

Access to the Classroom

Parents/Guardians are welcome and encouraged to be engaged in each child's education, including school activities and observing in the classroom.

The school administration is dedicated to maintaining an effective learning environment. We therefore commit to notifying teachers of guests in the classroom and to limiting visits to 30 minutes. Notice to staff is done out of courtesy, as an added security measure and to ensure that the educational process for your scholar and all scholars is not disrupted.

Parents/Guardians MUST do one of the following BEFORE visiting their child's classroom:

1. Schedule the visit with the teacher.

or

2. Receive permission from an administrator to visit the classroom.

On the day of the visit, parents/guardians must:

- Sign in at the front office
- Wear a guest pass
- Agree to not use cell phone in the classroom and hallways
- Agree to visit no longer than 30 minutes
- Sign out at the front office

Parents/Guardians may NOT be disruptive to the learning environment in any way including by engaging the teacher in a conversation about their child while the teacher is in the presence of students or is teaching.

If parents/guardians have a concern, a meeting must be scheduled in advance to discuss the concern.

If the school administration has determined that the parent/guardian's presence has had, is having, or may have a negative impact on the educational process or if the school policy is not abided by, **parents/guardians may be denied the opportunity to visit a class.** When parents/guardians are denied the opportunity to visit a class, they may request to meet with the principal for clarification.

Parent/Guardian Conduct

The vast majority of parents/guardians are AWESOME - families who believe in and model the school's core values. Lately, however, we have had an increasing number of situations that have included unacceptable adult conduct. Here are the expectations:

1. Parents/Guardians must treat school staff with courtesy and respect at all times.
2. Parents/Guardians who have a concern must:
 - a. Wait and calm down before discussing the matter with school staff.
 - b. Make a phone call or schedule a meeting with the staff member involved to discuss the issue.

- c. Understand the perspective of school staff before passing judgment.
 - d. Get assistance from a dean, director or principal if the issue remains unresolved.
3. Parents/Guardians may NOT engage school staff in impromptu conversations to address concerns during the school day unless it is a meeting that has been scheduled in advance.
 4. Parents/Guardians may always request a meeting but may not demand, "To see someone NOW!" When concerns arise, a meeting must be scheduled so the right people with the right information can be present to help resolve the issue. The school will determine the right time for a meeting to discuss the issue.

Parents/Guardians are not permitted to engage in disrespectful or threatening behavior such as yelling, cussing, berating or belittling school staff. This type of behavior is unacceptable and disruptive to the educational process. If parents/guardians engage in this type of behavior, depending on the severity and frequency, any of the following actions may be taken:

- Communications may be limited to certain senior staff members.
- Parents/Guardians may be banned from entering school buildings.
- The student(s) may be suspended from school until the adult's behavior is resolved.
- Under some circumstances, the student(s) may be expelled from the school or not permitted to return for the following school year.

Birthday Celebrations

St. Marcus encourages families to celebrate birthdays at home. To celebrate their birthdays at school, students may wear a special birthday pin, hat or sash to identify that it is their birthday. Small non-food party favors are a great idea to bring in as a birthday celebration "treat".

Food celebrations have become problematic for the following reasons:

- The food is delivered at the wrong time or place, disrupting the schedule.
- Too much food or unhealthy / sugary food makes learning after lunch almost impossible.
- Lunch periods are only 20 minutes; not enough time for a celebration.
- Allergic reactions have occurred from birthday celebrations.

If families choose to do so, they may provide ONE TREAT for their child's birthday. For the sake of equity and fairness, families must follow these guidelines:

- Make sure that the food arrives before the child's lunch period (lunch periods are only 20 minutes);
- Do not bring balloons, table cloths or other party supplies
- Families may provide ONE birthday treat such as cupcakes or cookies
 - NOTE: Pizza, juice, soda, and candy are NOT permitted.
- Note that due to the intensity of the school day and lesson planning, etc, the school cannot accommodate birthday food that is delivered after the child's lunch period.
- As a courtesy, inform the Dean of Students that you will be bringing in food for the celebration prior to the day of the celebration