days overdue with payment, your child will not be allowed back in Pre

or After Care until payment is received or you have made arrangements with the principal. Any family more than 14 days late will face a \$10 late fee.

COMMUNICATION BETWEEN HOME AND SCHOOL

EMERGENCY INFORMATION

Emergency information is updated by parents on RenWeb, for pertinent information, in case of emergency during the school day. It is imperative that changes to address, phone numbers, hospital preference, or persons to call in the event of an emergency be reported to the school office or updated on RenWeb. Without prior parental consent, your child will not be released to any person whose name is not listed on RenWeb.

VISITORS

Parents and visitors are welcomed at Saint Mark. For the protection of all students, St. Mark School has installed a new security system, whereby a visitor may not enter from the outside until viewed on a security camera. As required by law - ALL VISITORS and PARENTS are required to sign the school register located in the school office BEFORE entering another part of the building indicating the purpose of the visit. Guest speakers or visitors to classrooms must have an appointment cleared with the teacher(s) ahead of the time for approval to visit the classroom. Recent graduates are always welcome to visit during the lunch hour. If they plan on dining they should notify Mrs. Driscoll in advance. If recent graduates and current Peoria Notre Dame students wish to visit their previous teachers during the day the individual teacher must grant permission. Permission may be requested through the office.

COMMUNICATIONS

Communication between the school and parents will take place through RenWeb, e-mail, and our Alert Now system. If you do not have e-mail access, paper copies of communication will be made available for you.

TELEPHONE

Students are NOT ALLOWED TO USE THEIR CELL PHONES to call or text for any reason during the school day. Students are allowed to use the office phones but first need to get permission from the office staff.

PARENT COMMUNICATION WITH FACULTY/STAFF

As an introduction to the following policy, we recognize the responsibility of faculty/staff members to demonstrate open and courteous communication with parents.

Communication and expression of concerns must always be done in a constructive and Christian manner within an appropriate setting. Rude and/or abusive communication to faculty and staff members on the part of parents or students cannot and will not be tolerated.

Conduct which is determined by the administration to be in violation of this policy (of ordinary civility) may include suspension or dismissal of the student.

Positive, constructive communication between teacher and parent is encouraged. Conferences may be initiated by parent or teacher at any time. However, appointments are to be scheduled for the convenience of both parties.

If the school and administration cannot maintain a healthy working relationship with families that is beneficial to their child's academic and social development that family will be required to withdraw their child and seek enrollment at another school.

Parents are asked to respect the time constraints on teachers and request in advance meetings

with teachers as needs and concern arise. Immediately before school and immediately after school are not productive times for parent teacher meetings.

PROTOCOL WHEN DEALING WITH CONCERNS

When parents wish to discuss a concern, please follow this procedure:

- Parent(s) contact the teacher either by email or by phone stating this concern.
- The teacher will address your concern and reply either in writing or by a telephone call.
- Most concerns will be resolved in this manner.
- You may contact the Principal at anytime during the school day.

COMMUNICATION TO STUDENTS AND TEACHERS DURING THE DAY

Normally teachers and students are not called from classrooms during teaching hours to answer calls. However, they will be advised of your call and will forward information to you or you will be told when to expect a return call. If at all possible, messages to be forwarded to students should be called in to the school office before their lunch hour and no later than 2:00 pm.

Parents/Guardians should never try to contact their child(ren) by calling their cell phones during school hours.

CONFLICT RESOLUTION

CONFLICT RESOLUTION

Reflecting the changes in the Appeal and Review Policy for the Catholic Diocese of Peoria, the St. Mark Policy follows:

APPEAL AND REVIEW POLICY OF THE CATHOLIC DIOCESE OF PEORIA

STATEMENT OF POLICY

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools or parishes of the Catholic Diocese of Peoria may be requested by any employee of a Parish under the following conditions only:

- 1) The decision violates or is in conflict with the teaching of the Roman Catholic Church;
- 2) The decision violates or is in conflict with an applicable Diocesan policy;
- 3) The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question; or
- 4) The decision violates or is in conflict with an applicable federal, state or local civil law.

It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

STATEMENT OF PROCESS

The individual or group desiring the appeal or the review must make that request known to the governing Pastor or Board of Pastors responsible for that school or parish in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the local Vicar having jurisdiction over that particular parish, and in the case of a school matter also to the Office of Catholic Schools.

This letter must clearly cover each of the following points:

- 1) The decision that is being questioned and which competent authority made it;
- 2) The grounds for the appeal or the review with specific reference to one or more of the

four conditions listed above; and
3) The proposed resolution.

The governing Pastor or Board of Pastors, having received the request for appeal or review, is to respond in writing to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local Vicar having jurisdiction over that particular parish, and in the case of a school matter also to the Office of Catholic Schools.

However, those who have requested the appeal may further appeal the decision of the governing Pastor or Board of Pastors to the local Vicar within thirty (30) days. The local Vicar has the authority to summarily dismiss the appeal or he may forward the appeal to the Vicar General of the Diocese of Peoria, and in the case of a school matter also to the Office of Catholic Schools. The Vicar General of the Diocese of Peoria shall make a final decision on the appeal in such cases. If the local Vicar decides to dismiss the case, he must as a matter of record, forward a copy of such decision to the Vicar General, and in the case of a school matter also to the Office of Catholic Schools.

It is at the sole discretion of the Catholic Bishop of the Diocese of Peoria to intervene in any matter at any time, and to modify, reverse, or rescind any action taken by the above-referenced officials.

CATHOLIC DIOCESE OF PEORIA POLICY: G-111 Issued: 2/28/02

DISCIPLINE

DISCIPLINE – HONOR CODE

The Honor Code exists to help promote the development of virtue and to foster a strong sense of Christian character amongst the students. The point of discipline is to teach honor and respect. Teachers in grades Pre-K3 through 3rd grade use their own discipline policies. Teachers' of 4th through 8th grade students will establish their own classroom rules that students are expected to follow and violations of classroom rules can be handled by their classroom teacher; however with repeated offenses they will become "Acts of Misconduct".

ACTS OF MISCONDUCT

***Level I:** These offenses are considered mild in nature, but they impede orderly classroom procedures or interfere with the orderly operation of St. Mark School. For each offense the teacher, staff member or principal have the option of: a verbal reprimand; parental contact; room detention; sent to principal's office; regular one hour detention after school; withdrawal of privileges; and/or a combination of the above. These offenses include but are not limited to:

- Failure to bring proper work and/or study materials to class
- Possession of electronic devices not having an educational purpose
- Disruptive inappropriate behavior in the classroom
- Inappropriate physical conduct
- Violation of lunchroom or playground rules
- Repeated violations of classroom rules
- Repeated dress code violations
- Inappropriate comments
- Being in the hall, restroom, or any off-limits area without permission
- Food or drink in hallways or classrooms without permission
- Computer misuse or abuse
- Tardiness

****Level II:** These offenses are considered to be more severe in nature and seriously disrupt the learning environment. For each offense the teacher will automatically send the student to the

office and the **principal** will assign: a one hour detention; Saturday detention(s); parental contact; loss of privileges; conference with student, parent, teacher and principal; and/or combination of the above. These offenses include but are not limited to:

- Repeated Level I offenses
- Accumulation of tardies
- Foul Language
- Insubordination (failure to obey reasonable request by faculty or staff)
- Lying
- Theft
- Cheating and/or Plagiarism (teacher may follow their own academic integrity policy also)
- Cell Phone use During School
- Damaging school property or property of others
- A serious violation of the lunchroom and playground rules
- Roughhousing, pushing, shoving, or behavior that puts self or others at risk of harm
- Disruptive behavior at a school assembly or on a school field trip
- Bullying (D147) or cyber bullying
- Harassment (C401)
- Threats of violence
- Possession of weapon or look-alike weapon
- Possession of drugs or drug paraphernalia
- Leaving school grounds without permission

ANY STUDENT WHO ENGAGES IN CONDUCT, WHETHER INSIDE OR OUTSIDE OF SCHOOL, THAT IS DETRIMENTAL TO THE REPUTATION OF THE SCHOOL AND/OR INCONSISTENT WITH THE MISSION, PHILOSOPHY, OR TEACHINGS OF THE CATHOLIC CHURCH MAY BE SUBJECT TO DISCIPLINARY ACTION INCLUDING SUSPENSION OR EXPULSION.

INSPECTION POLICY

Individuals entering upon the premises of the school – whether students, employees, or guests – are expected to conduct themselves in keeping with established norms of personal conduct. In order to provide students and employees with a safe and healthful environment, the administration, reserves the right, in its discretion, to conduct inspections of school property of students and visitors existing on the school's premises. Included with this policy is the right to inspect the following: desks, book bags, purses, athletic bags, clothing (with appropriate safeguards to the dignity of the individual), and other property.

STUDENT DRUGS AND ALCOHOL POLICY

Students are prohibited from possessing, using or being under the influence of alcohol and drugs while at school or any school-related function. Included with the prohibition are the following:

1. Purchase, use, possession, manufacture, distribution, dispensation or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities. Storing in a book bag, desk, clothing or other repository on school premises or in connection with any school-related activity any drugs, drug paraphernalia or alcohol.
2. Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.
3. The administration reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of use exists. A "reasonable suspicion" of drug and or alcohol use may be based upon the observation of the student's behavior, information received regarding alleged alcohol or drug or other information giving rise to suspicion of this policy. A student's failure to cooperate in testing required by this policy may result in disciplinary action up to and including expulsion from the school.

A violation of the drug and alcohol policy may result in the following steps:

1. Participation in a drug and alcohol assessment by certified drug and alcohol professional or by a drug treatment facility with the recommendation of that facility being followed.
2. Student suspended at home from the school for one week and or
3. Student required to participate in recommended counseling or
4. Student expelled.

Families are required to provide documentation from steps #1 and #3 above.

ANTI-BULLYING POLICY

St. Mark School does not tolerate bullying in any form. All school community members are committed to ensuring a safe and caring environment which promotes the cultivation of a positive self-image and growth in virtue for all.

Bullying is an act of aggression causing embarrassment, pain or discomfort to another.

- It can take a number of forms: physical, verbal, gesture, extortion, and exclusion.
- It is an abuse of power.
- Individuals or groups may be involved.

Some examples of bullying include but are not limited to the following:

- Any form of physical violence such as hitting, pushing or spitting
- Interfering with another persons property by stealing, hiding, damaging or destroying it
- Using offensive names, teasing or spreading rumors about others and their families
- Using put-downs, belittling others' abilities and achievements
- Writing offensive notes or graffiti about others
- Making degrading comments about another person's culture, religious or social background
- Hurtfully excluding others from a group
- Making suggestive comments or other forms of sexual harassment
- Ridiculing another person's appearance
- Forcing others to act against their will

This requires staff to:

- Be role models in word and action at all times
- Be observant of signs of distress or suspected incidents of bullying
- Make efforts to remove occasions for bullying by actively patrolling during supervision duty
- Arrive at class on time and move promptly between lessons
- Take steps to help victims and remove sources of distress without placing the victim at further risk
- Report suspected incidents to the appropriate administrative staff
- Keep a written record of (who, what, when, where, why and how.)

This requires students to:

- Refuse to be involved in a bullying situation
- Take some form of preventative action
- Report the incident or suspected incident and help break down the code of secrecy

The school recommends that Parents:

- Watch for signs of distress in their children (unwillingness to attend school, a pattern of headaches, missing school items, damaged clothes and bruising.
- Take an active interest in your child's social life and acquaintances.
- Advise your child to tell a staff member about the incident. If possible allow him/her to report and deal with the problem by himself/herself. Empower your child and teach them to act independently.
- Inform the school if bullying is suspected. We cannot address problems that we are not aware of. Most bullying takes place during times of less supervision. Hallways, bathroom, recess, after-school activities etc.
- Be willing to inform the school of any suspected bullying even if your own child is not directly affected.

PROCESS FOR DEALING WITH BULLYING AND TEASING

The administration, teachers, and staff will communicate freely with students who have been reported in being involved with teasing and bullying. The administration will employ the following process:

- An individual meeting with the victim
- An individual meeting with the bully (bullies)
- A call to the parents of both the victim and the bully (bullies)
- Assignment of a consequence that will promote an apology and behavior change.
- Possible joint meeting with the victim and the bully (bullies)

This school-wide discipline policy upholds and promotes the school's values in all school activities which includes:

- Rules which are fairly enforced.
- Requiring students to take responsibility for improving their behavior.
- Reporting bullying as it occurs
- Encouraging children to acquire problem solving skills and understand conflict resolution
- Using school assemblies to foster school unity and community building

DRESS CODE

Saint Mark School Dress Code

The school dress code exists to maintain appropriate dress for school as well as to reduce stress. The school expects and requires the participation of families.

The following are **not** suggestions but are required for attendance at St. Mark Catholic School.

Uniform Clothing

Jumpers & Skirts

Girls K-8, St. Mark plaid jumper or skirt, must be no shorter than 2" above the knee.

Pants

Navy Dress Pants with inside pockets. Pants should not sag, be tight or drag on the ground.

Shirts

Solid White or Navy knit polo with collar, short or long sleeve. Royal Blue knit polo with logo may also be worn. Shirts must be tucked in at all times.

Turtlenecks

Solid White or Navy turtlenecks. Turtlenecks must be tucked in at all times.

Shorts & Skorts

Allowed August through October and April through end of school year.

Navy Dress Shorts and Navy Skorts with all inside pockets, shorts and skorts must be no shorter than 2" above the knee.

Sweaters

Solid Navy or White - Cardigan, Pullover, V-Neck, Crew Neck, Vest, and Hooded Sweater Wind shirts available through PSA are acceptable as a sweater.

Sweatshirts

Navy or royal blue sweatshirts available through St. Mark PSA.

Scout Uniforms

Scout Uniforms may be worn on the day of meetings.

Shoes

Solid Black, Brown, or Navy shoes with heels that are no more than 1" high.

Belts

Solid Black, Brown, or Navy must be worn with pants and shorts. Optional for grades K-1.

Socks / Tights

Visible socks, White, Navy or Black / Tights White, Navy or Black.

Jewelry / Make-up

Minimal modest jewelry, no make-up, fingernail polish, or tattoos.

Hats

No hats or bandanas allowed in the school building.

Hair

Girls – Hair must not be considered a distraction.

Boys – Hair must not hang over the top of the ears or hang lower than the eyebrow. Hair must not be longer than 3.5 inches at anytime and must not be considered a distraction.

Spirit Day Clothing**Shirts**

St. Mark uniform shirts or other shirts from a school related activity. (SMS Sport, Smart Kids, musical, religion, etc.)

Pants

Blue jeans, Khaki pants, Khaki cargo pants or St. Mark uniform pants. Pants should not sag, be tight or drag on the ground.

Shorts

Blue jean shorts, Khaki shorts, Khaki cargo shorts or St. Mark uniform shorts or skorts.

Shoes

Tennis shoes, boots, or St Mark uniform code shoes.

The principal is the ultimate authority in interpreting every facet of the dress code, and will determine appropriate disciplinary actions for Dress Code violations.

(Education Commission 9.14.10)

EDUCATIONAL RESOURCES**TEXTBOOKS**

All textbooks, soft cover, hard cover or workbooks are rented. The use of textbooks is included in the Book Fee, therefore most of these are provided by the school. It is expected that books will be cared for. They **MUST** be covered, carried in a book bag, and never written in unless indicated by the teacher. **DO NOT USE CONTACT PAPER TO COVER SCHOOL TEXTBOOKS.** If contact paper is used you will be required to pay the cost of a new book. Lost or damaged books are to be paid for by the student.

School supplies will be required for each student. A list of supplies for each grade level is provided on RenWeb. Students without the needed supplies will be expected to purchase them immediately.

LIBRARY

Our library has approximately 6,000 volumes plus many sets of reference materials. A Book Fair is held each year to update the library and raise money for our school.

The School's policies regarding circulation, late books, and other policies relating to the Library are posted on the school website at www.saint-mark.net.

EMERGENCY PROCEDURES**DRILLS**

Fire, earthquake, and tornado drills are held at regular intervals. It is our desire that if an emergency were to occur, students would perform without fear or panic, having practiced for an emergency. No child will be released from school during an actual disaster, except directly to a parent/guardian. A detailed Emergency Plan is available in the school office.

POLICY-EARLY DISMISSAL DUE TO INCLEMENT WEATHER

Early dismissal due to poor weather conditions (snow and other conditions) shall be determined by the principal, after consultation with the Pastor and Superintendent of the Diocese of Peoria
Adopted: August 22, 1982 - Rev. July 2009

Most radio stations will be contacted, as well as the three major television stations. Families will also be notified via our AlertNow Rapid Notification system.

SCHOOL CLOSING

Severe weather conditions during the winter may warrant the closing of school. Announcements of such closing would be announced on the radio & TV stations early in the morning and also posted on the school website. Families will also be notified via our AlertNow Rapid Notification system.

SAFETY HAZARDS

ANY PERSON OBSERVING HAZARDOUS CONDITIONS IS REQUESTED TO REPORT THEM TO THE PRINCIPAL IMMEDIATELY.

EXTRA-CURRICULAR ACTIVITIES

Participation in St. Mark's extra-curricular offerings is open to all students enrolled and attending St. Mark Catholic School.

ATHLETIC PARTICIPATION POLICY - INTERSCHOLASTIC SPORTS

Beginning with the 2006-2007 athletic seasons, interscholastic athletics will be reserved for students enrolled in St. Mark Catholic School. Participation in interscholastic athletics is a privilege granted to school families.

(School Commission September 2005) S-038B

ATHLETIC PARTICIPATION POLICY – INTRAMURALS / SOCCER

Soccer is a parish sponsored sport and participation is open to any student enrolled in St. Mark School or a child/dependent of a parish member family. Intramurals are open to school and parish affiliated families at the discretion of the principal, pastor, and athletic director. All fees, volunteer hours, medical releases, and medical information forms, are required of all participants.
(School Commission September 2005) S-038C

ATHLETIC PROGRAM

The Athletic Philosophy will be issued to all participants at the beginning of the athletic season.
The student activity code must be signed before participation.

Soccer: Offered for students in grades 1-8, beginning early in the fall. Intramural soccer is offered to Pre-K and Kindergarten students. Soccer is considered to be a Parish sport. Registration is taken in the spring.

Boys Baseball: Starts in early August and concludes in mid-September. Open to boys in 7-8 grades. Practices and games are held after school and on weekends. Baseball adheres to IESA regulations and all participants must be students at the school. Registration is taken in July.

Basketball: An intramural basketball program is held on Saturdays for students in the second grade through fourth grade.

Girls Basketball: In the fall grades 5-6 participate in an inter school program with practices after school and games during the week and on weekends. Grades 7-8 are IESA affiliated with games during the week and on weekends.

Boys Basketball: In the late fall through part of the winter months grades 5-6 participate in an inter school program with practices after school and games during the week and on weekends. Grades 7-8 are IESA affiliated with games during the week and on weekends.

Girls Cheerleading: Offered for 8th grade girls only during the late fall and through part of the winter months.

Girls Volleyball: In the winter (after Christmas) grades 5-8 participate in an inter school program with practices after school and games during the week and on the weekends.

Cross Country: Offered in the fall for boys and girls in grades 5-8 with IESA competition.

Track: Offered in the spring for boys and girls in grades 5-8. St. Mark School is affiliated with the IESA.

Students must maintain good scholarship and conduct to remain a member of the team. A per sport fee is charged for students participating. The Athletic and Recreation Committee of St. Mark School is responsible for setting and collecting this fee.

EXTRA-CURRICULAR ACTIVITIES

Drama involving a Musical Play is offered to students for specified grades during the spring. Declamations are offered to students in specified grades during the 2nd Semester. Other extra-curricular activities include but are not limited to: Scholastic Bowl, IMSA, SMART Kids, First Lego League, and Foreign Language Academy.

POLICY: ELIGIBILITY FOR EXTRA-CURRICULAR AND ATHLETIC ACTIVITIES D121.3-ST. MARK SCHOOL COMMITTEE

While our purpose at St. Mark School is to provide a well rounded, quality Catholic education, our priority and the priority of every student will be the core curriculum, not extra-curricular activities. Extra-curricular activities are an extension of the total school program. To this purpose, when conflicts arise, parents should counsel and advise their children as to the importance of this priority. This statement is being made so that there is no doubt as to the importance our school places on the priorities of its programs.

Being a member of an extra-curricular activity requires mature behavior. Participating is a privilege not a right and students are to conduct themselves in and out of school accordingly. Any student with an "F" on their cumulative grade average in any of the following areas: Religion, Math, Science, Social Studies/History, Language Arts, and Spanish, will be declared ineligible for one week. Eligibility is quarterly cumulative and runs from Monday to Monday; if a student becomes ineligible she/he will be notified the Friday before. When a student is ineligible, he/she may NOT attend practices and may NOT dress or sit on the bench in street clothes at any of the games during this time. Further, any student, as determined by the Principal that has displayed inappropriate behavior while a part of St. Mark School may also be declared ineligible. These rules will be strictly enforced. Teachers will turn in a list of all ineligible students to the principal by Friday at noon. The teacher will notify the family of ineligibility. The principal will notify the athletic director who in turn will notify the appropriate coaches or moderators.

Adopted: May, 1996

Attendance by students at St. Mark co-curricular events is a privilege and not a right. Students are expected to adhere by the same standards of discipline. Students should always be accompanied by a responsible adult, preferably a parent. Students who do not live up to the high standards of St. Mark School may be prohibited from attending school sponsored activities.

POLICY-PHYSICAL BEFORE PARTICIPATING IN ANY INTER-SCHOOL ATHLETICS D-141, ST. MARK SCHOOL

No student shall be permitted to compete in a try out, practice, or game unless he/she has filed

with the school a certificate of physical fitness issued by a licensed physician not more than one year preceding each try-out, practice or contest in any athletic activity. Physicals must be on file with the school before students can participate in any inter-school sports activity.

Adopted: March 13, 1990

POLICY-INTER SCHOOL ATHLETICS AND STUDENT INJURY

No student shall be allowed to participate in interschool athletics following any disabling illness or injury without a physician's release.

ADMINISTRATIVE REGULATION-INTERSCHOOL ATHLETICS AND STUDENT INJURY

The required release shall be provided to the St. Mark School Administrator in writing and signed by the attending physician. All students participating in the sports program must have proof of insurance coverage.

ST. MARK IS A MEMBER OF THE PEORIA AREA CATHOLIC LEAGUE AND THE ILLINOIS ELEMENTARY EDUCATION ASSOCIATION, AND ADHERES TO THEIR POLICIES.

FINANCES

TUITION & FEE POLICY

The purpose of this policy is to guarantee that a place will be reserved for every child who wishes to attend St. Mark School, while ensuring that the school has sufficient operating capital to prepare for the coming school year. This policy applies to all present and incoming school families.

Families may choose three options for the payment of tuition and fees. Tuition may be paid in full by July 1st of the coming school year and receive a \$50 discount. Families may pay their tuition in two installments: one on July 1st and one on January 1st. Families who choose to make 12 monthly payments running from July to June must utilize FACTS.

Families who are behind more than one month will be provided with an exclusion date. Families must become current or make other arrangements by this date. If they do not become current they will be removed.

FEES

Reasonable fees are assessed to help cover the costs of a child's education at St. Mark Catholic School. These fees will be set by the school and announced each year in February.

There is NO REFUND OF FEES should your child(ren) transfer from St. Mark School to another school after the beginning of the school year. There are NO PRO-RATED FEES for students that enter after the beginning of the year.

In February, any families with children planning to attend St. Mark for the upcoming school year, will be required to make a \$100.00 non-refundable deposit towards school tuition and fees per family for the next school year. Parents choosing not to send their children to St. Mark after submitting their \$100.00 deposit will have until fee day to notify the school of their intentions in writing.

FUND RAISING

POLICY-FUND RAISING

B-130.1, ST. MARK SCHOOL

All fund raising activities within the school involving teachers and students should be regulated by the school administrator.

LUNCHROOM AND PLAYGROUND

HOT LUNCH

Hot lunch is available for purchase by students. Milk may also be purchased with a sack lunch. A menu will be published at the beginning of each month. Money is collected by the homeroom teachers on the first day of each week. You may pay by check for the entire month if you wish. Mark the days your student wishes to eat hot lunch or buy a carton of milk for cold lunch on the lunch money information sheet provided on Resource Documents on RenWeb.

Starting this year we will have a new policy regarding lunches purchased on credit. Students will be allowed to charge three lunches on credit. After three charges are made without payment, students will be given a peanut butter sandwich as the main entree', along with fruit, vegetable and milk. Prompt payment for lunches is appreciated. We prefer payment in advance at the beginning of the week if possible. Lunch order forms are available in the Resource Documents portion of Parents Web. They are also available on the school website.

Please do not provide your child with a lunch from a fast food restaurant. Soda is not allowed in the lunchroom. The subsidies that the lunchroom receives are at risk when fast food and soda are eaten in the lunchroom.

If your child is lactose intolerant, please provide the school with a written note from his or her doctor so the lunchroom can provide them with juice.

If your child is allergic to any food items please notify the school in writing prior to the beginning of the academic school year. Please notify the kitchen and the school office.

MEDICAL CARE

HEALTH CARE

A child who is not feeling well does not apply efforts to school work. Many illnesses, including colds can have impact on a child's disposition, and can also be communicable to other children. It is important to be sensible about school attendance. Be sure that we always have current telephone numbers so that you can be contacted if your child is ill. No child will be sent home ill without guardian approval and the guardian must be present at the home to meet and stay with the child.

It is the policy of the school that unless a student has a fever, or there is evidence of physical illness, they will be asked to stay in school.

Please discuss with your child that excessive unnecessary trips to the office for "sympathy" illness may result in the office staff assuming that they are not really ill when in fact they are.

IMMUNIZATION

A complete immunization record must be on file on each student in the school, including the month, day and year when the shot was given. All students health records must follow State of Illinois Regulations.

HEALTH RECORDS

In accordance with Illinois State Law, all children entering Pre K 3, Pre K 4, Kindergarten and again in Grades 2 and 6, and all transfer students must present by the first day of school a record of the following:

1. Proof of immunization for childhood disease as required by law.
2. Proof of medical examination.
3. Proof of dental examination. (Kindergarten, 2nd, 6th Grades)

4. Proof of lead screen.

In addition, students entering Kindergarten are required to have an eye exam performed by an optometrist or ophthalmologist.

Students enrolling after the start of school shall be given a reasonable amount of time to provide the above required documentation. Students that are unable to provide the above documentation within the time given shall provide a schedule when the requirements will be met and statement as to why there is a delay. The administrator shall determine whether the statement of delay and the schedule given to meet the requirements are adequate to allow the student to attend school until the requirements are met.

Individuals who object to health examination or immunization, on religious grounds shall not be required to submit their children to health examination or immunization if such parent or guardian presents to the administrator a signed statement of objection, detailing the grounds for such an objection. If the physical condition of the child is such that any one or more of the required immunizing agents should not be administered, the examining physician responsible for the performance of the health examination shall endorse such fact upon the health examination form.

Students not in compliance with the deadline or can not provide a schedule for immunization and health and/or dental exam shall be excluded from school immediately after the administrator has followed the Administrative Regulations for this Policy.

ADMINISTRATIVE REGULATION - HEALTH RECORDS

--The administrator shall disseminate the Policy on Health Records to all parents through the Student Handbook.

--If there are any students not in compliance with the policy, the administrator or his/her agent shall contact the parents in order to remind them of the policy.

--Those students not in compliance shall be given a letter informing them that they must provide the required documentation on the next day, or they will be excluded from school until documentation is provided.

--The administrator shall report the results of the compliance of this policy to the School Committee by the first meeting after November 1st.

--Parents wishing to appeal the decision to exclude from school may follow Administrative Regulation G-111, Process for Dealing with Local Conflicts.

MEDICATION

We will not give any medication to children without parental permission. If medicine is brought to school, it must be brought to the office. **NO MEDICATION, INCLUDING TYLENOL AND ASPIRIN, WILL BE FURNISHED BY THE SCHOOL. PLEASE FOLLOW THE SCHOOL POLICY AND ADMINISTRATIVE REGULATIONS WRITTEN BELOW.**

POLICY - DISPENSATION OF MEDICATION AT ST. MARK

1. Before any prescription medication will be dispensed there must be a written notice from the student's doctor on file with the school office. This notice must be on a form provided by St. Mark School Office OR Doctor's facsimile and include: The time the medication is to be dispensed, dosage to be used, and a description of the medication.
2. Request for medication dispensation other than over lunch hour will be on a special request basis only.
3. All medication must be in the original prescription container which will be left at school.
4. St. Mark School administration will not provide any medication for student's use.
5. Non-prescription medication will be dispensed only upon request from the student's parents or guardians. Medication must be in the original labeled bottle.
6. School Administration reserves the right not to dispense a medication. Special arrangements will be worked out with the student's parents or guardians to dispense these medications.

Adopted: September 10, 1990

**ADMINISTRATIVE REGULATION - DISPENSATION OF MEDICATION
D - 141.2, ST. MARK SCHOOL**

1. All medication will be dispensed by the School administrator or designated representative.
2. After medication is dispensed, the date and time will be recorded.
3. Students who do not show up to receive their medication will be reminded as soon as possible.
4. Students must take all medication in the school office under the supervision of the School Administrator or designated representative.
5. All medication will be kept in the School Office.
6. Forms for Doctor's written notice will be available in the school office.

Adopted: September 10, 1990

VISION AND HEARING SCREENING

Vision and hearing screening is provided for our students. Kindergarten and grades 1, 2, 3, 5 and 8 are tested. In addition, any new student and those referred by the classroom teacher are screened for both. Those children with a possible hearing or vision problem are referred to a doctor for examination and or treatment. Parents who do not receive a letter or doctor's referral for further testing or phone call can assume their child "passed" the test or tests given.

SAFETY

ASBESTOS

Saint Mark School is in compliance with the Illinois Department of Public Health regulation for asbestos inspections and management. Copies of the General Management Plan are available for inspection in the parish and also the school office.

CUSTODIAL/NON-CUSTODIAL PARENTS

After legal counsel and for the safety and security of students, all divorced parents are asked to supply the principal with a copy of the custody section of the divorce judgment, or any other modifying judgment. Any changes made in custody agreements should be promptly reported in writing to the principal. St. Mark School complies with the provisions of the Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the principal with an official copy of the court order.

PATROL

As a part of their leadership responsibility, the eighth grade students are responsible for safety patrol at street corners in the immediate vicinity of the school. Directions of patrol persons should be followed by all children and parents to ensure their safety in crossing streets.

Please notify students to leave school in timely manner as patrol and assigned crossing guards have other duties and must keep a schedule.

TRANSPORTATION

BUS TRANSPORTATION (USED FOR FIELD TRIPS)

Below is a list of rules of conduct for bus riders when buses are used. Infractions of these rules and regulations by any rider will necessitate action which may result in the child being suspended

from riding the bus, as determined by the Principal.

- Children are expected to behave on a bus in the same manner as the classroom.
- Disciplinary action will be taken if necessary.

Vandalism to the bus will not be tolerated. Parents will be held financially responsible for any willful damage to the bus by their child.

- Once seated on the bus, and while the bus is in motion, children are not to leave their seats and/or walk in the aisle. This is not only dangerous to the children, but a distraction to the bus driver and could result in many serious consequences.
- No eating on the bus.

It is the responsibility of the parents to inform their child/children of these rules. Respect toward the bus, the driver, and especially the other children is a must.

CARS

Cars are NOT to park in front of school from the alley to Underhill, in the alley or in front of the church, to allow students to cross Bradley without obstructions. We ask your cooperation in this matter. Cars are not to park along Underhill on the school side during the school day. This is an unloading zone for trucks with school and kitchen deliveries. Cars will be ticketed if left there during school hours.

ADDITIONAL SCHOOL REGULATIONS AND OPERATIONS

SCHOOL OFFICE

St. Mark School Office is open Monday through Friday from 7:00 AM. To 3:30 PM. during the school year. All calls regarding school business should be placed to 676-7131.

AFTER SCHOOL

Students should leave the school area immediately following dismissal. Entrances to school are locked after school unless extra-curricular activities are held. The office is closed at 3:30 PM.

Should your child not be picked up after school by 3:15pm and you wish for him/her to wait for you, he/she will be sent to After Care until you arrive. You will be expected to pay for this service when you pick up your child. The PAAC offers the safest place for your child to wait if you are unable to pick up your child right after school, since they cannot be closely monitored within the school building.

If your child participates in an after school activity and that activity does not start right after school is dismissed, the student is NOT allowed to wait on school grounds until the activity starts. The school is not responsible for these students and therefore, they will not be allowed to wait in unsupervised areas. We recommend that the students be picked up from school and not return to school until the activity is scheduled to begin.

EARLY DISMISSAL DAYS

Early dismissal days are published on the school calendar and also on RenWeb.

CONFIDENTIALITY AND PROFESSIONAL CONDUCT

All St. Mark School staff members are expected to maintain the highest standards of professional conduct when interacting with students, parents, and colleagues. Good public relations for the school are essential and all St. Mark School employees share that responsibility. All St. Mark School staff members are reminded that professional standards for confidentiality should be adhered to at all times. As a St. Mark employee or regular volunteer you may learn confidential information about the school or a student. This confidential information may not be shared with non-employees of the school and may only be shared with school employees on a need to know

basis. Should there be a question about the confidential nature of information, please see the principal for clarification. Significant violations will be discussed with the staff member, documented, and added to personnel files. Maintaining good public relations is a job requirement of all St. Mark employees.

SCHOOL PROPERTY

All property on the school's premises, such as lockers and desks, are considered school property and may be searched by any school official or its agents, when it is deemed necessary by a school official or its agent. All students are held responsible for any damage of school property such as desks and lockers or other items that are considered school property.

USE OF SCHOOL GROUNDS

All school events and school related organization events to be conducted on school grounds are to be placed on the school calendar once permission for use has been given by the principal. Permission for use by other organizations or persons must be secured from the Pastor of St. Mark Parish and are to be added to the school calendar.

ELECTRONIC DEVICES

Students MAY NOT bring electronics onto school grounds except for an educational purpose authorized by the principal or teacher. Cell phones may be brought onto campus, but must be stored in the student's book bag or locker in the off position. Unauthorized use of electronics or cell phones may result in confiscation of the device and/or detention.

UNAUTHORIZED MATERIALS

Any literature or other items which do not contribute to the school's educational program will be taken upon sight and will be returned to the parents only. Magazines and other items not considered essential to the educational process will be confiscated and returned to parents.

DISSEMINATION OF MATERIALS

Students wishing to distribute material related to any event or activity must first receive the prior approval of the principal. Dissemination of materials will take place during lunch and at the end of the day only. Posters for outside events must be approved by the school principal.

Information from outside agencies will only be disseminated at the discretion of the building principal and must have some meaningful tie in to the Christian life regarding the corporal and spiritual works of mercy.

LOST AND FOUND

Lost and found articles may be claimed at any time by checking the table in the office hall. Unclaimed articles are given to the poor periodically during the year. Please place your student's name on **all articles of clothing and lunch boxes**. Any money sent to school should be in a sealed envelope marked with the child's name, homeroom and grade level.

PARTIES AND TREATS

A simple treat may be given to students in their classroom with the teacher's permission on the occasion of a birthday. Invitations to birthday parties or other social events may be passed out at school ONLY if all class members are invited. NO PARTIES DURING LENT.

PICTURES/YEARBOOK

Individual and group pictures are taken annually and are available for purchase. Details as to cost, time and dress will be listed in the newsletter. Saint Mark School publishes a yearbook at the end of the school year. Details are published in the newsletter.

VOLUNTEER HOURS

Each family is required to complete volunteer hours that benefit St. Mark School or St. Mark Parish as outlined in the Volunteer Policy given to parents on Fun Day.

PARENT ORGANIZATIONS

St. Mark School has the following organizations which are open to any school parent: Parish School Association (which replaces both the PTO and the Women's Club), Men's Club, Sons of St. Joseph, Athletic & Recreation Committee, and Auction Committee. Information regarding membership or meeting times are available in the school office.

CHANGES TO THE HANDBOOK

Changes and additions to the Handbook may be made at the discretion of the Pastor or Administration. Parents will be notified of these changes via RenWeb.

PARENTAL ACKNOWLEDGEMENT OF HANDBOOK

The School Handbook will be posted on the school website with any new changes or very important items in red font. Sign-off forms will be required yearly to acknowledge receipt of handbook and agreement to comply with regulations and operations listed in the handbook.

The handbook will be reviewed yearly by the pastor, principal, leadership team and Education Commission.

ADDENDUM

Policies of the Diocese of Peoria

NOTE: IN ALL CASES THAT THE POLICIES OF THE DIOCESE OF PEORIA DIFFER FROM THE POLICIES OF ST. MARK SCHOOL, THE POLICIES OF THE DIOCESE TAKE PRECEDENT.

1. Bullying (D-147) www.cdop.org/managedDocuments/lists/oocsSeriesD/D147.pdf2.
2. Possession or Use of Weapons or Look Alike Weapons (D-150)
www.cdop.org/managedDocuments/lists/oocsSeriesD/D150.pdf
3. Harassment (C-401) www.cdop.org/pdfs/safe/2007_Harassment_Policy.pdf
4. Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests, Deacons, or by Lay Employees or Volunteers (C-402)
<http://www.cdop.org/pdfs/DiocesanSexualAbusePolicy.pdf>
5. Field Trip Forms
www.cdop.org/pdfs/CM/Permission_Forms_-_Student.pdf
 - a. Permission Form for School/Parish Trip
 - b. Field Trip Liability Waiver
 - c. Authorization for Emergency Medical Treatment
 - d. Medical Information
 - e. Student/Minor Trip Report
 - f. Publicity Form
 - g. Volunteers Release Form
 - h. Volunteers Code of Conduct
 - i. Driver Declaration/Information Sheet
6. Technology and Internet Policies (C-404)
www.cdop.org/managedDocuments/lists/oocsSeriesC/C404.pdf

Printed detailed copies of the above policies and forms are available in the school office and also on the Catholic Diocese of Peoria Website: www.cdop.org

