



Dear Parents,

October 22, 2010

Please read the following information carefully, sign this sheet and return the bottom portion to school, and keep the copy of the Discipline Policy for your records.

A team of faculty and administrators have worked on this Discipline Policy for over a year. It is based on the five rules of the St. Mark's Episcopal Day School Conduct Code. These five rules are posted in every classroom. The Discipline Policy has been developmentally interpreted for every area and age group of our school, from the Early Learning Program through sixth grade, to include the resource classes and the Extended Day Program.

You are receiving a copy of the Discipline Policy for your child's grade level department. A copy of the complete Discipline Policy is available upon request or can be found on our website in the Parents section, under the "Student Handbook 10-11" link. Teachers in grades ELP through kindergarten will be explaining this policy to their students. Teachers and administration will be introducing this policy to students in grades one through six to ensure their understanding.

The St. Mark's Episcopal Day School Board of Trustees supports this Discipline Policy.

We value your partnership with us as we strive daily to fulfill our 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.

In Christ's love,

Cathy Hardage
Head of School

Karen Lee
Assistant Head of School

As a parent of a student at St. Mark's Episcopal Day School, I have read the Discipline Policy and am aware of its contents.

Student Name

Parent Signature

Date



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.