



# ST. MARK CATHOLIC SCHOOL

WHERE FAITH AND KNOWLEDGE MEET

## End-of-the-Year Bulletin May 27, 2015

Please keep this bulletin for future reference. Important information is included for the beginning of the 2015-2016 school year. (For your information, a final "Weekly School Bulletin" will also be sent on Friday, May 29 with general announcements and updates from the last week of school.)

In July you will receive a "summer reminder" bulletin via RenWeb. This short bulletin will serve as a gentle "tug" at your memories. It will restate some of the important dates to remember and procedures to follow as we enter the month of August and the re-opening of school.

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### PRINCIPAL'S MESSAGE

Dear Parents: I want to thank you for a wonderful first year as Principal here at St. Mark Catholic School. It has been a spiritually fulfilling and professionally enriching journey thus far, and I look forward to staying the course. Please know that I deeply appreciate your patience during my learning curve, as well as your continued support, as we work together toward the common goal of excellence at St. Mark.

I want to thank those of you who recently responded to our Campus Needs Assessment survey. My educational philosophy centers on striving for excellence. In order to achieve that, we must look back, plan forward, and see things from multiple perspectives. That is why it is very meaningful that so many of you took a few minutes of your time to respond to the survey, including our students in grades 5-8. I am in the process of analyzing the results, looking for strengths and weaknesses, and developing our campus improvement plan for next year. It is quite reassuring that the overall results are extremely positive. Of course, there are always areas where we can improve, and those areas will receive our focused attention.

Now, a quick technology update. Ten student iPads have been ordered for each classroom. Our teachers have been growing in their competence, and our training is all set to continue into next year. Many students are already involved in a variety of activities that use the iPad. As you can imagine, they are extremely excited, almost as if they look forward to school work!

I could not be more excited about the way things are shaping up for next year. Obviously, we are increasing student access to technology. In addition, our plans include adding a coding enrichment club, an engineering enrichment club, expanding Junior Achievement into 7<sup>th</sup> and 8<sup>th</sup> grade electives, and so much more. We are also beginning our journey to bring STEM-related\* thinking and activities into all grade levels, PK3-8. Our Fine Arts program is expanding with the addition of orchestra and drama, along with more student performances. We are introducing a more structured writing program in the hope that we will mold the next Pulitzer Prize winning author, and well, I don't want to give away all of the surprises, so stay tuned ... the 2015-16 school year is going to be exciting and enriching!

I do have one more BIG favor to ask. One of our goals is to make enhancements to our two gymnasiums, our playground, and our concession stand. We have determined that next year's auction proceeds will help to fund these projects. So, we need one or two of our wonderful, dedicated, committed parents to volunteer to chair our 2015-16 Auction Committee. Without this person, there can be no auction, and without the auction, we can't complete these projects. This person will not stand alone in this task. There are already volunteers willing to help, including me, but we need a fearless leader. So I beg, on bended knee, for someone to feel the call, and take on this extremely important task. Email me directly at [patricia.opon@stmcs.net](mailto:patricia.opon@stmcs.net) if you can help. I will add one more emphatic "Please!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!"

St. Mark Catholic School is dedicated to providing an environment "Where Faith and Knowledge Meet" at an exceptional level. Let's continue in this task together. Enjoy your summer. I am looking forward to next year and seeing how much all of our "babies" will have grown come August.

May God keep all of us safely in his arms,

Patricia Opon

\*Science, Technology, Engineering, Mathematics

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## TUITION

### Policy Regarding June Payment

The first installment of tuition is due in June. The FACTS tuition company will deduct your first installment depending on how your agreement policy reads. For those paying "upfront," your tuition in-full is due by June 1, 2015.

### Withdrawal Policy

St. Mark has financial and contractual arrangements with faculty, staff, vendors, etc., which are made before the beginning of each school year.

In order for St. Mark to fulfill its contractual obligations to faculty, staff, and others, tuition is charged through the month of withdrawal. We do not refund tuition and fees for any reason including but not limited to: job relocation, change in parents' decision for student to attend, etc. Withdrawal notices received after June 1, 2015 will be subject to a \$300 withdrawal fee per family.

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## BEGINNING OF SCHOOL FEES FORM

The Beginning of School Fees form must be completed, paid, and returned to the school office. This is the form to use for prefecting, party fee, activity fee, HSA membership dues, and graduation fee. [Click here](#) to access the form.

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## SUMMER OFFICE HOURS

Summer office hours are listed below. Please remember that office staff is limited during the summer months. If someone does not answer the phone, please leave a message on the voicemail and your call will be returned. Office staff email will also be monitored throughout the summer.

### **June 1 through June 25**

The school office will be open Monday - Thursday, 9:00 AM - 12:00 PM.

### **June 26 through August 2**

The office will be closed for staff vacations. Messages will be checked periodically and return calls will be made when office personnel and/or administration are available.

### **August 3 through August 14**

The office will re-open Monday - Friday, 8:00 AM - 3:00 PM. The office will be closed from 12:00-1:00 PM for lunch, and periodically during staff development.

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### AFTER SCHOOL PROGRAM

The After School Program enrollment form for the 2015-16 school year can be found [here](#). General information about the program can be found on the St. Mark website by [clicking here](#). New forms are due every year.

Need some extra money? After School Program substitute workers are needed. You must be safety-trained, and be available between the hours of 3:00 and 6:00 PM on days when school is in session. The position pays \$15.00/hour. Please contact [toni.jobses@stmcs.net](mailto:toni.jobses@stmcs.net) if you are interested.

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### SCHOOL SUPPLIES

**The deadline to order prepackaged 2015-16 school supplies has been extended until Thursday, June 18, 2015.** There is ONE order form for all required supplies which can be found [here](#). For your convenience, payments can be made via cash or check to the school office, or electronically through the school website via credit/debit card by [clicking here](#). **Note: If you pay online, you will still need to submit the order form.**

If you will be purchasing your school supplies elsewhere, **you must still use this form to order the mandatory St. Mark Supplies.**

**Note: ALL families with 3rd-8th graders MUST use this form to order the St. Mark Assignment Book.**

All preordered school supplies and St. Mark Supplies (tote bags, pencil bags, PE bags, assignment books, etc.) will be available for pickup on **Sunday, August 9 from 9:00 AM - 12:00 NOON in the Lion's Lair Gym**. We will have a limited stock of supplies available for sale on a first come/first serve basis. If you are not able to pick up supplies during this time, please call the school office to schedule an alternate pick up time.

2015-16 school supply lists by grade are now posted on the St. Mark website. [Click here](#) to access the grade-level school supply lists.

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### UPDATING FAMILY INFORMATION IN RENWEB

If your contact information (address, phone, cell or emergency pickup) has changed since February, please update in RenWeb. To review and update your RenWeb information:

Log in to RenWeb by [clicking here](#). From the left hand menu, select "School Information," then "Web Forms" and then click on "Family Demographic Form."

There are six forms that must be reviewed and updated:

- Student Demographic Form
- Student Medical Form
- Custodial Parent Form
- Emergency Contacts
- Transportation Form
- Grandparents Form\*

Please do not add a student e-mail, student cell phone number, or automobile information.

\*A "Grandparents Day" is in the works. Please complete the contact information for all grandparents so that we can be sure to invite them.

**Note:** The information in the HSA Family Directory is pulled from RenWeb. If you do not want your information included in the directory, be sure to check the appropriate section.

Please make sure all information is updated by July 31, 2015.

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## SUMMER READING

### **St. Mark Summer Reading Program**

The St. Mark Summer Reading Program is designed for all students entering grades 1- 8 who plan to attend St. Mark next year. Details of the program by grade level, as well as all Summer Reading forms, can be found on the St. Mark website by [clicking here](#).

### **Library**

Although school is out and the physical library is closed, the St. Mark "cloud" library is still open for business all summer. By going to the St. Mark website and clicking on the "[Academics/ Library](#)" tabs, you have access to a number of fun, yet educational activities. The "[Homework and Research Links](#)" tab has many web pages, including fun author and book web pages, as well as the Bluebonnet and Lonestar reading list web pages. The "[Destiny](#)" tab has our databases, which are still live over the summer, Mrs. Hollenbeck's blog (which has lots of book trailers), and our catalog, which has access to nearly 100 ebooks. (Please note that after you click on "Destiny" in the tab, you have to click on it once again when it pops up by Mrs. Hollenbeck's picture.) Once in the Catalog, click on "FollettShelf" on the side menu. The Guest login is **guest**, password **lions**. Most 5<sup>th</sup>-8<sup>th</sup> grade students have their own login they can use; if you don't have one, contact [Mrs. Hollenbeck](#) for your barcode number. If you have a compatible device and decide to download "Follett Digital Reader," the URL is **wbb31467**. Guests can read any books that aren't checked out, while if you have an account you can check out a book for a three-week period. We hope many of our students make use of these resources over the summer.

**The e stands for  
excited readers.**



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## SUMMER SERVICE HOURS FOR 7<sup>th</sup> & 8<sup>th</sup> GRADE STUDENTS

All St. Mark 7<sup>th</sup> and 8<sup>th</sup> grade students are required to perform 5 service hours each semester, including during the summer months. More information, as well as the Service Hour Report Form, can be found [here](#).

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## SCHOOL CALENDAR

Click here for the [2015-2016 school calendar](#) and the [2015-16 events calendar](#). They can also be found on the [homepage](#) of the school website under "Quick Links." Throughout the year, detailed information will be added to the online calendar located on the homepage of the St. Mark website.

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## PREFECTING

The \$100 Prefecting Fee is due by August 3, 2015. This fee should be paid along with other school fees using the Beginning of School Fees Form which can be found [here](#). Once your 5 days are complete, your \$100 fee will be refunded to you.

Five days of prefecting (cafeteria and playground supervision) are required for all families with students in Preschool through 5<sup>th</sup> grade. These days do not need to be consecutive, but all five days must be served within the school year. For general information about prefecting, click [here](#).

The 2015-2016 online prefecting calendar will be available June 1, and can be accessed from the St. Mark website [homepage](#) under "Quick Links."

If you have extra time and need extra money, we pay our prefecting substitutes. For more information, contact Rene O'Connor (972) 578-0610 or [rene.oconnor@stmcs.net](mailto:rene.oconnor@stmcs.net).

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## SCHOOL UNIFORMS

### Academic Outfitters

We use the services of Academic Outfitters located at **700 Alma Drive, Plano, Texas 75075**. The store is located on the NE corner of Alma Road and Plano Parkway, next door to JoAnn Fabrics.

Note: Uniform items purchased from vendors other than Academic Outfitters are not always the same color and/or style as the required uniform. If you choose to purchase from another vendor, uniform items must be identical to those we require. Uniform items may not bear visible names, emblems, or designer brands on any part of the clothing.

A link to the Academic Outfitters website and June sale information can be found [here](#).

### Uniform Guidelines

Uniform guidelines for both boys and girls can be found [here](#).

To avoid the frustration of having to return uniform items, we urge families to insure that all uniform items meet these guidelines.

Uniforms are to be worn the first day of school.

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## **SAFE ENVIRONMENT SCREENING AND TRAINING**

All volunteers (including prefectors) must be Safe Environment screened and trained. Volunteers who have completed the initial screening process must still update their training each year. Please [click here](#) for more information.

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## **CAFETERIA**

Any remaining balance in your child's cafeteria account will be rolled over to the 2015-16 school year. If you have a student who graduated this year, any remaining cafeteria account balance will be rolled over to a younger sibling's account. Refunds will automatically be issued to families who do not have students returning to St. Mark next year.

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## **DIOCESAN SPORTS**

If your child (incoming grades 5-8) plans to participate in the Diocesan Parochial League, an annual physical form must be completed and returned to the school office before the start of school. Those participating in football, volleyball, or cheerleading must return the forms by June 27, 2015 (before summer camps and practices). This is a mandatory requirement for all DPL athletics at St. Mark. The form can be found [here](#).

Suggestion: Make your physical appointments now, since pediatricians tend to get busy as we get closer to August.

All coaches must update their Safe Environment clearance in order to participate in any practices (on or off campus) with a St. Mark school team. [Click here](#) for more information.

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### CLOSING MESSAGE

Have a faith-filled and fun-filled summer-break, enjoying the special family times that renew our minds, bodies, and spirits. We look forward to welcoming our returning families and our new families when we gather again in August. Please keep our faculty and staff in your prayers, as we will keep you in ours.

[Forward this email](#)

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