



**St. Mark Catholic School  
End of the Year Bulletin  
May 28, 2014**

Please print and keep this bulletin for future reference. Important information is included for the beginning of the 2014-2015 school year. (For your information, a final “Weekly School Bulletin” will also be sent on Friday, May 30 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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**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 2<sup>nd</sup> (remember that the office closes at 11:00 AM on that day).

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, 2014 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, and graduation fee. It is available on the St. Mark web site under the “Summer Information and Forms” link.

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### **AFTER SCHOOL CARE**

After School Care enrollment forms for the 2014-15 school year can be found on the St. Mark web site under the “Parents/After School Program” links. New forms are due every year. We’re excited about the new dedicated space for After School Care in the former Kindergarten wing! All After School Care programs will be located in this new space beginning in August.

Need some extra money? After School Care workers are needed. You must be safety-trained. Hours are 3:00 – 6:00 PM on days when school is in session, and the position pays \$15.00/hour. Please contact the school office if you are interested.

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### **SCHOOL SUPPLIES**

Friday, **June 13, 2014** is the deadline for ordering school supplies for the 2014-15 school year. There is ONE order form for all required supplies (attached). The order form can also be found on the St. Mark web site under the “Parents/School Supplies” or “Summer Information and Forms” links. 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. **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 Specialty Supplies.**

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

All pre-ordered supplies will be available for pickup on **Sunday, August 3<sup>rd</sup> from 9:00 AM - 12:00 NOON in the OLD 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 on Monday, August 4<sup>th</sup> or Tuesday, August 5<sup>th</sup> from 9:00 AM – 12:00 NOON.

St. Mark Specialty Supplies (tote bags, pencil bags, PE bags, assignment books, etc.) will be delivered directly to the classrooms.

2014-15 school supply lists by grade are now posted on the St. Mark web site under the "Parents/School Supplies" tabs.

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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 (accessible from the school website), from the left hand menu select web forms and then click on Family Demographic form. There are 6 forms that must be reviewed and updated: student demographic form, student medical form, custodial parent form, emergency contacts, transportation form, and grandparents form. Please do not add a student e-mail, student cell phone number, or automobile information.

**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, 2014.

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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<sup>st</sup> – 8<sup>th</sup> who plan to attend St. Mark next year. Details of the program by grade level are available on the St. Mark web site under the "Summer Information and Forms" link. Additional copies of the Summer Reading Record can also be obtained there.

#### **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 web site 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 3 week period. We hope many of our students make use of these resources over the summer.



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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 on the St. Mark web site under the "Summer Information and Forms" link.

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### SCHOOL CALENDAR

The 2014-2015 school calendar is attached, and is also accessible on the St. Mark web site under the "Summer Information and Forms" link. Throughout the year, detailed information will be added to the calendar on the St. Mark web site.

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### SUMMER OFFICE HOURS

Office hours are listed below. Please remember 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 2**

The school office will be open 8:00AM – 11:00AM.

#### **June 3 through June 26**

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

#### **June 27 through July 30**

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 1 through August 12**

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

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### **PREFECTING**

The \$100 Prefecting Fee is due by August 1<sup>st</sup>. Please use the Beginning of School Fees form available on the St. Mark web site under the “Summer Information and Forms” link. Once your 5 days are complete, your \$100 fee will be refunded to you.

Five days of prefecting (cafeteria and playground supervision) is required for all families with students in Preschool (full time) 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.

The 2014-2015 online prefecting calendar will be available in June and can be accessed from the St. Mark web site.

If you have extra time and need extra money, we pay our prefecting substitutes and monitors. 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 Road, Plano, Texas 75075. The store is located on the NE corner of Alma Road and Plano Parkway, next door to JoAnn’s Fabric.

#### Note

Uniform items purchased from vendors other than the uniform store 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.

Please adhere to the uniform requirements as listed in the Parent-Student Handbook. It is a frustration to you and to us to have to notify you that uniform regulations were not followed (including shoes, belts, skirt lengths, regulation socks) and that uniform items will have to be repurchased or returned.

Uniforms are to be worn the first day of school.

A link to the Academic Outfitters web site, uniform flyer, and June sale information are available on the St. Mark web site under the “Summer Information and Forms” link.

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### **SAFE ENVIRONMENT SCREENING AND TRAINING**

All volunteers (including prefectors) must be Safe Environment screened and trained. Please check the St. Mark web site for additional information (look under the “Parents/Volunteers” tabs).

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### **CAFETERIA**

We are working on a system which will provide parents with online access to student lunch accounts. Look for more information in our “summer reminder” bulletin.

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### **DIOCESAN SPORTS**

If your children (incoming grades 5<sup>th</sup> – 8<sup>th</sup>) plan 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 playing football, volleyball, or cheerleading must return the forms before summer camps and practices. This is a mandatory requirement for all DPL athletics at St. Mark.

The form can be printed from the St. Mark web site under “Athletics.” Suggestion: Make your physical appointments now since pediatricians tend to get busy as we get closer to August.

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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.