



St. Mark's

EPISCOPAL ACADEMY

TRADITION. INNOVATION. INSPIRATION.

2023-2024

Parent/Student Handbook



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I. About the Academy

Mission

St. Mark's Episcopal Academy inspires a life-long love of learning, and equips students with excellent academic skills that prepare them for the next stages in their education. As a safe, loving, inclusive, and collaborative environment, we nurture confidence, moral courage, and character development that enables students to be leaders of positive change in the world, according to Christian values and Episcopal traditions.

Vision

1. Students appreciate what it means to be Christian, as well as Episcopalian.
2. Students develop excellent reading and writing skills, positioning them at or above grade level.
3. Students develop strong STEAM skills, positioning them at or above grade level, with special focus on marine sciences and the environment.
4. Students learn critical thinking skills so they may assess their experiences independently and accurately, and build strong foundations as practical problem-solvers.
5. Students increase their range of expression and perception by learning art, music, and sports.
6. Students become strongly inclined to good stewardship; they build habits of good works by caring for one another, their communities, and their environment.
7. Students conduct themselves with respect and consideration for others.
8. Students experience being loved and cared for while being held to high standards of growth and behavior.
9. Students and their families work to achieve high standards of learning while maintaining a cooperative and collegial environment.

Core Values

- Academic excellence
- Balanced development of body, mind, and spirit
- Inclusion and diversity in a Christian community
- Caring for our world with good stewardship and sustainable practices
- Tradition. Innovation. Inspiration.

History

Through the vision of our first principal, The Reverend Edward B. King, St. Mark's Day School was founded in 1956. At that time, the school consisted of only the first and second grades, and classes were taught in Thursby Hall. It was not until 1957 that a new building with cloisters was built in order to accommodate the inclusion of third and fourth grade classes. By the academic year 1959-60, all six grades were being taught. On May 29, 1960, we had our first sixth grade graduating class of 15 students.

Tradition

The unique atmosphere at St. Mark's Episcopal Academy is built upon the traditions of the Episcopal Church, which balances scripture, faith and reason, and education for children of diverse backgrounds and faiths in a caring, cheerful, and supportive environment.

Our highly professional faculty and staff, who love children and are dedicated to our school and philosophy, encourage our students on a day-to-day basis to explore and excel. Some traditions, just to name a few: Morning Chapel, Advent in Song, Valentine's Day Dance, May Day Dance, and Evening Prayer in the Garth, have endured for generations.

Environment

St. Mark's is nestled under ancient oak trees in a small corner of historic Cocoa Village, just a stone's throw from the Indian River. Our setting is peaceful and likened to a safe haven away from high traffic areas, dense population, and urban frenzy. It is definitely a "village atmosphere" in one of the most charming spots in Brevard County. Neighboring businesses, residents, and local organizations welcome visits and encounters with "St. Mark's children". We really are a part of this quaint and friendly community.

We believe that St. Mark's Episcopal Academy is a special place for children to learn. Our environment is conducive to study and is balanced with fun and friendship. Each member of our faculty and staff considers concern and caring for the students—your children, to be our first priority.

Academic Program

St. Mark's Episcopal Academy offers a complete education package in a nurturing Christian environment. Small class sizes provide a strong high school preparatory curriculum, enhanced with enrichment activities in the arts, technology, marine science, and physical education. Values, education and discipline are interwoven into every program. Community service is a fully integrated part of our life at the Academy.

The Florida Council of Independent Schools has continuously accredited St. Mark's Episcopal Academy since 1969. Our current certificate has been renewed for the 2022-2023 school year. Updated materials and techniques are routinely examined and implemented by our curricular leaders. All full-time classroom teachers hired must hold a degree in elementary education/primary education and have a professional educator certificate from the Florida Department of Education. .

Admissions

St. Mark's Episcopal Academy is dedicated to providing a quality education for all students by creating a balance of challenging academics within a stimulating and engaging environment. The Academy focuses its admission process to attract students on or above grade level who are motivated to learn and are focused on academic achievement and success.

St. Mark's Episcopal Academy accepts student applications year round on a rolling admission basis. The school does not discriminate in the administration of its admission policy on the basis of race, sex, religion, national, or ethnic origin.

Admission is limited in class size in order to maintain a small student/teacher ratio. The classroom capacities are:

Pre-Kindergarten 3; 8 students:1 teacher, 1 half-day assistant
Pre-Kindergarten 4; 14 students:1 teacher, 1 half-day assistant
Kindergarten through 6th Grade: 15 students:1 teacher

The Probation Period

The School's Mission Statement and its Admission Policies govern enrollment at St. Mark's Episcopal Academy. We recognize that while St. Mark's is an outstanding high school-preparatory school, it is simply not the best choice for every student. The Admission Committee at St. Mark's Episcopal Academy will make every effort to assure families and students are a "good match" - that the Academy can meet the needs of the students, and that the students have the appropriate skills, attitude, and background to have success at St. Mark's.

Despite all sincere efforts, on rare occasions it becomes clear that a student and the school's mission are not aligned for success. To address this potential concern, all new students enrolled at St. Mark's Episcopal Academy will be placed on probationary status during their first marking period. During this period, students will be evaluated by the Academy for academic, social, and behavioral appropriateness and development according to the Academy's established standards. This evaluation will be ongoing and examined in concert with the student's parents. Following this probationary period, if it is determined by the Academy that the student does not meet the Academy's standards, the student will be asked to leave the school with no derogatory repercussions. The Academy will only assess the appropriate percentage of the tuition that has been used up to that point, according to the payment plan that has been selected.

II. Statement of Faith

St. Mark's Episcopal Academy, which is a mission of St. Mark's Episcopal Church, welcomes children of all faiths. All students at St. Mark's Episcopal Academy attend scheduled Chapel and church services and receive religious instruction as directed by the Rector of the church. Classes attend Chapel daily. Holy Communion may be celebrated on special days. Reception of Communion is voluntary. Parents and friends are always welcome to attend our 8:00 a.m. Chapel service. We request that parents observe the St. Mark's Church and Academy Chapel standard of worship atmosphere.

III. Daily Schedule

School Hours

The Daily Schedule Is As Follows:

7:00 a.m.	Children's Center/Before School Care begins
7:40 a.m.	Teachers on duty - Classrooms are open to the students
7:55 a.m.	First Bell

After 7:55 a.m. students must be walked in and signed in by a parent
Please do not drop your child off in front of the school.

8:00 a.m.	Chapel Begins
2:50 p.m.	Pack-up Bell
2:55 p.m.	Begin Evening Prayer Bell
3:00 p.m.	Walkup and Carpool Dismissal
3:00 p.m. to 6:00 p.m.	Children's Center/After Care Hours

On Fridays, the Pack-Up Bell will ring at 12:50 p.m., Evening Prayer Bell will ring at 12:55 p.m., and Dismissal will begin at 1:00 p.m. Children's Center will be open from 1:00 p.m. - 6:00 p.m. on Fridays.

Office Hours

The school office is open to parents from 7:30 a.m. to 3:30 p.m. (7:30 a.m. to 2:30 p.m. on Fridays due to early release and professional development for faculty). If you need to leave a message before or after these hours, the voice mail system will take your message, and your call will be returned as quickly as possible. You may reach the Children's Center directly by calling (321)298-4752 from 7:00 a.m. to 7:40 a.m. and 3:00 p.m. to 6:00 p.m.

Arrival/Dismissal

Before 7:40 a.m. all students must be checked into Children's Center either on the playground or in Thursby Hall. At 7:40 a.m., classrooms are open for student arrival. Parents with Pre-K3 and Pre-K4 children must enter through the main entrance to walk their children to the classroom. Kindergarten children may be dropped off in carline to walk to class, or escorted to class by parents. Only children who are being dropped off in a carline may enter through the Garth gate, unless accompanied by a parent. These children should proceed directly to their classroom. School personnel will assist the children during the arrival process. Students are not permitted to wait in the hall unsupervised. Students should be unpacked and in their homeroom no later than 7:55 a.m. in order to proceed to Chapel with their class. Students who are not in their classroom when the tardy bell rings at 7:55 a.m. must be accompanied by their driver to the office for a tardy slip. Do not drop students off at the front door or office foyer.

Dismissal

All students are either dismissed to carline or as a walker to be picked up by parents/caregivers; or they will go to Children's Center. Any change in how your student is going home must be done prior to 2:30 p.m. (12:30 p.m. on Fridays) by calling/emailing the front office. No student may be left unsupervised after dismissal.

Carline Procedure

- Students who are car riders are dismissed at the Garth next to the stop sign.
- Students will only be dismissed to persons authorized to pick your child(ren) up.
- Any driver not known to the faculty or staff will be asked for identification.
- Due to safety concerns, students will not be dismissed to parents waiting on the sidewalk during a car line.
- Any remaining students not picked up by 3:15 pm will be dismissed to the Children's Center. There will be a 10-minute grace period before any charges occur. This will ensure continuous and safe supervision of your child.
- DRIVERS ARE NOT ALLOWED TO BE ON THEIR CELL PHONE IN CARLINE.
- Drivers must remain in the driver's seat in carline. Faculty will help remove and place children in the car during arrival and dismissal.

Walker Procedure

- Directly after Evening Prayer, "walkers" will be escorted by a teacher to the front lobby for pick up.
- Members of faculty or staff will supervise the students in the lobby from 3:05 p.m. to 3:15 p.m. to be picked up by parents or guardians.
- If students have not been picked up by 3:15 p.m., the students will be sent to Children's Center and will remain there until they are picked up.
- Children's Center charges will begin at 3:15 p.m. if the students are not picked up by then.

Patience and cooperation are greatly appreciated at dismissal, especially during the first few weeks. Evening Prayer for students is held in the Garth at 2:55 p.m. Immediately following Evening Prayer, students are to move to their designated areas for after-school dismissal (i.e., walkers to the front door, carline to the gate east of the Garth or After Care students to the playground). To instill the responsibility of properly packing up at the end of the day, students are not permitted to go back into the classroom for books, backpacks, lunch boxes, homework, or supplies they may have forgotten.

Inclement Weather - Dismissal

On days when there is extreme weather at dismissal times, the decision may be made to use an Emergency Carline Dismissal Plan. In this case, students will be dismissed one by one from the glass doors at the main entrance of the Church. Carline will be moved forward to pick children up from these doors. PLEASE DO NOT PARK ON THE STREET IN FRONT OF THE CHURCH IF THE WEATHER LOOKS THREATENING.

Lunch

Students may bring their lunch daily, or purchase their lunch prior to the beginning of each month via FACTS Family Portal Account.

Pre-ordered lunches are billed a month in arrears to your FACTS Incidental Billing Account. Parents are responsible to order for students and pay the account monthly in full. Failure to pay your account in a timely manner may result in a suspended lunch account. Lunches are non-refundable. When a student is absent, his/her lunch (ordered from the lunch program) is sent to the front office to be distributed according to need.

Soda or any glass-bottled drinks are not permitted. Please send lunches that are ready to eat. If your child's lunch requires utensils, please make sure you include them in their lunch box. Microwaves are not available for student use at the Academy.

If your child forgets his/her lunch and the school is able to supply your child with a lunch, the cost of the lunch will be charged to your account and you will be notified. If an extra lunch is not available, your child will receive a nutritious snack.

Snacks

Children should bring a daily snack from home consisting of one food item and a drink. Please limit their choice to one "healthy snack" such as fresh, dried, or canned fruits, vegetables, nuts, popcorn, pretzels, chips, cheese/crackers, peanut butter, fruit juices and yogurt. Since snack time is a mid-morning "pick-me-up" between breakfast and lunch, please make sure that snacks can be quickly and easily eaten within about a 5-minute time frame. Instructional time is our priority and it's our policy to not spend a large amount of time on eating snacks. We prefer to save "sweets" for special celebrations. Please aid us in encouraging healthy eating habits by sending acceptable snacks with your child. Please be sensitive to other children's allergies when choosing food items for your child. Your child's teacher will notify you at the beginning of the school year if there is a severe allergy in the classroom. Students are permitted to have a water bottle at their desk during the day. Any other types of drinks are only permitted during lunch or snack. Soda or glass bottles are not allowed.

IV. Policies and Procedures

Animal Visits

Animals are not allowed on campus except in certain situations such as the Blessing of the Animals. For the safety and protection of students with allergies, any animal on campus, even for a short period of time, must be approved by the Head of School. Animals are not allowed in The Garth at any time.

Attendance Policy

To support our core value of superior academics with a challenging academic curriculum, the staff of St. Mark's Episcopal Academy expects parents and students to take responsibility for regular and punctual school attendance. Regular and punctual attendance is critical to assure continuity of our educational program. Time lost from class is irretrievable, and absences disrupt the continuity of the instruction. Teaching is done in an orderly sequence of building concepts and practices based on classroom activities and previous academic experiences. Tardiness and poor attendance breaks this pattern, and as a result neither the student nor the school can expect satisfactory progress. Parents are requested to schedule non-emergency doctor, dental, or other professional appointments before or after school hours whenever possible.

Excused Absences

Parents are required to immediately notify the office in person, by email (smithj@stmarksacademy.org, parsonsd@stmarksacademy.org), or by phone, (321)639-5771, when a student will not be attending school. Absences are only considered excused if they meet the following criteria:

- Personal illness*
- Death or illness in the immediate family
- Observance of religious holidays of the student's own faith when they fall on school days
- Medical/dental appointments for the student
- State Board of Health isolation*
- Required attendance at a court proceeding
- Enrollment in a Homebound Program due to illness or disability

In order for an absence to be excused, a note from the parent/guardian must be given to the teacher upon return. Failure to provide a note will result in the absence being marked unexcused.

*If a student is ill for three or more days, a physician's note must accompany the student upon return to school or email Debbie Parsons, parsonsd@stmarksacademy.org.

Unexcused Absences

Unexcused absences include out of school suspensions or any absence for which proper notification and a written note from the parent is not provided.

Absences with Prior Notification

To support our commitment to superior academics and a challenging academic curriculum, we strongly discourage family vacations scheduled during the school year. If it is unavoidable that the student must be absent, it is necessary for the parent to request approval from the Head of School, in writing, at least one week prior to the absence. The Head of School will notify the teacher of the absence and the teacher will provide the students with their assignments. Assignments will be due upon return.

Credit for Schoolwork While Absent

All schoolwork missed must be made up regardless if the absence is excused, unexcused or given with prior notification. As a general rule, students making up work due to illness are given one day for each day absent to complete the assignments. Teachers will work closely with families to make sure the work is completed in a reasonable amount of time and give consideration to the student's health condition. Work missed due to unexcused absences or absences with prior notification, is due upon returning to school.

Excessive Absences

Nine or more absences, excused, unexcused, or given with prior notification, per semester will seriously jeopardize successful student achievement and academic progression. An excess of nine unexcused absences per semester will result in a required conference with the Head of School and classroom teacher in order to be in compliance with the Florida compulsory attendance laws.

Tardiness

Parents must help the student fully accept the responsibility for being on time in the morning. Promptness is a trait that needs to be developed early in life, and modeling behavior that says, "School is important" is of critical significance. In order for a student to receive the best possible education at St. Mark's, all students need to be at school for the entire day. Since one of the most important aspects of our school life is morning Chapel, we believe that each student needs to be at school on time and ready to join our community of learners. Chapel begins at 8:00 a.m., Monday through Friday. Any student who has not arrived in the classroom by the 8:00 a.m. needs to be checked in by an adult in the school's office. After check in, students will either be escorted to Chapel service or to the classroom.

A student will be considered excused when late to school due to illness, serious illness in the immediate family, a medical appointment, a documented traffic delay that affects multiple families, car accident or breakdown, or scheduled academic appointments approved by the Head of School. All other tardiness will be considered unexcused, including:

- Students reporting to the office for a tardy slip without an adult
- Oversleeping
- Other items not included on the excused absence list

Three (3) unexcused tardies during a grading period may result in written notification to parents. Tardies in excess of three (3) will be addressed by the Head of School.

Check Out From School

If a child has an appointment and must leave school early, an email must be sent to the teacher and school administrator informing them of the date, time, and reason for the early dismissal. The student must be signed out in the school office. Parents are not to pick the student up directly from the classroom. This procedure is to safeguard children from unauthorized persons seeking to remove them from class.

Early Pickup After 2:30

Due to the nature of the end of day responsibilities for teachers, students, and office staff, early dismissals should occur before 2:30 pm on Monday thru Thursday, and before 12:30 pm Fridays.

Students are required to attend school for 4 academic hours in order to be considered present for the day and to participate in any school related activity.

Birthday Books

A student may participate in building the school library by donating a hardcover book for his/her birthday. On the child's birthday (or the day nearest), the birthday child may be blessed during Chapel and present

their birthday book. The student's name and birth date will be inscribed in the book. A child with a birthday during the summer months may have their birthday recognized at any time during the year.

Birthday Celebration/Invitation

Parents may send a special snack for their birthday child to share if prior arrangements have been made with the classroom teacher. Some students have food allergies and/or special dietary restrictions. Please refer to the "Food at School" Policy below for more details. Consideration for all children in the class is appreciated.

Being sensitive to all children's feelings is important as St. Mark's Episcopal Academy families plan off campus celebrations. The classroom teacher will distribute invitations at the end of the school day only if all children in a class are invited. Invitations cannot be placed in backpacks or handed out by parents or students. If the party is for a limited group, please mail the invitations as well as make arrangements for any departures from school in a manner that will not be hurtful to others. Due to classroom size and storage limitations, students may not bring party sleepover bags and luggage to school.

Books and Supplies

Textbooks are issued at the beginning of the school year. The issuing condition is recorded per an assessment made by the teacher. Lost or damaged books will result in replacement cost plus shipping.

It is the student's responsibility to be prepared with the materials necessary to participate in the activities of the day. These should include, but are not limited to notebooks, paper, pencils, and textbooks. This preparedness facilitates academics and enhances the commitment to learning.

Students are to maintain all necessary supplies to do their work, assume responsibility for correct organization and completion of assignments, and turn in all notices and work on time. Students are expected to:

1. Show consistent effort and performance.
2. Organize and complete assignments legibly and neatly.
3. Take and/or maintain notes for any given subject area.
4. Complete class assignments.
5. Complete homework assignments by the due date.
6. Maintain a daily homework page in their daily planner.
7. Bring required books and/or materials to class.
8. Complete long-term assignments by the due date.
9. Take home bulletins, forms, notices, etc., to parents.
10. Maintain proper care and/or covers for books.
11. Return tests, and other written notices requiring a parent's signature by the required designated date.
12. Review the School Communication Binder and/or planner with parents and return it to school, signed by a parent.

Each teacher is responsible for informing students about these rules, as well as specific rules for classrooms and other areas of the building. Verbal reminders will be given, especially when negative behavior is observed. Rules will be posted in classrooms to ensure pupil awareness of expected behavior in all building areas. Good behavior will be rewarded and negative behavior will be corrected.

Communication

Email

Email is the primary and most efficient method of communication between families and the faculty and staff at St. Mark's. Should you need to contact any Academy staff member, our email addresses are listed below. If time is of the essence, please call the school office. Please do not call staff, teachers, or administrators at their homes.

Head of School, Mr. Justin Smith	smithj@stmarksacademy.org
Dir. of Admission and Administrative Asst.	Debbie Parsons, parsonsd@stmarksacademy.org
Pre-K 3	Danielle Pike- piked@stmarksacademy.org
Pre-K4 and Kindergarten	Laura Maharaj - maharail@stmarksacademy.org
1st Grade	Alison Olivieri- olivieria@stmarksacademy.org
2nd Grade	Nichole Franks - franksn@stmarksacademy.org
3rd and 4th Grade	Jill Noel - noelj@stmarksacademy.org
5th and 6th Grade	Suzanne Lacy - lacys@stmarksacademy.org ; Daune Ellis - ellisd@stmarksacademy.org
STEAM & Marine Sciences	Karis James - jamesk@stmarksacademy.org
Physical Education	Christy Petsovich - petsovichc@stmarksacademy.org
Music	Edward Kingfield - kingfielde@stmarksacademy.org
Front Office Assistant & Student Device IT	Joe Lacy - lacyj@stmarksacademy.org

The Academy will also be using email as the primary source of communicating important information and notices to parents. Please check your email daily. Notify the school office and update on FACTS, any change of address (mailing and email), telephone number (home, cell, and business), or emergency contact.

Telephone Usage

Students are not permitted to use school phones to request forgotten schoolwork, personal items, or to make after school plans.

Cell phones are not permitted in the classrooms. All exceptions must be cleared by the Head of School.

School Updates and Announcements

Weekly Newsletters will be emailed to parents regarding all upcoming school events and announcements. St. Mark's Facebook and Instagram page will also be updated with important announcements and pertinent information. Parents are encouraged to read emails from the school and follow the school's social media accounts.

FACTS Family Portal

School and classroom information can also be found on the FACTS Family Portal, our on-line secure school management system- [FACTS SIS >Family Portal Login](#) . Parents will be provided with access information at the beginning of their enrollment. For login assistance, please contact the front office.

Classroom Newsletters

The faculty and administration strive to communicate clearly and frequently with the parents. Homeroom teachers will send home newsletters periodically. Calendar updates and newsletters are sent home with the students in the school communication binder, and are also on FACTS Family Portal. Updates will be sent via email to parents.

Class Activities and Events

Class activities and events are directly connected to the curriculum and are for students of that class only. Teachers will send a notice home if parents are invited; however, siblings in other classes should remain in their own class to maintain the continuity of instruction.

Classroom Visits

Parents are considered an integral part of a student's total school success and are always welcome in classes or Chapel services. However, classroom visits must be by invitation from the teacher or prearrangement with the teacher. The faculty requests that classroom visits not occur during the first and last month of the school year.

Conferences

Teachers will communicate with parents when a student is making unsatisfactory progress to schedule a conference.

A mandatory parent-teacher conference is scheduled after the first and third report card distribution. These dates will be designated on the school calendar as "Parent-Teacher Conference Day."

Communication/Questions

If you have questions or concerns, which deal with a classroom teacher or special area teacher, please go directly to that teacher. If after you talk to the teacher, you still have a need to discuss the matter further, please contact the Head of School.

Emergency Closing of School & Inclement Weather Due the School Day

St. Mark's Episcopal Academy will follow the Brevard County School Board's advisory for school closing. When school must be dismissed during the day, parents will be notified as quickly as possible via email and an emergency Parent Alert. You can customize these alerts in the FACTS family portal. Children will leave from the school office, after being signed out by a parent or guardian. Certain emergency situations may require a lock-down of the school. In the event of an emergency closing, please monitor the local television stations and/or websites for information pertaining to Brevard County public schools. School reopening will generally follow Brevard County's advisory; however, our reopening could be independent from the Brevard County School District's schedule. St. Mark's family members should call the school office, check email, our school website, or Facebook for information regarding reopening. You will also receive a Parent Alert.

Three make-up days are built into our calendar to avoid extending the school year. Should catastrophic weather conditions close school for an extended period of time, the rescheduling of any additional days will be made in accordance with the Florida Department of Education and Florida Council of Independent Schools. Parents will be provided with that information as soon as possible.

Emergency Response Drills/Protocols

St. Mark's Episcopal Academy practices and implements four types of drills in case of an emergency.

- Fire Drill/Evacuation (practice once per month)
- Shelter in Place (practiced during Hurricane season)
- Lock OUT Drill to secure campus from an external threat (practiced once per quarter)
- Lock DOWN Drill to secure campus from an internal threat (practiced once per quarter)

For any family that would like to learn more about the Academy's emergency response drills/protocols, please contact the Head of School.

Evaluation of Students

Report Cards

Students in Kindergarten through Sixth Grade receive a report card for each nine-week grading period. PreK3 to PreK4 in the second and fourth quarter (first and third quarter are supplemented with parent-teacher conferences). While following a common format, individual grade level teachers will develop assessment tools appropriate to their curriculum and the skills being taught.

Students in Kindergarten through Second grade will receive grades of Mastery, Proficient, Approaching, Emergent (M, P, A, E) for academic subjects and symbol grades of + Meeting Standard, d Developing, ? Area of Concern for enrichment classes each nine-week period

Students in grades 3 – 6 will receive letter grades of A, B, C, D, F for academic subjects and symbol grades of + Meeting Standard, d Developing, ? Area of Concern . for enrichment classes each nine-week period. The percentile scale used for grading is: A=90-100, B=80-89, C=70-79, D=60-69, F=below 60.

Interim Progress Reports

Students in Third through Sixth Grade will receive an Interim Progress Report in the middle of each nine-week grading period indicating whether or not adequate progress is being made in the areas of academics, study skills, and conduct. Interim reports are sent via email. FACTS Family Portal

Parents of Third through Sixth grade students may check their student's grade status on FACTS ([FACTS SIS >Family Portal Login](#)) at any time during the nine week grading period.

Honor Roll

Students in Third through Sixth Grade are recognized at the end of each grading period for academic excellence. Students can qualify for either the A or A/B Honor Roll. Students will need to have earned either all A's or all A's and B's in the core content areas and have demonstrated good conduct throughout the quarter. Honor Roll students will be recognized each quarter during Chapel.

Field Trips

Many exciting field trips are planned throughout the year. Parental support is an important element in the success of school field trips. The teacher will provide information regarding each individual field trip. Parents will receive an online form with all details, to give permission and complete payment for each field trip. Once a parent has submitted the field trip form, no refund will be made.

When planning field trips, the safety and care of each student is considered first and foremost. A cell phone and student emergency information sheet must accompany the teacher on all trips.

It is expected that each student will participate in all school field trips. These field trips are designed to support our school's mission and programming and are essential for our students' overall development. Further, if one or more families choose not to participate, it places an unfair financial and supervisory burden on the other families.

Chaperone Responsibilities

1. All chaperones must complete the fingerprinting process prior to the day of the field trip.
2. Parents who drive students that are not their own child are required to provide the office with a copy of a valid driver's license and liability insurance.
3. Children must remain under your direct supervision and should not be permitted to stray from the group during the entire duration of the trip.
4. No smoking or drinking alcoholic beverages during the field trip.
5. Friends or siblings of your child may not accompany the group. Only those children enrolled at St. Mark's Episcopal Academy may participate.

Before the Trip:

1. Check lunches, luggage, and/or snacks (whichever is applicable to the field trip).
2. Make sure students have necessary items.
3. Check to make sure no glass bottles or breakables are brought on the trip.
4. Send children to the restroom.
5. If driving, understand the route and how to get to the final destination.
6. Make sure your whole group gets on the bus or in the appropriate vehicle.

During the Trip:

General Responsibilities and Guidelines:

1. Make sure children listen when they should throughout the whole trip.
2. Make sure the group stays with you and uses good manners.
3. Point out areas of interest to children and explain when necessary.
4. Go with children to restrooms.
5. Chaperones must sit with their designated children in restaurants and during meals.
6. All children will be under the direct supervision of their chaperones during the entire trip, including rest stops, restaurants, museums, and/or other attractions.
7. Children are not permitted to leave their group to join another group.

Car Guidelines:

1. When loading children in vehicles, you must make sure they are safely secured.
2. No child is allowed to exit a vehicle for any reason without direct chaperone supervision.
3. Understand the final destination and do not stray from the route or make unnecessary stops along the way.
4. Do not allow children to run/walk freely through or near parking areas. Hold hands or walk in a line.

Bus Guidelines:

1. Chaperones should sit with their designated children on the bus. They can either sit next to, adjacent to, or directly behind their children. They are requested not to sit in front of their children.
2. All stay seated on the bus unless it is necessary to use the bathroom.
3. Before departing from the bus, please make sure every student throws away all trash in a receptacle.
4. When departing from the bus, parents will exit first and wait for their children outside the bus. They will then proceed with their children to the designated waiting area, while the bus is unloading.
5. When departing from the bus after the trip, make sure your children gather up all their belongings.
6. St. Mark's Episcopal Academy is not responsible for lost or damaged personal items.

Hotel Guidelines:

1. Children must be supervised at all times. They may not travel through the hotel without an adult. This includes trips to the ice machine, lobby, pool area, or another hotel room. They may never be left alone in the hotel room.
2. Room assignments are to be respected. Children may not "sleep-over" in another room.
3. Normal bedtime for a school night should be used. Exhausted children can't learn.

After the Trip:

1. Make sure your whole group gets on the bus or in the appropriate assigned vehicle.
2. Upon arrival at the school, make sure your entire group of students get back to the classroom or are released to the teacher.

Health

Children should be kept home if symptoms of fever (100.4 or higher), runny nose, sore throat, diarrhea or stomach disorder are apparent. Children with the aforementioned symptoms will not be permitted to attend school. Children should be afebrile for at least 24 hours without medication before returning to school.

Illness at School

When a child becomes ill at school, the health of the child and the consideration of other students and staff is our primary concern. The office staff will determine the nature of your child's illness and will call the parents if necessary. If the parent cannot be reached, the child will be monitored in the office until a responsible adult can be contacted. Every effort will be made to make your child comfortable while waiting in the office; however, your quick response to pick up your student will be appreciated. Please be sure the school office has the correct information on file so you are accessible at all times. Students leaving school due to illness must be signed out in the school office by the parent or other responsible adult. In case of serious illness or accident requiring a doctor, the school will first notify the parent or person designated to be called in an emergency. If no one can be reached, the school will contact 911 for emergency support. The school will release whatever medical information is requested by the emergency personnel or doctors. If possible, the staff member will stay with the child until a parent or authorized representative arrives at the hospital.

The parent or guardian for each student must update the Student Information/ Medical Information on FACTS. A copy will be kept on file in the school office. Scrapes, bumps, and bruises will be cared for.

Public Health Issues

St. Mark's Episcopal Academy has prepared a crisis-management protocol for pandemic illness, which will work in tandem with recommendations made by the public health department. Should it become necessary to close school for an extended period of time, for the health and safety of our students and staff, arrangements will be made to continue to teach on-line. Families who do not have the ability to access information over the Internet should notify the school within the first two weeks of the fall semester.

Medicine at School

Per Florida Statute 1006.062, Florida law does not allow school personnel to administer medication, including pain reliever, without explicit written permission and verbal confirmation. For any medication to be administered, the following conditions must be met:

1. Parent Permission forms are to be completed for ALL medication to be given at school.
2. All medication coming to the school must be in the original container with the manufacturer / pharmacy label in place. This includes all over-the-counter medications.
3. Administrators will provide over-the-counter medication as directed by the manufacturer label. Any changes in administration must have written physician's approval.
5. Administrators will not give medication if the container label has been altered in any way.
6. When completing Parent Permission forms, please make sure that your instructions match the label on the medication container or the medication will not be given.

7. PLEASE DO NOT ALLOW YOUR CHILD TO TRANSPORT MEDICATION TO AND FROM SCHOOL – Parent/Guardian should drop off and pick up medication directly in the office. This is for your legal safety.

8. All prescription medication will be counted upon arrival at school. A second signature will be required to verify a correct count.

Students with Special Health Needs

Parents of students with special health needs are required to notify the school in writing concerning the child’s special medical condition. This information should contain the specifics of the condition and procedures to be taken by the school personnel.

Immunization Policy

St. Mark’s Episcopal Academy follows the Brevard County Schools Immunization Requirements

GRADE	SHOT
Pre K	4 DTaP 3 Polio 1 MMR 1-4 HIB (age appropriate) 3 Hep B 1 Varicella (or certification of disease)
Kindergarten	4 DTaP (last dose must be after age 4) 5 DTap 4-5 Polio (last dose must be after age 4) 2 MMR 3 Hep B 2 Varicella (or certification of disease)
1-6	4 DTaP (last dose must be after age 4) 5 DTaP 3 Polio (last dose must be after age 4) 4 Polio 2 MMR 3 Hep B 2 Varicella (or certification of disease)

*A child who commenced vaccination after 7 years of age would have only 3 Tdap/TD doses

* DTP is acceptable for DTaP

For additional information contact:

Christine M. Moore, Assistant Superintendent
LuAnn Pachkoski RN, MS
Office of Student Services
School Health Coordinator

Brevard County Public Schools
Brevard County Health Department
(321) 633-1000, ext. 11270
(321) 454-7134

Lice Policy

If lice or nits are found on a student, parents will be notified for pick-up. After treatment, school personnel will check students to determine if the child is nit-free and able to return.

Food at School

(See additional information under lunch and snack policy)

Children may not share food items they have brought to school for snack or lunch.

Food items sent to school to be shared with the class for any reason (holiday, birthday, or other special celebration) must be prepared with consideration of all of the students in the classroom. If there is a child in the class with a food allergy, a notice will be sent home at the beginning of the year to notify all parents of that allergy. Please do not to send any food items, to be shared by the class, with that ingredient included. All food items sent to the class to be shared should be labeled.

If your child is going to personally consume food that another student is allergic to, please discuss the serious nature of food allergies with your child and the danger involved when students are exposed to an allergen. It's important that we all have sensitivity to this matter. Children should also wash their hands and wipe their desktops after eating food in classes to further protect children with allergies.

Treatment of Serious Allergies at St. Mark's Episcopal Academy

It is each parent's responsibility to notify the school in the event that their child is known to have a serious allergy. We recommend that parents schedule an appointment with the classroom teachers to inform them of the details of the allergy. It must be documented in red on any form identifying that student's allergies. The parent(s) will have a "Serious Allergy Form" completed by the child's physician prior to that child attending their first day of school. IT MUST BE COMPLETE. The parent must provide the school with prescribed medication that may need to be administered to the student, in the event of an allergic reaction. The school requests that parents monitor all prescriptions and/or medications to make sure they are not out of date.

A copy of the "Serious Allergy Form" must be completed by the student's physician and accompany the medication. Medication, labeled with the student's name, will be kept in the school office. In the case of severe allergies, parents should accompany their child on all field trips. Teachers will be responsible for the medication when on field trips if the allergy is not severe.

In the event that it is suspected that the student has come in contact with the allergen, the teacher will follow the procedure indicated on the Serious Allergy Form completed by the physician and notify parents immediately.

Homework

Homework is a valuable tool to teach personal responsibility. As independent practice, it is used to reinforce concepts taught in class. Homework may be assigned in Grades 1 – 6, Monday through Thursday nights. Homework may be given on weekends (e.g. studying for a test or quiz), but will be kept to a minimum, except in the case of long-term projects. St. Mark's Episcopal Academy does reserve the right to assign homework to students at any given time as deemed necessary by the teacher. Daily outside reading is expected at all grade levels.

By design, homework should not take more than 20-30 min. in Grade 1, no more than an hour in Grades 2 & 3, and no more than an hour to an hour and 30 minutes for Grades 4 through 6. Parents are encouraged to contact the teacher if their child appears to require more than the recommended time. At that time, teachers may be able to offer helpful suggestions to improve the quality of time a child spends on after-school work. It is the student's responsibility to complete homework assignments and turn them in on time. Homework grades are incorporated into your child's grades. Parents are asked to provide a routine time and place for home study.

To maintain effective teacher/parent monitoring and involvement, students in Second through Sixth Grade are required to record daily homework assignments in the school issued spiral bound assignment planner.

The parent/guardian signature is requested to confirm that the homework has been completed by signing the daily planner. Homework and classroom activities will be posted on-line on FACTS Family Portal. Each teacher will provide specific details as to the procedures for using the system.

Listed below is information regarding the “purpose” for homework:

1. Homework will not be composed of new information or concepts, but rather, it will serve as a review. Students may need some amount of extra practice in specific, new concepts, skills, facts, or research. In certain subjects (i.e. math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
2. Repeated, short periods of practice or study of new information are often a better way to learn than one long period of study.
3. Since St. Mark’s Episcopal Academy recognizes that parental involvement is critical to a child’s education, homework can be used as an opportunity for a parent to assist a child in his/her studies. This will also keep the parents informed as to the current topics of study in the class.
4. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework in this situation serves a logical consequence, as well as a practical purpose.

Internet Use

St. Mark’s Episcopal Academy encourages the ethical use of electronic media in all circumstances. Internet access is provided in each classroom and the STEAM Lab. Students may access the Internet only after the parent and student have signed the Device User Agreement Form and under the supervision of a teacher.

Liability Insurance

All children enrolled at St. Mark’s Episcopal Academy must be fully covered by their families’ accident, health and liability insurance. St. Mark’s Episcopal Academy does not provide insurance for its students.

Library

Students may borrow one book at a time from the school library for a one-week period. Books are to be returned to their classroom teacher.. Books cannot be checked out over holidays.

There are no fines for overdue books. Each student is expected to maintain good “library credit.” If a book is lost, the student will be charged the cost of the book.

Lost And Found

Parents are urged to label their child’s name on ALL clothing and articles belonging to them. Clothing and articles that are lost and are not marked will be placed in Lost and Found in the teacher workroom.

Office Procedures Relating To Student

Change of Address ♦ Telephone Numbers ♦ Emergency Information ♦ Emergency Contacts/Pick Up

Please update FACTS Family Portal, as well as notify the office with changes of home and business address, telephone numbers, email addresses, designated emergency numbers, or family physician, as well as Emergency Contacts and persons authorized to pick up.

The school phone number is: (321) 639-5771

Transportation

The parents must arrange transportation for their child(ren). Students must go home with their own driver or carpool unless prior arrangements have been made, and the school has been notified. Please contact the front office with any changes in transportation. Due to the unpredictable, hectic pace of a school office, it is requested that you plan ahead and not leave messages routinely or unnecessarily. The office staff will make every effort but cannot guarantee delivery of messages. Please note that students not picked up in the car line will automatically go to Children's Center.

Forgotten Items

Items forgotten by your child (snacks, lunches, homework, etc.) must be dropped off in the school office and will be delivered to your child by one of the office staff. In order to maintain a secure campus, all parents must enter the school building through the front doors and check in with the office. Parents are not permitted to use the Garth to gain entrance to the school during school hours.

Money

Statements will be sent monthly via email to include charges for Incidental Billing such as Children's Center, Lunch Program, etc. Payments are due upon receipt of the statement and paid online through the FACTS Family Portal/Financial website.

Placement of Students

The Academy reserves the right to place a student in an academic situation where he/she has reasonable certainty of success. If the Academy believes that the student will not achieve academic, social, or emotional success in a higher grade, the student will be denied readmission or retained in the lower grade.

Privacy

The school reserves the right to inspect personal property brought onto school property or to school sponsored events, and reserves the right to access email and computer files, even where personal passwords have been assigned.

Uniform and Dress Code

Uniforms can be purchased at Sir Walter Uniforms, 500 S. Plumosa Street, Merritt Island (321-459-0646) or through LandsEnd.com. When ordering the Glenbrook plaid, Lands' End refers to it as hunter/classic navy plaid. Students should come to school "dressed for success," properly wearing their school uniform to start and throughout the day. As representatives of the school, we ask for students to wear their uniform properly when on or off campus.

PLEASE LABEL ALL CLOTHING WITH YOUR CHILD'S NAME

The following standards apply to all St. Mark's Students:

Overall Appearance

- School uniforms are expected to be kept neat, clean, in good repair and of appropriate size (neither too large nor too small). Clothing with stains, holes, tears, or excessive wrinkling will not be permitted.
- Red shirts are worn on Monday thru Friday and for FIELD TRIPS as designated by the teacher. (Girls may wear jumpers with peter pan collared shirts Monday through Friday).
- White shirts or spirit shirts are worn on Fridays and for special school events and performances.
- All shirts must have the St. Mark's Epsicopal Academy emblem.
- Shirts must be tucked in at all times.
- Adolescent girls must wear white t-shirts or tank type shirts under their white polo shirts.

- Shorts and pants must be fitted and worn with a black, navy blue or brown belt starting in 2nd Grade.
- Shorts, skorts, skirts and jumpers must be hemmed to fingertip length, or mid-thigh, whichever is longer.
- All shorts and pants must be uniform style, no jeans, brand logos or elastic legs.
- No cargo pants or low riding pants permitted.
- Socks must have no logos.
- Shoes
 - Must be black, navy blue or dark brown.
 - Must be appropriate for P.E. and recess, as students do not have time to change shoes during the day.
 - Must be maintained in appearance and laces tied at all times.
 - Must have no lights, wheels, superheroes, cartoon characters, or colored laces. Flimsy shoes, sandals and boots are not allowed.
 - Shoelaces must match the shoe color; black, navy or brown. Exceptions for laces are white, red or soft gold.
- Parental attention is required to assure that these standards are met on a daily basis.

Cold or Rainy Weather Wear

In very cold weather, only sweaters, sweatshirts, jackets, cardigans, and fleece clothing with school emblems purchased from Lands' End of Sir Walters may be worn, in addition to other items listed below.

- Girls may wear footed tights that are solid navy or solid white under uniform skirts or jumpers.
- Long-sleeve uniform shirt may be worn.
- White turtlenecks or long sleeved shirts may be worn under their short-sleeve polo.
- Outer jackets or coats may be worn to school and at P.E., but must be removed in the classroom and in Chapel.
- Appropriate rainwear may be worn to school, but must be removed in the classroom.

Out-of-Uniform Days

Occasionally students at St. Mark's will receive an out-of-uniform day as a reward. While students may choose to dress down, they are under no obligation to do so. In any case, dress at St. Mark's Episcopal Academy must always be appropriate and in good taste. At no time will clothing or apparel be permitted that contains advertisements for, or suggested use of, tobacco, alcohol, weapons, or illegal substances. The school also forbids any display of symbols that in the opinion of the administration is offensive, inappropriate, or encourages divisiveness based on race, gender, religion, or national origin. Hats are also unacceptable (unless specifically requested for a spirit day).

- Shirts
 - Tee shirts are acceptable
 - Regular dress shirts
 - No tank tops or muscle shirts
 - No spaghetti straps on shirts
- Shorts, skirts, dresses
 - Fingertip length, no spaghetti straps on dresses
- Pants
 - Jeans, clean, non-tattered
 - No leggings or skinny jeans unless worn under a dress
 - Regular dress pants
 - Cargo pants are permitted but must fit properly

Jewelry

Parents should be mindful of safety and the potential for loss of valuable items when selecting jewelry for their children to wear to school. The school will not be responsible for lost jewelry.

- Pre-K3 – Kindergarten
 - Jewelry, if worn at all, should be limited to small POST earrings. For safety reasons no hoops or dangling earrings please.
- Grades 1 – 6
 - Jewelry, if worn at all, should be limited to wristwatch, wrist bracelet, small POST earrings (1 pair) and necklace (necklace must be worn inside uniform shirt)

Hair

Hair must be neat, brushed, clean and out of the student's eyes. Radical styles, unusual colors, or shaves will not be permitted. Ribbons, bows, hijabs, ponytail holders, clips, barrettes, headbands and scrunchies must coordinate with the uniform colors, i.e., navy blue, black, brown, red, hunter green, white, yellow and must be securely fastened. Hats, scarves and bandanas are not permitted in the classroom or in Chapel.

Nail Polish

If worn, it must be clear. Colors are not permitted.

Body Art

Visible body art, whether permanent or temporary, is not permitted.

Uniform Violations

Any student not in compliance with the Uniform Dress Code will be given ONE warning from his or her classroom teacher. A note will go home with the child detailing the infraction. If there should be a second violation, the student will be sent to the front office to call home. The student will then wait in the office until the correct uniform piece is delivered. Please note that the student will be expected to make up all missed class-work.



TRADITION. INNOVATION. INSPIRATION.

Everyday Uniform Dress Code		
Grade Level	Girls	Boys
Pre-Kindergarten	Red Logo Polo	Red Logo Polo
	Navy Elastic Shorts/Skort	Navy Elastic Shorts
	Navy Elastic Waistland Pants	Navy Elastic Waistland Pants
	Navy Tights (*Optional) if 60 degrees or lower	
Kindergarten - Fourth Grades	Red Logo Polo	Red Logo Polo
	White Logo Polo (Fridays Only *Required)	White Logo Polo (Fridays Only *Required)
	Plaid Jumper with White Peter Pan Collar Shirt	Navy Uniform Shorts
	Navy Uniform Pants	Navy Uniform Pants
	Navy Tights (*Optional) if 60 degrees or lower	
	Plaid Skort (*Grades 3 to Sixth)	
Fifth & Sixth Grades	Red Logo Polo	Red Logo Polo
	White Logo Polo (Fridays Only *Required)	White Logo Polo (Fridays Only *Required)
	Navy Uniform Pants	Navy Uniform Shorts
	Navy Tights (*Optional) if 60 degrees or lower	Navy Uniform Pants
	Plaid Skort (*Grades 3 to Sixth)	
All: Optional	Navy Athletic Logo Jacket	
	Navy or Red Sweater or Sweatshirt	
	Navy or Red Sweater Vest	
All: Required	Black, Brown, or Navy Tennis Shoes *Laces Must be Darker Color	
	Black, Navy, or White Socks *Ankle Length or Higher	
	Fourth to Sixth Grade: Black or Brown Belt *Required for Pants and Shorts	
Performance Day Dress Code		
Grade Level	Girls	Boys
Pre-Kindergarten	Red Logo Polo	Red Logo Polo
	Navy Elastic Skort	Navy Elastic Waistland Pants
Kindergarten - Third Grade	White Logo Polo	White Logo Polo
	Plaid Skort (*Grades 3 to Sixth)	Navy Uniform Pants
	Navy Tights (*Optional) if 60 degrees or lower	Black or Brown Belt (*Except for K)
Fourth - Sixth Grades	White Oxford Logo Button-Down	White Oxford Logo Button-Down
	Plaid Elastic Skort	Navy Uniform Pants

V. Athletic Policies

St. Mark's Athletic Philosophy

Students at St. Mark's Episcopal Academy will strive to achieve the ideals of a sound mind and a sound body. Students will learn the importance of life-long personal fitness by participating in daily Physical Education activities and engaging in selected co-curricular athletic programs. St. Mark's recognizes the fact that athletics and Physical Education are imperative elements in a young person's development as a whole child. The emphasis in sports focuses on teamwork, sportsmanship, performing at one's personal best, and the remembrance that we are a Christian school.

St. Mark's Episcopal Academy athletes will:

- Learn to develop, add skills, and maintain a strong work ethic.
- Know our limits, accept our talents, and know our value is beyond the playing field.
- Play fair and be honorable in competition.
- Demonstrate good sportsmanship while representing the Academy.
- Show respect to coaches, fellow players, opponents, and referees.
- Play with heart while believing in yourself, your team, and your school.

Sportsmanship

St. Mark's Episcopal Academy will operate under the guiding principle that students, teachers, coaches, and fans should, at all times, present themselves in a respectful, Christian manner. This is not always easy to do, but it is the expectation.

Student athletes are expected to maintain appropriate behavior on and off the playing field or court.

These students are leaders of the school and, therefore, set forth a model of behavior to be followed. It is imperative that all student athletes understand and accept this responsibility.

The same is expected of coaches. Coaches are, first and foremost, teachers. They are among the most influential people in a young athlete's life. Because coaches are such powerful role models, young athletes often learn more from them about character than about sports. Therefore, if you find yourself in a coaching position representing St. Mark's Episcopal Academy, please set forth the example that you want your child to demonstrate.

VI. Children's Center Program

Hours of Operation

The Children's Center Program operates before school from 7:00 a.m. to 7:40 a.m., and after school from 3:00 p.m. until 6:00 p.m. After 3:00 p.m., the Children's Center personnel can be contacted by calling 321-298-4752. The Children's Center Program is closed during all school holidays & early dismissal days (with the exception of early release Fridays).

A late fee of \$20.00 plus \$1.00 for each minute thereafter will be charged for students not picked up by 6:00 p.m. This fee will appear on your monthly invoice.

Hourly Rates/Billings

This will be billed the first month that your child uses the Children's Center. The hourly rate is \$7.50 per hour and billed in 15-minute increments. Children's Center is billed in arrears on the 1st business day of each month and is collected through parents' FACTS account on the 15th of each month.

The school reserves the right to withhold report cards until outstanding Children's Center bills are paid.

Clubs and Activities

Students remaining at school for certain clubs and activities after the 3:00 p.m. dismissal time (1:00 p.m. on Fridays) will be under the supervision of Children Center until the club activities begin. All students must sign in and sign out of the Children's Center when attending clubs and activities. Children's Center Fees will be applied to students who attend Children's Center after the club times.

Daily Schedule

Homework materials need to be brought to the Children's Center by the students. (Includes lined paper and a pencil) Students in Grades 3rd-6th are required to bring their planner, as well as all materials necessary to complete their homework. The teacher on duty may check homework for completeness and/or provide assistance if necessary. PK3-1st grades will play games and read stories together after snack time.

Drop Off and Pick-Up Procedures

Before School

In the morning, parents may drop their child(ren) at the playground gate, weather permitting, or use the front door to go to Thursby Hall in cold or wet weather. Students are escorted to their classroom at 7:40 a.m.

After School

Students walk to the Playground or designated classroom after Evening Prayer. At pick-up time, parents are required to sign out in the FACTS Drop Off/Pick Up Kiosk. All designated adults other than the parents must be on file with the office or the child will not be released.

Emergency Statement

If a child requires immediate medical attention, the child's parent, or authorized representative (if the parent is unavailable) will be called. If the parent or authorized representative cannot be reached, the staff member will call 911 for emergency support. If possible, the staff member will stay with the child until a parent or authorized representative arrives at the hospital.

Illness

A student who becomes ill will be allowed to rest until a parent can be reached to pick-up the child. In case of an accident, instructions on the Student Emergency Form will be followed.

Medications

Children's Center Program teachers ARE NOT allowed to administer ANY TYPE of medication to children with the exception of an EpiPen. This includes Tylenol, cough drops, etc.

Snacks

Children may bring snacks from home or eat those provided by the Children's Center Program.

Student Conduct

Children attending the Children's Center Program are to observe conduct rules as noted in the St. Mark's Episcopal Academy Student Handbook. Failure to do so may result in disciplinary action or removal from the Children's Center Program and St. Mark's Episcopal Academy. Students who receive three or more conduct reports in a nine-week period may be subject to removal from the program.

VII. General Rules for Student Behavior

An integral part of the mission of St. Mark's Episcopal Academy is to develop each child's confidence and self-esteem to a point that positive behavior and accepting responsibility for one's actions are incorporated into the child's daily life. Respect for others goes hand-in-hand with respect for one's self.

ST. MARK'S EPISCOPAL ACADEMY SUPPORTS ALL STATE AND FEDERAL REGULATIONS REGARDING SAFE SCHOOLS AND DRUG FREE SCHOOLS

Disciplinary Procedures

The general discipline policy at St. Mark's Episcopal Academy will strive to emphasize and reward good behavior and an effort will be made at all times to help a student overcome behavior problems. However, there are student behaviors that will not be tolerated and the school reserves the right to suspend or expel any child whose behavior is disruptive to the orderly process of education. IT IS THE POLICY OF ST. MARK'S EPISCOPAL ACADEMY NOT TO ADMINISTER CORPORAL PUNISHMENT.

Harassment

Harassment of any form is discrimination that will not be tolerated at St. Mark's Episcopal Academy. Examples of harassment include, but shall not be limited to, bullying, the display of sexually suggestive objects or pictures, sexual innuendo, jokes or suggestive comments, offensive gestures, or whistling and touching. All infractions should be reported immediately to the Administration or a faculty member. Appropriate disciplinary action will be taken.

Teacher's Role in Discipline

All teachers at St. Mark's Episcopal Academy realize they are part of the training process that leads your child into personal discipline. They understand the role they have in supporting you as a parent in disciplinary situations. Teachers are responsible for establishing and enforcing rules, rewards, and consequences within their classrooms.

Student's Role in Discipline

The student's role in the discipline process is one of learning and obeying the rules in each area of the school program. These areas are the outdoor school grounds, classrooms, restrooms, hallways, P.E./recess locations, Thursby Hall, and Chapel.

If there is ever a time when a student is not sure of what is acceptable in any area, the easiest thing to do is ASK THE TEACHER or the person in charge. When in doubt, ASK! Students are expected to immediately follow all instructions from any staff member at any time whether it is the student's teacher or not.

Head of School's Role in Discipline

The Head of School is responsible for ensuring that the school rules are being carried out and classrooms are running smoothly with as little disruption as possible. The Head of School or his/her designee is the final authority in making decisions in the area of disciplinary measures. The Head of School will also work in the area of counseling students either at the recommendation of the teacher or a simple request by the parent.

Student Conduct

Parents are reminded that St. Mark's Episcopal Academy is in the business of training/molding many aspects of a child/student. Character development is another important focus.

Students are to conduct themselves in an orderly, honorable, and polite manner at all times, showing respect for others and for school property. Just as St. Mark's Episcopal Academy has a high standard of achievement, similarly, it has a high standard of conduct. A St. Mark's student is expected to:

- Conduct himself/herself with self-control and dignity both at school and on field trips
- Accept responsibility and come prepared for school each morning.
- Show respect to self, to others, to authority and to property.
- Obey all rules and requests from teachers.
- Be helpful, cooperative, and support others in the school.
- Use language that is polite and courteous.
- Show concern for the safety of self and others.
- Walk quietly in the hallways.
- Act reverently in Chapel.

A Code of Conduct will be displayed in each classroom and reviewed with the class at the beginning of the year and throughout the year as needed.

Code of Conduct

1. I will use my hands for helping, not hurting.
2. I will use caring language.
3. I will respect other people's feelings and property.
4. I will listen to what others say.
5. I will take responsibility for what I do and say.

Any behavior that is contrary to the above code of conduct will result in consequences assigned by the teacher. Consequences may include loss of privileges and/or a "U" in conduct, which would make him/her ineligible for Honor Roll status.

The school reserves the right to discipline or expel a child whose behavior:

- Does not conform to other students' safety.
- Is repeatedly disruptive to the orderly process of education.
- Is wantonly destructive of property.
- Is extremely rude, disrespectful or profane.
- Brings knives, sharp objects, guns, toy guns, matches, firecrackers, lighters, alcohol and drugs or drug paraphernalia to school.
- Is involved in fighting, cheating, stealing or lying.

Consequences

Every effort will be made at all times by the school personnel to help an individual student overcome a behavioral problem. All severe situations involving behavior are to be reported to the Head of School. Further counseling by parents or a professional may be advised.

If the Code of Conduct is broken, the student will:

1. Conference with the teacher.
2. Receive a warning.
3. Receive a time out in the classroom.
4. Notify his/her parents with the aid of the teacher or administrator.
5. Visit the Head of School who will determine appropriate action listed below:
 - a. Receive an In-School Suspension Day
 - b. Receive a Suspension Day(s)
 - c. Probation
 - d. Expulsion from school

Suspension Procedures

Suspension is a serious penalty and should not be taken lightly by any student or parent. The assignment of a suspension will be determined by the severity of the case and at the direction of the Head of School. The Academy reserves the right to suspend any student for the following offenses:

1. Deliberate failure to attend class
2. Setting off the fire alarm without justifiable reason
3. Malicious destruction of or tampering with school property
4. Violent or threatening behavior
5. Crude or vulgar speech or behavior
6. Cheating
7. Defiant speech or behavior

Effects of Suspension

1. Zeros will be given in all subjects for each day of the suspension.
2. Unsatisfactory, "U" will be given in conduct in each subject for each day of suspension.
3. All previously assigned class work and homework assignments will be due the day the Student returns from the suspension.

Expulsion

When circumstances dictate, it may be necessary to expel a student or family who does not support the school's mission or abide by the rules and regulations of the school and who is not concerned with behavior that is damaging to the Christian testimony of the school. Permitting such a student or family to remain in school can have severe negative effects on fellow students and families.

The Academy will expel a student from the school only after meeting with the parent and the teacher. A letter will be mailed to inform the parent or guardian of the action taken. Expulsion would occur after a probation period that failed to create improvements in the behavior or attitude.

When normal classroom discipline methods fail, the following behaviors, in the extreme, may lead to suspension and/or expulsion from the school:

1. Physically injuring a student, teacher, or other adult
2. Disobedience, open defiance of school authority
3. Defacing or injuring property belonging to the school, school personnel, or fellow students (including writing on desks, walls, etc.)
4. Stealing, cheating, lying
5. Conduct that is not in keeping with the moral standards taught in Chapel
6. Fighting or use of profanity and vulgarity
7. Possession of knives, lighters, guns, firecrackers, matches, drugs, or drug paraphernalia
8. Any other serious violation of the school's rules or the Code of Honor as determined by the Head of School.

Permanent dismissal will occur when any of the above student behavior takes place during the school day or at a school-sponsored activity on or off campus, and when parents fail to abide by school policies. Parents who are consistently uncooperative concerning St. Mark's Episcopal Academy's policies, procedures and decisions may be asked to withdraw their child/ (ren). Permanent dismissal will occur with parents who do not support the school's mission, policies, and programs, and/or disparage the school, including—but limited to—actions and behavior on social media.

Disruptive Items

Students should not bring items to school that do not enhance the educational process. These include, but are not limited to candy, animals, toys (except show-and-tell day), personal communication devices, cell phones, electronic games tablets or laptops. Fidget Spinners will not be permitted in the classrooms without prior approval. Cell phones are not permitted in the classrooms. If cell phones are found in the classroom, they will be confiscated by the Head of School and returned only to the parents. Any exception must be cleared by the Head of School

Biting Philosophy and Policy (Preschool 3)

St. Mark's Episcopal Academy is aware that biting is developmental at age 2 and 3. Children bite less frequently as they get older and can talk about their feelings, but at this age, biting is still common in situations where many children are together.

Preschool age children may bite for the following reasons:

- Sensory seeking behavior
- Communication
- Overcome by fear, anger, or frustration
- Coping with a major change, such as a new baby in the family
- Sometimes children bite simply to gauge the effect it will have, because they are excited or overstimulated, or as a misplaced expression of love
- Teething

St. Mark's will do its best to provide a learning environment that deters students from biting. Teachers apply effective behavior management, engaging activities, first-rate supervision, replacement behaviors and remain proactive. The most important thing to keep in mind is that children do not want to bite/hit/punch/touch others out of malice. They would much rather play, explore, and enjoy their friends.

If your child bites, together, we will try and understand what is behind the biting to get your child to stop the behavior.

You can help us by...

- 1) "Thinking about what's going on with your child," says Janis Keyser, a parenting educator and coauthor of *Becoming the Parent You Want to Be*. "Your purpose is not just to stop the behavior but to help your child grow."
- 2) Have a few books at home that explain why we don't bite at an age appropriate level. (E.g. *No Biting* by Karen Katz, *Teeth are for Biting* by Elizabeth Verdick)
- 3) Ask your child, "What are you allowed to bite? Why are you allowed to bite those things? What are we not allowed to bite? Why should we not bite our friends or those things?"
- 4) Stay calm, set boundaries, and do not blame or punish Time-out. Use positive reinforcement. Redirect your child's attention. Think about when and why your child bites. Watch your child closely. Stop him/her before he bites again. Go with them on playdates. Stay warm and loving toward him/her. Talk about what happened. Encourage them to come to you when they are upset. Give them a biting substitute

Despite our best effort, biting sometimes happens. When it does, St. Mark's will communicate (with both families) through our incident report form and a phone call. We do our best to work with the family and the child that is doing the biting. There are times when we must send the biter home even though it is developmental – this is for the safety of the other children (bloodborne pathogens – and to give the biter a chance to recoup as they may be having a rough day, but don't know how to verbalize it

Safety

Student safety is of critical importance. Students shall practice reasonable rules of safety when on the school grounds or at school events. THEREFORE, STUDENTS SHALL NOT RUN ANYWHERE ON CAMPUS EXCEPT ON THE PLAYGROUND, UNLESS INSTRUCTED TO DO SO BY A TEACHER.

Tag games are not permitted, except with the supervision of the P.E. teacher. Students should open doors with caution. Rough play between students is forbidden, as is throwing any object in the rooms, halls, or walkways. Students are never allowed in any parking lot unless accompanied by an adult. Children may not linger or wait unsupervised on the church or school grounds.

Please remember that the Garth is a sacred and holy place and that ashes of many church and school families are interred the Garth. Therefore, the Garth is off limits to the children as a playground. Swinging on the Garth Gates and climbing on the walls or stairs is prohibited.

No supervision is provided for students after 3:00 p.m. except in the Children's Center.

Dangerous Items

Items which could cause injury to property or person should not be brought to school. These include, but are not limited to, guns, matches, lighters, firecrackers, knives, and other sharp instruments.

Playground Safety

The following playground rules must be observed:

1. Pencils, pens, notebooks, or other classroom materials are to be left in the classroom. These items will not be needed while at P.E. or recess.
2. Jumping from equipment is not safe and therefore is not permitted.
3. Students are to walk to and from the playground.
4. Aggressive physical contact is not permitted on the playground or on the school campus.
5. Throwing unsafe objects (i.e. stones, twigs, mulch and sand) creates a safety hazard on the playground and therefore is not allowed.
6. Adult supervision is required when children are on the playground.
7. Students may not play tag games on the playground equipment. They may play tag on the ground and basketball court.

VIII. Academic Awards

Academic Awards, for students in grades 3 through 6, will be awarded during Awards Chapel at the end of the year.

IX. Fundraising Activities

St. Mark's Episcopal Academy is committed to a variety of fundraising activities for the coming year. The fundraisers are diverse and will allow for broad-based participation by our families. Of great significance is our Annual Fund Campaign. Every family is expected to participate at some level in our annual giving campaign.

X. Volunteer Program & Annual Giving

Parents & Friends Association

To provide annual school events for St. Mark's students, the Academy relies on the efforts of the Parents & Friends Association, which is composed of parent volunteers. Parents are expected to become involved in the Academy's volunteer activities and fundraising efforts by volunteering 20 hours per school year. All volunteers must be fingerprinted. Volunteering, parents and/or extended family members are required to sign in and out using the register located in the front office and wear a volunteer badge.

Parents and Friends, (P&F), is an active and supportive group that is a critical component to the vitality of St. Mark's Episcopal Academy. The purpose of P&F is to provide volunteer support to the staff and students and to encourage parent interaction with the school. Fundraising is planned, initiated, and implemented for the benefit of the school. The P&F group provides a line of communication between the administration and the parents, thereby strengthening the home/school relationship. There are many opportunities to be involved with and contribute to your child's social and academic experience at St. Mark's Episcopal Academy.

Some of the ways you can be involved are as follows:

Classroom parents	Grandparent's Day
Teacher helpers	Annual Gala Fundraiser
Library volunteers	Fall Festival
Used Uniform Sale	PK4 Graduation
Book Fair	6 th Grade Graduation
Advent in Song	Teacher Appreciation Week
New Student Open House	Annual Fund

If you are interested in learning more about any of these opportunities, please check our website or contact ParentsandFriends@stmarksacademy.org for more information.

Annual Fund

Like all independent schools, St. Mark's depends on strong participation in the Annual Fund in order to provide students and teachers exceptional education resources and experiences that go beyond the annual cost of tuition. The Academy's operating budget relies on contributed income from annual giving, scholarship campaigns, and special events, all of which require parents and legal guardians' active participation. With such contributions, the quality of education provided by St. Mark's will flourish. We ask that all families make St. Mark's one of their top three philanthropic priorities.

XI. Parental Involvement

Philosophy

To clarify and strengthen our dedication to academic excellence, discipline, and social development in a Christian environment, we will make every effort to work with parents to support the educational needs of our students. At the same time, we need to know parents are supporting what we are doing at St. Mark's Episcopal Academy. As educators, we ask that parents respect our professional judgment regarding matters of curriculum and classroom management. Our Parent/Student Handbook clearly states policies and programs that teachers, parents, and students are required to follow as members of the St. Mark's Episcopal Academy family. These policies include, but are not limited to parent-teacher communication, homework, uniforms, absences and tardiness, medication, lunches and snacks, field trips, our honor code, and rules for student behavior. We all must work within these guidelines to provide consistent parameters for our students' development.

Just as we would never say or do anything to cause a child to doubt his parents, we must ask the parents never to say or do anything to make a child doubt his or her teacher or administrator. Be sensitive to how parental interactions with faculty and staff can influence a student's perceptions and behavior.

There are times your child may come to you upset about an incident that occurred in the classroom regarding either discipline or instruction. Please give our staff the benefit of the doubt and call us before passing judgment prematurely. We ask that you support the faculty and respect our dedication to the teaching profession. It is imperative that parents communicate insights, questions, and comments to the

faculty and staff in an objective, honest, and respectful manner using established channels, which are discussed in the handbook.

From time to time, you may disagree with the way we do things. We are all aware that it is impossible to please everyone all the time. Please recognize that limitations inevitably exist in the Academy's ability to accommodate every student's specialized needs. Keep in perspective that St. Mark's Episcopal Academy will provide our students with life-enriching experiences through the continuity and quality of Academy academic programs and activities. If parents have a question or problem with a specific situation, please respectfully discuss the issue with the teacher. If you are not satisfied with the teacher's explanation or solution, go to the Head of School. If for some reason parents have discussed the situation with the Head of School and are still not satisfied with the decision, parents have four basic options:

1. Ask the Head of School to reconsider
2. Request a review by the Chair of the School Board
3. Agree to disagree and let the issue drop
4. Withdraw your student from the school

We, in the St. Mark's community, place a very high priority on loyalty. It is never acceptable for school parents to intentionally "sow discord" among otherwise satisfied parents. If it is evident that the parents and the school cannot agree on the handling of school related problems, then it is likely that the Head of School will ask the parents to withdraw the student to avoid future problems. The faculty and staff of St. Mark's Episcopal Academy will strive to provide a nurturing and challenging academic environment for every student in accordance with the highest educational and accreditation standards. If there comes a time when, for whatever reason, you as a parent feel you cannot support what we are doing at St. Mark's Episcopal Academy, we hope that we could go our separate ways with God's blessings.

Parental involvement and support are an inherent element of the success of St. Mark's Episcopal Academy. An active and supportive School Board and a strong Parent, Teachers and Friends Organization are critical components to the vitality of the school.

XIII. School Board

The School Board of St. Mark's Episcopal Academy is charged with setting policies and assuring financial stability. Board Members are appointed and serve varying terms.

THE SCHOOL RESERVES THE RIGHT TO CHANGE THE POLICIES, THE STAFFING PLAN AND DATES ESTABLISHED HEREIN. PARENTS, STUDENTS AND TEACHERS WILL BE NOTIFIED OF ANY CHANGES AS THEY OCCUR. THIS HANDBOOK ILLUSTRATES SCHOOL POLICIES AND PROCEDURES – IT IS NOT INTENDED TO BE A CONTRACT

St. Mark's Episcopal Academy does not discriminate in the administration of its admission policy on the basis of race, sex, religion, national or ethnic origin.