

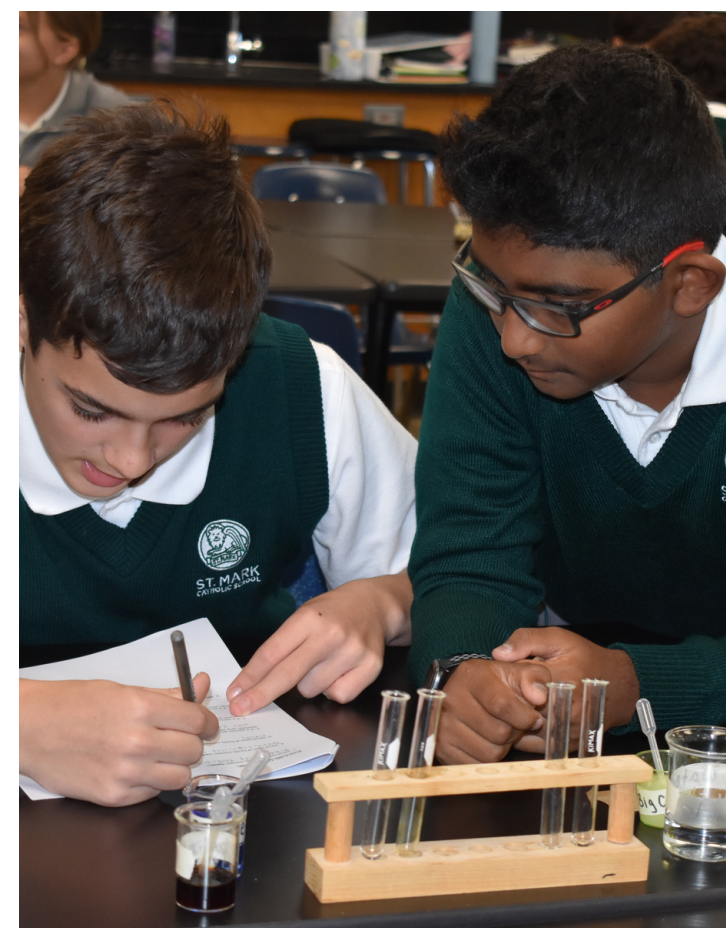


**ST. MARK**  
**CATHOLIC SCHOOL**  
WHERE FAITH AND  
KNOWLEDGE MEET

## 2023-2024 School Guide

1201 Alma Drive, Plano TX 75075  
972.578.0610  
[www.stmcs.net](http://www.stmcs.net)

Facebook: St. Mark Catholic School - Plano TX  
Twitter: @stmarkcatholic  
Instagram: @stmarkcatholic





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# Welcome



I hope this message finds your summer off to a great start. I pray you have been able to spend some quality time with family and friends and take some time to relax and refresh. I also hope you are finding time to read daily as studies show that students who do not read over the summer are around 3 weeks behind their peers when they return to school. I hope you are praying daily, attending Mass, and being kind to each other.

Please keep Sunday August 13th open for Back-to-School Sunday 8:30AM – 12:30PM. On that day, students will meet their teachers, get their lockers, supplies, and will learn about dismissal areas while reconnecting with old friends and making new ones. We have many exciting plans for next year – some visible, some in progress, and some behind the scenes.

Our theme for the 2023–2024 school year is “Rooted in Christ” for the service of others. Following Colossians 2:6–7, “So as you received Christ Jesus the Lord, walk in him, rooted in him and built upon him and established in the faith as you were taught, abounding in thanksgiving”, we are striving to make sure all our thoughts and actions are rooted in what Jesus would do so that they may bear good things.

Remember, each school year our students get to reinvent themselves. What we accomplished last year may have been great, but no one can rest on past accomplishments, and we must always continue to grow. Some of you may not have done as well as you would have liked last year, that’s okay too; with each new school year you get a fresh start.

We encourage all students to become well rounded by participating in a variety of activities such as after-school clubs, sports, academic contests, scouting, band, choir, orchestra, altar serving, and leadership opportunities as well as other activities taking place throughout the school year. I wanted to let you know of some exciting after-school opportunities that will be available next year:

- Mondays – Chess (2nd – 8th grade)
- Tuesdays – Destination Imagination (3rd – 5th grade), Band (4th – 8th grade), Orchestra (4th – 8th grade)
- Wednesdays – After School Theatre (1st –5th grade), Children’s Choir (2nd – 8th grade), Karate (grades to be determined)
- Thursdays – Band (4th – 8th grade), Orchestra (4th – 8th grade), Art Club (3–8th grade)
- New clubs, dates to be determined – ·USA Wrestling (2nd – 8th grade), Cooking Club (3–5th grade), Robotics/Coding, Tennis, and Lego Clubs

I am honored to be your principal for the upcoming school year and I along with your teachers are planning many activities and events for a successful 2023–2024 school year. Our outstanding custodial staff and administration are making sure the building and all the important behind-the-scenes effects are in top running order and ready for August 15th. I welcome you and encourage our parents to get involved too and partner with us in your child’s educational experiences. I look forward to seeing you at Back-To-School Sunday.

Peace & Prayers,  
Pam Steinkirchner



# Important Dates

## School Calendar '23-'24

Throughout the school year, detailed information will be added to the “Upcoming Events” section of the St. Mark Catholic School homepage at **[www.stmcs.net](http://www.stmcs.net)**. “Monthly Calendar” and “List” views are available.

The school calendar is also accessible via the school app.



## School Pictures

### Individual School Pictures – September 14

Students should wear their complete school uniform including the green school sweater or sweater vest (gray uniform sweatshirts are not permitted). These pictures will be used for the St. Mark Yearbook.

### Retakes and Class Pictures – November 2

An opportunity to retake individual pictures will be offered on the same day class pictures are taken.



# Important Events



## Important Dates & Events

**Sunday, August 13**– Back-To-School Sunday, 8:30 AM – 12:30 PM,  
Church/Cafetorium/Gyms:

Join us for 8:30 AM Mass in the Church, followed by a light breakfast in the Cafetorium.

Back-to-school information tables will be available in both gymnasiums from 10:30 AM – 12:30 PM. Sign-up for volunteering, learn about school/parish organizations, visit the Used Uniform Sale, view the class lists, shop the Lion's Den Spirit Store, and more.

Visit your classroom and meet your new teacher. Parents will receive a "First Week Survival Guide" for their student grade levels, as well as their carpool sign from the teacher.

Middle School Chromebook pick-up in the Tech Room (across from 102)

1. Parents who bought a Chromebook from the school should come by the Tech Room between 10:30 and 12:00 to pick it up.
2. Parents who bought their own Chromebook (6th grade) or replacement Chromebook (7th or 8th grade) should bring it to the Tech Room between 10:30–12:30 so it can be enrolled in the school's domain.

You may also pick/drop off Chromebooks on Monday August 14th from 8:00–3:30 p.m.

**Tuesday, August 15**– First Day of School (full day)  
Mass at 8:30 AM

**Tuesday, August 22** – Middle School Parent Information Night, 6:30–8:00 PM, Cafetorium.  
Join us for a Principal Welcome and grade-level presentations. These are parent-only events. Please make alternate arrangements for your child(ren).

**Wednesday, August 23** – Preschool–5th Grade Parent Information Night, 6:30–8:00 PM, Cafetorium  
Join us for a Principal Welcome and grade-level presentations. These are parent-only events. Please make alternate arrangements for your child(ren).

**Friday, August 25** – Early Release 12:00 PM

**Monday, September 4**– No School – Labor Day Holiday

**Thursday, September 14** – Individual School Pictures  
Students should wear their complete school uniform including the green school sweater (no gray sweatshirts permitted).

**Friday, September 29** – Grandparents' Day & 12:00 PM Early Dismissal  
Grandparents (or special friends) will be celebrated on this day. They are invited to attend 8:30 AM All School Mass followed by a visit to the school campus.



# Back to School

## Get Ready for School

- Attend the “Back-To-School Sunday” Mass, breakfast, and information fair on August 13
- Be sure your child’s summer packet/summer reading is complete. Information is available on the school website
- Get haircuts; check uniform quality and skirt hem lengths
- All students should bring a refillable water bottle each day- Guidelines can be found in the Parent Student Handbook
- Preschool, Transitional Kindergarten and Kindergarten students should bring a healthy snack each day
- Middle school students are permitted to bring a late morning snack each day
- School hours are 7:55 AM – 3:30 PM
- Lunch will be served on the first day of school- don't forget to pre-order by August 7th
- The After School Program is available beginning the first day of school, August 15

## Parent Student Handbook

- Review updated Parent/Student

The Parent Student Handbook is your resource for St. Mark Catholic School policies and procedures. Access a digital copy here:





# Living our Faith

## Prayer Walks

Each Friday that school is in session, parents and family members may participate in a Community Prayer Walk. Meet at the cross outside the Narthex at 7:55 AM and walk the campus while praying for the St. Mark community. Can't join in person? Pray from where you are.

## All School Mass

The entire student body attends All-School Mass on Fridays at 8:30 AM at St. Mark Catholic Church. Family members are always welcome.



## Daily Prayers

### School Prayer

Lord, help us to come together as a community to support one another, encourage one another and to show each other kindness. Amen.

### Morning Offering

Oh my God, I give You today, all that I think and do and say. I give You my love for Jesus Your Son, and I try to be kind and to love everyone. Amen.

### Hail Mary

Hail Mary full of grace, the Lord is with Thee. Blessed art Thou among women and blessed is the fruit of Thy womb Jesus. Holy Mary, mother of God, pray for us sinners now and at the hour of our death. Amen.

### Our Father

Our Father who art in Heaven, hallowed by Thy name. Thy kingdom come, Thy will be done, on earth as it is in Heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

### Angel of God

Angel of God, my guardian dear, to whom God's love commits me here. Ever this day be at my side, to light, to guard, to rule, and to guide. Amen.



# Stay Informed



## FACTS Family Portal (Renweb)

This is the system where parents can access grades, homework, lesson plans, class schedules, the lunch order system, and more. If your contact information (address, phone, cell or emergency pickup) has changed, please update it in FACTS Family Portal. Please make sure all information is updated by July 31. To review/update your information:

Login to FACTS Family Portal at <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>. The District Code is: STMCS-TX. From the left-hand menu, select "School Information," then "Web Forms" and then click on "Family Demographic Form."

### **6 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.

\*St. Mark will host the annual "Grandparents Day" on September 29. Please complete the contact information for all grandparents so that we can be sure to invite them including a mailing address and email.

Note: The information in the St. Mark online school directory is pulled from FACTS Family Portal. If you do not want your information to be visible, be sure to "check" the appropriate section.

## My STMCS App

Access all school information through our school app.

## Weekly School Bulletins

Every Friday you will receive the school's weekly newsletter via email. It contains all of the news parents need to know for the weekend and the upcoming week. Please read the newsletter and mark your calendar accordingly.

## Family Directory

Beginning in the summer, all families have access to St. Mark's online school directory on the school app, and in FACTS Family Portal (login to FACTS, click on the "School" tab, then "Directory.") This directory is for the personal use of St. Mark Catholic School families only. It may not be sold or used for solicitation purposes.

## Parent Alert Text Messages

For urgent matters only (such as weather alerts), the school utilizes the ParentAlert text system. Make sure your cell phone and notification information are current in FACTS Family Portal.



# Important Notes

## From the Nurse

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At St. Mark we strive to maintain a high level of health and wellness among our students, faculty, and staff. Managing health concerns requires a partnership between students, families, physicians, and faculty to assist all students in reaching their highest potential.

Medication permission forms and allergy/asthma action plans can be found on the school nurse page of the St. Mark website.

Should I come to school or not?

For the safety and health of all St. Mark students and faculty, students should remain at home when they exhibit signs of illness, including but not limited to:

- Fever greater than 100 F. Students must be fever free without the use of fever reducing medications for 24 hours
  - Vomiting and diarrhea
- Difficulty breathing, including requiring frequent breathing treatments
- Strep throat. Students can return 24 hours after starting antibiotics if they are fever free.
- Feeling too ill to comfortably participate in activities

Ann Berard, school nurse  
Ann.Berard@stmcs.net (972) 516-0645

## From the Office

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Please notify the school office in the event of the following

- Absence, please call by 9:00 AM
- Early pick up
- If someone else is picking up your child

St. Mark has a “no rescue” policy. We cannot deliver any dropped off or scanned homework, assignments or supplies that were forgotten at home.

Rene O'Connor  
rene.oconnor@stmcs.net (972) 578-0610



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# Carpool Information



## Carpool Lines

### Safety Regulations

1. Please follow the traffic directions given by the teachers on duty.
2. Do not pull out of the line of traffic to pass other cars in line.
3. Blocking the center lane on Alma Dr. is against city ordinance.
4. Drivers need to stay in their cars.
5. Parking spaces adjacent to all school buildings, gyms, and the athletic field are not available during arrival and dismissal.
6. Children must enter and leave cars on the right side of the car only.

Arrival - Students can be dropped off at Area A, B or C

Dismissal - Location specific depending on grade

### Area A - Carpools

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 if the traffic flow allows.

### Area B - Single Families of 3K - 5

Cars should enter the driveway #1 off Alma, proceed through the church parking lot, and curve around in the lot parallel to the walkway and pick up at curbside. Once students have been picked up at curbside, exit the same driveway (#1) as entry.

IMPORTANT: If arriving before 3:10 P.M. cars stay in a single file line, to the far right, parked north of the rectory garage. After 3:10 P.M. pull forward, stay in a single file line, to the right of the red "fire lane" line. Eventually that lane widens (around where the island of teacher cars are parked) allowing two pick-up lines to form, one for ECE (right lane) and one for elementary school (left lane).

### Area C - Families with a Middle School Student

Cars should enter the driveway #3 off Alma next to the playground. There are two entrances to #3 and the two lines should merge carefully. Proceed past the gym and around the parking lot to the side of the Early Childhood Center. Continue the route and leave through Exit #3 (the same point of entry).



# School Uniforms



St. Mark uses the services of DM Uniforms located at 700 Alma Drive, Plano, Texas 75075. The store is located on the NE corner of Alma Drive and Plano Parkway, next door to JoAnn Fabrics.

DM Uniforms will hold its annual summer sale during the month of June. A link to the DM Uniforms website, as well as uniform guidelines and information about the summer sale, can be found at [www.stmcs.net/school-uniforms](http://www.stmcs.net/school-uniforms).

## Optional Uniform Sweatshirt

An optional St. Mark sweatshirt is available for purchase through the school for \$35. Students may wear this sweatshirt with the school uniform Monday-Thursday (it may not be worn on Friday when students are required to wear the school sweater to All-School Mass, or other designated days).

<https://stmarkcatholicschool.itemorder.com/shop/home/>

## St. Mark Used Uniform Store

Stock up on gently used uniform pieces for girls and boys. The store will be open during the following times:

Sunday, August 13 from 10:30 AM-12:00 PM

The third Friday of every other month from 7:40-8:30 AM. Check the school calendar for dates.

# School Supplies

School supplies are included in tuition and do not need to be pre-ordered or purchased by school families. They will be in your child's classroom on the first day of school.

## Specialty Supplies

In addition to the school supplies provided by St. Mark, students are required to have some "specialty supplies" that must be purchased through the school (i.e. P.E. bags, pencil bags, etc.). Specialty supplies can be purchased in one of two ways:

1. Purchase specialty supplies at the Back-To-School Sunday event on August 13.
2. Order specialty supplies online and have them delivered to your child's classroom on the first day of school. For complete details and the online order form, visit [www.stmcs.net/school-supplies](http://www.stmcs.net/school-supplies).

## Middle School Laptops

Middle school students in grades 6-8 are required to purchase a Chromebook laptop.

Please visit <https://stmcs.net/school-supplies> for the Chromebook order form (under the "Specialty Supplies/Prices" section). Payment is required when the form is submitted. Laptops can be picked up at the August 13th Back to School Sunday or August 14th.



# School Lunch



Students may bring their lunch from home or purchase lunch from the cafeteria. Each student automatically has a dining account through FACTS. If your child chooses to purchase lunch, pre-order is required. For more information about pre-orders, adding restrictions to your child's lunch account, or to view the Cafeteria menus, please visit <https://www.stmcs.net/lunch->.

Lunch will be served on the first day of school. Lunch is not served on early dismissal days.

Don't forget, the cutoff to pre-order lunches for the first week of school is Monday, August 7th.

Parents and family members can come to campus and enjoy lunch with their children at any time. Simply check-in at the front desk, obtain a visitor sticker and meet your child at the designated family lunch tables located in the back of the cafeteria. Lunch may be brought in from outside.

## Kids Still Hungry After Eating Their Lunch?

In response to parent requests, the cafeteria has added a number of a la carte items that students can purchase on site (no pre-order necessary). Items are subject to change based on availability and demand.

Heather Schwerer, our Cafeteria Manager, and her family have decided to move to Colorado. We will miss Mrs. Schwerer and wish her the best on her new ventures.

We are excited to announce that Chef James Coulter has accepted position of Cafeteria Manager.

Chef Coulter has over 25 years of experience in the Culinary and Hospitality Industry in the Sport and Entertainment Sector, notably as a Chef for Churchill Downs where he personally cooked for the late Queen Elizabeth II. He was also Chef for the Philadelphia Eagles, Golden State Warriors and provided culinary support for the 88th PGA Championship. Locally, he was Executive Chef at both the Fort Worth Museum of Science and Dallas Museum of Art. He was appointed as a Chef Instructor at Le Cordon Bleu College of Culinary Arts in 2014 and Adjunct Professor in Culinary Arts at Collin College in 2019. Most recently, Chef Coulter served as the Executive Chef for St. Mark's School of Texas in Dallas. Privately, he is a Personal Chef and Concierge Caterer.

Chef Culter is excited to work at St. Mark Catholic School and to prepare safe, nutritious, and amazing food that feeds mind, body soul.

# School Attendance

## Absences

If, for any reason, a student will not attend school, the parent should call the school office at 972-578-0610 between 7:30 and 9:00 AM to report the absence.

Upon return to school, the student must bring a written note signed by the parent explaining the reason for the absence. In some cases, where a medical condition, injury, or communicable disease was the reason for absence, a doctor's note may be required.

Students who arrive after 10:00 AM or who leave before 12:00 PM are considered absent.



## Before/After School

### Before School Program

Students may arrive at school beginning at 7:15 AM for morning supervision. There is no charge for this service. Students are released to their classrooms at 7:40 AM. Early Childhood Education students are escorted by teachers to their classrooms.

### After School Program

The St. Mark After School Program is an extension of the academic school day and provides a safe, caring environment where respect for Christian values is evident. The program is available until 6:00 PM on regular school days, and until 3:00 PM prior to major holidays.

Information about the After School Program can be found at [www.stmcs.net/extended-care](http://www.stmcs.net/extended-care). The After School Program Handbook can be found in the "Documents" section on this page. The registration link is located on the last page of the After School Program Handbook. Pre-registration is required. Space is limited, so we encourage families to pre-register early.



# St. Mark Lion Athletics

## Sports Physical

If your child (incoming grades 5-8) plans to participate in Dallas Parochial League (DPL sports, a DPL Sports Physical Form must be completed and returned to the school prior to the start of practices. This is a mandatory requirement for all DPL athletes and a new physical form must be submitted each year.

A copy of the form can be found at [www.stmcs.net/athletic-forms](http://www.stmcs.net/athletic-forms).

Link to register for fall sports:

[Doodlio](#)

## Fall Sports

Boys JV and Varsity Flag Football (grades 5/6 and 7/8)

Boys Varsity Tackle Football (grades 7/8)

Girls Varsity Flag Football (grades 7/8; dependent upon DPL formation of girls league)

JV and Varsity Cheerleading (grades 5/6 and 7/8)

Boys & Girls JV and Varsity Cross Country (grades 5/6 and 7/8)

Girls JV and Varsity Volleyball (grades 5/6 and 7/8)

Boys Varsity Volleyball (grades 7/8)

New families are encouraged to view a short [Powerpoint](#) presentation regarding St. Mark sports at [www.stmcs.net/athletics](http://www.stmcs.net/athletics) (scroll to the link in the middle of the page).

## Coaches

All coaches must update their Safe Environment clearance in order to participate in any practices (on or off campus) with a St. Mark school team. For more information, visit [www.stmcs.net/safe-environment-training](http://www.stmcs.net/safe-environment-training).



# Extra-Curricular

St. Mark offers a wide variety of extra-curricular activities. Information and registration details will be communicated in the Weekly School Bulletins when school resumes.

## Extra-Curricular Activities

- Academic Contests
- Art
- Band
- Chess
- Choir
- Cooking
- Destination Imagination
- Drama
- Karate
- Lego
- Orchestra
- Robotics/Coding
- Scouts
- Tennis
- Theater
- Wrestling

# Spirit Store

Get the gear! The Lion's Den Is your source for all things St. Mark

Got Lion spirit? There's a tee for that!

## Official Sideline Athletic Store

The St. Mark Sideline Store is a 24/7 store offering a wide range of customizable team and athletic apparel. Orders through the online Sideline Store will be shipped directly to the buyer's home.



- Spirit wear
- Caps
- Decals
- Stadium seats
- Team gear
- Yard signs
- Optional uniform sweatshirt



# Get Involved

## Home & School Association

Ask anyone what the best thing about St. Mark is and they will tell you it's an amazing community ... and school parents are a huge part of that!

Get involved, support the school, and make friendships that last a lifetime. There is something for everyone whether you can volunteer from home, help out in the classroom, assist with special events, or serve as a committee chair or board member. Visit [www.stmcs.net/hsa](http://www.stmcs.net/hsa) for complete details.

Host Families  
Room Parents  
Read to the Class  
Pull Papers for Classroom Teachers  
Library Volunteers  
Event Photographer  
Teacher Appreciation  
Book Fair  
Talent Show  
Field Day  
Auction

## How to Become a Volunteer

All volunteers are required to be screened and trained through the Diocese of Dallas Safe Environment program. This process involves a background check, a training session, and a personal interview. We recommend that all Safe Environment training be completed prior to the first day of school.

For information, visit [www.stmcs.net/safe-environment-training](http://www.stmcs.net/safe-environment-training). If you have questions, or would like to schedule an interview, please contact [alison.hughes@stmcs.net](mailto:alison.hughes@stmcs.net).

## Watch D.O.G.S.

We love our "Dads of Great Students!" Dads, grandpas, uncles, etc. can support the school by volunteering for a half or full day. Duties include attending classes, lunch and recess with your child, helping the classroom teachers and administration, and providing an extra layer of campus security. For more information, visit <https://stmcs.net/watch-dogs>.



Questions? Email [watchdogs@stmcs.net](mailto:watchdogs@stmcs.net).

# Quick Reference Guide

## Pastor

Father Jason Cargo, Pastor – jcargo@stmarkplano.com

## Administration

Pam Steinkirchner, Principal – pam.steinkirchner@stmcs.net  
Greg Michniak, Assistant Principal – gregory.michniak@stmcs.net  
Kristen Young, ECE Director – kristen.young@stmcs.net

## After School Program

Emily Martinez, After School Program Director – emily.martinez@stmcs.net

## Business Office/Admissions

Annette Vela, Business Manager – annette.vela@stmcs.net  
Sarah Salvia, Admissions Coordinator – sarah.salvia@stmcs.net  
Abbie Vela, Marketing Director – abbie.vela@stmcs.net

## Nurse

Ann Berard, School Nurse – ann.berard@stmcs.net

## Front Desk

Rene O'Connor, Receptionist – rene.oconnor@stmcs.net

## Athletics

Erma Bryant, Athletic Director – erma.bryant@stmcs.net

**St. Mark Catholic School**  
**1201 Alma Drive**  
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**(972) 578-0610**  
**(972) 423-3299 (fax)**  
**www.stmcs.net**