

St. Mary's Catholic School

Ponca City, Oklahoma

2017 - 2018

General Information Handbook for Parents and Students



July 2017

TABLE OF CONTENTS

	Page Number
Philosophy	4
Mission Statement	4
Seven Themes of Catholic Social Teaching	4,5
Welcome from Principal & Pastor	6
History of St. Mary's Catholic School	6
Accreditation	7
Admission	7,8
Arrival	8
Tardies	8
Pre-School Arrivals	8
Rise-n Shine	9
Early Check Out	9
Dismissal	9
Dismissal Inclement Weather	9
Pre-School Dismissal	10
Pick-Up List	10
Articles Prohibited at School	10
Asbestos	10
Attendance	10
Absence	11
Appointments	11
Birthday Celebrations	11
Blogs	11
Bullying and Cyberbullying	11,12
Cafeteria	12
Cell Phones	12
Child Abuse Policy	12
Communicable Diseases	13
Communications	14
Computer Policies	14
Curriculum	14
Discipline & Disciplinary Action	15
Dress Code	16
Uniform Guidelines – Girls & Boys	16
Additional Uniform Requirements	17
Casual Days Dress Code	18

General Appearance for Uniform & Casual Dress	18
Dress Code/School Uniform Violation Policy	19
Emergency Procedures	19
Extracurricular Activities	19
Field Trip Policies	19,20
Harassment	20
Health Guidelines	21, 22
Homework Assignments	22
Hot Lunch Program	23
Library	24
Lost and Found	24
Non-Discrimination Policy	24
Parent's Role in Education	25
Parents As Partners	26
Parent – Teacher Conferences	26
Pet Policy	26
Pro-Life Statement	27
Progress Reports	27
Records Policy	27
RenWeb	27
Report Cards	27
Responsibilities of Students	28
Retention Policy	28
SAC (School Advisory Council)	28
Safe Environment	29
Snow Days	29
Telephone	29
Testing Program	30
Textbooks	30
Title IX	30
Tuition	31
Unwritten Rules and Responsibilities	31
Visitor Policy	31
Unity	32

PHILOSOPHY OF ST. MARY'S CATHOLIC SCHOOL

The aim of St. Mary's Catholic School is to assist parents/guardians in their responsibility of education and formation of their children. St. Mary's Catholic School recognizes that each member of our community has worth and value as a child of God. St. Mary's Catholic School assists each person in identifying his/her unique gifts and talents, and encourages their use in service to the community in building up the kingdom of God.

This educational community exists as a ministry of the Catholic Church of St. Mary. St. Mary's Catholic School ministers to the parish through participation in weekly Mass, liturgical ministries, provision of religious education to members, and development of community spirit through service opportunities and celebrations. Students and staff are encouraged and expected to live the teachings of Jesus Christ by practicing respect, courtesy, compassion, peace and justice, and service among each other, at school, at home, and in the larger community.

St. Mary's Catholic School orients a child's whole life by striving to nurture each student's potential and advance his/her growth in lifelong faith, moral values, healthy self-esteem, physical development, technological communications, appreciation of the arts, and academic excellence.

MISSION STATEMENT OF ST. MARY'S CATHOLIC SCHOOL

St. Mary's Catholic School is committed to providing academic excellence in a safe, nurturing environment following the teachings of Jesus for the development of the whole child.

Seven Themes of Catholic Social Teaching

- Life and Dignity of the Human Person
- Call to Family, Community, and Participation
 - Rights and Responsibilities
 - Option for the Poor and Vulnerable
- The Dignity of Work and the Rights of Workers
 - Solidarity
 - Care for God's Creation

1. Life and Dignity of the Human Person: The Catholic Church proclaims that human life is sacred and that the dignity of the human person is the foundation of a moral vision for society. This is the foundation of all social teaching principles. In our society, human life is under direct attack from abortion and euthanasia. The value of human life is being threatened by embryonic stem cell research, unregulated sperm and egg donation, the deconstruction of the natural family, which perpetuates family separation and fragmentation, and the use of the death penalty. Additionally, the intentional targeting of civilians in war or terrorist attacks is always wrong. Catholic teaching also calls on us to work to avoid war. Nations must protect the right to life by finding increasingly effective ways to prevent conflicts and resolve them by peaceful means. We believe that every person is precious, that people and their basic well-being are more important than things, and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.

2. Call to Family, Community, and Participation: The person is not only sacred but social. How we organize our society, in economics and politics, and in law and public policy, directly affects human dignity and our individual capacities to grow and flourish in our communities.

Marriage and the family are the central social institutions that must be supported and strengthened, not undermined. In the family, moral values are taught, and the spiritual heritage of a religious community and the cultural legacy of the nation are transmitted. In the family, we learn social responsibility, solidarity, and realize our God-given potential and dignity as women and men.

We believe people have a right and a duty to participate in society, seeking together the common good and well-being of all, especially the poor, vulnerable and the weakest among us.

3. Rights and Responsibilities: The Catholic tradition teaches that human dignity can be protected and a healthy community can be achieved only if basic human rights are protected and responsibilities are met. Therefore, every person has a fundamental right to life and a right to those things required for human decency. Corresponding to these rights are duties and responsibilities—to one another, to our families, especially our children, and to the larger society.

4. Option for the Poor and Vulnerable: A basic moral test is how our most vulnerable members are faring. In a society marred by deepening divisions between rich and poor, our tradition recalls the story of the Last Judgment (Mt 25:31-46) and instructs us to put first the needs of the most vulnerable, including children, the poor and the marginalized.

5. The Dignity of Work and the Rights of Workers: The economy must serve people, not the other way around. Work is more than a way to make a living; it is a form of continuing participation in God's creation. If the dignity of work is to be protected, then the basic rights of workers must be respected—the right to productive work, to decent and fair wages, to the organization and joining of unions, to private property, and to economic initiative.

6. Solidarity: We are one human family whatever our national, racial, ethnic, economic, and ideological differences. We are our brothers and sisters keepers, wherever they may be. Loving our neighbor has global dimensions in a shrinking world. At the core of the virtue of solidarity is the pursuit of justice and peace. Pope Paul VI taught that if you want peace, work for justice.¹ The Gospel calls us to be peacemakers. Our love for all our sisters and brothers demands that we promote peace in a world surrounded by violence and conflict.

7. Care for God's Creation: We show our respect for the Creator by our stewardship of creation. Care for the earth is a requirement of our faith. We are called to protect people and the planet, living our faith in relationship with all of God's creation. This environmental challenge has fundamental moral and ethical dimensions that cannot be ignored.

WELCOME

Dear Parents and Students,

Welcome to St. Mary's Catholic School! In choosing St. Mary's Catholic School, you have demonstrated a commitment to the values and philosophy of our Church community.

We have prepared this handbook for you as a guide to our school and its facilities and as a reference for information pertaining to student programs and activities. In addition, the official policies and procedures relating to the responsibilities shared by the students, parents/guardians, and school are included. These are an outgrowth of the general policies established with the guidance of the School Advisory Council in accordance with the Archdiocese of Oklahoma City Catholic School Office guidelines.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the Christian values of community, service, reverence, and leadership.

Please read this book together with your child. The handbook serves as a contract between St. Mary's Catholic School and the parents and students. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Blessings!

In Christ,

Marilyn D. Nash, M.Ed.
Principal

Reverend Carson Krittenbrink
Pastor

A BRIEF HISTORY OF ST. MARY'S CATHOLIC SCHOOL

St. Mary's Catholic School opened September 2, 1901 under the direction of the Sisters of Divine Providence. By 1905 a boarding school had been added. As enrollment grew, the need for a new school became imperative, and the present school building was dedicated November 11, 1928. After the move to the new school, there were apparently no more boarders. The secondary program was discontinued in 1971. However, with the addition of the Kindergarten program in 1972, the Preschool program in 1978, seventh grade in 1996, and eighth grade in 1997, the school has continued to flourish.

The school remained under the direction of the Sisters of Divine Providence until the 1980-81 school year. From the fall of 1980 until the spring of 1987, the school was under the direction of the Sisters of St. Joseph. Presently, St. Mary's Catholic School is a parochial school funded and operated by St. Mary's Parish. The school is fully accredited by the Oklahoma Conference of Catholic Schools Accrediting Association and the Oklahoma State Department of Education.

Parent involvement in the school has historically been encouraged through the use of parent volunteers and through the Parent-Teacher Council (PTC). The Parent-Teacher Council is an organization whose purpose is to promote mutual cooperation between parents and teachers and to assist in maintaining the school's physical properties and equipment as well as to purchase materials for the instructional program. To this end the PTC sponsors the annual Fall Fest celebration in late September. All are encouraged to join and participate in the functions as well as attend the two meetings during the school year.

ACCREDITATION

St. Mary's Catholic School is accredited through the Oklahoma Conference of Catholic Schools Accrediting Association. This accreditation is also recognized by the Oklahoma State Department of Education.

ADMISSION

Registration for the new school year begins in the spring. A registration fee is paid at the time of registration. A refund may be obtained if withdrawal is necessary before school begins only if the family is transferred or moves from the Ponca City area. Refunds may not be given for families who withdraw their children in order to attend another school in the Ponca City area. All new students accepted at St. Mary's Catholic School are placed on a nine-week probationary period. At the end of this probationary period, the classroom teacher will evaluate the student's academic and behavioral performance and determine whether or not the program of the school meets the needs of the child.

The priority for admission is on a first come, first served basis, as follows:

1. Active parishioner with children currently enrolled in school or oldest child enrolling in Preschool I;
2. Active parishioner transferring into the parish, enrolling children from another Catholic school;
3. Active parishioner with children not presently enrolled;
4. Other parishioners'
5. Active Catholics who are not members of St. Mary's Parish;
6. Non-Catholics.
7. **An active parishioner is one who participates in regular attendance at Mass and in parish life.

Immunization Requirements in Oklahoma – 2017 – 18 School Year

	CHILDCARE Up-to-date for age	PRE-SCHOOL PRE-KG	KG-6th	7th - 12th
VACCINES	Total doses		Total doses	
DTaP (diphtheria, tetanus, pertussis)	4 DTaP		5 DTaP★	5 DTaP★ & 1 Tdap booster
PCV (pneumococcal conjugate vaccine)	1-4 PCV◆	Not required for school		
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV		4 IPV/OPV◀	
MMR (measles, mumps, rubella)	1 MMR		2 MMR	
Hib (<i>Haemophilus influenzae</i> type b)	1-4 Hib◆●	Not required for school		
HepB (hepatitis B)	3 HepB		3 HepB■	
HepA (hepatitis A)	2 HepA			
Varicella (chickenpox)	1 Varicella (2 nd dose recommended at KG entry)			

- ★ If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose DTaP is not required.
- ◆ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose was given.
- ◀ If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, then the 4th dose of IPV/OPV is not required.
- Children may be complete with 3 or 4 doses of Hib vaccine depending on the brand of vaccine used.
- Students 11 through 15 years of age who have not received any HepB vaccine previously may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.

The following requirements must be met in order to gain admission to St. Mary's Catholic School.

1. All students entering St. Mary's Catholic School must be potty trained.
2. A student entering Pre-school I must be three (3) years old on or before September 1 of the current school year.
3. A student entering Pre-school II must be four (4) years old on or before September 1 of the current school year.
4. A student entering Kindergarten must be five (5) years old on or before September 1 of the current school year.
5. A Birth Certificate must be provided.
6. A Baptismal Certificate for all baptized Catholics must be provided.
7. A completed Enrollment form must be submitted.
8. A current immunization record must be provided. Immunization requirements are tabulated above.
9. Verification of citizenship status must be provided. (i.e. social security card)

ARRIVAL

Students are to be dropped off either in the drop-off zone of the parking lot or the north gate of the playground on Walnut Street. **Students should not walk across Walnut Street or the main parking lot unless they are accompanied by an adult.**

When dropping off and picking up students this year, the flow of traffic will be in the opposite direction than in previous years. Vehicles will enter the parking lot off of 8th Street and circle around so that students will be able to exit their vehicle onto the sidewalk from the passenger side. Vehicles will then exit the parking lot off of 8th Street, the same way they entered.

Playground supervision begins at 7:30 a.m. each school morning at the main building for students K-8. In case of inclement weather, the students are to report to the gym. Students are not allowed into the buildings or any classroom until after the supervising teacher has dismissed everyone from the playground. Teachers will give the student a note if they are to come up before school.

TARDIES

Students who arrive after 8:05 a.m. will be considered tardy. A student arriving after the 8:05 tardy bell must report to the office for an admit slip. If a student has been checked out during the day, the student must obtain an admit slip from the office before returning to class.

PRE-SCHOOL ARRIVALS

Pre-school students are allowed into their classrooms at 8:00 a.m. Parents/guardians should accompany the pre-school students to the classroom door. Pre-school students are not required to check in with the office when arriving to school after the tardy bell rings.

RISE-N-SHINE (Top O' the Morning)

Friday, October 6, 2017
Friday, December 1, 2017
Friday, March 9, 2018
Friday, May 11, 2018

Dates are subject to change.

Top O' the Morning will be once a quarter emphasizing the Catholic Social teaching.

First Quarter – Life and Dignity of the Human Person

Second Quarter – Call to Family, Community, and Participation

- Rights and Responsibilities

Third Quarter – Option for the Poor and Vulnerable

- The Dignity of Work and the Right of Workers

Fourth Quarter – Solidarity

- Care for God's Creation

EARLY CHECK OUT

If a student is to leave school prior to regular dismissal, a note should be sent or a phone call made so the office can be notified of the student's leaving. **Parents must report to the office at the appointed time to pick up their child.** The office will notify the teacher that the child will be leaving, and the student will be sent to the office.

DISMISSAL

Regular school dismissal is at 3:20 p.m. All students in grades K-6 will exit the building to the playground through the east doors. Students may be picked up from two designated areas. The first is in the parking lot between the Parish Center and the breezeway. The parent may either park and walk to the South gate and then accompany their child back through the lot, or drive through the designated pick-up area by the breezeway. Students waiting to be picked up are to remain inside the South gate until their parent walks to the gate or their ride reaches the drop off/pick-up area. **All students leaving from this area must remain on the sidewalk until their vehicle is parked beyond the dumpster. Students are not allowed to walk across the main parking lot unless they are accompanied by an adult.**

The second designated pick-up area is on the north side of the school (Walnut Street). Children must wait by the north gate and **MAY NOT** leave the playground until the supervising teacher dismisses them. **Children will not be permitted to cross Walnut Street unless accompanied by a parent/guardian.**

Students attending after-school care are to remain sitting at the picnic tables until the after-school supervisor arrives. Students going to daycare (1st Grade and under) are to form a line by the south gate and wait for daycare personnel to pick them up.

DISMISSAL – INCLEMENT WEATHER

In case of inclement weather, the students will remain inside and be dismissed to their parents/guardians from either the North or the South door on the main floor. Students accompanied by parents may exit as the parent chooses.

PRE-SCHOOL DISMISSAL

Pre-school students will be dismissed from the Pre-school classrooms at 3:10 p.m. to their parent/guardian or to Child Care. All students who are not picked up by 3:20 p.m. will automatically be taken to Child Care.

PICK-UP LIST

No student may leave the school grounds at any time during the school day unless accompanied by a parent, guardian, or person whose identity has been filed with the office and unless appropriately checked out through the office. If you anticipate your child will be going home with someone other than yourself on a regular or semi-regular basis, you should add them to the “pick-up” list on your enrollment form. If your child needs to be picked up by someone other than you or others on your “pick-up” list, you must notify the office in writing in advance with date, name of person picking up, and your signature.

ARTICLES PROHIBITED AT SCHOOL

Some articles interfere with the educational progress of our neighbors. These articles should not be brought to school unless arrangements have been made with the office. Prohibited items include, but are not limited to: weapons, items that resemble weapons, phones, electronic devices, food, or drink, matches or incendiary devices. Illegal drugs of any kind should not be brought to school, please see Health Guidelines section for rules regarding medicine. Unfinished breakfasts should be finished on playground or thrown away when entering school. Large athletic equipment brought for after school activities must be checked into the office before school. Items can be picked up after school dismissal.

The school and students are co-tenants. The school reserves the right to search desks and lockers at any time. Students may be requested to reveal contents of personal belongings. Failure to comply will result in parental contact and possible suspension or expulsion.

ASBESTOS

According to State mandate the school is inspected twice annually for asbestos contamination. Subsequently a report is filed with the Archdiocese, and the Asbestos plan is available in the office for anyone to review.

ATTENDANCE

Students are expected to be in school when school is in session. Absence from school interferes with student progress. Habitual tardiness also interferes with classroom instruction. Prompt and regular attendance is essential for the student’s daily school performance. All Catholic Schools in the Archdiocese of Oklahoma City are required to comply with the current compulsory attendance regulations as determined by the state of Oklahoma. This includes pre-kindergarten and kindergarten students (School Laws of Oklahoma, Section 229, 2002).

If a child has missed school for any reason whatsoever, a written excuse must be sent by the parent/guardian. These are kept on file for the entire school year.

ABSENCE

If a child is or will be absent, a parent must call the office (765-4387) by 9:00 a.m. to notify school personnel. As a safety precaution, the office personnel will notify a parent of a child's absence if a parent call has not been received. A total number of absences equaling 15 will require a review of the student's progress and possible retention.

Regardless of the reason for absence or tardiness, it is the student's responsibility to make up any work missed during the absence period. As a general guideline, if a student is absent one day, he/she has one day to make up the work. If he/she is absent for two days, then he/she has two days to make up the work, etc. When a student is absent for more than two days, a parent should call the school office to arrange for homework assignments. Arrangements for regular classroom tests missed because of absences are to be made with the individual teachers. These tests must be taken within one week of the original test date. Teachers are not required to give assignments in anticipation of an absence due to vacation. Students are expected to complete make-up work upon their return to school.

APPOINTMENTS

Parents should make every effort to schedule doctor and dental appointments for students at times other than during school hours. Students leaving and entering the classroom during class can be a distraction to the other students. Parents should report to the office at the appointed time to check the student out of school. Do not go directly to the classroom to check out your student. Upon returning your student to school, or the following day, please turn in the doctor or dentist's return to school slip.

Students should be fever free for 24 hours before returning to school.

BIRTHDAY CELEBRATIONS

Birthday celebrations are permitted. Please limit them to thirty minutes and set up the time with the classroom teacher. **Please make sure to check with the classroom teacher to see if there are any food allergies for students involved in the party.** Invitations to private parties **may not** be distributed in school unless there is one for every student in the classroom.

SOCIAL MEDIA

Engagement in social networking sites such as, but not limited to, Facebook, Instagram, Twitter, Snapchat, Musically, Pinterest, Google+, etc. may result in disciplinary actions if the content of the student's account includes defamatory comments regarding the school, the faculty, other students or the parish.

BULLYING & CYBERBULLYING

St. Mary's Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Examples of Physical Bullying: slapping, hitting, pinching, punching, kicking, locking in a confined space, unwelcome touching, extortion

Examples of Verbal Bullying: name-calling, unwelcome teasing, taunting, spreading rumours, gossiping, racist or homophobic comments

Examples of Social Bullying: Excluding from a group, threatening or insulting graffiti, threatening notes, letters, emails, telephone calls, threatening words, actions or weapons

Or other behavior deemed as bullying.

CAFETERIA

Students need to enter the cafeteria quietly in ABC order. Teacher will check for hot or cold lunch. Students need to eat first and then talk quietly after. Good manners and respect for self and others are expected at all times. Students are to follow instructions of the supervising adults.

CELL PHONES

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should either leave the cell phone in his/her backpack or turn it into the office in the off position for the day. At no time during the day should a cell phone be in a student's possession. **Items taken away from students will be returned to the parent(s)/guardian(s).**

CHILD ABUSE POLICY

All fifty states have laws requiring educational personnel who have reason to believe that a child is being abused or neglected to report that suspicion to the appropriate authority. The Archdiocese requires all school personnel to sign a formal agreement to the policy regarding the abuse of minors. It is the clear responsibility of school personnel to report any situations that raise reasonable suspicions in their minds.

COMMUNICABLE DISEASES

In accordance with Archdiocesan Policy any person having a communicable disease will be dealt with on a case-by-case basis in accord with the guidelines for that disease issued by both state and local Health Department, as well as the Center for Disease Control. Therefore, students with HIV/AIDS who are enrolled or who are seeking enrollment shall ordinarily be permitted to attend school in an unrestricted setting. They shall not be excluded unless exceptional conditions are evident, such as the inability to control bodily fluids or unusual physical aggression with a documented history of biting or harming others

The following chart lists the most common communicable diseases, indicates the incubation of each, and gives the requirements set by the Health Department for a student's return to school following the infection.

Name/Incubation Period	Requirements for returning to school
Chicken Pox 2 to 3 weeks	Exclude 7 to 10 days until vesicles are formed or until completely scabbed over.
Head Lice	May not return to school until completely free of all eggs and lice. Treatment may have to be repeated after 1 week to remove any residual eggs.
Infectious Hepatitis 15 to 20 days	Physician's release needed for student to return to school.
Impetigo 4 to 10 days	Exclude until healed and non-infectious as evidenced by doctor's release.
Measles 10 days to fever 14 days to rash	Exclude when symptoms develop and for 7 days after appearance of rash.
Rubella 14 to 21 days	No restrictions. Child with fever should be kept home.
Mumps 12 to 26 days	Exclude until all swelling is gone.
Pink Eye 24 to 72 hours	Exclude until recovered. Doctor's statement of release is needed.
Ringworm (Scalp or skin)	May attend school provided child is under Doctor's care and area is covered by medication.

COMMUNICATIONS

Open communication between parents, students, and staff is encouraged. (1) Parents who have a concern should first contact the teacher directly. (2) If after this a reconciliation is not reached, please contact the principal. (3) If a reconciliation is not reached, please contact the priest. The student may be involved in conferences and problem solving decisions.

Teachers may not be disturbed from their class except in an emergency. During the school day, they are responsible for the instruction, supervision and safety of the children. Teachers use the time before school to prepare for the school day. Unless you have made an appointment with the teacher, do not go to the classroom to confer with the teacher before school. Parent-to-teacher appointments may be made by phone through the office or by a note to the teacher.

Appointments and return calls will be made as soon as possible. Regarding teacher-to-parent contacts, parents must inform the office if their work place does not allow calls except in emergency situations. The principal maintains an open door policy; however, appointments take priority.

Newsletters from classroom teachers will be sent home each Wednesday throughout the school year.

COMPUTER POLICIES

St. Mary's Catholic School operates a local area network with Internet access. St. Mary's Catholic School follows the guidelines of CIPA (Children's Internet Protection Act) with regard to Internet use. Internet filtering is in place. A statement of Terms and Conditions for computer use is issued to each student in grades six through eight. Policies and procedures are explained during computer class. Each student must agree to abide by these Terms and Conditions before giving Internet access. The Acceptable Use Agreement signed by the parent and student, must be on file before a student can use the Internet independently. (This document can be found in the Appendix.) Students may not access email, chat rooms, or instant messaging applications, or download files from our school network. Any misuse of computer or Internet resources may, at the discretion of the Technology Team, result in loss of computer privileges for the student, along with other penalties.

CURRICULUM

St. Mary's Catholic School provides a core curriculum plus Art, Band, Christian Doctrine, Computer, Foreign Language, Music, and Physical Education. St. Mary's follows and maintains requirements for Oklahoma Conference of Catholic Schools Accrediting Association (OCCSAA) and State Accreditation for Elementary Schools. The school provides an academic environment where students are well prepared to enter higher levels of education, whether public or private. It also provides an atmosphere where children are free to grow and learn. The academic needs of each student are fulfilled through required courses as well as enrichment programs and educational field trips.

Religion is the central core of the curriculum. The program is designed not only to present a well-organized exposition of subject matter enhancing the Catholic faith of the home, but also to bring each student to a personal experience of their faith and a deeper knowledge of Jesus Christ as He is revealed to us through the Bible, Sacraments, and the people around us. Weekly Mass and daily religion classes are a required part of St. Mary's curriculum.

DISCIPLINE & DISCIPLINARY ACTION

St. Mary's Catholic School believes that discipline is a positive value. The purpose of discipline is:

- ❑ To maintain moral, mental, and social order;
- ❑ To achieve maturity, self-control, and Christian attitudes toward lawful authority, one's peers, and one's duty to life;
- ❑ To teach consideration and courtesy for others; and
- ❑ To provide a classroom situation conducive to learning.

When the behavior of an individual student comes into conflict with the rights of others, corrective action is necessary for the benefit of the individual and of the school. Disciplinary actions will be based on a careful assessment of the circumstances surrounding each infraction. Such circumstances will include, but not necessarily be limited to, the student's attitude, the seriousness of the offense, and its potential side effect on other students.

Students committing infractions are dealt with according to the severity of the rule being violated and the number of previous infractions that have been committed. The following is a list of possible disciplinary actions but not necessarily the order of implementation.

1. Warning
2. Advise parents
3. Removal from class or group (temporary or permanent)
4. Parental conference (by phone or in person)
5. In-school detention
6. Meeting with Father Carson Krittenbrink
7. Suspension
8. Expulsion
9. Any other disciplinary action deemed appropriate under the circumstances

Detentions will be served at the discretion of the principal or teacher. If a detention is issued to your child by a teacher or the principal, a detention notice will be sent home with him/her that day. This notice will include the behaviors that warranted the detention and must be signed by a parent/guardian and returned to the office the following morning. If not, the parents will be contacted and the length of the detention will be doubled.

Strict disciplinary action will be shown students in possession of or involved with: narcotic stimulants, depressants or alcohol; drug paraphernalia; sexual paraphernalia, including pornography; or those students who use obscene gestures, vulgar language, or innuendo.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

DRESS CODE

The Gospel calls the people of God to live simple lives. In keeping with this, the St. Mary's Catholic School Uniform Policy and Dress Code are intended to be guidelines by which students may dress in a respectful manner that reflects the importance of learning in their lives. Within this specificity there is some diversity, but the limits of that diversity are clearly defined. These standards are based on neatness, cleanliness and modesty. The intent of the dress code is to keep the students' appearance simple, modest, and free from distraction and competitiveness.

Uniform Guidelines

Girls (K- Grade 8)

- Shirt:** Hunter Green, White, or Navy Blue knit "polo" style shirt (short or long-sleeved)
White turtleneck shirt worn under jumper, polo, sweater or sweatshirt
- Jumper:** Khaki or Navy blue (shirt & shorts must be worn underneath)
- Skirt:** Khaki or Navy blue (shorts must be worn underneath)
- Pants, Capris, Skorts & Shorts:** Khaki or Navy blue
- Socks & Tights:** Hunter Green, White, or Navy Blue
- Sweater, Sweatshirt (with or w/out hood), (St. Mary's) Navy Blue**
- Cardigan, sleeveless sweater** (vest) Hunter Green, White, or Navy Blue (Not to be worn under a jumper) **Must** have a collared shirt underneath)

Boys (K- Grade 8)

- Shirt:** Hunter Green, White, or Navy Blue knit "polo" style shirt (short or long-sleeved)
White turtleneck shirt worn under polo, sweater or sweatshirt (St. Mary's)
- Pants & Shorts:** Khaki or Navy blue
- Socks:** Hunter Green, White, or Navy Blue, or black
- Sweater, Sweatshirt (with or w/out hood), (St. Mary's) Navy Blue**
- Cardigans, sleeveless sweater** White, Navy, or Hunter Green
(**Must** have a collared shirt underneath)

Additional Uniform Requirements:

- All uniform items must be solid in color, and free of any logos or brands with the exception of the St. Mary's Catholic School crest or the St. Mary's Church crest;
- "Polo" style knit shirts must be unembellished with plain buttons;
- If a belt is worn it must be Brown, Black, or Navy (unembellished leather or leather-like material);
- Denim, knit, velour, & athletic wear are not allowed; no white/sand jeans;
- All skirts, skorts, and shorts must be **no shorter than 3 inches above the knee**;
- No leggings or footless tights;
- Sleeveless shirts are prohibited;
- No shoes with heels over 1 inch;
- Boots may only be worn with pants, and the pant must cover the top of the boot;
- Hair must not impede vision of student;
- Shirt tails must be tucked **in at all times**;
- Only white undershirts are to be worn under the uniform shirt;
- Necklaces are limited to thin chains with modest pendants only;
- Students may wear one gold-tone or silver-tone bracelet and ring;
- Hair accessories may be worn but are limited to, **Hunter Green, White, Navy, Brown, or Black**;
- False fingernails of any type are not permitted at school;
- No Make-up for any class.

**Mass day for students is Wednesday. On Wednesdays, students will be required to wear the Hunter Green and Khaki uniform combination. Hunter Green sweaters, Hunter Green or Navy St. Mary's Catholic School hoodies, or Hunter Green jacket. Cantors are allowed to wear their cantor shirts on Mass day.*

Preschool students have the option of following the uniform guidelines or wearing casual attire in compliance with the dress code.

*House shirts are allowed on House Shirt Day – An exception to rule.

On Fridays students may wear Spirit Wear in compliance with the dress code. However, administration and faculty reserve the right to require uniform attire for field trips or other events scheduled on Fridays.

Spirit Wear: Students may wear Spirit Wear on Friday unless Friday becomes a Mass day. Spirit Wear consists of a St. Mary's Catholic School t-shirt, sweatshirt or hoodie (class shirts, Fall Fest shirts, and St. Mary's Catholic School or Church shirts apply) and uniform bottoms (pants, skirts, skorts, capris, or jumpers) or BLUE denim bottoms. T-shirts must be tucked in. There are no sock/tights, hair accessory, or jewelry restrictions on Spirit Wear day.

Casual Dress Days will be given periodically for special occasions.

St. Mary's Catholic School Casual Days Dress Code

Clothing items that are **not acceptable** for casual days include, but are not limited to:

- Shorts, skorts, or skirts **shorter than 3” above the knee**;
- Tattered/torn jeans and other apparel;
- Words or symbols on the seat of the pants;
- Knit sweatpants;
- Shirts that reveal torso when arms are raised above head;
- Halter tops;
- Shirts with shoulder straps less than the width of three fingers;
- Clothing items that display lettering advertising alcoholic beverages or numerical figures which carry connotations of immorality, vulgarity, obscenity, nudity or sexual overtones, both at school functions and at school;
- Clothing items that display lettering contrary to the teachings of Jesus or Gospel values;
- Flip-flops, backless shoes, or shoes with wheels in soles;
- No shoes with heels over 1 inch;
- Caps, hats, headbands (for boys), bandannas, or sunglasses worn in the building or classrooms;
- Shoe strings should remain tied – if child cannot re-tie then an alternate closing (Velcro) is an option.

General Appearance for Uniform and Casual Dress:

Students are expected to look neat at all times. Therefore, when purchasing school clothing, please buy appropriate sizes and refer to these general guidelines:

- All clothing must be appropriately sized – **neither too small or over-sized**;
- Clothing must be checked for rips, hanging hems, missing buttons, etc. and repairs made;
- Waistbands are to be worn above the hips;
- Slacks should be hemmed as to not fall below heel of the shoe;
- Earrings are not permitted for boys;
- Earrings for girls must be no larger than the size of a dime and must not “dangle” below the earlobe;
- All body piercing and tattoos, with the exception of ear piercing, is unacceptable;
- All clothes should be clean and free of stains;
- No extremes in hair are permitted (color, bleaching, style, or length). Hair deemed bizarre or disruptive is prohibited. The principal will determine what is or is not extreme.

*****All final decisions regarding school dress will be made by the Principal.*****

St. Mary's Dress Code/School Uniform Violation Policy

--First offense: Student will receive a note indicating dress code violation to be signed by parent. (Note needs to be returned on the next school day.)

--Second offense: Student will receive a second note indicating dress code violation to be signed by parent and parent will be contacted. (Note needs to be returned on the next school day.)

--Third offense: Parent will be contacted to bring appropriate uniform attire to the school.

--Three detentions lead to in-school suspension. One day including any activities for that day. Repeated violations will be addressed by the principal on an individual basis.

EMERGENCY PROCEDURES

Fire, tornadoes, and intruders are life-threatening situations. Fire, tornado, and lock-down emergency procedures will be discussed in each class during the first week of school. Students need to understand and follow these instructions. The instructions will be posted in each classroom and drills are held. The Archdiocese of Oklahoma requires two of the following drills each year: fire, tornado, lock-down, and intruder.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are a part of the education and formation of St. Mary's students. All students may participate. Restrictions will occur when the student's average grade falls below 69%.

FIELD TRIP POLICIES

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trip's compatibility with curricular goals.
3. A field trip is a privilege and not a right. Students performing below a "C" average will not be permitted to attend.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. (Permission slips are due in the office forty-eight hours after receipt of the permission slip.)
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use, or copy, the form provided in the Appendix. Call the school for information needed to complete the form. **Note:** a fax, e-mail, or text does not take the place of an original signature.
10. A **telephone call, e-mail, or text** will **not** be accepted in lieu of the proper field trip permission slip.

11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip for academic or behavioral issues will come to school. They will be marked absent if they do not come.
12. Students who are participating in the field trip must ride to and from the field trip with transportation provided by St. Mary's Catholic School.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
16. Parents who volunteer for a field trip will be provided a list of "Field Trip Volunteer Guidelines" by the teacher. Parents who volunteer to provide transportation for a field trip must provide the office with a copy of their driver's license and verification of insurance with a minimum of \$100,000/\$300,000 coverage prior to the field trip. In addition, they must have read and signed the Code of Conduct, and complete the Safe Environment training which includes a background check, at least two weeks prior to the planned activity. Each student must also be provided with an individual restraining device. For those students requiring a booster seat, the parent/guardian may be responsible for providing the device. Since the focus of every parent volunteer must be on the safety of the students, no siblings or other children will be permitted.
17. The number of chaperones for fieldtrips will be determined by class size and/or fieldtrip destination. St. Mary's Catholic School adult to student ratio guidelines for fieldtrips are as follows:
 - PreK I & II and Kindergarten = 2 students: 1 adult
 - First – Fifth = 3 students: 1 adult
 - Sixth – Eighth = 5 students: 1 adult
18. We will follow the Oklahoma Passenger Safety Law that was official in 11/1/2015. See Below:

New car-seat law for Oklahoma goes into effect Nov. 1, 2015

Kids under 2 must ride in a rear-facing seat, and kids up to age 8 must be in a car seat or booster.

Oklahoma Child Passenger Safety Law

0-2 years: Must ride in a rear-facing car seat

2-4 years: Must ride in a car seat with a harness

4-8 years: Must be in a car seat or booster seat unless the child is taller than 4-foot-9

8 years or taller than 4-foot-9: Must be in a secured seat belt

HARASSMENT

As a child of God, every person has a right to be respected. Harassment refers to the persistent torment or annoyance of an individual. St. Mary's Catholic School has a no-tolerance policy for harassment whether it is sexual, physical assault, or hostile environment which includes abusive notes and remarks. All complaints will be investigated, and appropriate disciplinary action will be imposed.

HEALTH GUIDELINES

St. Mary's Catholic School follows the Archdiocesan Policy for the dispensing of medicine. Medicine of any kind is not to be provided for students by the school. **NO MEDICINE MAY BE ADMINISTERED TO A STUDENT BY A SCHOOL EMPLOYEE**, including the school nurse, without a written directive from the student's doctor. This ruling was made by the Oklahoma Attorney General, February 16, 1984, **SPECIFICALLY INCLUDING ASPIRIN**.

- Non-prescription medication, including aspirin, may NOT be given to a student without a written directive signed by the student's doctor.
- No prescription medication may be given to a student without two of the following:
 - The prescription vial/bottle/container which correctly states the name of the patient, the name of the prescriber (doctor), and the directions for the administration of said drug (the date should also be current);
 - The written directive signed by the student's physician;
 - The parent form filled out requesting the school to administer the medication at the times the prescription indicates.

Asthma Medication- Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

Food Allergy Policy --St. Mary's Catholic School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Mary's Catholic School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose **parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.**

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 these behaviors. A vaccine is available but is not required. Please contact your healthcare provider or the Kay County Health Department for more information about meningococcal meningitis and/or the vaccine.

Training

In order to minimize the incidence of life threatening allergic reactions, St. Mary's Catholic School will provide training and education for all St. Mary's Catholic School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

As a general rule, medication is taken before or after school or is administered by the parent or guardian during the school day. If a child is too ill to remain at school, if she/he has been injured, or if she/he has an elevated temperature, the parents will be contacted. Current telephone numbers must be kept in the office. Please report any change in phone number or address to the office immediately.

HOMEWORK ASSIGNMENTS

The faculty of St. Mary's Catholic School views homework as a positive tool used to reinforce the classroom curriculum. Homework is assigned with care and for the purpose of fostering habits of independent study and personal responsibility. The amount of homework is determined by the individual teacher(s) and is geared to the average student. Homework will vary in length and intensity depending on the student and the grade level. A general rule to determine the amount of time to complete is ten minutes multiplied by the grade level (i.e. it would not be unreasonable for a third grade student to need thirty minutes in an evening to complete homework assignments.) If your child is spending an unwarranted amount of time on homework, his/her teacher should be consulted. At times, work that is assigned to be finished in class is not completed and must be taken home to be returned the next day at the beginning of class or when requested by the teacher. It is important that the student return all work expected as part of his/her responsibility. Satisfactory completion of homework assignments affects a student's daily grades and ultimately their report cards. Please note that participation in outside activities cannot be an excuse for incomplete or missing assignments.

As a general guideline, the homework and makeup work policy for each grade will be determined by the classroom teacher and will be distributed at the beginning of the school year. The grading scale used by St. Mary's Catholic School is prescribed by the Archdiocese for use in all Catholic schools. The grading scale can also be found posted in the classrooms and on report cards.

Grading Scale

A	100-93
B	92-85
C	84-75
D	74-70
F	Below 69

The grading scale setup is from the Diocese, this grade key is displayed on the Diocese report card templates.

Students enrolled in sixth through eighth grades may expect weekend homework. Monday tests and projects may be assigned on occasion.

HOT LUNCH PROGRAM

Hot lunch will be served each day beginning the first day of school. Ponca City Public Schools food service caters all hot lunch meals for St. Mary's Catholic School. 2017-2018 lunch price s has not yet been determined by the USDA. Milk is \$0.50 per carton. All meals, milk, and juice must be prepaid. You may pay any amount you wish per family. Payment is made in the office. Please place money in an envelope, note your child's name on the envelope and that the money is for hot lunch/milk. In order to participate in the government sponsored hot lunch program, we must follow their guidelines. Therefore, **carbonated beverages are not allowed to be consumed in the cafeteria during the lunch period.** Free and reduced lunches will be available for families who qualify. Forms are available in the office.

St. Mary's Catholic School follows all USDA nutrition guidelines. Please see our Wellness Policy on our website for regulations regarding classroom snacks. www.smsponcacity.org
In accordance with the Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave. SW, Washington, D.C. 20250-9410 or call (202)720-5964 (voice and TODD). USDA is an equal opportunity provider and employer.

*****NEW USDA HOT LUNCH POLICY*****

The USDA has determined that all schools serving hot lunches must collect delinquent charges.

For the St. Mary's Catholic School 2017-18 school year the following policy will be enforced.

All lunches and milks **MUST** be pre-paid. When a child's account is a zero balance and in arrears for five (5) days, the parent or guardian will be notified by phone by the office personnel. The cafeteria staff will be notified to provide a peanut butter or jelly sandwich for the child until the delinquent bill is paid, and prepayment made to the child's account. The cafeteria staff will be notified when payment has been made, and the child may resume ordering a hot lunch.

If you have any questions, please contact the office at 580 765-4387. Thank you for your attention to this USDA ruling.

LIBRARY

The School Library is an integral part of the educational process, and is a shared area for learning. The following is the Library Protocol and it is posted in the library.

- Library Books are to **SHARE** - treat them with **RESPECT**.
- Library books are to be **CHECKED OUT** (usually for one week) – they are **DUE** on the next class date, or earlier, if you wish.
- The number of Library Books you can **CHECK OUT** is determined by the classroom teacher and the Librarian.
- RETURN** all Library Books in the Classroom Box or to the **RETURN SHELF** in the Library. If there is no Librarian present in the Library, check with your teacher **BEFORE** removing any Library Book.
- WALK** in the Library at all times.
- Use **SOFT** voices-the Library is a reading room **NOT** a playground.
- Any and **ALL** adults in the Library will be greeted and treated with **RESPECT**.
- You are **RESPONSIBLE** for any damage to or loss of Library Books that you check out.
- FINES** must be paid **BEFORE** final report cards will be distributed.
- MAGAZINES** are to look at-not check out. (Your teacher may check out magazines for classroom use.)
- ENCYCLOPEDIAS** and other Reference Books are to be used in the Library or, with permission, in the classroom. Pages may be copied, but Books may **NOT** be checked out.

LOST AND FOUND

Personal property brought to school should be clearly marked for identification. Items of clothing will be located in the entrance to the school. Unclaimed items will be donated quarterly. Students who have lost personal or school-owned articles may ask for them in the main office. Students finding articles in the school or on the playground should bring them to the main office. All unclaimed items are given to charity at the close of the school year.

NON-DISCRIMINATION POLICY

St. Mary's Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs. If you feel you have been discriminated against, please contact Reverend Carson Krittenbrink, Pastor; 408 S. 8th, Ponca City, OK 74601.

PARENT'S ROLE IN EDUCATION

We, at St. Mary's Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Mary's Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Mary's Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

It is a parent's responsibility to check the online gradebook on a frequent basis to monitor their child's progress.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to be the best person he/she can become.

PARENTS AS PARTNERS

As partners in the educational process at St. Mary's Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code and the season;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a phone call or a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To remember outside sports/hobbies/activities have their place – prioritize education first.

PARENT-TEACHER CONFERENCES

Scheduled conferences for all parents will be held once each semester. This will give parents the opportunity to speak individually to their child's teacher. Parents and/or teachers are encouraged to request additional conferences whenever a serious problem may arise.

PET POLICY

Individuals with a documented need for a service animal or service animals as employed by the school are welcome on the school campus and at school-related activities. All other pets or animals are not allowed on the school campus at any time unless for an administration approved activity. Administration approval is only intended for events in which the presence of animal encourages the learning process or specific, Church sponsored pet blessings. Pets or other animals are not allowed on any school field trip or other school sponsored event, including school-sponsored social events.

PRO-LIFE STATEMENT

At St. Mary's Catholic School students are taught to live by Gospel values and to recognize the sanctity of the family. "In keeping with our Catholic philosophy regarding respect for human life and Catholic Church teachings that life and therefore parenthood begins with conception, student(s) who become parent(s) before they graduate" from St. Mary's Catholic School "will be treated with dignity, compassion and concern for their feelings." The school follows the Archdiocesan policy on pregnancy as detailed in Section 6210.10 of the policy.

PROGRESS REPORTS

Students in grades K-8 will receive progress reports half-way through each nine weeks to provide parents an update on their child's progress. Parents are to sign the Progress Report and return it to the school within one week.

RECORDS POLICY

Custodial parents and guardians may view academic and health records. Before disclosing "personally identifiable information" about a student, the written consent of the parent/guardian must be obtained. Requests must be made in writing at least 24 hours prior to viewing the records.

St. Mary's Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

If a student transfers to another school permanent records will be sent via U.S. Mail to the requesting school provided all tuition, lunch bills, library fines, or After School Care Program fees are paid in full.

RENWEB

RenWeb is our new record keeping database. We are now in line with the Archdiocese. Parents Web will be our new communication tool for parents. Training will be provided within the first few weeks of school. During this training parents will be provided their log in information.

REPORT CARDS

Students in grades K-8 will receive four report cards approximately every 9 weeks throughout the school year. The report card should be reviewed by parents/guardians, signed and returned to the school within one week. Parents may keep the final report card. No student will be given a final report card if tuition, lunch bills, library fines, or After School Care Program fees are in arrears.

RESPONSIBILITIES OF STUDENTS

All students are expected to conduct themselves as Christian children and to respect authority, themselves, other students, and property at all times. Teachers expect cooperation and reinforcement from the family in all disciplinary matters. All St. Mary's students are expected to grow in self-discipline by adhering to the following behaviors without being told:

1. Students are expected to enter and leave the building in a quiet and orderly manner. Running and playing inside the building is never permitted. Exercise caution on the stairway.
2. Before school, students are expected to remain in the designated area.
3. Students are expected to arrive at school on time, ready to start the school day with all homework completed and necessary materials available for use.
4. During school, be attentive in class, avoid being a distraction in any way, and respect personal and school property.
5. During supervised playground time (recess and before and after school), students must remain on the playground unless granted permission by the supervisor.
6. In the cafeteria (see section on cafeteria), students will conduct themselves in an orderly manner, taking care to talk in an acceptable tone of voice. Students should expect consequences if these guidelines are not followed.
7. Students are expected to adhere to the uniform policy.

RETENTION POLICY

All promotions, regular and special, shall be decided by the principal in light of the teacher's recommendation and in consultation with the parents and the student, if appropriate. Such decisions shall be based on a total evaluation of a student's growth in all areas of development. St. Mary's Catholic School follows Archdiocesan Policy 7230 with regard to retention of students.

SCHOOL ADVISORY COUNCIL (SAC)

The SAC is established by the Pastor, in accordance with Archdiocesan policy, to advise him and the principal in the governance of the parish school. Members cannot act apart from the pastor and the principal and cannot make decisions that are binding on the parish school without the approval of the pastor and principal. Advisory also means that decisions will not be made in major matters until and unless the council has been consulted. The areas in which the SAC has responsibility and shall be consulted include: planning, policy development, finance, development and public relations, selection of the principal, and major curriculum changes. New members must complete the required two-hour orientation.

The SAC holds regular meetings August to June. Non-council members who would like to address the SAC may make a request to the chairperson, pastor, or principal in writing at least 10 days prior to the next meeting. The written request shall include the topic to be discussed.

SAFE ENVIRONMENT

All parents volunteering to chaperone a school sponsored field trip or to substitute in the classroom are required to receive Safe Environment Training. This training consists of an application that will be used for a background check, a signed code of conduct, and attendance at a training in-service. The in-service will provide informative guidelines for completing the application and a video will be presented. The in-service will take approximately one hour to complete.

Safe environment training will be provided four times throughout the school year. The dates for **2017 - 2018 Safe Environment In-Service are:**

August 17, 2017 (Thursday)
August 29, 2017 (Tuesday)
September 14, 2017 (Thursday)
September 29, 2017 (Friday)
October 12, 2017 (Thursday)
November 9, 2017 (Thursday)
December 7, 2017 (Thursday)
January 11, 2018 (Thursday)
February 8, 2018 (Thursday)
March 8, 2018 (Thursday)
April 12, 2018 (Thursday)
May 8, 2018 (Tuesday)

***All training will begin at 5:30 pm in the Spanish Room.**

***Dates are subject to change**

SNOW DAYS

St. Mary's Catholic School follows the same schedule for snow days as the Ponca City Public School District. Announcements of school closings will be run on local radio stations including WBBZ, KIXR, KLOR, and KLVV. Announcements will also be announced on the following TV stations: KFOR (CH 4), KOCO (CH 5), KTUL (CH 8), and KWTV (CH 9). In addition, parents or guardians will be notified via the RenWeb Parent Alert calling system. Phone calls will be made to the main telephone number listed on your enrollment application. In the event of early dismissal during the day due to threatening weather conditions, parents will be notified by phone.

TELEPHONE

The office phone is a business phone and students are permitted to use it only in case of emergency. Forgotten homework, forgotten permission slips, forgotten athletic equipment, etc. do not constitute emergencies. Arrangements for after school visits with friends should be made at home. Student use of classroom phones is prohibited.

TESTING PROGRAM

This is from Diane Floyd, Superintendent of Schools.

(As a result of the archdiocesan planning study that was completed in December 2015, an academic planning committee has been researching effective standardized assessment tools to better measure academic growth and annual yearly progress for our students which will in turn assist us in data-driven, instructional decision making. Based on the committee's research, we will be transitioning to the ACT Aspire for 3rd, 5th, 7th and 9th grades, as well as the Pre-ACT for 10th grade for the 2017-2018 school year as our annual archdiocesan standardized assessment.

ACT Aspire will provide important information that will allow us to determine how your child is progressing at their current grade level, as well as along their overall path toward future college and career readiness. ACT Aspire will tell us which important skills, abilities, and knowledge your student has now, and which ones still need to be learned to be successful in school in the future. ACT Aspire will help your child's teacher and you understand where your child is succeeding, as well as where extra help or academic focus is needed. ACT Aspire will also provide specific suggestions for improving skills.

ACT Aspire is also an excellent way to prepare for the ACT and SAT – the best indicators of readiness for college. Adopting the ACT Aspire and Pre-ACT will better align our standardized assessments from elementary through high school to build a solid foundation for future academic and career success. It is a comprehensive resource that helps students measure their current academic development, explore areas of strength and need, and make plans for achieving their goals.

In the coming school year, your student will be taking the ACT Aspire at the same time we have traditionally assessed, during the fall semester.)

TEXTBOOKS

All textbooks are purchased by the school and lent to the students for their use. It is the responsibility of the student to properly care for the books issued to them. All books must be kept clean and free of marks. Payment in full is required for lost or damaged books.

TITLE IX

St. Mary's Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

TUITION

The torch of Catholic education has been passed from teaching Sisters and Priests predominantly to lay teachers. St. Mary's Catholic School receives a major subsidy from the Parish family, yet tuition is necessary to finance the operation of St. Mary's Catholic School. Parents/guardians enter into a contract with the school whereby parents/guardians agree to pay the school and the school agrees to educate their children. The contract is binding on both parties.

For convenience, tuition payments may be divided into ten payments due the first of each month beginning in August and ending in May. Tuition not received by the 16th of the month is late unless prior arrangements have been made with the Pastor. It is the responsibility of the parents/guardians to notify the principal if they foresee or experience a problem that will interfere with their tuition payments.

The parish bookkeeper will notify the school principal in writing of all families who are delinquent in tuition and have failed to respond to one (1) written notice (statement). The families shall be contacted by the school principal if they are more than one (1) month in arrears.

The school principal will make written or verbal contact with families who are delinquent for two (2) months to establish a payment plan. The parish pastor and parish bookkeeper shall be notified as to these arrangements.

A child will not be accepted for a new school year if previous fees and tuition charges are not paid in full by June 30 unless other arrangements have been made with the school principal and the parish pastor.

UNWRITTEN RULES AND RESPONSIBILITIES

This handbook is limited in content. It would be impossible to cover all problems which may arise in the future. Anything that distracts from the spirit, education, philosophy, or dignity of St. Mary's Catholic School will be addressed in an appropriate manner.

The principal, with the faculty, retains the right to amend the handbook. Parents will be given prompt notification if changes are made.

VISITOR POLICY

All visitors to St. Mary's Catholic School must report to the school office for a visitor's badge. Upon departure, the badge must be returned to the school office. This is for the safety of all students, faculty, and staff.

Unity

I dreamt I stood in a studio,
And watched two sculptors there.
The clay they used was a young child's mind,
And they fashioned it with care.

One was a teacher—the tools she used,
Were books, music, and art.
The other, a parent—working with a guiding hand,
And a gentle loving heart.

Day after day, the teacher toiled
With a touch that was deft and sure.
While the parent labored by her side,
And polished and smoothed it o'er.

And when at last, their task was done,
They were proud of what they had wrought.
For the things they had molded into the child,
Could neither be sold nor bought.

And each agreed they would have failed
If each had worked alone,
For behind the teacher stood the school,
And behind the parent, the home.

- Author Unknown