



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.



Discipline Policy

Developmentally Interpreted for the Pre-Primary Department

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

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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.



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

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- 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.

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.



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

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- 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
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- Communication with home is required, along with documentation by the faculty/staff in charge of intervention.

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