

SAINT MARK CATHOLIC ACADEMY STUDENT-FAMILY HANDBOOK 2019-2020



A Guiding Light in Sheepshead Bay

2602 East 19th Street • Brooklyn, New York 11235
(718) 332-9304
www.smcaonthebay.org

The purpose of this handbook is to outline policies and procedures for Saint Mark Catholic Academy. No handbook can cover all circumstances and all situations. For any issue that occurs and is not covered by this handbook, we will consult with our Board of Directors, Office of the Superintendent of Schools of the Diocese of Brooklyn, and the Pastor of St. Mark Parish to make fair and reasonable decisions.

Based on the recommendation of the principal in consultation with the Board of Directors, the Pastor of St. Mark Parish, and the Office of the Superintendent of Schools of the Diocese of Brooklyn, the principal of Saint Mark Catholic Academy retains the right to amend the student-family handbook for just cause.

VISION STATEMENT OF SAINT MARK CATHOLIC ACADEMY

The Saint Mark Catholic Academy Vision Statement is to provide a faith-filled, nurturing environment committed to our students achieving excellence. We envision our students to become inspired learners, resourceful thinkers, and productive, responsible citizens. We strive to create a school environment in which all children and adults feel welcomed, respected, and trusted and remain true to the Gospel values of our faith.

PHILOSOPHY OF SAINT MARK CATHOLIC ACADEMY

Saint Mark Catholic Academy provides a constructive learning environment infused with faith-based values. Our dedicated administration and faculty strive to achieve a balance among the spiritual, scholastic, social and physical attributes of each child. A spirit of inquiry and discovery allows each student to attain his/her full potential. The curriculum is multi-dimensional, reflecting the current trends in education and is implemented by teachers who are facilitators of achievement.

We believe...

- That academic excellence, character development, self-discipline and Christian service are hallmarks of the graduate of Saint Mark Catholic Academy
- That the guiding Catholic tradition of the school is to “Teach as Jesus Did,” demonstrating always the respect and dignity of each member of the academy community and the global community
- That the child’s individual educational, emotional, social, and physical needs are met with the greatest care and strongest partnership between home and academy
- That God’s love and presence guides Saint Mark Catholic Academy and that each child is a unique gift and special learner
- That the academy’s program provides the highest academic achievement possible for each child and in the process utilizes state of the art technology
- That educating and motivating children to become responsible citizens develops young people with an allegiance to their nation and an appreciation of other countries and peoples in the world community.

ACADEMIC DISHONESTY (CHEATING AND PLAGIARISM)

Because honesty is important, we will not tolerate any form of academic dishonesty. Cheating includes copying book reports, projects, homework, forging a parent's signature and failure to properly cite another's work by cutting and pasting from articles on the Internet (plagiarism).

Students who are found cheating (both those who give and those who take answers) may receive a zero for a test or homework and parent may be notified.

An incident of cheating will be a negative factor in determining students who may participate in Student Council, National Junior Honor Society, academic awards, and Honor Roll.

ACCREDITATION

Saint Mark Catholic Academy is fully accredited by the Roman Catholic Diocese of Brooklyn and the State of New York. The academy follows the national Common Core Standards and the additional standards set by the State of New York, the City of New York, and the Diocese of Brooklyn.

ADMINISTRATION

Saint Mark Catholic Academy is sponsored by a Board of Members appointed by Bishop Nicholas DiMarzio. Very Rev. Robert V. Mucci, pastor of Saint Mark Parish; Rev. Francisco J. Walker, pastor of Guardian Angel Parish; Dr. Thomas Chadzutko, Superintendent of Schools for the Diocese of Brooklyn; and Bishop James Massa, Moderator of the Curia and Vicar for Evangelization comprise the Board of Members

A Board of Directors is appointed by the Board of Members. The directors administer the property and revenue for the support and maintenance of the religious and educational mission of the academy.

The Principal, appointed by the Board of Directors, is the Chief Educational Officer of the academy, and responsible for the spiritual, instructional, and educational mission of the academy.

ADMISSIONS

Saint Mark Catholic Academy does not discriminate on the basis of race, sex, or national origin. Qualifying students of all faiths are welcome to register and become members of the Saint Mark Catholic Academy family. Students registering for Grades K-8 will be accepted if their previous academic records are satisfactory. A copy of the child's report card must be presented at the time of registration. All admissions are subject to the principal's approval. All new students are accepted on a probationary basis.

AFTER-SCHOOL PROGRAM

The after school program is available from Monday through Friday from dismissal to 6:00pm. The program includes homework supervision, a snack, and supervised play time. Karate is offered on Tuesdays and Thursdays for one hour each session for an additional charge.

Any child picked up after 6:00 pm will be charged an additional fee for every additional 15 minutes of supervision.

Payments are made weekly. The fee schedule and enrollment forms are sent home at the beginning of the school year and are available in the main office.

ARRIVAL PROCEDURES

Nursery and Kindergarten students will enter through the main door and be greeted by a faculty or staff member. The children are then be escorted to the appropriate classroom. No parents/guardians are to enter the building at this time. This is for the safety of all of our students.

Students in grades one through eight enter through the main doors and are directed to the school yard for lineup by 7:50 am. In inclement weather (temperature below 40°, rain or snow) line up will be inside. Please enter only through the Main Door.

The car entrance of the schoolyard will be locked at 7:30 am to prevent cars from entering while the children are assembling in the schoolyard.

For the safety of all of our students and an orderly morning procedure, no parents are permitted into the building until after 8:15 am.

ATTENDANCE POLICY

Daily attendance is essential to full participation in all learning experiences as well as in establishing a work ethic that will benefit students at higher levels of education and future employment.

Children ages 5 – 16 are required by law to attend school. Should a child need to be absent, parents must call school between 7:30am and 8:30pm when their children are absent. Legal reasons for being absent are: sickness, death in family, clinic appointment, prohibitive weather conditions, or a requirement to be in court. Illegal reasons for being absent include, but are not limited to: truancy, suspension, babysitting, and vacations.

All children who are absent must bring in an absent note upon returning to school, signed by the parent or guardian stating the reason for absence. If a child is absent for two or more consecutive days, a doctor's note must be provided. If no absent note is received three days after a student's return to school, the absence will be recorded as an illegal absence.

Excessive and/or illegal absences will be reported to the truant officer and, if necessary, to the NYC Administration for Children's Services.

Please note that the New York State Department of Education has set a standard of 90% attendance for promotion to the next grade level. A student absent for 40 or more days may be retained.

Only students who have excused absences will be provided make-up work opportunities such as an assignment, test, quiz, or class participation credit. If a student has an unexcused or illegal absence, no make-up opportunity will be provided. This will be reflected in the student's report card grade.

When a child is absent from school, arrangements should be made with a classmate to get homework, classwork and books. In case of an extended absence due to serious illness, parents should arrange to meet with the teacher(s) to discuss long range planning.

If it is necessary for a child to leave school early a written request must be sent to the teacher. A parent or another adult must meet the child in the school office to sign the child out.

BLOGGING and SOCIAL MEDIA POSTING

The term blogging means the keeping of an online journal. All bloggers must be at least 16 years of age; however, there is no way to ensure that persons under the minimum age will not have access. Safety of our students is of the utmost importance. They can and will be held responsible for things that they write about Saint Mark Catholic Academy that can be detrimental to the reputation of the academy staff or personnel. We reserve the right to discipline students for off-school conduct that is untrue about our staff and other students.

BOOKS

All books should be covered at all times with neat, clean book covers. As a general rule, students are not permitted to make marks in any text book. Lost or damaged books must be paid for by the student.

CELEBRATIONS

Throughout the academic year there are many occasions to celebrate various events. Some of these events are school wide, some are for a particular class or classes, and some are for an individual child such as a birthday. All celebrations are at the discretion of the classroom teacher.

Each teacher will explain her policy for celebrations at the Back to School Parent Meeting in the fall. Parents are expected to abide by the teacher's policy as each teacher knows what will be best for her particular class.

Celebrations are meant to enhance the social aspect of school and be a means for all parents (no matter their income level or work schedule) to be a part of these events.

COMMUNICATION and THE "WEDNESDAY FOLDER"

Communication regarding your child's progress is a shared endeavor. You, as a parent, have as much a right to inquire, as the teacher has a right to inform.

With the Option C program a parent can access information about their child and our academy on a daily basis. Information about grades and homework will be posted by the teachers.

For the safety and security of the students and faculty, all visitors including parents must first Security Officer in the lobby and then report to the Main Office. The permission of the principal or the secretary is required before proceeding beyond the office.

Speaking at arrival/dismissal times does not give the teacher the opportunity to give you the personal attention you merit. Please write a note requesting an appointment.

Early in the academy year, a "Back to School" Information Night is held. Parent attendance at this meeting is mandatory. This is an opportunity to meet your child's teacher where he or she will explain her expectations for the year and give an overview of the curriculum.

Report cards are distributed three times per year, December, March, and June. In December, a conference with the teacher to discuss your child's progress is scheduled the day of report card distribution. In March, a conference may be scheduled.

In addition, the teachers are available for conferences at a mutually convenient time whenever the need arises. You must contact the teacher in writing to schedule an appointment. At times, a teacher may request an appointment with you to address an area of concern. Please respond promptly to these requests. The education of a student is a partnership between the parents and the academy. Just as the parent has the right to withdraw a child if desired, the academy administration (Board of Directors and Principal) reserves the right to require the withdrawal of a student if the administration (Board of Directors and Principal) determine that the partnership has been irrevocably broken. The relationship between the parent and the academy must be one of mutual respect and cooperation.

Non-custodial parents are provided with access to all related records for their child. If there is a court order specifying that no information be given then it is the responsibility of the custodial parent to furnish the academy with a copy of the order.

There is a policy in place to address issues that may arise during the course of the school year. If your concern is academic one, please meet with the teacher. If the issue remains unresolved, please schedule a meeting with the academy principal. The teacher may also be present at this meeting. If the issue is in regard to school policy, please schedule a meeting with Mr. Wilson, the Academy Principal. If either an academic issue or a policy issue remains unresolved and is in need of further discussion, a meeting with the Board of Directors, may be scheduled.

Every Wednesday a communication folder is sent home. The Wednesday Communication Folder is the school and teacher's primary method of communication to you each week. It is extremely important that you make sure your child gives you this folder every Wednesday. The school distributes the necessary information for the week in this folder. **It is the child's responsibility to give you this folder and your responsibility to look for this folder and return the necessary papers back to the school the next day. If you do not receive a Wednesday Folder, please contact the main office.**

Please see that the number of tests and notices coincide with the number noted on the front of the folder. If the correct number of tests and notices are not in the folder please contact your child's teacher. Please sign the Wednesday folder and each individual test each week. Return notices Thursday or by the due date. Contact teacher for appointment if there are any concerns.

Parents of children in grades K – 4 are requested to check and sign homework daily and initial student planner daily.

CRISIS MANAGEMENT PLAN

Saint Mark Catholic Academy has in place a "Crisis Management Plan" for extreme emergencies. At designated times throughout the academic year, the students, faculty, and staff will practice these important safety precautions during the school day.

CURRICULUM

Saint Mark Catholic Academy follows the curriculum set by the Common Core Standards of New York State and the Diocese of Brooklyn. All subjects taught are major subjects, including religion. All students are required to take religion class and participate in liturgical celebrations.

CUSTODY ISSUES

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal, and if necessary, order of protection decrees.

The school will not be held responsible for failing to honor arrangements that have not been made known and are not properly and legally documented.

DISCIPLINE POLICY

The conduct of each child in Saint Mark Catholic Academy should be an outward reflection of Christ's Law of Love: "Love God with your whole heart, your whole strength and your whole mind. Love your neighbors as yourself." This love can only be shown by the things we do for each other. In a school, we show our love and consideration of others by focusing on the Six Pillars of Character Education: respect, citizenship, caring, responsibility, fairness, and trustworthiness.

Students are held responsible for their words and actions. No student's actions should prevent a teacher from teaching or other students from learning. Disrespect in any form, either directed toward a faculty member or another student, will not be tolerated. Disrespectful behavior may result in detention, suspension, or expulsion depending on the severity of the offense. The degree of severity will be determined by the principal in consultation with the Board of Directors. Students who are suspended whether suspended from the classroom or suspended at home will not be permitted to participate in any club or extra-curricular activity including class trips for either the remainder of the trimester or the remainder of the school year. This will be determined by the principal in conjunction with the teacher. Any student who is suspended whether from class or suspended at home may permanently lose their eligibility for any special classes. This will be determined by the principal in conjunction with the Board of Directors. Students are to show respect toward academy property and to the property of others.

Students who have not demonstrated the ability to act in an appropriate manner may be required, along with their parents, to sign a behavioral contract. Each contract will be written by the Principal for that particular student.

There are specific rules for each class regarding behavior, homework, etc. Each teacher makes the rules for his/her class within the boundaries of the general school philosophy.

The actions described below are all serious issues. Students must learn to respect each other, accept differences and realize verbal abuse of others, excessive teasing, and unacceptable comments, are all forms of harassment. Parents must teach this respect at home and make the child aware of the severity of such abuse.

1. **Stealing:** If a student is caught stealing, a parent may be called, proper authorities may become involved and retribution must be made. Depending on the outcome and severity of the above involvement, one or both of the following actions may be taken:
 - a) Immediate Suspension
 - b) Expulsion

2. **Bullying:** can be physical: pushing, biting, kicking, tripping, shoving, hitting or spitting. Bullying can also be verbal/emotional: name calling, gossiping, teasing and making false accusations, etc. Bullying can also be done over the Internet and or cell phone (texting). Bullying is not a one-time incident, but an ongoing action.

If a student is involved in this type of behavior, he/she may be removed from class and parent may be required to meet with the Principal. Guidance intervention may be required and a behavioral contract may be drawn up before child can return to class.

NO FORM OF BULLYING WILL BE TOLERATED!

3. **Fighting:** Physical violence is not tolerated. This may result in an immediate in-house suspension for 3 days. If this behavior continues and results in a five day out of school suspension, the student and parent will be notified in writing of a mandatory expulsion for the third offense.
4. **Weapons:** A student found to be in possession of a weapon or threatening another student or students with a weapon will be reported to the Principal immediately. The proper authorities may be notified as well as the parents and the Pastor. Depending on the outcome of the above involvements, one or both of the following actions may be taken:
 - a) Immediate suspension
 - b) Expulsion
5. **Threats: All threats will be taken seriously.** If a student seriously threatens another student or teacher, the Principal will be notified immediately. The proper authorities may be notified as well as the parents and the Pastor. The following actions may be considered upon the outcome of the investigation:
 - a) Immediate suspension
 - b) Expulsion

If suspension is the decision, the child may only return to school after professional documentation is provided assuring that the child is not a danger to self or others. Counseling may be required.

6. **Alcohol, cigarettes, and drugs** are never permitted on school grounds. Any student found to be in possession/using these substances can be suspended immediately. Any student dressed in uniform, even off school premises, can be suspended if found to be using these substances. If guidance is sought to rid the student of the need for drugs or alcohol, the student may be given a "second chance." A second offense in this area may mean immediate expulsion with no chance of readmission.
7. **Cameras (of any type) and or Recording Devices are not permitted at any time without the explicit consent of the Principal.** These items will be confiscated immediately and a parent will be required to retrieve them from the Principal's Office. No pictures, videos or recordings of any kind will be taken by students on the school premises. Posting any pictures or commentaries on You-tube or any other Internet site that could be considered damaging to another student, staff or faculty member or Saint Mark Catholic Academy may result in an automatic 5 day out of building suspension.
8. **Defacing School Property:** Students who are in possession of sharp instruments, magic markers or who are chewing gum on school grounds will be penalized. Any student who is found guilty of defacing or damaging school property must pay for the repair or damage. Parents and **police will be notified. Graffiti is a crime!**

CONSEQUENCES FOR BREAKING SCHOOL RULES

Students have the right to **due process** which provides them with the following procedures before any action is taken:

- A written or oral notice of the charge(s)
- An explanation of the facts which led to the charge(s)
- An opportunity to present their side of the story

Circumstances will determine the particular order and selection of procedures as noted below.

1. **Teacher** - The teacher will employ classroom behavior management techniques with appropriate consequences and rewards.

- a. Correction of pupil by teacher
- b. Informal teacher-pupil conference: confer privately with student at the earliest opportunity
- c. Detention (prior notification to parent)
- d. Telephone call to the parent/guardian with notification to the principal
- e. Approved letter home
- f. Informal teacher-parent conference
- g. Referral to principal: written and concise

2. **Principal**

- a. Conference with both pupil and teacher
- b. Warning to pupil of possible subsequent actions
- c. Telephone call to the parent/guardian
- d. Letter home
- e. Loss of privileges such as field trips, play time, recreational assembly, holiday festivities, etc.
- f. Principal-parent conference
- g. Restitution of damaged or stolen items
- h. Other appropriate referrals such as medical, court, outside agencies
- i. In-school or out-of-school suspension
- j. Recommendation for expulsion after discussion with appropriate personnel

Any time a student is sent to the Principal's Office a Behavioral Incident Report will be placed in his or her file.

DISMISSAL PROCEDURES

Students are dismissed as follows:

Nursery students are dismissed at 2:45pm Nursery will be dismissed from the Main Doors.

Pre-K for All students are dismissed at 2:30pm. Specific dismissal locations will be explained by classroom teachers.

Kindergarten students will be dismissed at 2:55pm through the schoolyard or, if there is inclement weather, the gym doors on East 18th Street.

Students in grades 1-4 will be dismissed at 2:55pm through the schoolyard or, if there is inclement weather, the gym doors on East 18th Street.

Students in grades 5-8 will be dismissed at 2:55pm through the East 19th Street and Jerome Avenue door.

To ensure the safety of students, parents are to wait outside the schoolyard gate or outside of the gym doors. Parents will not be permitted to wait inside the school building for children. Once a child is dismissed, he or she may not reenter the building for any reason.

It is imperative that children are picked up on time. If your child is not picked up at dismissal, he/she will be placed in the after-school program. After 3:00pm, families will be charged an initial fee of \$7 and additional fees after that time.

Please do not block traffic while waiting for your child to be dismissed. Double parking is not permitted. Traffic enforcement agents will ticket you if you are in violation of any parking regulations.

DRESS CODE AND PERSONAL APPEARANCE

All students in Saint Mark Catholic Academy are required to wear the correct school uniform each day.

The uniform requirements are as follows:

NURSERY

Girls: maroon printed tee shirt, maroon gym shorts (warmer weather), maroon printed sweatshirt and maroon printed sweatpants (cooler weather), sneakers and socks. **Absolutely no sandals.**

Boys: navy blue printed tee shirt, navy blue gym shorts (warmer weather) navy blue sweatshirt and navy blue sweatpants (cooler weather), sneakers and socks. **Absolutely no sandals.**

GRADES K-5

Girls: (daily) red plaid jumper, white Peter Pan collared blouse, white anklets (no colors, no designs, no pompoms, no sport socks), red cardigan school sweater or fleece, black opaque tights (no patterns)

(gym day) sneakers, maroon printed tee shirt, maroon sweatshirt, maroon sweatpants, sneakers, gym shorts (for warmer weather).

Boys: (daily) white shirt, striped school tie, navy blue school trousers (no cargo pants), black belt, navy blue school socks, navy blue pullover school sweater or fleece.

(gym day) navy blue printed tee shirt, navy blue sweatshirt, navy blue sweatpants, sneakers, gym shorts (for warmer weather).

GRADES 6-8

Girls: (daily) red plaid skirt, white oxford shirt, red bolero vest, white anklets (no colors, no designs, no pompoms, no sport socks), black opaque leotards.

(gym day) maroon printed tee shirt, maroon sweatshirt, maroon sweatpants, sneakers, gym shorts (for warmer weather March 15 – November 15).

Boys: (daily) white shirt, striped school tie, navy blue school trousers (no cargo pants), black belt, navy blue school socks

(gym day) navy blue printed tee shirt, navy blue sweatshirt, navy blue sweatpants, sneakers, gym shorts (for warmer weather March 15 – November 15).

NOTE:

- School sweaters are optional.
- From the first day of school until October 31st and from April 15th to end of school year (warmer weather) is the only times gym shorts will be permitted.
- Ties will not be provided by the school office.

- Boots or other garments worn during inclement weather must be removed upon arrival in the classroom and may not be worn during school hours. Please make sure your child has the appropriate articles of uniform clothing and uniform shoes to change into.

Uniform Company Information

Ideal Department Store, 1816 Flatbush Avenue (Near Avenue K), Brooklyn, NY 11210 (718) 252-5090 – www.idealuniform.com

School uniform shoes must only be purchased at Moneysavers shoe store.

EARLY ARRIVAL PROGRAM

Any child arriving prior to 7:55 am will be supervised in the schoolyard or gym until morning line up. Nursery, Pre-K for All, and Kindergarten students will be supervised in a designated classroom beginning at 7:20 am until class begins at 7:55 am

EMERGENCY CONTACTS

Keeping up-to-date Emergency Contact Sheets are an absolute necessity. It is essential to have a way for the school to contact a parent or guardian. **If, at any point during the school year, any information on the Emergency Contact Sheets should change and/or need to be updated, please contact the school office as soon as possible.**

It is also imperative that a parent make the school aware of any medical conditions a child might suffer from in case a medical emergency arises.

FIELD TRIPS

Field trips are opportunities to expand upon your child's learning experiences. Follow-up activities and assignments will be a part of these learning experiences.

Field trips are a privilege offered to students; no student has the absolute right to a field trip. A student can be denied participation if they fail to meet academic requirements and/or behavioral expectations.

Any students who fails to submit the Field Trip Permission Release Form will not be allowed to participate in the field trip.

Telephone calls, electronic signatures on the Field Trip Permission Form, emails, and text messages, are not acceptable means for parents to grant permission for a field trip.

Parents have the right to refuse to allow their child to participate in a field trip, but the child is still required to attend school; without a valid absence note, this absence may be recorded as illegal.

FINANCIAL POLICIES

Parents are offered an education for their children at an affordable rate. The academy's tuition and fees are reviewed annually and are adjusted as necessitated by the budget. The operational expenses of the academy are met by tuition, fees, and fundraising.

Tuition can be made directly to Smart Tuition or to the Business Office by check or money order.

There is a late fee if tuition is not paid by the agreed upon date.

All tuition is to be paid in full by May 30th.

Students with outstanding tuition balances may be denied participation in “year-end” activities.

FIRE DRILLS

The school has 5 fire drills a year. It is absolutely imperative that all students follow the rules for these drills perfectly:

- Absolute silence
- Walk single file out the proper exit
- Walk as quickly as possible without running
- If a child is not with his/her own class for some reason, he/she should join the nearest line.

FUNDRAISING

All families are required to support Mandatory Fundraising Events and meet the service requirements. All other fundraising events are optional; however, we would like all to participate in order to fund extra supplies, materials, and activities that our students need and deserve.

GRADING POLICY

Checking the Wednesday folder, as already mentioned, every week will keep you aware of your student’s progress in his/her grade. A Report Card is issued for every student by trimester in December, March, and June. All students will also receive Progress Reports three times a year in October, January, and April.

Grades 1 - 4

- assessments: 70%
- homework: 15%
- classwork: 15%

Grades 5 - 8

- assessments: 65%
- homework: 10%
- classwork: 10%
- trimester exams: 15%

Extra credit for individual students is not available. At times, a teacher may give an optional assignment that is available for additional earned credit to the entire class. Students who complete the assignment will earn the additional credit. The students who choose not to complete the additional assignment will not be penalized.

GRADUATION

All students in Grade 8 are eligible to earn graduation awards. A Valedictorian and Salutatorian are named based on final term averages. Honor Awards and Achievement Awards are presented. Various religious, governmental, and civic awards are also distributed. Graduation honors will be awarded based on the student’s academic achievement in Grades 6, 7, and 8.

GROOMING and HYGIENE

All students should bathe or shower daily. Please take care in keeping your hair and nails clean. Please have older students use personal hygiene products as necessary.

Make up and nail polish are never permitted and will be removed. No fake nails or tips are permitted.

Hair should be well groomed. Hairstyles should be neat and simple.

- **Girls' Hair Styles:** No bleached hair, dyed hair of any color, frostings, highlights, etc.
- **Boys' Hair Styles:** Students should come to school well groomed. Hair should be at a reasonable length (above shirt collar) and no hairstyle of a bizarre or extreme nature will be acceptable. (E.g. Mohawks, colored hair, lines, names or designs shaved into the student's scalp).

What is considered extreme will be at the discretion of the Principal.

HOME ACADEMY ASSOCIATION (HAA)

All parents are members of the Home Academy Association and encouraged to attend Home Academy Association meetings and support all HAA fundraising efforts. Through their fundraising efforts, the HAA is dedicated to enhancing the academy's educational and social environments for all of our students.

HOMEWORK

Homework is given at least four nights per week and at the teacher's discretion on weekends. Each student in grades 3 – 8 will receive a planner in September to use throughout the school year. Homework is also posted online on the school website for parents' convenience.

HONOR ROLL REQUIREMENTS

Students in grades 3 through 8 are eligible for the Honor Roll. Along with academic performance, the first requirement for any Honor Roll is good conduct. With that, a student must be punctual and have a good attendance record. Illegal absences, as well as five or more latenesses per trimester, may keep a student off the honor roll. Student must have "3" or better in conduct and all subject areas and skills.

Principal's List (Grades 3 - 8)

95% - 100% Average

No grade less than 93% or A in any subject

3 or better in conduct and all subject areas and skills.

First Honors (Grades 3 - 8)

90% - 94% Average

No grade less than 85% or B in any subject

3 or better in conduct and all subject areas and skills.

Second Honors (Grades 3 - 8)

85% - 89% Average

No grade less than an 81% or C+ in any subject

3 or better in conduct and all subject areas and skills.

Effort (Grades 3 - 8)

Teacher's judgment, as long as there are no failures and 3 or better in conduct.

IMMUNIZATIONS

No child will be admitted to any school in New York City unless the child has received proper immunizations.

When new children apply, verification of immunization for measles, mumps, rubella (MMR), diphtheria, polio, HIB, HepB, and varicella is required, along with the dates and results of TB (Mantoux and lead screening tests).

All children born after January 1, 1994 are required to receive the Tdap immunization upon entering the sixth grade.

In accordance with New York City law, all children between the ages of 6-months- and 5-years-old must receive one dose of influenza vaccine between July 1, 2018 and December 31, 2018.

INCLEMENT WEATHER and EMERGENCY CLOSINGS

If there are severe weather conditions, which may cause the school to be closed, any radio or television announcement that states that the Catholic Schools in the Diocese of Brooklyn are closed, then Saint Mark Catholic Academy is closed. If there is no announcement, then assume Saint Mark Catholic Academy is open. Also, for severe weather conditions only, if the announcement is made that the Public Schools are closed, then Saint Mark Catholic Academy will also be closed.

Any time the school is closed, you will be notified via Option C email alert. Please check the school website, www.smcaonthebay.org, for school closing information.

INSURANCE

School Accident Insurance is paid for by the school at the beginning of each school year. The insurance protects pupils as they travel to and from school, attend school-sponsored and supervised field trips, and participate in physical education class.

JEWELRY

Only a modest religious medal or cross is to be worn and it should be worn inside the shirt.

Earrings are to be worn by **female students only**. Only post earrings may be worn. Only one pair of earrings is permitted. Large hoop or dangling earrings are not to be worn at all. Boys are not permitted to wear earrings of any kind. Band-aids are not to be used to cover earrings.

Simple wristwatches may be worn, but Apple Watches and the like are not permitted.

LATENESS

If a child is not in school by 7:55 am he/she child is considered late and must enter the school through the main entrance. All students must obtain a late pass to be admitted to class from the sign in desk. Please remember that lateness is very disruptive to the orderly functioning of a school. Latecomers disturb everyone!

Please note: Illegal absences and excessive lateness during a trimester will result in no Honor Roll Award for that trimester.

LUNCHTIME, RECESS, and CAFETERIA POLICIES

Students must eat lunch in school. Lunch may be provided from home or purchased on a monthly basis (menu to be sent home). If you choose not to participate in the lunch program, you must send lunch in with our child each day since no food is available for purchase.

All families will be charged a \$75 (per year) lunchroom fee. This fee will cover operational costs for lunchroom.

Please avoid bringing lunches to the school office. It causes disruptions in the office and in the classrooms, and there is no guarantee it will be delivered to your child in time for lunch. Bringing in fast food and pizza is not permitted.

Soda is not to be brought into the school building at all during lunch and afterschool.

No lunchtime birthday parties for grades 1 – 8. ONLY Cupcakes may be sent in to share with classmates.

No soda or glass bottles are permitted.

Cafeteria Conduct

1. Children must remain seated while eating.
2. Students must always follow the directions of the teacher on duty.
3. Talking is permitted if it is done in a moderate tone as you would use at your own dinner table. Proper table manners should be followed.
4. Tables and floors must be left clean.

On rainy days, the students must spend the recess part of the lunch period in the gym. Each child should have a book or journal with them. The children will be informed what behavior and activities are acceptable.

LOST AND FOUND

Every year we accumulate many lost sweaters, sweatshirts, jackets, lunch boxes, etc.

Please label all clothing so that we may return the items instead of disposing of them after a month's time.

MEDICATIONS

Teachers and academy personnel including our nurse are prohibited from distributing medication to students without clearance from the Department of Health. The proper forms must be completed by a physician and returned to the nurse. All medications must be supplied by the parents. If a child needs medication on a nonregular basis, a parent must come to the academy at the proper time to administer the medication.

Medication of any type, prescription or nonprescription, cannot be kept in the classroom. It must be brought to the nurse's office for storage. The exception to this is an epinephrine pen. Students who may suffer an extreme allergic reaction which may result in anaphylaxis are permitted to carry an Epinephrine pen for use at all times. In addition, the parent must furnish the academy with a second

pen to be used as a backup. Students requiring the carrying of this pen must be trained by their health care provider to self-medicate

MONEY and PERSONAL ITEMS

Students should avoid bringing cash to school unless it is absolutely necessary. Money that is brought for a specific purpose (class trip, book fair, lunch money, etc.) must be put into an envelope with the child's name, grade, designation and amount. The money should be kept with a teacher or on the student's person. Money and personal items should not be left in a school bag, coat pocket, lunch box, or desk. The school is not responsible for lost money or items of value such as: clothing, electronic items, etc.

PHOTO and VIDEO RELEASE

At the beginning of the school year, each family is provided with a release form which gives Saint Mark Catholic Academy along with the Diocese of Brooklyn and its communication arm, DeSales Media Group, to reproduce photographs and video taken of students associated with promotion of Catholic Education within the Diocese of Brooklyn.

PROMOTION AND RETENTION POLICY

Promotion is based on a total evaluation of a student's growth in all areas of his or her development. Successful achievement of the program objectives of subject areas will greatly influence promotion.

Students who fail consistently throughout the school year may be required to repeat the grade. Retention will be at the discretion of the principal in consultation with the teacher or teachers and parents.

Failure of two or more subjects could mean retention in the same grade. Attendance in summer school may be necessary. Re-evaluation will be conducted after the completion of summer school.

Eighth Grade students who fail two or more subjects may be deprived of graduation privileges and will be required to attend Summer School.

SECURITY

All visitors are to report directly to the office and sign the Visitor's Log Book.

Should there be an emergency and you are unable to pick up your child/ren on time, please call the school so that arrangements to care for your child can be established and relayed to both teacher and child.

In order to ensure your child's safety, you will be required to list the people delegated by you to pick up your child. In addition, include a copy of a photo ID that can be used to verify the person's identity. This information will remain in the principal's office and will only be used when necessary.

SUPERVISION

Supervision by academy staff begins at 7:20am when the morning extended care program begins.

All students are expected to go directly to their classroom at 7:50am where they will be supervised by their teacher.

Lunchtime and recess supervision is provided by faculty members.

Once a class is dismissed at the end of the academy day, direct supervision by the school staff ends. There is no supervision provided after dismissal unless the child is enrolled in the extended care program. Students enrolled in the extended care program are brought to the program by their homeroom teacher.

TECHNOLOGY

The academy's computers are for educational use only. Personal digital devices given to students are to be used for educational purposes only. Digital devices available in the classrooms are to be used for educational purposes only. All students are expected to follow the guidelines established by the technology teacher and use technology appropriately. Inappropriate use of the academy's technology will result in disciplinary action including detention, suspension, or expulsion. Damage to the academy's technology equipment will require reimbursement to the academy for repair or replacement.

Students are not permitted to print from their iPads, Chromebooks, or flash drives in school unless the work is part of an assignment in class.

Inappropriate use of technology in the area of communication (e-mail, voice mail, text messaging, social media/networking sites, and all others) between students outside the regular academy day is a matter to be handled by the parents of the children involved. The academy will not involve itself in matters that occur outside the normal academic day.

Recognizing the need for parents to be able to contact their children on their way to and from the academy, the academy permits students to carry cell phones. Cell phones are collected in the morning and locked in a closet in the homeroom class. Phones are distributed to the students at dismissal. Phones that are not given to the teacher to be stored will be sent to the principal's office for storage until a parent comes to retrieve the phone. Detention may be issued to students who disregard this rule.

Handheld video games, iPods, iPads, Apple watches, and other technological devices that are not provided to the student by the academy are not to be brought to the academy or used in the academy including during the lunch period. If such items are seen by academy personnel, they will be brought to the principal's office until retrieval by a parent.

Classes that receive iPads or Chromebooks as a learning and educational tool must abide by the rules and responsibilities set forth in the separate iPad and Chromebook policy statement.

TELEPHONE USAGE

Students may only use school office telephones with the consent of the administration and/or school nurse.

Students will not be permitted to call for forgotten homework, projects, gym uniform, etc.

Use of cell phones and electronic devices are not permitted during the school day and they will be confiscated if used at the wrong time.

TIME SCHEDULE

Grade	Arrival Time	Full-Day Dismissal Time	Half-Day Dismissal Time
Nursery: Full Day	7:50am	2:45pm	11:45am
Nursery: Half Day	7:50am	11:00am	11:00am
Pre-K for All	7:50am	2:30pm	N/A
Kindergarten - Eighth Grade	7:50am	3:00pm	11:55am

TRANSPORTATION: YELLOW BUS SERVICE and STUDENT METROCARDS

If the student meets the criteria, the Office of Pupil Transportation will provide bus service. For further information contact the school office.

Any student who causes difficulty on the school bus may be suspended from the bus for a period of time. This will be done upon receipt of two or more incident reports given by the bus driver to the principal.

A note will be sent home informing you of days when bus service is not available.

Students who ride the MTA buses/trains are to use this privilege with care. MetroCards are available only to those students who qualify. Distance requirements are set by the Office of Pupil Transportation.