



**ST. MARK CATHOLIC SCHOOL**  
WHERE FAITH AND KNOWLEDGE MEET

## **SUMMER REMINDERS**

### **July 13, 2018**

The purpose of this bulletin is to serve as a reminder of some of the important news, policy changes, upcoming events, and activities for the end of the summer and the reopening of school. These are general announcements. If you need more detailed information, please refer to the school website at [www.stmcs.net](http://www.stmcs.net).

#### **A MESSAGE FROM THE PRINCIPAL**

Dear Parents,

Welcome to the 2018-19 school year at St. Mark Catholic School! There is always much to look forward to and this year is no different, however, I'd like to use this opportunity to address something that is always in the back of our minds, and that is school safety.

So much of what we do to address the issue of safety is invisible to outsiders and to our school families. That being said, it is crucial that our families understand the emphasis we place on it, as well as the measures we take to make sure St. Mark is a safe place to learn and work.

A few years ago, I had the Plano Police Department come out and walk the building with me to discuss our crisis plan. I followed that with having the S.W.A.T. team come out for the same purpose.

Each summer, the staff reviews and trains on our Crisis Manual. Annually, we voluntarily participate in a Campus Safety Survey to help us make sure the building is as safe as possible, even for things like trips, slips, and falls.

The entire staff is also trained in CPR each summer. This past January, Parkland ER nurses came and trained the staff on how to "Stop the Bleed." We are in the process of raising funds to purchase bleed kits for every classroom.

We do monthly crisis drills for fire, tornado, and armed intruder. Many of those drills are done at times when students are in the halls. At times, we purposely block an exit or hallway to make sure

students and teachers know how to respond. Additionally, we have had "intruder training" and are holding it again this summer using an outside trainer.

Students are reminded several times throughout the year to NEVER let anyone in the building, even if it is their parent or a law enforcement officer.

The main school entries consist of double doors with safety locks, and all school doors are locked 24/7. During drop-off, there is a teacher stationed at each entry point so doors can remain closed and locked.

We take the safety of our students and staff very seriously, and we appreciate your cooperation with this effort. Please remember that all visitors, including parents, must enter through the main school doors in both the main building and the Early Childhood Education building.

Now that I've addressed the safety of our buildings, allow me to brag on the buildings themselves. As most of you know, our 2018 Auction funds were earmarked for a number of improvement projects benefiting our entire community. This summer, ceilings, lights, and water fountains were removed and replaced. The hallways and even the playground fence were repainted. The Lion's Lair Gym has been given a major face lift. The Early Childhood Education building has a brand new interactive exploration area that is sure to be a hit with our students. It is amazing the difference these changes have made and we can't wait for you to walk through our hallways, classrooms, and common areas to see and feel that difference. It's like we have brand new buildings!

We've also had a few staff changes over the summer that I'd like to share.

5th grade teacher, Hillary Pennartz, has moved on to a wonderful new opportunity. She has been named Executive Director of the Rotary Club of Dallas. While we will miss her fun teaching style and her bubbly presence in our halls, we know this is an incredible opportunity for her and wish her the very best in this new endeavor.

Many of you may remember Cindy Tronzano, who will be replacing Ms. Pennartz. Mrs. Tronzano was a St. Mark parent for many years. She also served as a teacher, substitute teacher, and aide at the preschool, kindergarten and elementary levels at St. Mark over a period of eight years. Additionally, she has taught at the elementary level at St. Pius X in Dallas, St. Paul the Apostle in Richardson, and most recently at St. Joseph in Richardson where she taught Language Arts and Social Studies. Mrs. Tronzano is a graduate of St. Paul the Apostle, Ursuline Academy, and holds a Bachelor degree in Elementary Education and a Master degree in Elementary Reading from The University of Arkansas. We are thrilled to have her "back home" at St. Mark as part of our fabulous 5th grade team!

Kindergarten Aide, Jessica Soliz, has decided to pursue full-time employment outside of St. Mark. Her calm and helpful nature will be missed in our Kindergarten classrooms but we wish her well in her new career. As previously announced, Mariel Bongiovanni will become the newest Kindergarten Aide and will take Jessica's place in Mrs. McCormick's class.

Preschool Aide, Julie Furlong, is taking a position at John Paul II High School. Her kind and patient presence will also be missed in the Early Childhood building but we are excited for her to spread

her wings at the high school level and are happy that she is still a part of the Plano Catholic school community.

We look forward to welcoming our newest staff members to the St. Mark family!

I hope you are all having fun this summer, making wonderful memories. Of course, the educator in me also hopes our kids are keeping their minds active with learning, perhaps using the materials we sent home at the end of the school year, so that the start of the new year is strong for everyone.

Mark your calendars: Sunday, August 5 is "Back To School Sunday." We start with 9:00 AM Mass, followed by a light breakfast, and then volunteer sign-ups, information on organizations such as Scouts, Drama Kids, etc., school supply pickup, Lion's Den spirit store, and the Used Uniform Sale. This is also a great opportunity to meet our new teachers! Look for them at the information tables in the gyms. It is going to be a great way to start the year, combining "back to school business" with a spirit of fellowship. **NOTE: If you are unable to attend the Mass and breakfast, please plan to visit the gyms when they open at 11:00 AM.**

And don't forget about the Pop-in Meet & Greet on Friday, August 10. Bring your child to school anytime between 9:00-10:30 AM. Meet the teacher, see the classroom, drop-off school supplies, visit lockers, take a selfie with our mascot, and visit with friends. Be sure to pick-up your back to school gift on your way out!

And finally, the first day of school is Monday, August 13. School doors will open at 7:30 AM (on August 13 only) and you are welcome to escort your student to his/her classroom. Don't forget to stop by the cafeteria for our annual HSA breakfast after you have dropped off all the kiddos.

The entire staff is eager to welcome all of you back for an exciting new school year. We can't do what we do without you, and we are so grateful for your continued support of St. Mark. See you in August!

Many blessings,



Patricia Opon  
Principal

## **NEWS AND REMINDERS**

### **School Calendars**

[2018-19 Academic Calendar](#)

[2018-19 Events Calendar](#)

Printable versions of these calendars are always available on the [homepage](#) of the school website under the "Quick Links" section.

A more detailed electronic calendar is located in the center of the homepage of the school website. To add calendar dates to your electronic device, click on the "notepad" icon located at the bottom of the online calendar.

### **Prefect Calendar**

All families with students in grades Preschool-5th make a registration commitment to five days of lunch/recess supervision. Prefect duty is not required of families with only a Middle School student.

[Click here](#) to sign up for Prefect days.

Prefect Monitors are needed. The pay is \$20.00 per day. If you are interested, please contact [rene.oconnor@stmcs.net](mailto:rene.oconnor@stmcs.net).

### **Handbooks**

Please review the following Volunteer Handbook, After School Program Handbook, and Athletics Handbook carefully (as applicable to your family). **They contain forms that must be signed and returned to the school office.**

Copies of all handbooks are accessible at any time on the school website on the "[Forms/Links](#)" page.

**YELLOW highlights** indicate a new or revised policy that was present at time of registration in February. **BLUE highlights** indicate new or revised policies added since June 1.

#### 1. St. Mark Volunteer Handbook

A St. Mark Volunteer Handbook has been developed to assist all of our wonderful school volunteers. It provides general volunteer guidelines that we ask everyone to follow. **The last page of this handbook is a "Volunteer Pledge" form that every school volunteer must sign and return to the school office prior to serving. A new pledge form must be signed and submitted each school year.**

**Please [click here](#) to read the Volunteer Handbook, then print, sign and return the Volunteer Pledge form before beginning your volunteer service. Please also note that a link to the Diocesan Social Media Policy is included in this handbook, and that it contains a signature page that must also be signed and returned.**

#### 2. After School Program Handbook

An After School Program Handbook has been developed as a reference for our families who participate. **If your family will take advantage of this program during the school year, please read the handbook in its entirety, then complete and submit the online registration form. The link is located on the last page of the handbook.**

**Please [click here](#) to read the After School Program Handbook, then complete and submit the online registration form by August 13.**

### 3. Athletics Handbook

An Athletics Handbook has been developed for those 5th-8th grade families who have students participating on school sports teams through the Dallas Parochial League. It provides general guidelines pertaining to St. Mark and DPL athletics. **If this applies to your family, please read the handbook in its entirety, then sign the Parent Code of Conduct Agreement and return it to the school office.**

Please [click here](#) to read the Athletics Handbook, then print, sign and return the Parent Code of Conduct Agreement before the first practice (click the link at the end of the handbook, and scroll down to the "Documents" section to access the agreement).

### **Help Wanted - After School Program**

We are in need of After School Program workers. The pay is \$15 per hour. Workers must be Safe Environment trained, must be available for Staff Development on Friday, August 10, and must be available to work at the following times:

Regular School Days: 3:00 PM until 5:15-6:00 PM

Early Dismissal Days: 11:30 AM until 5:15-6:00 PM (or until 3:00 PM on some major holidays)

Please contact Sarah Peralta at [sarah.peralta@stmcs.net](mailto:sarah.peralta@stmcs.net) if you are interested.

### **Back To School Events**

St. Mark will host several special Back To School events. For dates, times, and details, see the "Important Dates" section below, or [click here](#) for a printable one-page summary.

### **Grandparents' Day**

The St. Mark Catholic School Grandparents' Day will be held on Friday, September 28, 2018. More details will follow soon. In the meantime, please be sure we have complete contact information for grandparents or special friends you wish to invite (such as an aunt or uncle), including a mailing address and an email address. This information can be updated in the "Grandparent" section of Renweb (see instructions in the Renweb section below).

### **Student Summer Packets**

[Click here](#) for grade level summer reading requirements, summer activity packets, rising 7<sup>th</sup>/8<sup>th</sup> grade summer service hour requirements, and other important summer information.

### **Safe Environment Screening & Training**

All volunteers (including Prefects) must be Safe Environment screened and trained. New volunteers must complete a background check, training session, and an interview. Those who have completed the initial training must still update their training each year. [Click here](#) for details.

We recommend that all Safe Environment training be completed over the summer to insure that volunteers are cleared by the first day of school and can take part in school activities. Even if your retraining isn't due until later in the year, we encourage you to train over the summer if at all possible.

## Uniform Guidelines

Complete information about school uniforms can be found by [clicking here](#). For your information, our uniform supplier, Academic Outfitters, is adding Sunday hours to its schedule beginning Sunday, July 15. Sunday hours will be 12:00 to 5:00 PM.

Please label all uniform pieces with the student's name. Academic Outfitters is able to embroider names inconspicuously on sweaters/vests. In addition, school families have utilized the services of two websites that can create inexpensive iron-on and stick-on name labels:

[Mabel's Labels](#)  
[Inch Bug](#)

In an effort to avoid confusion when school begins, we'd like to stress a couple points regarding uniform shoe and hair policies:

\*For boys, Sperry shoes are **NOT** allowed. Please do not purchase them. They are expensive, and students will not be allowed to wear them to school.

\*For all students, hair guidelines will be strictly enforced. Please do not have your child dye or highlight their hair, and then send them to school. We will request you cut it out of their hair. This includes Kool-Aid, highlights, or other blinding agents. For boys, there are no mohawks or lines shaved into the scalp, and no extreme difference in hair length allowed. Again, we will request it be cut.

If you have questions about the school uniform policy, please contact Pam Steinkirchner, Assistant Principal, at [pam.steinkirchner@stmcs.net](mailto:pam.steinkirchner@stmcs.net).

## RenWeb Updates Due July 31, 2018

If your contact information (address, phone, cell or emergency pickup) has changed, 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" will take place September 28, 2018. Please complete the contact information for all grandparents or special friends you may wish to invite (such as aunts/uncles) so

that we can be sure to invite them, including a complete mailing address and email address. See further details in the "Grandparents Day" section above.

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, 2018.

### **Cafeteria**

The August cafeteria menu is now available on the school website. [Click here](#) for more information.

**After School Program** - The After School Program is offered after school until 6:00 PM, except on some early release days when it is only offered until 3:00 PM (refer to the school calendar for those dates). Space is limited and spots are filled on a first-come basis. Spots do fill quickly. The link to the online registration form is located in the "After School Program" Handbook above. The registration form may be submitted between now and August 13. All students must be registered for the program prior to attending. Students will enjoy fun activities, crafts, homework time, and a snack during after care. Drop-in care is not available and families must register each student that will be using the program. Complete program information is available [here](#).

The After School Program will be available starting the first day of classes on Monday, August 13.

### **St. Mark Spirit Days!**

On the first Monday of each month that school is in session, students will be allowed to wear jeans, slacks, Capri-style pants, the school uniform skirt, or the school uniform pants/walking shorts\* with a St. Mark t-shirt or sweatshirt of their choosing. Students may wear any closed-toe shoe. This is a great opportunity for them to show their LION PRIDE!

Our Lion's Den Spirit Store sells a variety of shirt styles. The Lion's Den will be available during the "Back To School Sunday" event on August 5, and will reopen on campus after school starts. The store will be open every Friday morning during the school year from 7:30-8:15 AM, and online ordering will also be available at <https://stmcs.net/spirit-gear>. Please note that not all store items are available through online ordering.

The first St. Mark Spirit Day will be Monday, September 10, 2018. For your reference, Spirit Days for the entire school year have been added to the electronic calendar located on the [homepage](#) of our website.

\*The uniform walking shorts may only be worn during the 1st and 4th quarters.

### **SAVE THE DATE for the 4th Annual St. Mark All Souls Remembrance 1K/5K Run**

Mark your calendar for October 27, 2018. Interested in helping with the event planning?

Contact [Marlene Ehring](#).

**FROM THE ATHLETICS DEPARTMENT**

### **Sports Physical Form Reminder:**

Fall athletes who will participate in DPL sports (5th-8th grades) who have not turned in a current Sports Physical Form to the Athletic Director, Marlene Ehring, for the 2018-19 school year, must do so immediately in order to be cleared to participate in practices. [Click here](#) and scroll to the "Documents" section to find the Sports Physical Form.

### **2018-19 Athletic Fees:**

Athletic registration fees for fall sports are due August 1. Fees can be paid by check made payable to "St. Mark Catholic School," and sent to the attention of Marlene Ehring, Athletic Director (please remember to include your athlete's name and sport on the memo line), OR they can be paid online. The fees are as follows:

Football - \$140  
Volleyball - \$140  
Cross Country - \$70

For more information about these sports, and for payment instructions, please [click here](#) and follow the links to the individual sport pages on the school website.

### **HOME AND SCHOOL ASSOCIATION NEWS**

#### **2018-19 Officers**

Feel free to reach out if you have any questions about HSA or upcoming volunteer opportunities:

Angela Coulter - President ([angelakcoulter@aol.com](mailto:angelakcoulter@aol.com); 972-310-7545)  
Jolea Broome - Vice President ([jo\\_cool@sbcglobal.net](mailto:jo_cool@sbcglobal.net); 469-774-7799)  
Manuel Sifuentes - Treasurer ([msifuentes@yahoo.com](mailto:msifuentes@yahoo.com); 469-644-7033)  
Natalie Laurent - Secretary ([bnlaurent@hotmail.com](mailto:bnlaurent@hotmail.com); 972-977-0409)

#### **Help Needed - Used Uniform Sale - Service Hours Available**

Would you or your student like to volunteer to help with the Used Uniform Sale? [Service hours are available.](#)

Available hours:

\*August 4 - 3:00-4:30 PM (set-up), Lion's Lair Gym  
\*August 5 - 10:45 AM - 1:45 PM, Lion's Lair Gym

To volunteer at the Used Uniform Sale, [click here](#).

#### **Used Uniform Donations**

Used uniforms in good, gently used condition, will be accepted in the school office from August 1-3. Reminder: St. Mark no longer accepts donations of green pants, green shorts, or items with the old logo.

#### **HSA Volunteers Needed**



There are still many opportunities to volunteer during the 2018-19 school year, so please [click here](#) to sign-up.

### **IMPORTANT DATES**

**August 1:** The school office reopens. Hours from August 1-10 are Monday-Friday, 8:00 AM - 3:00 PM. The office is closed from 12:00-1:00 PM for lunch. Please call ahead to verify office hours during staff development sessions between August 6-10.

**August 1-3:** Used uniform donations accepted in the school office.

#### **August 5: Back to School Sunday - 10:00 AM - 12:00 PM**

Join us for 9:00 AM Mass. Then, meet in the Cafetorium at 10:00 AM for breakfast and a Principal welcome. At 11:00 AM, the gyms will open for the school supply pick-up, used uniform sale, class lists, spirit store, general school information, information on clubs/organizations, and volunteer sign-ups. **Note: If you are unable to attend the 9:00 AM Mass and 10:00 AM breakfast, please plan to enter the gyms when they open at 11:00 AM.**

#### **August 6-10: Staff Development Week**

These days are reserved for faculty and staff development sessions. While the main office may be open at select times during these sessions, there may be times that all faculty and staff are not available. If you need to come to the school office on any of these dates, we recommend you call ahead of time to verify if office staff will be available. The office will close for lunch from 12:00-1:00 PM for lunch each day this week. Faculty will not be available for appointments during the staff development week.

#### **August 10: Pop-In Meet & Greet - 9:00-10:30 AM**

Visit the school buildings. Meet the teacher, drop-off school supplies, access lockers, attend a carpool line tutorial, take a selfie with the lion mascot, receive your carpool sign and "First Week Survival Guide," 6th grade and new 7th grade families will pick up purchased Chromebooks in the Library, and everyone receives a "welcome back to school" gift.

#### **August 13: First Day of School and Back-To-School Breakfast**

School doors will open early at 7:30 AM ([first day of school only](#)). Parents may escort students to classrooms. Students should be in complete school uniform. School hours are 7:55 AM - 3:30 PM (including Preschool). After morning drop-off, come join other parents in the Cafetorium for a Back-To-School Breakfast hosted by the Home & School Association. The After School Program is available beginning August 13.

#### **August 17: Early Dismissal - 12:00 NOON**

Lunch will not be served. The After School Program will be in operation until 6:00 PM. Please send a lunch with all After School Program students.

#### **August 22: Individual School Pictures**

Students should be in complete uniform, including the school sweater.

**August 22: Parent Information Night** for parents of students in Middle School, grades 6-8, at 6:30 PM in the Cafetorium, followed by classroom visits. This is a parents-only event, and is typically finished by 8:00 PM.

**August 23: Parent Information Night** for parents of students in Preschool - 5<sup>th</sup> grade, at 6:30 PM in the Cafetorium, followed by classroom visits. This is a parents-only event, and is typically finished by 8:00 PM.

**ENJOY THE REMAINING DAYS OF SUMMER!  
WE WILL SEE EVERYONE AT  
"BACK TO SCHOOL SUNDAY" ON AUGUST 5.**

St. Mark Catholic School, 1201 Alma Drive, Plano, TX 75075

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