

EPISCOPAL
DAY SCHOOL

THE MARK OF AN
OUTSTANDING
SCHOOL

FAMILY HANDBOOK

4114 Oxford Avenue
Jacksonville, FL 32210
(904) 388-2632

Fully Accredited By:

Florida Council of Independent Schools
Florida Kindergarten Council
National Association for the Education of Young Children
Board of Regents of the Episcopal Diocese of Florida

Memberships:

National Association of Episcopal Schools
National Association of Independent Schools
Elementary School Heads Association

All St. Mark's Episcopal Day School Families should be thoroughly familiar with the policies in the Family Handbook. This handbook represents current policies and regulations. The school reserves the right to modify and/or amend the content at any time. Such changes will be communicated.

Non-Discrimination Policy

Admission and participation in our educational programs is open to all eligible students who meet our qualification requirements regardless of race, gender, religion, disability, color, ethnicity, or national origin.

www.stmarksdayschool.org

MISSION STATEMENT

St. Mark's Episcopal Day School is a parish day school that instills Christian values, builds a strong academic foundation, encourages personal achievement, stimulates creative expression, and fosters a heart of giving in a nurturing environment in children age one through grade six.

PHILOSOPHY

St. Mark's Episcopal Day School is a parish school dedicated to excellence in education within a Christian environment. We strive to prepare students to reach their academic, social, and spiritual potential while recognizing each student's individuality in an atmosphere of mutual trust and respect.

Our strong developmentally appropriate curriculum is designed to provide a firm foundation, which meets the needs of an ever-changing society. St. Mark's emphasizes the development of higher level thinking and independent study skills and offers specialized resources in art, Christian education, computer, library, music, physical education, and Spanish.

We believe the strength of the school lies in the quality of the teaching and the diversity of the student body. We are committed to attracting and maintaining the strongest faculty possible. We dedicate a portion of our annual school budget for financial assistance to deserving students. Applicants for admission are considered without regard to race or religion.



St. Mark's Episcopal Day School Code of Honor

1. I will respect myself and others.
2. I will respect my school.
3. I will move quietly and safely on campus.
4. I will arrive at school on time and be prepared to learn.
5. I will follow directions.

I will follow this code with God's help.

Introduction
to
St. Mark's Episcopal Day School

PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions you as parents may have during the school year. Because the handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

The school reserves the right to interpret the content of this handbook, including the rules and regulations governing the academic and non-academic conduct of students. This handbook is not a contract, nor is it intended to be so construed. Our school reserves the right to modify and/or amend the content of this handbook at any time during the year. If any written modification or amendment is made to this handbook, a copy of such modification or amendment will be distributed to students and parents.

If you have any questions about the handbook or any of its policies, please contact Karen Lee, Assistant Head of School.

STUDENT EXPECTATIONS

- Students need to stress courtesy and consideration of others at all times, on campus as well as in classrooms.
- Students need to give respect and honor to those in authority.
- Students may not do physical or emotional harm to others.
- Students should strive for self-control and try their best to cooperate with others.
- Students need to conduct themselves with honesty and integrity at all times.

PARENT EXPECTATIONS

- Expect kind, respectful, and mannerly behavior from all students, not just your own.
- If you observe behavior inappropriate to St. Mark's expectations, notify a teacher or administrator so they may address this situation.
- School concerns need to be brought to the person immediately responsive to that concern where they can be remedied or clarified.
- It is imperative you follow all school rules and be a good role model.
- Always show respect and courtesy to teachers, other parents, and students.

History of St. Mark's Episcopal Day School

St. Mark's Episcopal Day School was founded in 1970, by a group of very dedicated educators and parents. The founders had compelling reasons for establishing a new school; foremost among these was the desire to provide children with an exceptional educational experience – one tailored to meet each child's academic, emotional, social, and spiritual needs. Paramount to this was that these experiences occur in a nurturing Christian environment under the direction of an exemplary faculty. These extraordinary people refused to let any barrier deter them from accomplishing their task and fulfilling their mission.

Founding Board Members of St. Mark's Episcopal Day School

Mr. W.T.S. Montgomery Jr. (Chairman)
Mr. Thomas M. Donahoo (Vice-Chairman)
Mrs. James Ellis Crosby Jr. (Secretary)
Mr. Kenneth E. Atkins (Treasurer)
Mr. Hayes L. Basford Jr. (Assistant Treasurer)
The Reverend Norman A. Lowe (Headmaster)
Mr. Frederick W. Brundick III
Mr. Bruce A. Chappell
The Reverend Robert C. Clingman
Mr. Barnwell R. Daley Jr.
Mrs. Randolph T. Evans
Mr. John H. Fewell Jr.
Mr. Robert B. Laseter Jr.
Mr. J. Jerry Slade
Mr. Steele R. Simcox
Mr. James Frank Surface Jr.
Mr. Joseph D. Weed Jr.
Mrs. Edward H. West

St. Mark's Episcopal Day School began to serve children on September 1, 1970, under the direction of St. Mark's Episcopal Church's Rector, Robert Clingman, and Headmaster, Father Norman A. Lowe. Opening with one class for each of the grades one through six, and an enrollment of 107, students attended classes in rooms within the church facility – including the rector's office. Tuition was \$60.00 per month.

As with any new endeavor, opportunities and challenges would abound. In 1971, a new church rector, The Reverend Barnum McCarty arrived. With renewed dedication and vigor, the school continued on its path and would soon experience growing pains. Additional properties, including the Mixon, Knabb, and Croscin homes, were acquired to allow for expansion and the addition of a pre-school.

The classes that began in church office space and were later moved to acquired homes are now housed in facilities custom designed and furnished to meet the needs of each child. The generosity and hard work of dedicated parents, grandparents, parishioners, and community members has allowed unprecedented growth and the development of an outstanding campus. Twenty-three classrooms, a library, multi-purpose room, computer lab, science lab, an enlarged playfield, and the Early Learning Center have been added to the campus since 1976! An additional property, the Lion's Den, houses the Extended Day Program.

Upon the completion of a feasibility study, conducted by the Episcopal Foundation, in the fall of 2010, the We Are One campaign became a reality in early 2011. The study confirmed several projects and financial goals. Under the leadership of Co-chairs, George Egan and Jan Harbeson, Rector, Father Jon Coffey, and Head of School, Cathy Hardage, the campaign moved quickly forward commencing with the groundbreaking on June 5, 2011. The projects identified will unify the campus and reflect the commitment to the Christian mission of the Church and Day School. A new campus green, commons building, chapel, and campus improvements are the results of this successful campaign. The dedication will be in April 2012.

Successive Heads of School have continued to steer the course of the school toward excellence in education. The school has benefited from the administrative gifts of the following Heads of School:

Norman A. Lowe	September 1, 1970 to May 30 1972
Katherine McCabe	September 1, 1972 to May 30, 1976
Auriel L. Rundle	September 1, 1976 to Dec. 30, 1980
Mildred Page	January 1, 1981 to May 30, 1984
Gretchen Vodrey Titshaw	May 30, 1984 to June 30, 1989
Nancy N. Wood	July 30, 1989 to June 30, 2001
Ruth E. Jacobs	July 1, 2001 to June 1, 2005
Carol C. Mackoul, Interim	August 1, 2005 to July 14, 2006
Cathy Hardage	July 17, 2006 to Present

The following leaders have served as Chairman of the Board of Trustees:

William T.S. Montgomery Jr.
Bruce A. Chappell
Wellington Paul
Richard C. Cassidy
Thomas C. Donahoo
Russell F. Walthour
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Nicholas V. Pulignano Jr.
Robert M. Clements
Craig C. Walker
Randolph A. Gordon
George M. Egan
Missy M. Ketchum
Nicole B. Bryan

2011-2012 Administration, Faculty, and Staff

Administration:

Cathy Hardage	Head of School
Karen Lee	Assistant Head of School
Carol Rountree	Director of Academic Support Center
Susan Kwartler	Director of Enrollment
Beville Anderson	Director of Christian Education/Guidance Counselor
Alison Eberly	Director of Development
Stephanie Kowald	Division Head, Early Learning Program and Early Learning Extended Day Program
Lauren Mahoney	Division Head, Pre-Primary Program
Angela Bast	Director of Extended Day Program
Florence Calhoun	Director of Finance and Facilities
Ilene Hackett	Director of Marketing and Communications
Nancy Bennett	Director of Technology and Technology Integration
Carol Anastase	Administrative Assistant to the Head of School
Mattie Taylor	Administrative Assistant - Finance
Nancy Jones	Administrative Assistant - Office/Receptionist
Nancy Melcolm	Administrative Assistant - Facilities/Human Resources

Faculty:

Early Learning Program I:

Cheryl Freeman
Tedi Hamilton

Teacher Assistants:

Deana Stephens
Jasminka Mujanic

Early Learning Program II:

Pam Cozart
Stephanie Kowald
Diane Ludwig
Michelle Smith

Maria Olmos
Barbara Commander
Charity Higbe
Kelsey Potratz

Pre-K I:

Laura Fackler
Lynn Inman

Amanda Spencer
Chrissy Lane

Pre-K II:

Kathleen Caddell
Mary Kathryn Smith

Lynell Johnson
Holly Miller

Kindergarten:

Marianne Haferkamp
Lauren Mahoney

Jennifer Donahoo
Dina Middlekauff

First:

Brooks Gallagher
Julie Gregory
Liz Mundin

Krissy Barkas
Margo Bliss
Susie Chunn

Second:

Juliet Doll
Traci Salari/Lisa Isaacs – Co-teacher

Third:

Drew Haramis
Claudia Johns

Susan Pattillo, Grades 2 - 3

Faculty:

Fourth:	Debby Graham Maria Shelor	
Fifth:	Laura Ropp Steve Williams	Fifth Homeroom and Fifth Reading, Language Arts, and Social Studies Fifth Homeroom and Fifth/Sixth Math and Fifth Social Studies
Sixth:	Kelly Risdon	Sixth Homeroom and Sixth Reading, Language Arts, and Social Studies

Science Teachers:

First and Second	Laura Fackler
Third	Claudia Johns
Fourth - Sixth	Jennie Busey

Resource Teachers:

The Academic Support Center	Carol Rountree, Director Sheryl Brantley, Teacher Cathy Braude, Teacher - Math
Art	Kathy Betancourt, Director
Christian Education	Beville Anderson, Director
Media Specialist	Anne Draper
Media Specialist Assistant	Michelle Ray
Music, ELP - Sixth	Susanne Dailey, Director
Physical Education, PK - Sixth	Patty Gordon, Director
Physical Education Assistant, K - Sixth	Virginia Ogletree
World Language Mandarin Chinese, Fourth - Sixth	Elizabeth Hardage
World Language Spanish, K - Sixth	Gretell Garces
World Language Spanish, ELP I – PK II	Natacha Parra
Computer	Anne Gorman

Extended Day Program:

Director	Angela Bast
Assistant Director	Diana Opacak
Summer Camp Director	Susan Wood

EDP Staff:

Krissy Barkas, Pam Cozart, Cheryl Freeman, Tedi Hamilton, Katica Jovic, Gail Lively, Jasminka Mujanic, Maria Olmos, Michelle Smith, Amanda Spencer, Deana Stephens

Maintenance: Marc Lopez, Ruben Aque, Marty Rivers

Lunch Program: Director: Susan Wood



St. Mark's Episcopal Day School

Important Calendar Dates for 2011-2012

AUGUST

Monday, 22 - Meet Your Teacher Morning
Tuesday, 23 - First Day of School, EDP Opens

SEPTEMBER

Monday, 5 - Labor Day, No School, EDP Closed
Friday, 23 - Professional Day, No School, EDP Closed

OCTOBER

Monday, 10 - Columbus Day, No School, EDP Open
Thursday, 20 - Grandparents' & Special Friends' Day (Pre-Kindergarten I, II, and Kindergarten)
Friday, 21 - Grandparents' & Special Friends' Days (grades 1-6)
Friday, 21 - Early Dismissal*, EDP Open, Professional Development Afternoon

NOVEMBER

Tuesday, 1 - Conference Day, No School, EDP Open
Wednesday-Friday, 23-25 - Thanksgiving Holiday, No School, EDP Closed
Monday, 28 - Classes Resume

DECEMBER

Friday, 16 - Early Dismissal*, Christmas Vacation Begins, EDP Open
Dec. 19-Jan. 2 - Christmas Vacation, School Closed, EDP Open Dec. 19-23
(See below for EDP Closure Dates)

JANUARY

Tuesday, 3 - Professional Day, No School, EDP Open, Weather Make-up Day (if needed)
Wednesday, 4 - Classes Resume
Monday, 16 - Martin Luther King, Jr. Day, No School, EDP Closed

FEBRUARY

Friday, 17 - Winter Holiday, No School, EDP Open, Weather Make-up Day (if needed)
Monday, 20 - Presidents' Day, No School, EDP Closed
Tuesday, 21 - Classes Resume
Saturday, 25 - Daily's Ortega River Run

MARCH

Friday, 9 - Early Dismissal*, Spring Break Begins, EDP Open
Monday-Friday, March 12-16 - Spring Break, No School, EDP Open
Monday, 19 - Classes Resume

APRIL

Friday, 6 - Good Friday, No School, EDP Closed
Monday, 9 - Easter Monday, No School, EDP Open, Weather Make-up Day (if needed)

MAY

Friday, 25 - Early Dismissal*, EDP Open, Professional Development Afternoon
Monday, 28 - Memorial Day, EDP Closed
Tuesday, 29 - Classes Resume
Thursday, 31 - Last School Day for ELP-Kindergarten

JUNE

Friday, 1 - Last School Day for Grades 1-6, Graduation, Early Dismissal*, EDP Closed
Monday-Friday, 4-8 - EDP Open
2012 Summer Camp Dates TBA

***Early Dismissal:**

11:30 AM - ELP and Pre-Kindergarten
12:00 PM - Kindergarten and Grades 1 - 6
(EDP open regular hours)

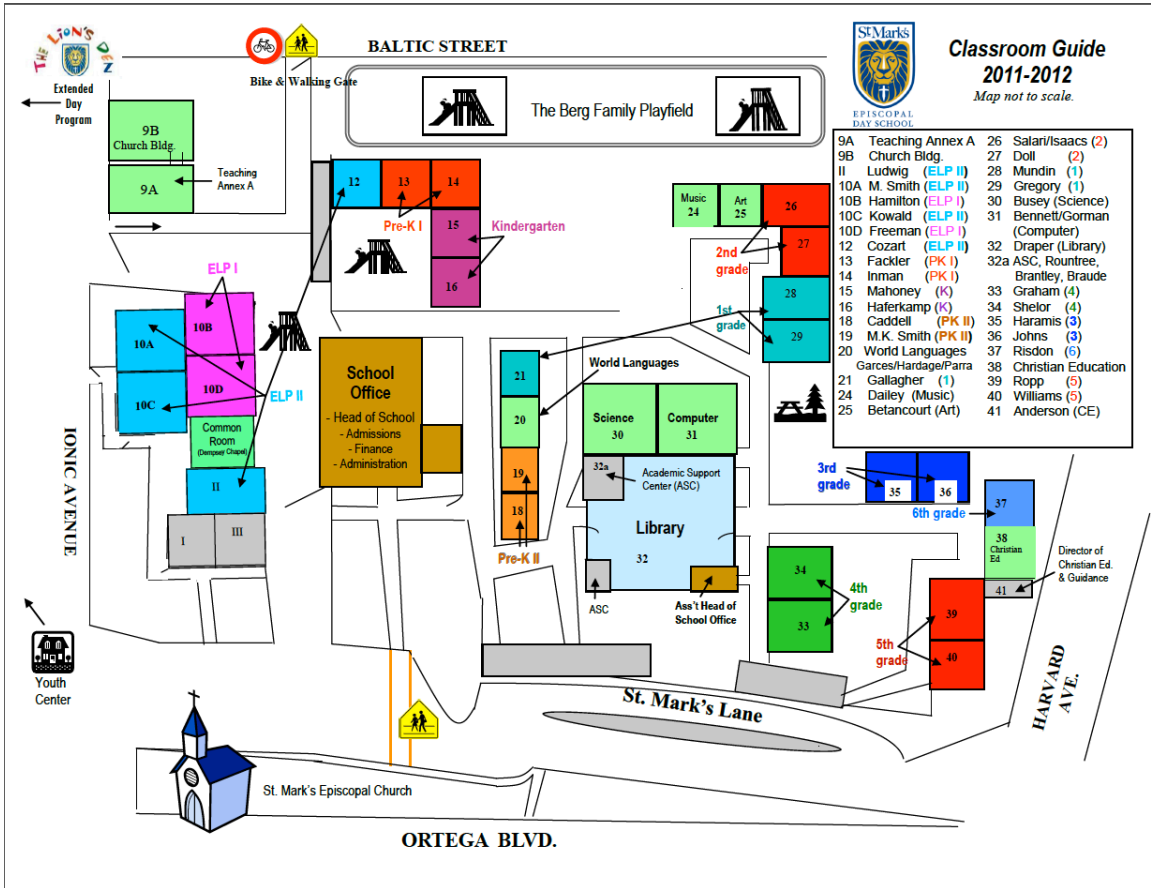
The Extended Day Program (EDP) Will Be Closed These Dates in 2011-2012

Mon-Fri, August 8-12
Mon-Fri, August 15-19
Monday, August 22
Monday, September 5

Friday, September 23
Wednesday, November 23
Thursday, November 24
Friday, November 25

Mon-Fri, December 26-30
Monday, January 2
Monday, January 16
Monday, February 20

Friday, April 6
Monday, May 28
Friday, June 1
Monday-Friday, June 11-15



**Classroom Guide
2011-2012**
Map not to scale.



9A Teaching Annex A	26 Salari/Isaacs (2)
9B Church Bldg.	27 Doll (2)
II Ludwig (ELP II)	28 Mundin (1)
10A M. Smith (ELP II)	29 Gregory (1)
10B Hamilton (ELP I)	30 Bussey (Science)
10C Kowald (ELP II)	31 Bennett/Gorman (Computer)
10D Freeman (ELP I)	32 Draper (Library)
12 Cozart (ELP II)	32a ASC, Roundtree, Brantley, Braude
13 Fackler (PK I)	33 Graham (4)
14 Inman (PK I)	34 Shelor (4)
15 Mahoney (K)	35 Haramis (3)
16 Haferkamp (K)	36 Johns (3)
18 Caddell (PK II)	37 Risdon (6)
19 M.K. Smith (PK II)	38 Christian Education
20 World Languages	39 Ropp (5)
21 Gallagher (1)	40 Williams (5)
24 Dailey (Music)	41 Anderson (CE)
25 Betancourt (Art)	

Director of Christian Ed. & Guidance

STUDENT ACCOMODATIONS

General Policy: In general, it is our school's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the **reasonable** ability of the school and/or its staff and will not result in an unacceptable impairment to the rights of other students (or employees) or a fundamental change to our educational environment or mission. We also ask parents to realize, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation: For any type of accommodation (including administration of medication at school), the parent must notify in writing the school office of the need. The office will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time the accommodation(s) will be needed.

Limitations on Requests: Please understand the school is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples of reasonable accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing medication through the school office.

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ACADEMICS

The Academic Support Center (ASC)

The objective of The Academic Support Center is to support those students who need assistance crossing academic hurdles and to further enrich our pre-existing curriculum with supplemental materials and resources. Information will be made available to all families. The ASC provides differentiated instruction for students in pre-kindergarten through sixth grade. Services include gifted instruction, math and language arts support, and specific reading interventions (*Lindamood-Bell*© programs, i.e. *LiPS*, *Seeing Stars*, *Visualizing and Verbalizing*; *Wilson Reading and Spelling*; and *Read Naturally*). The individualized instruction can take place in one of several formats: one-on-one, small group, or support within the classroom. ASC staff also does classroom observations and assessments to determine appropriate instruction and/or intervention.

Conferences

Parent/teacher conferences are offered during the school year for each student. **The fall conferences are considered mandatory.** Spring conferences are optional and may be scheduled during the week assigned for spring conferences by the request of the teacher or parent. Additional conferences may be scheduled at any time by the parent or teachers, as deemed necessary. Parents may request a conference with their child's teacher by note, phone, e-mail, or by noting the request on the Friday Folder, Interim Report, or Term Report. In order for your child's teacher to give you their complete and undivided attention, we request you do ask for a conference. Please refrain from discussion of your child's progress when teachers are engaged with their class.

Grades

Term Reports are issued every twelve weeks (a trimester). Interim progress reports are issued to students in grades one through six as well (see Interim Reports). Pre-K I students do not receive formal reports until the second trimester. Students are evaluated using the grading scale below. Pre-K I and II and Kindergarten students are evaluated based on their level of achievement in skill sets listed on the report card.

Grading Scale The evaluation of students' achievement is an important function of the classroom teacher. The following grading scale is appropriate for the curriculum at St. Mark's:

Scale for 3rd-6th Grades:

100	A+	
92-99	A	Excellent
90-91	A-	
89	B+	
82-88	B	Very Good
80-81	B-	
79	C+	
72-78	C	Average
70-71	C-	
69	D+	
62-68	D	Unsatisfactory
60-61	D-	
0-59	F	Failure

Scale for 1st-2nd Grades/Resources:

O	Demonstrates Interest and Effort Beyond Expectations
S+	Always Meets Expectations
S	Meets Expectations Most of the Time
S-	Expectations Met on an Infrequent Basis
NI	Needs Improvement
U	Unsatisfactory Progress

Scale for Pre-Primary:

Kindergarten	Satisfactory, Needs Practice, *Not Introduced
PKII	Satisfactory, Needs Practice, Needs Time, *Not Introduced
PKI	Satisfactory, Needs Practice, Needs Time

Resource Rubrics

Refer to Rubrics Section of Handbook

Interim Reports

Interim reports are sent home during the middle of each trimester for students in first through sixth grade. *First grade does not receive the interim report until mid-way through the second marking period.*

Term Reports

Reports are sent home with students in Pre-K I – sixth grade at the end of every 12 week grading period. Reports are to be reviewed with the child, signed by the parent, and returned to school as soon as possible. Pre-K students do not receive these until the second term.

Comments:

Teachers typically provide comments at all grade levels. These optional comments provide a narrative communication of the reports and are given when needed.

Low Grade Notification:

Parents will be notified by phone or otherwise if a student will receive a grade of C- or below for any interim or term report.

Honor Roll:

Third grade is the first exposure to letter grades for the students at St. Mark's. For this reason, honor roll will be limited to grades 4-6 only.

Trimester Honors (does not include resources):

Honors - no grade lower than a B, all A's and B's (with at least one A)

High Honors – all A's

Graded Subjects for Honor Roll

Total of five academic subjects: Reading /Vocabulary (to include Spelling), Writing / English, Math, Science, and Social Studies

Yearly Honor Roll:

The Overall Honor Roll represents students who have maintained high grades for the first, second, and third trimesters (does not include resources). As in the previous terms, Honors in this category reflects all A's and B's for each trimester, and High Honors represents all A's for each trimester.

Promotion Policy

In grades three through six, acceptance to the next grade level is contingent upon successful completion of the required course work. Students in grades three through six must attain a final average of C- and above for promotion. Any grade averages below C- in **language arts or math** will require tutoring or summer work, followed by a test administered by St. Mark's, to be sure the student has the necessary skill level for success (C- or better) at the next grade level.

In ELP I through second grade, the teacher will be in communication with the parents and discuss developmental readiness for the next grade.

**Please note all Friday Folders, Interim Reports, and Term Reports require the signature of the student's parent or legal guardian.*

Homework

Homework is used to reinforce the work of the day, not to introduce new concepts or procedures. Projects or reports assigned may require work on the weekend. Kindergarten will have sporadic homework in the fall and will change to a structured schedule beginning in January. In addition to homework assignments, please note the importance of reading for pleasure. You are encouraged to read to or with your child every day or evening.

- **Many assignments are posted online at the grade levels website. At Orientation Night, teachers will give information regarding homework procedures at that level. Requests for homework materials for absent children should be made between 8 and 10 a.m. and can be picked up in the school office between 3:15 - 3:30 p.m.**
- Although leaving school for extended periods of time is highly discouraged, if unavoidable, teachers need at least one week's notice to gather all materials and instructions. **Some work is contingent upon concepts taught and will affect this request.**

Homework/Class Work Compliance

Homework is an important part of the student's day, as it is a time for the learner to review the day's lessons, master additional material, and prepare for class the following day. As both short and longer term assignments are given, it is necessary for students, with the assistance of faculty and parents, to budget their time wisely. Students are expected to complete assigned homework as directed and in the spirit in which it is assigned; to return homework assignments to the teacher by the designated time; and to submit homework assignments that reflect careful attention to detail and quality of work.

Faculty at St. Mark's carefully choose assignments with age-appropriateness in mind. All children do not, however, approach homework at the same pacing. Parents are asked to help with time management and allow enough time each day for the student to accomplish these requirements. Approximate time to be spent daily on homework assignments is determined on a departmental basis, with administrative approval. General guidelines are as follows: Kindergarten – as developmentally appropriate; Grades 1 and 2 - 20 to 30 minutes; Grades 3 and 4 - 30 to 60 minutes; grades 5 and 6 - 60 to 90 minutes. Every child is expected to read every night.

Variances in the time individual students use to accomplish their assignments are expected. However, if consistent discrepancy from this becomes noticeable, parents need to notify the teacher. This communication partnership is valuable to the continued progress at school.

Library

The library is open during regular school hours and is always an available resource to the students and parents for study, research, and recreational reading. All books, periodicals, or other catalogued materials which are checked out by the students must be returned and cleared by the media specialist prior to receiving report cards at the end of the year.

Speech and Occupational Therapy

Speech Therapy and Occupational Therapy are offered by private providers who come to our campus. Evaluations, as well as ongoing sessions, are provided at parent expense.

Standardized Tests

SMEDS administers testing at various levels (check the master calendar for planning around this):

- Pre-K II (entering K) - *Kindergarten Readiness Test*
- K – *School Readiness Test*
- 1st -3rd – *Stanford Achievement Test 10*
- 1st 4th, and 5th – *Otis-Lennon School Ability Test*
- 4th - 6th – *CTP4 (ERBs)*

- 6th takes *ISEE (Independent School Entrance Examination)* to enter certain middle schools (this is optional).

Standardized tests are a part of every student's school experience, and results are kept on file in his or her cumulative folder. The Public Disclosure Law ensures that a student and his or her parents have access to the student's test results. When interpreted correctly, these results can help educators, parents, and students assess more accurately the student's areas of strengths and weaknesses.

Study Trips

Students in **good standing** typically participate in two to three study trips each school year. These trips are designed to reinforce grade level curriculum and experiences. The fees for these trips are covered by a portion of the activity fee, except for the overnight trips in fifth and sixth grade. Assessments for meals may be made as specific arrangements dictate. Study trip chaperones will be provided a statement of expectations and responsibilities. It is a requirement of the school all chaperones must complete the Safeguarding God's Children course. Specific fundraising events are scheduled to help facilitate overnight study trips.

Tutoring

After-school tutoring falls under the umbrella of the ASC (Academic Support Center). Sessions are scheduled for a set fee. Requests for a tutor should be made through the ASC office by calling 388-6479. Your child will be matched with a tutor who has expertise in the area of need. The parent and the tutor can schedule sessions as convenient. More information is available in the after-school tutoring brochure available in the school office. **Teachers at St. Mark's are requested not to tutor their own students.**

Weekly Friday Folders For Grades Pre-K II - 6

Folders containing the student's work are sent home with the student each Friday afternoon. Students are to review folders with their parents then return the folder on Monday ***with a parent or legal guardian's signature***. Teachers at St. Mark's communicate regularly with the families of students. Families will be given specific instructions about this on Orientation Nights.

ACTIVITIES AND SPECIAL EVENTS

Annual Fund

The Annual Fund contributes to every part of the school's operation – professional development, technology, scholarships, and much more. Financial support enables St. Mark's to enhance programs and provide students and teachers with the best educational resources available.

Art in the City

Students' art (Pre-K I through grade six) is displayed in several restaurants and businesses throughout the city for all to admire and enjoy. The art is rotated during the year. When the new Commons Building is completed, student art will be proudly displayed in the foyer.

Auction & Dinner Event

Held each school year, it is a fun-filled dinner and auction. Make reservations to be with us and enjoy the fun.

Fun Run

The Fun Run is a fundraiser in which students solicit sponsorships for participating in a fun run on the Berg Family Playfield.

Book Fair

This exciting event is always a highlight of the school year for both parents and students. Throughout the week, special Book Fair activities are held to promote the best possible selection of books for children and adults. This event is sponsored by the Parents Association.

Curriculum Open House

The Curriculum Open House occurs in January and is presented by our faculty and resource teachers. Parents will have an opportunity to learn about curriculum, study trips, and to have any questions answered concerning what is ahead.

Fall Festival

Put on by the Parents Association, the Fall Festival is held on a Friday afternoon in the Fall. Berg Field becomes a place for fun for the entire St. Mark's family community. With games, food, and activities for all ages, all families look forward to this event.

Fathers' Chapel and Mothers' Chapel

Special chapel services are held each year in order to honor and recognize the special support and love given by the parents and special friends of our students.

Field Day

This half-day of school is filled with five different events for kindergarten through grade five. These events are organized and managed by our wonderful sixth graders. While competing for either the blue or white team, every student has the opportunity to participate in each event. Some of the events include scooter board races, potato sack races, and a balloon toss!

Grandparents' and Special Friends' Days (Pre-K I – Sixth Grade)

For two days, St. Mark's and the Parents Association host the grandparents and special friends of its children. Events include Grandparents' and Special Friends' Chapel, tours of the campus, and visits to the Book Fair. It is a special time for the entire family at St. Mark's.

Grandparents' and Special Friends' Day (ELP)

Held on a Friday morning in the spring, Grandparents' and Special Friends' of our Early Learning Program children can visit the classrooms and playgrounds.

Middle School Admissions Fair

This is an evening held at St. Mark's for fifth and sixth grade parents to hear from many of the independent and public middle schools in the Jacksonville area. Parents will learn about testing and the admissions process these schools require.

Musical Programs

Musical programs are performed each year by the students of St. Mark's. Performances for grades one through six are directed by our music teacher and occur throughout the year. Pre-Kindergarten II students present a special Christmas program, and Kindergarten students present a Thanksgiving program.

Orientation Nights

St. Mark's begins the new school year with these informative evenings. Parents learn the expectations for the up-coming year, meet their child's teachers, and visit their classrooms. These events also provide an opportunity for parents to meet and visit with the parents of their child's peers. Please refer to your St. Mark's calendar for the schedule of ELP I through grade six orientations.

Ortega River Run

This Jacksonville Grand Prix race will be held the last Saturday in February. Avid runners of all abilities, as well as our students, love the beautiful course. The race includes a 1-Mile Fun Run, the 5-Mile course, and a festive street fair. Proceeds benefit programs including our Financial Aid Program. Each year, around 2,500 runners participate.

Wrapping Paper Sale

A fundraiser held in August and September. Proceeds benefit the fifth and sixth grade study trips. Gift-wrap and specialties can be ordered directly from a fourth, fifth, and sixth grade students to help them offset their trip cost or from an ELP I – third grade student to go into a general scholarship fund for the trip.

St. Mark's Sunday

St. Mark's Episcopal Church celebrates its partnership with St. Mark's Episcopal Day School by coming together once a year to pray and give thanks.

Veterans Day Chapel

Held in November closest to Veterans Day, all veterans, military personnel, and families are invited to join us for a special chapel service held in honor of those who have served or are serving in the armed forces.

Visiting Author and Illustrator Event

A published author and/or illustrator shares his/her books and expertise with the children.

AFTERNOON ENRICHMENT OPPORTUNITIES

Afternoon Enrichment Opportunities vary throughout the year. Information concerning these will be published in *The Paw Print* and on the St. Mark's website. Students regularly enrolled in the Extended Day Program (does not apply to "drop-in" status) will receive a 25% discount on all enrichment classes. This offer is available only for days when the student is in attendance in the Extended Day Program. Registration for afternoon enrichment classes includes all of the scheduled dates applicable to the course. *Pro-rated fees are not available.*

For the 2011-2012 School Year: We will have open registration time for the weeks preceding the sessions; however, the registration forms will be available during the sessions (office & online) for those wishing to join between these dates.

Registration forms will be sent home via Friday Folders once and will be available in the office, and to view and print online and through a link in *The Paw Print*.

ARRIVAL/DISMISSAL PROCEDURE

Arrival and Dismissal Procedure

The safety of every student at St. Mark's is of utmost importance. All family members and approved caregivers must be informed of arrival and departure procedures. The expectation is families will use vehicular drop-off and pickup for all students, with the exception of our ELP students. Please read and abide by the following procedures.

- Campus-wide speed limit is 15 mph.
- **Cell phone use is prohibited at all times.**

- Students may only be dropped off and picked up in designated areas.
- Do not leave cars unattended in the carpool areas at any time.
- It is a state law children must wear seat belts. Children are safest when sitting in the rear seat of the car.
- It is a state law for persons under the age of 16 to wear bicycle helmets.
- Early Dismissal: ELP-PKII, 11:30 a.m.;
Grades K-6, 12 PM
- St. Mark's encourages parents of PKI-6th grade students to use carpool drop-off and pickup. If you choose to park and walk your child to class, please park on Ortega Boulevard south of the exit from St. Mark's Lane.

ARRIVAL PROCEDURES:

Early Morning Arrival at 7:15-8 AM

ELP-Pre-Kindergarten II

- Enter campus from Baltic Street traveling southeast to access ELP parking area.
- Park in the ELP parking area and assist your child into the McCarty Early Learning Center.
- Exit campus on Ionic Avenue traveling northwest toward Baltic Street.

Kindergarten-6th grade

- Gate at Lion's Walk 1 area will be unlocked at 7:15 AM.
- Drop off students at Lion's Walk 1 gate; an adult employee will greet students.
- Students will proceed to the school library.

Biking Students - Children in third grade and above may ride bikes or walk (unaccompanied) with written parental permission given to the teacher and administration. An employee will be on duty from 8:30 AM and 3:15-3:30 PM at the Bike Gate to safely stop traffic and cross students on Baltic Street. Arrivals prior to 8AM need to access the campus via Lion's Walk 1(not using Ortega Boulevard).

Regular Morning Arrival at 8 AM

- At 8 AM, carpool gates and Baltic Street Bike Gate will be unlocked for entrance.
- At 8:30 AM, all gates will be locked, and entrance to the campus will be through West Hall (administration building) and the Ionic Avenue side of the McCarty Early Learning Center.

ELP I and ELP II (McCarty Early Learning Center)

- Enter campus from Baltic Street traveling southeast to access ELP parking area.
- Park in ELP areas and assist your child into the McCarty Early Learning Center.
- Exit campus on Ionic Avenue traveling northwest and turning on Baltic Street.

Pre-Kindergarten I & II and older siblings (St. Mark's Pavilion via the St. Mark's Loop)

- Enter campus from Ortega Boulevard turning on Ionic Avenue, traveling northwest and turn right into St. Mark's Loop.
- Drop off students at the St. Mark's Pavilion on the St. Mark's Loop. Children will be assisted out of cars and walked into their classes by teachers, assistant teachers, and safety patrols.
- Exit campus traveling southwest to Oxford Avenue. Continue straight to exit.

Kindergarten- Sixth grade (St. Mark's Lane)

- Approach St. Mark's Lane from Harvard Avenue. Enter Harvard Avenue from Baltic Street only (Do not turn off of Ortega Boulevard). Do not block our neighbors' driveways.
- Proceed to Lion's Walk 1 or Lion's Walk 2 gates.

DISMISSAL PROCEDURES:

ELP I and ELP II Dismissal at 12 PM (McCarty Early Learning Center)

- Enter campus from Baltic Street traveling southeast to access ELP parking area.
- Park in ELP parking area and walk to your child's classroom or the playground for ELP II dismissal.
- Exit campus on Ionic Avenue traveling northwest toward Baltic Street.

Pre-Kindergarten I & II Dismissal at 12 PM (St. Mark's Lane)

- Approach Lion's Walk 2 area from Harvard Avenue. Enter Harvard Avenue from Baltic Street only (Please do not turn off of Ortega Boulevard). Do not block our neighbors' driveways.
- All cars must have St. Mark's carpool tags clearly displayed on rear view mirror.
- Students will be dismissed from Lion's Walk 2 area only.
- Your child will be assisted by faculty/staff into your vehicle.
- Follow St. Mark's Lane in front of the church toward Ortega Boulevard. Proceed and turn right or left on Ortega Boulevard.

*****For safety reasons, the Park and Pickup alternative dismissal sight will no longer be offered. Please read and follow the new dismissal procedures for picking up students.*****

Kindergarten – Sixth Grade Dismissal at 3:15 PM (St. Mark's Lane)

- Approach St. Mark's Lane from Harvard Avenue using Baltic Street access only (Do not turn off of Ortega Boulevard). Do not block our neighbors' driveways.
- All gates at Lion's Walk 2 carpool area and the Bike Gate, will be unlocked at 3:15 PM.
- All cars must have St. Mark's carpool tag clearly displayed on rear view mirror.
- Students will be dismissed from Lion's Walk 2 or the Bike Gate only (**bike gate is used for biking and walking students only - no vehicular park and pickup is available.**)
- Students will be waiting at gates and will be assisted by teachers, staff, and safety patrols into cars.
- After students have been loaded, follow St. Mark's Lane. Proceed and turn right or left on Ortega Boulevard.

STUDENTS NOT PICKED UP WITHIN 10 MINUTES OF DISMISSAL TIME WILL BE TAKEN TO EDP. PARENTS WILL BE BILLED FOR THIS SERVICE.

Extended Day Program Pickup

McCarty Early Learning Center

ELP I and ELP II

- Enter McCarty Early Learning Center or playground area from Ionic Avenue and pick up your child.

Lion's Den Pickup

Pre-Kindergarten I & II Lunch Bunch Pickup at 1:30 PM

Pre-Kindergarten I & II Pickup at 3:15 PM

All Grades Pickup after 3:30 PM (Grades K-6 may be on Berg Field until 4 PM)

Lion's Den Pickup Procedure -

- Proceed north on Baltic Street toward Ionic Avenue.
- EDP staff will load children from the playground area (right of the front entrance).
- Exit the carpool line by continuing north on Baltic Street.

Enrichment/Tutoring for students in grades 1-6

- Students who have signed up for enrichment activities will proceed to carpool at 3:15 PM.
- Enrichment teachers will pick up students at 3:30 PM, when carpool is finished, and assist them to enrichment activities.
- At conclusion of the enrichment activity, a staff member will assist students to Area A for pick up or to the Lion's Den for EDP.

Bicycle Safety Rules

- Children in third grade and above may ride bikes unaccompanied to school with written parental permission, signed and filed in the classroom.
- Bike riding is not allowed on Ortega Blvd. or in front of the school. 6th grade students with early patrol duties will access the campus from the back down Harvard, walking their bikes from Harvard to carpool area located near the sixth grade rooms and using the bike station located near the 6th grade rooms. Students arriving before 8 a.m. should enter this way as well.
- **Parents should not use the bike gate area for automobile parking. No vehicles are allowed in this area when children are arriving or departing on bikes.**
- Adults will be on duty from 8-8:30 a.m. and 3:15 -3:30 p.m., at the back gate on Baltic St. located by the back yard of the Teaching Annex to cross bike riders across Baltic St. A bike rack is located at the far end of the Pre-Kindergarten building drop off area. Bikes **must** be chained and locked to the bike rack.
- Bike riders must follow bicycle regulations and safety procedures including use of helmets.
- Bike riders must follow all Safety Patrol instructions courteously, including Ortega Elementary Patrols.

Carpool Changes

For the safety and welfare of your child, make carpool changes **before** your child arrives at school. This avoids confusion and uncertainty on the part of the child and the teacher. Your child should arrive with a written notice to the teacher regarding the change of routine.

Students in all grades may NOT leave the St. Mark's campus to walk to an after-school activity (dance, piano, etc.) without written permission from a parent. The permission should be given to the office and to the homeroom teacher. See below for Carpool Delays.

Carpool Delays

Students not picked up by dismissal (**3:30 p.m.**) will be required to go to the Extended Day Program. Parents will be billed for this service. Students will be asked to call parents by the homeroom teacher. **Under NO circumstances should parents instruct their children to wait at carpool or any other unsupervised area of the campus beyond dismissal times.**

Safety Patrol

The Sixth Grade Safety Patrol promotes the safety of St. Mark's students during school hours while they are on the St. Mark's campus. The patrols assist students during arrival and dismissal time at drop off and bike areas, and assist parents, students, and faculty crossing the street at these times and at chapels.

Early Dismissal Days (times 11:30 a.m. for ELP through Pre-K II and 12 noon for grades kindergarten-6)

On early dismissal days, ELP through Pre-K II is dismissed 30 minutes prior to school dismissal for grades kindergarten through sixth. Vehicles waiting for the second dismissal will need to wait until the first carpool is completed before lining up. School personnel at the site will assist in knowing when this

is available. Younger siblings may stay in a supervised classroom to await a single pickup with the second dismissal, if written communication is made to this effect each time.

St. Mark's Episcopal Day School Carpool Arrival & Departure Traffic Flow



ATTENDANCE/TARDIES

Students are expected to be at school every day and to report to their classes on time. Frequent absences and tardiness seriously affect academic progress and are disruptive to the teaching environment. The school requests parents and students thoughtfully consider the effects of any absence other than one of a medical or family emergency. Families are discouraged from taking students out of school prior to a school break. Whenever possible, regularly scheduled medical appointments should be made after school hours. Students with excessive absences or tardies may be denied re-enrollment or promotion.

Attendance (Daily)

St. Mark's Episcopal Day School is accredited by the Florida Council of Independent Schools. Standards require there be a minimum of 170 student days in each academic year (the St. Mark's calendar includes 175 student days). All students are required to attend unless ill or excused.

Regular attendance is a vital part of education and should be considered a top priority by both students and parents.

A **note** from the parents to the teacher is required when the student **returns** from an absence, including those that occur due to illness or other unavoidable circumstances.

Make Up Work for Absences

It is the responsibility of the individual student to see his/her teacher(s) to make up any graded work missed because of an absence. Make-up tests, if applicable, will be scheduled at a time designated by the teacher. If a student fails to make up a test and makes no other arrangement within the allotted time, at the discretion of the teacher, the student may not be given the test. Students or parents may request homework assignments for extended absences. For each day absent, the student will have the equivalent days to make up the work assigned during the absence.

- **Requests for homework should be made between 8 and 10 a.m. and can be picked up in the school office between 3:15 - 3:30 p.m.**
- Although leaving school for extended periods of time is highly discouraged, if unavoidable, teachers need at least one week's notice to gather all materials and instructions. **Some work is contingent upon concepts taught and will affect this request.**

If you are aware your child will be absent for an extended period of time, please request your child's make-up schoolwork at least one week in advance. Teachers will generally be able to provide this within the parameters of the curriculum. Schoolwork following an illness must be completed in a timely fashion according to the grade level policy. Make-up work following a planned absence is due upon the student's return.

Tardies

Students are to be in class by 8:15 a.m. Anyone who arrives after the bell has rung will be considered tardy. The carpool and bike gates will remain open until 8:30 a.m., and though they will be considered tardy, children may continue traveling to their classes until this time. After 8:30 a.m., students need to be brought to the office for check-in and a pass. Please remember punctuality is important. We are building the foundation for your child's future.

If a student develops a pattern of excessive tardies (more than five per trimester) and/or excessive absences (nine or more absences per trimester), a meeting between the parents, student (if appropriate), and Head of School may be arranged.

If a student in grades one through six leaves school before 12 noon, this will be considered a half-day absence.

Early Dismissal Requests

Requests for early dismissal must be submitted in writing to the teacher. The parent comes to the office, fills out an Early Release Form, and the student will be paged at that time. Parents need to allow sufficient time for this process to occur. Students will not be paged prior to the arrival of the parent; waiting in the office unnecessarily causes loss of valuable class instruction.

Sick or injured children will be escorted to the office, and the parents will be contacted.

Excessive Early Dismissals

(Students in grades one through six) If students are dismissed from school early (before 3:15 p.m.) an excessive number of times, a conference between the parents and the administration may be held.

COMPUTER/INTERNET

Computer and Systems Usage Policy

All persons using the school's computers, the school's computer systems, or personal computers on school property or over the school's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, phones, video cameras, PDA, etc.) on school property or at a school related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the school administration. All computers should be used in a responsible, ethical, and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses.

Purpose: The purpose of providing access to the Internet and the school's computer systems is to support research and to provide unique educational opportunities. The use of such resources should be limited to those activities that support the school's educational objectives.

Privilege: The use of the school's systems is a privilege and not a right. Inappropriate or illegal use of the school's systems or of the Internet will result in loss of the privilege and disciplinary action.

Internet Access: The school community, including students, faculty, administrators, and staff have the privilege of filtered access to the Internet. The school encourages students and teachers to use the Internet to expand their knowledge. No filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the school does its best to restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a violation of school rules. Furthermore, making public or passing on any material that is inappropriate, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

Internet Safety: Students should never give out personal information (address, telephone number, name of school, address of school, date of birth, Social Security Number, credit card number, etc.) over the Internet. We work in cooperation with the parents and students to promote safe and responsible behavior. The school teaches and encourages internet safety. The school is not liable in any way for irresponsible acts on the part of the student.

Pirated Software: The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The school will not, in any way, be held responsible for a student's own software brought to school for personal use.

Network Access: Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the school's web page is prohibited. Obtaining another's password or rights to another's directory on the network is a violation of school rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's

log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation.

School's Right To Inspect: The school reserves the right to inspect user directories for inappropriate files, and to remove them if found, and to take other appropriate action if deemed necessary, including notification of parents. The school also reserves the right to inspect any personal electronic devices brought onto campus. Do not assume that any messages or materials on your computer or the school's systems are private.

Viruses: Every effort is made by the school to keep our system virus-free. Even with the best techniques; however, computer viruses can be transmitted to and from any computer, including those in the computer center. The school is not responsible for the transmission of any virus or for damage suffered from a virus.

Computer Care: Members of the school community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline, and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail or on the Internet must immediately report the concern to the teacher who is supervising the activity or to the administrator for the student's school so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Acceptable Use Policy Student Agreement

Introduction

St. Mark's Episcopal Day School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The St. Mark's Episcopal Day School network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.

- St. Mark’s Episcopal Day School makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

St. Mark’s Episcopal Day School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, St. Mark’s Episcopal Day School will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

Web Access

St. Mark’s Episcopal Day School provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn’t be, the user should follow school protocol to alert an IT staff member or submit the site for review.

Email

St. Mark’s Episcopal Day School may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, St. Mark's Episcopal Day School may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

St. Mark's Episcopal Day School may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.

- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will **not**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

St. Mark's Episcopal Day School will not be responsible for damage or harm to persons, files, data, or hardware.

While St. Mark's Episcopal Day School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

St. Mark's Episcopal Day School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

EXTENDED DAY PROGRAM (EDP)

St. Mark's Episcopal Day School is committed to offering a comprehensive and flexible Extended Day Program (EDP) available to all students in Early Learning Program I through grade six.

We recognize all families have different schedules and needs. Our goal is to provide stimulating and enjoyable after school activities and experiences in a structured, well-supervised environment for those children who need care beyond the school day. Students remain in age appropriate groups during EDP hours and are supervised by experienced, dedicated staff members who are responsive to the needs and interests of the children.

The Extended Day Program offers care before school from 7:15–8 a.m. and after school until 6 p.m.

EDP Policies and Procedures

1. During the academic school year, EDP is only available for students enrolled in St. Mark's Episcopal Day School.
2. Reservations are REQUIRED twenty-four hours prior to the date requested for EDP and drop-in care to ensure proper staffing. Reservations can be made by calling the EDP office, 388-1070. Drop-ins must bring a note to the classroom teacher the day of use.
3. Billing will be sent in advance each month for registered students. Drop-in students will be billed the next billing period. Rates are available upon request and on the St. Mark's website.
4. Pre-K I and Pre-K II students who attend from 12 – 1:30 p.m. may bring a lunch or pre-order from Lion's Lunchables.
5. Students must be well to attend. Parents will be notified and instructed to pick up their child if he/she is sick.
6. Late Evening Pick Ups – After 6 p.m., the billing rate for EDP is \$1.00 per minute. **Habitual late pick up will result in the loss of Extended Day Program privileges.**
7. During the academic school year, before school care for Early Arrivals (beginning at 7:15 a.m.) is available. Please DO NOT bring your child to Early Morning Care prior to 7:15 a.m., as adult supervision will not be available before 7:15 a.m.

Students arriving prior to 8 a.m. must go to the following Early Morning Care Rooms:

ELP I & ELP II	Early Learning Center
Pre-K I & Pre-K II	Early Learning Center
Grades K-6	School Library

8. During the academic school year, After School Care is available from 12 to 6 p.m.

Students will be taken to the following After School Care Rooms:

ELP I & ELP II	Early Learning Center
Pre-K I - K	The Lion's Den
Grades 1-6	Berg Field (3:15-4 p.m.) and The Lion's Den (4-6 p.m.)

- Care is available during many holiday/professional days. EDP holiday reservations are necessary in order for EDP to adequately staff and plan activities. Fees for school holidays are to be prepaid and are non-refundable.

EARLY LEARNING PROGRAM (ELP)

Our goal in the Early Learning Program is to provide learning experiences in a loving, caring, Christian environment for our one and two year old students.

ELP Gates and Doors

The gates around the ELP building and playground are for the safety of the children. As you pass through each gate, please make sure you close it securely behind you. While on campus, please make sure your child has your full attention. When you have picked up your child, please keep them with you while walking to your car.

The doors to the classrooms will be locked at approximately 9 a.m. and will be unlocked at 11:45 a.m. We continue to welcome you at any time. Please knock, and we will be happy to open the door.

ELP Student Behavior

We understand at times a behavior situation will need to be addressed in the classroom. We attempt to use redirection to change the current situation. If redirection does not work, we will resort to time out. One unfortunate behavior common with this age is biting. As children's verbal skills develop, there is often a decrease in the frequency of biting. If your child is bitten, we will help to clean the area, console your child, and notify parents. If your child bites, we will let them know biting is not acceptable behavior and will place your child in time out. If a child is biting excessively, we will discuss the matter with you.

ELP Potty Training Policy

We understand potty training is a process. We consider a child potty trained when he/she is able to articulate the need to go to the bathroom (i.e. stop playing and go to the bathroom). This needs to be happening with consistency at home before you send your child to school in underwear. At this point, we will be happy to reinforce what you have been working on at home.

Of course accidents happen; however, if a child has two or more accidents in a two-day period, we recommend you continue working with the child at home and send the child to school in a diaper. After a month, we would be willing to try this process again. We understand this can be a frustrating process; but please understand these rules are in place for the safety of all children in the classroom. Helping a child who has had an accident takes one adult out of the classroom.

If you decide to use training diapers, please send ***Pull-Up*** brand diapers only. It is the only brand that can be put on without taking off pants/shorts.

ELP Birthdays and Special Events

We do not exchange birthday invitations or gifts at school. However, we LOVE when you send in a special treat for the class to celebrate your child's birthday! **Please do not send in treats that contain a lot of refined sugar.** Here are some ideas for birthday treats: fresh fruit, Jell-O colored for the season, cheese and crackers, muffins, carrots and celery with ranch dressing (ELP II only), festive plates and napkins, (please be aware of our children with allergies in planning these treats).

ELP Toys

All toys must be left at home. We have plenty of age appropriate toys for children to play with in their classroom.

FINANCIAL POLICIES

Financial Policies

- **Late Fees**

Payments are due on the first of the month and become delinquent after the tenth day of that month. A finance charge of 1 ½ % per month will be charged on the outstanding balance of delinquent accounts. A twenty five dollar (\$25) fee will be automatically charged to the students' account for all returned checks.
- **Past Due Accounts**
 - Students not returning to St. Mark's - student records, including transcripts, will be held and not forwarded until the account is paid in full.
 - Re-enrollment - Students will be unable to re-enroll if the account is not current.
 - First Day of School – As stated in the Enrollment Contract, all tuition and fees must be current as of the first day of school in order for the student to attend class. No class placement will be received unless the account is current.
- **Supply and Activity Fee**

This fee includes student supplies, workbooks, curriculum related software, the use of textbooks, study trips, and other activities. If textbooks are returned with damage beyond reasonable use, a damage fee will be assessed. The Supply and Activity Fee does not include a yearbook, meals during study trips, or expenses for overnight study trips in fifth and sixth grades.

Lion's Lunchables hot lunch program is billed separately.

FINANCIAL AID

Financial Aid

St. Mark's Episcopal Day School is committed to dedicating a portion of its income for financial aid. Applications are accepted for students in grades kindergarten through six. The service St. Mark's uses to determine eligibility to receive aid is the *School and Student Service for Financial Aid (SSS)*. Forms are available in the Admissions Office. The Financial Aid Committee of the Board of Trustees reviews all applications and awards available funds. Awards are based solely upon financial need, rather than academic performance. Submissions are confidential and only reviewed by those persons directly involved in the financial aid decision-making. Admission decisions are made without regard to race, religion, or financial aid.

The school accepts the *Step Up For Children Scholarship*. This program is available to students entering kindergarten or first grade, and to students transferring to St. Mark's from a public school in all grade levels. For more information, please contact the Business or Admissions Office or visit www.scholarshipfunding.org.

FRUITS OF THE SPIRIT - CHARACTER EDUCATION

The character education program used at St. Mark's is based on the fruit of the Spirit found in Galatians 5:22-23, the New Testament of the Bible. "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control."

Each of the nine fruits is assigned to a month of the school year. The fruit of the month is taught in Christian Education classes in grades one through six. During Wednesday chapels, homilies about the fruits are presented to the students to complement the instruction in Christian Education classes. Students then receive awards weekly during Wednesday chapel. Some awards are voted on by the students, and some are chosen by the faculty. By the end of the school year, every student will receive an award.

GENERAL INFORMATION

Birthday Presents and Invitations

Please do not pass out invitations to birthday parties at school unless the entire grade level is included. If your child wishes to give a birthday gift to a fellow student, this should not be done at school.

In modeling kind behavior to all students, please help us teach our children to refrain from discussing birthday parties and special events at school, to which all classmates have not been invited. St. Mark's is most appreciative to you for honoring this request.

Child Abuse and Cooperation with Governmental Authorities

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. Please be aware the school is required by law to report any suspected incidents of child abuse, neglect, or abandonment to Department of Children and Family Services. If you have any questions regarding the school's mandatory reporting obligations, please consult with the Head of School.

Class Parties

There will be scheduled class parties during the school year. Parties are generally held during the last hour of the school day and are one hour in duration. End of the school year parties will be held at a time designated by the administration in accordance with the school calendar. Parents Association is the liaison between the homeroom representatives and the school for parties. In celebrating your child's birthday, make advance arrangements with the teacher. Please ask about allergy-sensitive situations within the classes. **Excessive sugar snacks are discouraged.**

Early Dismissal Days (times 11:30 a.m. for ELP through Pre-K II and 12 noon for grades kindergarten through 6)

On early dismissal days, ELP through Pre-K II is dismissed 30 minutes prior to school dismissal for grades kindergarten through sixth. Vehicles waiting for the second dismissal will need to wait until the first carpool is completed before lining up. School personnel at the site will assist in knowing when this is available. Younger siblings may stay in a supervised classroom to await a single pickup with the second dismissal, if written communication is made to this effect each time.

Facilities Requests - Church/School Facilities Space Reservation Policies

Usage of any common areas for the school or the church requires a facilities use request form, available in the school office, on the St. Mark's website, or via e-mail to canastase@stmarksdayschool.org. After approval by the Head of School or the Assistant Head of School, the Administrative Assistant to the Head will determine the availability and reserve the requested space.

Study Trips

Students in **good standing** typically participate in two to three study trips each school year. These trips are designed to reinforce grade level curriculum and experiences. The fees for these trips are covered by a portion of the activity fee. Assessments for meals may be made as specific arrangements dictate. Study trip chaperones will be provided a statement of expectations and responsibilities. Specific fundraising events are scheduled to help facilitate overnight study trips.

Proper behavior during the trip continues to be of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student.

Parents who are interested in volunteering to assist on trips are required by the Diocese to have taken the *Safeguarding God's Children* class offered through the school. We sincerely hope you understand our concern for student safety and willingly cooperate in this process.

Fundraising

No class, individual, or organization is to begin any money raising activity without permission from the Head of School. No class, individual, or organization may request money from any other class, individual, or organization within or outside the school without permission from the school administration.

Graduating Awards

St. Mark's recognizes the unique talents and achievements of all of its graduates. At graduation, students receive diplomas. Additionally, there are four specific honors that are given at this time. These include:

- **Head of School Award** given for excellence in scholarship and academic achievement during the fourth, fifth, and sixth grade years
- **St. Mark's Award** given for progress and excellence in setting goals, application to tasks, outstanding academic achievement, and development of talents during the fourth, fifth, and sixth grade years
- **Rector's Award** given for portrayal of exemplary Christian qualities through the Fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control Galatians 5:22-23), loving concern for the welfare of others, and outstanding citizenship during the fourth, fifth, and sixth grade year.
- **Board of Regents' Merit Award** given for superior scholarship, exemplary leadership, and Christian ideals during the fourth, fifth, and sixth grade years
- **All A's in Academics** during the fourth, fifth, and sixth grade years are recognized.

Recipients of these are carefully selected from calculated input given by any faculty member who has taught the students while at St. Mark's. All students who have been at St. Mark's in the fourth, fifth, and sixth grade years qualify for consideration in these awards.

Lost and Found

Lost and Found articles will be placed in the "Lost and Found" area outside of the Computer Lab. Students are encouraged to check there if they are missing any items. To help identify lost items, please label all clothing and lunch boxes (on the outside). Articles remaining before Christmas, spring break, and summer vacation periods will be donated to a charity. Attempts will be made to return all **labeled** clothing.

Lunch

St. Mark's asks that all students be provided with a nutritious lunch. Student lunches may be brought from home or ordered through the school's lunch program (no carbonated drinks). Lunch periods, which are supervised by faculty and staff outdoors on picnic tables, encourage courtesy, responsibility, and cleanliness on the part of the student. In the case of inclement weather, children will eat in the classrooms

Paw Print E-Newsletter/ E-blasts

The Paw Print E-Newsletter is e-mailed each Thursday to all parents and friends of the school. It contains important announcements, an up to date calendar of events, news, and lots more.

E-blasts will be occasionally used by St. Mark's to communicate important news or information and emergency-related school openings or closings. Please set your e-mail accounts to "allow" emails from smeds@stmarksdayschool.org.

Safeguarding God's Children

This program is a training class for the prevention of child sexual abuse which is required by the Episcopal diocese of all volunteers, faculty and staff, substitutes, clergy, parents chaperoning field trips, and anyone else working with children. If you want to help volunteer at school, you must attend this class.

Who Does Not Need To Take Safeguarding God's Children:

- A parent who volunteers one time, such as a Royal Reader in PK 11
- A parent who comes to help out at a class party.
- A parent who comes to help with a special project or visits the classroom to hear reports.

St. Mark's will host regular classes throughout the school year. Other Episcopal churches in Jacksonville provide the class as well. Please contact them for their dates and times or contact Beville Anderson, 388-2632 x38, banderson@stmarksdayschool.org.

Student Records and Information

Requests for student records and transcripts must be directed in writing to the school office. The school reserves the right to withhold student transcripts and records for non-payment of tuition or fees.

The school makes reasonable efforts to ensure both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The school must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the school must provide the school with a court order (still in effect), that specifically restricts the other parent from receiving such information.

Student Use of the Telephone

Students are permitted to use the telephone in the school office during the day **with teacher permission only** for an emergency.

Website

The school's website, www.stmarksdayschool.org, is a wonderful resource for general information about the school. It has current news and event listings on the homepage, a calendar, and a section for parents which includes forms, the directory, the handbook, and much more information.

HEALTH INFORMATION

Allergic Conditions

St. Mark's Episcopal Day School has some students who have severe food allergies. We are asking for your cooperation in addressing this concern. While St. Mark's is not a milk or peanut free environment, we are trying to create a safe place for those children with specific food allergies.

Pre-Kindergarten I through Kindergarten parents will be given a list of snacks (at the beginning of school) that are not processed in a plant with peanut products and do not contain peanut oil.

Children in the Upper School are encouraged to seek peanut-free snacks and lunch alternatives to bring to school. We appreciate the families of St. Mark's as they support this effort.

If your child has an allergic condition, it is imperative to communicate detailed information (Medical Care Plan for Life Threatening Conditions) to your child's teacher and to the office immediately. All faculty and staff are informed of students throughout the school who have serious allergies.

Accidents at School

An accident report will be completed when a child is hurt, and a copy of the report will be sent to the parents. This will be signed by the supervising teacher. If appropriate, parents will be contacted promptly. If a child sustains any injury to the face or head, the parent will be contacted immediately.

Illnesses

CHILDREN WHO HAVE A FEVER MUST BE KEPT AT HOME UNTIL FEVER-FREE, WITHOUT MEDICATION, FOR TWENTY-FOUR HOURS. With any contagious disease or condition, please keep your child at home to avoid the spread of illness. **Children who are vomiting or have diarrhea will be sent home and should remain at home for twenty-four hours after symptoms cease.** Please advise the office if the child has a contagious disease. At the discretion of the School, a doctor's release may be required for the child to return to class. In some cases, the school will send a letter notifying families in the case of a communicable disease exposure in our school. These letters are intended to keep families informed of situations that may require medical attention for the students. If your child is unable to participate in outside activities due to a runny nose or recent cold, please keep him/her at home until he/she is able to participate fully in the school program. We do not have staff to monitor indoor and outdoor play simultaneously.

Lice Control

The common problem of head lice infestations necessitates a school policy. St. Mark's will use the following procedures:

- Periodic screening checks will be held on a regular basis in all classrooms by school personnel or trained nurses.
- Parents of affected students will be personally notified, and children will be sent home for treatment. Information on the treatment of head lice is available in the front office.
- Before re-admission to the classroom, students who have been sent home with lice, will be checked by staff members. If lice or eggs are present, students will not be re-admitted to class.
- Families in a class where head lice have been discovered will be notified by a letter, as this is a highly contagious condition.

PLEASE NOTE: Regular home checks are a valuable addition to any health routine.

Medicines

Change to Medication Policy – August 2010

Attention Parents – Change in Policy: St. Mark's Episcopal Day School will no longer provide pre-kindergarten I – sixth grade students with over-the-counter medications (Children's Tylenol, Tums, etc.). When it is needed, all prescription and over-the-counter medication, in original containers, labeled with the student's name in a Ziploc bag, must be brought to the school office to be kept in a locked cabinet. These medications will only be dispensed as indicated with written permission on a Medication Form signed by a parent or a guardian. Ordinary first aid supplies are routinely kept in the office and in the classroom.

PARENTS ASSOCIATION

All St. Mark's parents are members of the St. Mark's Parents Association. The purpose of the Parents Association is to provide volunteer support for the students, faculty, administration, and the Board of Trustees; to provide a line of communication between administration and the parents; and to raise money to enhance the educational experience by the purchase of items which will directly benefit the school.

The St. Mark's Dads Club has ideas and action dates during the year for campus improvements while creating a fellowship amongst the dads.

Parents Association Volunteer Opportunities

Please refer to the Parents Association section in the Parents section of the St. Mark's website, www.stmarksdayschool.org. Please fill out a volunteer form or contact a Parents Association representative if you are interested in parent involvement.

SAFETY AND SECURITY

St. Mark's Episcopal Day School considers your child's safety of the utmost importance! Our campus is completely fenced. Gates are opened at arrival and dismissal times only, and they are closely supervised. During school hours, all entrances to our campus are through the front office. All visitors are registered and must wear a visitor badge. Please comply with our requirement for identification.

All school personnel are required to be fingerprinted and have a full background check. All school personnel are required to take *Safeguarding God's Children*, a course in the prevention of child sexual abuse. In addition, all school personnel must keep their CPR and first aid certification up to date.

Please contact the office if you have any questions about the safety and protection of your child.

Crisis Management

St. Mark's has a crisis management plan in place to address a crisis or emergency situation. All faculty and staff are fully informed and will activate the appropriate procedures should it become necessary.

Early Dismissal Requests

Requests for early dismissal must be submitted in writing to the teacher. The parent comes to the office, fills out an Early Release Form, and the student will be paged at that time. Parents need to allow sufficient time for this process to occur. Students will not be paged prior to the arrival of the parent; waiting in the office unnecessarily causes loss of valuable class instruction.

Sick or injured children will be escorted to the office, and the parents will be contacted.

Emergency School Closing or Evacuation

In the event it is necessary to close school, parents or guardians will be contacted according to the Emergency Plan. Local radio and television stations will be contacted to advise the community about school closings. St. Mark's encourages parents to use their best judgment regarding safe travel in times such as these. St. Mark's will typically close when Duval County Schools close. The school will re-open independently of Duval County Schools and as conditions on campus allow. Re-opening will be communicated through the St. Mark's telephone tree and web site.

Fire Drills and Intruder Drills

Fire drills are conducted each month at the school, and intruder drills will be held every other month.

Visitors

Parents or guardians who need to visit campus during school hours are asked to follow these guidelines:

1. **Make an Appointment:** If you are coming to see an administrator or a faculty member, please call to make an appointment in advance.
2. **Check-in at the main office:** When you arrive on campus, please report directly to the main office for authorization. If you need to proceed from there to any other part of the campus you will be issued a visitor badge.
3. **I.D. Check:** If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.
4. **Please Note:** For the safety and security of our students, anyone seen on campus during School hours without a visitor badge will be reminded to obtain one or asked to leave campus.

SCHEDULES

Office Hours

7:30 a.m. – 4 p.m. (Monday-Friday)

Summer Hours - 9 a.m. – 2 p.m. (Monday-Thursday), 9:00-12:00 (Fridays)

The office staff will be pleased to extend its hours to meet scheduled appointments.

Student Hours

ELP I and ELP II 8:15 a.m. – 12 p.m.

Pre-K I and Pre-K II 8:15 a.m. – 12 p.m.

Grades Kindergarten -5 8:15 a.m. – 3:15 p.m.

Grade 6* 8 a.m. – 3:30 p.m.

***Students in grade six have special campus leadership responsibilities requiring slightly different hours. Sixth graders serve in various leadership positions throughout the year. While on safety patrol, students must arrive by 7:50 a.m. and are off duty at 3:30 p.m. All other leadership roles require an 8 a.m. arrival with a 3:15 p.m. dismissal.**

STUDENTS may proceed to classrooms at 8 a.m. Students arriving from 7:15 - 8 a.m. MUST GO TO EARLY MORNING ARRIVAL ROOMS LISTED UNDER EARLY MORNING ARRIVAL.

Lunch Schedules:

11-11:30 Kindergarten and 1st grade

11:30-12 2nd and 3rd grades

12-12:30 4th, 5th, & 6th grades

Chapels

ELP II (Thursday) 9:30 a.m., Dempsey Chapel (ELP building)

Pre-K I – K (Monday) 8:25-9 a.m., Leatherbury Hall

Pre-K I – K (Wednesday) 8:25-9 a.m., Church

Grades 1-6 (Monday & Friday) 8:25-9 a.m., Church

Grades 1-6 (Wednesday) 8:25-9 a.m., Leatherbury Hall

7:15 a.m. – 8 a.m. Early Morning Arrival (Extended Day Program)

ELP I & ELP II Early Learning Center

Pre-K I & Pre-K II Early Learning Center

K-6 School Library

Extended Day Program

7:15 – 8 a.m., Early Morning Arrival

12-6 p.m., After-School Care

SCHOOL POLICIES

Animal Policy

Due to concerns about the health, safety, and welfare of people in the school community, no animals are allowed on school property or at school-related events WITHOUT the express permission of the administration.

Cell Phones

The use of cell phones at school by students is prohibited.

Chapel Conduct

St. Mark's is a mission of the Episcopal Church. Its students attend, and families join them frequently, in three chapel services per week. During this time, reverence is observed, and it is requested no food or drink be brought into this service.

Communication Policies

The Director of Marketing & Communications will gladly work with parents to help communicate school or church related news to the school community. There are a number of ways to reach our families, and we invite you to call or to make an appointment to discuss your event/news item and the best avenues for communication. Due to deadline restrictions, we ask that you contact us at least two weeks in advance for e-newsletter or website announcements and at least a month in advance for large events that will require printed material or multiple avenues for communication. Submissions are subject to the approval of the Head of School and Assistant Head of School, and must be school or St. Mark's Church related.

In an effort to reduce paper consumption and waste, **NO FLIERS** will be produced by the school or allowed to be sent home in Friday folders.

Bulletin Board Announcements & Posters (Carpool areas):

Requests for posters/announcements posted in the carpool areas must be submitted to the Director of Marketing & Communications two weeks in advance. Space reservations will be fulfilled by priority and date of submitted request. Posters can be created for you by the communications department, or you may submit your own. All posters not created by the communications department must be approved by the Head of School or Assistant Head of School prior to posting and must be school or church related.

Policies on Inspection and Substance Abuse

St. Mark's Episcopal Day School has not had a problem in the following areas; however, it is important to be clear on the school's policies concerning inspection and substance abuse.

Inspection Policy

St. Mark's reserves the right to inspect and conduct a search of a student's locker, book bag, backpack, computer, and any other possessions or property on the school premises or on a school sanctioned event. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Further, the school has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the school's rules, community standards, and/or local and state law.

Substance Abuse Policy

While it would be most unusual in an elementary school setting for substance abuse to be a problem with our students, the use or possession of illegal drugs, alcoholic beverages, drug related paraphernalia, or abuse of prescription or over the counter drugs by any student on school property or at school events is strictly prohibited. A violation of this policy may include immediate dismissal from the school. A student selling drugs on school property or school functions will be expelled.

If a student exhibits symptoms or is suspected of substance abuse, the school may require the student undergo substance abuse testing. Refusal to participate in the testing may result in dismissal from the school.

STUDENT BEHAVIOR AND DISCIPLINE

Discipline Policy Developmentally Interpreted for the Early Learning Program

“Do unto others as you would have them do to you.” - Luke 6:31

St. Mark’s Episcopal Day School Conduct Code

- 1. I will respect myself and others.***
- 2. I will respect my school.***
- 3. I will move quietly and safely on campus.***
- 4. I will arrive at school on time and be prepared to learn.***
- 5. I will follow directions.***

I will follow this code with God’s help.

1. I will respect myself and others.

Example of Expected Behavior:

During early learning ages or toddler years, social development in children is naturally centered to the child’s self, and sharing does not come naturally. Often, children react physically to situations. Developing respect for others is a process throughout the toddler years. Safety and encouragement to develop these behaviors is the school’s emphasis as each day unfolds.

Example of Unacceptable Behavior:

One unfortunate behavior that is common with children of early learning ages is biting. It is likely your child will be bitten and likely your child will bite. As adults, we often find this act very upsetting. As children’s verbal skills develop, there is often a decrease in the frequency of biting.

If your child is bitten, we will help to clean the area and console your child. If your child bites, we will let them know that biting is not acceptable behavior and will place your child in time-out. You will be notified in person, by e-mail, or phone if your child is involved in a biting incident. If this occurs at school twice in a week, we will set a time to discuss the situation with you. Working together as teacher and parent, a personalized plan will be developed to address the situation. If the biting incidents do not decrease, then another plan will be considered. Although normal toddler behavior, biting is taken seriously.

2. I will respect my school.

Example of Expected Behavior:

During the toddler years, children do not intuitively know how to respect school property. How to appropriately play with the toys and equipment is discussed and demonstrated by the teachers. Developing respect for property is a process throughout the toddler years.

Example of Unacceptable Behavior:

Is destructive with school property.

3. I will move quietly and safely on campus.

Example of Expected Behavior:

During the toddler years, children will begin to listen and follow directions. Walking to resources is an opportunity for the children to learn appropriate behavior on campus.

Example of Unacceptable Behaviors:

- Not obeying the teacher
- Any behavior that jeopardizes the safety or learning for self or others

4. I will arrive at school on time and be prepared to learn.

Example of Expected Behavior:

During the toddler years, it can be difficult, as a family, to maintain a consistent schedule. For example, there are times when a young child needs more sleep and other times when a young child seems to never tire! Although the flow of the day is better when a child arrives earlier in the morning, a child is never late when attending ELP.

Example of Unacceptable Behavior:

Not applicable for the Early Learning Program.

5. I will follow directions.

Example of Expected Behavior:

During the toddler years, children will begin to listen and follow directions. This is a critical time to begin laying the foundation and teaching children to obey people in authority.

Example of Unacceptable Behavior:

Not obeying the teacher

School Response

Consequences for unacceptable behaviors will be handled, so the child will not be humiliated or demeaned.

When a child's behavior needs to be addressed in ELP, redirection is used. If redirection does not stop the behavior, time-out will be used. If there is a pattern of misbehavior in ELP, the situation will be discussed by the teacher with the parent. Whether a child is regarded as having a pattern of misbehavior will be determined based on the classroom situation and the disruption that occurs. There is much growth at this age, and depending on where the child is developmentally will influence how much the child can understand consequences for their actions.

All academic classes, resources classes, and Extended Day Program will follow the disciplinary process described here. It is important to remember EDP is an extension of the school day with the same expectations and consequences consistently administered throughout.

In the course of administering discipline, the school will make every effort to affect positive behavior on the part of the students and to communicate closely with parents. On those rare occasions when a positive change in behavior is not achieved and/or parents are not supportive of school efforts, St. Mark's Episcopal Day School retains the right to terminate a student's enrollment.

**Discipline Policy
Developmentally Interpreted for
the Pre-Primary Department**

“Do unto others as you would have them do to you.” - Luke 6:31

St. Mark’s Episcopal Day School Conduct Code

- 1. I will respect myself and others.***
- 2. I will respect my school.***
- 3. I will move quietly and safely on campus.***
- 4. I will arrive at school on time and be prepared to learn.***
- 5. I will follow directions.***

I will follow this code with God’s help.

1. I will respect myself and others.

Examples of Expected Behaviors:

- Keeping hands and feet to self
- Taking turns/sharing
- Using kind words

Examples of Unacceptable Behaviors:

- Showing aggression of any type
- Being disrespectful (ex: talking back, rolling eyes, showing no response, etc.)
- Saying hurtful things
- Being dishonest

Pre-Primary School Response

At St. Mark’s Episcopal Day School, unkind words or actions will not be tolerated. If a child repeatedly hurts another child and shows no remorse or does not try to change the aggressive behavior, then, the guidance counselor becomes active in working with problems occurring with this rule, especially as it relates to bullying. As always, faculty, staff, and administration communicate immediately and regularly with the family.

2. I will respect my school.

Examples of Expected Behaviors:

- Taking care of all toys and equipment in the classrooms and on the playground
- Saying nice things about school, teachers, and classmates
- Using toys as they are intended
- Following rules in chapel and resources

- Intentionally breaking or damaging playground equipment, materials, toys, or other school property
- Defacing buildings or equipment
- Saying demeaning things about the school, teachers, or classmates
- Helping clean up after snack

Examples of Unacceptable Behaviors:

3. I will move quietly and safely on campus.

Examples of Expected Behaviors:

- Walking on the sidewalks
- Moving quietly *in reasonably quiet lines* when near classrooms
- Staying with the teacher while moving from one spot to another as well as when in a classroom
- Following safety rules on the playground

Examples of Unacceptable Behaviors:

- Running on the sidewalks
- Running away from teacher or adult in charge at any time
- Intentionally breaking playground rules

4. I will arrive at school on time and be prepared to learn.

Examples of Expected Behaviors:

- Arriving between 8:00 and 8:20 a.m., so he/she can be ready for circle or chapel at 8:30 a.m.

Examples of Unacceptable Behaviors:

- Being consistently tardy (arriving after 8:30 a.m.)
- Parent remaining with child

Pre-Primary School Response

This response is different than the other rules due to the nature of attendance problems.

1. Each time a child arrives after 8:30 a.m., the parent is required to check in at the office to get a tardy slip to bring to the teacher.
2. If the child's tardies are excessive or are impacting the child's adjustment and/or progress, the teacher will contact the parents to discuss the situation and reiterate the importance of arriving on time.
3. If the tardies continue, Administrative Intervention will occur.

5. I will follow directions.

Examples of Expected Behaviors:

- Following any direction given by teacher
- Following directions the first time they are given

Examples of Unacceptable Behaviors:

- Not following directions the first time
- Having to be told directions multiple times before a student response
- Refusing to follow direction
- Defying the teacher, ignoring directions
- Behaving in ways that affect the safety of self or others

Pre-Primary School Response

1. Teacher discusses behavior with child and gives a verbal warning.
2. If child repeats a similar unacceptable behavior, the teacher will give a tangible warning (check, moving token, etc.). The teacher may have the child take a short time-out with first tangible warning and lengthen the time-outs with each additional warning.
3. If unacceptable behavior continues, the teacher will communicate with the parents and discuss behavior. At this point, the teacher may suggest a behavior modification contract for the child that will be sent home daily with the child for the parents to review. Parents and teacher will discuss and agree on rewards and consequences for behaviors.
4. Administrative Intervention - If behavior continues, then Administrative Intervention is appropriate. A new contract would be designed and discussed with the child and the parents that would involve the child being removed from the class when the repeated inappropriate behavior occurs. If the child's behavior does not improve, the parents will be asked to seek appropriate professional counseling for the child along with the continued behavior modification at school.

All academic classes, resources classes, and Extended Day Program will follow the disciplinary process described here. It is important to remember EDP is an extension of the school day with the same expectations and consequences consistently administered throughout.

In the course of administering discipline, the school will make every effort to affect positive behavior on the part of the students and to communicate closely with parents. On those rare occasions when a positive change in behavior is not achieved and/or parents are not supportive of school efforts, St. Mark's Episcopal Day School retains the right to terminate a student's enrollment.

**Discipline Policy
Developmentally Interpreted for
First through Third Grades**

“Do unto others as you would have them do to you.” - Luke 6:31

St. Mark’s Episcopal Day School Conduct Code

- 1. I will respect myself and others.***
- 2. I will respect my school.***
- 3. I will move quietly and safely on campus.***
- 4. I will arrive at school on time and be prepared to learn.***
- 5. I will follow directions.***

I will follow this code with God’s help.

1. I will respect myself and others.

Examples of Expected Behaviors:

- Treating others respectfully
- Behaving in a manner that promotes personal safety as well as the safety of others
- Following school rules

Examples of Unacceptable Behaviors:

- Talking back, name-calling, teasing, bullying, etc.
- Hitting, pushing, punching
- Breaking other’s property

2. I will respect my school.

Example of Expected Behavior:

- Demonstrating respect for school equipment and school property

Examples of Unacceptable Behaviors:

- Defacing any school property
- Behaving in any way that negatively reflects upon St. Mark’s

3. I will move quietly and safely on campus.

Examples of Expected Behaviors:

- Moving quietly, and when talking is necessary, keeps voice low
- Always keeps hands to self unless instructed to do otherwise

Examples of Unacceptable Behaviors:

- Loud talking, gossip, teasing
- Running, shoving, pushing, pulling
- Behaving so that the safety or learning for self or others is jeopardized

4. I will arrive at school on time and be prepared to learn.

Examples of Expected Behaviors:

- Arriving on time on a daily basis
- Being ready to greet the day with a positive, Christian attitude
- Being responsible for homework and for any other required materials

Examples of Unacceptable Behaviors:

- Arriving to school after 8:25 a.m.
- Having a negative attitude
- Forgetting required materials

School Response (specifically for this rule)

Compliance in this area is an expectation of the families at St. Mark’s.

1. Teacher/student and/or parent conference discussing the affects of tardiness, i.e. missing work, poor student progress

2. Additional communication to parents about the positive effects of being ready to learn at 8:15 a.m.
3. Administrative Intervention - If behavior persists, the Assistant Head of School or Head of School makes the next communication with the parent to discuss the positive effects of being in your seat and ready to learn at 8:15 a.m.

5. I will follow directions.

Examples of Expected Behaviors:

- Following the directions of faculty and staff
- Following all St. Mark's rules on campus, in chapel, at lunch, and off campus
- Adhering to the St. Mark's dress code

Examples of Unacceptable Behaviors:

- Ignoring the directions of faculty and staff
- Wearing clothing other than St. Mark's dress code
- Disobeying rules on campus, in chapel, at lunch, or off campus when representing St. Mark's

School Response

1. Non-verbal or verbal warning. Clarify expected behavior with student privately.
2. Classroom consequence; additional teacher/student consultation
3. Parent communication
4. Administrative Intervention and/or Parent Conference and/or guidance intervention if bullying is involved

All academic classes, resources classes, Extended Day Program, and enrichment classes will follow the disciplinary process described here. It is important to remember EDP is an extension of the school day with the same expectations and consequences consistently administered throughout.

In the course of administering discipline, the school will make every effort to affect positive behavior on the part of the students and to communicate closely with parents. On those rare occasions when a positive change in behavior is not achieved and/or parents are not supportive of school efforts, St. Mark's Episcopal Day School retains the right to terminate a student's enrollment.

Discipline Policy
Developmentally Interpreted for
Fourth through Sixth Grades

“Do unto others as you would have them do to you.” - Luke 6:31

St. Mark’s Episcopal Day School Conduct Code

- 1. I will respect myself and others.***
- 2. I will respect my school.***
- 3. I will move quietly and safely on campus.***
- 4. I will arrive at school on time and be prepared to learn.***
- 5. I will follow directions.***

I will follow this code with God’s help.

1. I will respect myself and others.

Examples of Expected Behaviors:

- Behaving in a manner that promotes the safety of all
- Showing courtesy to all members of the faculty, staff, and all fellow students in and out of the classroom
- Recognizing inappropriate and hurtful behaviors in others; seeking appropriate ways to remedy these situations when they occur
- Is inclusive of peers

Examples of Unacceptable Behaviors:

- Showing rudeness to others
- Demonstrating open defiance toward someone in authority
- Using inappropriate gestures or comments
- Bullying and/or exclusion; harassing others
- Participating in unacceptable use of the web or misuse of electronic devices
- Cheating; intentional plagiarism; forgery
- Unauthorized absence from school
- Dishonesty
- Fighting; inflicting physical harm
- Stealing

2. I will respect my school.

Examples of Expected Behaviors:

- Taking care of textbooks and all school property
- Taking care of and respecting personal property and the property of others
- Conducting oneself in a manner that reflects favorably on St. Mark’s when on school trips or when representing the school

Examples of Unacceptable Behaviors:

- Disobeying/ignoring school rules
- Damaging school property (ex: writing in books, on desks, tables, walls, leaving books outside)
- Taking things that belong to others
- Going into another’s backpack or desk
- Behaving inappropriately in the bathrooms
- Behaving in a way to reflect negatively on the school when on school trips or when representing the school.

3. I will move quietly and safely on campus.

Examples of Expected Behaviors:

- Walking quietly on the sidewalk in safe traffic patterns, from one place to another respecting/not disturbing classes with open doors
- Walking so as to respect others' rights to use the sidewalk

Examples of Unacceptable Behaviors:

- "Group-Walking" in a manner preventing classes or individuals to have equal access to the sidewalk
- Running on the sidewalk
- Talking loudly, disrupting classes

4. I will arrive at school on time and be prepared to learn.

Examples of Expected Behaviors:

- Arriving at school on time each day (includes patrol and chapel duty schedules)
- Unpacking backpacks
- Having appropriate materials ready for the day (binder, books, homework, etc.)
- Having appropriate materials, books, and homework ready for each class
- Making careful preparation at home each night for the next day's lessons: homework and study time

Examples of Unacceptable Behaviors:

- Arriving after 8:15 a.m.
- Failing to have necessary materials (binder, homework, snack, lunch, etc.)
- Being habitually tardy and/or absent unrelated to illness
- Failing to prepare for upcoming lessons and tests
- Being late to class

5. I will follow directions.

Examples of Expected Behaviors:

- Following the rules of St. Mark's Episcopal Day School and also the classroom rules
- Following directions when they are given
- Responding to directions with respect
- Respectfully asking for clarification when uncertain of the expectations
- Following requests and directions of each member of the faculty
- Following dress code requirements; when asked to come in alignment to dress code policies, responding promptly
- Following behavioral rules when moving around campus, in chapel and at assemblies, on field trips, or at any time while representing SMEDS

Examples of Unacceptable Behaviors:

- Refusing or ignoring the directions given
- Commenting negatively (talking back) when spoken to by an adult
- Failing to show consistency in behavior in all classes, including resources
- Talking or distracting others when directions are being given
- Breaking acceptable rules and guidelines
- Ignoring dress code requirements
- Behaving disrespectfully at chapel
- Ignoring general acceptable rules when representing St. Mark's away from campus (field trips)

School Response

All minor discipline issues are handled by the teacher within the classroom setting. Faculty attempt to intervene, divert, and keep infractions to a minimum. The basic principle is no student, because of his or her behavior, has the right to prohibit a teacher from teaching, or another student from learning.

Definitions & Explanations of Consequences for St. Mark's Episcopal Day School Grades 1-6

Any of the following consequences may occur, depending on the severity of the infraction. St. Mark's reserves the right to administer discipline, as it deems appropriate. These are listed in order of severity.

Intervention (grades 1-6)

- A time when faculty or staff meet with the student to talk about what is going on and if there is anything that can be done to curb the undesirable actions
- The goal is to find a path to assist the student with making better decisions.
- Communication with home is required, along with documentation by the faculty/staff in charge of intervention.

Conduct Notice(grades 4-6)

Conduct Notices will be used to communicate infractions and are reviewed by administration prior to being sent home. Conduct Notices must be signed and returned by the next school day to the homeroom teacher. **Conduct Notices will be given to 4th – 6th graders only, for any infraction of school rules, and will accumulate throughout the interim.** Depending on the number of Conduct Notices the student has accrued, one or two will be carried over to the next interim marking period.

Example: 1-3 Conduct Notices = 0 carried over
4-5 Conduct Notices = 1 carried over
6 or more Conduct Notices = 2 carried over

Detention (grades 1-6)

- May be served after-school or during lunch
- Given after 4 Conduct Notices (4-6 grades)
- Served on school days from 3:15-4:15 p.m. in a designated classroom
- The student will be on time and in the correct place for this to be counted.
- Detention will be served under the supervision of a teacher or administrator.
- Communication with home is required.
- Detention may be given if administration deems the infraction serious enough, without the accrual of Conduct Notices.

In-School Suspension (grades 1-6)

- In-School Suspension means isolation from a student's peer group. The student will not attend lunch or any resource classes with peers. All classwork or assignments will be completed during in-school suspension.
- Communication with home is required along with documentation by administration.
- In-School Suspension may be given if administration deems the infraction serious enough, without the accrual of Conduct Notices.

Saturday School (grades 4-6)

- Given after 6 Conduct Notices
- These will be served from 9 a.m. – 12 p.m. on a Saturday morning at St. Mark's under the supervision of an administrator or faculty member.
- The student will be charged \$50 to pay the faculty/staff supervision.
- This time may be used for school work or physical work around the school.
- Communication with home is required along with documentation by administration.

- Saturday School may be assigned if the administration deems the infraction serious enough without the accrual of Conduct Notices.

Out of School Suspension (grades 4-6)

- Administrative removal of the student for one school day
- Communication with home is required along with documentation by administration.
- The student is not allowed to participate in the regular school day. Attendance at school or any school functions is prohibited during the suspension period.
- It is expected parents will honor the suspension circumstances.
- Suspension may be given if administration deems the infraction serious enough, without the accrual of Conduct Notices.

Expulsion

- Conferencing will be with involved faculty, administration, student, and family.
- Expulsion from school means that a student is discharged and not permitted to finish the school year at St. Mark's.
- Expulsion may be given if administration deems the infraction serious enough, without the accrual of Conduct Notices. Some examples of very serious situations which could result in expulsion are: setting a fire at school; use of tobacco products, alcohol, or drugs; assault of another student; misuse of the internet.
- St. Mark's reserves the right to expel students of any age in the event of serious infractions.

Throughout the year, a log of student infractions is kept. These are archived at the end of each year.

Bullying:

St. Mark's is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. This policy supports the school's mission statement and the mission of Episcopal schools. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others). St. Mark's also prohibits cyber-bullying (creating websites, instant messaging, e-mails, using camera phones, or other forms of technology to engage in bullying).

All concerns relating to bullying should be reported immediately to the faculty or staff member in charge. When the school becomes aware of bullying, the situation will be promptly investigated. No adverse action will be taken against any person who makes a good-faith report concerning bullying. The school will do all in its power to assess the problem, deal with the initial infractions, and be fair in its consequences involving bullying. The school's guidance counselor works closely with the students, staff, and parents on the topic of bullying and education concerning this subject.

An effort will be made to ensure fair treatment of all parties. Our goal is for the offense to be dealt with quickly, and not repeated.

What families may expect from the school:

The families may expect the school to act according to its mission and within the alignment of its disciplinary code. The goal of the school is to provide consistency of conduct.

All academic classes, resources classes, Extended Day Program, and enrichment classes will follow the disciplinary process described here. It is important to remember EDP is an extension of the school day with the same expectations and consequences consistently administered throughout.

On the Issue of Privacy:

St. Mark's respects the right to privacy for all families involved with any infraction issues. The school will communicate and discuss with the families all that is pertinent to their child. Discipline for children of other families will be held in confidence. Requests for information about other children will not be granted. Do not assume this means no action is taking place. The school takes seriously its responsibility to be consistent and discrete in the handling of discipline policies.

In the course of administering discipline, the school will make every effort to affect positive behavior on the part of the students and to communicate closely with parents. On those rare occasions when a positive change in behavior is not achieved and/or parents are not supportive of school efforts, St. Mark's Episcopal Day School retains the right to terminate a student's enrollment.

SUMMER PROGRAMS

Summer Opportunities

St. Mark's provides a full comprehensive summer program targeted for all developmental ages from entering Early Learning Program II through kindergarten. For two designated weeks in the summer, Senior Enrichment Camps offer a variety of unique learning and fun experiences for our students in kindergarten through 6th grades. Summer Camp Brochures are distributed in the spring of each year.

UNIFORMS/DRESS CODE - 2011-2012

Kindergarten through Grade 6: (ELP I through Pre-Kindergarten II see last paragraph)

St. Mark's wishes to maintain the standards of dress and appearance appropriate to serious academic pursuits. The Dress Code encourages respect for the school, self, and others. All students are required to wear a uniform as designated by school communication provided prior to the beginning of the school year. The school reserves the right to determine the appropriateness of any student's appearance and grooming as a reflection of school standards.

St. Mark's official uniform dress code policy is based on a "menu" format. Students choose from the clothing items listed below for their school dress five days per week. There are some special dress days during the school year. Students and parents are informed of these in our newsletter, *The Paw Print*.

Condition:

All uniforms must be clean, in good repair, and sized to fit. Please select school clothes for comfort and freedom of movement.

Please Note:

The St. Mark's Official Plaid: Our plaid is specific (Classic Navy Large Plaid) and is offered for sale through Lands' End and RC Uniforms. Please be careful when purchasing items with plaid.

Logos and Embroidery: Shirts and other uniform items may be embroidered with our official school logo. No other logo should be used (names of students, school name that is not the "logo," etc.).

School logo shirts and all other dress code clothing are available for purchase from the following:

- **St. Mark's Church Bookstore:**
(904-389-4422) – 4149 Oxford Avenue, <http://www.stmarksjacksonville.org/bookstore>
- **RC Uniforms:**
(904-646-0493) – 11160 Beach Boulevard, www.rcuniforms.com – orders@rcuniforms.com
- **Land's End: School Uniforms**
(1-800-469-2222) – www.landsend.com/school – (preferred school #: 9000-5554-2 - they will give 3% of the purchase price back to St. Mark's when you use this number). Please go to our school website to view a pdf of our Land's End approved uniform attire.

Boys' Regular Dress Days:

Walking Shorts: Navy blue or khaki (**no stonewash, or beige – a sample khaki color may be requested from the office**), worn with an appropriate belt. Length must be between approximately three inches above the knee and no longer than knee length. Kindergarten students may wear elastic waist shorts without belt loops or belt. **Cargo shorts are not allowed.**

Slacks: Navy blue or khaki (**no stonewash, or beige – a sample khaki color may be requested from the office**), worn with an appropriate belt. Kindergarten students may wear elastic waist slacks without belt loops or belt. **Cargo pants are not allowed.**

Shirts: Solid white, red, navy, or striped collared, knit shirts, long or short sleeved. School logo shirts are encouraged but are not required, with the exception of one red shirt with the logo for Eucharist days, study trips, or other special occasions. No logos other than the school's are acceptable. **Shirts must always be worn tucked in.**

Hair: Hair should be cut so that it is neat and not distracting. St. Mark's boys must wear hair cut above the collar in the back and out of the eyes.

Footwear: See Footwear.

Boys' Special Dress Days - Eucharist, Study Trip or Other Announced Occasions:

The red polo shirt with school logo with khaki shorts or khaki slacks is worn on special dress days. Walking shorts need to be approximately three inches above the knee and may be no longer than knee length. Kindergarten students may wear elastic waist shorts or slacks without belt loops, **but belts must be worn with belt loops.**

Girls' Regular Dress Days:

Walking Shorts may be navy blue, khaki (**no stonewash, or beige – a sample khaki color may be requested from the office**), or classic navy large plaid* and worn with an appropriate belt. Length needs to be approximately three inches above the knee and may be no longer than knee length. Kindergarten students may wear elastic waist shorts or slacks without belt loops, **but belts must be worn with belt loops.**

Skirts, Skorts, Culottes, Dresses, and Jumpers may be solid navy blue, khaki (**no stonewash, or beige – a sample khaki color may be requested from the office**), or classic navy large plaid*. Length needs to be approximately three inches above the knee and may be longer. Tights and knee socks are appropriate winter wear; leggings should not be worn under uniform skirts or dresses.

*Classic navy large plaid is a specific style of plaid and is the only acceptable plaid so St. Mark's uniforms. View the girls' dress code examples on the St. Mark's website for a sample of this plaid

Slacks may be navy blue or khaki (**no stonewash, or beige – a sample khaki color may be requested from the office**), and worn with an appropriate belt. Capri pants are not allowed.

Shirts should be solid white, red, or navy blue collared shirts, long or short sleeved, knit, or Peter Pan collared blouse. School logo shirts are encouraged but are not required, with the exception of one red shirt with the logo is required for special dress days. No logos other than the school's are acceptable. **Shirts must always be worn tucked in.**

Footwear: See Footwear.

Girls/Special Dress Days (Eucharist, Study Trip, or Other Announced Occasions):

Girls may wear red polo shirt with school logo and khaki slacks, shorts, culottes, or skirts. Shorts, skirts, skorts, and/or culottes need to be no less than approximately three inches above the knee. Kindergarten students may wear elastic waist shorts or slacks without belt loops, **but belts must be worn with belt loops.**

Winter Wear:

Solid white, red, or navy sweaters, turtlenecks, and sweatshirts are acceptable. Striped or multi-colored wear is not. Girls may wear knee socks or tights on cold weather days. **Outerwear - windbreakers, jackets, or fleece vests will be removed in the classroom or chapel.** Heavy outerwear should be in good taste, and without objectionable logos or designs. Note that jackets, sweaters, and sweatshirts may not be worn tied around the waist. Denim is NOT acceptable. **It is important for all students to have access to uniforms that will accommodate cold weather conditions (at least one pair of slacks in keeping with this dress code). Tights are acceptable footwear during cold weather.**

PLEASE LABEL ALL SWEATERS, SWEATSHIRTS, AND JACKETS WITH YOUR CHILD'S NAME.

Footwear:

Proper footwear, fully laced or fastened securely on the foot **at all times** is necessary for safety. Rubber soled shoes provide comfort and safety and are required for Physical Education. **Sandals, boots, clogs, flip-flops, soap shoes, platforms, Crocs, or other novelty fashions are not acceptable. Socks must be short and matching, of solid red, white, or navy blue. In cold weather, girls may wear knee socks or tights.**

Head Wear:

Normal accessories for girls such as barrettes, bows, or headbands in our plaid or to coordinate with these colors, may be worn. Scarves or hats are not included in this description and may not be worn.

Holiday Attire:

A week prior to major holidays (i.e. Christmas), children may wear holiday accessories and socks.

Accessories:

Any jewelry or accessory items should be in good taste, not distracting to the student or to others, and should be in keeping with a Christian environment. Items that fall into this category are beads, trendy items, and oversized jewelry of any kind. Boys may not wear earrings. Girls' earrings should be small enough so they will not interfere with safety.

ELP I through Pre-Kindergarten II Dress Code:

Age appropriate attire is acceptable. Pre-Kindergartners **must** wear soft-soled shoes with a **closed toe** for safety (tennis shoes are preferable). All clothing should be labeled with the child's name.

WHO TO CONTACT, IF THERE IS A CONCERN OR PROBLEM

It is most important to have good communication between the school and our families. We feel a situation in which we partner together for your child's success is the optimum one. If issues are addressed when they first occur, they can usually be quickly resolved.

Please follow the following procedure when addressing an issue:

- The first contact should be with the child's teacher. If this is not a classroom issue, the concern may be addressed to the appropriate school personnel (If you are uncertain, please call the front office and we will be happy to assist you in whom to contact).
- If needed, the issue can then be directed to the Assistant Head of School
- The Head of School should be contacted about classroom issues or other concerns after the teacher and Assistant Head have had an opportunity to address the situation. Generally a meeting will be scheduled to discuss the issue and an attempt will be made to reach a solution agreeable to all concerned.

The Head of School communicates frequently with the Chair of the Board of Trustees. Unresolved issues will be brought to her attention.

RESOURCE RUBRICS

August 13, 2011
Re: Resource Rubrics

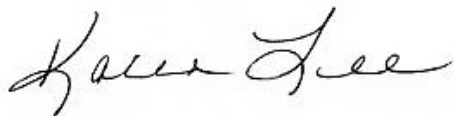
Dear Parents,

It is the desire of St. Mark's to communicate with the families in all areas of the students' lives when they are here. The resource program has always been an area that enhances learning of the student in ways that encourage education of the whole person. In doing so, we recognize the importance of such courses to your child's life at St. Mark's.

Enclosed you will find information which explains expectations of these vital resource classes. *Note that science, though it rotates on the resource schedule, operates with a different scale of evaluation. Guidelines regarding science evaluation in grades 4-6 may be found in the students' lab notebooks, and additional specific Grade 3 science students receive letter grades for the first time in this area too.* The evaluative process is presented to you during the first part of the year, so you will understand more clearly how the assessment evolves. This is our way of helping you to see clearly how your child is assessed and given goals for each new marking period.

As always, the faculty and administration at St. Mark's wish to create a school environment in which every student is valued for his/her individual worth and for the possibilities he/she possesses. It is our goal to work with you in partnership to encourage each child to become the best he or she can be.

Sincerely,



Karen Lee
Assistant Head of School
St. Mark's Episcopal Day School

*Academic grading scales are established by the school and are published in the Student Handbook.

Resource: Art

Teacher: Mrs. Betancourt

O	Demonstrates Interest and Effort Beyond Expectations
S+	Always Meets Expectations
S	Meets Expectations Most of the Time
S-	Expectations Met On An Infrequent Basis
NI	Needs Improvement
U	Unsatisfactory Progress

Specific expectations for Art follow:

Preparation –

Students are expected to:

- Follow directions and collect the items needed for art projects

Attitude and Respect –

Students are expected to:

- Listen during directions especially at the beginning and the end of art class
- Attempt the project even if the art medium is not preferred
- Show respect to both adults and peers and follow the school rules

Classroom Participation (teamwork and/or individual)–

Students are expected to:

- Clean up in a calm and orderly fashion and offer to help others who may need assistance with clean up

Skills –

Students are expected to:

- Ask questions about the mediums and/or techniques for clarification and put into practice what has been learned

Effort and Follow-Through –

Students are expected to

- Try everything that is offered until its completion
- Be willing to rework a project when asked

Interest and Effort Beyond Expectations (O) –

In art going beyond expectations would include:

- Looking beyond the “finished” art piece and questioning what could be done to make it better
- Always being helpful to others
- Having a positive attitude toward the projects even if they are out of the “comfort zone”

Resource: Christian Education

Teacher: Mrs. Anderson

O	Demonstrates Interest and Effort Beyond Expectations
S+	Always Meets Expectations
S	Meets Expectations Most of the Time
S-	Expectations Met On An Infrequent Basis
NI	Needs Improvement
U	Unsatisfactory Progress

Specific expectations for Christian Education follow:

Preparation –

Students are expected to:

- Come to class quietly, ready to learn (K-6)
- Come to class with Bible and Resource notebook (3-6)

Attitude and Respect –

Students are expected to:

- Raise their hands and wait to be called on
- Listen attentively when another is speaking
- Show respect to both adults and peers and follow the school rules

Classroom Participation (teamwork and/or individual)–

Students are expected to ...

- Work cooperatively with others
- Follow directions

Skills –

K-2

Students are expected to ...

- Remember details of Bible stories discussed and answer questions orally
- Demonstrate understanding of stories by drawing a picture that depicts the events
- Memorize verses of Scripture

3-6

- Locate passages in the Bible and read with understanding
- Listen respectfully to other's opinions and ideas
- Demonstrate comprehension of lessons and stories
- Show application of Bible truths, i.e. Golden Rule, caring about others, and other theme taught in the classroom

Effort and Follow-Through –

Students are expected to ...

- Complete assignments in the time allotted
- Participate in class activities

Interest and Effort Beyond Expectations (O) –

In Christian Education going beyond expectations would include ...

- Making connections outside the classroom to themes and lessons discussed throughout the year
- Overtly integrating lessons from the classroom to everyday life

Resource: Computer

Teacher: Ms. Gorman

O	Demonstrates Interest and Effort Beyond Expectations
S+	Always Meets Expectations
S	Meets Expectations Most of the Time
S-	Expectations Met On An Infrequent Basis
NI	Needs Improvement
U	Unsatisfactory Progress

Specific expectations for Computer follow:

Preparation –

Students are expected to:

- Enter quietly and listen for instructions
- Bring necessary papers or materials

Attitude and Respect –

Students are expected to:

- Work quietly without disturbing others
- Help other students by explaining instead of doing for them – only touching the computer assigned to them
- To show respect to both adults and peers and follow the school rules

Classroom Participation (teamwork and/or individual)–

Students are expected to:

- Listen to instruction
- Investigate and explore applications
- Use the proper finger position when keyboarding (3rd-6th)

Skills –

Students are expected to:

- Use technology as a tool for learning

K-2:

- Use developmentally appropriate multimedia resources (i.e. educational software, multimedia encyclopedias, etc.) to support learning

3rd-6th:

- Save and retrieve work properly
- Choose the appropriate application for a task (word processing, graphic design, multimedia)
- Explore the internet safely and effectively
- **Keyboarding Goals:**
 - 4th – 10 wpm
 - 5th – 15 wpm
 - 6th – 20 wpm(with 95% accuracy at all levels)

Effort and Follow-Through –

Students are expected to:

- Apply knowledge of the skill being taught (i.e. setting tab in a word processing document, inserting graphics)
- Work to finish an assignment efficiently in the allotted time

Interest and Effort Beyond Expectations (O) –

In computer going beyond expectations would include:

- Problem solving by using prior knowledge to complete a challenging task
- Exploring various ways to complete a task
- Showing interest and curiosity beyond the minimum requirement of an assignment

Resource: Library

Teacher: Mrs. Draper

O	Demonstrates Interest and Effort Beyond Expectations
S+	Always Meets Expectations
S	Meets Expectations Most of the Time
S-	Expectations Met On an Infrequent Basis
NI	Needs Improvement
U	Unsatisfactory Progress

Specific expectations for Library follow:

Preparation –

Students are expected to:

- Come with appropriate materials to include library books and other materials necessary for class

Attitude and Respect –

Students are expected to:

- Come to class quietly
- Follow directions
- Raise hand and wait to be called on
- Work cooperatively with others

Classroom Participation –

Students are expected to:

- Listen to the library lesson attentively and be able to respond appropriately
- Use free time wisely – selecting and reading books, magazines, etc.

Skills-

Students are expected to:

K-2:

- Know library procedures and care for library materials.
- Know library arrangement
- Demonstrate knowledge of various parts of the book
- Show appreciation for literature

3-6:

- Know how to use the look-up station to locate library materials
- Develop the discernment for using reference books for research purposes
- Know the alphabetical and numerical arrangement of materials
- Know how to use simple indexes; ie: back of book, encyclopedia, and magazine
- Know different types of fiction genres

Interest and Effort Beyond Expectations (O)–

Going beyond expectations would include:

- Showing exceptional interest and effort beyond what has been asked for in class
- Shares his or her knowledge of library skills knowledge with peers

Resource: Music

Teachers: Mrs. Dailey (grades ELP-6)

O	Demonstrates Interest and Effort Beyond Expectations
S+	Always Meets Expectations
S	Meets Expectations Most of the Time
S-	Expectations Met On An Infrequent Basis
NI	Needs Improvement
U	Unsatisfactory Progress

Specific expectations for Music follow:

Preparation –

Students are expected to:

- Come to class with open and curious minds
- Have their recorders at every class (3rd, 4th, 5th and 6th)

Attitude and Respect –

Students are expected to:

- Be respectful of their teacher, classmates, themselves and the materials in the music room
- Have a willingness to listen, explore, create, and work together in ensemble

Classroom Participation (teamwork and/or individual) and Skills–

Students are expected to:

Grades K-4 -

- Focus attention on given materials, including songs, poems, language, instrumental music, dance, etc., and the guidelines given by the teacher
- Participate fully in movement, speech, singing, instrument playing, and creative activities
- Work well together with classmates in joint activities, including ensemble training
- Read and notate music (mostly rhythmic)
- Improvise with percussion (pitched and non-pitched), voice, and movement

Grade 5 and 6 -

- Play soprano recorder
- Read and write melodic and rhythmic notation
- Improvise with recorder and barred instruments (xylophones, metallophones, and glockenspiels)

Interest and Effort Beyond Expectations (O) –

In music going beyond expectations would include:

- Assisting others in ensemble
- Exhibiting stronger than average focusing skills
- Exhibiting creative drive

Resource: Physical Education

Teacher: Ms. Gordon

O	Demonstrates Interest and Effort Beyond Expectations
S+	Always Meets Expectations
S	Meets Expectations Most of the Time
S-	Expectations Met On An Infrequent Basis
NI	Needs Improvement
U	Unsatisfactory Progress

Specific expectations for Physical Education follow:

Preparation –

Students are expected to:

- Come to class wearing appropriate shoes
- (Girls)Wear shorts under skirts

Attitude and Respect –

Students are expected to:

- Be nice to all in the class (to display good sportsmanship, fair play, and team involvement)

Classroom Participation (teamwork and/or individual)–

Students are expected to:

- Be willing to try all activities presented
- Focus attention and follow directions
- Participate fully
- Work well together with classmates in joint activities

Skills –

Students are expected to:

- Show improvement of skills based on his/her developmental placement (this varies with the child and is individualized)

Effort and Follow-Through –

Students are expected to:

- Stay with the activity and support his/her team even when it may be difficult to do so

Interest and Effort Beyond Expectations (O) –

In Physical Education going beyond expectations would include:

- Helping fellow classmates
- Consistently showing encouragement to team members

Always having a positive attitude toward all activities

Resource: Science 1 and 2

Teachers: Mrs. Fackler (grade 1 and 2)

O	Demonstrates Interest and Effort Beyond Expectations
S+	Always Meets Expectations
S	Meets Expectations Most of the Time
S-	Expectations Met On An Infrequent Basis
NI	Needs Improvement
U	Unsatisfactory Progress

Specific expectations for Science follow:

Preparation –

Students are expected to ...

- Be ready to learn and listen to both discussions and directions
- Take part in classroom activities
- Be prepared with materials for learning

Attitude and Respect –

Students are expected to ...

- Be respectful to both teachers and classmates at all times
- Show care and responsibility when working with any lab materials

Classroom Participation (teamwork and/or individual)–

Students are expected to ...

- Be willing to try new things with a sense of wonder
- Work in both large and small groups

Skills –

Students are expected to ...

- Be able to demonstrate the knowledge of concepts taught

Effort and Follow-Through –

Students are expected to ...

- Begin a project and work it to completion

Interest and Effort Beyond Expectations (O) –

In science 1-2 going beyond expectations would include ...

- Sharing information with the class
- Bringing in materials that are being discussed in class
- Helping a classmate
- Consistently demonstrate enthusiasm for learning beyond the classroom

Resource: Spanish

Teachers: Senora Garces (grades 1-3)

O	Demonstrates Interest and Effort Beyond Expectations
S+	Always Meets Expectations
S	Meets Expectations Most of the Time
S-	Expectations Met On An Infrequent Basis
NI	Needs Improvement
U	Unsatisfactory Progress

Specific expectations for Spanish follow:

Preparation –

Students are expected to:

- Come to class promptly and regularly (1-6)
- Be prepared for class with assignments and required class materials (4-6)

Attitude and Respect –

Students are expected to:

- Be engaged in class activities (1-6)
- Respect classroom rules and the needs of fellow learners (1-6)
- Display positive behavior that contributes to the learning of all (1-6)
- Support the ideas and efforts of others (4-6)
- Respect both adults and peers and follow the school rules (1-6)

Classroom Participation (teamwork and/or individual)–

Students are expected to:

- Contribute ideas (1-6) and reports findings to others in the group (4-6)
- Offer assistance to others (4-6)
- Interact (4-6)

Skills –

Students are expected to:

- Listen when others talk both in groups and in whole class discussion (K-6)
- Incorporate or build off the ideas of others (4-6)
- Focus attention on the speaker (K-6)
- Respond in class as developmentally appropriate

Effort and Follow-Through –

Students are expected to:

- Apply knowledge of the skill being taught (K-6)
- Complete an assignment efficiently in the allotted time (4-6)

Interest and Effort Beyond Expectations (O) –

In Spanish going beyond expectations would include:

- Showing interest and curiosity beyond the minimum requirement of an assignment
- Integrating class concepts into life beyond the classroom

Resource: World Language Program

**Teachers: Senora Garces, Spanish, grades 4-6
Mrs. Hardage, Mandarin Chinese, grades 4-6
Ms. Gorman, French, grade 6**

O	Demonstrates Interest and Effort Beyond Expectations
S+	Always Meets Expectations
S	Meets Expectations Most of the Time
S-	Expectations Met On An Infrequent Basis
NI	Needs Improvement
U	Unsatisfactory Progress

Specific expectations for Spanish follow:

Preparation –

Students are expected to:

- Come to class promptly and regularly (1-6)
- Be prepared for class with assignments and required class materials (4-6)

Attitude and Respect –

Students are expected to:

- Be engaged in class activities (1-6)
- Respect classroom rules and the needs of fellow learners (1-6)
- Display positive behavior that contributes to the learning of all (1-6)
- Support the ideas and efforts of others (4-6)
- Respect both adults and peers and follow the school rules (1-6)

Classroom Participation (teamwork and/or individual)–

Students are expected to:

- Contribute ideas (1-6) and reports findings to others in the group (4-6)
- Offer assistance to others (4-6)
- Interact (4-6)

Skills –

Students are expected to:

- Listen when others talk both in groups and in whole class discussion (K-6)
- Incorporate or build off the ideas of others (4-6)
- Focus attention on the speaker (K-6)
- Respond in class as developmentally appropriate

Effort and Follow-Through –

Students are expected to:

- Apply knowledge of the skill being taught (K-6)
- Complete an assignment efficiently in the allotted time (4-6)

Interest and Effort Beyond Expectations (O) –

In Spanish going beyond expectations would include:

- Showing interest and curiosity beyond the minimum requirement of an assignment
- Integrating class concepts into life beyond the classroom