



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 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
- Helping clean up after snack

Examples of Unacceptable Behaviors:

- 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

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.