



AFTER SCHOOL PROGRAM HANDBOOK

2023-24

St. Mark Catholic School

1201 Alma Drive Plano, TX 75075

Phone: 972-578-0610 FAX: 972-423-3299 <http://stmcs.net>

(Updated 5/3/2022)

Dear Parents and Students,

***"Let the little children come to me because the kingdom of heaven belongs to people like these."
Matthew 19:14***

Welcome to the St. Mark Catholic School After School Program! In choosing St. Mark Catholic School for your son or daughter, you have demonstrated a commitment to the values and philosophy of a Catholic education. This same commitment is anticipated as you enter into a partnership with the St. Mark Catholic School After School Program.

Please read this document carefully and sign the attached Registration Form. This agreement states that you intend to abide by the policies of the St. Mark Catholic School After School Program. Failure to uphold this agreement may result in your child's termination from the program and/or the school.

The faculty and staff of the St. Mark After School Program look forward to working with you to promote a positive experience for your child and for you.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

A handwritten signature in cursive script, reading "Pamela Steinkirchner", written in a dark ink.

Pam Steinkirchner
Principal

St. Mark Catholic School

St. Mark Catholic School is a pre-Kindergarten through Grade 8 Catholic School under the Diocese of Dallas Catholic Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Mark, we are attempting to "teach as Jesus did."

Mission Statement

Our mission is to educate each student in the spirit of faith, gospel values, and academic excellence according to Roman Catholic principles.

The After School Program is an extension of the academic school day and provides a safe, caring environment where respect for Christian values is evident. It involves a well-planned atmosphere without being restrictive, as well as one which is productive without being intense. The program seeks to provide for the students' needs for relaxation, recreation, and the opportunity to complete homework or required reading to succeed in their studies.

Nondiscriminatory Policy

St. Mark Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Enrollment

Students enrolled in St. Mark Catholic School are the only students eligible for enrollment in the After School Program. Students must be enrolled for specific days of the week. Unscheduled drop-ins are not permitted. The program operates only on the days when school is in session. Spaces are filled on a first come basis.

Space is not reserved for students enrolled during the previous school year.

Enrollment Procedures & Monthly Charges for the 2023-24 School Year

- **Registration Fee:** The \$50 registration fee will be billed via FACTS.
- **Rate:** \$9 per hour/per child- to be billed monthly
- **Schedule:** At time of registration, parents will select the day(s) of the week their child(ren) will routinely attend. Pickup times are not required.
- **Late Pick-Up Fees:** All students are to be picked up by 6:00 PM each day, and by 3:00 PM on most early closure days (reference school calendar for specific dates). Students who are not picked up by 6:00 PM (or 3:00 PM on early closure days) will incur an additional charge of \$1.00 per minute.

There is no Financial Assistance for the After School Program. If your family experiences a change in financial situation during the school year, please speak with the Principal.

After School Program Requirements

- Completed enrollment at St. Mark Catholic School **PRIOR** to attendance in ASP
- Registration fee of \$50 per family
- Emergency Contact information completed on the Registration Form

Payments

- Monthly attendance will be billed through RenWeb/FACTS invoice system at the end close of each month.
- Returning students must reserve their spot by submitting a new Registration Form and paying the Registration Fee. This must be completed each school year. Priority given to student registered by May 31st.
- Reference the Parent Student Handbook for non-payment and late payment fee policies.
- **Late Payment Fee:** A \$25 late fee will be assessed on ASP payments made later than 5 business days after the date it was due. Additional late fees will continue to accumulate every 5 business days until the payment, including delinquent fee(s), is paid in full.

Withdrawal Policy

- Families must notify the school ***in writing*** if a student is withdrawing from the After School Program.
- Payment will be required through the month of attendance.

Hours of Operation

The After School Program is open from 3:30 – 6:00 PM on most days that school is in session. The After School Program is closed on snow days, teacher work days, scheduled holidays and other days when the school is not open. *Please refer to the "Weekly School Bulletins" or the school calendar for any exceptions to this schedule.*

All students are to be picked up by 6:00 PM each day, and by 3:00 PM on early closure days. After 6:00 PM, \$1.00 per minute per child will be assessed and billed to the parent. These fees must be paid upon billing. If students have not been picked up within 30 minutes of ASP closure, the staff will call the Plano Police Department to pick up the child and transport them home. Be advised that this action may result in a parent being reported for child neglect.

Attendance

- Students who are absent from school, or are sent home during the school day, are not permitted to return to school to participate in the After School Program.
- Changes to the attendance days are to be communicated in writing to the to the ASP Directors, sarah.peralta@stmcs.net and carolyn.eisele@stmcs.net.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television channel NBC (5) and an email message sent to the e-mail account(s) listed on

a student's file via the RenWeb system. The After School Program will also be closed if school closes due to inclement weather.

Schedule

The After School Program divides students by grade level.

- Early Childhood (3K - Kindergarten)
 - Restroom Break
 - Snack Time- a snack is provided
 - Story time
 - Crafts, games, or dramatic play
 - Free play outside
- Elementary and Middle School Classes
 - Snack Time- a snack is provided
 - Homework/reading time
 - Crafts, games, or dramatic play
 - Free play outside

**Videos are occasionally watched on Fridays and rainy/cold days.

Snacks

A nut-free snack is provided each day. Students will use their water bottles brought from home for drink. If your child brings an additional snack from home, it must be nut and caffeine free.

Homework Time

Homework assistance is offered in a group setting. If your child is in need of individualized tutoring, a list of tutors may be acquired from the Receptionist in the school office. Arrangements may be made with the tutor to walk your child to ASP after their session is completed. In the event your student does not have homework, they are to have a reading book in their backpack each day to read while others are completing homework.

Communications

- Emails are to be sent directly to the ASP Directors, sarah.peralta@stmcs.net and carolyn.eisele@stmcs.net.
- Students may not leave the ASP for practices or events without written permission from their parent/guardian.
- Parents are required to arrange transportation from the ASP area to after school activities/sports practices.

Office Records and Contact Information

Parents/Guardians are requested to directly notify the ASP Director in writing if there is a change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts during the school year. This will guarantee that contact information is accurate, complete, and up-to-date.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The ASP Director, in collaboration with the Principal or Assistant Principal, reserves the right to determine the appropriateness of an action if any doubt arises.

Personal toys, trading cards, or cell phones are not permitted at the After School Program.

Items of a questionable nature or deemed inappropriate for school are not to be brought to the After School Program. The school administration, in accordance with school policy regarding items brought from home, will determine the appropriate disciplinary measures to be taken concerning the presence of inappropriate items brought to the school. **Items taken away from students may be requested in person by the parent(s)/guardian(s).**

Students in 3rd-8th grade will sometimes have to opportunity to play on the computer. To play on the computer, students must know their personal school google login and password. The school's technology and acceptable use policy applies to the After School Program. See below for the policy.

Technology Plan Mission: St. Mark Catholic School has implemented a technology plan to prepare its students to meet the challenges of a technologically advanced society. The school provides access to educational software, as well as the Internet for research and communication. This access enriches the student's educational instruction. There are regulations governing use of the school computer networks.

TECHNOLOGY and ACCEPTABLE USE POLICY 54 Privileges: The use of technology is a privilege, not a right. Inappropriate use of the network may result in the revocation of user privileges on the network and termination of that user's account. User's access may be terminated at the discretion of the administration and faculty. The school administration will decide on which operations are inappropriate, and the school administration will decide when to terminate a user's account. While attending St. Mark Catholic School, student Google accounts are owned by the school and can be deleted at any time. These accounts will be deleted upon Graduation. The school network utilizes filtering software which objectionable materials can sometimes circumvent. If this happens, the student must report the situation to the teacher immediately. Violation of the policies and procedures of the St. Mark Catholic School Acceptable Use Policy will result in disciplinary action administered according to the nature of the violation including loss of technology privileges, detention, suspension, or expulsion. Violation of the policies and procedures of the St. Mark Catholic School Acceptable Use Policy run continuously for the year and will result in disciplinary action administered according to the nature of the violation including loss of technology privileges, detention, suspension, or expulsion.

- 1 st time- 7 AM detention & a behavior mark/sanction.
- 2 nd time- 7 AM detention, private dining & a behavior mark/sanction.

- 3rd time- Saturday detention, 7:30 AM- 9:30 AM & \$25 fine.
- 4th time- Administrator decision.

A **Children's Online Privacy Protection Act (COPPA)** form must be signed by parents before a child may use the computer and the Internet. Under federal law, the operators of educational applications and services used at the school must notify you, as your child's parent, and obtain your consent before collecting limited personal information from children under the age of 13. Generally, this information is limited to first and last name, a username, and email address. These web-based tools and applications are used to assist your child in learning. A list of the applications and web-based services our school uses, or may choose to use, is included with the parental consent form that is part of your child's on-line registration form.

An **Acceptable Use Policy (AUP)** must be signed by each parent and student before a child may use the computer and the Internet. This AUP form is part of your child's on-line registration form. An additional AUP for Chromebook use must be signed by each parent and student before a child may use their school Chromebook. This form will be managed by the Language Arts teacher.

Technology Acceptable Use Agreement:

Adapted from NCEA's From the Chalkboard to the Chatroom.

As a user of technology, I agree to follow the rules and code of ethics in all of my work with all technology while attending St. Mark Catholic School:

1. I recognize that all technology users have the same right to use the equipment; therefore, I will not use the technology resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and etc. that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use technology systems to disturb or harass other users or use inappropriate language in my communications.

4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.

6. As a user of a network, I will not use social media for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

7. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive and notifying the teacher immediately.

8. The use of technology is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Prohibited Usage:

Includes but is not limited to the following:

- Accessing Internet resources for non-academic purposes.
- Users will not be allowed to email if not related to schoolwork.
- Engaging in any illegal activity.
- Using iPad or Chromebook without teacher permission or at prohibited times.
- Students may only sign on to their Chromebook using their Gmail accounts. Students may only use their school Gmail accounts for classroom assignments. Private email/google accounts are not allowed on their school Chromebook.
- Chromebooks will be enrolled in our domain. While enrolled at St. Mark, only the St. Mark account will be enabled on the device. Upon leaving the school, contact the Technology Dept. to release the domain on the device.
- Installing unlicensed, copyrighted software on St. Mark Catholic School computers.
- Installing apps requiring money to be held in accounts is prohibited. St. Mark Catholic School is not responsible for any money lost.
- Deleting or altering programs, system or data files without permission.
- Revealing personal addresses or phone numbers or those of other users.
- Using the network in ways that would cause disruption of network use by others.

- Damaging computers, computer systems or computer networks or engaging in other acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the introduction of computer viruses, switching cables, altering the computer settings, and forceful use of computer components.
- Transmitting material in violation of any state or national regulations. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use for commercial activities, use for product advertisement, political lobbying, or financial gain of the user.
- Use of the internet to post unfavorable or derogatory remarks about any member of the St. Mark community, both at school and/or away from school.

Security:

To protect the integrity of a computer system involving many users, St. Mark Catholic School users are not permitted to:

- Reveal your password to another user.
- Use another user's password to gain access to the network or Internet.
- Trespass into another user's files. Security on any computer system is a high priority, especially when the system supports multiple users. If you think there is a security problem with a computer, contact your teacher immediately. Do not demonstrate the problem to other users.

Technology Concerns:

- Social Media sites and/or Blogs: Engagement in online posts/blogs such as, but not limited to, Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's post/blog includes defamatory comments, photos, or captions regarding the school, the faculty, other students, or the parish.
- Instagram®, Snap Chat, TikTok, or any other site: Photos and captions on a student or parent's account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.
- Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.
- Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.
- Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

Liability: St. Mark Catholic School will not be held responsible for any damages users suffer through the use of the Internet. This includes but is not limited to: loss of data resulting from delays, nondeliveries, or service interruptions caused by the system's own negligence or users' errors or omissions. Use of the information obtained from the Internet is at the users' own risk. St.

Mark Catholic School specifically disclaims any responsibility for the accuracy of information obtained through its service. All users need to consider the source of any information they obtain, and consider how valid that information may be. Middle School students are required to have their Chromebooks, charged, in class every day. If the Chromebook breaks, the parents must get it repaired in a timely manner. The school has a small number of loaner Chromebooks that they will loan out for brief periods of time (2-3 weeks).

School Environment and Allergy Policy

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible, the school does not use chemicals in the After School Program that are potential triggers for children with asthma. Be advised that no school or After School Program can guarantee that a child will not come into contact with a substance that may trigger an attack.

The After School Program recognizes that an allergy is an important condition affecting many school children and positively welcomes all students with allergies to participate in the program.

All After School Program staff who come into contact with children with allergies are provided with training on allergies from the School Nurse who has had specialized training. Training is updated annually and as needed.

ASP students requiring Benadryl and/or Epi Pen are encouraged to provide additional medicines for the ASP office.

A parent or guardian may provide snack items to be kept in a separate snack box for their child with food allergies.

Tables will be washed with Envirox cleaning solution prior to and following any food related events held in the After School Program rooms.

In the event of a suspected allergic reaction (where there is no known allergic history), emergency medical services will be called immediately.

Medical Record Keeping

Each school year, parents are asked to submit a child's medical record. From this information, the school keeps its asthma and allergy register which is available for all school staff. The After School Program staff will be informed of these students within their care. If medication changes in between times, parents are required to inform the School Nurse and the ASP Director.

No medication may be dispensed during the After School Program. Students who need medication between 3:30 and 6:00 PM are to make arrangements with the School Nurse prior to coming to the After School Program.

Crisis Plan

St. Mark Catholic School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. St. Mark Catholic School
2. Off Campus – across the street from the parish center if necessary

Emergency Drills

State Law requires that fire drills be held during After School Programs. Students may not be checked out during a drill. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. The staff members will turn off lights and close doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a line silently;
5. Return to building when signal is given.

Tornado and lock down drills are held periodically. The After School Program door will not be opened during the drill as all staff and students will be required to follow the procedures below:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the designated safe zone in single file;
3. Sit silently, facing the wall, in duck and cover position;
4. Return to classroom when signal is given.

Right to Amend

St. Mark Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via e-mail communication.

Registration

To register, visit <https://stmcs.net/after-school-care-registration-form>.