



ST. MARK CATHOLIC SCHOOL
WHERE FAITH AND KNOWLEDGE MEET

Important "Back To School" Reminders from the Principal

Dear Parents: Monday, August 17 is the first day of school. Following are some very important reminders:

***PARENT STUDENT HANDBOOK SIGNATURE PAGES ARE DUE MONDAY, AUGUST 17:**

The signature pages located at the back of the Parent Student Handbook must be signed and returned to school by Monday, August 17. It is crucial that you return your signed pages to the school office by this date.

Students may not use school computers until we have your signature pages on file.

Please be reminded that the Diocese updated the signature pages AFTER we sent out the Parent Student Handbook to all families in July. As a result, we sent a new version to each family. There are now TWO signature pages that must be signed and returned. If you have already submitted the old signature page, please print out the new pages, sign them, and return them to the school. The old version of the signature page is no longer valid.

If your family will participate in the After School Program and/or school Athletics, those signature pages must also be returned immediately.

In addition, each family must return a signed "Volunteer Pledge Form" before the first day of volunteer or prefect duty.

Please see links to all handbooks containing these signature pages below:

[Parent Student Handbook](#)

[After School Program Handbook](#)

[Athletics Handbook](#)

[Volunteer Handbook](#)

***ARRIVAL:**

For the first day of school only, all doors will be unlocked at 7:25 AM to enable parents to enter the building from any entrance. In the event you need to drop-off your student earlier, the Cafetorium doors will be open at 7:15 AM for morning supervision.

Don't forget to bring your child's school supplies and deliver them directly to the classroom. A camera is always a good idea too, so you can snap a photo of your child on the first day back!

Back To School Breakfast

After drop-off on Monday, join other parents in the Cafetorium for our annual "Back To School Breakfast" hosted by the St. Mark Home and School Association. Grab some refreshments and meet/greet friends, old and new.

NOTE: Beginning on Tuesday, August 18, we will return to our standard morning arrival procedures. The Cafetorium doors will open at 7:15 AM for early drop-off and morning supervision. All other doors will remain locked until 7:40 AM, at which time teachers will be posted at all entrances and students may enter through any door. Parents entering the school will need to check-in at the school office.

***DISMISSAL** (refer to the Traffic Pattern Map on page 57 of the Parent Student Handbook):

1. Dismissal is at 3:30 for all students, Preschool-8th grade.
2. Students will sit alphabetically by their last name.
3. If a student has a middle school sibling, they will be dismissed to the middle school line, "Area C." If an ECE student has a middle school sibling, they will be dismissed from the ECE building into the middle school line. Middle school students will collect their ECE sibling once their car has been called.
4. If an elementary/middle school student is going home with someone else, an email must be sent to the child's teacher and to Mrs. O'Connor in the main school office (rene.oconnor@stmcs.net). If an ECE student is going home with someone else, an email must be sent to the child's teacher and to Mrs. Jobses in the ECE office (toni.jobses@stmcs.net).
5. Please do not arrive before 3:20 PM.
6. Parents must have the last name of their student printed in large letters (on a sign, file folder, or paper plate) visible in the front windshield on the passenger side.
7. We do not have a "walk up" program. Due to legal and safety reasons, parents may not park their cars and walk up to get their child. Children may only be picked up in a car.
8. Safety Patrol - Mrs. Becky Johnson will work with the Student Council to start a student Safety Patrol rotation.
9. Pick-up from the After School Program is located at the back of the school in "Area C" on the Traffic Pattern Map.
10. Please follow the rules of common courtesy and respect for your fellow parents. Pull all the way up in line. Do not block driveways, and do not cut in front of others in line at driveway entrances.
11. If you are not following the procedures and one of our staff members needs to remind you, please do not take offense.
12. The "no cell phone law" is in effect in all school zones in Plano. St. Mark, including the parking lot, is located in an official school zone.

12. For a complete list of arrival/dismissal policies, please review pages 55-57 of the [Parent Student Handbook](#).

***TRAFFIC PATTERNS** (refer to the Traffic Pattern Map on page 57 of the [Parent Student Handbook](#)):

For afternoon pick up:

Area A:

This is the point of arrival and dismissal for carpools and for day care buses. Cars should enter the driveway #2 off Alma (closest to the flagpole); proceed around the flagpole and continue along the north side of the Cafetorium entrance. Once students have been picked up at curbside, continue the route out through Exit #2 or Exit #1 as the traffic flow allows.

Area B:

This is the point of arrival and dismissal for individual families of PK-5th grade (meaning those who are not in carpools or with middle school students). Cars should enter the driveway #1 off Alma, proceed through the church parking lot, and curve around in the lot parallel to the walkway. Preschool, Transitional Kindergarten, and Kindergarten families continue up to the Early Childhood Education Building entrance, pick up their child, and rejoin the car line. Once students have been picked up at curbside, exit the same driveway (#1) as entry.

Area C:

This is the point of arrival and dismissal for ALL Middle School students. Siblings of Middle School students will also use this location. Cars should enter the driveway #3 off of Alma that is next to the playground. Proceed past the gyms and around the parking lot to the side of the Early Childhood Education Building. Continue the route and exit the same driveway (#3) as entry.

Please have patience in the dismissal lines. It always takes a few days for everyone to get back into the routine.

***VISITORS:**

All visitors to the school must check-in at the main school office, sign-in, and pick up a visitor's badge that must be worn at all times while on campus. Visitors are required to sign-out at the main school office upon departure.

Thank you for your attention to these matters. We look forward to welcoming everyone back on Monday!

Sincerely,

Patricia Opon
Principal

St. Mark Catholic School is a two-time recipient of the U.S. Department of Education's Blue Ribbon Award, and has been nominated for a rare third award in 2015. This means that our students consistently score in the top 15% in the nation on standardized tests.



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