



St. Mark Catholic Classical School is dedicated to:

Teaching the Gospel message of Jesus Christ as proclaimed by the Catholic Church

Forming disciples of Christ to serve His Church and the world

Supporting parents as the primary educators of their children

Providing an affordable and excellent education

Parent Student Handbook

Staff and Faculty

Pastor	Father Ross
Principal	Mrs. Kathryn Palmquist-Keck
Kindergarten	Ms. Sophia Basil
Grade 1	Ms. Katelynn Hemmen
Grade 2	Ms. Laurie Ledesma
Grade 3	Ms. Claire Portolese
Grade 4	Ms. Pauline Storino
Grade 6/7	Mr. Joe DiAte
Grade 8	Ms. Felicity Strzelec
Music	Mrs. Veronica Olson
PE/Computer	Mr. Ken Hemmen
Art	Mrs. Amanda Waggoner
Front Office	Mrs. Suzanne Reed
Maintenance Engineer	
Extended Care	Mrs. Eloisa Biticon
Preschool Teacher	Mrs. Eloisa Biticon & Mrs. Katie McGee

Student Council

Chloe Yamamoto
Kenny Koves
Grace Koves
Rena Worrell
Hella Teshome

School Commission

Ellen Olson Bolin
Anne Lombard
Shawn Moore

Parent Committee Board

Victoria Rimoczi-Olson President
Bethany Jury Vice President
Jenny Decicco Co-Volunteer Coordinator
Hyacinth Faraon
Robert Koves – Treasurer
Genet Yowhanns Co-Secretaries
Meseret Ruga

MISSION STATEMENT

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- † Supporting parents as the primary educators of their children**
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PHILOSOPHY

The members of the staff of St. Mark Catholic Classical School are committed to helping each child develop to his/her full potential. Staff members are resolved to work with families to build the best possible environment to meet the spiritual, intellectual, emotional, and physical needs of the students. This spirit of cooperation is necessary to achieve the goal of meeting the needs of the whole child.

To meet these needs the emphasis is on the sacramental, spiritual, and prayer life of the students. The teachers and staff pledge:

- † Provide a religious education that develops a personal relationship with Jesus Christ through participation in the sacraments, daily prayer, and knowledge of Church doctrine.**
- † Build a community of faith, rooted in the Eucharist, which is active, caring, and conscientious.**
- † Practice stewardship in the Catholic community and in the entire world.**

ACTIVE FAMILY TUITION PLAN

The Active Family Tuition Plan* is the best way to register your children for Saint Mark Catholic Classical School. You as a faithful disciple of Christ, set your own levels of commitment of *Time, Talent, and Treasure* for the school year, rather than having the school set them for you. To qualify, for the active family tuition plan your family has to register at St. Mark Parish and commit to:

- 1) Attend Mass faithfully as a family on Sundays and Holy Days of Obligation at Saint Mark Parish (75% of the time, Sept. - June), and will put their Sunday envelope into the collection basket every week as an outward sign of their stewardship.
- 2) Be active in parish ministries and school activities and complete the volunteer hour reporting form as an outward sign of stewardship.
- 3) Faithfully fulfill a pledge to tuition payments that they set for themselves at a financial facilitation meeting.
- 4) Use their stewardship commitment card annually in the fall to make additional commitments to the parish of prayer, ministry involvement, and offertory giving (what we commonly call *Time, Talent, and Treasure*).

*If the Family Tuition Plan is not right for you, you can enroll your children using the Full Cost Tuition Contract. All non-members of St. Mark Parish must use the Full Cost Tuition Contract.

ADMISSION POLICIES

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

The following policy provides for establishing admission priorities for acceptance of families/students to St. Mark Catholic Classical School.

- A. Returning students given preference over new students provided their families have previously honored their obligations to their Family Tuition Plan or Full Pay Tuition Contract.
- B. New students will be considered for admission in the following descending priorities on a space available basis:
 - First** - children with siblings currently in attendance in grades K-8
 - Second** - children from in-parish families currently without children attending St. Mark Catholic Classical School
 - Third** - children of practicing Catholics in parishes other than St. Mark
 - Fourth** - children whose families are faith committed, affiliated with a church, and whose families emphasize religion.

All new families will have a meeting with the principal and pastor. In addition, students new to St. Mark Catholic Classical School will demonstrate a performance level that is within the range of the programs at St. Mark Catholic Classical School by providing the following:

1. Records of transcripts from previous school.
2. Previous teacher's recommendation.
3. Satisfactory screening/test results administered by St. Mark staff for new incoming students when needed.

It should be noted that St. Mark Catholic Classical School might not have the programs and resources to assist those children who have specific academic, social, or physical needs.

Children entering kindergarten must be five years old by August 31st.

Applications for admittance are completed online during the month of March for the following school year. In the event there are more applicants than space available, confirmation of acceptance will be determined by:

- a. Date of registration in St. Mark Parish
- b. Satisfactory testing results
- c. Birth date (applicants for kindergarten)
- d. Baptismal record
- e. Completed application date with registration fee

In the event that the capacity of each class is reached, those meeting the above criteria and not admitted will be placed on a waiting list in case an opening occurs. Families will be contacted according to the aforementioned admission criteria. Applications to be reconsidered for the following school year should be made during spring registration.

By law, each student must have an immunization record or medical waiver on file in the office. Admittance to class will be denied without this record.

Records will not be sent on to new schools until all fees are paid.

FAMILY TUITION PLAN OR FULL PAY CONTRACT

All parents/guardians are required to sign the Family Tuition Plan or Full Pay Tuition Contract which indicates an agreement to fulfill the tuition obligation.

EXTENDED CARE PROGRAM

A before and after school extended care program is available. Information regarding this program can be obtained from the school office, 206-364-1633. The program is part of the school day and all school guidelines will be followed in the program.

SCHOOL SCHEDULE

The bell to line up for entrance into the school rings at 8:45am. The tardy bell rings at 8:50am. The dismissal bell rings at 3:20pm Monday, Wednesday, Thursday and Friday. Students dismissed at 2:30pm on Tuesday.

Children should not arrive before 8:35 am because **THERE IS NO PLAYGROUND SUPERVISION PRIOR TO THIS TIME**. No use of the big toy permitted for 30 minutes before and after school without authorized school supervision. There also is no playground supervision after 3:35pm. Children on school grounds after that time are sent to extended care to ensure their safety. Parents/Guardians will be charged a child care fee as set by the Extended Care Program.

MASS DAYS

Students, faculty, and staff attend Mass on Monday and Friday mornings at 9:00am. Children are required to wear their full dress uniform on these days.

SNACK AND LUNCH

We recommend nutritious snacks for morning recess, i.e. fruit, vegetables or part of a sandwich. This snack should not be a substitute for breakfast or lunch. Nutritious snacks can enhance alertness and stamina during the long morning.

ATTENDANCE

Washington State law requires that all children between the ages of five and fifteen attend school. It is the parents /guardians' obligation to see that children attend school regularly. Excuses for dismissal for appointments are the parents /guardians' responsibility. Every effort made to schedule appointments and family vacations outside of school hours. If your student has appointment scheduled during school hours, **parental/guardian notice must be submitted to the office on or before the day of the appointment**. Parents/guardians must pick up the student in the school office. It is the parents /guardians' responsibility to arrange with their child's teacher for any missed classroom work. **No assignments issued in advance for any absence.**

ABSENCE AND TARDINESS

When your child is ill and will be absent from school, please call the school office (206 - 364-1633) by 8:45am.

It is important that all students arrive on time, are present for Morning Prayer, and receive instructions for the day. If a child is late, a tardy slip from the office is needed for admittance to the classroom. Habitual tardiness will be dealt with individually.

Consequences for tardies will include the following:

- Phone call home
- Missing morning recess
- If chronic tardiness persist a parent/guardian meeting will be held

ILLNESS

Students who become ill at school will be cared for temporarily at the office until parents/guardians or emergency contacts pick up the students. Accurate and complete emergency contact information is important for each family when completing online registration.

Children should not return to school after an illness unless they are well enough to follow the normal routine, **including going outdoors at recess time.** They must be fever free and have not vomited for 24 hours before returning to school. The school does not have adequate personnel to supervise children staying indoors at recess times. On rare occasions, an exception to this policy may be granted.

MEDICATION AT SCHOOL

Only designated office personnel will administer medications to students. State law makes no distinction between prescription and non-prescription medication in this regard.

STUDENTS ARE NOT TO KEEP MEDICINE OF ANY KIND WITH THEM (THIS INCLUDES ASPIRIN AND TYLENOL). All medicines must come to the office in a labeled container (plastic baggies and envelopes are not acceptable). These containers must bear identification as to the name of the child, name of drug and dosage amounts. Before any medication can be given at school, parents/guardians must submit a "Medication at School Authorization" form to the school office. **Both parent/guardian and physician must complete the appropriate section of the form before any medication can be given.** These forms can be obtained on the school website or from the school office.

INFECTIOUS DISEASE PLAN

An Infectious Disease Plan is available in the school office. The policy can be found in the Policy Procedure Book.

UNIFORM GUIDELINES

Each student is required to own a complete uniform in good, clean condition (no rips or tears). The uniform in reverence to show respect for God, for fellow beings, and self. Personal grooming and cleanliness, as well as the clothes worn, set a positive example to those around us. The complete uniform is worn in class and during Mass when student is present at school, except on designated non-uniform days and certain field trips, as determined by the teacher. The complete uniform must be in good, clean condition with no holes.

A complete uniform consists of:

Students will be in full dress uniform on Mass days. A full dress uniform consists of:

Boys

White shirt with collar
Vest or sweater (St. Mark Logo Sweatshirt)
Long Pants, blue twill
Shorts, blue walking
Socks, shoes
No Sweatshirts

Girls

White shirt with collar
Vest or sweater (St. Mark Logo Sweatshirt)
Jumpers (K-5) Reynolds plaid
Skirts (6-8) Reynolds plaid
Pants, blue twill
Shorts, blue walking
Tights, anklets, half socks can be navy, black, dark green, and white
*No long shorts, capri length leggings, or sweats can be worn under jumpers/skirts
*Long uniform pants during inclement weather are allowed for **Mass Day Dress** but not underneath the jumper or skirt.
No Sweatshirts worn during Mass

SPIRIT TUESDAYS

Spirit t-shirts (imprinted with lion and school pledge) may be worn on Tuesday with uniform pants, skirts, jumpers, or blue jeans.

UNIFORM STANDARDS

Jumpers/Skirts: Reynolds plaid skirts and jumpers must be from the Dennis Uniform Store. The length of skirts and jumpers will be no shorter than two inches above the knee.

Pants: Boys and girls will wear plain, full-length, navy blue, corduroy or cotton twill pants. Boy's pants and shorts must have a front fly with zipper/button/snap closure and belt loops. All pants and shorts worn at the normal waist. Baggy pants, cargo pants (excessive pockets) and tapered pants are unacceptable.

Shorts: navy blue walking shorts may be worn anytime except for Mass days. The length of shorts will be no shorter than three inches above the knee.

Shirts/blouses: girls may wear plain white blouses with collars and long or short sleeves. Boys and girls may wear plain white polo shirts with collars and long or short sleeves, or plain white turtlenecks. All blouses, shirts, and turtlenecks tucked in at all times; no-colored T-shirts or T-shirts trimmed in color are worn under the uniform shirts or blouses.

Sweater: forest green or navy blue v-neck cardigan, v-neck pullover, crewneck pullover, or vneck vest from the Dennis Uniform Store.

Sweatshirts: navy or forest green sweatshirts with the school emblem may be worn.

Socks: Navy blue, white, and dark green solid colors only; girls may wear crew socks, knee-highs, anklets, tights, or footies/peds.

Shoes: Shoes need to be fastened or tied in good, clean condition. Neutral colors are preferred. Sandals not allowed at school. Boots (neutral colors) may be worn November 1 through March 31.

Make-up: **Students are not allowed to wear make-up to school, including nail polish.** Clear nail polish is allowed.

Jewelry: Tattooing, branding, and body piercing not permitted. **Only one piercing in the earlobe is allowed – piercing in the upper ear is not allowed.** Small post-pierced earrings and small hoop earrings. No distracting bracelets (including smartwatches) or necklaces permitted.

Hair: Students may not change the natural color of their hair. Boys' hair will be neat and tidy and the length will be above a crew neck collar (hair may not be longer than the bottom of your earlobe or longer than your eyebrows). Bizarre, distracting and unkempt hairstyles not permitted, including heavily spiked hair. Facial hair needs to be removed.

Non-Uniform Days: No mini-skirts, shirts with inappropriate symbols, pictures, logos depicting; drugs, alcohol, and gang related or unchristian messages permitted. Pants worn on the natural waist. No tank tops allowed. Clothes must be in good, clean condition with no holes. ***Students may not use non-uniform passes on school Mass days and Holy Days of obligation.** ***The principal reserves the right to object to the style of clothing a child is wearing. Repeat offenders surrender their privilege to participate in non-uniform days.**

ACADEMIC EXPECTATIONS

Students are expected to:

1. Regard their schoolwork as their primary responsibility.
2. Pay attention and participate in class.
3. Complete assignments on time with care. This often requires some work to be done at home.
4. Work independently or participate fully in collaborative tasks.
5. Strive for knowledge and understanding.
6. Meet the standards of the curriculum.
7. Maintain at least a **C** average to be eligible to participate in school sponsored extracurricular activities. Grade evaluations will be determined monthly. A probationary period may be established at the school's discretion.

ACADEMIC PROBATION

Students who are on academic probation will attend study hall after school, a minimum of 45 minutes, two to three times a week, depending on their student contract.

GRADING POLICIES

At St. Mark Catholic Classical School, students, teachers, and parents/guardians strive for high academic standards. While grades are not the only indicators of success, they provide one way of assessing a child's progress.

GRADING SCALE

Student Learning Expectations (SLE) Kindergarten through Eighth Grade

3	Meets grade level expectations
2	Approaching grade level expectations
1	Below grade level expectations
/	Not evaluated at this time

Grading System Kindergarten through Third Grade

3	Meets grade level expectations
2	Approaching grade level expectations
1	Below grade level expectations
/	Not evaluated at this time
*	With Accommodations

Grading System Fourth through Eighth Grade

A	95-100%	C	75-80
A-	93-94	C-	73-74
B+	91-92	D+	71-72
B	85-90	D	65-70 60-64 below 60
B-	83-84	D-	
C+	81-82	U	

HOMEWORK

Homework assignments may be given at all grade levels and in all classes (example: music). The purpose of homework is to practice skills learned in class, to enhance concepts, and to develop self-discipline and organization skills.

The amount of time required for an individual to accomplish the assigned work will vary according to the ability, study habits, and learning style of each child. Individual teachers will determine particular homework requirements. The following is a range of time typically spent on homework on an average day:

Grades 1, 2, & 3	15-30 minutes
Grades 4 & 5	45-60 minutes
Grades 6, 7, & 8	60-90 minutes

Parents/guardians can support homework efforts by:

1. **Structuring** a consistent time for homework.
2. **Providing** the necessary materials, light, workspace, and atmosphere for study.
3. **Offering** help when needed, without doing the work for the child (example: reading directions).
4. **Maintaining communication** with the teacher if problems arise, reporting to the **teacher** if the child seems **consistently overloaded** with homework and being alert to consecutive days in a row when the child says he/she has no homework.

Students need to turn in homework on time. If an assignment is turned in late, points will be deducted from the final grade on the paper. All homework posted on the school website, www.stmss.org, on each teacher's page.

REPORTING TO PARENTS/GUARDIANS

A report card is distributed to parents/guardians at the end of every semester for all grades. A required parent/guardian/teacher conference is scheduled at the end of November for all grade levels. Parents/guardians may make additional appointments to meet with individual teachers at mutually agreeable times before and after school.

PARENT/GUARDIAN-TEACHER CONFERENCES

Conferences are scheduled in November and parents/guardians are required to attend these conferences. Appointment schedules are sent home ahead of time for confirmation.

The purpose of conferences is to focus on academic progress, positive attributes of the student, and concerns of the teacher or parents/guardians early in the school year. Teachers or parents/guardians may request additional conferences during the school year, as necessary, and asked to schedule conferences with teachers outside of class time.

PROMOTION/RETENTION

Students are promoted once a year, in June. Promotion is based on the students having fulfilled the requirements of the grade. It may be recommended that a student repeat a grade whenever, in the judgment of the teacher and principal, it would be to the student's educational advantage. Whenever a student is in need of retention, his/her parents/guardians must be advised of this situation by progress report time of the second semester. This is also preceded by periodic reports to parents/guardians and principal of serious concern regarding performance.

1. A student receiving grades A to D will be promoted to the next grade.
2. A student receiving more than two D's in a trimester is in need of being placed on academic probation.

3. A student receiving a U (failure) in any subject in the first semester must demonstrate marked improvement in the last semester to be eligible for a final passing grade.
4. A student receiving a grade of U (failure) in a subject in the last semester will not be promoted to the next grade until documented evidence of satisfactory completion of a course of study in that subject is presented to the principal. Summer school or tutoring are examples of acceptable courses of study.
5. A student receiving a grade of U (failure) in the last semester in more than one subject will not be promoted. He/she will be retained in his/her present grade level.

When a student is promoted over the advice of the professional staff, parents/guardians will be required to sign a statement acknowledging the transfer is against the professional advice of the staff. In this instance, the child's movement to the next grade will be referred to as a transfer rather than a promotion.

GRADUATION REQUIREMENT

Students in grade eight are required to maintain an average of 60% or higher during their eighth grade year. Students who do not maintain this grade percentage will not graduate from the eighth grade.

STUDENT RECORDS

Student records maintained by the school office shall be made available for examination by a parent or legal guardian. Appointments are arranged to view the records through a signed, written request. The principal and/or designated delegate may be in attendance at such viewing. Records will include the permanent record card, standardized test scores, and immunization information. Release of this information is made to other educational institutions by written request. In cases where the size of the file or number of requests warrants, a mailing and processing fee will be added.

Non-custodial parents have the right to all of the above. This school abides by the provisions of the *Buckley Amendment* with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

TESTING

St. Mark Catholic Classical School is committed to administering standardized testing at all grade levels annually. Information concerning this testing will be communicated prior to test administration. In addition, the classroom teacher or a parent/guardian may request testing for individual students who are experiencing difficulty with school work. This testing will be done by appropriate personnel in the public school district in which a student resides.

HOME - SCHOOL COMMUNICATION

Administration and faculty encourage positive communication between home and school. Parents/guardians should discuss school related problems or concerns with the teacher at prearranged times. If the situation is not resolved, it is then appropriate to bring the matter to the attention of the principal. If a parent/guardian is still not satisfied after communication with both teacher and principal, the pastor may be informed.

FAMILY EMAIL

Every week a school newsletter is emailed home; hard copies are available at parents /guardians' request. The newsletter is the principle means of communication to the home from the school, the Parents Club, and other organizations.

MULTI-HAZARD PROCEDURES

Fire, earthquake, and lock down drills are conducted periodically. Students are educated about the seriousness of these drills and are expected to follow designated procedures.

Emergency preparation kits are required for all students and staff members in the event of an emergency (earthquake or heavy snowfall) that might keep students and staff members at school for an extended period. These kits will be in all classrooms by the second week of school.

EMERGENCY CONTACT INFORMATION

School emergency records must be accurate and current. Any change in address, home or work telephone numbers, and emergency telephone numbers should be reported to the school office immediately.

CARPOOL PROCEDURES

Please follow the rules for the before school and after school drop-off and pick up. When everyone follows directions, traffic moves smoothly with NO ACCIDENTS. The children's safety is top priority.

Parking in the disabled lot to pick up or drop off children is prohibited. Use the carpool drop off at the back of the school or park your car in a clearly marked parking spot.

INCLEMENT WEATHER

When it becomes necessary to close, you will be notified by email. Check the school's website and listen to one of the following TV and stations: KING, KIRO, or KOMO, for more information. If the school is open on snowy days, use your discretion as to whether it is safe to get your child to school.

FIELD TRIPS

Standard Archdiocesan Field Trip Forms, in accordance with the Archdiocesan insurance policy requirements, are used at St. Mark Catholic Classical School. Students who fail to submit this form are not allowed to participate in the field trip. Telephone calls are not an accepted in lieu of proper forms.

Parent/guardian, who volunteer to be a carpool driver, must complete an insurance form in SchoolAdmin Parent Portal showing sufficient coverage and a criminal background check. **The requirements for driving are \$100,000./\$300,00.00 on your insurance.**

Current car seat/seatbelt laws adhered to on all field trips. Parent/guardian volunteers are asked to help supervise the students and assist the teacher as needed. For insurance purposes, drivers are asked only to provide transportation to and from the destination, with no additional stops along the way.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements. Parents/guardians also have the right to refuse to allow their child to participate in a field trip.

VACATIONS

The school calendar is published well in advance and posted on the website. It is strongly suggested that parents/guardians schedule vacations when school is not in session. Any class work that needs to be made up will be done after returning to school. It will be the responsibility of the parents/guardians/students to ensure all assignments are completed.

VISITORS

St. Mark Catholic Classical School welcomes parents/guardians and friends of the school to visit during Open House, Curriculum Night, School Masses, and special events and activities.

DURING THE SCHOOL DAY, ALL VISITORS ARE REQUIRED TO CHECK IN AND OUT AT THE OFFICE. This safety measure enables us to keep track of who is in the building. Parents/Guardians are asked not to deliver things to the classroom. Leave items in the office and they will be delivered to the students.

Parents/guardians and visitors may visit classrooms by arranging an appointed time with the teacher. At least two days' notice to the teacher will be required of parent/guardian visitors.

LOST AND FOUND

Found items placed in a grey receptacle in the school hall. Children should check there as soon as they discover they have lost something. Unclaimed items donated to the St. Vincent de Paul Society at the end of the school year. Please label all clothing with your child's name.

FACULTY ROOM

Please respect the faculty and ask permission before entering the room. Messages for staff members routed through the school office.

SCHOOL TELEPHONE

The telephone is not available for personal calls by students. The school administrative assistant is available daily to assist parents/guardians and students. Permission to use the telephone not given under ordinary circumstances such as forgotten homework or make arrangements to visit a friend's house. Permission granted in an emergency at the discretion of the office staff.

EXTRA CURRICULAR ACTIVITIES

Students at St. Mark Catholic Classical School have the opportunity to participate in many parish-sponsored activities including CYO sports, Cub and Boy Scouts, American Heritage Girls, Brownies and Junior Girl Scouts, Cadets, children's choir, and altar servers. There are also many school-sponsored extra-curricular activities, i.e., speech team, math team, robotics team, etc.

Students must maintain at least a "C" average; to be eligible to participate in school sponsored extra-curricular activities. Grade evaluations determined by mid-semester and semester grades. A probationary period established at the school's discretion.

CARE OF SCHOOL PROPERTY

Care of school property is a shared responsibility among all who use the school's desks, books, audio-visual aids, and physical education equipment. Fines equal to repair or replacement costs will be imposed for loss or damage to school property resulting from carelessness, negligence, or disregard for school regulations. Accidental damage to property of value must be reimbursed as part of the student's social responsibility.

CELL PHONE POLICY

The use of *cell phones, smart watches, ear buds, iPod/mp-3 players, etc.*, in our society is rapidly expanding to include a larger proportion of young people, including those of grade school age. As usage expands so does the question of school procedure regarding use of cell phones and other electronic devices during school hours and even more so, text-messaging by students. The following guidelines have been established regarding cell-phones and electronics at St. Mark Catholic Classical School.

Students are not to bring cell phones to school. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. If there is a special circumstance whereby a cell phone is needed, the parent needs to contact the principal directly before the phone is brought to school. The cell phone is to be kept completely off and in the student's backpack. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal.

1. Any cell phone use, including text messaging, during the school day, including after school and at Extended Care is prohibited.
2. The use of cell phones and /or cameras to take pictures in restrooms, classrooms, playgrounds, and other school/parish facilities at any time are prohibited.
3. Any cell phone use, including text messaging, or use of cameras during a test is prohibited.
4. If a parent needs to contact a student during the school day, such communication shall be through the School's Office.
5. Phones taken from students during the regular school day will be taken to the school office where they can be picked up after school by a parent or legal guardian. If students consistently disregard school guidelines they may be suspended or expelled from school.

St. Mark Catholic Classical School is not a public school; it is private property and school rules are not subject to the same guidelines as public property. A private property owner is legally entitled to set out whatever conditions the owner (St. Mark Catholic Classical School) sees necessary in order to maintain proper order on the premises (example: school uniforms). The school is entitled to take all steps necessary in order to see all cell phones are turned off including the search of backpacks.

STUDENT EXPECTATIONS

Discipline is intended to be a growing experience and should be understood as part of discipleship reflecting the goal of eventual self-discipline as a personal response to the call of Jesus.

To ensure that every child is provided a positive learning environment, the following disciplinary principles will be implemented:

Through their cooperation, attentiveness and behavior in class, students will:

- Allow teachers to teach
- Respect their own and others' right to learn
- Behave in ways that support the best interests of the class and school

Student positive behavior will be recognized and reinforced. This is accomplished through (examples):

- Gaining special additional privileges and awards
- Special recognition assemblies
- Published recognition in both the classroom and the wider community

In disciplinary matters, as in, all cases of parental/guardian concern, the parent/guardian is first asked to speak with the classroom teacher. If the parent/guardian is still dissatisfied, the parent/guardian may request a conference with the principal. If they are not satisfied after speaking with the principal, the parent/guardian may then request a meeting with the pastor.

As a part of Catholic education, students learn to make responsible choices and observe how these decisions affects the greater community. At times behavior choices may be inappropriate in or out of school. When a student's behavior or attitude harms the St. Mark Catholic Classical School community or reputation, the student becomes subject to consequences appropriate to the infraction.

What Happens If...?

Disrespectful or irresponsible behavior:

These behaviors call for a student-teacher conference to change the behavior.

- Speaking rudely to or about adults or students
- Chronic tardiness
- Chewing gum
- Being out of uniform
- Behavior that is disruptive or unsafe, such as running in the halls or pushing and being rough
- Using inappropriate language
- Dishonest behavior, including lying, cheating
- Spreading rumors (written or spoken)

More behavior that is serious and is harmful to the community or to the individual:

These behaviors call for a student-teacher-parent/guardian conference to remedy the situation.

- Repeated disrespectful behavior

Disobeying reasonable requests made by adults
Forging signatures
Vandalism
Fighting
Smoking
Leaving the school grounds
Conduct harmful to the school's reputation
Forming cliques or excluding others
Stealing
Observing harmful behavior without taking appropriate actions
Repeated rough behavior
Inappropriate use of social media

Social Media Policies for use in archdiocesan parishes, schools and programs have been approved. The policies are incorporated into Many Gifts, One Spirit and apply to every archdiocesan parish and school in the Archdiocese of Seattle. They can be found on the Archdiocese of Seattle website:

<http://www.seattlearchdiocese.org/Archdiocese/Policies/Contents.aspx>

Most serious behavior:

These behaviors call for review of the student's ability to continue as part of our school community.

Repeated behavior, which harms the community
Bullying or harassing behaviors that target other people
Cyber bullying
Major vandalism or destruction
Stealing
Physical or verbal violence or threats destroying another person's reputation
Skipping school repeatedly
Possession or use of alcohol or drugs or related paraphernalia, or providing of the same to others, on or off the school grounds
Possession of a weapon or any object that could be used as a weapon
*St Mark Catholic Classical School is a gun free zone. Any gun, (even a toy gun) will not be allowed on campus.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Inappropriate behaviors may be dealt with by any school personnel, including teachers, playground supervisors, and the school administrator.

Such variables as the infraction itself, the age of the child, and his/her pattern of previous behaviors will determine consequences for inappropriate behavior. Possible consequences include one or more of the following:

Rule Reminder designed as an opportunity for the student to reflect upon a behavior incident and make a plan for change in the future. Parent/Guardian signature is required on the form. Please take time to discuss the incident with your child.

Behavior Report these indicate repeated or more serious behaviors as outlined. Please treat these as very serious incidents. A consequence will go along with the report. Parent/Guardian signature is required on the form.

Restitution in some cases students may be asked to make restitution for their behavior through an apology, community service, or replacement of damaged property.

Behavior Monitoring students may be put on an on-going plan to monitor their behavior through such tools as regular meetings with a teacher or administrator, a behavior contract, or weekly behavior reports to parents/guardians.

Suspension occurs when the student is instructed to remain at home or in a supervised situation at school, until the parents/guardians, student, administrator, and other involved parties have come to an agreement about the terms for the student's return to school. Suspension normally occurs after repeated misbehavior by the student and communication among parents/guardians, teachers, and administrators. In certain circumstances, immediate suspension may take place at the discretion of the principal or the pastor.

Expulsion defined as a request for the student to leave the school and find educational accommodation in another school. This would normally occur only after all efforts had been made to resolve the problem and when, in the opinion of school authorities, the student would not benefit from continuing in the school and/or the student's continued presence would be detrimental to the good of the whole. Repeated offenses after a period of suspension would indicate this decision. **Immediate expulsion may take place, at the discretion of the principal or the pastor.**

Procedure for Suspension or Expulsion:

1. Parents/guardians will be notified and required to pick up their child immediately. A conference will be arranged at the earliest date possible.
2. Terms will be specified for resolution of the problem.
3. The principal shall record all parts of the agreement in writing.
4. The suspended student will return to school according to the terms of the agreement.
5. In cases of expulsion, an appeal may be made to the pastor who will consult with all concerned in rendering a decision.

Police Involvement: In unsafe situations or when laws are broken, school personnel will call the Shoreline Police Department for support and assistance.

CONFLICT RESOLUTION

Each person has the right to be respected and the responsibility to respect others. Conflicts are inevitable, and because of the desire for a peaceful environment where the dignity of each person is preserved, non-violent conflict resolution is valued and practiced.

At St. Mark Catholic Classical School, the process for resolving conflict begins by allowing:

1. Each child to relate his/her side without interruption.
2. The adult moderator paraphrases each side in order to clarify positions and checks for understanding and the level of agreement.
3. The students and moderator together decide on a solution.
4. The students and moderator evaluate the behavior so the students can prevent that situation from taking place in the future.
5. The students express reconciliation (apology, positive act, etc.)

DETENTION

After school, detention for disciplinary reasons begins at 3:20pm. Failure to attend on the day assigned results in a doubling of the amount. Detention will last no longer than 45 minutes per day, but begins after academic probation in the case of both being assigned.

BEHAVIORIAL CONTRACT

All parties develop a management plan jointly between the student, teacher, administration, and parent/guardian consisting of expectations of performance and provisions for periodic evaluation. The contract is a positive plan, which includes an expiration clause. In extreme cases, the school retains the right to require third party professional intervention (counseling, etc.) as a provision of continued enrollment.

CONDUCT WITH SUPERVISING ADULTS/SUBSTITUTE TEACHER

All persons need to be treated with respect. This is especially true for replacement instructors in the school setting. As the reputation of the school and its students is on the line, no leeway is given for the disrespect to an adult placed in charge of the class. Appropriate consequences will be assigned.

PARENTS CLUB

The Parents Club is responsible for maintaining open communications with parents/guardians, for providing a vehicle through which parents/guardians can provide service to the school (for example, volunteer service and fundraising), and for serving as a structure for political action when needed. All parents/guardians are automatically members of the Parents Club, and all are expected to fulfill fundraising and service hour commitments as agreed to in the Tuition Contract.

SCHOOL COMMISSION

The School Commission is a consultative organization, which advises and supports the pastor and school principal in the formation of policy and ongoing development of the school.