

# **Saint Mark Catholic School**

Where School Becomes Family  
At the intersection of education and faith



## **Family Handbook**

Father Dennis Mooney, Pastor  
Mrs. Maria Sanson, Principal

Revised 2022

## **Saint Mark School Family Handbook**

Let it be known to all who enter Saint Mark School  
That Christ is the reason for this school,  
The unseen, but ever-present Teacher in its classes,  
The Model of its faculty,  
And the Inspiration of its students

### **Mission Statement**

**Saint Mark Catholic School welcomes all students to a faith-filled rigorous academic environment. We are a center of evangelization that calls all to live fully the message of Jesus Christ. Our mission is to work together with parents and guardians to help our students grow both academically and spiritually, and to empower them to become caring and contributing citizens.**

This handbook contains current policies and procedures of Saint Mark School. The school may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the principal.

# **I. MEMORANDUM OF UNDERSTANDING**

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As a parent/guardian of a student in a Catholic school, I understand, affirm and support the following:

1. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith and to form students in the teachings of Jesus Christ and the Catholic Church.
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, the fundamental priority is fidelity to Catholic teaching and identity.
4. Attending a Catholic school is a privilege, not a right. The school and administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
5. In all questions that involve Catholic teaching, morals and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

## II. General Information

### Administration Contact Information

Father Dennis Mooney Pastor	215-788-2493
Mrs. Maria Sanson Principal	215-785-0973 <a href="mailto:msanson@stmarkmail.com">msanson@stmarkmail.com</a>
Ms. Erin Melling Administrative Asst.	215-785-0973 <a href="mailto:emelling@stmarkmail.com">emelling@stmarkmail.com</a>
Parish Office	215-788-2319
Fred Perazzelli Business Manager (Tuition and School Finance)	215-788-2319 <a href="mailto:AJPerazzelli@comcast.net">AJPerazzelli@comcast.net</a>
School Website:	<a href="http://www.stmarkbristol.org">www.stmarkbristol.org</a>

### Hours of Operation

Regular school hours are 7:35 a.m.- 2:00 p.m.  
Early dismissal is at 11:30

The school day is as follows:

7:15 a.m.	Doors Open
7:35 a.m.	Prayers/School Begins
11:00 a.m. – 11:45 a.m.	Grades Pre-K- 2/ Lunch/Recess
11:30 a.m. – 12:15 p.m.	Grades 3-5/Lunch/Recess
12:00 p.m. – 12:45 p.m.	Grades 6-8/Lunch/Recess
1:55 p.m.	Pre-K Dismissal
2:00 p.m.	Grades K-8 Dismissal
5:45 p.m.	CARES closes

## ***Admission Policy***

Saint Mark School admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs, and activities made available. The school does not discriminate in the administration of its educational policies, its admission policy or in any school-administered program. The school endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit.

## ***Enrollment***

Children must be 4 years old by September 1<sup>st</sup> to be admitted to Pre-K.

Children must be 5 years old by September 1<sup>st</sup> to be admitted to Kindergarten.

Children must be 6 years old by September 1<sup>st</sup> to be admitted to First Grade.

All new students entering Pre-K-8<sup>th</sup> grade must have the following:

- Birth Certificate
- Baptismal Certificate (if not baptized in Saint Mark Church)
- Immunization Records
- Registration forms and fee

## ***Continuous Enrollment***

Saint Mark School utilizes a "Continuous Enrollment" concept for students enrolled in our school. Continuous Enrollment assumes that once enrolled, a child will continue their education until graduation from eighth grade. Since most of our families remain year after year, this will streamline the enrollment and the enrollment process by reducing time and paperwork for the parents and the school staff.

## ***Transfers***

When a student must transfer to another school, it is necessary for parents to provide our school office with the name of the new school. Transcripts are never given to parents/guardians or students. Upon a request from the new school, transcripts are sent directly to that school in which the student will be enrolled. Saint Mark School may withhold academic records if all financial obligations are not satisfied.

## ***Tuition***

The Blackbaud Tuition Company provides the parents/guardians with information regarding the type of payments that are available. If there is a problem with Blackbaud Tuition, please call the parish office at 215-788-2319 and ask for the Business Manager. **All financial responsibilities must be satisfied in order for your child to receive his/her report card or attend class trips.** Parents/Guardians may not attend Report Card Conferences if tuition is not up to date or arrangements have not been made with the Business Manager.

## ***Legal Custody Issues***

It is the responsibility of the parents/guardians to inform the school in writing when legal custody of the child/children resides with one parent/guardian. It is important for the school to have a copy of the legal custody decree. This will help school personnel make decisions should the need arise. Custodial parents/guardians are likewise asked to supply the school with copies of any restraining orders.

A child will not be released to a parent/guardian that does not have physical custody, without the consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parent/guardians of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

## **III. Academic Policies**

### ***Curriculum***

Saint Mark Catholic School and Preschool offers continuous academic development following the guidelines prescribed by the Office of Catholic Education of the Archdiocese of Philadelphia.

The school curriculum emphasizes the development of basic skills and critical thinking, and the acquisition of a core knowledge and information. Students are provided with a firm foundation in the Catholic faith, language arts, mathematics, science, and social studies. Special emphasis is placed on the development of effective reading, writing, and study skills. Instruction in Spanish, computers, art, music, health, and physical education provides a well-rounded education. The goal of the curriculum is to develop in students a deep love and reverence for God, themselves, and others, as well as an ever-increasing knowledge of the world and the skills they will need in their lives.

## ***Religious Program***

As a Catholic community, a prayerful, religious atmosphere in our school is developed and maintained through the following:

- Prayers at the beginning of the school day, before and after lunch and at the end of the school day.
- Each day a class will attend the 8:00 mass.
- School liturgies and prayer services throughout the school year.
- Availability of the Sacrament of Reconciliation throughout the school year.
- Sacramental preparation of Reconciliation, Eucharist, and Confirmation.

## ***Class Participation***

Students are expected to:

- Give attention and respect to the teacher at all times.
- Show respect and concern for other students by a willingness to share and take turns.
- Participate actively in class by responding orally or in writing as circumstances dictate.

## ***Homework***

Homework is a positive reinforcement of concepts presented in class. It includes both WRITTEN WORK and STUDY ASSIGNMENTS. Homework is not optional.

Parents are asked to help their children develop good study habits by providing an orderly and quiet atmosphere in which to do homework and to check that assignments are completed every night. The Archdiocese of Philadelphia has suggested the following allotments for homework:

<b>Grades 1 and 2 .....</b>	<b>30 minutes</b>
<b>Grades 3 and 4 .....</b>	<b>60 minutes</b>
<b>Grades 5 and 6 .....</b>	<b>90 minutes</b>
<b>Grades 7 and 8 .....</b>	<b>120 minutes</b>

Students are expected to keep parents informed of their progress by sharing with them all marked tests, assignment, projects and notices. Parents are to contact the teacher if you are not receiving test papers or other academic communication on a weekly basis.

“Specials” teachers may assign homework. Students who do not complete homework, due to an absence, are to complete the assignment(s) on their own time. Incomplete work will result in a deduction of their grade.

All homework assignments will be posted on teacher's classroom page by 3:00.

In an effort to prepare students for high school, students in grades 6-8 may be assigned minimal homework over the weekend and a test/quiz may be given on a Monday.

All homework, tests and projects are due on the day for which they are assigned. In the event of absence (or suspension), the homework, and long-term assignments may be turned in one day late for full credit. All tests must be taken within a day after the student returns to school. If a pattern of absence is noted on test and project dates, a parent-teacher consultation will be requested.

## ***Report Cards***

Class participation and assessments, as well as class projects and activities are combined in order to obtain a report card average.

Report cards are issued three times a year to students in grades Kindergarten to 8<sup>th</sup>. Pre-K students receive a progress report twice a year. Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- Assessments
- Quizzes
- Oral and written reports
- Independent classwork
- Active participation in classroom lessons and activities
- Projects
- Homework assignments

Extra Credit questions are only permitted on an assessment that is offered to all students at the discretion of the teacher. There is no extra credit given to individual students.

## ***Honors Criteria***

6<sup>th</sup> – 8<sup>th</sup> Grade

First Honors

- GPA of 92 and above
- 90 and above in all subjects
- 3s and 4s in all other areas and subjects

Second Honors

- GPA of 85 and above
- 83 and above in all subjects
- 3s and 4s in all other areas



## ***Parent/Teacher Conferences***

Conferences are scheduled at the first trimester report card for students in Pre-K to 8<sup>th</sup> grade. Conferences are only scheduled if the teacher and/or parent request the conference. Arrangements for conferences at any other time during the school year can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, the parent should state the nature of concern so that the teacher can be prepared to address it.

## ***Promotion/Retention***

Student progress is monitored throughout the school year. At the first report card period, the parent/guardian is informed of the student's academic, social, and emotional progress. The teacher will contact the parent/guardian of a student who continues to experience difficulty to discuss the possibility of retention and support services. If retention is indicated, the parent/guardian will receive an official notification, which must be signed and returned. Promotion or retention is at the discretion of the teacher in consultation with the administration.

## ***Summer Tutoring***

Summer tutoring may be recommended or required for a student. The purpose of this would be to maintain and/or further develop the student's academic progress. Mandatory tutoring or attendance at a summer school program is required of any students with failures in math, reading, or other subjects for the year, or if excessive absences necessitate remedial work. The length of the tutoring will depend on the student's needs.

## ***Standardized Testing Programs***

During the school year, students in grades K-8 participate in a standardized testing program which helps to evaluate the progress of each student and provides class and school norms. Testing results are kept on file in the office and a copy is sent to the parents. If a student is on a trip during this time the student's testing will be forfeited. Therefore, we ask that families do not plan any vacations during this time.

## ***Graduation***

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. The administration and the eighth-grade teacher determine procedures for graduation.

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student from participating in closing exercises if, in view of the school, the student's conduct, academic, or disciplinary record indicate that the privilege should not be extended.

### ***Extracurricular Activities***

Participation in extracurricular activities is contingent upon acceptable behavior. Moderators may limit participation at their discretion with final approval of the principal. Students **MUST** have arrangements for transportation at the conclusion of an after-school club. Students not picked up within 10 minutes of the conclusion of the club will be sent to CARES and will be billed accordingly.

### ***Student Council***

The opportunity to participate in Student Council gives students a leadership experience as they serve their peers and their school. Student Council officers and representatives are asked to:

- Be role models for other students.
- Take an interest in all students
- Work cooperatively to assist our faculty and administration, help other students, and improve our school.
- Be present for Open House and other special events as needed.

The Student Council officers and representatives are always expected to follow their mission statement. Misbehavior will cause a member to lose his/her position on Student Council. Student Council officers are expected to maintain an average of 80

### ***Educational Trips***

The students may be offered the opportunity to participate in class field trips, both virtually and in person. The purpose of these trips is to broaden the religious, intellectual, cultural, and social experience of each child. Parental permission is required of each student. No verbal approval may be given. Permission slips must be in writing and only school approval permission slips will be accepted. Proper dress code and good conduct are essential on these trips.

## ***Books and Materials***

Each student must use a book bag. All lost or damaged books must be paid for in full. All books must be covered during the first week of school. Books must be covered throughout the year. If a cover is destroyed the book must be replaced.

## ***School Library***

Students in grades Pre-K-8th have access to materials from the library. The student must observe the following rules when using the library:

- All books must be returned within the prescribed time.
- If a book is lost or damaged, it must be paid for by the parent/guardian.

# **IV. School Policies**

## ***Communications***

School related information may be accessed through the school website:  
[www.stmarkbristol.org](http://www.stmarkbristol.org)

Weekly newsletters are emailed to all families on Mondays. The weekly newsletter is also posted on the school website.

## ***Change of Address, Phone Number, and Email***

The school office must be informed **in writing** of any change in address, phone number or email. This also includes emergency contact numbers. An emergency contact number must be available during school hours.

## ***Attendance***

Regular attendance is expected of every student in order for the student to make regular progress in his/her studies. Regular attendance of the student is the responsibility of the parents/guardians.

## ***Absences***

Parents must call the main office in school by 7:45 a.m. to inform us that you child/children will not be in school. Your child's safety and welfare are of great importance to us. Please remember to call the office at 215-785-0973 even if you have informed your child/children's teacher of the absence. The main office is the primary contact to inform absences.

The State of Pennsylvania requires a written note signed by the parent/guardian stating the reason and date(s) of the absence. **A doctor's note is required for an absence of three or more days.** In accordance with the state of Pennsylvania, after numerous absences, a conference with parent/guardian, teacher, and principal will be held to discuss the child's illness.

If an absent note is not received from the parent/guardian within 3 days after the child returns to school, a "1" will be recorded on the child's roll slip, which denotes parental neglect.

Students who are absent more than 25 days a year will be expected to complete assignments over the summer before entering the next grade. The school will make the decision of the required assignments that must be completed. The only exception is a serious health issue, documented by a doctor. In that case the number of days absent is seen as "excused".

## ***Lateness***

Punctuality is crucial to your child's success. A student who is consistently on time has the advantages of preparation for work and a positive attitude toward the school day.

A student in grades K-8 is considered late if he or she is not present in school by 7:35 a.m. and must report to the office for a late slip in order to be admitted to class.

Latenesses will be recorded. Students will receive a demerit each time they are late. Five demerits will result in a lunch detention. Chronic lateness will result in administrative review of the situation. Late bus arrivals do not constitute a late arrival.

## ***Early Dismissal – Individual Students***

Parents/Guardians or an authorized person must report to the school office to meet the student and to sign the student out. No student may leave the school building at any time without a parent/guardian or authorized person.

## ***Vacation Policy***

- Vacation during the school year is strongly discouraged.
- Classroom teachers and school office must be notified in writing of a family vacation during the school year.
- Teachers are **NOT** responsible to assign work before the rest of the class receives the assignment or is taught the work.
- Any tests, projects or assignments scheduled during such an absence must be made up within a week of returning to school or forfeit the grade.
- If a student fails such an assignment, it is due to the missed time and work. Therefore, there is very little a teacher can do to assist the child in such circumstances.
- If a family vacation occurs at the end of the school year, all assignments and tests must be completed before the final report card will be issued.

## ***Telephone – School Office***

The telephone in the school office is for school business only. Students will be permitted to use the telephone in case of an emergency. It is the student's responsibility to check school supplies before leaving home. Urgent messages for students may be relayed from the school office. Messages can be given to the school secretary when necessary and they will be given to the appropriate teacher. Please make sure your child knows his/her end of day arrangements before arriving to school.

## ***Cellular Telephones/Handheld Electronic Games/Smart Watches***

The school is not responsible for any cell phones or electronic equipment. These items may not be used during school hours, must be turned off, and placed in the student's school bag.

## ***Behavioral Expectations of Students***

The mission of Saint Mark School is to form Catholic leaders who are self-disciplined. The students are called to be caring, respectful, responsible and enthusiastic students. The observance of school rules is necessary to create an appropriate atmosphere for learning. Faculty and parents must work together to assist the students in their religious, academic, social, and physical development.

When students do not meet these expectations of behavior, the school staff will utilize interventions that enables students the ability to solve problems, and help them understand how their behavior impacts others.

The discipline policy applies to students and parents/guardians in school, at school sponsored events, in the school/parish community, as well as outside the school/parish community where the behavior is contrary to Catholic teachings.

The following guidelines are formulated to increase student awareness of personal responsibilities as a student of Saint Mark School. Students are expected to:

- Respect all persons, adult and peers, in word, action, and attitude. This includes any adult in the school building, schoolyard, or church. All students should treat each other with consideration and respect.
- Treat all personal and school property with respect.
- Obey all classroom rules established by the teacher.
- Be prepared for class.
- Complete assigned homework.
- Complete assigned classwork.
- Comply with the school dress code.
- Obey lunchtime and schoolyard rules.
- Act with reverence in church.

When appropriate, age-appropriate disciplinary consequences result from unacceptable behavior. In an effort to support the development of our students, the following steps will be implemented:

- Demerits – Demerits will be issued when needed.
- Conferencing – The teacher will interview the student(s) to discuss the behavior, its results and the consequences of their action.
- Disengage from the classroom environment – The student will be removed from the classroom for a brief, specific period of time.
- Lunch detention – The student will serve supervised lunch detention for a time that reflects the nature of the infraction.

These interventions may be combined if the teacher or administrator deems it appropriate.

After school detentions may be issued for serious infractions including but not limited to the following:

- Physical Aggression
- Inappropriate Language
- Verbal Harassment
- Disrespect
- Defiance
- Cheating
- Stealing
- Forgery
- Vandalism

- Dishonesty
- Bullying

Detentions will be held from 2:15-3:15. Transportation for students is the responsibility of the parent/guardian. Each student must be signed out by a parent/guardian. The teacher /administrator reserves the right to determine the time and day of detention, as well as the consequences for any major offenses.

Please note that immediate detentions, in-school suspension, removal from school, and expulsion can be a consequence for all students in any grade. In-school suspension is sometimes an option in lieu of out-of-school suspension. The determination lies at the discretion of the administration and is relative to the nature of the situation. On occasion and depending upon the situation, parents may be called to remove their child from school. A meeting will be arranged and conditions for return to school will be discussed with parent.

It should be noted that every effort is taken to follow a prescribed course of action in regard to consequences related to student's behavior and responsibilities. However, each situation is handled on an individual basis taking all factors into consideration. Comparisons should not be made.

An inability of a student to work toward improved self-discipline can result in the recommendation of an alternative school placement. In addition, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

**Serious infractions, including but not limited to the following, may result in the immediate removal of a child from school with the intent to permanently dismiss:**

- Misuse of communication devices in school, at home, or off premises that target any student, teacher, or staff member
- Alcohol and/or drug possession or use
- Weapon possession
- Both physical and/or verbal intentional harm towards a student, teacher, or staff member
- Possession of materials or a display of actions deemed immoral by the Administration

**At any time, the administration has the right and authority to impose consequences in keeping with the mission and philosophy of the school in order to protect and preserve the well-being and safety of the school community.**

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or

written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to Saint Mark School. Conduct by students and parent/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including, but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate authorities where appropriate.

### ***Bullying Policy***

The faculty and staff of Saint Mark School is committed to providing a safe, positive learning environment for their students. The faculty and staff recognize that bullying creates an atmosphere of fear and intimidation and detracts from the safe environment necessary for student learning.

Bullying means a communication or act that is intentional and delivered in electronic, written, verbal and physical form to another student or students, which occurs in or is related to a school setting or activity that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantially interfering with a student's education
- Creating of an intimidating or threatening school environment
- Substantially disrupting the orderly operation of the school

Bullying, as defined in this policy, includes communication delivered through the Internet, including social media (cyberbullying). School setting means in the school, on school grounds, in vehicles transporting school students, at any assigned bus stop, or at any activity sponsored, supervised or sanctioned by the school. Saint Mark Catholic School prohibits all forms of bullying/cyberbullying whether or not the bullying/cyberbullying occurs during school hours, on school transportation or through the use of personal computer in the home setting.

A student who violates this policy shall be subject to appropriate disciplinary action which may include school discipline, suspension, or expulsion. Investigation of complaints made by students, third parties and/or parents shall be conducted in accordance with the procedures listed below.

**Reporting Procedures** - Complaints alleging violations of this policy shall be reported to the principal or his/her teacher. All school employees are required to report alleged violations of this policy to the principal or his/her designee. All other members of the school community, including pupils, parent(s) or legal guardian(s), volunteers and visitors are encouraged to report any act that may be a violation of this policy.



**Investigation** - The principal or his/her teacher is responsible for determining whether an alleged act constitutes a violation of this policy. The principal or his/her teacher shall conduct a thorough and complete investigation of the alleged incident. The principal or his/her teacher will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

**Response to an Incident of Bullying** - Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, or bullying that require a response either at the classroom, school building, or by law enforcement officials. Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying range from counseling interventions up to and including suspension or expulsion. **It should be noted that every effort is taken to follow a prescribed course of action in regard to consequences related to student's behavior and responsibilities. However, each situation is handled on an individual basis taking all factors into consideration. Comparisons should not be made.**

**Reprisal or Retaliation** are prohibited against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal or his/her teacher after consideration of the nature and circumstances of the act.

**Consequences for False Accusation** - Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from counseling interventions up to and including suspension or expulsion.

### ***Harassment***

Saint Mark School follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, or any verbal, visual or physical conduct of a sexual nature. Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

## ***Student Dress Code***

The personal appearance of a student represents that individual. The personal appearance of the entire student body represents the school to others. Therefore, Saint Mark School adheres to a strict dress code. A neat appearance demonstrates respect for other and fosters an individual's sense of self-respect and pride. Saint Mark School's uniform consists of:

### **Girls**

#### **Hair Styles and Grooming**

- Outlandish hairstyles/colors and bleaching are not permitted; **natural hair color is expected.**
- Nail polish or artificial nails are not permitted
- No makeup is to be worn
- **Hairbands** – must be plain and simple, without ornaments. Simple hair accessories are acceptable.

#### **Jewelry**

The following may be worn:

- A necklace with a cross or religious medal (excluding gym days)
- A watch (no smart watches)
- One pair of small post earrings (no dangling or cartilage earrings)

#### **Summer Uniform – Grades 1-8**

- Must be worn until September 30<sup>th</sup>
- Optional in October and in April
- Must be worn beginning May 1<sup>st</sup> through the end of the year
- Cuffed, khaki shorts or skorts (no cargo shorts)
- Navy short-sleeved embroidered polo shirt (must be tucked in)
- White socks
- Sneakers (predominantly white, no colored laces)

\*No "hoodie" or non-regulation sweatshirt/sweater of any kind may be worn during class.

#### **Winter Uniform – Grades 1-8**

- Must be worn November 1st
- Optional in October

#### **Grades 1- 5**

- "Black Watch Plaid" tunic with belt (no more than 3 inches above the knee)
- Long or short sleeved white oxford blouse
- **Only** V-neck or Cardigan navy blue embroidered sweater(must be worn)

- Navy blue knee socks or navy-blue tights
- Navy blue or black shoes with rubber sole (no colored laces)

\*No “hoodie” or non-regulation sweatshirt/sweater of any kind may be worn during class.

### **Grades 6-8**

- “Black Watch Plaid” kilt skirt (no more than 3 inches above the knee)
- Long or short-sleeved white oxford blouse
- **Only** V-neck or cardigan navy blue embroidered sweater (must be worn)
- Navy blue knee socks or navy-blue tights
- Dark blue, black, or brown shoes with rubber sole (no colored laces or slip-ON flats)

\*No “hoodie” or non-regulation sweatshirt of any kind may be worn during class.

## **Boys**

### **Hair Styles and Grooming**

- Hair must be neatly trimmed and cut above the shirt collar, ears and eyebrows.
- Outlandish hairstyles/colors and bleaching are not permitted;  
**natural hair color is expected.**

### **Jewelry**

The following may be worn:

- A necklace with a cross or religious medal
- A watch (No SMART watches)

\*Boys may not wear earrings

### **Summer Uniforms**

- Must be worn until September 30<sup>th</sup>
- Optional in October and April
- Must be worn beginning May 1<sup>st</sup> through the end of the year
- Khaki shorts (no cargo shorts)
- Black or brown belt
- Navy short-sleeved embroidered polo shirt (must be tucked in)
- White socks
- Predominately white sneakers, no colored laces

\* No “hoodie” or non-regulation sweatshirt/sweater of any kind may be worn during Class.

### **Winter Uniform**

- To be worn beginning October 1<sup>st</sup>
- Summer uniform is optional in October and April

### **Grades 1-5**

- Khaki slacks (no cargo pants)
- Long or short sleeved white, embroidered polo shirt (must be tucked in)
- Brown or black belt
- **Only** V-neck or cardigan navy blue embroidered sweater (must be worn)
- Brown, white or navy socks
- Dark blue, black, or brown shoes with rubber sole (no sneaker - type shoes)

### **Grades 6-8**

- Khaki slacks (no cargo pants)
- Long or short-sleeved white oxford button down shirt
- Uniform tie
- Brown or black belt
- **Only** V-neck or cardigan navy blue sweater, embroidered (must be worn)
- Brown, white, or navy socks
- Dark blue, black or brown shoes with rubber sole (no sneaker type shoes)

### **Kindergarten Uniform**

Kindergarten students wear the summer or winter gym uniform each day.

### **Gym Uniform – Girls and Boys**

#### **Summer Uniform**

- Must be worn until September 30<sup>th</sup>
- Optional in October and April
- Must be worn beginning May 1<sup>st</sup> through the end of the school year
- Solid navy-blue mesh shorts
- Gray T-shirt with silk screened logo
- White socks
- Predominantly white sneakers, no colored laces

#### **Winter Uniform**

- Must be worn beginning November 1<sup>st</sup>
- Summer uniform is optional in October and April
- Navy blue sweatpants
- Navy blue sweatshirt with silk-screened logo
- White socks
- Predominantly white sneakers , no colored laces

## **Pre-K**

- Students may wear play clothes dressed for the season
- Sneakers should be worn daily
- No flip flops may be worn

All uniforms can be purchased at:

Flynn and O'Hara Uniforms  
www.flynnohara.com  
10905 Dutton Road  
Philadelphia, PA 19154  
215-637-4600

St. Mark School logos and embroidery are also available at:

Great ID's by Anne  
255 Radcliffe Street  
Bristol, PA 19007  
215-785-2350

## **Dress Down Day Guidelines for K-8<sup>th</sup>**

- Pants – Appropriate fitting/no ripped jeans
- Yoga and biker shorts are not acceptable
- Leggings are not acceptable unless covered by appropriate length (mid-thigh) top, skirt or dress
- Skirts/skorts no more that 3 inches above the knee
- Sneakers or flat rubber heeled shoes/boots only, no flip flops

## ***Transportation***

### ***Buses***

Busing is provided by the local school districts for students in grades K-8, with the exception of Bristol Borough School District, since they do not have busing for students that live in the borough. The school district in which the student resides will determine the busing transportation. Prior to the start of school, parents are notified by the school district in which they reside as to the time and place of their child's bus stop. Please note that Saint Mark School has no control over pick up times and stops. If you have a question or concern

about a location or time, please contact the transportation department of your school district.

**Students are not permitted to ride a different bus other than that assigned by the busing company.** This is a transportation rule for insurance purposes.

### ***Bus Safety***

It is extremely important that all students realize their individual responsibility toward the safe transportation of students to and from school on the bus. For this reason, the following regulations, and any others instituted by the school district, will be enforced:

- No student may stand while the bus is in motion.
- No students may throw anything from the window of the bus, nor may a child extend their head, arm or leg out of the bus window.
- No student may deface the bus property in any way.
- No student may raise their voice on the bus above the tone used in normal conversation.
- Each student must answer the bus driver in a respectful manner at all times.

Failure to follow the rules of the bus may result in disciplinary action including loss of the privilege of riding a bus to/from school.

### ***Car Riders and Walkers***

Everyone's safety is our concern. Everyone **MUST** cross at the crosswalk when crossing the street. Parents/guardians are **NOT** permitted to drive into the parking lot to drop off or pick up your children before or at dismissal. This creates a hazardous situation and jeopardizes the safety of our students.

### ***Crossing Guards***

Crossing guards are provided by the Bristol Borough Police Department. They are not employees or under the direction of our school. The school is not responsible for the conduct of crossing guards or for insuring that crossing guards are posted as scheduled. In the event there is no crossing guard a staff member will cross the children at the crosswalk.

### ***Emergency Change in Transportation***

If you need to change your child's means of transportation for emergency purposes, you may do so by contacting the school. We ask that all calls in regard to changing a child's transportation be done by 1:30 p.m. in order to provide timely communication to the homeroom teacher.

## VI. School Closing/Delayed Opening

School closing/delayed openings are the decision of the school districts providing transportation and the bus companies providing the service, not the principal. Saint Mark School follows Bristol Township School District in decisions regarding school closing/delayed opening.

In the event that the school is closed due to inclement weather, weather-related problems, or other emergencies, parents are directed to the media resources below:

- An alert posted on the home page of the school website at [www.stmarkbristol.org](http://www.stmarkbristol.org)
- The school's Facebook page
- Text and voice mail will be sent through My Students' Progress

As a courtesy to parents, when school is in session and is closing early due to weather, the school will attempt to notify all parents by text, call and school website. In the event that a parent is not notified, the child will be dismissed as instructed by the parents/guardians on the Emergency Dismissal Form provided at the beginning of the school year. **It is extremely important that the office has up-to-date, accurate contact information on the Emergency Information Form (completed at the start of the school year). Emergency contact information must be kept up-to-date at all times.**

Each family is responsible for providing adequate and supervision once the child leaves Saint Mark School. It is highly recommended that each family discuss its plan in regard to an early dismissal, especially when inclement weather is predicted.

## VII. General Supervision on School Grounds

### *Arrival*

Each child must go directly to their classrooms between 7:15 a.m. and 7:35 a.m. Students are to walk on the sidewalk beside the parking lot. The school is not responsible for students on the premises during unsupervised times.

### *Regulations*

Entry is not permitted into the school building before school, at recess, lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so. Students are not permitted to open the school doors.

No student may leave the school premises at any time. No student may be alone in a classroom. A violation of these regulations may result in automatic suspension. Every student must stay within the established boundaries when outdoor for lunch recess.

## ***Dismissal***

Students are dismissed from their classroom by their teachers at 2:00. Pre-K students are dismissed at 1:55. Students are to walk on the sidewalk beside the parking lot.

If a child is not picked up by 2:00 p.m., he/she will be placed in CARES, and parents/guardians will be build accordingly.

## **VIII. Safety Concerns and Action Plans**

### ***Emergency Drills***

Our world today requires us to take a strong stand with regard to school safety. There is a sense of security knowing we have a plan. Knowing what to do and when to do it keeps CRISIS from becoming CHAOS. Our approach to safety encourages our staff and students to have situational awareness, recognition, assessment, and response skills. We work closely with the Bristol Borough Police and Fire department to ensure that plans are in place. Shelter-in-Place, Lockdown, Evacuation and Fire Drills, both planned and unannounced, take place throughout the school year.

### ***Fire Safety***

Fire Drills and inspections are conducted throughout the school year. It is essential that when the signal is given everyone, including volunteers, respond promptly by leaving the building by the prescribed route. Fire exist and instructions are clearly visible in each classroom and throughout the building. Students not in their classroom when the bell is sounded should leave by the closest exit and report to the closest teacher or staff member.

### ***Internet Acceptable Use Policy***

Computers are a valuable tool for education and one of the school's purposes is to encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the Accepted User Policy. All students and parents are required to sign the "Student and Parent Agreement".

### ***Photo Release***

In order to promote and market our school, contact with the local media may occur. Press releases are accompanied many times with a photo of a student, teacher, and/or various parents(s)/guardian(s). It is necessary for the school to keep a current photo release form on file that indicates the parents'/guardians' permission for a student's image to be used in



newspapers, flyers, posters, or any other publication. This release form must be returned promptly and renewed annually at the beginning of the school year.

## ***Safe Environment***

*The Safe Environment Program* is a comprehensive child safety and child sexual abuse prevention program, which creates a network of prevention and protection for the children entrusted into the Archdiocese's care. The Archdiocese of Philadelphia is taking action to keep children safe. Archdiocesan policy requires all clergy, parish, school, and Archdiocesan employees to obtain background checks and clearances, as well as Safe Environment training. Volunteers who have any possible contact with the children are required to obtain background checks and clearances. All parents/guardians are required to have their clearances in order to chaperone field trips or participate in any activity that involves Saint Mark School students. For information call the parish office.

Clearances must be renewed every five years in accordance with State and Archdiocesan policy.

## **Visitors and Volunteers**

### ***Visitors***

All visitors must first report to the school office before conducting any business within school.

Students are not able to have visitors anytime during the school day. For a special exception to this policy, the intended visitor must first contact the principal.

Any items brought to school for students must be clearly marked with the name and grade of the student and left on the cart outside of the school's front doors. Please ring the bell at the front door and let the office know that you have dropped off the item.

### ***Volunteers***

The assistance of volunteers is greatly appreciated and encouraged. We recognize the valuable assistance given by our students' families, which helps in building a strong learning community. Volunteers assist in some of the following ways:

- Chaperones
- Classroom helpers
- Lunch monitors
- Home and School events
- School events

All volunteers must report to the school office to sign in.

Volunteers must have updated Criminal and Child Abuse Clearances, FBI Clearance, and take the Standards for Ministerial Behavior Course. For more information, please contact the parish office.

## **IX. Health Services**

Bristol Borough School District provides a school nurse to Saint Mark School based on the enrollment, on days and times selected by the district. Emergency care will be offered to students for an accident or illness occurring *during* school hours. Prolonged illnesses or injuries, which occur outside of school, are parents' responsibility. School nurses are prohibited by law to diagnose injuries or illnesses. Please do not send your child to the nurse for diagnoses.

In order to administer effectively our health-related programs, your assistance is vital in the following areas:

- Emergency cards, forms, questionnaires, etc. need to be completed and returned promptly.
- Changes in a telephone number, address, emergency contact, employment, etc. should be reported to the school nurse and the school office.
- Information on new immunizations, surgery, accidents, communicable diseases, or special medical conditions should be reported in writing to the school nurse.
- Please keep your child home if he/she has any of the following symptoms:
  - Temperature of 100 degrees or higher. Temperature should be normal for 24 hours without medication before returning to school.
  - Vomiting or diarrhea
  - Persistent cough or thick nasal discharge
  - Itchy or red eyes with a discharge
  - Earache
  - Rash
  - Persistent itching of the scalp. If a child is suspected to have head lice, a parent should call the school nurse to arrange a time for the child to be checked before he/she returns to the classroom.

### ***Illness or Injury During School Hours***

Teachers are trained and certified in CPR and the use of the AED machine, which is located in the gym. Care given in the school is limited to first aid in accident or illness until parents/guardians can be reached to take the child home, to the doctor, or to the hospital. If the parent/guardian cannot be reached, the school will call the paramedics if deemed necessary by the administration.

The school nurse is here to handle situations that occur during the school day. The school nurse is NOT here to treat lingering illnesses that have been noticed at home.

If a child has any special health problems, a parent is to notify the school nurse. If these problems necessitate restriction or exclusion from any class or activity, it must be verified by a note from a physician.

### ***Administration of Medication***

The school nurse or administrator will administer prescription and non-prescription medications during the school day according to the following regulations:

- Medication must be in the original container and delivered at the beginning of the school day to the school nurse or principal.
- Parents must send a note including the following:
  - student's name,
  - name of medication
  - dosage
  - time and date of administration
  - reason for administration
  - possible side effects
  - other medications student is taking
  - name of prescribing physician, and physician's phone number.
  - Prescription drugs require a note from a physician including the information above.
  - A parent may come to school to administer medications, but must report to the school office **before** dispensing medication to student. Parents may *not* dispense medication in the classroom or corridor.

**No faculty or staff may administer medication at any time to a student.**

### **Medical Records**

The Archdiocese of Philadelphia has mandated that all parents of students entering kindergarten or first grade present documented proof that immunizations have been received.

## **X. Support and Other Important Notes**

### ***Breakfast and Lunch Program***

Saint Mark School's free Breakfast and Hot Lunch Program is sponsored by the Archdiocese of Philadelphia's Nutritional Development Services. School breakfast provides a student with 1/4 of their daily calories and key growth nutrients. A typical breakfast consists of a whole grain entrée such as an apple-cinnamon muffin, mini maple pancakes, or an egg and cheese bagel, a half-pint of low-fat or fat-free milk and two servings of fruit. The lunch menu includes items such as meat, vegetables, baked items, and milk. The lunch is intended

to provide children with 1/3 of the calories, vitamins, and minerals they need for the day. Fat is kept low by offering low- or no-fat milk (white, strawberry, and chocolate). Only 100% juice is served, and whole grains are used whenever possible. Items are prepackaged for food safety and easy service. Menus are made available on the website.

Families who prefer to pack their own lunch and snacks may do so. To promote good health, nutritious foods are encouraged. For students who have forgotten their lunch, parents may drop off lunches at the school. **No fast-food delivery for an individual student is allowed by either vendors or parents.**

### ***CARES Program***

The CARES Program (Children Are Receiving Extended Services) is an after-school program for children enrolled at Saint Mark School in Pre-K through Grade 8. This program provides professional care, supervision, and recreational activities and serves working families who desire both an elementary school education and a supplementary daycare program in a Catholic environment. This professionally operated program schedules time for homework completion.

CARES is from 2:00 p.m. to 6:00 p.m. each school day including early dismissal days. CARES is closed when Saint Mark School has a school holiday or when school is cancelled for the day due to inclement weather or unexpected emergencies.

All families who wish to use CARES on a full-time, a part-time, or an occasional need basis, **must** register their child(ren) each school year and **must** keep the CARES Program informed of any address or telephone number changes. The registration information is necessary in case of an emergency.

CARES fees must be paid monthly in a timely fashion in order to participate in the program.

### ***Home and School Association***

The Home and School Association of our school has set as its objective the advancement of Catholic education and the welfare of all of the school's students. Opportunities are provided for parents and teachers to work together for the good of the students. The Association promotes parent-school activities to increase members' interest in education and civic affairs, and conducts fundraising activities. Members of the Home and School Association can be contacted through the school office.

The Home and School Association has always and continues to play an important role in raising funds to support school programs and provide for equipment, renovations, and educational materials.

## ***State-Funded Services***

### **ACT 89**

Act 89 is a program funded by the Commonwealth of Pennsylvania and administered through Intermediate Units. The Act 89 program provides auxiliary services to nonpublic school students. Act 89 is not special education, and therefore, cannot provide any special education services. Act 89 programs are legally distinct from special education programs. Act 89 funds may be expended for psychological assessment of non-public school students when the intent is to provide appropriate auxiliary services to non-public school students. Through Act 89, Saint Mark School students are provided with the services of Catapult Remedial Reading, Math, and Diagnostic Services in counseling, speech therapy, and remediation, as needed.

### **ACT 90**

Any private academic school (Grades K-12) that is licensed or registered with the Pennsylvania Department of Education can participate in Act 90, which is the loan of instructional materials and equipment by the State to non-public schools. Each school is required to submit a student enrollment report to the Pennsylvania Department of Education; the allotment for each school is determined based on the number of eligible students.

### **Act 195**

Similar to Act 90, Act 195 authorizes the loan of textbooks and workbooks by Pennsylvania Department of Education to students enrolled in non-public schools throughout the State.

***Saint Mark Catholic School reserves the right at any time to amend or add to the policies, rules and regulations contained in this handbook, and to make such changes applicable to current and new students when the situation dictates.***

