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St. Mark’s Day School

**The Rev. Kino G. L. Vitet, M.Div., *Headmaster* Marlon Brown*, Dean of Academic Affairs***

**Paul Cummings*, Vice Principal* Frances, McLeod*, Dean of Discipline***

**School Covenant**

Welcome to the 2020-2021 school year! We are very excited about the coming school year and all the new opportunities that it brings. We are also aware that due to Covid-19, this will be an exceptional year. In person, classes will resume in accordance with NYS and NYC health guidelines and regulations. However, the virtual learning option is available to students from Pre K to Grade 8. We look forward to working with you to provide the educational nourishment that will help your son/daughter grow to their full potential and advance to a reputable high school. Your child is God’s precious creation and so we are called to bless them with the sort of education that embellishes the mind and shapes the character.

We are delighted that you have entrusted your child to our care, and we are filled with enthusiasm about the 2020-2021 school year*.* The purpose of this covenant is to ensure that you fully understand all the guidelines and disciplinary measures of St. Mark’s Day School. It is to make sure that the school community is a socially, emotionally, and physically safe and healthy learning environment for students and staff.

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Name of Student

**First School Day: September 14, 2020**

**Virtual Learning**

* Virtual learning will be conducted using zoom.
* Please be sure to sign on promptly.
* Your camera must be on at all times.
* Do not disrupt the zoom classes.
* Keep your mic on mute unless you have a question.
* Students must be dressed appropriately for classes.
* No student is to leave the classroom without the teacher's permission.
* No student should communicate with any member of the household except in the case of an emergency.
* No eating during lesson.
* Appropriate language is required as per classroom.
* No inappropriate postings in the classroom.

**Health Guidelines from NYC Department of Health and Mental Hygiene:**

For the safety of the school staff, students, and parents;

* **Stay home if sick.**
* **Physical distancing.** Stay 6 feet away from other people.
* **Wear a face covering.** Protect those around you. You can be contagious without symptoms and spread the disease when you cough, sneeze or talk. A face covering may help reduce the spread of COVID-19
* **Practice healthy hand hygiene.** Wash your hands often with soap and water or use hand sanitizer if soap and water are not available; clean frequently touched surfaces regularly; avoid touching your face with unwashed hands; and cover your cough or sneeze with your sleeve, not your hands.

**Changes to Childhood Immunization Requirements (Article 43.17)**

* Children are no longer exempt from vaccination requirements due to religious beliefs.
* Children may be exempt from vaccination requirements for medical reasons, but only if the medical exemption is approved by the Health Department. The school must submit medical exemption requests to the Health Department for review and approval. While the request is under Health Department review, the child **may** attend school. If the request is **denied**, the child **cannot** attend school until they are fully vaccinated.
* Nursery to Kindergarten children are required to have a flu shot by December 31 ,2020.
* Please consult with your child’s physician to make sure your child is up to date with all required immunization for age group.

**\*All students must submit updated Medical forms and Immunization Record**

**upon entering school.**

**Nursery to Grade 8** – **On** **School days, the gate will open at 7:00 a.m**.

**All persons entering the school premises must have on a Face Covering and be**

**screened.**

* Parents will complete a health screening assessment for student (questionnaire and temperature check).
* Parents will not be allowed to enter premises unless conducting business with main office; limited occupancy.
* **Every Parent/Adult** entering premises will complete a health screening assessment (questionnaire and temperature check) at main entrance.
* **Nursery to Kindergarten** students will enter premises through main entrance on President Street and must wash hands upon entering at hand sanitizing station. Parents must sign child in upon arrival.
* **Grades 1 through 8** students will enter premises through side entrance on Brooklyn Ave., and must wash hands upon entering at hand sanitizing station.
* After screening students will report to their assigned teacher/homeroom classroom keeping six (6) feet distancing, and wearing a face covering.

**Breakfast is served between 7:30 – 8:00 a.m.**  **The Office of Food and Nutrition Services (OFNS) will be providing Grab & Go meals.**

* **Kindergarten to Grade 8** *–* **Morning Prayer begins at 8:10 a.m. in the classroom**. Students must be punctual for Morning Prayer. Two or more tardiness per week for Morning Prayer will translate into lateness.
* **Students arriving after 8:30 a.m. must use the main entrance and collect a late pass before going to their classrooms.**

**While on Premises:**

* Staff and students are required to wear face covering at all times. Except during lunch and outdoor activities.
* Staff and students must remain 6ft distancing at all times, unless safety of the core activity requires a shorter distance.
* Students will remain with the same group with the same staff whenever and wherever possible. Group size will be 15 or less.
* Maintain adequate social distancing in small areas, such as restrooms, signage and systems will be put in place (flagging when occupied).

**Dismissal at 3:00 p.m.**

* **Nursery to Kindergarten** – Parents may contact the school office ahead of time so staff can get child ready and escort them to the main entrance. Parents must sign out child at the main office.
* **Grades 1 to 8** –Students will be dismissed at 3:00 p.m. from side entrance on Brooklyn Ave., parents must wait in the yard. If the weather doesn’t permit, parents may contact the school office ahead of time so student can get ready to be dismissed from main entrance. If student is not staying for After School Enrichment, they will be escorted to the auditorium. Students who walk home by themselves must leave the auditorium immediately. Students for pick-up must leave with their parent or guardian by 3:10 p.m. If student is not picked up by 3:10 p.m. he/she will be placed in the After School Enrichment program. (Fees will apply)
* All students in the After School Enrichment program must be picked up at the main entrance and parent or guardian must sign them out.

**DRESS CODE**

* **Students must always be in complete uniform.**
* **April 15 through October 15 only** -

To cope with the summer heat, **all students are allowed to wear gray short sleeve ‘polo shirt’ with the school’s logo (from Ideal Dept. Store).** Students will not be required to wear a tie or blazer with the polo shirt.

**October 16 through April 14** -

Students must be dressed in their complete uniform (**cardigan /blazer, white shirt only, pants/skirt, tie and black shoes**). No other shirt will be allowed except the regular white shirt to complete school uniform. **All cardigan/blazer must be labeled**.

* **BLACK SHOES ONLY.** Black sneakers are not acceptable substitutes for boys and girls regular school shoes.
* Students are not allowed to wear jewelry. **One exception is made for girls, who are permitted to wear stud earrings.**

**GYM**

* Gym wear consists only of

i. Gray sweatpants and sweatshirts

ii. Gray sweatpants and white t-shirt with St. Mark’s Logo only

iii. No skin fitting gym pants, tights or leggings

iv. Black or whitesneakers

* **On Wednesdays when there is school mass, students are permitted to wear their gym uniforms**.

**CELL PHONES**

* **Your child is not allowed to use a cell phone in school***.* If there is an emergency involving your child, of if your child requests permission to call you while at school, a teacher or office personnel will make the telephone call to you. **The school is not responsible for the loss or theft of your child’s cell phone, electronic items or money.**
* If a student is caught using a cell phone on the school premises, this may result in immediate suspension from school for 2 days. **If a student’s cell-phone rings while in school, the phone will be confiscated, until the parent(s) retrieve it from school.**

**TOYS AND GAMES**

* No toys and games of any kind, including cards with pictures of celebrities, are allowed in school. Toys and games that are taken from any student will only be returned at the end of the school year. We also discourage children bringing bills over $5 to school, unless otherwise necessary for any class trip or other school activity.
* The school will not be held responsible for lost or stolen property. Anyone caught stealing will be suspended from school. Parents will be required to return the item or pay the replacement cost.

**AFTER SCHOOL ENRICHMENT PROGRAM – 3:00 P.M. TO 6:00 P.M.**

* Any student *not registered in the Nursery - Pre-Kindergarten ‘All Year Program’ OR REGISTERED for the After School Enrichment program*, in Kindergarten to Grade 8 will be placed in afterschool if not picked up by 3:10 p.m. Parents or Guardians will be required to pay the appropriate fee.
* All students in the After School Enrichment program must be picked up by 6pm at the main entrance. All students must be signed out by parent or guardian.