



ST. MARK CATHOLIC SCHOOL

Parent & Student Handbook 2024-2025

St. Mark is a Catholic School committed to educating the whole child academically, spiritually and physically. St. Mark Catholic School strives for academic excellence by instilling in each student Christian values, confidence and a desire to be effective leaders of tomorrow.

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Revised August 5, 2024

From the Principal's Desk

Welcome to St. Mark Catholic School *where we place Christ at the center of all that we do* as we partner with our parents and parish community to create a challenging and innovative academic experience that inspires and prepares our students to be capable and accomplished leaders of positive change.

St. Mark Catholic School is a caring, student-centered community focused on the development of the whole child.

At St. Mark, we believe in...

- Providing a safe environment, committed to the security and well being of all students, families, staff and visitors.
- Promoting a sense of responsibility and a willingness to recognize, develop, and respect each individual's gifts and talents.
- Inspiring an appreciation and respect for all of God's creation.

We follow the scholastic standards in curriculum set forth by the Diocese of Raleigh and we deliver a comprehensive, STREAM-inclusive program, which encourages opportunities for physical, cultural, aesthetic and extra-curricular development. Therefore, all grade levels, Pre-K through 8, experience a variety of co-curricular subjects and enrichment such as music, Spanish, physical education, technology and art. We view all content areas as important in the development of children and we are proud of the ever-increasing opportunities we provide our students.

The faculty and staff of St. Mark are accomplished, dedicated, and thoughtful individuals who strive to be the

best at their craft. Our educators model life-long learning while instilling a quest for knowledge in their students. All staff members are invested in the success of each student according to their individual talents, interests, and gifts. St. Mark educators foster creative and innovative teaching methods, which address various styles of learning and provide instructional programs that inspire a love of learning in each student with the understanding that all students can learn, achieve, and succeed.

At St. Mark, you will find a community of parents who are supportive and actively involved, sharing with us their time and talents to ensure quality programs and an excellent school. Our parents and staff cooperatively make the effort to help new families quickly and easily feel a part of the school family. St. Mark believes education is a partnership between school and home, and here you will see this lived out every day.

God bless you and your family.

Mr. Chris Kloesz, M. Ed.
Principal

Statement of Non-Discriminatory Policy as to Students

As a Catholic school in the Diocese of Raleigh, St. Mark Catholic School has a racially non-discriminatory policy for all students and admits students of any race, color, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students. Additionally, our school does not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational and admission policies, scholarship and loan programs, or athletics and other school-administered programs

From the Principal's Desk	2
Statement of Non-Discriminatory Policy as to Students	4
Mission, Vision and Objectives	9
Parents as Partners	10
Communication	11
Academic Information	11
Accreditation	11
Admissions Qualifications	11
Curriculum	12
Homework Policy	12
Report Cards & Progress Reports	12
St. Mark Grading Scale:	12
Retention of Students	13
Standardized Tests	13
Student Records	14
After School Program	14
Arrival and Dismissal Procedures	15
Drop Off Procedures for the Front of School	15
Morning Drop-Off Procedures in the Rear Parking Lot	16
Please follow the arrows when entering and exiting in the morning.	16
Normal Daily Dismissal for All Grades Using Car Rider Pro	16
Normal Afternoon Pickup for Line 2	17
Normal Afternoon Pickup for All Students	18
Early Bird Dismissal at 2:40	18
Attendance Policy	19
Absences	19
Make-up Work	20
Tardy/Absence during the School Day	20
Excessive Absenteeism	21
School Conduct & Discipline	22

The school Code of Conduct is as follows:	22
Communication Resolution	22
Parent Responsibilities	23
School Discipline	23
Preschool - 3rd Grade Discipline:	24
4th-8th Grade Discipline Levels	26
Location of Misconduct	29
Detentions	29
Out of School Suspension (OSS)	30
Expulsion	30
Academic Dishonesty/Plagiarism	31
Plagiarism Policy	31
School Safety / Harassment or Bullying	31
Drug Use/Abuse	33
Contraband Items & Threatening Activity	33
Dress Code	33
PE Uniforms:	34
Socks for all:	35
Footwear for all:	35
Outerwear:	35
Basic attire guidelines include the following:	35
Girls Hair and Appearance:	36
Boys Hair and Appearance:	36
Dress Down Policy:	37
Non-compliance with uniform policy:	37
Dress Down Pass	38
Emergency Plan:	38
Emergency Notifications	39
Emergency Closing	39
Inclement Weather Emergency	39
Extracurricular Activities	39
Faith in Action:	40
Field Trips	40

Health Services	41
Administration of Medication in School	41
Illness in Children	41
Student Illness/Injury during School Hours, Emergency Contacts	42
Family Crisis	42
Immunization Records	42
Chronic, Life-Threatening Medical Conditions	43
No Aerosol Policy	43
Liturgy/Sacramental Program	43
Lost and Found	44
Parties	44
Phone Calls / Cell Phones	44
Cell Phone Policy	45
Playground and Recess Rules	45
Recess Expectations:	45
Recess Cold Weather Guidelines	45
School Counselor	46
School Hours	46
School Lunches / Snacks	46
School Property, Lockers	47
Lockers	47
School Visitors, Security Policy	47
School Visitors, School Volunteers	47
School Volunteer Programs, School Volunteer Organizations	48
Home & School Association (HSA)	48
School Advisory Committee (SAC)	49
School Advancement	49
Special Services	49
Parent Information Sheet for Student Support Plans	50
Technology	50
Chromebooks/Computers	50

Educational Technology Statement of Policy	51
Code of Ethics Regarding Copyright	51
Internet Acceptable Use	52
Nature of Privilege	52
No Expectation of Privacy	53
No Warranties	53
Internet Access Agreement	53

Mission, Vision and Objectives

St. Mark Catholic Mission Statement

St. Mark Catholic School is committed to educating the whole child academically, spiritually, and physically. St. Mark Catholic School strives for academic excellence by instilling in each student Christian values, confidence, and a desire to be effective leaders of tomorrow.

St. Mark Catholic School Vision

"Children of today... Christian leaders of tomorrow"

St. Mark Catholic School Statement of Objectives

In order to prepare our children to become leaders of tomorrow, St. Mark Catholic School values the following:

High Expectations: St. Mark Catholic School performs to its highest potential by utilizing all of the learning resources that are provided by the Diocese of Raleigh, staff, parents and the students.

Catholic Virtues & Values: Integrating into the entire school experience an appreciation and understanding of Roman Catholic doctrine, heritage, traditions, and values.

Active Learning Experiences: St. Mark Catholic School believes Providing instructional programs that inspire a love of learning in each student with the understanding that all students can learn, achieve, and succeed. SMCS offers opportunities for physical, cultural, aesthetic and extra-curricular development.

Multicultural Diversity: St. Mark Catholic School strives to build on and incorporate into the learning process cultural and linguistic diversity. We do this by developing an appreciation and respect for all of God's creation.

Diverse Learning Styles: St. Mark Catholic School community believes that students bring diverse learning styles to school. We view diverse styles as strengths and work to utilize a variety of strategies, materials and educational resources to maximize our students' learning potential.

Community Involvement: St. Mark Catholic School believes in Nurturing a Christian community that gives positive evidence of responding to the needs of one another and of the larger community.

Empowerment: St. Mark Catholic School encourages and supports parents, students, faculty and staff to cooperatively participate in making school decisions.

Assessment: St. Mark Catholic School will assess the educational progress of its students through a variety of assessment measures, including portfolios, observational checklists and standardized tests. These tools will help to identify strengths, abilities and skills, and will facilitate targeting reasonable strategies for future growth and remediation where appropriate.

Continuous Improvement: St. Mark Catholic School seeks to continuously improve communication with, and services to, parents and students. Meetings, workshops, surveys and discussions generate new ideas and perspectives that improve outcomes for students and better relationships between home and school.

Unity of Purpose: St. Mark Catholic School stands united behind our mission, school vision and educational plan in order to ensure the educational success of our Catholic school students.

Parents as Partners

At St. Mark Catholic School, we consider it a privilege to work with parents in the education of children. We believe that parents are the primary educators of their children. By choosing St. Mark Catholic School you have committed to helping your child recognize the importance of receiving a meaningful Catholic education in a rigorous academic environment.

Once you have chosen to enter into a partnership with us at St. Mark Catholic School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical potential. It is vital that both parents and teachers remember that allowing oneself to get caught between the student and the other partner will not have positive results. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

A vital component of the parent/school partnership, and one of the most important tenets of the parent commitment to St. Mark Catholic School is consistent support of and adherence to school policies and procedures.

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

Communication

Communication between St. Mark families and St. Mark Catholic School is vital. We must work together to keep each other informed. To that end, St.

Mark School will work to communicate by:

- Email
- Newsletter
- Text Alerts
- School APP
- Website

Academic Information

Accreditation

St. Mark Catholic School is accredited through Cognia.

Admissions Qualifications

All students must be academically capable of successfully meeting the standards set by the school. This will be determined by evaluation of previous school records or screening tests (e.g. individual educational evaluation tests), or demonstrated ability as measured by a standardized readiness test. All admissions are subject to the approval of the Principal.

School admission may be based on skill level and testing where appropriate. Placement will be determined by evaluating records and performance. State and local school district regulations require that Kindergarten students reach the age of five by August 31st of the year admitted. Birth, baptism, and immunization records must be brought to the school in order to register. Application forms must be completed and provided to the school during registration.

Curriculum

The curriculum of St. Mark Catholic School is based on the North

Carolina Standard Course of Study and the Diocese of Raleigh ``Standards and Instruction." It includes instruction in religion/family life, language arts, mathematics, social studies, science, art, music, physical education, technology, drama, and foreign language.

- For a standards overview, please refer to the following Diocese of Raleigh website link: [Click here](#).

Homework Policy

Teachers will assign appropriate home study to reinforce and supplement the lessons presented in class. All written work is to be neat and accurate, as well as complete and turned in on time. Homework is the responsibility of each student. Homework deadlines are strictly observed. Consequences for incomplete and/or late assignments will be handled according to policies set forth by individual teachers.

Report Cards & Progress Reports

Students in grades 1 - 8 will receive four report cards each year. The first report card will be distributed to parents prior to Parent Teacher Conferences. The dates parents will receive these reports are included on the school calendar. Students in Pre-K will receive two reports per year and Kindergarten will receive three report cards per year.

Middle School Honor Roll, this will be documented on their **FINAL** report card.

- Students with a truncated overall average in their core subjects (math, science, social studies, language arts, and religion) of 98 – 100 receive High Honors (M – Magna Cum Laude).
- Students with a truncated overall average of 93 – 97 receive Second Honors (C – Cum Laude).
- Valedictorian and Salutatorian Selection will be cumulative for grades 6-8th grade

St. Mark Grading Scale:

93-100= A

85 - 92 = B

77 - 84 = C

70 - 76 = D

Below 70 = F

Progress reports will be sent home four times per year for grade 3rd-8th. Middle school Specials teachers should send progress reports for all students receiving below a grade of C or students who are

underachieving. If there are academic concerns for students in grades PK-2, parents will be contacted by their child's respective teacher.

Parent-Teacher Conferences

There will be formally scheduled parent-teacher conferences once each school year, at the beginning of quarter two. Please school refer to the school calendar for specific dates. Parents whose Middle School student who have grades C or below will be contacted to have a meeting with their child's respective teacher. If there are concerns, additional parent-teacher conference may be scheduled at the request of the parent or the teacher.

Appointments must be made in advance in order to meet with any teachers or the Principal. Parents may not go to the classroom without an appointment to speak with a teacher during the school day, or during arrival / dismissal periods. Teachers should not be contacted at home regarding school matters. Please respect our faculty/staff as the professionals they are.

Retention of Students

The Retention Policy is as follows:

- Grades Pre-K-4: Retention will be determined by reading level, teacher recommendation, school attendance, and consultation with the principal.
- Grades 5-8: If a student fails two or more academic subjects (Language Arts, Science, Math, or Social Studies), that student will be retained for the year.
- Non-compliance with compulsory attendance requirements is grounds for retention.

Standardized Tests

- iReady Benchmark Assessments will be used to determine a student's academic strengths and weaknesses. These assessments are a directive of the Diocese of Raleigh and will be given at the beginning, middle, and end of the year in Math and English. Results will be communicated with parents.
- Eligible 7th and 8th grade students may also take the North Carolina End of Course (EOC) Math 1 test

Test results are returned to the school. Parents will receive a copy that explains the meaning of the tests and the results. These results are used to evaluate programs and provide for the instructional needs of the students.

Student Records

Saint Mark Catholic School voluntarily complies with the Buckley Amendment (1974). Student information is private and confidential. Education records are official and confidential documents protected by privacy protection laws (Family Education Rights and Privacy Act – FERPA). Therefore, school personnel are not at liberty to discuss a student's progress, academic standing, behavior, discipline, or medical condition with anyone other than a parent, stepparent, or legal guardian. In the event of a divorce or separation, non-custodial parents have the same educational rights as custodial parents. A stepparent also has the same educational rights as the biological parents, provided the stepparent is present in the home with the student on a day-to-day basis. A release form signed by parents is required in order for school personnel to discuss educational matters with anyone other than parents, stepparents, or legal guardians.

No records will be given to parents to transport to the new school. A record transfer request signed by the parent/guardian needs to be sent to St. Mark Catholic School from the requesting school, and then a school-to-school transfer of records can occur.

No student records will be sent to transferring schools until all financial commitments have been satisfied at St. Mark Catholic School.

After School Program

Student after-school care is available until 6:00pm. Activities and homework time are scheduled into the program along with a snack. **A parent or guardian must sign out a child from after-school care.**

Information on the after-school program which is called The Mane Event, including rates and sign-up forms, are available by clicking this link: [THE MANE EVENT](#) or visiting St. Mark's web-site. Should parents need to reach the after-school program staff after the office is closed, they should call 910-398-6529.

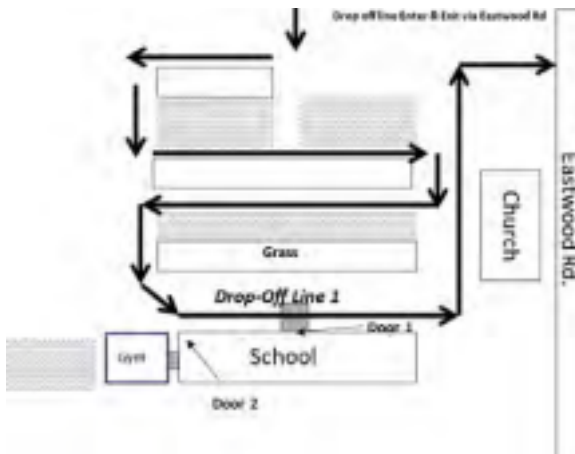
Arrival and Dismissal Procedures

For everyone's safety, please follow all traffic rules (including speed limits and stop signs) while driving through St. Mark, and through all neighborhoods adjoining St. Mark.

The use of cell phones while driving on St. Mark property is prohibited.

Drop Off Procedures for the Front of School

- Students may not be dropped off before 7:30am.
- You may use either the front entrance or the back parking lot to drop off your child.
- Please drive slowly and DO NOT use your cell phone.
- If using line 1, do not exit at the gym door. You must move forward and have your child exit as close to the main entrance of the school as possible.
- There will be staff members and/or student helpers to help your child out of the car.
- When the vehicle in front of you begins to move forward, please make sure it is safe to proceed with caution.



Morning Drop-Off Procedures in the Rear Parking Lot

Please follow the arrows when entering and exiting in the morning.

When exiting the designated parking



area please pull
straight out onto the
normal
traffic flow.

Please drive to the
ends of each parking
area to eliminate cars
“cutting traffic.” This
will enable smoother
exiting at the tight
curve at the end of
the parking lot and
onto Barrington Road.

**If you need to walk your child into the school, please park in the rear parking lot to walk your child in.

Normal Daily Dismissal for All Grades Using Car Rider Pro

We begin the Dismissal Process for Line 1 at 2:55 p.m. and the Dismissal Process for Line 2 at 3 p.m.

- Each family will be assigned to either Dismissal Line 1 or Dismissal Line 2, and issued a Hang Tag from the Car Rider Pro Dismissal System.
- Please place the Hang Tag on the car's rear view mirror. **The Hang Tag must be displayed as soon as you enter the traffic circle. Otherwise your family's name will not be entered into the Dismissal Que and picking up your child will be delayed.**
- In order to pick up your child all cars must enter off Eastwood Road and proceed around the traffic circle.
- If your oldest child is in Grade 3 or below then you will enter Line 1 as indicated by the solid lines. If all your children are in Grades 4-8 then you will enter Line 2 as indicated by the dotted line. Please form a double car line in all areas except the pickup area directly in front of school.
- **Cars in Line 1** will proceed along the route indicated by the solid arrow to the drive in front of the school. At Door 1 and Door 2, a teacher or parent volunteer will open the vehicle door(s) on the curbside of the vehicle and assist all students inside the car. When the vehicle in front of you begins to move forward, please make sure it is safe to proceed with caution. If it

is safe then you may pass to the left.

- If the car has the Hang Tag issued to the family then the school will not need further identification. If the car does not have a Hang Tag displayed then photo identification will be necessary if a person who is not known to the teacher or school staff attempts to pick up a child. Authorization for someone other than the parent to pick up a child must be made in writing (email is sufficient) to the child's teacher and Mrs. Russell at secretary@smcsnc.org
- Your Hang Tag and Family Name Tag must be visible in your front car window.
- All students MUST be picked up by 3:30pm
- Your cooperation with these procedures is vital in order for arrivals and dismissals to occur as quickly as possible, and especially to provide for the safety of your child(ren). Any other pick-up process is not allowed.

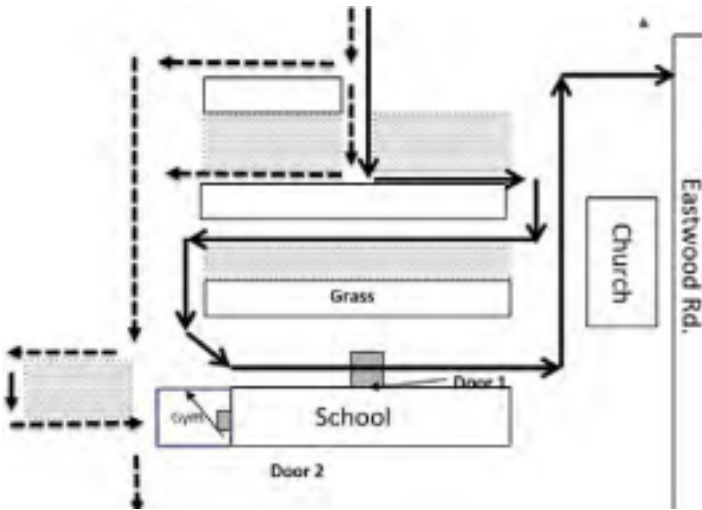
Normal Afternoon Pickup for Line 2

- Your Hang Tag and Family Name Tag must be visible in your front car window.
- Once you enter the back parking lot, drive all the way to the back of the lot. Your student will walk to your car and get in on the INSIDE of the lines of cars, please. This keeps traffic moving instead of the entire line waiting for one car to load near the gym lobby. Once your child has loaded then drive on the outside around all the cars. That is why it is safer for students to enter only from the inside of the line.
- When you arrive, fill up the road nearest the woods. When that line is filled, start filling up the middle drive. If your car sticks out the end of the drive then Line 1 cars can't get around you. We will have staff members to help. Please form double lines when on the road nearest the woods and the middle driveway.

Normal Afternoon Pickup for All Students

Line 1  **1, Youngest child is in Grade 3 or below, you will exit to Eastwood Road**

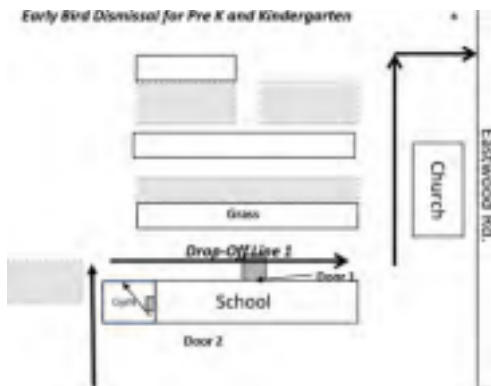
Line 2, Youngest child is in Grades 4-8 only, you will exit to Barrington Road 



Early Bird Dismissal at 2:40

Pre-K and Kindergarten students with no siblings will be dismissed at 2:40pm, through The Early Bird Dismissal Process.

See the map below. Pre-K and Kindergarten students with siblings will follow the regular dismissal process



- You must enter from Barrington Road and arrive by 2:40.
- Please wait in line and advance when the car in front of you advances.
- Staff members will be at the front doors and walk your child to

- your car.
- You should not get out of your car.
- Once your child is in your car you may exit onto Eastwood Road.
- If you arrive after 2:50 you will need to come to the Line 1 Dismissal line and pick up your child in front of the school.

Bicyclist / Walker

* If a parent allows a student to walk or ride a bicycle to or from school, an email record indicating parental permission must be on file at the school office for the current school year.

Attendance Policy

Absences

(Diocese of Raleigh, Office of Education Policy 5302)

STUDENT ABSENCE

A parent/guardian is to notify the school/center within the first hour of class if a child is not able to attend class and state the reason for the absence. Parents will be notified when a student has accumulated three unexcused absences in a school year. Parents will be required to meet with the principal to develop a plan to support the student's attendance. If the attendance does not improve, the parents will be notified in writing after six unexcused absences that they may be in violation of the Compulsory Attendance Law of North Carolina (N.C. G.S. 115C-378). An assessment will be made to determine if the situation constitutes educational neglect. If it is determined that the situation constitutes educational neglect, the Office of Education of the Diocese of Raleigh will be notified to determine further action. Absences may affect a student's promotion to another grade. The academic performance of a student who has accumulated thirty (30) more days of absence is to be reviewed to determine if the student is ready for the academic work of the next grade.

Please note the following guidelines:

- Students are expected to attend school unless they are not well enough to do so.
- Parents should fill out the absence form found on the school website or weekly newsletter to report their child's absence by 9:00 a.m. each day their child is absent. If the school does not receive notification of absence, a parent will be contacted as required by school policy.
- If a child is going to be absent for an extended period of time (3+ days). Families are encouraged to check their teacher websites to stay current with posted homework as desired.
- Vacation trips during the school year are discouraged. Teachers are not required to provide school work prior to a student's planned absence

Make-up Work

Students who are absent will have one day for each day of absence to make up the missed assignments. For example, a student who was absent three days would be given three school days to complete the missed work.

Students are responsible to check in with their teacher regarding the expectations of making up quizzes and tests. All tests which are not made up will be graded as a zero.

Tardy/Absence during the School Day

Tardiness and early school departures should be avoided. They cause the student to miss valuable instruction and disrupt the learning of the entire class. The following guidelines apply to absences during the day:

- Students are expected to be in their homeroom by 8:00am
- **Students arriving after 8:00 am must check in at the main office BY THEIR PARENT/GUARDIAN to receive a late slip.** The late slip will be given to the homeroom teacher.
- Appointments with doctors, dentists, orthodontists, etc., should be made after school hours. If an appointment must be scheduled during the day, please send a note to the child's teacher indicating when the child will be picked up. A doctor's note is required upon return to school. Notes should be given to the school nurse.
- Parents are required to sign the child out at the school office.

and include a reason for the child's departure from school. If the child returns to school during the same school day, he/she must be signed back into school **BY THEIR PARENT/GUARDIAN** in the office.

- Students who are away from school for an appointment for 3.5 hours or more will be counted as absent for a half day.
- Students leaving early must be signed out at the office.
- Students will not be permitted to be checked out after 2:30pm. You must use our regular dismissal line if you arrive after 2:30pm as the school front office will be closed to visitors during our dismissal process (2:30pm-approximately 3:15pm).
- Students absent for 3.5 hours or more during the school day are not permitted to participate in school events that day. This includes games, dances, concerts, and other programs/competitions.
- Parents should be aware that tardiness and early departures are recorded on the student's attendance portion of the permanent record card.

Excessive Absenteeism

Excessive absences and tardiness ultimately affect a child's academic performance. Consequences related to excessive tardiness and excessive absences are as follows:

- After 10 absences or tardiness a note will be sent home requesting the family comply with the school attendance policy.
- After 15 absences, tardiness or early departures a second infraction will be issued. A second note will be sent home requesting a conference between the parent/guardian and the principal.

The school's attendance records are audited by the NC Division of Non-Public Education for compliance with compulsory school attendance laws.

The accumulation of lost time caused by absences, tardiness and early departure will be tabulated by the school office. In the event that chronic absenteeism creates a condition in which insufficient school learning hours are accumulated, the student may be retained in the current grade.

School Conduct & Discipline

All students, school faculty and staff, and school visitors are expected to cooperate with the Code of Conduct, Catholic Virtues, and School Policies while on school grounds and at all school

games/programs/events.

The school Code of Conduct is as follows:

- I will respect others and myself.
- I will offer support to those in need.
- I will follow a life in accordance with the scripture.
- My choices will reflect the virtue and values of St. Mark Catholic School .
- I will follow all school rules and expectations set forth by St. Mark Catholic School Teachers and Staff.

The Student Code of Conduct will be reviewed by all school families. An acknowledgement (Parent Commitment Form) will be signed by parents on Magnus Health.

Communication Resolution

If any miscommunication arises, procedure to follow is:

- Contact the faculty/staff member promptly to discuss and resolve the problem. The faculty/staff member should work with you to resolve the concern in a timely manner.
- If the problem was not resolved, or you feel you cannot approach the faculty/staff member directly, contact the Principal to discuss and resolve the problem.
- If the problem cannot be resolved in this manner, contact the Pastor with the understanding that your name and concern will be shared with the Principal and the parties involved to resolve the concern in a timely manner.
- If you have ideas or suggestions for the improvement of our school, please make an appointment with the Principal or another school administrator. The school values the input of its parents, and wants to receive their timely feedback.

Parent Responsibilities

- Abide by the guidelines set in this school handbook.
- Promptly complete and return to school any requested information.
- Meet all financial obligations to the school.
- Support and cooperate with the discipline policy of the school.
- Treat teachers, administrators and staff with respect and courtesy in discussing school issues.
- Refrain from divisive behaviors and propagating rumors via social media or otherwise.
- Support the religious and educational goals of the school.

School Discipline

All students will abide by the R.O.A.R. Behavior Plan outlined to all students and families at the beginning of the year. This plan will be implemented at the start of the 23-24 academic year. Every student will work to comply with the R.O.A.R. expectations of success.

To view R.O.A.R, click [HERE](#)

A student at St. Mark Catholic who behaves in a manner which is deemed to be inappropriate may be subject to the consequences outlined below. In addition, the administration of St. Mark Catholic reserves the right to discipline its students for off-campus behavior which impacts the school family and is not in line with behavior expectations of its students during the course of the school day.

St. Mark Catholic School's teachers have selected age-appropriate methods to manage class behavior. Each teacher will provide details on the classroom management method utilized in their homeroom. The middle school has a common behavior management policy in place.

Preschool - 3rd Grade Discipline:

Level 1: Classroom and School Procedures (ROAR)

- Clear classroom expectations/procedures and rules will be outlined to students and parents. Shared on the teacher's google website.
- Each class will model Open Hearts and Open Minds and follow

ROAR

- o Positive behavior reinforced, reward systems in place: tokens earned towards a group celebration (PreK-2 and 3-5)
- o A partner classroom for major episode cooling off
- Most daily disciplinary issues should be handled locally in the classroom according to the classroom discipline plan.
 - o Parents communication referring to discipline will be an email AND a **call home** from the teacher.
 - o Documentation of discipline entered into FACTs as a Level 1 demerit.

Level 2: Office Referral

- Behaviors: the following behaviors should result in office referral and admin phone-call home
 - o Physically aggressive action with the intent to intimidate or harm others
 - o Inappropriate touching of other students' bodies without malicious intent (1st instance)
 - o Age-inappropriate language that is considered lewd, vulgar, crass, or offensive within our school environment
 - o Misuse of chromebooks.
 - o Documentation of discipline entered into FACTs as a Level 2 demerit.

Level 3: Sent Home

- Behaviors: the following behaviors will result in a student being sent home for the day, and depending upon the severity of the behavior, suspended for multiple days, or expelled from school.

- o Physically aggressive action with the intent to intimidate or harm others (Second Instance)

- o Inappropriate touching of other students' bodies (2nd instance) and/or with intent to make peer uncomfortable

- o Behavior that makes peers unsafe in the school environment

- o Egregious disobedience of adult staff; a general refusal to comply with instructions

- o Documentation of discipline entered into FACTs as a Level 3 demerit.

Level 4: Patterns of Behavior

- Repeated behaviors from either Level 2 or 3 will result in:

1. Parent meeting with administration and teacher

2. Behavior plan created with counselor

- If the repeated pattern of behavior remains unchanged despite following the steps outlined above, it could lead to additional meetings with the school administration and the possibility of being dismissed from the school.

4th-8th Grade Discipline Levels

****Level 2 & Level 3 demerits will affect student's opportunity to participate in all school activities (Athletics, Field trips, School Dances/Events, Science Olympiad, Odyssey of the Mind, etc). Admin team will determine eligibility.**

Level 1	Infraction of general school rules or violation of ROAR standards.	Teacher will redirect student, documentation will be record in FACTs as a Level 1 behavior with 1 demerit point.
Level 2: Repeat infractions of Level 1 and the following infractions	Disrupting the learning process Disrespecting peers Disrespecting an adult Inappropriate language Disrespectful actions in the hallway/bathroom Horse play/Rough housing Misuse of technology	Teacher will contact home by phone and follow-up email. Infraction will be recorded in FACTs as a Level 2 behavior with 2 demerit points. Once a student reaches 10pts, Afterschool Detention will be served from 3:30-4:30pm on a day determined by administration.

Level 3: Admin Referral: Repeat infractions of Level 2 and the following infractions	Fighting Inappropriate displays of affection Offensive/foul language or gestures Repeated plagiarism or cheating Out of class or school without permission Inappropriate touching of other students' bodies and/or with intent to make peer uncomfortable Threats or inappropriate use of social media (verbal, written, online)	The student will be immediately referred to administration. Depending on the severity of the behavior, the child will be sent home until the Admin team and teacher can meet with the student to review behavior. Infraction will be recorded in FACTs as a Level 3 behavior. Behavior may result in suspension or removal from the school. If a student is reported to the administration for accessing or viewing inappropriate content or images,(including weapons of any type, the school will implement the subsequent disciplinary measures: 1. A meeting involving the parent(s) and the Administration Team will be arranged. 2. Prior to the student's re-entry into school, documentation from a medical professional affirming that the student does not pose a risk to themselves or others will be obligatory. 3. The Administration will decide the duration
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		of a school suspension (the exact number of days) or potential expulsion based on the circumstances.
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Disciplinary consequences, including those consequences used as part of class behavior management, will be based upon a careful assessment of circumstances. They include, but are not limited to:

- Level 1—Teacher will redirect student and documentation will be recorded in FACTs as a Level 1 with a demerit
- Level 2—Teacher will contact home by phone and follow-up email. Infraction will be recorded in FACTs as a Level 2 with a 2 demerits. Detention will be served from 3:30-4:30 pm on a day determined by administration if a child reaches 10 demerits.
- Level 3—The student will be immediately referred to administration. Depending on the severity of the behavior, the child will be sent home until the Admin team and teacher can meet with the student to review behavior. Infraction will be recorded in FACTs as a Level 3. Behavior may result in suspension or removal from the school.

Some offenses are subject to skipping steps and/or additional consequences. Examples include: Repair/replacing of damaged property; performing off-hour service to school; psychological evaluations and/or family meeting with Pastor/Principal/student.

Unlawful activities will result in involvement of appropriate law enforcement.

Location of Misconduct

All rules governing student discipline shall apply to any incident that is On St. Mark School and Church property at any time

Off St. Mark School and Church property at a school activity, function or event Anywhere off St. Mark School property if the student's conduct has or is reasonably expected to have a direct and immediate impact on the orderly operation and safety of the St. Mark School environment.

Detentions

The Principal or designee, at her/his discretion, may assign a detention for a serious offense or continued misbehavior. Detentions are from 3:30-4:30pm, on a school day. Students will be engaged in service to the school during that time. A detention will include parental contact and teacher/staff discussion with student.

Out of School Suspension (OSS)

A Parent/guardian will be informed immediately by phone when one of the unacceptable behaviors outlined below occurs. If warranted, a conference will be held the same day. The student must remain home during his/her out-of-school suspension (immediate action to remove the student from the building is at the Principal's discretion).

The student will receive assignments during the time of his/her suspension, and should return those assignments on the day he/she returns from suspension. Late assignments will be assessed penalties according to each teacher's policy. Students will be expected to take quizzes or tests immediately upon return from the suspension. Parents and students must meet with the Principal and appropriate personnel before the student can be readmitted to school. Certain behaviors may warrant the school to request withdrawal or cooperation with remedial services (including psychologist evaluations) to return/remain. The pastor and the Diocese of Raleigh will be notified when policy dictates.

The Principal may assign an immediate OSS suspension for the following infractions (list is not all-inclusive):

- Fighting or threats to harm or to do harm
- Possessing and/or using tobacco or vape products
- Possessing illegal substances or dangerous devices
- Truancy with disruptive effects on school routine

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Mark Catholic.

The Principal may assign a suspension or expulsion for the following infractions (list is not all-inclusive):

- Striking a teacher or school employee
- Bringing a weapon to school
- Possession of illegal drugs or alcohol
- Sexual offense or sexual harassment
- Calling in bomb threat or other reckless endangerment
- Making any form of viable death threat to another student or

school staff member

If a student is expelled from school they are, under no circumstances, permitted on school grounds or any school function.

Academic Dishonesty/Plagiarism

Plagiarism (per DePaul University definition) includes, but is not limited to:

- The direct copying of any source, such as written and verbal material, computer files, audio discs, video programs, or musical scores, whether published, in whole or in part, without proper acknowledgement that is someone else's.
- Submitting as one's own work a report, examination paper, computer file, lab report, or other assignment that has been prepared by someone else. This includes research papers purchased from any other person or agency, used in whole or part.

Examples include but are not limited to the following: the paraphrasing of another's work or ideas without proper acknowledgement, copying another's papers, work, or answers, or copying and pasting from internet sources.

Plagiarism Policy

A teacher has the responsibility to gauge whether plagiarism has occurred and what awareness of plagiarism the student understands. If the instance of plagiarism is flagrant, the logical repercussion is a zero on that part of the work. If the instance is due to lack of awareness, the student may be allowed to redo that part of the project with no penalty or with points deducted for lateness at the teacher's discretion. A student has the right to appeal a teacher's decision to an administrator who will review the case with the student, parent(s), and teacher.

School Safety / Harassment or Bullying

St. Mark strives to implement the Catholic principle of respecting the rights of each person. When conflict occurs students are encouraged to deal with the situation themselves, or if they feel they need additional help to report the incident to an adult on campus. Certain acts, such as harassment and bullying are not tolerated and St. Mark will do everything it can to eliminate this type of behavior to ensure a safe environment for each student.

Harassment is the act of threatening bodily harm or tormenting another person based on the victim's gender, race, ethnic origin, religion, cultural difference, or disability. Bullying is aggressive behavior that is intentional, repetitious, and that involves an imbalance of power or strength.

Harassing/bullying behavior includes (but is not limited to) verbal (teasing, name-calling), emotional (excluding or ignoring others in a mean way, spreading rumors), physical (shoving, kicking, taking money or other belongings), written, electronic or on-line activities (sending mean emails, text messages, pictures or notes). This may extend to behavior occurring outside the school, if its effects extend back to the school environment. Students are encouraged to report conflicts with other students and incidents where they feel they are being harassed or bullied by another student or students. Reports may be made to their teachers, the counselor, or an administrator. The Principal or Assistant Principal investigates all complaints of harassment/bullying. After the investigation the administrator will determine the extent of the harassment/bullying and deal with the situation in an appropriate manner. Consequences will be based upon the severity of the bullying, the age of the child, and the number of times the action was committed. Repetitive actions will necessitate harsher consequences. The administration reserves the right to administer any of the following consequences.

Consequences Include but are not limited to the following:

- Conference with the student and his/her parent/guardian
- Conference involving the victim and the perpetrator if requested by the victim. The conference will be monitored by an administrator or counselor and no parents will be allowed in this conference.
- Lunch detention or after school detention
- In-school suspension
- Out-of-school suspension
- Expulsion

Any retaliation against a student for reporting any harassment/bullying behavior will not be tolerated.

Drug Use/Abuse

We are a zero tolerance campus. Using, consuming, possessing/and or distributing alcohol and/or any controlled substance, narcotics,

stimulant drugs, and related paraphernalia on campus or at/near a school sponsored function is **STRICTLY PROHIBITED AND UNLAWFUL**. Violators will be expelled. If predicated, the student will be referred to the appropriate law enforcement agency. *Note: If a student has been prescribed a controlled substance by a physician, the parent/guardian must notify the school nurse.*

Contraband Items & Threatening Activity

Inappropriate items that are brought to school will be confiscated. This includes, but is not limited to: any weapons such as knives, guns, explosives, etc.; drugs, alcohol, or poisons. Bringing any contraband item to school or communicating threats to the school students or faculty is considered a serious violation that will result in disciplinary action up to and including expulsion.

Dress Code

All St. Mark students, personnel and visitors are expected to dress in an appropriate manner while on campus reflecting the Christian values of modesty and respect. St. Mark strives to promote an environment of respect and equality. We ask to refrain from wearing any garments that may be inappropriate in a school setting.

Uniform clothing is supplied through Custom Logoware and School Outfitters (local and online) or Flynn O’Hare (online).

ALL SKIRTS, DRESSES, JUMPERS, AND SHORTS SHOULD COME TO NO MORE THAN 3 INCHES ABOVE THE KNEE. A POST-IT NOTES LENGTH WILL BE A GUIDE. THIS WILL BE ADHERED TO BY ALL BOYS AND GIRLS. UNIFORM BOTTOMS MAY NOT BE ROLLED AT THE WAIST OR BOTTOM.

The following is a list of the basic uniforms for St. Mark Catholic.

PreK- 1st Girls	PreK- 1st Boys
White or evergreen knit polo shirt, short or long-sleeved with St. Mark Catholic School logo/crest	White or evergreen knit polo shirt, short or long-sleeved with St. Mark Catholic School logo/crest
Navy blue pants, shorts, or skirts (elastic waistband, no cargo style), Plaid or navy jumper or skirt. Navy or evergreen dress	Navy blue shorts or pants (elastic waistband, no cargo style)

Navy blue or evergreen cardigan, crew neck sweatshirt, quarter zip pullover, or fleece with St. Mark Catholic School logo	Navy blue or evergreen crew neck sweatshirt, quarter zip pullover, or fleece with St. Mark Catholic School logo
Elementary 2nd - 5th Girls	Elementary 2nd - 5th Boys
White or evergreen knit polo shirt, short or long-sleeved with St. Mark Catholic School logo/crest	White or evergreen knit polo shirt, short or long-sleeved with St. Mark Catholic School logo/crest
Navy blue pants, shorts or skirt (belt required with pants, no cargo style). Plaid or navy jumper or skirt. Navy or evergreen dress	Navy blue shorts or pants (belt required, no cargo style)
Navy blue or evergreen crew neck sweatshirt, quarter zip pullover, or fleece with St. Mark Catholic School logo	Navy blue or evergreen crew neck sweatshirt, quarter zip pullover, or fleece with St. Mark Catholic School logo
Middle School 6th-8th Girls	Middle School 6th-8th Boys
Evergreen or navy polo shirt, short or long-sleeved with St. Mark Catholic School logo/crest	Evergreen or navy polo shirt, short or long-sleeved with St. Mark Catholic School logo/crest
Navy blue, khaki, or plaid skirt	Navy blue or khaki pants or shorts (belt required)
Navy blue or evergreen crew neck sweatshirt, quarter zip pullover, or fleece with St. Mark Catholic School logo	Navy blue or evergreen crew neck sweatshirt, quarter zip pullover, or fleece with St. Mark Catholic School logo

PE Uniforms:

Grades K-4: No uniform required. Students are to wear the basic school uniform with athletic shoes. Girls must wear shorts under jumpers.

Grades 5-8: Branded Gray St. Mark P.E. shirt, branded navy blue St. Mark P.E. shorts, and athletic shoes.

All 5th-8th grade students must wear the St. Mark **GRAY PE shirt** and **ST MARK PE shorts** to school on PE days (except on Wednesdays). All ST MARK PE shorts must be 3in from the knee (Post-It note). Wednesday PE students and students who wish to change in the locker room may do so. After their PE class ends, all students will be required to change into their regular school uniform.

Socks for all:

Solid white or black socks with no lace or trim.

Girls may wear white or navy tights or knee-high socks with skirts, jumpers, or dresses.

Footwear for all:

All students must wear **black or white shoes or a combination of both** with closed toes and closed heels. (For example: white addidas with black stripes is acceptable, but white addidas with grey stripes will not be allowed).

Shoes should only have black or white laces or velcro.

Shoes may not have colorful soles, logos, laces or other details. Designs and patterns are not permitted (ex. checkered vans).

Sandals, boots, Crocs, Hey Dudes, moccasins, mid-top, high top sneakers or high heels of any kind are not permitted.

No gray footwear.

PreK and K students should wear shoes with velcro – no laces

Outerwear:

Navy blue or evergreen crewneck sweatshirt, cardigan, or fleece zip-ups with St. Mark Catholic School, St. Mark Middle School logo, or SMCS Athletic logo

Winter coats (Columbia, North Face etc.) without a St. Mark logo are permitted outside only. Winter coats without a St. Mark logo may not be worn inside the building during class.

Basic attire guidelines include the following:

All shirts must contain the St. Mark logo or crest

- Uniforms must be in good repair, must not be faded or stained, no rips, no holes, and must fit correctly.
- No oversized or too tight shorts or bottoms. Pants should touch the top of the shoes.
- If pants/shorts have belt loops, a black/brown belt is required for both boys and girls (a belt is not required for Pre-K, Kindergarten, and 1st grade students)
- **ALL SKIRTS, DRESSES, JUMPERS, AND SHORTS SHOULD COME TO NO MORE THAN 3 INCHES ABOVE THE KNEE. A POST-IT NOTES LENGTH WILL BE A GUIDE. THIS WILL BE ADHERED TO BY ALL BOYS AND GIRLS. UNIFORM BOTTOMS MAY NOT BE ROLLED AT THE WAIST OR BOTTOM**

- Shirts must remain tucked in at all times except while attending PE.
- A solid undershirt may be worn under the uniform shirt. It must be the same color as the uniform shirt worn or white and must not extend beyond the uniform sleeves or bottom hem.
- **Hoodies are not permitted.**
- Hats are not permitted indoors.

Girls Hair and Appearance:

- Visible body piercing (except the ear lobe) and visible tattoos are prohibited.
 - Temporary tattoos must be removed before returning to school.
- Hair should be neat, well groomed and kept away from their eyes and face.
- Extreme hair styles, cuts, or unnatural hair color are not permitted. (ie. no fairy hair, dyed hair, etc)
- Students must maintain their natural hair color during the school months.
- Girls in 6th-8th grade may wear natural looking make-up. Elementary girls are not permitted to wear make-up.
- Jewelry should not be a distraction, everything should be kept simple and smaller than dime-size.
 - Dangling earrings and distracting jewelry is prohibited
 - Studded earrings only
- Girls may wear modest nail length, no acrylics/no tips, and natural/plain color are permitted.
- Students are allowed to wear a non-alarm watch. No watches with internet capabilities/smartwatches.

Boys Hair and Appearance:

- Boys are not permitted to have piercings, tattoos, or nail polish.
 - Temporary tattoos must be removed before returning to school.
- No facial hair
- Hair must be clean, neatly trimmed, and combed. **Haircuts are to be kept to the top of the neck and above the collar, off the ears, and must not extend below the eyebrows.** Distracting hair styles, including Mohawks, partial Mohawks, Hipster haircuts, slicked back cuts, colored hair, and the like are prohibited.
- Students are allowed to wear a non-alarm watch. No watches with internet capabilities/smartwatches.

Dress Down Policy:

- The following may not be worn on St. Mark Catholic Campus during school hours:

- Tank tops, midriff tops
- Miniskirts, spaghetti strap dresses, rompers
- Shoulder must be covered
- No hooded sweatshirts
- No clothing that references bars, drugs, weapons, or alcohol
- Leggings and ripped jeans
- No clothing should be more than 3in above the knee.
- Undergarments should not be showing.

The administration reserves the right to determine what is acceptable and parents will be notified. No article of clothing other than what is specified in the dress code policy is permitted during school hours. Any questions regarding attire should be directed to the Principal & Dean of Students.

Non-compliance with uniform policy:

Daily uniform checks will be made by the homeroom teacher and administration. If a student is in violation of the dress code short/skirt length, the student will be given the opportunity to change into a school issued item or call home for a parent to bring appropriate length clothing. If short/skirt length reoccurs, the violation will be recorded in FACTs as a Level 2. If other uniform violations occur, the parent will be emailed regarding non-compliance. Recurring violations outside of short/skirt length may result in students calling home to have parents bring the appropriate uniform before they are allowed to go back to class.

- Reoccurring infractions: The student will be immediately referred to administration and the parent/child must rectify the situation before the child is allowed back in class. Time served out of class is considered an In-School-Suspension and the previously mentioned policy for classwork and homework will be followed.) They will also be assigned a Before School Detention.

Dress Down Pass

Students who are awarded a Dress Down Pass is a privilege and are permitted to wear casual clothes in good repair with no offensive or inappropriate logos or pictures.

- Sturdy, flat-heeled shoes with enclosed toes and backs must be worn (no flip flops or crocs can be worn at any time).
- No tank tops, spaghetti straps, pajama pants, etc. Shorts may be worn if they come to the knee. No ripped jeans.
- Leggings or tights can only be worn if covered by a top that comes to the knee.
- Inappropriate dress, including dresses, shirts, bottoms and tops that are too short, low on the hips, excessively baggy or tight fitting, will result in students either calling home for other clothes or wearing used uniforms available in the office.
- Students may not dress down on Mass days or the last 2 weeks of school.
- The principal has final discretion on what is considered appropriate clothes for school on dress down days. Students who violate the rules for a Dress Down Pass may lose the privilege of a Dress Down Pass for 30 days.

Emergency Plan:

We follow the protocols of the I LOVE YOU GUYS for all emergencies. All information regarding these protocols and details can be found here: [ILOVEYOUGUYS](#)

Emergency Drills will be held as recommended by the ILOVEYOUGUYS foundation.

Emergency Notifications

In the event that an emergency arises, parents will be notified via text, email, or phone. **Parents Should not call the school. Our phone lines must remain open.**

Emergency Closing

If St. Mark Catholic needs to be evacuated during the school day due to an on-campus emergency, students will be taken to an alternate location. This location will be designated in accordance with First Responders and School Security. Should the students need to be dismissed from this location, the same communication methods used for inclement weather will be utilized.

Inclement Weather Emergency

St. Mark will communicate school closings or delayed openings through as many of the following methods as possible under the circumstances:

Days needing to be made up due to inclement weather may be added on to the scheduled end of the school year. You are encouraged not to make vacation plans during the first week after school closes for this reason.

Extracurricular Activities

Students may participate in multiple extracurricular activities.

Students must be on good academic standing to participate in extracurricular activities.

Each student that participates in an extracurricular program is not only responsible for maintaining academic and behavioral standards during the school day, but is equally responsible for his/her personal conduct during all extracurricular activities and events.

Student participants are considered ambassadors of St. Mark Catholic School. Therefore, students participating in extracurricular activities must follow all behavioral rules and disciplinary guidelines set forth by the school. Once a student is participating in an extracurricular activity, a first detention earned will require the student to sit out of the next game, competition, performance, or event. Exceptions will not be granted. (For activities that do not hold regular competitions, the group sponsor(s) and administration will decide on an alternative consequence.) Any subsequent detentions or additional administrative consequences during the same season will be addressed by school administration and the coach, director, or group sponsor.

If a student is absent they may not participate in activities that day (this includes but is not limited to sports and school dances).

Competitive Sports information can be found via the Athletic Handbook

Faith in Action:

St. Mark Catholic School demonstrates its commitment to missionary discipleship through its Faith in Action (community service) program. All students will have the opportunity to use their time, talent, and treasure

in service projects throughout the school year. In addition to in-school service projects, St. Mark Catholic School designates two specific days for students and families to actively put their Faith in Action.

- Students in Middle School will be required to complete 3 hours of Faith in Action throughout each school year.
- Information for Faith in Action opportunities can be found on the St. Mark App and Website.
- Faith in Action hours must be recorded in FACTs Family Portal

Field Trips

Field trips are privileges afforded to students. Students can be denied participation if they fail to meet academic or behavioral requirements. Students will not be allowed to participate in a field trip without a **school issued** permission form completely filled out and signed by a parent or guardian on Magnus Health. Telephone calls will not be accepted in lieu of the signed form.

- Uniforms are required to be worn on trips, unless families are otherwise notified.
- Buses will be hired to provide transportation. No student will be allowed to ride in a privately-owned vehicle on any field trip.
- Parent volunteers may be used as chaperones and must be Safe Environment Trained.
- Chaperones may not bring preschool or non-student children with them.

Health Services

A registered nurse coordinates health services such as care of sick or injured children, immunization review, yearly screenings and instructional programs. You may contact the school nurse at 910-452-2800 ext 245 (non-emergencies), by emailing nurse@smcsnc.org, or by calling/texting the school nurse's mobile phone: (910) 524-5581.

Please be mindful of some of the NC guidelines and laws:

Administration of Medication in School

If your child needs to receive medication of any type during school hours, including over-the-counter drugs, you have the following choices:

- You may come to school and administer the medication to your child at the appropriate time.
- You may obtain a medication form from the school nurse or on our website and have your child's doctor complete the form. This form must be signed by the doctor, as well as the parent/guardian, for any prescription and over-the-counter medication to be administered. Medications must be brought to school in a pharmacy-labeled bottle and over-the-counter medications must be received in the original container. All medications will be kept locked in the nurse's office and must be delivered to the office by a parent/guardian. Students are not allowed to have medications in their possession on school grounds. School personnel will not administer any medication to students unless this guideline is followed.
- You may discuss with your doctor an alternative schedule for administering medications.

Illness in Children

If your child's temperature is 100.4 or higher, he/she must remain home until he/she has been fever free without the benefit of fever-reducing medication for a minimum of 24 hours.

Many illnesses requiring antibiotics (ex. strep throat, conjunctivitis), as well as other contagious illnesses involving vomiting/diarrhea also follow the 24-hour rule.

Please inform the school nurse if your child is diagnosed with a communicable illness such as strep throat, flu, chicken pox or head lice.

Student Illness/Injury during School Hours, Emergency Contacts

If your child becomes ill during the day or has an injury that may need medical attention, a faculty/staff member will notify parents. Parents are asked to always keep their emergency contact phone numbers current. A responsible adult's name and current phone number (emergency contact person who should be called if parents are unavailable) must be provided to the school via Parents Web. Students must be signed-out through the school office if they leave early due to illness. Students should not call their parents on their own. Students who are ill will be referred to the nurse who will notify the parents.

Obviously, in cases of serious illness/injury, school faculty will not hesitate to seek emergency medical attention for your child. If a parent is not present at school, a staff member will accompany your child during treatment, or with an ambulance transport, and will remain with your child until you arrive.

Family Crisis

Please notify the Principal and your child's teacher when there is a death in the family, or any occurrence that might cause your child emotional trauma. We would like to be able to support you and your child during difficult times.

Immunization Records

Each child is required to have on file a copy of his/her immunization record signed by a doctor, or health care designee. This document record will become part of a student's permanent health file. The record must be submitted to the school office during the first month of school. Failure to comply will make it necessary to exclude the child from school until the records are received. Your child's doctor, or other health provider, can inform you as to the specific immunizations that are required for entrance into North Carolina Schools.

Chronic, Life-Threatening Medical Conditions

St. Mark Catholic School recognizes that life threatening medical conditions such as asthma, diabetes and food allergies affect a number of school children. The school nurse will communicate with classroom teachers regarding the nature of life threatening conditions faced by students.

In the school lunchroom, a “nut-free” table will be maintained as an option for students with food allergies.

During field trips, emergency medications including inhalers, EpiPens, etc. must accompany the student. The adult carrying the emergency medication will be identified and introduced to the student. A cell phone or other communication device will be available on the trip for emergency calls.

No Aerosol Policy

The academic success of a student can be directly linked to his or her health. For this reason, it is imperative that SMCS ensures the well-being and safety of all its students to support a positive learning environment

for students as well as a safer work environment for staff.

SMCS intends to protect the indoor and outdoor air quality of its campus. Strong scents and fragrances can contribute to poor indoor air quality that can be unhealthy to all students and school staff, even triggering severe reactions in people with allergies and asthma. Therefore, SMCS prohibits aerosol sprays of any kind on campus or field trips. This includes but is not limited to perfumes, deodorants, hairsprays & cleaning products. Please direct any questions regarding this policy to the school nurse

Liturgy/Sacramental Program

Students will participate in a weekly Mass. This will normally be Wednesday morning at 8:30am, but may vary with designated Holy Days. Students will help to plan and participate in the liturgy. Appointments should not be scheduled in lieu of Mass. Sacramental preparation/instruction is a parish responsibility.

The parish Religious Education program provides for these needs. Classroom teachers help reinforce instruction/preparation.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. Any items not claimed will be donated to charity once a month.

Children often misplace items such as sweaters, hats, gloves, lunch boxes, etc. Be sure to place a label on them or have some means of identification so we can return these items. If your child loses any item, ask him/ her to inquire at the office before you consider it lost.

Please label EVERYTHING: Here is a recommended label:
NAME BUBBLES

Parties

Birthday Parties will be permitted to be held once a month as a group celebration for all students whose birthday falls within that given month. The date will be shared with all families from the homeroom teacher.

If holding a birthday party for your child outside of school, the homeroom

teacher can provide you with emails for the grade. If you would like to give out paper invitations, ALL girls, ALL boys, or ALL students within your child's homeroom must be invited.

Phone Calls / Cell Phones

St. Mark Catholic School students may not use electronics, including cell phones, smart watches, and handheld electronics during the school day. Any child found using a cell phone or hand-held electronics in school will have the item confiscated, and be subject to disciplinary action. A release for e-readers must be on file. The school day is defined as from the arrival of the student on campus until they are dismissed.

The office telephone is a business phone and students are permitted to use it only in case of emergency or extenuating circumstances. Students may not call home for forgotten books, gym clothes, or after school activities.

Cell Phone Policy

Grades Preschool-4th: Students are not permitted to possess cell phones. Personal electronic items are to be left at home.

Grades 5th-8th: Students who bring a phone to school will turn their phones into their homeroom teacher upon arrival and retrieve them at the time of their dismissal. All phones must be turned off upon arrival to SMCS and may not be turned back on until 3:30pm. Students attending After Care are not permitted to have phones or other electronic devices and must turn them into the After Care director upon arrival. They may retrieve them when picked up by an adult. **An automatic detention will be assigned to any student who brings a device to school and does not turn it in.**

St. Mark Catholic School is not responsible for any damage to any electronic device brought onto school grounds.

Playground and Recess Rules

During recess, students must stay within the designated playground area. They must be in view of the playground monitors. **Students may not leave school property at any time unless they are in the company of an adult who has performed the appropriate signing-out process at the school office.**

Recess Expectations:

All students must stay on the blacktop or turf areas.

All playground equipment must be used for its intended purpose.

Physically aggressive games are prohibited.

This would include dodgeball, football, wallball, etc.

Sports Equipment that are prohibited: footballs, lacrosse balls, baseballs, and baseball bats, and any racquet sports.

****School will provide approved equipment for games during recess.**

****Any toys/equipment brought in from home must be approved by school administration. SMCS is not responsible for any damage or lost equipment brought in from home.**

Recess Cold Weather Guidelines

Time spent outdoors is an integral part of the school day. Children need fresh air and exercise and time spent outside affords students a break from the structure of the classroom. However, there are times when it is not safe for children to be outdoors.

Generally, if the wind chill or “feels like” temperature is 32 degrees or higher, then recess will be outside. Please dress your child according to weather.

School Counselor

St. Mark Catholic School has a full-time counselor on staff. A faculty member may refer a student to the counselor, or the student him/herself may request an appointment with the counselor as needed. Due to confidentiality guidelines, parents may not be notified that the student has visited the school counselor.

School Hours

- Normal School Hours: 8:00am – 2:55pm
- School Office Hours: 7:45am – 4:00pm

Classroom supervision begins at 7:30am. ***St. Mark Catholic School is not responsible for students dropped off prior to 7:30 am, please do not allow your child to wait by the doors prior to 7:30am for the safety and security of all.***

School Lunches / Snacks

St Mark School offers a hot lunch program daily. Meals may be ordered through the My Hot Lunchbox program. Meals delivered by the My Hot Lunchbox program will be individually packaged.

Students may choose to bring a bag lunch to school each day. Students are not permitted to bring glass containers, soft drinks (soda), drink powders, or energy drinks. Water bottles used during class must only contain water. Water bottles must be spill proof.

Parents may not bring lunches or drinks from carry-out restaurants. St. Mark Catholic School does not allow food from other vendors. Parents are not permitted to bring their child(ren) lunch. This policy will be strictly enforced by the office.

If a student does not have lunch, the school will provide one. The parent will be charged for the cost of the lunch.

Students are encouraged to bring a nutritious snack to school every day. Chewing gum is not allowed on school premises at any time.

School Property, Lockers

The parents of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement.

Families are responsible to replace any borrowed media center book that is lost or badly damaged before any other materials may be checked out.

Students are issued St. Mark Catholic School textbooks as needed for their coursework. Students are responsible for replacement of lost or damaged books. Students who have lost or damaged school property, musical instruments, and books will not receive report cards until their account is cleared.

Lockers

Each student is assigned a locker (5th-8th) or cubby (PreK-4th) in which to store clothing and textbooks. Students are allowed to go to their lockers only at specific times during the school day. The school reserves the right to inspect lockers at any time. Lockers are not permitted to be locked. Valuable items should be kept at home.

School Visitors, Security Policy

For security reasons the school doors will be locked at all times. Children will only be released to a parent or guardian, unless written permission is provided to their homeroom teacher and the main office (secretary@smcsnc.org). The school reserves the right to require identification from anyone picking up a student. **Children must be signed out at the school office prior to departing.**

School Visitors, School Volunteers

The staff of St. Mark Catholic School welcomes the help and the support of volunteers and visitors. The staff also feels that it is our primary responsibility to guarantee the safety of each student. As such, all school parents and visitors must follow these policies:

Please enter the school only through the front lobby. Visitors must ring the doorbell to the right of the front doors to be buzzed into the school. All entrances to the school will be locked. Please do not request that staff or students let you in through an alternate entrance. They are under strict instructions not to do so.

- When entering the school, sign in on the parent/visitor's computer in the school office. **Drivers' License or State ID will be required.**
- The receptionist will direct you as appropriate. For example, if you have been called because your child is ill, you may be directed to go to the nurse's office. If you are taking your child out of school for an appointment, the child's classroom teacher will be contacted and the child will meet you in the reception area.
- All visitors who leave the office area to volunteer, etc. must have a badge to identify them.
- All visitors must comply with the school's Code of Conduct.
- All visitors should wear appropriate clothing, no workout wear, beach wear etc.

The Principal has legal authority over all persons in the school building and on school grounds.

School Volunteer Programs, School Volunteer Organizations

The staff of St. Mark Catholic School welcomes the help and the support of parents as an integral part of St. Mark Catholic School culture. At least

30 hours of parent involvement as school volunteers is required, and should be entered into FACTs Family Portal

- There are multiple opportunities for parents to volunteer, either during school hours or church activities outside school hours.
- All parents volunteering during school hours in activities involving children must participate in the Safe Environment Training and have a background check. This guideline is provided by the Diocese of Raleigh and is focused on protecting the safety and security of St. Mark School Children.
- If you are volunteering your time at the school, please remember to log hours in your Family Portal so you can receive credit for your volunteerism.
- As you volunteer, please remember to follow school guidelines and the school's Code of Conduct.

Home & School Association (HSA)

The objective of this Association shall be to coordinate the spiritual and educational interactions of the home and school, in a program of Catholic learning. This Association offers thorough and well planned programs based on various and particular interests to parents and faculty. Ultimately, this Association works toward fostering and cultivating an appreciation and understanding of Catholic education.

Everyone at our school is automatically a member of this association. Any parent, guardian, or teacher of the students at St. Mark Catholic School may be an active member. Other persons interested in Catholic youth may become honorary members with no voting rights and shall not be eligible to hold office.

School Advisory Committee (SAC)

In accordance with the provisions of Canon Law, the SAC is established to assist and advise the Principal, who in turn is accountable to the Pastor. SAC assists in developing school policies and long range plans, and provides an ongoing assessment of the school's educational programs to ensure a quality Catholic education. Members are appointed by the Pastor. The Pastor, Principal, and selected faculty members are ex-officio members of the committee.

School Advancement

Our School Advancement program combines our social events, faith in action initiatives and fundraising efforts into one program. Its purposes

are:

- To promote mutual cooperation between the faculty, staff, and parents in order to best achieve the mission of the school.
- To raise funds for teacher support, tuition assistance and various school initiatives.
- To provide a volunteer database that can be used school wide

*Note: Students will not be involved in door-to-door sales of fundraising items.

Special Services

Parents who have a child with suspected disabilities should notify their child's teacher and grade level administrator. Once the parents have initiated the process an administrator or the SSP Head will notify the parent about the process. St. Mark does not typically have the staff necessary to service students who qualify for an Individualized Educational Plan (IEP) in the public schools. We generally are able to supply accommodations for students with a Student Support Plan, commonly known as a 504 Plan. Contact Ellen McCaul for more information.

The Diocese of Raleigh Catholic Schools acknowledge that there are students who require special services to meet their full human potential. St. Mark Catholic School is committed to all students succeeding to the best of their abilities. In the event that a student has a diagnosed special need (documented by licensed medical personnel) accommodations may be offered that can be reasonably made within the normal general education classes and when the school has the resources (academic/staff) available to accommodate the student's needs. However, modifications to academic requirements or alterations in the general course of studies will not be made. The Diocese of Raleigh Catholic Schools are exempt from the mandate of providing services for IEPs and 504 Plans. If a student cannot be accommodated within the school program, every effort is made to assist with placement in another school program beyond St. Mark.

Parent Information Sheet for Student Support Plans

1. A Student Support Plan (SSP) cannot be written without appropriate documentation.
2. Appropriate documentation means a current evaluation, signed and dated by a licensed psychologist that includes diagnosis and recommendations.

3. The evaluation needs to be updated prior to entering 3rd grade and entering 6th grade. The evaluation must be completed within one year prior to entering grade 3 and grade 6. All other evaluations must be completed within two years.
4. The SSP Team will create the SSP based on the recommendations using accommodations that can be reasonably made within the normal operation of the school and when the school has the resources needed to accommodate the student's needs.
5. It is highly recommended that the evaluation is updated during the spring of 8th grade so accommodations may be in place for high school.

Technology

Chromebooks/Computers

Students in Grades 5-8 are issued a Chromebook for use in their classrooms. They are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to the homeroom teacher and brought to Mr. Benson as soon as possible so that they can be repaired or replaced promptly.

Repairs will be charged to the student's account and are required to be paid. Keyboard replacements are \$70. Screen Replacements are \$35.00 for the first 2 screens then \$135.00 for each screen after that per school year. Liquid damage to the unit will result in being charged for a replacement device. Currently, new Chromebooks are \$300.00 per unit. More information about Chromebook usage is covered in a separate policy issued when the Chromebook is issued to the student.

Students in elementary school also have access to Chromebooks in their individual classroom. Students are responsible for these electronic devices that have been entrusted to their care during classroom usage.

Educational Technology Statement of Policy

The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of the new discoveries and technologies." (*Aetatis Novae*, #2). *Developments In communications technology present new possibilities and challenges for the mission of the Church and Catholic Education.*

St. Mark Catholic School recognizes that changes in telecommunications and other new technologies that alter the ways information is accessed, processed, communicated and transferred by and among members of society, may also alter instruction and student learning. SMCS supports

access by students to rich information resources and the development by staff of appropriate skills to analyze and evaluate such resources.

In addition, educational technologies must be used, both by Catholic educators and students, in a manner that is educationally appropriate, in accord with the religious goals of the schools, and consistent with standards of electronic ethics and copyright laws.

Code of Ethics Regarding Copyright

It is the policy of SMCS that all employees, volunteers, and students will abide by the Federal copyright laws. Employees, volunteers, and students may copy print or non-print materials as authorized by a specific license or other contractual agreement or as permitted by the Fair Use guidelines of the Copyright Law.

Employees, volunteers, and students who willfully disregard copyright laws are in violation of the policy of SMCS, do so at their own risk, and assume all liability for such acts.

Internet Acceptable Use

It is the policy of St. Mark Catholic School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students. The Internet and related technologies must be used in support of education and research and consistent with the educational objectives and

religious goals school. Use of other organizations' networks or computing resources must comply with the rules that apply to such networks, including the following:

1. Transmission of any material in violation of any federal, state, or local regulation is prohibited. This Includes, but is not limited to violating the Copyright Law, sending or receiving material that is threatening, lent or obscene, or material that is protected by trade secret.
2. Use for commercial activities is not acceptable. Use for product advertisement, political activities, game playing, unauthorized "chat," or chain letter communication is also prohibited. Examples of unacceptable information include, but are not limited to, pornography, information on bombs, inappropriate language and communications, flame letters, etc.
3. Acts of vandalism are prohibited. Vandalism is defined as any intentional effort to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading and/or creation of computer viruses.

4. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

Nature of Privilege

Access to the Internet and the use of related technologies via the SMCS's computers and equipment are a privilege and not a right, *and inappropriate use may result in cancellation of those privileges. Users of the SMCS computer network are responsible for their own behavior and shall comply with all appropriate standards of conduct. Access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken for any violations that are unethical and/or may constitute a criminal offense. Before anyone is provided access to the Internet and related technologies, they will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.*

No Expectation of Privacy

SMCS reserves the right to access all files and to monitor all uses of its computer technology equipment at its own discretion so as to establish and maintain an assurance that such equipment is not being used inappropriately. Subject to the restrictions of applicable law, SMCS reserves the right to disclose content from a computer that utilizes the Catholic Schools' computer network. Thus, users of the SMCS's computer equipment shall have no expectation of privacy with respect to such use.

No Warranties

SMCS makes no warranties of any kind, whether expressed or implied, with respect to the Internet and related technology service it is providing and will not be responsible for any damages that a user may suffer. This includes loss of data resulting from delays, nondeliveres, misdeliveries, or service interruptions via the Internet and related technologies. SMCS specifically denies any responsibility for the accuracy or quality of information obtained through its services. Employees, volunteers, students or parents/guardians will be responsible for any financial obligation incurred through the use of the Internet and related technologies.

Internet Access Agreement

An Agreement for Internet Access by students, based on the Technology Statement of Policy provided above, will be reviewed and signed by both the student and parent, and returned to school no later than the

student's first week of school.

This handbook and the policies stated in it are meant to be a guide to student activities and discipline. Since it is impossible to foresee all situations that may arise, the administration reserves the right to set and/or revise policy as needed throughout the 2024-2025 school year. New policy and revisions will be communicated to parents in writing. Parents and students are bound by the policies contained in this handbook and the procedures set forth by teachers.