



**ST. MARK CHRISTIAN ACADEMY  
PARENT/STUDENT POLICY HANDBOOK  
EFFECTIVE 7/2021  
Updated 4/2022**

**Mrs. Theresa Pasqua, Principal  
Father Mark Hanna, Pastor**

**(SUBJECT TO CHANGE)**

**INDEX (SEE PAGE 25)****Mission Statement:**

*At St. Mark Christian Academy, we strive to provide an innovative and Christ centered, nurturing environment which encourages curiosity and discovery, and inspires all to reach their highest aspirations to become future leaders and Ambassadors for Christ.*

**Our Goals:****At SMCA**

1. We encourage students to develop creative and critical thinking skills in academic subjects using the Bible as their standard of faith.
2. We work together as a community, to assist families in preparing their children for future education.
3. We recognize and develop the individual personality, intellectual abilities, and unique gifts and talents of each student.
4. We help each student to reach his or her full academic potential.
5. We help each student gain a command of the fundamental processes used in communicating and dealing with others through reading, writing, speaking, listening, mathematics, and character building.

**Administration**

Principal	Ms. Theresa Pasqua, M.S. Ed., M.A. Ed.
Pastor	Father Mark Hanna
Administrative Assistant	Erika DeFelice
Advancement and Enrollment	Renee Tumulty

**Departments**

Athletics	Renee Tumulty
After Care Supervisor	Hala Krass
Before Care Supervisor	Mary Boulos
Food Services	Karson Foods
Lunchroom Supervisor	Mary Boulos
Parent/School Association	Maggie Quinn, President
School Maintenance	Joseph McInerney
School Nurse	Debra Iammatteo R.N.
School Uniforms/Spirit Wear	French Toast, Inc.

**Board Members**

Father Mark Hanna	Pastor/Religious Education
Jimmy Gandour	Financial/Treasurer
Joy Demetrious	Curriculum
Sandra Girgis	Curriculum
Andrew Andrawis	Technology
Clair Toma	Building and Grounds

**School Hours**

Office	8 am - 4 pm Monday - Friday
Pre-K3, 4	8: 15am drop off - 2:50
K and up	8:15 am drop off - 2:55 pm
Early Dismissal Days	8:15 am drop off - 12:45 pm
Delayed Opening Inclement Weather	10:30 am drop off
Before Care Hours	6:30 am - 8:15 am
After Care Hours	3 pm - 6 pm

**Contact Information**

St. Mark Christian Academy  
 80 David Street  
 South River, NJ 08882  
 Phone: 732-743-9670  
 Website: stmarkacademy.com

**ADMISSIONS INFORMATION**

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

Inclusion Policy - As a Christian school community, we view each child individually, and as disciples of Jesus are called to create an environment where every child is provided with whatever he or she needs to learn. We strive to serve all our students by using available service plans, communicating with parents, and participating in Child Study Team meetings whenever possible. We aspire to support the professional recommendations of learning consultants and to encourage students to participate in the services to which they are entitled to the best of our abilities.

### **Requests for Information/Tour**

An Inquiry Form is available from the Admissions Office at St. Mark Christian Academy. You may call 732-743-9670 to schedule an appointment for you and your child(ren) to visit the school for a tour and discuss the rest of the application process. An official acceptance letter will be sent to parents/guardians following the application process. It will then be necessary to submit the proper documentation to the school, either in person or by uploading the documents through our secure website. Registration for new PreK-3, 4 and up will begin in March.

**AGE REQUIREMENTS KINDERGARTEN STUDENTS** - Children must be turning 5 years old by October 31st.

**PRE-K 4-YEAR OLD STUDENTS** - Children must be turning 4 years old by October 31st.

**PRE-K 3-YEAR OLD STUDENTS** - Must be 3 years old by the start of school and fully toilet trained.

### **REQUIRED DOCUMENTS AND FEES**

1. **Birth Certificate:** Please submit a copy of the original Birth Certificate. The original birth certificate is for verification of age, and the school has the right to ask to see the original as well as request the copy for our files.
2. **Immunization Form Requirements:** A physician signed immunization history is required for all new students. Please note that the influenza vaccine is a requirement for all children between six and fifty-nine months of age attending preschool. Each child must receive at least one dose of the vaccine between September 1st and December 31st of each year (one dose annually required). St. Mark Coptic Christian Academy follows all state mandated vaccine requirements.
3. **Bus Form (B6T) and Proof of Residency** (if required)
4. **Non-Public Use of Textbooks Form**
5. **Textbook Form**
6. **Nursing Services Form**
7. **Medication Form**
8. **Technology Use**
9. **Before/AfterCare Registration (if applicable)**
10. **Registration Fee:** \$400 per family for school year 2022-2023. All registration fees and tuition are paid through PROCARE (as of 8/1/21).

### **TRANSFER STUDENTS**

In addition to all of the above items, a transfer notification, a most recent report card, and standardized test scores are to be submitted upon application. All transfer student applications will be considered on a per case basis. If a student has an IEP from a former school, it is the parent's responsibility to bring a copy at the time of registration. A new 407-1 form must be filled out and signed in order for the student to receive services from Middlesex County Educational Services.

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## RE-REGISTRATION FOR RETURNING STUDENTS

All returning families will be automatically re-registered for the new school year on January 31, unless written notice is received by January 15 that the family will not be returning. The \$400 Registration Fee is paid through PROCARE in two installments of \$200 each in the months of February and March. After February, the \$400 must be paid in full.

\*All Registration Fees are **non-refundable**.

## ACADEMICS

### Curriculum

St. Mark Christian Academy prides itself on setting rigorous academic standards for each child. With the help of our faculty, staff, and community, our curriculum is designed to develop the emotional, spiritual, social, and academic needs of each of our students. We believe that all children need to explore and discover their natural God-given talents.

Our curriculum meets all NJ State standards with Christian values woven into lessons.

**PreK 3 and 4** - Language Arts which includes phonemic awareness and letter recognition, handwriting, sight words, early reading comprehension through retelling. Mathematics such as number recognition, early addition using manipulatives, science/stem activities, music and movement, art, and dramatic play, religious studies, American Sign Language. \*KIDS IN THE KITCHEN” CULINARY PROGRAM MONTHLY)

**Kindergarten and up** - Reading/Language Arts which includes literacy, phonics, spelling, grammar, writing, handwriting, and vocabulary.

Mathematics

Science

Social Studies

Religion

STEM

Music and Movement

Art

Physical Education

World Language (Spanish, French, and American Sign Language. Grade 3 and up may also choose Arabic).

“KIDS IN THE KITCHEN” CULINARY PROGRAM MONTHLY

### Grading System

- ❖ Grades 1 and up - letter grade with the numerical equivalent of
  - A+ 97 – 100
  - A 93 – 96

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- B+ 89 – 92
  - B 85 – 88
  - C+ 80 – 84
  - C 75 – 79
  - D 70 – 74
  - F 69 & below
- ❖ Grading for Pre-K: a Progress Report is given to students in January and June.
  - ❖ Grading for Kindergarten: a Progress Report is given in November, followed by Report Cards for the subsequent marking periods.
- ❖ Reporting Code for Kindergarten:
    - C – Consistently Observed
    - S – Sometimes Observed
    - I – Practice and Support Needed
    - N – Not assessed during this marking period
  - ❖ Formal, scheduled conferencing is available for parent(s)/guardian(s) once per year. Parents/Guardians may request another conference at any time.
  - ❖ Report Cards - The Report Card indicates the general progress of the student and is issued for grades K – and up on a quarterly basis in November, January, March, and June.

*HIGH HONORS* - A's in all subjects including minor subject.

*HONORS* - A's in all major subjects and not less than a B in minor subjects.

*MERIT* - Not less than a B in all major subjects and not less than a C in minor subjects.

In addition, a teacher may recommend any student for Commendation in a particular subject for outstanding effort or achievement.

### **Homework Guidelines**

Homework assignments are part of the general schooling process. They provide an opportunity for the student to: 1. Reinforce a lesson or concept. 2. Perform on an individualized basis. 3. Establish and develop solid work habits. It is recommended that parents: 1. Encourage the student to put forth his/her best effort. 2. Help the student budget his/her time in relation to other student and/or family activities. 3. Be aware of any particular difficulties that should be brought to the attention of the teacher.

In general, overnight assignments will vary in length of time according to the subject and grade level of the individual student. Long-term individualized assignments and book reports will give students the opportunity to manage their time in relation to their routine assignments and activities. Homework is expected to be turned in on the day it is due. **Any missed assignment will result in a (0) for the day.** Parents will be notified if a child consistently fails to accomplish homework assignments.

The following are suggested times for daily assignments:

Pre-K and Kindergarten	5-20 minutes
Grades 1 & 2	20-30 minutes
Grades 3 – 4	30-50 minutes
Grade 5 and up	50-75 minutes

Assignment books (planners) are required for all students in grades K and up. Students should be provided with a quiet atmosphere free from distractions while completing their homework. Parents/Guardians should not complete written homework or projects. **Teachers are not giving “study guides”, and no student is to be “re-tested” if they receive a failing grade on a subject assessment.**

### **Promotion/Retention**

In Grades K and up promotion will be primarily on the basis of ability to do the work with consideration of maturity and social development. Eighth grade graduation is dependent upon a student’s successful completion of the requirements of study prescribed by St. Mark Christian Academy and the State of New Jersey, Department of Education. Retention of students in Grades 4 and up is considered when a student fails two or more major subjects (Math, Language Arts, Social Studies, Science, Religion) for the year. Retention of students in grades 1-3 is dependent upon achievement in Language Arts and Math. Consultation about retention among teachers, administration, and parents will take place during the third marking period. Follow-up - teacher/parent conferences to evaluate academic progress of the student should be held throughout the year.

### **ALLERGY POLICY (LIFE-THREATENING)**

In order to minimize the incidence of life-threatening allergic reactions, St. Mark Christian Academy will maintain a systemwide procedure for addressing life-threatening allergic reactions and maintain an **Emergency Health Care Plan (EHCP) for any student whose parent/guardian and physician have informed the school in writing that the student has a potentially life-threatening allergy.**

**Policy Procedures:** In order to minimize the incidence of life-threatening allergic reactions, St. Mark Christian Academy will: Provide training and education for all employees. In conjunction with the student’s parent/guardian and primary care provider and/or allergist, maintain an Emergency Health Care Plan (EHCP) for any student identified with a potential life-threatening allergy.

### **General School Procedures:**

At all levels, the school nurse, in conjunction with the student’s parent/guardian and the primary care provider/allergist will prepare an **Emergency Health Care Plan (EHCP)** for any student with

a life-threatening allergy. This EHCP will be updated annually and reviewed with the school nurse, the student's parent/guardian, and the primary care provider and/or the student's allergist. The EHCP will include the student's name, the life-threatening allergen(s), the warning signs and symptoms, what to do in case of an emergency, and phone numbers of parents, doctors, and allergists. The EHCP will be available in the nurse's office. The school nurse will review the student's EHCP with the parent annually, or in the event there are any changes in the child's medical condition, classroom, or action plan.

The school nurse will be responsible for notifying the classroom teachers about the nature of the life-threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen(s) (food, materials, etc.) to avoid. If the parent is in agreement, information about the child's life-threatening allergy will be distributed to the designated staff members. Staff will be reminded that all medical information is confidential and shared on a need to know basis. Teachers are responsible for keeping an updated substitute folder containing their student's EHCPs. Epi-Pens (belonging to the school and those prescribed to the students) will be stored in the nurse's office. At the beginning of each school year or upon adding a staff position, all staff (including substitutes) will be informed by the school nurse of the locations of the EpiPen. With parental permission, students are allowed and encouraged to carry their EpiPen on their person as permitted in the medication policy. Employee Training and Education Initial employee training and education will include (but not be limited to): A description/definition of severe allergies and a discussion of the most common food, medication, latex, and stinging insect allergies. The signs and symptoms of anaphylaxis, and the correct use of an epinephrine auto-injector (Epi-Pen). Specific steps to follow in the event of an emergency. Medical response – Dial 911 – location of emergency EpiPen. Classroom Teachers must be familiar with the EHCP (Emergency Health Care Plan) for students in their classes and respond to emergencies as per the emergency protocol documented in the EHCP. In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Sharing or trading food in the classroom or cafeteria will be prohibited. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### **School Field Trips**

The school nurse will recommend to the Administration the appropriateness of each field trip and consideration of safety of the student with life-threatening allergies. Protocols for field trips will include timely notification to the nurse. Medications including an Epi-Pen and a copy of the student's Emergency Health Care Plan must accompany the student. A cell phone or other communication device must be available on the trip for emergency calls and will be most likely in the possession of the responsible teacher or staff member. In the absence of accompanying parents/guardian or nurse, another trained individual will be assigned the task of watching out for the student's welfare and for handling any emergency. The adult carrying the Epi-Pen will be identified and introduced to the student as well as the other chaperones.



## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) and Federal Regulation 40 CFR Part 763, we are required to notify you that an Asbestos Management Plan (AMP) is currently in place. The AMP file contains all necessary documents ensuring compliance, covering activities such as periodic surveillance and a 3-year re-inspection. The AMP file is available for your review at any time. It is located in the St. Mark Christian Academy main office. The Designated person for all asbestos related issues for St. Mark is Ms. Theresa Pasqua, (Principal).

## **ATHLETICS**

St. Mark Christian Academy will establish an Athletic Association in the Fall of 2022. It will conduct and organize adult-supervised programs of sports and activities for SMCA. Its objective is to impart to our youth the ideals of honesty, loyalty, responsibility, courage, good sportsmanship, and respect for authority, as well as enrich their lives as they grow into happy, healthy, young adults.

### **Requirements for Participation in Interscholastic Sports**

1. Physical examinations no more than 364 days prior to trying out for any sport.
2. Completion of:
  - a. an. SMCA medical form not older than 364 days on file with the School Nurse
  - b. Parental questionnaire
  - c. Permission form
  - d. Emergency information form
  - e. Parent Code of Conduct
3. The approval of the school nurse.
4. Each student is responsible for maintaining academic standards and acceptable conduct levels at all times. If an athlete is failing a class (any grade below 70) or receives any disciplinary action, the Administration reserves the right to allow or deny participation in an extracurricular activity (e.g. practices and/or games).
5. A student must attend school for a period of 4 hours to participate in an extracurricular activity on the same day. Certain exceptions, (e.g. funeral, doctor's appointment, etc.) can be made by the Administration if a student presents a note at least one day in advance requesting permission to participate. No one will be allowed to participate if an early dismissal is necessary due to an illness or injury.
6. A child must be able to participate in Physical Education class in order to be eligible to try-out and/or participate in any sport, regardless of a note from a physician indicating otherwise.

## **Parent Code of Conduct**

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Parents/Guardians of students participating in a St. Mark Christian Academy Sports Program are expected to adhere to the following rules of conduct:

1. We will encourage, not pressure, our child to participate in sports.
2. We will remember that children participate to have fun and that the fame is for the children, not the adults.
3. We will inform the coach of any physical disability or ailment that may affect the safety of our child or the safety of others. We will not have our child return to play unless we have written clearance from a physician.
4. We will respect the coaches and officials and their authority during games. We will not question, discuss, or confront coaches or officials at the game field. We will wait 24 hours before confronting a coach and will take time to speak with the coach(es) at an agreed upon time and place.
5. We will refrain from the use of tobacco and alcohol at all sporting events. 6. We will abide by these rules and guidelines so long as we are members of the St. Mark Christian Academy School or Athletics Program. We also agree that if we fail to abide by the aforementioned rules and guidelines, or participate in any other conduct that is counter to the goals and values set forth by the SMCA, that our actions will be subject to review by the School Administration and may result in one or more of the following actions:
  - a. Verbal warning
  - b. Written warning
  - c. Parental game suspension with written documents of incident kept on file by the organization involved.

## **ATTENDANCE**

Prompt, regular attendance is required by law and is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future.

If a student is unable to attend school, parents/guardians must call the nurse's office or the main office before 9:30 A.M. The parent/guardian should give the student's name, homeroom teacher's name, and reason for absence. If a parent/guardian forgets to call, the school will call the home to confirm the student's absence. **A student who has been absent from school 2 days or longer, must, upon returning, present a written excuse, signed by the parent/guardian, stating the reason for the absence and the exact dates of the absence.** Failure to do so will result in a call home by the school nurse. If the child is diagnosed as having a contagious disease, it is to be reported immediately to the office and a doctor's note must be sent with the child upon returning to school. Children should not be sent to school if ill (fever of 100F, vomiting, diarrhea, unidentified rash) before they leave home. Children are only to be sent back to school 24 hours after the fever has broken and the symptoms have ceased (without the help of medication). Any student who leaves school before 11:00 A.M. for any reason and does not return, will be marked as a full-day absence. Frequent absences for no apparent reason may result in the nurse calling the Truant Officer. These absences may cause a child to be retained or not graduate. Please

be aware, **all absences are part of the student's permanent record regardless of the reason for the absence.**

### **Lateness**

Lateness is recorded in the office daily. Students who arrive after 8:45 A.M. are considered late. Students arriving after 8:45 am must report to the school office to get a late pass. **Five latenesses in a marking period will result in a detention (either before or after school).**

### **Early dismissal**

Early dismissal from school for medical/personal appointments is discouraged, however, if there is reason a child must leave school early for an appointment or personal reasons, *a note stating the time of dismissal should be presented to the homeroom teacher who will send it to the office. The student will meet the parent/guardian in the school office and record the time of the student's dismissal. If the dismissal is due to a medical appointment, a note from the doctor's office should be given to the homeroom teacher upon returning. Unless it is an emergency, please do not pick up your child(ren) between 2:00 and 2:45 P.M, if a note was not presented to the homeroom teacher in the morning.* This is to minimize frequent calls into classrooms, which interrupt lessons.

### **Vacation**

**Parents/Guardians are strongly discouraged from planning a vacation during the school. A prolonged absence from school is a hindrance to academic progress and will be viewed as an "UNEXCUSED" absence. Teachers will not be expected to plan assignments for the duration of a vacation.** To keep a child academically challenged, reading is always a good alternative to homework. Students will be responsible for any work missed while away from school. Additionally, any student who is absent more than 18 days in a school year, may result in a student being retained and a call to DCF (Division of Children and Families) may be made since it is required by statute. Absences due to vacations are considered truanancies.

### **Illness or Injury**

Should a student be injured or become ill, the parents/guardians will be contacted. No student will be permitted to go home before this contact is made. If parents/guardians cannot be reached and the illness or injury is serious enough to require medical attention, the principal or nurse will consult the student's emergency care authorization form and arrange for the treatment authorized therein.

### **Delayed Openings/School Closures**

If the opening of school is delayed, the announcement will be made through the PROCARE alert system and also on the front page of the school website stmarkacademy.com. School is usually delayed for two hours, and all students are to be in class by 10:45 A.M. Children who ride the bus should report to their bus stop two hours later than their usual pick-up time.

### **BEFORE/AFTERCARE PROGRAM**

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A Before/After Care program is offered by St. Mark Christian Academy. It is supervised by members of our faculty and members of our community. All have been completely background checked and fingerprinted according to state guidelines. Each worker is CPR/AED/EpiPen certified

Our Before Care program begins at 6:30 am until 8:30 am when the regular drop off begins. Aftercare begins at 3:00 pm and ends promptly at 6:00 pm.  
Fees are as follows (all fees must be paid by the 10th of the month):

Any parent who requires before and aftercare must fill out appropriate forms which can be found on our school website.

### **Before Care Rates**

#### **6:30 am - 8:30 am**

DROP IN RATE: \$10 PER HOUR PER CHILD NO DISCOUNTS  
MONTHLY RATE: \$150 PER MONTH 1 CHILD  
\$250 PER MONTH 2 CHILDREN  
\$350 PER MONTH 3 CHILDREN

### **After Care Rates**

#### **3pm - 6pm**

Drop In Rate -  
\$10 PER HOUR PER CHILD NO DISCOUNTS  
Monthly Rates: \$250 PER MONTH 1 CHILD  
\$400 PER MONTH 2 CHILDREN  
\$550 PER MONTH 3 CHILDREN

### **Both Before/After Care Rate**

\$400 per month 1 child  
\$700 per month up to 3 children

*\*After 6pm, a late fee will be charged to your account beginning at \$25. The After Care Program will operate each day from 3:00PM to 6:00PM. Consistent pickups past this time may result in dismissal from the program.*

**Parents are encouraged to send in "snacks" or a meal for their child/children during aftercare.**

### **BUS TRANSPORTATION**

St. Mark Christian Academy will be using a private bus service from the following locations for a FEE which will be determined based on the number of students riding the bus.

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**\*East Brunswick** - Pick up and drop off at St. Mary's Church on Riva Avenue, East Brunswick

**\*Holmdel, Lincroft, Colts Neck, Marlboro, Freehold areas** - St. Mina's Church, Rte 34, Holmdel

**\*Monroe** - location to be determined

More buses may be added if the need arises

In some cases, transportation may be provided by most municipalities, according to New Jersey Law, providing certain distance requirements are met. Each municipality which provides busing has a "Transportation Coordinator" who arranges the bus routes and schedule. St. Mark will provide parents with busing forms. All parents must complete the busing form (one form per child), regardless of your intention to avail your child(ren) of this form of transportation. These forms must be returned to the school by March 10. This enables the school to submit to individual townships the necessary bus forms in time for the transportation coordinators to determine the need for a bus in that area. If bus forms are not submitted promptly, and a true count cannot be determined by these coordinators, you can and will lose your busing. Not all municipalities provide bus transportation. Some will issue financial reimbursement allotments to parents who provide transportation for their child(ren) throughout the year. A busing form must be completed by parent(s) who qualify for a transportation reimbursement from their local municipality. Some municipalities, because of their geographic size, are not obligated to provide transportation or reimbursement. The following is for your information:

Old Bridge Board of Education  
Route 9 and Jake Brown Road  
Old Bridge, NJ 08857  
732-360-4502

Monroe Township Board of Education  
423 Buckelew Avenue  
Monroe, NJ 08831  
732-521-2114

Monmouth-Ocean Ed. Services Commission  
900 Hope Road  
Tinton Falls, NJ 07712  
732-695-7839 (Colts Neck, Howell, Freehold, Manalapan, Englishtown, Morganville, and Marlboro)

East Brunswick Board of Education  
760 Route 18  
East Brunswick, NJ 08816  
732-613-6740

South River Board of Education  
15 Montgomery Street

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South River, NJ 08882  
732-613-4000

Matawan/Aberdeen Regional School Dist.  
One Crest Way  
Aberdeen, NJ 07747  
732-290-2735

Milltown Board of Education  
80 Violet Terrace  
Milltown, NJ 08850  
732-828-0301

Millstone Board of Ed.  
Attn: Transportation Dept.  
18 Schoolhouse Road  
Clarksburg, NJ 08510  
732-446-2162

Holmdel Board of Education  
4 Crawford Corner Road  
P.O. Box 407  
Holmdel, NJ 07733  
732-946-6705

Spotswood Transportation  
Dept. 105  
Summerhill Road  
Spotswood, NJ 08884  
732-723-2242

Sayreville Public Schools Transportation  
P.O. Box 997  
Sayreville, NJ 08872  
732-525-5200

## **CALENDAR**

At the beginning of every month, a calendar of events will be accessible on our web site [www.stmarkacademy.com](http://www.stmarkacademy.com) and on PROCARE. Please visit this site frequently, as it will inform you of early dismissals, meetings, holidays, report card distribution, etc. A yearly calendar of all school holidays will be posted at the beginning of the school year to help you in making plans

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for family vacations. Adjustments to this calendar are sometimes unavoidable. All changes will be made as early as possible.

## **CELL PHONES**

Cell phones must be turned off and put away when the students are in the school building. Teachers are NOT responsible for private property and will not hold phones for students. If a student is seen using a cell phone while in the school building, it will be confiscated for 24 hours and held in the Principal's office. This may be 72 hours if it happens before a weekend. Cell phone guidelines also apply to all smart watches (Apple Watch, FitBit, trackers, etc.)

## **CHEATING AND PLAGIARISM**

Appropriate consequences will be determined by the principal based on the severity of each case

**Cheating** - To cheat is to give or receive assistance with an assignment, or during an exam, which is not authorized by the teacher. Examples include, but are not limited to: • Referring to class materials during a test without the teacher's permission • Copying from another student's paper or allowing another student to copy from your paper • Attempting to secure copies of a test before the test date or securing a copy of a test before a test date • Working together on an assignment without the teacher's approval • Submitting for a grade an assignment that was completed by another person or giving an assignment to another student so that he or she can submit it as his or her own work • Discussing answers during a test

**Plagiarism** To plagiarize is to copy someone else's writing or ideas and to present them as your own. Types of plagiarism include: • Copying word for word without giving credit to the author • Paraphrasing without giving credit to the author • Using language that is almost identical to the language of another author • Plagiarism and cheating directly violate the Code of Honor. The student will receive a zero for the assignment. Additionally, violations may disqualify the student from that marking period's honor roll, if applicable, or from receiving academic achievement awards.

## **CHILD ABUSE**

New Jersey law requires any person who has "reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse to report the same promptly to the Division of Youth and Family Services by telephone or otherwise." See N.J.S.A. 9:6-9.10 et. Seq. Failure to report suspected child abuse is punishable as a disorderly persons' offense. N.J.S.A. 9:68.14. Under law anyone who makes a report shall have immunity from any civil or criminal liability that he may have otherwise incurred. N.J.S.A. 9:6-8.13. The law imposes this obligation on every citizen without exception.

## **CLASSROOM PARTIES**

Teachers are responsible for all classroom parties. St. Mark Christian Academy recognizes the importance of one's birthday, but for safety reasons, parents are never allowed to send in home made food to share with other students. Students may dress down and classroom teachers will provide recognition and additional "perks." If a child's birthday falls on a weekend, holiday, or during vacation, he/she is free to choose a half-year date or another day of his/her choosing. Parents may not send gifts for students in any class.

## COMMUNICATION WITH TEACHERS

If you have any concerns regarding your child, please contact your child's teacher via school email or PROCARE. Please allow 24-48 hours for the teacher to respond. If you feel you are not satisfied with the response you receive, please contact the principal via email or call the main office.

## DISCIPLINE/CONSEQUENCES/ACCOUNTABILITY

At SMCA we believe that discipline is necessary for the school to run smoothly. Discipline is a way for all students to learn what acceptable behaviors are through positive reinforcement and encouragement. Acceptable behaviors such as respecting oneself and others, proper manners, and treating others with kindness are part of our Christian doctrine. Self discipline, self regulation and successfully dealing with stress are important parts of socio-emotional learning, and an integral part of a holistic approach to educating the whole child. As our mission statement says, *"At St. Mark Christian Academy, we strive to provide an innovative and Christ centered, nurturing environment which encourages curiosity and discovery, and inspires all to reach their highest aspirations to become future leaders and Ambassadors for Christ."*

The following system of consequences has been developed to modify, inhibit, or change behaviors, which may interfere with the well-being of each of our students and the learning process.

### Warnings

The following is a list of infractions that would require a teacher's attention. If the infraction is severe, or requires multiple warnings, a (1) detention may be given (2) an email or phone call to a parent, (3) a visit to the principal's office.

1. Purposeful disregard for property
2. Lateness to class
3. Failure to pick up after oneself in the classroom/cafeteria
4. Inappropriate language
5. Inappropriate or unkind behavior toward another student
6. Inappropriate hair style/cut\*
7. Being out of uniform. Students are expected to look clean and neat (i.e. shirts tucked in, proper skirt length).\*\*
8. Disrupting class
9. Disorderly conduct (i.e. Liturgies, hallways, fire drills, crisis drills, class trips, schoolyard, assemblies, etc.)



10. Taking pictures or video of any person without permission
11. Inappropriate use or misuse of technology (including cell phones).
12. Lateness to school (after 5 times late in a marking period, a detention will be given).

### **Detention: Grades K-up**

Serious or multiple infractions and/or disrespectful behavior to another student or faculty member or staff may result in lunch detention. The primary means of discipline is “time out” from playtime. The students will be given ample warning when rules are not being followed.

### **Grounds for Dismissal**

Serious offenses such as, but not limited to, theft, assault, cheating, continued violations of St. Mark Christian Academy policies, continued disrespect of school personnel, harassment, intimidation, bullying, setting off a fire alarm, or willful destruction of property may be grounds for dismissal. Any student found in possession of or using alcohol or drugs, on school grounds, on a school sponsored activity, or while in their school uniform off school grounds may be subject to expulsion. The Administration reserves the right to review all incidents on a case-by-case basis. If a student is found in possession of a weapon, or drugs or any drug paraphernalia, legal authorities will be called and the student will be subject to immediate expulsion.

### **Withdrawal of a student**

St. Mark Christian Academy recognizes parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

### **Right to Waive/Deviate from Disciplinary Regulations**

The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

## **DRESS CODE/UNIFORM REQUIREMENTS AND PURCHASING INFORMATION**

St. Mark Christian Academy has a uniform policy for Kindergarten students and up. Pre-K4 formal uniform is optional, but SMCA gym wear is mandatory..

Uniform requirements can be found on [stmarkacademy.com](http://stmarkacademy.com) and are as follows:

\*Please note-uniform pants (khaki, shorts, skort, may be purchased through French Toast, Inc. The school code is Polos, sweaters, vests, blazers, and fleeces must be ordered through the school website as they require our logo.

***GIRLS Prek-up (Form more detailed information see website under uniforms)***

- SMCA - khaki skirt or skort (winter uniform - may wear khaki pants). NO LEGGINGS or TIGHT FITTING PANTS.
- Polo - burgundy or white collar polo must be tucked in at all times. **Girls in grades 4 and up may wear BLACK OR WHITE POLO).**
- Shoes - Closed toe black or brown shoes with a strap. No slip on or ballerina shoes. All shoes must be in good repair.
- Belts - belts must be worn with slacks with belt loops.
- Socks & tights - white or burgundy socks or tights must be worn at all times.
- Sweater/Vests/Sweatshirts - burgundy cardigan or vest. Sweaters may be cardigan or pullover style. **Grades 4 and up BLACK blazer**
- Please note- Prek students not in uniform must wear sneakers or closed toe shoes. No sandals allowed.

**BOYS (for more detailed information please see website under uniforms)**

- Polos- burgundy or white. **Grades 4 and up BLACK OR WHITE).**
- Pants - khaki pants (winter) or shorts ( in summer) .
- Shoes - Closed toe black or white shoes in good repair must be worn at all times.
- Belts - Belts must be worn with slacks with belt loops
- Socks - white, black or burgundy must be worn at all times.
- Sweaters/Vests/Sweatshirts - burgundy cardigan or vest. Sweaters may be cardigan or pullover style. **Grades 4 and up BLACK blazer.**

**PLEASE NOTE:** All students should have their name on the inside of their clothing (especially outerwear), backpacks, and lunch bags. All students in grades Kindergarten through 8th must be in full adherence to the dress code upon entrance to school each day. The dress code is in effect from September through June.

**PRE-K UNIFORMS**

- Uniforms are optional, but **gym uniforms must be worn on PE days.**
- Pre-k students not in uniform must wear sneakers or closed toe shoes. No sandals allowed.

**GYM UNIFORMS (BOYS AND GIRLS) -** Burgundy sweatpants or shorts, SMCA t-shirt (burgundy or black), white or black sneakers

**SPIRIT WEAR (school spirit days, sports, etc.)** - SMCA burgundy fleece, St. Mark Lions Tee Shirts, etc. The gym uniform requirements can be found on the website.

The following will be considered violations of the uniform dress code:

- For all: no SMART PHONE watches allowed.
- For all: incorrect blouses, shirts, sweaters, sweatshirts/jackets, gym uniforms, pants, socks or shoes;
- For girls: make-up or nail polish (only neutral colored nail polish), jewelry of any kind (exceptions: if the child can tell time, one watch; for girls: one set of small post earrings, small cross necklace)
- For boys: earrings, a non-traditional male haircut.
- Temporary and permanent tattoos are not allowed.
- Skirts are to be worn no shorter than two inches above the knee.
- Shirts and blouses are to be tucked in neatly.
- Hairstyles should be neat and age-appropriate, traditional haircuts, natural color, no extreme cuts.

**Dress Down** - Dress down days are sponsored by the school in order to support important school projects, functions, or charities. Regulations for dress down days are listed below. Rules specific to a particular dress down day (for example, school colors) will be communicated to the parents and students beforehand. The guidelines below pertain to all dress down days.

The following items are not permitted:

- Any article inconsistent with our Christian philosophy of education and values
- Any article which is excessively worn or soiled (No pants with holes or rips).
- Clothing which does not cover the body appropriately (Ex. tank tops, spaghetti straps, short tops, short shorts, low cut bottoms)
- Any item excessively tight fitting
- Any item that may cause a safety risk to the student or his/her classmates
- Hats, caps or headgear
- Makeup, jewelry, or additional articles that would not be permitted on a regular uniform day.

**\*The administration reserves the right to make the final decisions regarding the appropriateness and acceptability of student dress in school.**

## **DROP OFF/PICK UP PROCEDURES**

For safety and good order, drivers bringing students to school in the morning, or picking them up at dismissal, are to respect the following regulations:

- Caution is necessary when driving in the Parking Lot especially at dismissal.
- The Drop Off Lane can be used in the morning. The entrance from Kamm Ave to narrow lane by SMCA convent will be used for drop off. Please refrain from stopping in the lane for a prolonged period of time.

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- Please park your car in the designated parking spaces only if you are dropping off or picking up your child/children at the designated door of the school. Prek 3 and 4 pick up in front of school (older siblings may use front, as well) and may use the Corpus Christi parking lot. DO NOT park in front of the school! This is reserved for buses ONLY.
- Grades K and up will be dismissed through the back door by the cafeteria.
- Please note, if someone other than the authorized adult will be picking up a student, a written notice giving permission to release the child to that person must be submitted to the School Office prior to dismissal.

Drivers who anticipate being late for student arrival or dismissal are asked to call the School Office as soon as possible with that information.

## **LUNCH AND RECESS SUPERVISION**

The teachers in the cafeteria and on the playground are the school authorities in charge of supervision. Their directives to students must be obeyed. The health and safety of our students require everyone's cooperation. Following lunch, recess is provided for the students. The following safety regulations are enforced on the playground: ● Students must remain under the supervision of the recess proctors and are to stay in the designated areas. ● Students must finish their lunch, before proceeding outside for recess. No food or drink is permitted outside the cafeteria. ● No student may re-enter the school building for any reason without the permission of the teacher supervising recess. ● All problems or injuries are to be reported to the recess teachers on duty.

## **MENTAL HEALTH**

Any child who is deemed a danger to themselves and/or another person within the school building, must be seen by the child's primary care physician and a psychiatrist/psychologist. The school must receive a letter from the doctor stating the child does not pose a threat to themselves or others in order to return to school. Appropriate measures (911, call to parent/guardian, emergency contact) must be taken to keep all in the building safe and to mitigate the escalation of the event.

## **PARENT/SCHOOL ASSOCIATION**

The Parent/School Organization (PSA) is composed of all parents/guardians of the students of St. Mark Christian Academy. The faculty and administration are included in the membership. The objectives of the PSA include: ● Promoting the full spiritual and academic growth of each student. ● Creating better parental awareness. ● Serving as a vehicle of communication between faculty and parents. ● Assisting the school administration in attaining its goals through active parental involvement. All communication from the PSA must be addressed and approved by the principal. ● Fundraising to maintain the financial stability of the school. With this in mind, we are looking for parents who may serve as school volunteers for fundraising, athletics, special events planning, lunch aides, teacher aides, and substitute teachers, etc. Please be aware that any volunteer must be background checked and fingerprinted in order to serve. If you are

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interested, please visit our website [stmarkacademy.com](http://stmarkacademy.com) “Student/Parent Portal” and click on “Parent Student Association” to complete a Volunteer Application.

## **SCHOOL REGULATIONS/FIRE/EMERGENCY DRILLS**

Fire/emergency drills will be conducted periodically as directed in the New Jersey regulations (18:114-106)

## **STANDARDIZED TESTING**

Two times per year, St. Mark Christian Academy will administer the **Terra Nova Next assessments to students in grades K and up.** Terra Nova is a series of standardized achievement tests designed to assess student achievement in reading, language arts, mathematics, science, social studies, vocabulary, spelling, and other areas. The results are nationally norm-referenced, meaning that students’ scores reflect their achievement in comparison to all students who took the test nationally. Students absent from school when standardized tests are scheduled will be tested within the time allowed. Standardized test results will be entered on each student’s permanent record card. A copy of the results will also be sent home for parent review.

## **TECHNOLOGY - ACCEPTABLE USE GUIDELINES - EQUIPMENT**

- The user will recognize the value of the hardware, software, and all computer-related materials and will not misuse or abuse any of these items. Personal flash drives or CDs cannot be used without the approval or direct supervision of the system supervisor. These should be checked for viruses with a current version of a recognized virus-scanning program before use in the school.
- No users will alter, install, modify, upgrade, repair or remove any school hardware, including but not limited to computers, interface cards, monitors, printers, scanners, modems, wiring or cabling, mouse or other accessories.
- Users who damage any hardware or software will be responsible for replacing the damaged articles at their own expense.
- Students in grades 4 through 8 will be assigned their own personal chrome book for the entire school year. Each student may only use their own assigned device and are personally responsible for any physical damage to the device.
- If physical damage occurs, parents/guardians are responsible for replacement of parts or replacement of the device. The specific costs are as follows:
  - Screen - \$60.00
  - Keyboard - \$35.00
  - Whole Chromebook - \$300.00
  - Software - Commercial software is copyrighted and each user must abide by the licensing agreement published with the software.
    - In keeping with the school’s Christian values, the user will not violate any copyright laws regarding print, electronic or visual information.

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- The user will not read, change, create, delete, copy or modify any parts of the resident software or the operating system

### **School Internet Access**

The user may utilize the network and Internet resources for educational or administrative purposes only. Commercial uses are strictly prohibited.

- The user will not upload, download, or bring into the school material deemed inappropriate. This would include but not be limited to any material that contains profanity, vulgarity, obscene, or violent content. Materials that are racist, abusive, degrading, and demonic or promote intolerance, prejudice, harassment, or insult any individual, ethnic, or religious group are unacceptable.
- Transmission of material, information or software in violation of any church, school, local, state or federal law is prohibited.
- The user will not meet in person any individual whom he/she made contact with through the school technological resources. Meetings with resource people contacted through the Internet will be arranged only with the approval of the school administration.
- A usage agreement form signed by the student, parent/guardian and the teacher is required before any student is provided with Internet access privileges

### **E-Mail**

- E-mail is intended for educational use.
- The user will not reveal addresses, phone numbers, photographs, or other personal information of himself/herself or others. Any email issued from Holy Savior Academy will be sent/received using an assigned school email address rather than any personal email account/information. The user will not access his/her private email accounts through the use of the school network.
- The user will report any message received through technological resources which makes him/her nervous or uncomfortable.

### **Miscellaneous**

- The user will work in a quiet, respectful manner, which is not disturbing or d
- The user will work in a quiet, respectful manner, which is not disturbing or distracting to others.
- The user will not disclose personal passwords or access codes assigned to him/her or any other user.
- The user will not attempt to access files, personal passwords or access codes created by or assigned to any other user.
- In addition to not accessing the files of another user, it is prohibited to use the name or screen name of another. Further, no aliases or handles are allowed when saving files or program activity.
- The user will not interact with any computer equipment other than that which was assigned to the user unless given permission to do so by the instructor.

- The user will not attempt to defeat security measures instituted by the school. Unauthorized access to computers after designated hours or from locations other than those approved for specific computer assignments is prohibited.
- The user will not use school technological resources to support candidates for public or elected office.
- The user will exercise due diligence and is bound not to disclose or use any confidential or personal information acquired as a result of using the school's technological resources.
- The school makes no warranties of any kind, whether expressed or implied, for the use of technology. It will NOT be responsible for any damages suffered, such as loss of data resulting from delays, non-deliveries or service interruptions caused by its own negligence or the user's errors or omissions
- The school specifically denies any responsibility for the accuracy or quality of information obtained through its technological resources.

### **Addendum to Acceptable Use of Technology Policy**

The widespread ownership of 'mobile phones and devices' (referred to as mobile devices) among our students requires that school administrators, teachers, students, and parents take steps to ensure that these devices are used responsibly. These devices include, but are not limited to, electronic readers, digital music players, cell phones, netbooks, and tablets. This addendum to our existing Acceptable Use Policy (AUP) is designed to ensure that proper use of mobile devices is clearly identified and addressed, ensuring the educational and safety benefits that mobile devices provide. The AUP for mobile devices also applies to students during school excursions, camps, and extracurricular activities. It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in this document. Parents should be aware if their child takes a mobile device to school. Permission to have a mobile device at school while under the school's supervision is contingent on parent/guardian submitting a signed copy of the Acceptable Use of Technology Policy Form and the St. Mark Christian Academy Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form.

### **TEXTBOOKS**

All textbooks are the property of St, Mark Christian Academy or the State of New Jersey. They are provided for student use at great expense. It is important to instill in the students a sense of responsibility in regard to the property of others. All textbooks and workbooks are to be kept clean, covered at all times, and handled carefully. If a book is lost, mutilated, or destroyed, the parents must assume the cost of the book.

### **TUITION AND FEES**

#### **Grades Kindergarten and Up**

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**Tuition**

1 child	Yearly	\$5,225.	Monthly	\$523.
2 children	Yearly	\$9,927.	Monthly	\$997.
3 children	Yearly	\$12,112	Monthly	\$1,211.

Monthly payments are made from July - May

\*Any family who is in need of financial assistance, please send a request to info@stmarkacademy.com.

**Registration and Fees**

Pre-K3 and up - \$400 per family starting in 2022. Early registration before March 1, 2022 the registration fee is discounted to \$200. After that, the registration fee is assessed at the regular rate of \$400 per family. \*Tuition and before and aftercare billing is done through our PROCARE System.

Withdrawal from SMCA - Any family who withdraws from St. Mark Christian Academy after the first day of classes is obligated to pay tuition through December 31, 2022.

**Technology Fee**

All students in grades 1 and up will be given a ChromeBook to use while they are a student at St. Mark Christian Academy. These students will need to submit a \$50 technology fee to cover the cost of maintenance of the device, minor repairs, lost power cords, ear phones, etc. before their device is issued. This fee is payable in cash or made out to St. Mark Coptic Christian Academy. If a device is lost, a fee of \$250.00 per ChromeBook, and \$400 per iPad will be assessed to the parent account. Any damage (above regular maintenance/wear and tear) to the device will be billed to the parent account, as well. (see technology use form)

**St. Mark Lion “Cubs Den” PreK-3 and 4 Program**

Children will learn to strengthen their social and emotional development. Children learn how to compromise, be respectful and problem solve. **Preschool** provides an environment for children to explore, gain a sense of self, play with peers and build self-confidence. At this time they build on their foundation which will help them to achieve their full academic and social potential.

5 Full Days.....\$5,975 per year.....or \$598.. monthly  
 3 Full Days.....\$3,300 per year.....or \$330 monthly (Mon. Wed. Fri.)

\*Families enrolling more than one child in the Prek program will receive a 20% discount



**VISITORS**

Every parent, volunteer, and/or visitor is required to “sign in” at the office and obtain a “Visitor” badge to wear during his/her stay. No one is permitted to go to a classroom and interrupt the teaching process for any purpose.

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**ST. MARK CHRISTIAN ACADEMY  
PARENT/STUDENT POLICY HANDBOOK  
2022-2023**

**EFFECTIVE 4/2022**

I have read the St. Mark Christian Academy Parent/Student Handbook and I agree to all terms and conditions set forth herein.

Parent Name:\_\_\_\_\_

Parent Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Student Name:\_\_\_\_\_

Student Signature:\_\_\_\_\_

Date:\_\_\_\_\_