

**ST. MARK'S DAY SCHOOL**  
**COMMUNITY HANDBOOK**

## **FUNCTION AND GOAL OF THE SCHOOL**

The school is owned and operated by the Church of St. Mark and its subsidiaries. It functions under the control and direction of the Rector and Vestry of the parish. The Rector is the Headmaster and Chief Administrator of the school and together with the Principal, the Vice Principal and the Bursar comprise the Administrative staff. They work in concert with the school leadership team and are responsible for the policy, program and operation of the school (and are responsible for the everyday policy).

The Board of Trustees is appointed by the Headmaster to provide general oversight of the school, its policies and vision. The Board is a standing committee of the Vestry of the church and of such reports all matters of the school to the Vestry. It is comprised of church representatives, community leaders, educators and benefactors. It ultimately gives counsel and guidance to the administrative staff in the development of school policies.

( The School Board of Trustees )

The ultimate function and goal of the school is to provide quality education at a manageable cost within a disciplined, structured, religious atmosphere. The New York State Standards and their consequent goals and outcomes guide our instructional practices and academic offerings in English language arts, math, social studies, science, modern languages, art, health and physical education. Additional emphasis is placed upon religion, respect and responsibility as necessary building blocks in the process of sound academic and social development.

One goal of St. Mark's Day School is to make of its students life-long learners, making them aware of the importance of education as a tool for equipping and empowering them to function creatively and efficiently in society. Each student develops a sense of self-respect and internal self-reliance that will maximize his or her ability not only to cope, but also to fashion his or her destiny and contribute as leaders in the community.

The school, while an academic community in its own right, is a Church-sponsored enterprise, and therefore its educational philosophy is grounded in the truth that comes from God as revealed in Jesus the Christ. God is present in all classroom activity, and all learning is bathed in the light of God's Truth. Sharing religious beliefs is therefore an ongoing component of the educational process.

The difference between a public school and St. Mark's Day School is felt in the tone and atmosphere, which radiate from and permeate our environment, and make for increased productivity. Both teachers and students find education a joyful excursion, a journey of shared faith and understanding.

## OPERATION OF THE SCHOOL

### Administration and Staff

The **Headmaster** is the chief executive of the school, providing direction and guidance for the Principal, administrative and teaching staff. The Headmaster is an *ex officio* member of the school board of trustees.

The **Principal** is responsible for the overall quality of curricular content and instructional practices, and with the administrative team, providing formative and summative evaluation [guidance] and professional development to the teaching staff. The Principal with the support and cooperation of the administrative team is responsible for the day-to-day operation of the school. The Principal is responsible for curricular development, implementation and monitoring, school discipline, staff and peer review and overall staff and student performance.

There is one **Vice Principal** at St. Mark's Day School for Nursery to Grade 8.

The **teaching staff** is comprised of qualified, accredited teachers and educators who must complete New York State Certification as a basic requirement for continuing employment. All teachers are engaged in on-going educational enrichment training on-site and off-site during each school year.

The Principal, in concert with the Vice Principal, shares responsibility for teacher supervision and evaluation, curricular and professional development and student recruitment. The Vice Principal is largely responsible for overall discipline, and share responsibility for timetables and schedules, state and local assessments and the ordering of textbooks. The Vice Principal acts as assistant to the Principal, with respect to administrative and school matters.

The **Chaplain** of the school is responsible for the communities' overall religious education, conducts assembly for all grade levels and counsels students who may be bereaved, traumatized or ill.

### Schedule

The School year begins after Labor Day, on a date to be announced and closes on the last Friday in June. School hours are 8:15 a.m. to 3:00 p.m. daily, Monday through Friday, for the entire school. The school's calendar is revised, and distributed to students and parents annually. It lists the activities, scheduled closings, both school and New York State assessments and parent-teacher conferences. Parents should consult the school calendar regularly and plan ahead for any eventualities. Emergency and snow closings will be in accordance with the Board of Education's guidance and will be reported on 1010 WINS; CBS2 (WCBS-TV) bottom of screen; and published at <http://newyork.cbslocal.com/school-closings/>.

# THE SCHOOL RULES

## RESPONSIBILITIES OF STUDENTS

Students attend school so that they may develop to their fullest potential. With this in mind, each student is expected:

- To accept responsibility for his/her actions;
- To respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined;
- To attend school on a regular and punctual basis;
- To complete class assignments and other school responsibilities by established deadlines;
- To show evidence of appropriate progress toward meeting course and/or diploma requirements;
- To respect school property and help to keep it free from damage;
- To obey school regulations and rules made by school authorities and by the student governing body;
- To recognize that teachers assume the role of a surrogate parent in matters of behavior and discipline when at school, as well as during any school-sponsored activities;
- To contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all;
- To become familiar with this Code of Conduct and seek interpretation of parts not understood;
- To actively discourage inappropriate behavior of other students and report the incidents to the administration.

The school administration has determined that certain acts of misconduct interfere with instruction and/or the safety and welfare of students and staff. Although some incidents of misconduct may require removal from the classroom or suspension from school, effort will be made to deal with misconduct without removal from the classroom or suspension from school. This is in keeping with the sound educational goal of avoiding consequences that interrupt or interfere with learning. However, no child will be allowed to continue disrupting the instruction of the class or interfering with the safety of the school, its staff, students and visitors.

## THE RESPONSIBILITY OF PARENTS

A cooperative relationship between home and school is essential to each student's successful development and achievements. To achieve this wholesome relationship, parents are urged:

- To show an enthusiastic and supportive attitude toward school and education;
- To build a good working relationship between themselves and their child;
- To teach their child self-respect, respect for the law, respect for others and for public property;
- To insist on prompt and regular attendance;
- To listen to the views and observations of all parties concerned;
- To recognize that teachers merit the same consideration and respect that parents expect from their child;
- To encourage their child to take pride in his/her appearance;
- To insist that their child promptly bring home all communications from school;
- To cooperate with the school in jointly resolving any school related problem;
- To set realistic standards of behavior for their child and resolve to remain firm and consistent;
- To help their child learn to deal effectively with negative peer pressure;
- To provide a place conducive for study and completion of homework assignments;
- To demonstrate desirable standards of behavior through personal example;
- To foster a feeling of pride in their child for their school;
- To provide support and positive reinforcement to their child.
- To read and support the Code of Conduct.

Parents should be aware that they are responsible for any financial obligations incurred by their child in school. This includes, but is not limited to, lost books and damage to property.

## **THE RESPONSIBILITY OF SCHOOL PERSONNEL**

School personnel play an important role in the education of students. In view of this responsibility, school personnel must:

- Promote a climate of mutual respect and dignity which will strengthen each student's positive self-image;
- Teach the common courtesies by precept and example;
- Treat students in an ethical and responsible manner;
- Help students to reach their maximum potential;
- Demonstrate desirable standards of behavior through personal example;
- Report violations of the Code of Conduct to the principal or acting building principal;
- Immediately report and refer violent students to the Principal or Headmaster.

## **THE RESPONSIBILITY OF TEACHERS**

Every teacher knows that (s)he works every day with this nation's most precious commodity - the future generation. In view of this responsibility, the teacher must:

- Promote a climate of mutual respect and dignity which will strengthen each student's positive self-image;
- Plan and conduct a product of instruction that will make learning challenging and stimulating; recognize that some disciplinary problems are caused by a students' personal and academic frustrations;
- Utilize classroom routines which contribute to the total instructional program and to the student's development of civic responsibility;
- Read, understand and comply with a student's behavior improvement plan;
- Seek to develop close cooperative relationships with parents for the educational benefit of the student;
- Distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the administrator;
- Teach the common courtesies by precept and example;
- Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two;
- Help students cope with negative peer pressure;
- Identify changing student behavior patterns and notify appropriate personnel;
- Enable students to discuss their problems with them;
- Send communications home promptly;
- Immediately report to the Principal any student who jeopardizes his/her own safety, the safety of others or of the teacher, or who seriously interferes with the instructional program of the classroom;
- Treat students in an ethical and responsible manner;
- Help students to reach their maximum potential;
- Serve as a surrogate parent in matters of behavior and discipline in accordance with New York State School Law;
- Explain and interpret the discipline code to students;
- Maintain student confidentiality;
- Enforce the code in all areas of the school and remind all community members of the behavioral expectations;
- Demonstrate desirable standards of behavior through personal example;
- Know the support services available to students and refer students who are in need of such services;
- Comply with state educational law regarding corporal punishment and mandated reporting of suspected child abuse;
- In the event of removal from class, inform the student and the principal of the reason for the removal;
- Immediately report and refer violent students to the principal or headmaster.

## THE RESPONSIBILITY OF BUILDING ADMINISTRATORS

As the educational leaders of the school, the Principal and his/her assistant(s) set the disciplinary climate for the school, not only for students, but for staff as well. Therefore, they must:

- Seek to develop a sound and healthful atmosphere of mutual respect;
- Evaluate the program of instruction at St. Mark's to achieve a meaningful educational program;
- Help their staff self-evaluate their procedures and attitudes in relation to the interaction within their classrooms;
- Develop procedures which reduce the likelihood of student misconduct;
- Provide the opportunity for students and staff to approach the Principal or Vice Principal directly for redress of grievances;
- Work with students and staff to formulate school regulations;
- Assist staff members to resolve problems which may occur;
- Work closely with parents to establish a wholesome relationship between home and school;
- Utilize all appropriate support staff and community agencies to help parents and students identify problems and seek solutions;
- Establish necessary building security;
- Assume responsibility for the dissemination and enforcement of the "Code of Conduct" and ensure that all discipline cases referred are resolved promptly;
- Insure that students are provided with fair, reasonable and consistent discipline;
- Comply with pertinent state laws governing student rights;
- Develop behavioral guidelines and appeals procedures in harmony with the schools stated behavioral expectations
- Demonstrate desirable standards of behavior through personal example.

### Attendance: Regularity and Punctuality

The school gate opens at 7:45 AM. Only students who are enrolled in early Morning Drop-Off will be allowed to enter the campus at 7:15 AM. Students will assemble in the courtyard or auditorium between 7:45-8:00 AM. At 8:00 AM students will be asked to line up quietly, according to class and grade. Teachers will assume responsibility for students at 8:15 AM before the morning assembly. Students who arrive after 8:15 AM are considered late, and will be required to participate in morning prayers from the auditorium. However, those students will be permitted to go to their classes before silent sustained reading begins at 8:35 AM. Students who arrive after 8:35 AM will be marked late. Please note that lateness will affect your child's school record and result in progressive discipline.

- Regular attendance is required of all students. A student who attends infrequently, risks academic failure as well as promotion to the next grade.
- If a student is ill or absent from school for any reason, the parent is required to call the school before 8:30 AM and a written note sent upon the student's return to school. If a student is ill and out of school for three or more days, a doctor's note is required upon the student's return.
- Students may not leave school without written permission before dismissal. If a student has to leave school before 2:30 p.m., that student must be signed out at the front office by his/her parent or authorized adult before 2:30 PM. Classes will not be interrupted for dismissal between 2:30 and 3:00 PM.
- During the cold or rainy weather, dismissal will take place in the auditorium. Only students who walk home by themselves will be permitted to exit the building. Students who are picked up by their parents must remain inside the auditorium until their parents come to get them.

## Dress Code

- **Shoes** for both boys and girls should have heels no higher than 1 inch. In extenuating circumstances, (e.g. an injury which prevents a student wearing regulation shoes), a written request and explanation from the parent must be sent to the Vice Principal.
- **Sneakers** are only permitted as part of the Physical Education uniform. Students are allowed to wear appropriate gym clothes only when they have gym.
- **Black Boots** may be worn during snow days.
- **Jewelry** is not permitted, with the exception of a wristwatch for both boys and girls, and a small pair of stud earrings for girls only.
- **Nail polish** and **make-up** are not allowed for students
- **Hats, caps** and other forms of head covering are not a part of the school uniform and may not be worn in the building.
- **Not in uniform** - If a student comes to school and is not in complete uniform, that student may be removed from the class, and his/her parent called either to bring the required uniform, or remove the student for that day.

## Religious Observances

- All students are required to participate in all religious activities of the school.
- Participate in morning prayers and prayer for lunch.
- Attend school mass once a month.
- Attend mass at The Church of Saint Mark on one designated Sunday for the year.

## Text Books and Library Books

- Textbooks and library books are the property of St. Mark's Day School, and are only on loan to the students.
- Students are required to return all textbooks to their class teacher at the end of the school year, and library books when they are due.
- If a student loses or destroys a textbook or library book, his/her parent will be required to cover the replacement cost.

## Food and Beverages at School

- Students may eat only in the lunchroom.
- No food, candy, or drinks are allowed in the classrooms unless with the permission of the Vice-Principal or Principal – birthday celebrations and other such parties must be approved in advance by the administration.
- Soda cans and glass bottles are not allowed on the school premises.
- Chewing gum is absolutely forbidden on the school premises.

## Use of the Lunchroom

- Students are required to dispose of their own food wrappings after they eat, and clean up their own spills, except in the case of very young students who require assistance.
- Students may not deliberately throw food on the floor or otherwise engage in any food fights while in the lunchroom.

## Telephone Use

Cell phones are not apart of your child's requirements at St. Mark's, but if you choose to equip your child with a cell phone, it must be on the off mode, and in your child's bag at all times while on school premises. If there is an emergency involving your child, or if your child requests permission to call you while at school, a teacher or office personnel will make the telephone call to you or will allow your child to make the call from the telephone in the school's office.

Students are not to use cell phones while on school property. Upon the first instance that a student is caught using a cell phone on the school premises, the phone will be confiscated and returned only to the parent. Additional use of a cell phone on campus will result in suspension from school for 2 days. If a student's cell phone rings while in school, the phone will be confiscated, and only the parent will be able to retrieve it. The school is not responsible to replace or make remuneration for the theft or loss of phones or other personal items that the student might bring to school.

## Games, toys and adult literature

- Students are not permitted to bring any kind of games and/or toys to school unless authorized by the class teacher, e.g. for show and tell sessions.
- Students may not bring adult magazines or other inappropriate literature to school.
- Students are not allowed to bring CD players, Walkmans, I-Pods or video games to school, unless authorized by the teacher as a requirement for class work. The school is not responsible to replace or make remuneration for the theft or loss of the above-mentioned items or other personal items that the student might bring to school.



## Use of Stairs and Hallways

- Students must always walk and must never run while in the school building.
- Students must always walk on the right. ( except in cases of emergencies )
- Playing in the hallways or on the stairs is strictly prohibited. ( also in the classrooms / labs )
- Quiet must be maintained while walking through hallways and on the stairs.

## Use of School Property

- Students may not deliberately vandalize any school property. ( these must include textbooks property of the Board of Ed / School . )
- Students are not allowed to touch or remove any fire extinguishers from their holding place. (except in emergency situations.) This should be an adult responsibility .
- Students must not write on or otherwise deface walls inside or outside the school building.
- Students must not tamper with doors or windows within their classrooms or in any part of the building.

## Greeting/Addressing Teachers and other Staff

It is expected that all members of the St. Mark's Day School community will treat one another with respect and civility at all times. Disrespect will not be tolerated within the community.

- Students and staff are required to address each other with appropriate respect at all times.  
Students must stand and greet all visitors, including staff, to their classroom. ( On first encounter )

## Classroom Performance and Behavior

- Students should understand that the teacher has the final authority in the classroom.
- Students and staff are required to give respect to each other at all times.
- Students are required to give respect to their fellow students, class monitors and head students.
- Students may not leave the classroom without a teacher's permission.
- Students must complete all classroom assignments in a timely manner and as set out by the teacher.
- Each student must do his/her own work, unless and except when the teacher assigns groups.
- Students are required to do homework as assigned and to read and study each and every night. Do not fall for the excuse, "But I don't have homework!" Read, read, review and review!  
( all incomplete assignments may be deemed as been disrespectful )

- All students must take Physical Education. If for any reason a student is unable to participate in Physical Education, that student must bring a note from the parent. Any long-term excuse must be from a medical doctor.

## Visitors to the School

- Students are not allowed to have personal visitors while at school.
- Students may not invite visitors onto the school premises, neither during regular school hours nor after school.
- Students may not ask visitors to wait by the school gate at the end of the school day.
- Any and all visitors to the school must report to the front office and remain in the lobby unless they are escorted to a meeting within the instructional areas of the school. Visitors identified with a St. Mark's Day School visitors badge will be permitted to walk throughout the building unescorted.

## Emergency-Fire Drills

Emergency-Fire drills will be conducted periodically throughout the School year.

Students will move in an orderly manner in silence to points directed by the teacher where the roll will be taken. If the fire alarm rings when students are in the hallway, they will be directed to the nearest exit.

## Administering and/or Taking of Medication

- While at school, students are not allowed to take any form of medication without immediate adult supervision. In case of chronic health conditions or acute short-term health conditions, parents are advised to keep their child at home.  
( parents must make prior arrangement to have someone admin.. Medication )
- First aid is always administered for minor injuries, and in all cases, an accident report is sent to the parents.

## Health Regulations

It is recommended that all children be vaccinated against smallpox, but it is required that all children should have the poliomyelitis and rubella vaccine prior to registration in the school. A thorough examination both by a physician and a dentist is required at the beginning of the Fall Semester. In the event of a child contracting a contagious disease, the parent must notify the school immediately and upon returning to school after such a condition, the child must present a physician's certificate of fitness. Parents must also report upon enrollment, any special disability, physical or emotional. All staff must have an annual physical examination.

## SCHOOL DISCIPLINE

In accordance with our school pledge, good manners, respect and responsibility shall form the basis for our relations among all members of the St. Mark's Day School Community as well as inform our code of conduct. All members of the community are expected to conduct him/herself in accordance with the pledge and to adhere strictly to all school rules and regulations.

The objectives of our behavioral expectations at St. Mark's Day School are intended to:

- Promote personal responsibility and self-control,
- Create responsible individuals who conduct themselves with dignity and honor,
- Provide a classroom environment conducive to learning,
- Provide for the well-being and safety of each community member,
- Promote cooperation among teachers, students and parents in supporting good behavior,

#### **(a) Classroom Performance Related Discipline**

Students will never be punished corporally. Discipline may be dispensed because of tardiness in academic work and deportment. To enforce discipline teachers may employ sanctions, withhold privileges, give detentions etc.

#### **(b) Harmful Behavior**

Every member of St. Mark's Day School staff is concerned first and foremost for the safety and well being of each student. In the event that a child is in danger from any cause, the primary concern both of the staff and of fellow students is to protect the endangered student. Similarly, if a student is endangering his/her life or the life of another student, appropriate steps will be taken, including physical force if necessary, to protect life.

### **PROGRESSIVE DISCIPLINARY PROCEDURES**

#### **Verbal and Written Warnings**

- The student will receive a verbal or written reminder if the particular action is in violation of school rules.

#### **Time-Outs**

- Inappropriate classroom behavior can result in a supervised time-out [brief isolation] from the group. Time-outs may be no longer than 15 minutes. The teacher may give a supervised student time-out in a location other than the classroom.

#### **Parent contact**

- A written disciplinary/deficiency note may be sent home and a copy placed in the student's file. If this occurs, you will receive a call from the teacher within 24 hours of the notice being filed at which time the teacher and parent can discuss the student's behavior.

## Behavior Intervention Plan

- A teacher may establish various point systems to encourage positive behavior or discourage negative behavior.

## Parent Conferences

- The teacher and/or parent may schedule a conference with the vice principal or principal to discuss a child's behavior and together to formulate an appropriate plan of action.

## Mandatory Testing

- The Vice-Principal/Principal may require/recommend that parents pursue physical, psychological or other types of testing for their child.

## Detention

- Detentions are held after regular school hours (between 3:15 p.m. and 4:15 p.m.) with an assigned teacher.
- Detention will never be given on the same day of the infraction, as adequate notice will have to be sent to parents to arrange to collect the student after detention on the day it is enforced. Parents must sign and return the detention notification slip promptly to the school. All detentions will have to be handled by the Class or Subject teacher, who will ensure that the detained student is both supervised and profitably engaged during the duration of the detention.

If the detention is not served, the student will be required to serve a double detention. Failure to serve a double detention will result in additional consequences that may include immediate in-school suspension and a conference with the principal.

Grounds for referrals and detention may include, but are not limited to:

1. Defacing school property: building, desks, chairs, books , and all equipment,
2. Defacing the property of others,
3. Unauthorized absence or “cutting” class or school,
4. Use of profanity or vulgarity [verbal or signal], ( this is suspension )
5. Attitudes of defiance or lack of cooperation with authority,
6. Continued or extreme disruptions in class, ( may result in in-house suspension )
7. Violation of uniform code (regular and Physical Education),
8. Delinquencies in homework assignments,

9. Running on the stairs or hallways,
10. Unauthorized Playing around in the lunchroom.

## Suspension and Expulsion

A student may be suspended from school for a prescribed period of time for certain breaches of the school's rules of conduct, which in the opinion of the entire learning community, impede the well-being of the school and its policies.

The Principal/Vice-Principal may issue a suspension for repeated offenses, and in extreme cases, the Principal may recommend to the Headmaster that a student be expelled. In the event of a suspension the school will put in writing the nature of the infraction and the duration of the suspension. This information will be mailed to the parent or authorized guardian of the student. In some cases the Principal/Vice Principal may request that the parent immediately remove the child from the school grounds until the completion of the suspension.

If expulsion is recommended, the parent will be called in for a conference.

The following are among grounds for suspension:

- Use of obscenities (swear words), racial slurs, profanities or vulgarity,
- Physical abuse (fighting), assault or battery, or any threat [verbal] of force or violence [bullying] directed to any school personnel or student,
- Theft, vandalism, or destruction of personal or school property,
- Continued willful disobedience/violation of school rules,
- Use, sale, distribution, or possession of any habit-forming or controlled substance, tobacco, and alcohol – police will be called and student may be arrested,
- Habitual truancy,
- Possession of and/or assault with a deadly weapon and/or any other instrument which can cause harm to another – police will be called and student may be arrested.
- Sexual harassment
- Leaving school grounds without permission.
- Disrespect to any faculty, staff, substitute teacher, visitor or fellow student.
- Any conduct detrimental to the reputation of the school, e.g. misconduct off school premises while in school uniform.

## AFTER SCHOOL PROGRAM

### (a) Registered Students

An after-school program is offered for children who need to take advantage of the service provided by such a program, e.g. assistance in the development of sound study habits, of homework assignment completion or of enrichment in academics. Also ample opportunity is provided by this program for development and enforcement of formal academic work, through arts and crafts, organized play and recreation. Parents who work late find this a very helpful innovation. The program runs from 3:15-6:00 p.m. and arrangements for enrollment must be made with the school's business office. There is an additional charge for service. A separate application form will be provided upon request.

### (b) Unregistered Students

Students cannot be permitted in the after-school program unless their parents have registered them. Parents making late pick-up of children will have to collect them from the after-school program. If a child is taken by the teacher into the after-school program, due to a non-pick up, the parent will be billed for the session at the rate of \$25.00 per hour or any part of an hour.

### (c) Prompt Private Pick-Up of Students

Students must be picked up promptly at 3:00 p.m. by parents, guardians or private transportation. There is no provision for baby-sitting services, and the staff cannot be expected to 'keep' students after school hours. During the winter months it is unfair to have children waiting in the cold weather for pick-ups, which are not prompt. Any child not picked up by 3:15 p.m. will be placed in the after-school program and parents will be charged an additional fee for this service.

## Uniform

All students are required to wear the prescribed uniform. Uniforms can be purchased from a location designated by the school. The school colors are:

### Boys and Girls - Nursery to Kindergarten

Navy blue pants or navy jumper  
White shirt  
Red cardigan (with school logo)  
Red Tights  
Black shoes  
Navy Blue Tie (Optional)

### Boys: 1<sup>st</sup> through 8<sup>th</sup> grades

Grey pants with belt (pants should be about the waist, not under the hip)  
White shirt  
Navy Blue tie  
Dark socks  
Black shoes  
Red Blazer (with school logo)  
Grey Cardigan under blazer (optional)

**Girls: 1st through 5th grades**

Plaid jumper  
White shirt  
Red tights or socks  
Black shoes-heel no higher than 1”  
Navy Blue tie  
Grey Cardigan (optional)  
Red Blazer (with school logo)  
Grey Slacks (may be worn in the winter)

**Girls: 6th through 8th grades**

Grey pleated skirt  
White blouse  
White tights or socks  
Black shoes-heel no higher than 1”  
Navy Blue tie  
Grey Cardigan under blazer (optional)  
Red Blazer (with school logo)  
Grey Slacks (may be worn in the winter)

**Physical Education - Girls and Boys**

Grey polo with school logo  
Red/Grey sweat suit with school logo  
Sneakers

Hair is to be neatly styled - of a conventional, normal type. No distracting, unkempt styles are permitted. Shaved or partially shaved heads, carved designs and tinted hair are absolutely not allowed. Girls may wear one pair of small stud earrings. No other form of jewelry should be worn. The complete uniform must be worn at all times. No sneakers are permitted except for Physical Exercise classes. All staff members will enforce this expectation.

**FIELD TRIPS**

Field trips will be of an educational nature. Students will be permitted to go on sponsored field trips only after parents have signed the written release form supplied by the school. A student who does not have the necessary signed form will be prevented from going on the trip. The school reserves the right to bar any student from any class trip because of previous consistent behavioral problems.

**SCHOOL HEALTH SERVICE PROGRAM**

The school provides a certified Nurse that is available to see students upon referral. The nurse may conduct health screenings that may include the following activities: hearing and vision screening and measuring of height and weight. Remember these are only screenings. Parent/Guardian will be notified if problems are suspected.

( Students with any form of contagious disease will be removed from the regular student population upon the recommendation of the school nurse .)

## **SPECIAL SERVICES**

**Guidance Counselor:** The school provides guidance counseling services courtesy of the New York City Board of Education. The guidance Counselor will work with students on issues including discipline, interpersonal relationships study habits, peer-to-peer conflicts and self-esteem.

**Psychologist:** A school psychologist is available for more formal and intense Psychological evaluation. Students with learning disorders, suffering from trauma are also eligible for this service. The overall intent of the psychological services is to encourage and enable a better understanding of oneself.

**Reading and Math Specialist:** The school also provides two other services courtesy of the New York City Board of Education a reading specialist and a math specialist. Both individuals work with students whose California Achievement Test scores are below average and who require more intense one on one academic tutoring. A teacher may also refer a student to this program. The California Achievement test evaluates a student's performance relative to his/her peers in each specific grade level.

## **BREAKFAST AND LUNCH PROGRAM**

The school provides a breakfast and hot-lunch program, comprising well-balanced, varied meals, occasionally ethnic and cultural menus, staffed by competent, qualified persons. The school is very much mindful of the need to build healthy bodies in order to foster healthy minds.

## **PARENT TEACHER ASSOCIATION**

The school encourages active parent participation. The aim of the Parent Teachers Association is to assist and support the administration in the development of the school. The Parent Teachers Association helps in fund-raising drives and other support programs aimed at meeting expressed needs of the school. All parents may become members of the Parent Teachers Association. Membership dues [\$20.00] may be paid at the first meeting of the school year.

## **ALUMNI ASSOCIATION**

The school is developing an alumni association with elected officers. All former students are encouraged to become active members of this organization. The primary objective of the association is to mobilize past students in providing resources and support for the school. Each member is required to pay annual dues and attend meetings.

## **ENROLLMENT PROCEDURES**

Admission: All prospective students requesting admission to 1<sup>st</sup> through 8<sup>th</sup> grade are given an entrance exam which tests in areas of reading, writing and mathematics. A school transcript, report card and letters of recommendation are also required.

Students entering into Nursery through Kindergarten are tested in the areas of speech, gross and fine motor skills, reading and comprehension ability and phonetic awareness.

Each student is interviewed along with his or her parents as part of the admissions process.

The school will advise parents of the outcome upon completion of the enrollment process and review.



The original birth certificate must accompany the completed application form. A copy of the original certificate will be made and the original will be returned to you.

An up-to-date, completed medical form certified by a physician must be presented upon registration. All seventh graders are required to have 3 doses of Hepatitis B vaccine as of September 2004.

Parents of new students will be required to attend an orientation meeting. Failure to do so may result in the cancellation of the admission.

### Fees:

Registration fee: Parents/Guardians are required to re-register each year and to complete a new registration form. Relevant information including change of address, telephone numbers (home, work, mobile and emergency contact telephone numbers) must be updated as necessary. Financial and family status information must be current. The current registration fee is \$100.00 payable upon registration and, the re-registration fee is \$75.00 payable upon re-registration. Both registration and re-registration fees are non-refundable. These fees are subject to change at the school's discretion.

Tuition: The tuition covers operating expenses, incidentals, use of textbooks, consumable items and insurance. Agreement to make payment of tuition is required upon acceptance of registration into the school. No portion of such fees so paid will be refunded, notwithstanding the student's subsequent absence, withdrawal or dismissal from the school.

Tuition payments are to be made directly to Smart Tuition, the school's collection administrator, except for the tuition deposit, which must be paid, to the school. If your tuition payment is not received by 4:00 p.m. on the 20<sup>th</sup> day of the month (or whenever such date falls on a weekend or a holiday, then the day immediately following, the outstanding tuition plus surcharge or late fee of \$35.00 will be due and payable). No exceptions will be allowed. If the outstanding tuition, (including the late fee) is not received by the end of the month, the student may be removed from the classroom and the parent notified by telephone.

If a check is returned ONCE due to insufficient funds, then all subsequent payments must be made by certified check.

If you have more than one child registered at St. Mark's Day School, there is a \$250.00 tuition reduction for the 2<sup>nd</sup> child and \$500.00 for the 3<sup>rd</sup> child.

Persistent delinquencies in tuition payment or the non-payment of fees may result in the student being removed from the roll of the school.

### Lunch Program:

The lunch program is not included but is subsidized following the guidelines set forth by the New York City Department of Education. These guidelines determine whether a child receives free, reduced or full priced lunch based on the household income and the number of household members.

Uniforms: The cost of uniforms etc. is not included in tuition. The school will Provide parents with information about uniforms. All new students must be in uniform not later than 4 weeks after being admitted to the school.

Transportation: The school does not make arrangements directly for private bus transportation. Parents desiring this service must make arrangements directly with a transportation service. The office of Pupil

Personnel is available to advise parents on private transportation supplied by the New York City Department of Education.

## General Reminders

- All students are to have a lightweight school (book) bag. Pencils, pens and notebooks will be available for sale in the mornings before school starts or in the afternoon after school at the school's bookstore.
- All clothing, e.g. jackets, sweaters, coats, hats, sneakers, boots, etc. as well as child's own school supplies, e.g. school bags, notebooks, etc. must be labeled.
- If a child becomes ill during school hours, the parent will be notified and he/she must make prompt arrangements to have the child picked up.
- Please keep your school calendar in a prominent place, so that you can refer to it during the year. In case of any change, you will be notified in writing.
- We must have your home, cell and business phone numbers. If any of the numbers are changed during the school year, the school office must be notified immediately of the new number.
- The school office will open for business from 8:00 a.m. to 4:00 p.m. daily except on weekends.
- If your child has a birthday, a party in school is permissible. However, please clear the time and date with the vice principal, and your child's teacher.
- All children from Grades 1 and up will have daily homework, as well as a required number of books to read and report on. Homework is an extension and reinforcement of classroom teaching, and should be insisted upon and supervised by parents.
- NURSERY, PRE-KINDERGARTEN AND KINDERGARTEN CHILDREN SHOULD HAVE THE FOLLOWING EQUIPMENT AT SCHOOL.
  - A small crib sheet or lightweight blanket
  - A smock or oversized old shirt for artwork
  - A drawstring laundry bag with change of underwear, slacks and an extra pair of socks. All of these items should be clearly labeled.

## Parent Compact

Core Values:

By signing the compact below you are affirming the core values of St. Mark's Day School. These core values are the result of many years of partnering with families, organizations and community. You acknowledge the awesome and sacred responsibilities of educating children in the context of a changing and challenging world. This compact symbolizes your willingness to see yourself as an active and important partner in your child's education. In addition to the African proverb that states that "It takes a whole village to raise a child", St. Mark's Day School is committed to the African proverb that states, "The ruin of a nation begins in the homes of its people". Using this "Village" concept, we understand that a parent is the child's first teacher. No institution can build healthy, wholesome children in isolation; therefore, what we do at St. Mark's Day School must compliment what parents do at home and vice versa. Our years of providing this ministry has taught us many valuable lessons, these include:

- All children are special.
- All families want the best education for their children.
- Learning is a process, not an event. In other words it never ends.
- Learning takes place in a context where there is partnership

- Learning is reciprocal.
- All children do not learn in the same way.
- The environment in which children live must be conducive to learning.
- Education must be dynamic, innovative and creative.
- Educators are vehicles through which students can self-actualize.
- Education is a comprehensive experience involving the mind, body and spirit.
- Respecting one's culture is critical to personal and institutional advancement.
- Parents must arm themselves with information regarding all aspects of their child's educational process.
- Worship is central to the process of teaching.

By signing the parent compact and behavioral expectations you are affirming the core values and the expectations of this school:

- All students entering St. Mark's Day School will be tested.
- All parents are asked to attend no less than three PTA meetings during one calendar year.
- Parents are required to attend all Parent-Teacher conferences.
- Parents must keep current with their tuition payments.
- The school will suspend any student from a class if the Parents are not up to date with the tuition.
- There is no social promotion at St. Mark's Day School: Students must maintain at the very least, a 65% average during the year in order to be promoted.
- Students who fail to live up to the behavioral expectations of the school will be disciplined as outlined in the progressive disciplinary procedure.
- Parents are responsible for making sure that students come to school prepared to learn, this includes being motivated, having the necessary supplies and books as well as eating healthy.
- All students preparing for state exams must participate in after school classes. This is mandatory. St. Mark's Day School does not accept mediocrity.
- All students will be expected to give of their best. Excellence will be required from all members of the community.
- The school has a right to determine which students will sit the state examinations.
- After working as a team [parents, teachers and administrators] to develop appropriate and successful student behavioral skills, students who continue to be disruptive and uncooperative will be expelled.

I have read, understood, accepted, and I am willing to support the terms contained in this compact and in the Community Handbook. The signing of this document is an indication that I, who am registering or re-registering my child, agree unconditionally to the terms above outlined.

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CHILD'S NAME

DATE

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PARENT'S SIGNATURE

DATE

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SIGNATURE OF ADMINISTRATOR

DATE

