Dear Parents and Guardians of the Saint Mark Family,

The mission of Saint Mark is to provide your children a quality education grounded in Catholic, Christian principles in a supportive community of faith and love modeled after the teachings of Jesus Christ and the wisdom and guidance of Saint Katharine Drexel our foundress. In order to fulfill our purpose, it is necessary to clearly outline for both you and your children all that we expect from you to help us accomplish that goal.

Clearly defined goals and expectations characterize excellent schools. This Parent/Student handbook outlines the goals, expectations and policies of Saint Mark School. We strongly believe that when parents, teachers, students, and administrators work together, it can only result in progress for our students!

We greatly appreciate the support received from parents who reinforce at home the values, attitudes and skills, which we try to impart to our students. Our parent response has always been excellent. We look forward to that support once again this year. Hopefully, this handbook will further serve to assist us in being clear about what we expect from our students.

Sincerely,

Mr. Dominic Fanelli
Principal
St. Mark the Evangelist School was founded in 1912 by St. Katherine Drexel as the first Catholic parish and Catholic school to welcome and serve the African American community.

At Saint Mark the Evangelist, we are guided by the words and actions of the life of Saint Katharine Drexel:
“Press forward and fear nothing.”

In her life, we have a powerful story to guide the work that we do. “When a very young Katie was frightened by the waves, her father carried her in his arms into the spray, holding on to her tightly. His laughter and his strength calmed her until she actually enjoyed the experience. The incident had a profound influence on the little girl. When he brought me back to shore, my fear was gone. Many times in life after, that incident has given me courage, for I felt my Heavenly Father’s Arms were around me.”

After our students leave St. Mark and go on to “High school and beyond,” we want them to look back on their time here as Saint Katharine Drexel looked back on this instance with her father in the waves: a time that gives them courage and strength where they felt known and loved.

Root Beliefs

1. We are Better Together as a Saint Mark Family
2. All Children Can Learn
3. God is in All Things
4. With God Anything is Possible
5. We are Meant to Constantly Grow

Partnership Schools are communities of faith, where individuals work together for the betterment of all. We have a gospel-driven call for results. It’s not enough for us to create a safe and nurturing environment. In order to infuse Catholic Identity throughout our entire school day, we must also hold all students to consistent and consistently high expectations, and we must ensure that we are teaching the rich content and essential skills that our students need to succeed.

We believe that students can best grow and develop when immersed in an environment that is characterized by high academic expectations, caring (and demanding) adults, and joy. To that end, each Partnership School will emphasize:

1. Building a faculty of committed educators who embrace the mission of the school, who have deep instructional expertise, and who unquestionably believe that all of the students we serve can achieve at the highest levels.
2. Establishing a clear school culture plan that articulates root beliefs—specifying how policies, procedures, programs, habits, actions, and routines actively communicate your root beliefs and values.

**Partnership Schools Core Values**

As part of our focus on school culture and character formation, the Partnership Schools have adopted four core values that will provide the framework upon which our school culture and character formation will be built. They are: Integrity, Humility, Hard Work, and Service.

**Integrity**

“*Integrity is doing the right thing, even when nobody is watching.*”

--C.S. Lewis

At Partnership Schools, we seek to give all students a clear understanding of the moral principles and virtues on which the Catholic faith and tradition is built. From that framework, we are committed to building a community where all individuals act with honesty, forthrightness, and respect. We hold ourselves to the highest academic and ethical standards, both within the four walls of the school building and as representatives of the school in the community.

**Humility**

“*Humility is not thinking less of yourself; it is thinking of yourself less.*”

--C.S. Lewis

Developing humility in our students means understanding and appreciating the unique gifts and potential of every member of the community, and working together to ensure that everyone works hard to achieve his/her highest potential. That requires hard work, selflessness, and an appreciation for what we can learn from everyone around us. It also implies judging ourselves not in comparison with others, but in light of our capabilities. And it requires us to focus on developing our gifts not for our own personal gain, but to serve others.

**Hard Work**

“I *used to think that prayer changes things. But now I know that prayer changes us and we change things.*”

--Mother Teresa

“*Start by doing what’s necessary, then what’s possible; and suddenly you’re doing the impossible.*”

--St. Francis of Assisi
Hard work, persistence, and determination are essential to learning and success. At Partnership Schools, we expect all students, teachers, and leaders to work hard; to put give 100 percent of the time.

Service

“Only a life lived for others is a life worthwhile.”
--Albert Einstein

“Give your hands to serve and your hearts to love.”
--Mother Teresa

“I alone cannot change the world, but I can cast a stone across the waters to create many ripples.”
--Mother Teresa

At Partnership Schools, we aim to develop “young men and women for others.” We are committed to serving others, both within the four walls of the school and beyond. To that end, teachers emphasize cultivating individual student gifts, broadening students’ understanding of the community and the world, and using our gifts in service of the community in which we live and work.

School Policies

Academic Expectations

In Catholic schools, we have a gospel-driven call for results. It’s not enough for us to create a safe and nurturing environment. In order to infuse Catholic Identity throughout our entire school day, we must also hold all students to consistent and consistently high expectations, and we must ensure that we are teaching the rich content and essential skills that our students need to succeed.

To that end, teachers and school leaders work together to ensure all Partnership Schools are cathedrals of learning. That means that teachers and leaders have high expectations—in terms of both academics and behavior—for all students. These expectations are clearly articulated to students and parents.
Teachers regularly evaluate student progress towards mastery of essential content and skills and in terms of their character development and growth, and this progress is communicated to parents on a regular basis.

At Partnership Schools, we understand that parents are our students’ first teachers. They are, therefore, critical partners in our effort to set and hold students accountable to high expectations. Parents work together with teachers to ensure that students are set up for success. Parents are asked to sign and return tests and progress reports to indicate that they are aware of their student’s progress.

Moreover, students are expected to perform to the best of their ability. That means that students come to school and class prepared and ready to learn, and they are expected to follow school-wide and classroom-specific rules and to participate in community events and activities.

**Graduation**

At the discretion of the principal, each school has the right not to certify the student’s graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of this educational contract (i.e., failure to meet financial obligations, infractions against the school’s code of conduct, or working at cross-purposes to other matters covered in this handbook).

**Homework**

In the upper grades, homework is a part of the instructional program and is meant to reinforce learning and support mastery of and fluency with core content and skills. Teachers will assign homework when it has a direct impact on the quality of the class the next day. Because homework should be an extension of learning that has happened in the classroom, teachers should only assign homework that students can complete independently. That does not mean that student homework needs to be perfect. Indeed, mistakes are an essential part of learning and homework can be one way to identify struggles so that we can correct them together in class.

That said, homework should not be an impossible burden for students. Therefore, we recommend that homework does not take more than:

- Pre-K, Kindergarten, and 1st grade: Homework is not recommended
- Grades 2-3: Homework should take no longer than 30 minutes a night
- Grades 4-5: Homework should take no longer than 45 minutes a night
- Grade 6: Homework should take no longer than 60 minutes a night
- Grade 7-8: Homework should take no longer than 90 minutes a night

**Grades and Grading**
Report cards are distributed four times a year for all grades, K through 8. Pre-Kindergarten report cards are distributed two times a year. The report card is a link between the school and the home and is a critical way to communicate student progress towards mastery of essential content and skills and to communicate student growth, character development, and overall conduct.

Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student’s achievement in academic subjects aligned to our curricular selections.

- The achievement mark in each quarter is based upon the demonstration of mastery of material covered in class such as:
  1. Summative assessments
  2. Quizzes
  3. Classwork/participation
  4. Homework

For all grades K through 8, the final report card average is weighted average of the four previous quarter grades. The final grades will be recorded on the student’s permanent record. The average in Grades 4-5 will include ELA, Math and Religion; for Grades 6-8 the average will include all core subjects except art, music, physical education, and foreign language.

- Numerical marks are recorded on report cards for Grades 1– 8.
- Prek to Kindergarten will receive performance indicators on report cards.
- Letter grades will be given for Art, Music, and Physical Education.
- Passing is any mark 70% or above or any mark of C minus (C-) or higher.
- Check marks indicate improvement needed in a given sub-category under English Language Arts and Mathematics.

Parents should be informed in a timely manner in the event of a student who is not satisfactorily performing in a course or activity.

Character Development

At Partnership Schools, we aim to develop “young men and women for others.” We are committed to serving others, both within the four walls of the school and beyond. To that end, teachers use the Character Development section of the Report Card to emphasize students’ age appropriate development and formation aligned to our core values of integrity, humility, hard work, and service.

This development is measured for every student across the four quarters using a single letter grade with check marks indicating improvement needed in any sub-category.

Honor Roll
The criteria for inclusion in the Honor Roll are particular for each school. An acknowledgment of achievement in academics, a suggested model would be:

<table>
<thead>
<tr>
<th>Grades</th>
<th>First Honors</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 1 – 3</td>
<td>First Honors</td>
<td>A in every subject or 90% average with no grade less than 85%</td>
</tr>
<tr>
<td></td>
<td>Second Honors</td>
<td>B in every subject or 85% average with no grade less than 80%</td>
</tr>
<tr>
<td>Grades 4 – 6</td>
<td>First Honors</td>
<td>90% average; no mark less than 85%</td>
</tr>
<tr>
<td></td>
<td>Second Honors</td>
<td>85% average; no mark less than 80%</td>
</tr>
<tr>
<td>Grades 7 – 8</td>
<td>First Honors</td>
<td>90% average; no mark less than 85%</td>
</tr>
<tr>
<td></td>
<td>Second Honors</td>
<td>85% average; no mark less than 80%</td>
</tr>
</tbody>
</table>

Good conduct is a requirement to receive First or Second Honors. Therefore, a student must receive an A (excellent) or B (good) in conduct to be eligible for honors. A student who does not receive an A or B in Conduct will not receive First or Second Honors even though marks might warrant it.

**Progress Reports**

Progress reports are suggested for students in Grades 1 to 8 for the first marking period and whenever a child’s grades dramatically decline, when a child is failing or at the specific request of a parent. The progress report indicates how the child is doing and it offers parents the opportunity to review their child’s performance. Progress reports are NOT report cards. Neither passing or failing on the progress report at the midpoint in the quarter necessarily indicates that the child will pass or fail the quarter.

**Report Card Distribution**

Report cards are distributed in November, January, April, and June. Report cards will be withheld if financial obligations have not been met and fees are outstanding. Final report cards may not be given before the assigned date of June 15th. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

**Retention/Promotion**

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Because students of varying levels of achievement are accepted to Partnership Schools, we will base retention decisions on student growth, rather than absolute performance. To that end, students will be retained if they fail to
demonstrate at least one year of growth as measured by interim and curricular assessments in grades 1-8. Retention decisions will also take into account overall conduct as represented on the report card.

If a student is being considered for retention, teachers must begin discussing this possibility early in the school year with the principal. Parent conferences must be held periodically, and notification of the possibility of retention must be made with written notation on the report card.

If a child is required to go to summer school for promotion, that child must attend an approved summer school program. If the child does not attend an approved summer school, the child can be retained.

The final decision to promote or retain a student is made by the principal, based on the student's academic performance and best interests. It should be made after discussion with the parent, teacher, and student.

If a student completes all requirements for promotion or graduation, a family cannot self-select the student to be retained in their grade.

Assessments

In addition to class and school exams, every student will take part in the Partnership Schools assessment program which includes the Archdiocesan religion tests, interim assessments, and New York State Education Department assessments.

Religion Assessments

A religion test will be administered twice yearly (in January and June) to grades 3-8.

Partnership Assessments

Interim and curricular assessments are delivered to students in grades K-8 to assist teachers in understanding student progress and allowing teachers to further tailor instruction to assist students in areas of need.

NY State Tests

<table>
<thead>
<tr>
<th>Grade</th>
<th>Tests</th>
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<tbody>
<tr>
<td>3</td>
<td>English Language Arts and Mathematics</td>
</tr>
<tr>
<td>4</td>
<td>English Language Arts and Mathematics</td>
</tr>
<tr>
<td>5</td>
<td>English Language Arts and Mathematics</td>
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<tr>
<td>6</td>
<td>English Language Arts and Mathematics</td>
</tr>
<tr>
<td>7</td>
<td>English Language Arts and Mathematics</td>
</tr>
</tbody>
</table>
Accidents
Student accident insurance is included in the school’s yearly fees. In the event of an accident at school, you may obtain a claim form from the office.

Please note that the school accident insurance usually is secondary to the parent’s own medical insurance coverage.

Admission Policies

Roman Catholic schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God’s love.

Thus, with discrimination so repugnant to their nature and mission, Catholic schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, or gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York, whether owned or operated by the parishes within the Archdiocese, Catholic school regions, or religious communities within the Archdiocese.

To apply to the school, parents must complete the school application form and provide all required documents. Parents can complete the physical application packet provided by the school or can begin the application process online through the school website. Once the complete application is submitted, the school will review the materials and notify the parents of the admissions decision.

Acceptance is based on a “first come, first served” policy for all students who complete the readiness screening (in grades Pre-K & K) and submit application materials in a timely manner. In classes with limited space, the school may give preference in admissions to siblings of currently enrolled students, and Catholic students whose parents are active members of the parish affiliated with the school or another Catholic parish.

After School Program

At Partnership Schools, we believe that learning does not stop when the school bell rings at 4PM. In fact, research shows that students who participate in afterschool programs attend school more frequently, are better behaved during school, and perform better on tests compared to non-participating students. After school enrichment programs also encourage the development of new skills, interests, and hobbies—experiences that high schools and colleges look for in incoming students.
We are committed to high-quality after school programming that meets the following goals:

- Support families and students through high quality homework help.
- Provide a fun and engaging opportunity to explore new interests and ideas.
- Build skills that support academic achievement.
- Prepare youth to succeed in their respective school, high school, and beyond.

*for further information on After School, please refer to the After School handbook for parents and students.*

All students participating in after school programming are required to follow school policy. Parents are encouraged to speak with after school staff if they require clarification or further guidance on any school policy. Directors of individual activities may also issue rules of behavior, which recognizes the special nature of non-classroom activities.

In instances where students are picked up, parents are expected to make arrangements to pick up their children at the end of the program or activity. Students will be released only to a parent or a person previously specified IN WRITING by the parent.

Program fees are expected to be paid in full upon being invoiced. Past due balances will result in your child not being allowed to participate in the program until their accounts are brought up to date.

**After school hours will be from 4PM to 6PM Monday through Thursday and 2:30PM to 6PM on Friday. After school will not be available to students over vacation.**

**Announcements**

Informational announcements are handled through the school P.A. system. Courteous attention is expected when any message is presented over the P.A. system, especially when prayers are said. All announcements must be written, brought to the office and approved by the principal.

**Attendance**

**Excused Absence:** A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather. All other absences are unexcused.

**Lateness:** A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up time missed.
When the child returns to school from an absence, a completed absence form must be given to the teacher (See Appendix). This form is distributed at the beginning of the school year and contains appropriate spaces for the child’s name, date of absence, class, reason for absence, and the signature of a parent or guardian.

Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to ensure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult (must be 18 years of age or older) chosen by the parent MUST come to the school for the child. The school must be informed ahead of time about such occurrences.

When a child is absent, parents are required to phone the school by 8:00 A.M. Absence notes are still required in addition to the phone call.

Birthday Parties

Birthday parties for Grades Pre K – 3 may be held monthly in each homeroom with the teacher’s permission. Parents should notify the teacher in writing. Parents may bring small individual items such as cupcakes, brownies, etc. Parents may not bring in favors or “goodie” bags for the students.

Change of Address, E-mail, Phone

The office must be informed immediately if there is a change of home address, email address, cell phone number, or home telephone number for purposes of mailing and/or emergency notification.

Charter for the Protection of Children and Young People

- All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.
- The Department of Education has developed a curriculum for the children in our parishes and schools, entitled "Right, Safe, Good Relationships", which provides age-appropriate instruction in child sexual abuse. The lessons in this curriculum must be given annually to all children in all grades.
- Parents reserve the right to remove their children from the classes. The school administration should take care to cause as little embarrassment of these students as possible.
- If parents choose not to have their child participate in the safe environment classes, the parents will be offered training materials, and will be asked to sign a
form acknowledging that the materials were made available to them. This form will be maintained in the records of the school. If the parents decline to sign such a form, a notation of this will be made in a record maintained by the school.

**Child Abuse Laws**

Under NYS law, school personnel are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

**Child Custody**

At the time of school entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal with a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent.

**Communication**

At Partnership Schools, we recognize that parents are each child's first teacher. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy; never in a hallway or on the street. A parent who is refused such a meeting should notify the principal.

Parent-teacher conferences will be scheduled each year in conjunction with report card distribution to provide an opportunity for in-depth discussion of student growth. Parent-
teacher conferences are required at the end of the first marking period. Teachers are 
expected to be reasonably available to parents throughout the school year in order to 
keep open the lines of communication in the best interest of the students.

**Confidentiality**

There is a professional, legal and moral ethic that requires all persons to safeguard all 
student information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact the health or safety of any 
person, the teacher has the responsibility to share the information with the 
principal.
- Under Section 423 of the Child Protective Services Act, school officials are 
required to report when they have reasonable cause to suspect that a child 
coming before them in their professional or official capacity is an abused or 
maltreated child (See section on Child Abuse).

The rules that govern privileged information apply, as well, to any personal or academic 
information that is discovered through daily classroom instruction or other social 
interaction with students, parents or peers. Always, the sense of confidentiality should 
prevail.

**Contacts with the Media**

Parents have the right to exclude their children from videotaping, audio recording, 
school pictures, other photography or participation involving printed materials or on the 
internet. Parents should provide such documentation to the school office; otherwise, 
they must fill out the media authorization release form.

**Crisis/Emergency Information**

Should a crisis require evacuation from the school building, students will be brought to a 
safe place located at Salvation Army and parents/guardian should meet them at that 
location.

Catholic schools throughout the Archdiocese of New York utilize the Immediate 
Response Information System (IRIS Alert) to notify parents directly about the crises.

For further information concerning the crisis, parents can refer to the following:

<table>
<thead>
<tr>
<th>Radio Station</th>
<th>TV Station</th>
<th>On the Internet</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><a href="http://www.ny1.com">www.ny1.com</a></td>
</tr>
</tbody>
</table>

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Daily Schedule

The following schedule will be observed by Grades K - 8:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15 AM</td>
<td>Early drop off starts</td>
</tr>
<tr>
<td>8:00 AM</td>
<td>School Begins</td>
</tr>
<tr>
<td>10:45 - 11:15am</td>
<td>First Lunch (Gr. 1,2,3)</td>
</tr>
<tr>
<td>11:20 - 11:50</td>
<td>Second Lunch (Gr. K,4,5)</td>
</tr>
<tr>
<td>11:55 - 12:25</td>
<td>Third lunch (Gr 6,7,8)</td>
</tr>
<tr>
<td>4:00 PM</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Before **7:15 AM** and **after 4:00 PM** the school does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Students must not arrive on the school grounds prior to **7:15 AM** and parents must arrange pickup at dismissal times.

To avoid interruption during the school day, any messages, forgotten lunches, books, boots, etc., must be taken to the office and not to the classrooms while school is in session. The school office will see to it that the child receives these items.

On Friday, classes are dismissed at **2:30PM** in order for teachers to participate in professional development activities.

**Discipline Code for Student Conduct**

The goal of discipline in a Catholic school is for students to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects one's self, other persons and those in authority.

By enrolling a child in this school, the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions (i.e., not coming prepared to class; not being in the complete school uniform; not completing assigned homework; minor verbal disputes with other classmates; etc.). Parents are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.
Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students and/or parents.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment or bullying of a fellow student; violent behavior; stealing; smoking; vandalism; or the possession of drugs, drug paraphernalia, cigarettes, alcohol, dangerous items or a weapon). The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

For more serious acts of misbehavior such as, but not limited to, fighting, stealing, vandalism, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases where a child engages in a fight which causes injury to another child or adult, the police may be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to request an expulsion from the Superintendent of Schools for such an offense.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to request expulsion by the Superintendent of Schools for any serious offense.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents the entire school community. Therefore, the school reserves the right to discipline students for acts such as, but not limited to: stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or the internet). Such misconduct could result in punishments including suspension and/or expulsion.

Lastly, a child’s arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child’s suspension or expulsion. A child’s conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child’s expulsion.
Level A infractions interfere with and/or compromise a student’s ability to learn and develop. Level A infractions carry consequences designed to ensure that the student understands why the behavior is inappropriate.

<table>
<thead>
<tr>
<th>Level A Infraction Behaviors Include (but are not limited to):</th>
<th>Level A Infraction Disciplinary Responses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Failure to complete assignments</td>
<td>● Verbal warning/correction</td>
</tr>
<tr>
<td>● Cheating/ plagiarism</td>
<td>● Redirection</td>
</tr>
<tr>
<td>● Refusal to carry out instructions the first time they are given</td>
<td>● Teacher/ Student conference</td>
</tr>
<tr>
<td>● Lack of participation</td>
<td>● Loss of classroom/ school-wide privilege</td>
</tr>
<tr>
<td>● Chewing gum</td>
<td>● Change of venue within the classroom</td>
</tr>
<tr>
<td>● Tardiness</td>
<td>● Notice to parent/guardian in writing or via phone</td>
</tr>
<tr>
<td>● Running in the building</td>
<td>● Student Reflection</td>
</tr>
<tr>
<td>● Excessive noise in the building</td>
<td></td>
</tr>
<tr>
<td>● Absence of uniform</td>
<td></td>
</tr>
<tr>
<td>● Inappropriate computer use</td>
<td></td>
</tr>
</tbody>
</table>

Level B Infractions

These behaviors disrupt the school environment and interfere with other students' opportunity to learn. This is done to reinforce the need for adherence to rules in order to remain a responsible member of the community.

<table>
<thead>
<tr>
<th>Level B Infractions Include (but are not limited to):</th>
<th>Level B Infraction Disciplinary Responses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Repeated violations of Level A infractions</td>
<td>● Behavior contract/meeting with parent</td>
</tr>
<tr>
<td>● Teasing</td>
<td>● Phone call home</td>
</tr>
<tr>
<td>● Disrespecting a fellow student, teacher, school personnel, parent or visitor.</td>
<td>● Written discipline referral (for level 5 offense)</td>
</tr>
<tr>
<td>● Throwing an object</td>
<td>● Detention</td>
</tr>
<tr>
<td>● Disrespectful behavior (eye rolling, teeth sucking, back talking)</td>
<td>● In School Suspension</td>
</tr>
<tr>
<td>● Use of hurtful or threatening language (even if “playing”)</td>
<td>● Out of school suspension (Principal’s discretion)</td>
</tr>
<tr>
<td>● Intentional or unintentional horseplay/roughhousing (“play-fighting”)</td>
<td>● Reflection</td>
</tr>
</tbody>
</table>
Level C Infractions

Serious misconduct that disrupts classroom instruction, threatens the safety of the school environment, impacts school operations or threatens or causes harm to members of the school community are cause for severe consequences.

<table>
<thead>
<tr>
<th>Level C Infraction Behavior (Include but are not limited to):</th>
<th>Level C Infraction Disciplinary Responses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Repeated Level B infractions</td>
<td>● Out of school suspension and referral to Student support team</td>
</tr>
<tr>
<td>● Use of inappropriate language or profanity</td>
<td>● Parents/guardians will meet with school leaders to discuss corrective action</td>
</tr>
<tr>
<td>● Inappropriate displays of students affection (including but not limited to inappropriate touching with hands or other parts of the body, hugging, sitting in each other’s lap, kissing, unwanted advances or contact)</td>
<td>● Expulsion</td>
</tr>
<tr>
<td>● Bullying/Cyberbullying (teasing, extorting money, possessions, and/or favors)</td>
<td></td>
</tr>
<tr>
<td>● Sexual harassment</td>
<td></td>
</tr>
<tr>
<td>● Threat of violence</td>
<td></td>
</tr>
<tr>
<td>● Possession of explicit material</td>
<td></td>
</tr>
<tr>
<td>● Possession of lighters/matches</td>
<td></td>
</tr>
<tr>
<td>● Violation of a fellow student’s privacy rights</td>
<td></td>
</tr>
<tr>
<td>● Damage to property/ willful destruction</td>
<td></td>
</tr>
<tr>
<td>● Gambling</td>
<td></td>
</tr>
<tr>
<td>● Leaving class/ school without permission</td>
<td></td>
</tr>
<tr>
<td>● Throwing objects that have the potential to cause serious injury and/or harm</td>
<td></td>
</tr>
<tr>
<td>● Severe, persistent or pervasive bullying, verbal, written or electronic or other physical behavior that results in another student’s physical or emotional distress</td>
<td></td>
</tr>
<tr>
<td>● Theft</td>
<td></td>
</tr>
<tr>
<td>● Indecent Exposure</td>
<td></td>
</tr>
<tr>
<td>● Fighting</td>
<td></td>
</tr>
</tbody>
</table>
Dress Code

Your school uniform confirms your attendance at the school and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community.

A major tenant of attending a Catholic school is the uniform. Saint Mark the Evangelist takes pride in the appearance of its students as ambassadors of their schools. Students are expected to demonstrate pride and self-respect by wearing the appropriate school uniform at all times. It is expected that:

- Students will arrive at school dressed properly in full uniform
- All outerwear will be labeled with the student’s name
- Uniforms will be clean, pressed and free from stains
- Students will keep shirrtails/blouses tucked into the waist of slacks and skirts
- Ties will be worn neatly

St. Mark Uniform Options
All students in Prek-8 will be expected to wear the uniform as of September 6th. Below are the specific uniform details per grade. Teachers will check that students are wearing the appropriate uniform on a daily basis.

**GIRLS**

<table>
<thead>
<tr>
<th></th>
<th>Prek</th>
<th>K-5th</th>
<th>6th-8th</th>
<th>Gym</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>● Navy blue jumper</td>
<td>● Burgundy sweater</td>
<td>● Navy blue v-neck sweater</td>
<td>● St. Mark T-shirt</td>
</tr>
<tr>
<td></td>
<td>● White blouse with Red collar lining</td>
<td>● White button down shirt</td>
<td>● White button down shirt</td>
<td>● St. Mark navy blue sweat suit</td>
</tr>
<tr>
<td></td>
<td>● Red tights</td>
<td>● Red and blue plaid skirt</td>
<td>● Gray skirt</td>
<td>● Black or white sneakers.</td>
</tr>
<tr>
<td></td>
<td>● Velcro navy blue or black shoes</td>
<td>● Blue socks or tights</td>
<td>● Navy blue or black shoes</td>
<td>Students should arrive to school wearing their gym uniforms.</td>
</tr>
</tbody>
</table>

**BOYS**

<table>
<thead>
<tr>
<th></th>
<th>Prek-5th</th>
<th>6th-8th</th>
<th>Gym</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>● Burgundy sweater</td>
<td>● Navy blue v-neck sweater</td>
<td>● St. Mark T-shirt</td>
</tr>
<tr>
<td></td>
<td>● White button down</td>
<td>● White button down</td>
<td>● St. Mark Gray sweat suit</td>
</tr>
<tr>
<td></td>
<td>● Navy blue pants</td>
<td>● Gray pants</td>
<td>● Black or white sneakers.</td>
</tr>
<tr>
<td></td>
<td>● Blue tie (K-5 only)</td>
<td>● Gray tie</td>
<td>Students should arrive to school wearing their gym uniforms.</td>
</tr>
<tr>
<td></td>
<td>● Navy blue or black shoes</td>
<td>● Navy blue or black shoes</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Prek boys should wear velcro shoes.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Warm Weather Option:

The months of September, October, May and June students have the option to wear St. Mark Polo instead of sweater and white button down. **October 31st** is the last day of warm weather option uniform and **April 14th** is the first day of warm weather option uniform when we come back from break.
On occasion, students are allowed to wear non-uniform clothing. These non-uniform days will be announced. The following articles of clothing are prohibited at all times regardless of uniform or dress-down designation:

*Mini-skirts, halter tops, low cut tops, spaghetti straps, oversized pants, low-rise pants, hip huggers, cropped tops, short-shorts, bandanas, shirts with offensive/socially charged messages.*

*Tight clothing or stretch pants are also prohibited.*

*If a student feels the need to ask about a piece of clothing, he/she should not wear it.*

Your school uniform confirms your attendance at the school and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community.

**NO** BOOTS, SNEAKERS, SNEAKER LIKE SHOES or HEELS. Boots may be worn to school in the event of inclement weather, but students MUST bring in proper shoes to change into.

**NO** shoes with large buckles, rings, or other ostentatious embellishments. Preferred shoes available at uniform company.

**NO** streaks, dyed/colored hair

The boys' hair should not be below the shirt collar.

**NO** silly bands, evil eye bracelets, lanyards, strings, or bracelets of any kind. The presence of anything that proclaims a current fad is not permitted.

Please be sure that your child is wearing a belt each day.

**The Administration reserves the right to determine the school uniform in terms of the latest fad.**

**Personal Appearance**

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant.

Uniforms should be neat and clean.
Hair should be clean and well groomed. The boys’ hair must not be below the shirt collar. Bangs should not be so long that they impede vision.

Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents and with the guidance office will be made by school officials.

Drug and Alcohol Policies

In recognition of the seriousness of drug and alcohol problems to which children are exposed, the school will follow the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately;
- The principal will verify the teacher’s observation and will notify parents, the police may be called, and parents must pick up the child immediately should it be determined that the suspicion is founded. Parents will be expected to follow the recommendations of the school principal if the child is to continue in the school; and
- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition, will be barred from attending or participating in that ceremony, a party, dance, or school outing. Parents will be notified and appropriate action will be taken, which may include suspension or expulsion from the school.

Electronic Devices

Electronic devices may be dynamic tools in the 21st century school environment, but only when used appropriately by faculty, administration, staff, and students.

The use of electronic devices by faculty, administration, staff and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school. (i.e., cell phones, iPads, iPhones, and other personal electronic devices). In the event an electronic device, including a student cell phone, is believed to contain evidence of a violation of school policy and/or a threat to the school community, the individual possessing the electronic device is obliged to grant the administration of the school access to the device and the information on the device to ensure compliance with the policy and the safety of the school.

Inappropriate use of any electronic device may result in serious consequences as stated in the school’s Technology Use Policy.

Cell Phone Policy
The use of cell phones by students is strictly prohibited during the school day and after school programming. The policies regarding students and cell phones are as follows:

- Cell phones must be turned off and turned in to the cellphone bin at the beginning of the day.
- Cell phones discovered in student’s possession or in the student’s desk will be confiscated and ONLY returned to a parent/guardian.
- St. Mark the Evangelist is not responsible or lost, damaged or stolen cell phones.

Emergency Closings/Delayed Openings

- Partnership Schools and the Archdiocese of New York follow the policy of local public schools when closing due to inclement weather, loss of power or other issues.
- In addition to following the lead of New York City public schools, Catholic schools in the Bronx, Manhattan and Staten Island, may need to close based on local situations. That said, all closure decisions must be approved by the Superintendent of Schools. Catholic schools throughout the Archdiocese of New York utilize the Immediate Response Information System (IRIS Alert) to notify parents directly about delayed openings and closures due to weather. The school will also post schedule changes on our website.
- When a school in the Archdiocese is closed for the day due to inclement weather or other unforeseen situation, the following will apply:
  - All school-related extracurricular activities, interscholastic contests, team practices and field trips will be cancelled
  - After School and/or extended day care programs will be closed all day.

Expectations and Responsibilities for Students

Teachers and school leaders work together to ensure all Partnership Schools are cathedrals of learning. That means that teachers and leaders have high expectations—in terms of both academics and behavior—for all.

We believe that students can best grow and develop when immersed in an environment that is characterized by rigorous expectations, caring (and demanding) adults, and joy. Each Partnership School emphasizes the core values of integrity, humility, hard work, and service and look for evidence of these values in students, parents, teachers, and administrators.

Partnership Schools honor students’ individual gifts, and teachers both respect and help develop those gifts. Students and adults in Partnership Schools are deliberate (and kind) in their words and actions. Students and Teachers are smiling and they are proud, and their self-assurance and respect for themselves and for others is contagious.
Children feel loved and encouraged as they grow and develop as individuals. Teachers help steer students in real, meaningful content.

To accomplish this, students are asked to:

- do their best work at all times.
- treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, or disruptive behavior.
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from the use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- speak in a well-modulated tone of voice.
- observe the school dress code, including standards on no-uniform days.
- help care for school property and keep the school free from damage and defacement.

**Extracurricular Activities**

Students are encouraged to participate in extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student’s suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student’s participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.

**Faculty Meetings**

Faculty meetings are scheduled on the first Friday of each month, unless parents are otherwise notified. All children will be dismissed at Noon on these days.

**Field Trips**
Field trips must serve an educational purpose and their value should be an integral part of the school’s instructional program. They broaden the students’ educational experiences. Field trips are privileges given to students; no student has a right to a field trip.

It is the policy of the schools within the Archdiocese that overnight trips, trips to water parks, amusement parks, dude ranches, beaches/pools, and ski slopes are strictly prohibited.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience to ensure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct or behavior.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal or faxed permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.

Financial Policies

Considerable effort and expense is expended throughout the registration period and continues during the summer months as we plan and prepare for your child’s inclusion in our school community. We understand that plans and circumstances sometimes change. Should you decide to withdraw your child, the following policy applies:

- If written notice of withdrawal is received by the school on or before August 15, the entire tuition obligation will be waived, and any payments made will be refunded upon written request to the school.
- If written notice of withdrawal is received by the school after August 15 and the student does not attend, 90% of the tuition will be forgiven. The family is obligated to pay the remaining balance of 10% of the annual tuition as billed. If payments were made in excess of 10% of the annual tuition, a refund for that amount will be refunded upon written request to the school.
- If a family chooses to withdraw their child(ren) from the school once they begin attending, the family tuition obligation will be calculated as follows:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Annual Tuition Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>80% of tuition forgiven; family obligation 20%</td>
</tr>
<tr>
<td>October</td>
<td>70% of tuition forgiven; family obligation 30%</td>
</tr>
<tr>
<td>November</td>
<td>60% of tuition forgiven; family obligation 40%</td>
</tr>
<tr>
<td>December</td>
<td>50% of tuition forgiven; family obligation 50%</td>
</tr>
<tr>
<td>January</td>
<td>40% of tuition forgiven; family obligation 60%</td>
</tr>
<tr>
<td>February</td>
<td>30% of tuition forgiven; family obligation 70%</td>
</tr>
</tbody>
</table>
March 20% of tuition forgiven; family obligation 80%
April 10% of tuition forgiven; family obligation 90%
May No adjustment; family obligation 100%
June No adjustment; family obligation 100%

- Calculations will be based on the last month in which the child(ren) attended one or more days of school. If payment has been made in excess of the family obligation, a refund will be granted upon written request to the school.
- Student records can only be provided to the child’s new school upon satisfaction of the tuition obligation.

1. **TUITION DELINQUENCY**
Families who miss their grace period on tuition payments will receive notification calls from FACTS tuition and the school. Families who are delinquent 30 days on tuition and fall into the next billing cycle will receive a notice of pending suspension; this letter will come from the school’s Director of School Operations and Principal. Upon receipt of this notification, parents/guardians must pay their outstanding balance in full to avoid suspension. Families with extenuating circumstances should contact their Director of School Operations to discuss a tuition payment plan. If a parent/guardian does not respond to the notice by either paying the outstanding balance or contacting the Director of School Operations, the child/children will not be permitted to attend school.

2. **FEES**
All fees should be paid on time. If there are outstanding fees at the time of report card distribution, the report card will be withheld until fees are paid. Delinquency due to financial hardship should be addressed with the Director of School Operations.

**Fire & Emergency Drills**

Fire and emergency drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students. For other emergency drills, such as lockdown drills, students are expected to remain quiet and follow teacher directions.

**Guidance**

Guidance resources are available to school students. Services may include counseling, social work, and psychological intervention and support for families experiencing change. The school may not be able to provide counseling services to all students and, when necessary, may refer students and families to outside services.

**Guidelines for the Education of Non-Catholics**
Parents must be made aware of the intentional Catholic witness in our schools. As a Catholic school within the Archdiocese of New York, our school has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

Harassment/Bullying Policies

All persons have a right to be treated with dignity, and in a Catholic school environment all demeaning behavior is unacceptable. Students, parents or guardians who become aware of acts of bullying or harassment involving any student must report these incidents to the school leadership.

The school provides a safe environment for all and participates in the ADAPP anti-bullying curriculum annually. Verbal, Internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats, even in jest, face appropriate disciplinary action including detention, suspension, or expulsion. The principal investigates all complaints of harassment and bullying. Students determined to have been involved in harassing and/or bullying behavior are subject to detention, suspension, or expulsion and, where appropriate, will be referred for counseling services and/or reported to the local authorities.

Harassment, intimidation or bullying includes, but is not limited to, any written, verbal, or physical act, which physically harms a student or damaging the student’s property or has the effect of substantially interfering with a student’s education or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment or has the effect of substantially disrupting the orderly operation of the school. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, pranks, gestures, exclusion or other forms of relational aggression, or physical attacks, actions or threats. Actions may take any form including written, oral, physical or electronic.
These behaviors, which are contrary to the teachings of the Catholic Church, are prohibited in all Catholic schools in the Archdiocese of New York and will not be tolerated regardless of time or place.

No student shall be subjected to bullying and harassment on the basis of actual or perceived traits or characteristics i.e., age, color, creed, national origin, race, religion, gender, physical attributes, physical or mental ability, ancestry, political beliefs, socioeconomic status, or familial status.

**Illness (see Medication)**

If a child has an illness or chronic medical condition, it is the parent’s responsibility to notify the school and to provide necessary documentation and medication. The school reserves the right to call 911 in any case of a medical emergency.

**Immunizations**

Students are required to have all vaccinations as required by the Department of Health before admission to and for continued attendance at the school. See appendix for most current information published by NYC and NYS Departments of Health. It is the responsibility of the parents and their personal physician to ensure that, as immunization requirements change, students are kept current in their schedule.

**Lateness**

Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after the published opening time is considered late. If late, the student may be admitted to class only with a late pass, obtainable in the main office. Repeated lateness affects your child’s ability to be on the honor roll, may lead to disciplinary action and could impede your child’s re-registration for the coming year.

**Liturgy/Religious Education**

All Catholic elementary schools will follow and adhere to current Archdiocesan policies and curriculum guidelines in religion.

Students in grades 3 through 8 are required to take the Archdiocesan Final Religion Examination.
Non-Catholic students are expected to participate in the religious formation and education programs of the school, including, but not limited to, liturgies, religious functions, and religion classes for credit.

Parents of non-Catholic students must be willing to accept the standards, values, and regulations of the school. They must understand the religious education program of the school at the time of enrollment.

Lunch

The school provides a hot lunch through the Archdiocesan Child Nutrition Program or the local Department or Board of Education. In order to participate in a free or reduced lunch program, parents must complete a form that will be distributed in September. Criteria for eligibility is noted on the form.

- Each child is assigned a seat in the lunchroom and is expected to remain in the assigned seat until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- If a child normally eats lunch in school every day and will be eating out on a particular day, a note must be presented to the teacher giving the child permission to eat out for the day. A designated adult must pick up and return the student within the lunch period.

Maternity/Paternity Policies

As members of the Church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools - elementary as well as secondary - are faced sometimes with the situations of unwed mothers and fathers. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student’s continued school attendance is made by the principal after consultation with his/her parents or guardians, and in consideration of the best interest of the student, the unborn child, and the school’s educational expectations.

Medications

If a student needs any kind of medication during the school day, it is the parent/guardian’s responsibility to bring the medication to the school nurse (or school office in the absence of a nurse) to be kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.
Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication, the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers – one for home and one for school.

The school may receive a written request from a parent or physician to permit a student to carry and self administer his or her own medication. Under certain circumstances, it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child, as well as:

- severity of health care problem, particularly asthmatic or allergic conditions
- prescriber order directing the student be allowed to carry his/her medication
- written statement from parent requesting compliance with prescriber order
- student has been instructed in the procedure for self administration and can assume this responsibility
- parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to ensure the child is carrying and taking the medication as ordered.

Money

Money that is brought to school for a specific purpose (class trip, book fair, milk money, etc.) must be put into an envelope with the child’s name, grade and amount. Since snacks are sold on a daily basis, students may choose to bring in small amounts of money (less than $5) for such purchases. If a student does bring money to school, the money should be kept on the student’s person and not left in the school bag, a coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

Parents as Partners

Just as the parents look to the school to be the community that provides their students with academic rigor, character development, and faith formation essential to their child’s proper development, so does the school looks to parents.
Partnership Schools’ emphasize teamwork, cooperation among parents, teachers, and students, and strong relationships between students and teachers, between teachers and administrators, and between parents and educators.

We believe that students can best grow and develop when immersed in an environment that is characterized by rigorous academic expectations, caring (and demanding) adults, and joy. But no school can be wholly effective in teaching values alone. As such, we look to parents to help teach our students and reinforce values as our students become men and women for others. Our values include: integrity, humility, hard work, service virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity.

If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children. Parents are invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in school celebrations of prayer and liturgy, volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school’s parent/teacher organization.

Parents are asked to take an active role in their child’s education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report card; supervising home study; and reinforcing school policies.

- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.

- recognizing their child’s talents and interests so they may be developed in cooperation with the classroom teachers.

- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.

- insuring on their child’s regular school attendance and punctuality and on complying with attendance rules and procedures.

- making all tuition and fee payments on time, and participating in fundraising activities.

- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the internet.
● teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstances.

● arranging for a time and place for their child to complete homework assignments.

● working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.

● attending all Parent-Teacher Conferences and Home-School Association meetings.

● by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irreparably broken.

**Parent Ambassadors**

Parents are invited to participate with school leadership to accomplish the following goals:

● to create mutual support and understanding between home and school, and thus bring about a total learning environment for students

● to provide a means for keeping parents informed of school activities, programs, etc., and if any, parent service requirement

● to assist the school in meeting its financial obligations, primarily through fundraising activities

● to provide adult education programs

**Philosophy (Forward)**

The school endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives: personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.
Re-registration

At the time of re-registration parents will be notified if their child is being invited to return to the school in September or if the child is not being invited back. If the Re-Registration Fee is not paid by the due date as outlined by the school, we cannot guarantee a seat for your child for the upcoming school year.

Release of Students (during school day)

The school has a sign-out book located in the main office. Occasions for the use of a sign-out book are:

- in the event of a student illness, the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child’s emergency contact slip. Emergency slips are completed in September and must be updated as necessary.

- for liturgies and services when altar servers leave the school, the students will sign out and in.

- when a student is released to a parent or guardian, that adult (must be 18 years of age or older) must sign the book.

- for a pre-arranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. [Please note: only the principal may approve the release of a student for a pre-arranged appointment.]

School Calendar

A yearly school and network-wide calendar is distributed at the beginning of the school year. Please refer to the School Monthly Calendar/Newsletter for any revisions to the Yearly School Calendar.

The Examination schedule for Grades 3-8 will be sent to parents when dates have been finalized.

School Publications

All student or parental publications are subject to review and approved by the school administration prior to publication. The school's senior team must have on file all current log-in information for any digital publication, email or social media accounts that represent or use the school name. Parents, volunteers and external consultants must...
submit any and all postings for approval in advance. Maintaining a positive public image for the school is the responsibility of the principal and Superintendent’s staff.

**School’s Right to Amend**

The school reserves the right to amend this handbook without prior notice. Notice of amendments will be sent as necessary.

**Security**

To assure the security of the building and the safety of each child, the school strongly enforces its policy of requiring all visitors, even parents, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal.

The school has a crisis management manual and each classroom has a school emergencies resource flipbook.

**Sex Offender Policy**

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the local police departments notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the principal’s office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at
http://www.criminaljustice.state.ny.us -- or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

**Smoking**

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the school building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

**Special Learning Needs**

Students with learning differences are children of God and members of the Church. The school makes every effort to meet individual student needs by providing accommodations. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases, your child’s teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child’s learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE’s), or privately.

Once the results of the evaluation are available, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The parent/guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations, and provide a copy of the Individualized Education Services Plan (IESP).

If a student transfers in from a public school with an Individualized Education Plan (IEP), the parent/guardian must go back to the Committee on Special Education (CSE) to get an IESP.

When a student qualifies for a 504 Plan, the principal will meet with the parent/guardian to review and discuss the 504 Plan, and will then notify the parent of any reasonable accommodations/modifications that can or cannot be made at the school. If reasonable accommodations can be made, a Student Assistance Plan (SAP) will be written and a copy of the plan will be placed in the student’s confidential file. The accommodation/modifications will be reviewed yearly. If the school cannot make reasonable accommodations, the school reserves the right to negate enrollment of the student.

**Summer School**
Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

In May, a list of available summer schools in the Archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the principal or the assistant principal will notify the parent directly.

The summer school report card must be submitted to the office in September. Failure to attend summer school will result in retention. It is the parent’s responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.

**Telecommunications Policy**

**SOCIAL MEDIA GUIDELINES**

Student use of social media is addressed in the “Student Expectations in Use of the Internet” section below.

The principal and senior leadership of the school is responsible for maintaining all administrative logins for all social media outlets, blogs or any school-branded media outlets in existence now or in the future that contain the school name. Principals must be mindful that their school’s social media may be linked to the Superintendent of Schools Office and the Archdiocese of New York media accounts.

All domain names and access must be owned, secured and maintained by the school principal or senior leaders. UNDER NO CIRCUMSTANCES are these administrative logins, permissions or oversight to be delegated to any parent, volunteer or external vendor separate and exclusive from the principal or senior leaders.

In addition to the login and administrative rights to the school website and all current or future social media outlets (Facebook, Twitter, Instagram, etc.) the principal is also responsible for reviewing and approving the content on such sites.

All social media content must follow the Standards of Behavior for student internet use and must reflect the standards and mission of the school.

**Student Expectations in Use of the Internet**

*(please see below for complete policy requiring student’s signature)*

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Use of School Grounds

Unless students are formally registered for before or after school programs, the school does not have staff available to supervise students present on the school grounds before 7:15 AM and after 4:15PM. Students must not arrive on the school grounds prior to 7:15 AM and parents must arrange to pick up at dismissal times.

Withdrawals and Transfers

A transfer request must be obtained from the school secretary. All books must be returned. All bills must be paid before records are transferred to another school.

When a student transfers from one school to another, or enters high school, the new school may request a copy of the permanent record and health card from the former school.

Schools may disclose a student’s cumulative record (i.e. permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child’s records. Parent/guardian signature is required for release of a student’s confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

At the discretion of the principal, each school has the right not to certify the student’s graduation or provide transcripts of the student’s academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the educational contract (i.e., failure to meet financial obligations, infractions against the school’s code of conduct, etc.).

The school reserves the right to request the parent to withdraw his/her child from the school due to serious disciplinary issues.
Summary Statement

Once students have met the necessary admission requirements and have been accepted in the school, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at the school is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, the school reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending the school relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the Church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at the school surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish, the Catholic School Region
Corporation, or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at the school, agree to and accept the school's rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student’s enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.