



**SCHOOL OF ST. MARY**  
**2020-2021**  
**PARENT/STUDENT**  
**HANDBOOK**

**1365 E. 49<sup>TH</sup> PI.**  
**Tulsa, Oklahoma 74105-4798**  
**(918) 749-9361 • Fax (918) 712-9604**  
**[www.schoolofsaintmary.com](http://www.schoolofsaintmary.com)**

**To ensure that both students and parents/guardians are aware of the rules and regulations which the school expects to be followed, both parties are required to read the Parent/Student Handbook and to sign the Parent/Student Handbook Form indicating that the handbook has been read and all rules will be followed. The principal retains the right to amend the handbook as needed.**



### School of St. Mary Parent/Student Handbook Signature Form

We, as the parents and students of the School of St. Mary, agree to support the philosophy and mission of the school, have read and agree to be governed by the rules and policies put forth in the Parent/Student Handbook. We recognize the right and responsibility of the school to make rules and enforce them.

\_\_\_\_\_

(student name – please print)

\_\_\_\_\_

(Grade)

\_\_\_\_\_

(student signature)

\_\_\_\_\_

(parent name – please print)

\_\_\_\_\_

(parent signature)

**Table of Contents**

<b>TABLE OF CONTENTS</b>	<b>4</b>
<b>MISSION</b>	<b>7</b>
<b>PHILOSOPHY</b>	<b>7</b>
<b>MOTTO</b>	<b>7</b>
<b>GOALS AND OBJECTIVES</b>	<b>7</b>
<b>ACCREDITATION</b>	<b>8</b>
<b>ASBESTOS – NOTIFICATION OF AVAILABILITY OF PLAN</b>	<b>8</b>
<b>EMERGENCY/CRISIS PROCEDURE</b>	<b>9</b>
<b>ADMISSION POLICY</b>	<b>9</b>
<b>K-2 PRIMARY UNIT</b>	<b>10</b>
<b>3-5 INTERMEDIATE UNIT</b>	<b>11</b>
<b>6-8 UPPER UNIT</b>	<b>11</b>
<b>SUBJECT AREAS</b>	<b>11</b>
<b>FAMILY SERVICE HOUR AND VOLUNTEER REQUIREMENTS</b>	<b>11</b>
<b>REPORT CARDS/CONFERENCES/SPECIAL REPORTS</b>	<b>11</b>
<b>ACADEMIC PROBATION</b>	<b>12</b>
<b>EVALUATION</b>	<b>12</b>
<b>HONOR ROLL</b>	<b>12</b>
<b>HOMEWORK</b>	<b>13</b>
<b>PHYSICAL EDUCATION</b>	<b>13</b>
<b>ATTENDANCE</b>	<b>13</b>
<b>CHECK IN/OUT PROCEDURES</b>	<b>14</b>
<b>CALENDAR</b>	<b>14</b>
<b>PETS</b>	<b>14</b>
<b>PARKING</b>	<b>15</b>
<b>ARRIVAL TO AND DISMISSAL FROM SCHOOL</b>	<b>15</b>
<b>TUITION/FEES/ACCOUNTS</b>	<b>15</b>
<b>FUNDRAISING</b>	<b>16</b>
<b>VISITATION/CLASSROOM OBSERVATION</b>	<b>16</b>

<b>COMMUNICATION</b>	<b>17</b>
<b>SCHOOL HOURS</b>	<b>17</b>
<b>WALKING HOME FROM SCHOOL</b>	<b>17</b>
<b>INCLEMENT WEATHER</b>	<b>17</b>
<b>CHANGE OF PARENT/GUARDIAN CONTACT INFORMATION</b>	<b>18</b>
<b>CUSTODY</b>	<b>18</b>
<b>CONFIDENTIALITY OF RECORDS</b>	<b>18</b>
<b>TRANSFERS/WITHDRAWALS</b>	<b>18</b>
<b>DRESS CODE</b>	<b>19</b>
<b>JEWELRY AND TATTOOS</b>	<b>21</b>
<b>GROOMING</b>	<b>21</b>
<b>FACILITY USAGE</b>	<b>21</b>
<b>EXTRA-CURRICULAR ACTIVITIES</b>	<b>22</b>
<b>MIDDLE SCHOOL ATHLETICS ACADEMIC ELIGIBILITY</b>	<b>22</b>
<b>STUDY TRIPS</b>	<b>22</b>
<b>STUDENT COUNCIL</b>	<b>23</b>
<b>PARTICIPATION IN RELIGIOUS ACTIVITIES</b>	<b>23</b>
<b>IDENTIFICATION OF PROPERTY</b>	<b>24</b>
<b>LOST AND FOUND</b>	<b>24</b>
<b>LIBRARY</b>	<b>24</b>
<b>LUNCH</b>	<b>24</b>
<b>COVID-19 PROCEDURES</b>	<b>24</b>
<b>HEALTH ROOM REGULATIONS AND MEDICATIONS</b>	<b>30</b>
<b>RECESS AND PLAYGROUND</b>	<b>32</b>
<b>GIFT EXCHANGE AND PARTY INVITATIONS</b>	<b>32</b>
<b>MONEY COLLECTION</b>	<b>32</b>
<b>REPAIR/REPLACEMENT OF SCHOOL PROPERTY</b>	<b>32</b>
<b>SCHOOL PHOTOS</b>	<b>32</b>
<b>TELEPHONE CALLS</b>	<b>32</b>
<b>CELL PHONES AND ELECTRONIC DEVICES</b>	<b>33</b>
<b>STUDENT SERVICE HOURS/COMMUNITY OUTREACH</b>	<b>33</b>

<b>SCHOOL OF ST. MARY INTERNET ACCEPTABLE USE POLICY _____</b>	<b>33</b>
<b>POLICY ON ELECTRONIC COMMUNICATIONS _____</b>	<b>35</b>
<b>PARENT/GUARDIAN BEHAVIOR _____</b>	<b>35</b>
<b>PARENT/LEGAL GUARDIAN/STUDENT GRIEVANCE PROCEDURE _____</b>	<b>35</b>
<b>ACADEMIC HONESTY POLICY _____</b>	<b>36</b>
<b>DISCIPLINE POLICIES _____</b>	<b>36</b>
<b>STANDARDS OF CONDUCT _____</b>	<b>36</b>
<b>SUSPENSION _____</b>	<b>38</b>
<b>EXPULSION POLICY _____</b>	<b>38</b>
<b>EXPULSION PROCEDURE _____</b>	<b>38</b>
<b>HARASSMENT/INTIMIDATION/BULLYING _____</b>	<b>39</b>
<b>SEXUAL/PHYSICAL ABUSE POLICY _____</b>	<b>40</b>
<b>ST. MARY SCHOOL SONG _____</b>	<b>41</b>
<b>ARRIVAL TRAFFIC PATTERN _____</b>	<b>42</b>
<b>DISMISSAL TRAFFIC PLAN _____</b>	<b>42</b>

## **Mission**

The School of St. Mary exists to carry out the educational mission of the Church. Our task is to educate students with a commitment which involves peace, justice, and human rights, according to Gospel principles and Catholic tradition. We strive to promote academic excellence, to be responsible stewards, and to motivate students to give generously of self in an attitude of Christian charity.  
Revised 09/23/04

## **Philosophy**

The philosophy of the School of St. Mary is to provide each and every student with a quality education, integrating their spiritual, academic, moral, social, physical, and emotional development.

This philosophy is in response to the challenge to spread the message of the Good News, to build a faith community, to be of service to others, and to implement God's commandment to love one another.

The aim of the School of St. Mary is to provide an atmosphere of love within which students can aspire to excellence. This includes the pursuit of wisdom and knowledge, the search for understanding values, and the discovery of talents. We strive to do this in an atmosphere conducive to honoring God and serving others.

The faculty is involved in the task of aiding parents in the development of the total child. The entire faith community provides each child with the foundation needed to grow and prosper in society. Only in this atmosphere of love, affirmation, faith, prayer, and service can a true Catholic education occur.

Revised 09/23/04

## **Motto**

The School of St. Mary exists to carry out the educational mission of the Church by teaching children to live, love, learn, and walk with God.

Revised 09/23/04

## **Goals and Objectives**

1. We will educate toward the belief in the Trinity and commitment to peace, justice, and human rights, according to Gospel principle and application of doctrine.

- To teach and apply Catholic Doctrine through meaningful celebration of Liturgy
- To present a convincing study and application of Doctrine
- To be a living example of Christian ethics
- To promote appreciation for human dignity
- To offer families opportunities for growth through Catholic religion classes, sacramental preparation, and family programs in cooperation with the parish church
- To encourage students to give of self in community service

2. We will strive to impart to our students an awareness of the responsibilities we, as members of God’s family and the Catholic Church, have to ourselves, our families, our community, and our world.

- To foster acceptance and understanding in human relationships, especially those that bring an awareness of cultural and economic diversity
- To teach students to listen and respond to people
- To promote the value of family life
- To teach Christian values and morals that demonstrate love, respect, and acceptance of all persons from all backgrounds

3. We will work in cooperation with parents and the entire faith community in the development of the total child, providing each child with the foundation needed to grow and prosper in society.

- To nurture a positive self-image
- To develop a sense of morality – a personal and communal understanding of right and wrong, of justice and truth
- To encourage recognition of talents and limitations
- To promote health and physical development by providing a sound physical education program that provides information and understanding of physical growth, nutrition, and human sexuality
- To offer extra-curricular activities that encourage healthy living styles and family participation

4. We will provide an atmosphere of love within which students can aspire: to excellence in the pursuit of wisdom and knowledge, to search for understanding of values, to discover their talents.

- To develop basic programs in the sciences, humanities, and arts
- To emphasize mastery of essential facts and fluency with the tools of learning
- To stimulate critical, logical, and creative thinking through discussion and evaluation
- To equip students with communication skills requisite to adult functioning
- To involve every child in educational opportunities incorporating all learning styles

Revised 09/23/04

### **Accreditation**

The School of St. Mary is a south Tulsa, Catholic parish, elementary school; preschool through 8<sup>th</sup> grade; fully accredited by the State of Oklahoma and the Oklahoma Conference of Catholic Schools Accrediting Association.

Revised 09/23/04

### **Asbestos – Notification of Availability of Plan**

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be



written to document this. A copy of this plan is available in the school office and at the Diocesan Catholic Schools Office.

Revised 09/23/04

**Emergency/Crisis Procedure**

When an emergency arises, each situation will be evaluated and appropriate action will be taken. Parents and legal guardians will be notified of any necessary action using the school notification system.

If the building needs to be evacuated, students, teachers and staff will walk to the CiCi’s Pizza Restaurant at 4949 S. Peoria Ave. (Bellaire Shopping Center). Students will be supervised at Cici’s until their parent or legal guardian arrives to pick them up. Parents/Guardians may park in the Bellaire parking lot when collecting their student.

Revised 10/13/2011

**Admission Policy**

There shall be no discrimination in enrollment practices on the basis of color, race, national or ethnic origin, sex or disability in our school. We are a religiously oriented school for the Catholic community, but also welcome members of other denominations.

Diocesan and school admission policies shall be promulgated in writing to all parents/guardians and parishioners and included in this handbook. Every effort will be made to serve children of supporting parishioners. Cooperation of parents/guardians with the church and school is an important criterion in approving the admission and annual re-enrollment of the student.

To clarify the above statements:

- A. All students shall be admitted conditionally.
- B. No person shall be admitted as a student to the School of St. Mary unless that child and his/her parent(s)/guardian(s) subscribe to the school’s philosophy and agree to abide by the educational policies and regulations of the school and diocese.

Please refer to the following policy:

**School of St. Mary Admission and Re-enrollment**

Suitability: In order to identify the needs of an applicant for admission or of a current student seeking re-enrollment by the School of St. Mary, new applicants and current students shall be assessed yearly prior to acceptance for admission or re-enrollment. The determination of acceptance for admission or re-enrollment to the school shall be dependent upon the suitability of the school for the applicant/student, the applicant/student for the school, and the ability of the school to meet the needs of the applicant/student.

Admission Priority: The order of priority for acceptance of new students, who have met the Suitability requirements, shall be as follows:

1. Children of Active Parishioners (as defined below) with siblings in the School of St. Mary (K-8)
2. Children of Active Parishioners without siblings in the School of St. Mary
3. Children of non-Active Parishioners, non-Parish Catholics and non-Catholics with siblings in the School of St. Mary
4. All other applicants

**Active Parishioner:** To qualify as an “Active Parishioner” **and** to qualify for the Active Parishioner tuition rate, an applicant’s or current student’s Family (as defined below) will be considered based upon **all** of the following criteria:

1. Registered at the Church of St. Mary for a minimum of six months\*
2. Attendance at Mass at the Church of St. Mary on a **regular** basis
3. Financial support of the Parish, commensurate with one’s ability, through the consistent use of the envelope contribution system
4. Active participation in parish and/or school activities
5. A minimum of 25 documented hours of active volunteer service to the School/Church of St. Mary (applies to re-enrollment in grades 1-8 only)

Other factors, including length of service as an Active Parishioner, may be applied to determine order of admission and to establish an Enrollment Waiting List of applicants who have applied and been reviewed for admission but who have not yet been admitted. Note: “**Family**” is defined as the student, his or her brothers and/or sisters and his or her parent(s)/guardian(s). For purposes of admission and tuition policies, the fact that grandparents and/or other relatives of the student are Active Parishioners will not qualify the student for the Active Parishioner tuition rate or admission status except in extraordinary circumstances and upon application to the pastor.

If an Active Parishioner Family with more than one school age child should apply for multi-level enrollment and space not be available for each child, then those children not admitted will be placed on the Enrollment Waiting List after the names of other Active Parishioners already on that list.

**Re-Enrollment:** Current students seeking re-enrollment must, on an annual basis, meet the Suitability and Active Parishioner criteria as outlined above.

**Other:** Extenuating circumstances, as determined by the principal and pastor, may result in a variance of the foregoing policy.

\*A family that moves to Tulsa from out of town or transfers their membership from another Catholic Church in Tulsa will receive the Active Parishioner tuition rate, provided a letter from their previous pastor verifies their attendance, financial support, and active participation at the former Church. Revised 12/05/05

### **K-2 Primary Unit**

Grades Kindergarten, 1 and 2 are self-contained class situations. Faculty exchange for instruction in particular disciplines is cleared with the principal.  
Revised 09/23/04

### **3-5 Intermediate Unit**

Grades 3 through 5 are modified, self-contained class situations. Faculty exchange for instruction in particular disciplines is cleared with the principal.  
Revised 09/23/04

### **6-8 Upper Unit**

Grades 6 through 8 have a departmental program. Teaching assignments are designated by the principal. Every effort is made to place teachers in their areas of greatest competency.  
Revised 09/23/04

### **Subject Areas**

Students receive sequential instruction in:

1. Religious Education: doctrine, scripture, liturgy, values
2. Mathematics: general, pre-algebra, algebra
3. Language Arts: reading/literature, grammar, composition, penmanship, spelling
4. Science: general, earth, life, physical
5. Social Studies: history, geography
6. Physical Education/Health
7. Music
8. Art
9. Computer Literacy
10. Spanish
11. Library Reference Skills

Revised 09/23/04

### **Family Service Hour and Volunteer Requirements**

Families who receive the parishioner tuition rate are required to complete 25 hours of service to either the School or Church of St. Mary. All persons who work or volunteer in the school and/or at extracurricular activities must have all volunteer certification requirements completed. Contact the school secretary or the parish volunteer coordinator for more information about certification.

Volunteers should sign in and out at the school office and wear their Volunteer Badge at all volunteer activities. See the school office if a badge is forgotten.

Revised 08/01/2018

### **Report Cards/Conferences/Special Reports**

Report cards are issued quarterly. Student work is evaluated in terms of class projects and participation, home study and tests.

Progress reports are issued midway through each quarter for students in grades 3-8.

Conferences: Parent/Teacher conferences are held twice a year. Parents/Guardians are notified of the dates and times of their conferences in the FYI (school newsletter).

Special reports: Parents/Guardians will be notified concerning academic/behavioral problems if and when the need arises. Revised 09/23/04

### **Academic Probation**

A student who does not fulfill requirements for a specific course of study may be placed on academic probation at the discretion of the principal. Sanctions imposed upon the student will be handled with his/her parent(s)/guardian(s) on a case by case basis. Revised 09/23/04

### **Evaluation**

The scales used to evaluate students are dependent on the grade of the student.

- Students in grades K and 1 are evaluated using an E (performing as expected), P (progress being made) and N (area of concern) scale.
- Students in 2<sup>nd</sup> grade are graded with an (x) to indicate areas in social/personal or work habits that are a problem and a ( ) to indicate satisfactory progress in these areas. In all other subjects, 2<sup>nd</sup> grade students are evaluated using the following scale:

S+=90-100 S=80-89 S-=70-79 N=60-69 U=0-59

- Students in grades 3-5 receive grades of S (satisfactory) and N (not at grade level/area of concern) or letter grades reflective of the following scale:

A=90-100 B=80-89 C=70-79 D=65-69 F=Below 65

- Students in grades 6-8 receive letter grades based on the scale below:

A=90-100 B=80-89 C=70-79 D=65-69 F=Below 65

The upper three percentages in each letter group (A,B,C,D) can be (+) and the lower three percentages can be (-). Revised 08/01/16

### **Honor Roll**

Students in grades 4-8 are recognized for outstanding and above average achievement by membership on the Annual Gold or Silver Honor Roll respectively. When determining a student's honor roll standing, all subject area grades are included. In grades 4 and 5, a grade of S (satisfactory) / N (not at grade level) will be given for art, music, physical education, Spanish (4<sup>th</sup> only), handwriting/penmanship and conduct. This grade will be based on attitude, participation, and skill. An "N" in any "special" class will prevent a student from being on the Honor Roll. Students in grades 6-8 will receive letter grades in art, music, P.E., and students in grades 5-8 will receive a letter grade in Spanish.

Annual Gold Honor Roll: Students who earn all A's for at least three out of four quarters qualify and will be recognized at the Honors Assembly in May.

Annual Silver Honor Roll: Students who earn all A's and B's for at least three out of four quarters qualify and will be recognized at the Honors Assembly in May. Revised 08/01/2016

## **Homework**

Homework is not busy work or punitive in nature. It is assigned for reinforcement purposes and to extend and enrich the learning experience.

The amount of homework will vary with each student. If a child has no homework or spends an excessive amount of time on homework, the child's teacher(s) should be consulted. Parents/Guardians have a responsibility to provide the student with a sufficient amount of quiet time for homework, a place conducive to study, and a sincere interest in the accomplishment and quality of the work. Although extracurricular activities are very important to a student's development, parents/guardians are strongly encouraged to monitor extracurricular activities so as not to preclude academic success.

Keeping in mind that students work at different paces, the following guidelines have been set to reflect what should be the norm:

Grades K-2: 30 minutes daily

Grades 3-5: 60 minutes daily

Grades 6-8: 90 minutes daily

In grades 6-8, work in all subjects not turned in on time will be accepted the next day before 8am for 50% credit. After that, no credit will be given.

In the case of absence, it is a student's responsibility to contact his/her teacher(s) regarding completion of makeup work. When the absence is unforeseen, as in the case of illness or a death in the family, the student will return all missing assignments within 3 days of absence. If the absence is planned, as in a vacation, etc., all homework will be due the day the student returns to school unless the teacher has indicated otherwise.

If requested by 10am, homework for students in grades K-8 will be sent home with a designated student or be available for pick up at 3:20pm in the office. Students in grades 6-8 may also get their homework through their Google Classroom Account.

Revised 08/01/17

## **Physical Education**

Students in Kindergarten through 8<sup>th</sup> grade are given a planned course in physical education. Each student must take the physical education course unless he/she has a valid excuse signed by a doctor. Students will dress out in grades 5-8. Deodorant in aerosol cans is not permitted.

A written note from a parent/guardian is required when a child must be excused for a medical or any other reason from one or more physical education classes.

Revised 08/01/2016

## **Attendance**

Regular attendance is required of all students by the school laws of the State of Oklahoma. The parent/guardian of an absent or tardy student must notify the school office prior to the absence or tardy or the morning the student is absent or tardy. After ten (10) absences in one year (unless documented by a

doctor), a child’s attendance record will be reviewed with regard to promotion to the next grade.

Students who arrive at school after 10am or leave school before 1pm and students who leave school for an appointment during the day and are gone longer than 2 hours, will be considered absent ½ day.

Students should not miss school because of non-school related activities such as weekly fine arts/sports lessons or weekly sports competitions. A student athlete must attend school for at least four (4) hours the day of a game/event.

Revised 08/01/10

### **Check In/Out Procedures**

**No student may leave the school grounds between 8am and 3:20pm with anyone other than a parent or legal guardian without written permission.**

Students who must leave school for medical/dental appointments or other valid reasons, between the hours of 8am and 3:19pm, must send or bring a “written notice” to the school office by 8am.

Parents/guardians are asked to list individuals on their child’s school records that they would permit to pick up their child in the case of an emergency when the parent(s)/guardians(s) cannot be reached from 8am to 3:19pm. Only the individuals listed will have permission to pick up and must sign the student out through the school office.

The parent/guardian or designated adult who is picking up a student, as scheduled by advance notice or in an emergency, during school hours, must report to the school office and sign the student out.

The secretary will call the student to the office. If the student returns to school, he/she must sign back in before returning to class.

If a parent/guardian names a person who is not permitted to pick up a student, a legal document so stating must be on file in the school office.

These procedures have been established as part of a continuing effort to protect St. Mary students. (Diocesan Policy Manual: 6240) Revised 08/01/18

### **Calendar**

The school year consists of 175 class days and 5 inservice days for teachers.

Revised 08/01/18

### **Pets**

Pets are not allowed on school property during school hours and school sponsored activities, such as student arrival, dismissal and sports practices.

Revised 8/01/2018

## **Parking**

Certain areas have been set aside for parent/guardian parking when school is in session.

- There is no parking in the small east lot between the small and large playgrounds between 7am and 3:30pm when school is in session. Between 2:45pm and 3:20pm these spots may be used for preschool pick-up only. At 3:20, all cars must be cleared from the small east lot.
- Parents who have both preschool and K-8 students should park in a K-8 dismissal line and then enter the school to pick up their preschool student.

Revised 08/01/2019

## **Arrival to and Dismissal from School**

Procedures and policies have been developed to ensure the safety of both students and parents/guardians at arrival to and dismissal from school.

- Drivers dropping off or picking up students are asked to proceed with courtesy and caution.
- No student may be dropped off or picked up on the street at any time. All students must be dropped off and picked up in the school parking lots.
- Students may not be dropped off at school prior to 7:30am. Supervision is provided in the gym from 7:30am to 7:45am for students who arrive at school early.
- Students must go to the gym if they arrive at school before 7:45am. They are not to wait outside the school doors.
- Parents/Guardians who wish to walk their student into school should park in the spaces between the church and the rectory and use the sidewalk to walk to the school entrance. Do not park in the spaces directly across from the entrance of the school or in the parking spaces between the large and small playgrounds and walk students in, as this poses a risk for both students and parents and hampers the flow of traffic.
- At dismissal, parents/guardians must park, pick students up from school sidewalk and return to their car to wait for the exit whistle to blow.
- Students who are not picked up by 3:40pm will be sent to After School Care and the parent will be charged an After School Care fee.
- Please see drop-off and dismissal diagrams at the end of this handbook.

Revised 08/01/2011

## **Tuition/Fees/Accounts**

The School of St. Mary assesses fees for enrollment/re-enrollment, textbooks, Home and School, technology and cafeteria for those families who do not work in the cafeteria. All fees, except for the technology fee, are paid prior to the beginning of the school year and no fees are included in the tuition statements.

Parents/Guardians will be responsible for the payment of one additional month's tuition for each student who is withdrawn after July 1 but prior to the completion of the contracted school year unless the withdrawal is at the suggestion of the

school or the family of the student transfers out of the Tulsa area. One month's tuition represents a fair and reasonable attempt to estimate the damages that the School of St. Mary would sustain if a child were withdrawn prior to the completion of the contracted school year.

The School of St. Mary uses the FACTS Tuition Program to manage all tuition accounts. Tuition will be paid through the online FACTS Program only. Although the School of St. Mary does not charge fees associated with tuition and the FACTS Program, FACTS charges fees for late payment of tuition, insufficient funds and tuition management. Refer to the FACTS website for details.

Special tuition rates are granted to active parishioners of the Church of St. Mary. A non-active parishioner is expected to pay the same tuition rates as a non-parishioner. Financial assistance applications are available online each spring for the following year.

All Cafeteria and After School Care charges are billed through each family's FACTS account.

Parents/Guardians will be billed monthly or as needed for tuition, hot lunches, After School Care and failure to work in the cafeteria. All accounts must be paid in full prior to the end of the school year or the date of student withdrawal if a student withdraws prior to the end of the contracted school year. Records will not be released for any student with outstanding accounts (including costs assessed for damage of school property, lost textbooks, library fines and cafeteria balances) until all accounts are paid in full. In extreme cases, the student may be denied admission for the following school year.

Revised 08/01/2017

### **Fundraising**

Fundraising by or for classes (except 8<sup>th</sup> grade) or school sponsored organizations other than Student Council is not allowed. Fundraising activities generated by the 8<sup>th</sup> grade or the Student Council must be approved by the principal, may only be used for school sponsored events and all proceeds received from fundraising efforts shall be held in school accounts. This policy does not preclude fundraising efforts by the Home and School Association. (Diocesan Policy Manual: 5130)

Revised 08/29/08

### **Visitation/Classroom Observation**

Visitors to the School of St. Mary are especially welcome at Back To School Night and during Catholic Schools Week. Visitors are welcome at other times as well, provided they are prearranged visits and do not disturb the educational process.

Classroom visitation (e.g. guest speakers) and observation during school hours must be scheduled through the school office. Approval from the principal and prior notification of the teacher(s) is required. A classroom visitor or observer must go to the school office upon arrival, sign in, and obtain a Visitor's Badge.



Parents/Guardians, visitors and volunteers are not to transact business with or interrupt teachers and/or students during school hours, 8am to 3:20pm.

Revised 09/23/04

### **Communication**

There should be open communication between parents/guardians, teachers and administration. A parent who wishes to speak with a teacher/administrator should call and leave a message on his/her voice mail, send a note or email the teacher/administrator (voice mail numbers and email addresses are provided at the beginning of the School Directory). If an appointment for a parent/teacher conference or a meeting with an administrator is desired, the request should be made in the same manner. School staff will return calls and respond to emails as time allows. Teachers will return calls and respond to emails before the beginning of the school day, during their planning periods or after 3:30pm. The school office is not permitted to give out the home contact information of teachers.

Revised 04/23/09

### **School Hours**

The school bell rings at 8am for classes to begin. Any student not in their classroom when the 8am bell rings is considered to be tardy and must report to the school office for a tardy slip before going to class. Students who are more than 10 minutes late must be brought in by a parent. When a student is tardy, it disrupts the class in session and the student's personal ability to be well prepared for the day. Therefore, persistent tardiness will result in a principal, parent/guardian and student conference.

The dismissal bell rings at 3:20pm. Students are to be picked up promptly at this time. Please call the office if there will be a delay in pick up. Any child who has not been picked up by 3:40pm will be sent to After School Care and a fee will be charged.

Revised 08/07/09

### **Walking Home from School**

Parents/Guardians of students who walk home (or to another location) after school must give written authorization to the school principal stating this fact. (Diocesan Policy Manual: 6240.1)

Revised 09/23/05

### **Inclement Weather**

The principal or the principal's designate will make the decision if the School of St. Mary will not be in session or will have a late start due to inclement weather. Information regarding inclement weather school closure or an altered start time will be placed on the website ([www.schoolofsaintmary.com](http://www.schoolofsaintmary.com)) and an alert will be sent using the school notification system. Parents/Guardians must assess the conditions in their specific area and use their best judgment regarding safe passage to and from school.

Revised 08/01/17

### **Change of Parent/Guardian Contact Information**

Changes of name, home address, home, cell, or business telephone numbers and changes of email addresses should be reported at once to the school office and to the homeroom teacher. It is imperative that emergency information be kept current.

Revised 08/01/10

### **Custody**

Parents must supply the school with custody paperwork, if applicable, upon admission of their child to the School of St. Mary or upon any change in custody. Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute, or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Section 822 of the School Laws of Oklahoma 2002 states:

*Any information or any record relating to a minor child which is available to the custodial parent of the child, upon request, shall also be provided to the non-custodial parent of the child. Provided, however, that this right may be restricted by the court, upon application, if such action is deemed necessary in the best interests of the child.*

Revised 10/13/2011

### **Confidentiality of Records**

Student cumulative records and health records are confidential. Parents/Legal Guardians and students may request access to their students' records. These records may be reviewed in the school office. If a parent/guardian or student feels there is an error in these records, they may challenge the record in order to secure an amendment if any are inaccurate or misleading.

Written consent from the parent or legal guardian is required prior to releasing personally identifiable information from students' records unless the school receives a judicial order or lawfully issued subpoena. In that case, the school will make a reasonable effort to notify the parent/legal guardian of the order or subpoena in advance of compliance.

Revised 10/13/2011

### **Transfers/Withdrawals**

All transfers from the area and/or withdrawals from the School of St. Mary must be certified in writing to the school office by the parent or legal guardian.

When a student transfers to another school, St. Mary will send a copy of the student's cumulative record and immunizations directly to the student's new school upon request by the new school. The original record will be retained in the inactive portion of the school file.

Parents may request to see a copy of the records sent to the receiving school. (Diocesan Policy manual: 6180.)

Revised 08/01/16

## Dress Code

Students of the School of St. Mary School shall be dressed appropriately at all times. Uniforms are to be worn from the first to the last day of school unless otherwise specified by the administration. Students not in uniform or not appropriately dressed will be sent home.

### **Uniform requirements for all students**

- Students may only wear plain white t-shirts or white turtlenecks under their shirts and these garments should not extend beyond the length of the uniform shirt.
- The St. Mary navy CrestWare sweatshirts, quarter zip CrestWare sweatshirts and St. Mary navy CrestWare fleece jackets are acceptable uniform wear.
- Navy cardigans, vests, crew or v-neck pullover sweaters are acceptable uniform wear.
- Uniform clothing should fit the student – no baggy/oversized sweaters, sweatshirts, shirts or pants are allowed.
- Pants with belt loops require a solid navy/black/brown dress belt.
- Uniform pants should be dress or uniform style pants. Cargo pants and pants with large patch pockets or rivets are not acceptable.
- Boots are not acceptable uniform wear.
- Hats/caps should not be worn in the building when school is in session unless it has been approved by the principal.

### **K-5 Uniform**

#### Girls Grades K-4

- St. Mary blue plaid jumper or navy dress/uniform slacks
- Jumper length should be 3 inches from the top of the knee or longer.

#### Girls Grade 5

- St. Mary blue plaid skirt or navy dress/uniform slacks
- Skirt length should be 3 inches from the top of the knee or longer.

#### Girls Grades K-5

- Shirts must be tucked in at all times and must be of sufficient length to remain tucked in.
  - Shirts should be collared and plain with no logo.
  - Shirts may be oxford or polo style and have long or short sleeves.
- Socks/Tights
  - **Solid** white, **solid** black or **solid** navy socks or tights only (Logos/emblems/decorative stripes are not acceptable for uniform wear.)
  - **Socks must cover the ankle bone.**
  - **Footie/no-show length socks are not acceptable.**
  - Crew length socks and knee-high lengths are permitted.
- Shoes

- All white leather athletic shoes (no logo, stripe, etc.) **or** leather black/white or navy/white saddle oxfords (The Adidas all white tennis shoe with 3 navy or black stripes is acceptable.)
- Shoes must be worn properly (laced up, with the back not broken down).

### Boys Grades K-5

- Shirts must be tucked in at all times and of sufficient length to remain tucked in.
  - Shirts should be white, collared and plain with no logo.
  - Shirts may be oxford or polo style and have long or short sleeves.
- Slacks or shorts
  - Must be navy dress or uniform slacks/shorts
- Socks
  - **Solid** white, **solid** black or **solid** navy socks (Logos/emblems/decorative stripes are not acceptable for uniform wear.)
  - **Socks must cover the ankle bone.**
  - **Footie/no-show length socks are not acceptable.**
  - Crew length socks are permitted.
- Shoes
  - Low cut leather all black, all brown or all navy oxfords **or** low cut solid black leather tennis shoes, (no logo, stripe, etc.). Shoes may be lace-up or Velcro.
  - Shoes must be worn properly (laced up, with the back not broken down).

### **Grades 6-8 Girls and Boys**

- Shirts must be tucked in at all times and of sufficient length to remain tucked in.
  - Shirts should be collard and plain with no logo.
  - Shirts may be a blue or white oxford **or** a white knit polo with long or short sleeves.
- Skirts (girls only)
  - Khaki uniform skirts from a uniform store such as C&J Uniforms
  - Skirt should be pleated all the way around without a panel or any decorative buttons
  - Skirt length should be 3 inches from the knee or longer.
- Pants (boys and girls)
  - Khaki dress slacks
- Shorts (boys only)
  - Khaki dress shorts
- Socks
  - **Solid** white, **solid** black or **solid** navy socks only (Logos/emblems/decorative stripes are not acceptable for uniform wear.)

- Girls may wear solid color white, black or navy tights.
- **Socks must cover the ankle bone.**
- **Footie/no-show length socks are not acceptable.**
- Crew length socks and knee-high lengths are permitted.
- Shoes
  - Loafers or low cut tie oxfords (rubber sole, plain brown, plain beige or plain black – no pattern)
  - Shoes must be worn properly (laced up, with the back not broken down).

### **PE Uniform**

Students in grades 5-8 will have a PE uniform. The uniform will consist of a St. Mary shirt **or** a plain white or a plain gray t-shirt, plain shorts with no writing on them (shorts must be 5 inches above the knee or longer), socks and tennis shoes. Students in grades K-4 will not change clothes for PE.

### **Free Dress**

Free dress is allowed on the first Tuesday of each month.

- Free dress clothing must be an **appropriate** style and length for the school setting with
  - shorts no shorter than 5 inches above the knee
  - dresses or skirts of uniform length (3 inches from the knee or longer)
- Free dress clothing should not be ripped or torn
- Students may not wear tops with spaghetti straps, tank tops or strapless tops.
- The tops worn by students who wear leggings should be fingertip length or longer.
- Hats/caps may not be worn in the building when school is in session unless it has been approved by the principal.

Revised 08/01/2016

### **Jewelry and Tattoos**

Jewelry must not distract the student during the school day. Other than pierced ears for girls, no other body piercing is allowed. Boys may not wear earrings. Tattoos are not allowed.

Revised 08/01/2012

### **Grooming**

Girls – Hair should be clean, neatly combed, and natural color only with no feathers or extensions. Bows or ribbons must not be distracting. Make-up is not permitted, but conservative colored nail polish may be worn.

Boys – Hair should be clean and modestly styled (no attention drawing designs or lines), natural color only, and not extend over the top of the collar nor fall below the eyes.

Revised 08/01/2011

### **Facility Usage**

The School of St. Mary facility and grounds are generally unavailable for outside activity during the school day. Permission of the principal is required for any use of the school building after 3:20pm. The athletic director will schedule use of the

school fields. The parish office and the athletic director will schedule use of the gymnasium when school is not in session and the parish office will schedule use of the cafeteria after 4pm on days that school is in session and all use of the chapel, church or parish meeting rooms. Revised 08/01/18

### **Extra-Curricular Activities**

The School of St. Mary encourages extra-curricular activities including but not limited to athletics, scouting and academic competitions. Since these activities occur outside of the regular school day, parent/guardian sponsorship and participation is required.

All volunteers/coaches are subject to the final approval of the principal and athletic director.

The School of St. Mary does not exclude students from participation in extra-curricular activities for academic reasons, although Academic Bowl has academic requirements through its parent organization. Parents/Guardians are strongly encouraged to monitor extra-curricular activities so as not to preclude academic success. Students should not miss school because of nonschool related activities such as weekly fine arts/sports lessons or weekly sports competitions. Students who participate in activities that are school related are subject to school disciplinary action.

Revised 08/01/17

### **Middle School Athletics Academic Eligibility**

Parents/Guardians should monitor their student’s grades to ensure that athletics are not interfering with their student’s academic performance. Revised 08/01/17

### **Study Trips**

School or class study trips must be educational, recommended by the homeroom teacher, approved by the principal and scheduled with an effort to minimize cost to students. Students may be excluded from study trips as a result of unsatisfactory work or because of disciplinary action. The 8<sup>th</sup> grade graduation class trip need not be “educational,” but it must meet the other criteria noted above and also must have the approval of the 8<sup>th</sup> grade teacher and the principal.

Students are expected to follow the same rules of conduct on study trips as they would in the classroom. The use of electronic devices such as cell phones/personal communication devices, iPods, games, game players or personal media players are prohibited. The viewing of movies to and from study trips must be approved by both the teacher and the principal.

The St. Mary Study Trip/Off Campus Activity Form must be signed by a parent or legal guardian for every study trip in which a student participates. Faxed and emailed copies of the permission slip and verbal permission **will not** be accepted.

Study trip drivers and parents/guardians who are accompanying the students **must** be certified volunteers and wear their volunteer badges on all trips.

Study Trip Drivers must:

- Be 21 years of age
- Have a valid driver’s license with no impediments to driving safely
- Refrain from smoking during the trip
- Refrain from the personal use of cell phones/texting, both while driving and while supervising students.
- Have a completed and accurate Diocesan Employee & Volunteer Driver Application on file in the office.
- Ensure students use the provided seatbelts while in the car

Vehicles driven on field trips must:

- Have a valid registration
- Be insured – minimum insurance requirements are \$25,000/\$50,000/\$25,000 for all parish and diocesan schools
- Have a functional seat belt for each passenger

Supervising adults may not bring younger siblings on study trips and there are to be no stops on the way to or returning from a study trip.

A first aid kit will be taken by the accompanying teacher when students attend an off campus study trip. Student permission slips with current emergency information go with the driver transporting those students and should be turned in to the school office upon returning to school.

According to state law, students 4 years through 7 years of age are required to be in a car seat or booster seat unless the child is taller than 4’9”. Students 8 years of age or taller than 4’9” must be secured in a seatbelt. Revised 08/01/2019

### **Student Council**

The Student Council is a valuable instrument to encourage student leadership and to foster school spirit in students. Members of Student Council must maintain a 2.5 grade average, exhibit exemplary conduct both inside and outside of the classroom at all times, and be in 5<sup>th</sup> through 8<sup>th</sup> grade. These qualifications must be maintained while a student is serving as a representative or officer or the student will be relieved of his/her duties. Revised 09/23/04

### **Participation in Religious Activities**

The School of St. Mary provides for the religious education of its students through daily prayer, monthly adoration, classroom education and Mass. Students will participate in formal religious instruction classes and attend School Mass once a week. Students in sixth grade will be paired with students in Kindergarten and seventh graders will be paired with students in first grade. The sixth and seventh graders will sit with the younger students during Mass. Eighth graders will be paired with students in second grade, sitting with them at Mass and assisting in their second grader’s preparation for First Reconciliation and First Communion.

Students who are in fifth grade or above and who are Roman Catholic may be altar servers, provided they have been properly trained and their conduct is

acceptable. Seventh grade students may participate in Mass as sacristans and eighth graders may participate as ushers.

Regardless of a student's religious affiliation, all students will attend the weekly School Mass. Religion is a part of the school's curriculum and all students will be enrolled in religion class and study the teachings of the Catholic Church. The religion class will be graded and a part of the student's academic record.

During Mass, students are expected to maintain a reverent demeanor and to participate fully through song, response and posture. Revised 08/01/19

### **Identification of Property**

All personal items of each student, including clothing and lunch boxes, must be indelibly marked with his or her full name, not initials. The School of St. Mary assumes no responsibility for damage to or loss of any personal property.

Revised 09/23/04

### **Lost and Found**

Lost and Found items are placed in the basket by the northwest stairs. Jewelry is kept in the school office. Students and parents/guardians should check often for a lost item. All unclaimed clothing will be given to charity as designated in the FYI.

The school is not responsible for lost or stolen items.

Revised 09/23/04

### **Library**

Rules of the library coincide with those of the public library. Books are checked out for two-week periods. There is a fine for late books and a replacement charge for any lost book.

Revised 09/23/04

### **Lunch**

A hot lunch program is available. Children may bring their lunch and purchase milk or juice. Ice cream, granola bars, juice and fruit roll-ups are also available. Parents/Guardians needing financial help for their student to receive hot lunches may contact the principal. Cafeteria charges are billed through the family's FACTS Account. Parent/Guardians have the option to deposit money in the lunch portion of their FACTS account by writing a check payable to St. Mary with cafeteria in the memo line. This deposited money will be used to pay their student's hot lunch bill.

Revised 08/01/17

### **COVID-19 Procedures**

Where applicable, COVID-19 Procedures will take precedence over procedures stated in this handbook. See insert for COVID-19 Procedures.

## **Regular school schedule with the following measures implemented:**



**The following procedures are subject to change based upon new scientific evidence concerning COVID-19, changing enrollment, experience, the incidence of COVID-19 in our school community, mandates by the governor of Oklahoma, the Catholic Schools Office or the mayor of Tulsa and the recommendations of the Health Department.**

**Please refer to Diocesan Catholic Schools COVID-19 Policies and Procedures for information on topics not covered in this document.**

**COVID-19** is a highly contagious and potentially life-threatening virus and the symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Chills or repeated shaking with chills
- Loss of taste or smell
- Temperature at or above 100.4° F
- Nausea and vomiting
- Headache
- Sudden loss of taste and smell

In order to keep St. Mary open and in order to protect the health of our families, students and staff, it is important that all families exercise caution when considering sending a potentially ill student to school. Although a student's temperature will be taken upon entry to the school, parents play an important role in keeping the community well.

- If a student/adult becomes ill with possible COVID-19 symptoms, the student/adult will be quarantined in the mail room until he/she can go home.
- If COVID-19 is diagnosed, the mail room will be closed and then disinfected prior to use. Parents/guardians and the Catholic School Office will be notified that there has been a case of COVID-19.
- Any room that the COVID-19 diagnosed person has spent more than 30 minutes in will be quarantined and then disinfected.
- The school community will be notified and any person that has spent more than 15 close contact minutes with the diagnosed person must contact the Tulsa Health Department for quarantine and testing procedures. These options include:
  - COVID-19 testing
  - Quarantine for 14 days
- Students/employees who remain symptom free may return to school after 14 days.
- Students/adults who test positive must follow the recommendations of the Tulsa Health Department and their

personal physician before returning to work/school. A physician's note will be required.

- Students who are quarantined, will avail themselves of instructional videos posted by the teachers and worksheets in order to keep up with the class

**Masks** –. Masks are required for students in grades K-8 and all adults - No bandanas, no masks with valves and all masks must be at least 2 layers thick.

- Masks must be non-political in nature and appropriate to the Catholic School setting. The principal will have final say in the appropriateness of the mask.
- Students should come to school each day with 2 clean masks.
- Anyone who does not come to school with a mask may purchase one from the school office for \$1.00 per mask.

**Visitors** – Entry of parents/visitors to the school will be limited.

- Parent may not escort their child into the building.
- Parents/adults must wear a mask while in the building.
- If a parent/guardian needs to pick a child up during the school day, they should pull close to the school door and call the school office. Students will be called from class and escorted to the parent car.

**Temperature Checks**: All parents/students/staff and visitors will have their temperature taken upon entry into the school. Adults/students with a temperature at or above 100.4°F will be rechecked after 15 minutes. Any adult with an elevated temperature will be denied admittance to the school. The parents/guardian of students with an elevated temperature will be contacted to pick up their student. Students with an elevated temperature will be required to wear a mask and remain in the health room until they can be picked up.

- Students:
  - Before School Care – Temperature checks will occur at the white corridor doors. Students with an elevated temperature will be sequestered at the end of the hall by the Church Office Doors until their temperature can be rechecked. If the temperature remains elevated, parents will be contacted to take their student home. Students waiting to go home will wait in the health room and wear a mask until they are picked up.
  - Drop-off – students will enter the school at the following entrances: White Corridor entry (grades 1,2,5 and Before School Care), West Front Entrance (grades 3,4,6), East Front Entrance (grades 7,8 – students will

walk down ramped hall and up preschool steps), Kindergarten students will enter through the far east doors into the Kindergarten room after temperature screening. Students with an elevated temperature will be sequestered in the white corridor or in the health room' whichever is closest.

- Tardies will be processed at the East Front Entrance.
- Teachers/Staff: Teachers and staff will go to the school office upon entering the building and be temperature checked.
- Parents/Visitors/Volunteers – All parents/visitors/volunteers must first stop at the school office to have their temperature checked prior to going to their school destination. All adults in the school must wear a mask the entire time they are in the school. Masks will be available for purchase in the school office.

### **Classroom:**

- Social Distancing:
  - Classroom desks have been arranged to afford 4 feet or more between desks and all desks are facing the same direction
  - Grades 3,4,5,6 will have desk shields
  - Students will be shown methods to ensure social distancing while walking in hallways and standing in line
- Classroom traveling – When possible the teacher will change classrooms and the students will remain at their desks. If the students must move, the desks and chairs will be disinfected.
- Classroom doors will remain open to increase ventilation.

**Volunteers:** Classroom volunteers will be limited during this time. Cafeteria volunteers are essential during this time and will be required to wear a mask and gloves while working in the cafeteria. All visitors and volunteers must wear a mask and have their temperature taken when in the school building. Masks are available for purchase in the school office.

**Hand Washing/Hand Sanitizer:** Extra breaks will be given for students to wash their hands. Frequent use of hand sanitizer will be encouraged.

### **Hot Lunch/Lunch Room:**

- During the pandemic, the cafeteria space will be closed for student lunches. Students will eat in their classrooms and will be allowed to drink only water. Water fountains will be closed.
- Microwaves will be unavailable for use by students.
- Box lunches will be available for order from the St. Mary cafeteria using the same system used to order hot lunch in previous years and will be delivered to classrooms.

**Mass:** The requirements for school masses are being discussed with the priests. More information will be available at a later date.

**Class Parties for Christmas, Halloween and Valentine’s Day:**

- The students may have parties in their classrooms, but parents/guardians may not attend.
- Treats should be store bought.

**Birthday Treats:** Treats should be store bought.

**Cleaning/Sanitizing/Disinfecting:**

- To minimize the chemicals that students are exposed to, student desks, door knobs and any other items touched by students/teachers will be disinfected at the end of each day.
- During the school day, teachers/staff will clean with a solution of soap and water as often as possible. Students may aid in the cleaning during the day.
- Items that are shared by students will be disinfected by the teacher between each student use with disinfectant wipes, a rubbing alcohol based hand sanitizer or a bleach solution.
- Janitorial staff will clean and disinfect after school hours and staff will sanitize bathrooms, handrails and door handles during the day.

**Recess:**

- In order to minimize the mixing of students, the school playground will be divided into 5 areas and a schedule will be devised to rotate each class through the 5 areas on a weekly basis.
- Recess supervisors will monitor the time that students spend playing in close contact with one another and will have the students spread out greater than 6 feet for a time every 10 minutes.
- Teachers will plan for additional opportunities for students to go outside.
- Students will wash / hand sanitize hands after recess and upon entering the building.

**Drinking Fountains:**

- **Students must bring a water bottle to school.**
- **Drinking fountains will be unavailable for use while there remains a threat of COVID-19.**
- Bottle fillers will be functional and available for use.

**Health Room/Medical Procedures:**

- The Health Room will be closed for all minor medical situations. All minor student ailments will be tended to by the classroom teacher.
- All ill students will be required to wear a mask while waiting for parent/guardian to pick them up from school.
- Faculty/Staff/Student must be fever free for 24 hours without the aid of fever reduction medications before returning to school.

### **Drop off**

- 7:20am – 7:45am (Before School Care) – in gym
  - Students in grades 6,7,8 line up single file, followed by 4,5,3,2,1. Kent will lead K students to classroom after all students have left the gym.
- 7:45am – 8:00am – cars will be routed to the outside lane in front of the school
  - Students will be dropped off as usual, proceeding to the door their class has been assigned. They will have their temperature taken at the door where their class enters the building:
    - Kindergarten – far east kindergarten entrance
    - Grades 1,2,5 – white corridor door
    - Grades 3,4,6 – west door. 6<sup>th</sup> will immediately go up the north stairs to class
    - Grades 7,8 – east door and proceed down ramp, left to west hall and up south stairs

**Dismissal:** Dismissal times will be slightly staggered and students will exit through multiple doors to minimize hall congestion.

- Kindergarten will be dismissed at 2:40 (12:40 on Fridays) and exit the east door of their classroom
- Grades 1-8 will dismiss at or slightly before 2:45 (12:45 on Fridays).
  - Grades 1,2 will dismiss a few minutes before 2:45/12:45 and proceed through the gym and exit the outside gym doors remaining in 2 lines that are distanced.
  - Grades 4,5, following 1<sup>st</sup> and 2<sup>nd</sup>, will exit the white corridor doors remaining in 2 distanced lines. The front of the lines stopping at the Spanish windows.
  - 3<sup>rd</sup> grade will dismiss a few minutes before 2:45/12:45, exit the Spanish room doors and proceed to the church steps
  - 6<sup>th</sup> grade will go down the north stairs and proceed out the west school doors, (following 3<sup>rd</sup> grade) forming a double line from the west doors to the Spanish room windows

- 7<sup>th</sup> grade will dismiss a few minutes early and go down the south stairs, up the ramped hallway and exit the building using the east doors. They will line up under the awning at the east side of the school
- 8<sup>th</sup> grade will follow either 6<sup>th</sup> or 7<sup>th</sup>, proceed up the ramped hallway, exit the east doors and line up in front of the ramp.

Revised 08/01/2020

### **Health Room Regulations and Medications**

**Records:** The health room is maintained to accommodate students who become ill or require medication during school hours. It is essential that health room records, including parent/legal guardian work, home and cell numbers, email and emergency numbers be current. In case of illness or accident, it is the responsibility of the parent/guardian to pick up his/her child promptly.

#### **Illnesses:**

- Please call the health room as early as possible when your child is ill or will be late.
- Any student who is prone to transmit a contagious illness or infection through day-to-day contact is not permitted at school or school-sponsored activities as long as the possibility of contagion exists.
- A student must be fever free at least 48 hours (without benefit of fever reducers) before returning to school.

**Health Insurance:** The School of St. Mary carries insurance for full-time students at the School of St. Mary who are injured during or while traveling to and from a school sponsored activity. This policy does not cover self-inflicted injuries or illness. Claim forms may be obtained from the health room.

**Medications:** All medications (including cough drops) must be kept in the health room and administered by health room personnel or school staff. The following procedures are required:

- Non-prescription medication must be in the original container and may not be administered contrary to the instructions on the packaging. An authorization form must be completed including name, date, medication and instructions for administration.
- Prescription medication must be in properly labeled prescription containers dated within the current school year and can only be administered per the pharmacy directions. An authorization form must be completed including name, date, medication and instructions for administration.
- No more than one week's supply of a prescription medication may be kept at school.
- Students may keep their inhalers with them provided the parents have forwarded to the school a written statement from the physician treating

the student stating the student has asthma and has been instructed in the proper self-administration of medication. Parents/Guardians must also provide to the school an emergency supply of the student's medication to be retained in the health room and complete the Medication Self-Administration Permission Form.

- School personnel do not administer nebulizer breathing treatments to students per diocesan instruction. A parent/guardian or designated provider is welcome to do so.

Physicals: All students must have a current health/physical examination performed by a qualified physician within six months prior to the entrance of a child into grades 1,3,5,7. An official form, signed and dated by the examining physician, must be on file in the school office prior to the first day of school. In the case of transfer students – a physical examination within thirty days will be required upon admission. (Diocesan Policy Manual: 6210.3)

Immunizations: The following immunizations are required for school attendance unless an approved Oklahoma State Department of Health Certificate of Exemption is on file in the health room:

- 5 DTP's unless the 4<sup>th</sup> dose was received on or after the child's 4<sup>th</sup> birthday
- 4 doses of polio vaccine unless the 3<sup>rd</sup> dose was received on or after the child's 4<sup>th</sup> birthday
- 2 doses of the measles, mumps and rubella (MMR) vaccine
- Hepatitis B vaccine (series of 3 shots)
- Hepatitis A vaccine (series of 2 shots)
- Varicella (chicken pox) vaccine or the month and year the child had the disease
- 1 Tdap before the student enters 7<sup>th</sup> grade

Meningococcal Meningitis: Meningococcal meningitis is a rare but potentially fatal illness that can strike at any time. Research has shown that teens and young adults are at an increased risk. **Symptoms** include severe headache, high fever, stiff neck, nausea and vomiting, numbness and loss of feeling, light sensitivity, confusion, rash and seizures. A person may not have all the symptoms or may not have them all at the same time. Meningitis can be **caused** by close contact with a person who is sick with the disease. There are also people who can carry the bacteria in their nose or throat, but never become sick. Contact with these carriers can also cause someone to catch the disease. Risk factors for contact with the disease include living in close quarters, such as college dormitories, being in crowds for long periods of time, sharing drinking glasses, bottled water, or eating utensils, kissing, smoking or being exposed to smoke, being run-down due to staying up late or having irregular sleeping patterns. Meningitis may be **prevented** by avoiding the behaviors that spread it. There is also a vaccination that can help prevent it. Ask your child's health care provider about how to protect your child.

Revised 08/01/18

### **Recess and Playground**

Playground supervision is provided at all times when students are outside. Unsportsmanlike conduct, “tackling” and bullying are prohibited.

Recess is a part of the scheduled day for all students. Students will go outside for their scheduled recess unless it is determined to be too wet, the temperature, including, wind chill, is below 32°F or the temperature including heat index is above 99°F.

Parents or legal guardians may request indoor recess for students who should not be outside. This request should be directed to the health room and the child’s teacher. During indoor recess, the child will be supervised in the health room or the school office. A note from a doctor is required for indoor recess longer than two (2) days.

If a student requires only restricted activity during recess, that student will go outside and their activity will be restricted on the playground. Revised 08/01/19

### **Gift Exchange and Party Invitations**

It is policy that no purchased gifts be brought to school to be exchanged between students. If students wish to engage in this activity, they should set up a time and place to meet other than at school. This policy applies to joint activities between grades K & 6, 1 & 7, and 2 & 8. Distribution of individual student party invitations at school is only allowed if all students in the class receive an invitation. Revised 09/23/04

### **Money Collection**

Any money sent to school must be put in a sealed envelope. The outside of the envelope should be labeled with the student’s name and the purpose for which the money is to be used. Revised 09/23/04

### **Repair/Replacement of School Property**

Damage or lost school equipment, library materials, textbooks, school property, etc. must be repaired or replaced at the expense of the student(s) responsible for the damage or loss. Revised 09/23/04

### **School Photos**

A portrait will be taken of each student at the beginning of the school year. Purchase of the package is optional. Class pictures are taken in the spring. Revised 09/23/04

### **Telephone Calls**

Students are only allowed to receive telephone calls in emergency circumstances. At the discretion of health room or office personnel, a student may place telephone calls during their lunch and recess period or when authorized by a classroom teacher. Revised 09/23/04



### Cell Phones and Electronic Devices

**Cell phones/personal communication devices and electronic devices such as iPods, games, game players and personal media players are to be turned off and in lockers, in backpacks or deposited with the student's homeroom teacher during the school day.** All parent/guardian and student contact should be made through the office or health room. Any visible cell phone or electronic device will be confiscated and turned in to the principal. **The cell phone/personal communication device or electronic device will be returned to the parent/guardian of the student who owns the device. Repeat offenses will result in disciplinary action.**

Revised 08/01/2018

### Student Service Hours/Community Outreach

The School of St. Mary recognizes the importance of service and outreach to the greater Tulsa community. Community outreach presents the opportunity for students and school families to learn about themselves and others, allowing them to use their gifts and talents to serve the greater good. Community service has been integrated into the school's curriculum. Students in grades 5, 6, 7 and 8 are required to perform service in their community and to have this service documented using the St. Mary Service Hour Form. These service hours are to be completed outside of the school day. A record of this service will be kept by the student's religion teacher.

In addition to community service outside of the school day, each teacher is encouraged to organize service for their students that will occur during the school day. This service will not be credited to the student's service hour requirement.

Any student who does not complete the required number of service hours by the end of the school year will not be allowed enrollment for the coming school year until the service is completed.

Number of Service Hours required:

5<sup>th</sup> grade – 4 hours

7<sup>th</sup> grade – 8 hours

6<sup>th</sup> grade – 6 hours

8<sup>th</sup> grade – 10 hours

Revised 08/01/12

### School of St. Mary Internet Acceptable Use Policy

Internet and network (school computers, computer peripherals and network services) access is both a valuable resource for learning and a privilege provided to all students at the School of St. Mary to promote educational excellence and to facilitate resource sharing, innovation and communication. Parents or guardians may request that their student not have access to the internet or network by submitting a request in writing to the school office. Internet and network access may be withdrawn if a student is found to be misusing the privilege. Parents and guardians should be aware, that although internet use is allowed only under the direct supervision of teaching staff, the School of St. Mary cannot prevent the possibility of a student accessing material that is not consistent with our educational mission, goals and policies.

The School of St. Mary does not monitor student use of technology (internet, blogs, chat rooms, social networks such as Facebook, etc.) outside of school. It is the responsibility of parents and guardians to ensure appropriate student behavior in these areas during non school hours. The School of St. Mary does, however, reserve the right to impose consequences for inappropriate behavior that takes place off campus or outside school hours which is contrary to law or which has adverse impact on good order, discipline, or the learning environment of the School of St. Mary.

The policies and procedures for internet and network use are outlined below. A student who fails to follow the outlined policies will forfeit his/her internet and/or computer access and/or be subject to further disciplinary action to be determined on a case by case basis.

1. Student use of the internet and school network must be within the guidelines set forth by Internet Policy, be consistent with the assignment and must reflect the educational goals of the School of St. Mary. Transmission of any material in violation of federal, state, or school regulation is prohibited. This includes copyrighted material, threatening or obscene material or material restricted by School Policy or staff.
2. In their use of the internet or network, students will:
  - Respect the privacy and dignity of students and teachers at all times
  - Use appropriate language by refraining from the use of profanity or insulting language
  - Respect school equipment, including an absence of vandalism or computer viruses. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, or the internet, including the uploading or creation of computer viruses
  - Use only the software that has been pre-approved by the Technology Coordinator or by supervising faculty
  - Refrain from playing online games, using school computers for email and social media or downloading **ANY** file
  - Refrain from illegal activities such as software or music piracy or file sharing and downloading of any copyrighted materials
3. To ensure student safety and well being, students will:
  - Not give out personal information such as full name, phone number or address
  - Not give out personal information about someone else such as name, phone number or address
  - Not correspond or meet with someone through the internet
  - Not use the network in such a way that disrupts the use of the network by others
  - Not reveal a password to another user
  - Not change any computer files belonging to another student or teacher

- Access only the information appropriate for the assignment or activity and those pre-approved by the Technology Coordinator or supervising faculty
- Immediately report any internet use that makes him/her feel uncomfortable or violates School Policy.

Revised 08/01/17

### **Policy on Electronic Communications**

Parents/Guardians/Students give their email addresses to the school in order to receive information pertaining to the school or their child. Because of this, the use of email lists obtained for school use should not be used for anything other than school business. When using a school email list, parents/guardians should use the Blind Carbon Copy feature to prevent the harvesting of email addresses by those who have not been authorized to use them.

Electronic communications generated by students or parents and transmitted to other St. Mary families which identify students by name and discuss negative student conduct violate School of St. Mary Policy.

The School of St. Mary recognizes the benefits of electronic communications and the intent of this policy is to ensure that electronic communications by and between students, parents/guardians and teachers do not create a negative learning environment or violate Christian standards of behavior. Revised 06/18/09

### **Parent/Guardian Behavior**

The parents and guardians of students who attend the School of St. Mary are expected to support the mission and philosophy of the school. Adult conduct and respectful behavior toward school employees, students and other parents/guardians and adherence to school policies are expected at all times during the school day, at extra-curricular activities and in all events connected with the school. If, in the opinion of the administration, parent/guardian behavior seriously interferes with the teaching/learning process, the school may require parents/guardians to withdraw their student and sever the relationship with the school.

Revised 05/30/07

### **Parent/Legal Guardian/Student Grievance Procedure**

Grievance procedures rely on the good faith of all involved to achieve a reasonable resolution of grievable actions. Any student or parent/legal guardian who believes he/she has grounds for a grievance shall make an attempt in good faith to resolve the problem through early informal discussion of the matter with the academic, administrative, or staff member directly involved.

If the student or parent/legal guardian is not satisfied after directly addressing the matter, they should contact the principal to mediate in a resolution. The principal's decision will be final.

If the grievance involves the principal, the pastor will address the situation. In this case, the pastor's decision will be final.

Revised 10/13/2011

### **Academic Honesty Policy**

Students attending the School of St. Mary are expected to be honest. Students will tell the truth, work independently on quizzes, exams, projects, assignments and homework and avoid all activities that could be described as cheating. Students will work independently on all assignments unless otherwise instructed by their teacher. If students are unsure if work should be independent or group, it is the student's responsibility to ask the teacher for clarification. Students are also expected to cite all sources used in the completion of a project or homework to avoid plagiarism. Students should ask a teacher concerning the need for or the manner of citations required for sources that are used.

Students caught cheating, enabling other students to cheat, or engaging in plagiarism will receive a zero on the assignment, test, quiz, homework or project. The incident will be documented, reported to the principal and the student's parent/guardian will be notified. Students who engage in further cheating will have a conference with the parent/guardian, the principal and the teacher. Consequences could result in detention, suspension or expulsion.

Revised 08/01/10

### **Discipline Policies**

One of the goals of the School of St. Mary is to help each student attain a degree of self-discipline whereby each individual will grow in the awareness that he or she is responsible for his or her actions and will accept the consequences of these actions.

An educational atmosphere that develops self-control, character, orderliness and efficiency will ensure good conduct and proper consideration for others. Thus, the administration and faculty will strive to provide teaching/learning situations that will develop social skills, personal initiative, self-confidence and sense of responsibility in their students.

Students need to be aware of the rules and regulations which the school expects to be followed. By accepting their responsibilities as contributing members of the school and community, students also will enjoy the rights and privileges provided for them by the school.

Registration for the following school year may be denied to a student who has demonstrated extreme or repeated disciplinary problems and/or who will not support or comply with the goals of the School of St. Mary. A student may be registered under a probationary condition, the terms of which will be specified by the administration.

Revised 09/23/04

### **Standards of Conduct**

Misconduct shall include, but not be limited to the following list:

- Disruptive conduct or general misbehavior
- Any type of bullying
- Late to class when classes change
- Gum chewing

- Rough play
- Non-adherence to dress code
- Lack of cooperation with teachers and staff
- Misuse of cafeteria food
- Defacing or harming student or school property
- Defacing or harming school equipment or property, (includes graffiti)
- Disrespect
- Deceit/Dishonesty, cheating, stealing or fighting
- Disrespect before the Blessed Sacrament
- Possession of improper or obscene materials or potentially harmful toys
- Improper language
- Other forms of misconduct detrimental to the school or its members

If a student is unable, or refuses, to practice the self-discipline required to meet the established school regulations, suitable disciplinary action will be taken in an attempt to alter the unacceptable behavior. The teachers may, at their discretion, exercise options which include, but are not restricted to the following:

- Removal of the disruptive student from any class or playground situation
- Withdrawal of privileges
- Detention

The authority of administrators to discipline, suspend or expel a student is not limited to the student's on-campus conduct. Students may be disciplined for off-campus conduct which is contrary to law or which has an adverse impact on good order, discipline, or the learning environment at the school.

Parents/Guardians will be notified of the action taken.

The following behavior by a student will result in disciplinary action which may include expulsion:

- The possession or use of tobacco in any form or vaping materials on school premises or at any school function
- Possession, use, or being under the influence of alcohol or any drug (whether illegal or a medication not administered by the health room with parent/guardian authorization) during school, on the school premises, or during school related activities
- The possession of any weapon or item that could reasonably be used as a weapon, including but not limited to knives, guns and tazers
- Fighting
- Theft or vandalism
- Cheating
- Immorality or profanity
- Any conduct which jeopardizes the safety of others
- Willful disobedience of a teacher, principal or other school official
- Disruption of the education process
- Violation of school rules, policies or regulations

Revised 08/01/11

## **Suspension**

The principal may suspend a student for misconduct for a time period not to exceed 7 school days. The principal must notify the student and conference with the student's parent/guardian. The conference will cover the reasons for the suspension, the length of the suspension, and requirements for reinstatement of the student. If necessary, the principal will require the student to be professionally evaluated to determine if the student is a danger to him/herself or others if he/she remains in the school. The evaluation will occur prior to the student returning to school from suspension. A written record will be made of the conference and will include the date of suspension, the reason for the suspension and notes relating to the parent/guardian conference, with the terms and conditions of the suspension. The professional evaluation report stating the student is safe to return to school will be retained with the written record of the conference. Both the parent(s)/guardian(s) and principal will sign this record and a copy will be placed in the student's permanent record.

Two suspensions will be sufficient cause for expulsion. Extreme circumstances, however, may lead to expulsion prior to two suspensions. Revised 08/01/2015

## **Expulsion Policy**

A student may be expelled from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students. Examples of immediate expulsion include:

- The sale or distribution of any illegal drug by a student. An illegal drug includes any drug prohibited by law as well as any narcotic, barbiturates, hallucinogens, mood/behavior altering chemicals or substances, counterfeit, designer or look-alike drugs or any unauthorized prescription medication or drugs.
- The possession, threat of use, or use of a dangerous weapon by a student.

Revised 08/01/2015

## **Expulsion Procedure**

The expulsion of a student from a Catholic school is such a serious punishment that it should be invoked rarely and then only as a last resort. However, when all other means have failed and expulsion is being considered, the following procedure shall be followed:

A. A student may be suspended for up to 7 school days during which a pre-expulsion conference shall be held.

B. A pre-expulsion conference shall be held with the parents or guardians of the student present along with the school principal and pastor. The student, the student's teacher or other essential individuals may attend a pre-expulsion conference at the request of the parent or guardian of the student, the school principal or the pastor.

C. The purpose of a pre-expulsion conference is to identify the school policy which has been violated and discuss the facts surrounding the actions of the student which were in violation of school policy.

D. The principal and the pastor will make the final decision as to imposition of expulsion or other forms of discipline and will immediately notify the parents or guardians of the student.

E. A student may be expelled without the above pre-expulsion conference only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the school building constitutes a danger to the health or safety of the students or to school property or presents a continued substantial disruption of the educational process in the school. In such cases, an expulsion conference similar to the pre-expulsion conference outlined above will be scheduled with the student, the parents/legal guardians, the school principal and the pastor as soon as possible after the student has been removed from the school building.

Revised 09/23/04

**Harassment/Intimidation/Bullying**

The School of St. Mary strongly disapproves of and will not tolerate behavior that violates Christian standards of behavior among students, parents/guardians, teachers, staff and/or administrators or between any of these, even if such behavior does not constitute harassment. Sexual harassment, hazing, bullying or harassment of any other kind, including harassment and intimidation by electronic communication, shall be considered a major violation of school policy.

All incidents of possible harassment, intimidation or bullying should be immediately reported to the complaining student’s homeroom teacher, if applicable, and/or the principal. Any individual involved with this type of behavior shall meet with the principal to determine the circumstances and severity of the situation. Upon completion of an investigation, appropriate monitoring and/or disciplinary action will be taken, if indicated, at the sole discretion of school administration. Parents/Guardians of all students involved in a situation covered by this policy shall be notified of the situation. Repeated and verified incidents of harassment, intimidation or bullying shall result in further appropriate disciplinary action, up to and including an offending student being expelled or asked to withdraw from the School of St. Mary.

The following definitions are derived from the Oklahoma State School Bullying Prevention Act. These definitions will be utilized by the School of St. Mary in the investigation of any reported harassment, intimidation or bullying.

**Definitions as cited in the School Bullying Prevention Act:**

1. **“Harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the**

**student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. “Harassment, intimidation, and bullying” include, but are not limited to gestures, written, verbal, or physical acts, or electronic communications;**

2. “At-school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events;
3. “Electronic communication” means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer; and
4. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Revised 06/18/09

### **Sexual/Physical Abuse Policy**

State law requires every person who has a reason to believe that a child is being abused or neglected to report the abuse to the Department of Human Services. The Diocese of Tulsa policy and procedures concerning sexual or other physical abuse of children are on file in the school office and the School of St. Mary procedure for reporting child abuse is outlined in the Faculty Handbook and the Emergency Procedures Handbook.

Revised 08/01/17



**St. Mary School Song**

(Refrain)

Living and loving and learning and letting God live with us go hand in hand.  
Living and loving and learning and letting God live with us go hand in hand.

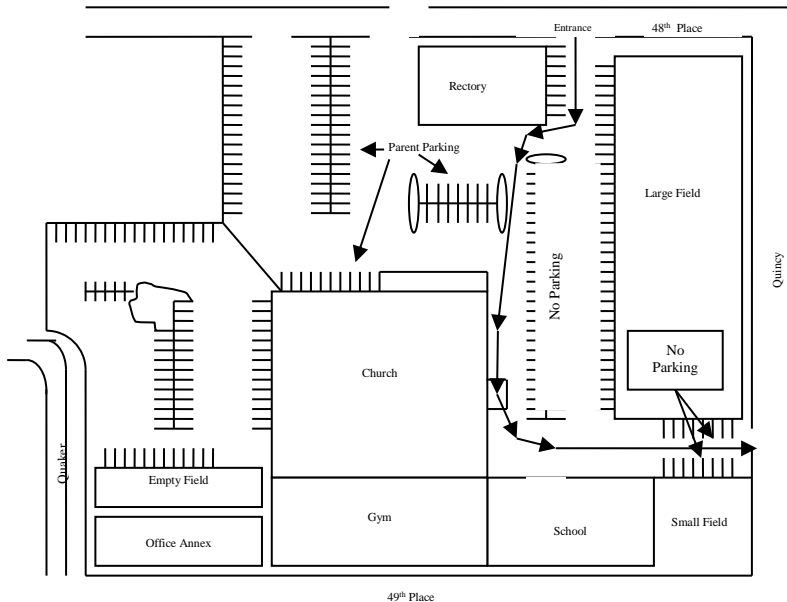
We are growing, growing each day of our lives;  
We are growing, learning to love and to care. (Refrain)

God is with us, walking with us on our way;  
God is with us, ever so near us each day. (Refrain)

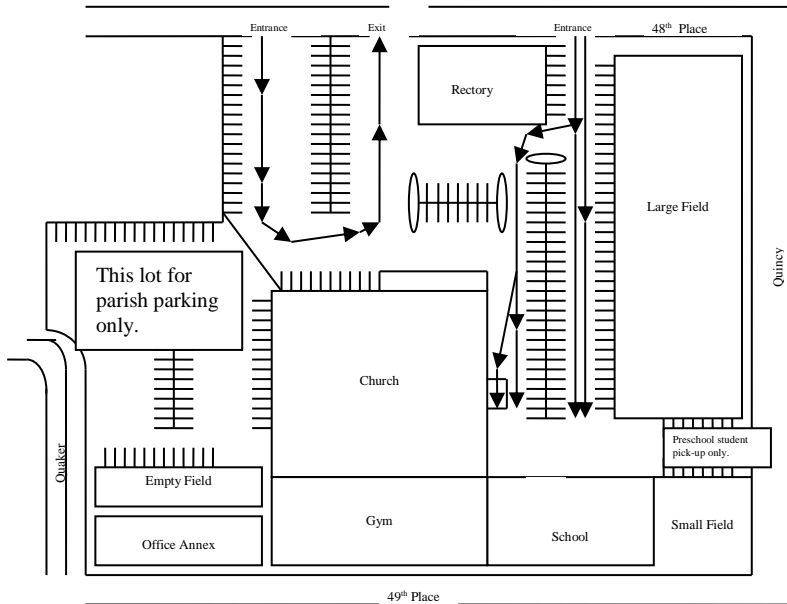
Alleluia! Let us give praise to our God!  
Alleluia! Let us give thanks to our God! (Refrain)

Copyright 1986 by Carey Landry and North American Liturgy Resources. Used with Permission.

## Arrival Traffic Pattern



## Dismissal Traffic Plan



At dismissal, parents must park, pick students up from school sidewalk and return to their car to wait for the exit whistle to blow. Revised 04/20/2012