

ST. MARY'S CATHOLIC SCHOOL

Ponca City, Oklahoma



GENERAL INFORMATION HANDBOOK FOR PARENTS AND STUDENTS 2023 – 2024 SCHOOL YEAR

CONTENTS

Welcome from Pastor and Principal	4
Philosophy	5
Mission Statement	5
Mission Integrity	6
History of St. Mary's Catholic School	7
Accreditation	8
Admission	8
Arrival	9
Tardies	10
Preschool Arrivals	10
Early Checkout	10
Dismissal	11
Inclement Weather	11
Preschool Dismissal	11
Pickup List	11
Articles Prohibited at School	12
Asbestos	12
Attendance	12
Absence	13
Birthday Celebrations	14
Social Media	14
Bullying and Cyberbullying	14
Cafeteria	15
Cell Phones	15
Child Abuse Policy	15
Communicable Diseases	15
Communications	17
Computer Policies	17
Curriculum	18
Discipline & Disciplinary Action	18
Dress Code	19
Uniform Guidelines-Girls & Boys	20
Additional Uniform Requirements	21
Free Dress Code	22
General Appearance for Uniform and Free Dress	22
Dress Code/School Uniform Violation Policy	23
Emergency Procedures	23

Extracurricular Activities	23
Field Trip Policies	23
Health Guidelines	25
Homework Assignments	26
Hot Lunch Program	27
Library	28
Lost and Found	28
Non-Discrimination Policy	29
Parent's Role in Education	29
Parents as Partners	31
Parent-Teacher Conferences	31
Pet Policy	32
Pro-Life Statement	32
Progress Reports	32
Records Policy	32
Report Cards	33
Responsibilities of Students	33
Retention Policy	33
School Advisory Council (SAC)	34
Safe Environment	34
Sexual Identity Policy	34
Snow Days	35
Telephone	35
Testing Program	35
Textbooks	36
Title IX	36
Tuition	54
Unwritten Rules and Responsibilities	54
Visitor Policy	54
Media Release	55
Parent/Guardian Release of Information	55
Financial Assistance Policies	55
Field Trip Forms	57
Memorandum of Understanding	59

WELCOME

Dear Parents and Students,

Welcome to St. Mary's! In choosing St. Mary's Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education, which includes becoming a part of an authentic Catholic community. We are delighted to partner with you in the pursuit of our mission.

We are a people led by the Person of Jesus Christ. He is the Way, the Truth, and the Life. Any curriculum or academic program without Jesus at its center is necessarily incomplete. Our faith in Jesus uplifts our mission, and He brings it to fulfillment through our willful cooperation. Through His body—the Church—we all can know Him, accept the graces He freely gives, and put His teachings into practice. We strive to bring this understanding to each and every person in the St. Mary's Family through the daily life of our Catholic school.

These official policies and procedures relating to the responsibilities shared by the students, parents/guardians, and the School are an outgrowth of the general policies established with guidance of the St. Mary's School Advisory Council in accordance with the Department of Catholic Education of the Archdiocese of Oklahoma City. The information in this handbook follows the *Archdiocese of Oklahoma City Catholic Schools Policies and Guidelines Handbook* and *Oklahoma School Law*. The administrative rules and procedures that follow are intended to be fair and reasonable—to enable us all to work together in harmony toward the School's mission.

A successful school year depends upon EVERYONE in the St. Mary's Family believing and supporting our mission, mutually sacrificing for the School, and lifting one another up with charity and kindness. Together, let us begin this year with a commitment to partnership as we support each St. Mary's student—with the guidance of the Holy Spirit—to become the best Child of God he or she is capable of becoming.

Sincerely in Christ,

Rev. Carson J. Krittenbrink
Pastor

Mr. Wade A. Laffey
Principal

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 ST. MARY’S CATHOLIC SCHOOL. St. Mary’s Catholic School ministers to the parish through participation in 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 worshiping Him as our Savior, learning from Him as the Master Teacher, and serving each other in His name.

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 and following the teachings of Jesus for the development of the whole child.

MISSION INTEGRITY

St. Mary's Catholic School welcomes students of all faith backgrounds. St. Mary's takes seriously that it is a responsibility to Teach our Catholic faith and our morals. Therefore, St. Mary's promotes and fosters the teaching and values of the Catholic Church as professed by the Magisterium of the Catholic Church and articulated in the Catechism of the Catholic Church, including teaching documents and guiding principles issued by the local Ordinary.

At times, parents, guardians, and students whose religious beliefs and practices run counter to Church teaching may experience possible conflicts, as St. Mary's maintains mission integrity. Sincere questions seeking deeper understanding of the Catholic faith in practice are welcome. Should a parent or student intentionally and knowingly choose not to adhere to these policies for any reason, including disagreeing with Catholic faith and morals, they are effectively choosing not to fully embrace the promised school learning environment for all students and by that choice, freely made, they are choosing not to remain a part of the school community. School administration will respect that decision and act accordingly by withdrawing them from the school or decline to approve them for admission.

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).

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. St. Mary's does not have a designated Special Education program. Students seeking admission to the school with Rehabilitation Act Section 504 documentation, IEP documentation, long-term medical/health/behavioral documentation, or requests for special student accommodations that significantly alter the regular classroom process may undergo an application review with the assistance of the Office of Catholic Education of the Archdiocese of Oklahoma City. Relevant educational reports or records of diagnosis, where applicable, must be provided upon request. Student service plans cannot contain accommodations or modifications that are in opposition of Church teaching.

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 parishioners with children not presently enrolled
4. Other parishioners with children
5. Active Catholics who are not members of St. Mary's Parish
6. Non-Catholics

****An active parishioner is one who is registered with the parish and participates in regular attendance at Mass and in parish life.**

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 Preschool I must be three (3) years old on or before September 1 of the current school year.
3. A student entering Preschool 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. Enrollment via FACTS must be complete.
8. A current and complete immunization record must be provided. Immunization requirements are described further below.

ARRIVAL

Students are to be dropped off in the drop-off zone of the parking lot, or parents may park and walk their children up to the south playground gate under the pavillion. Students should never walk across the main parking lot unless they are accompanied by an adult.

Before-school supervision for all grades will begin at 7:40 am M-F on the playground.

When dropping off and picking up students, vehicles will enter the parking lot off of 8th Street and circle around so that students will be able to exit their vehicle from the passenger side. Vehicles will then exit the parking lot off of 8th Street, the same way they entered. ****See Appendix.**

Preschool

Preschool students needing before-school supervision will need to make arrangements with St. Mary's Childcare. Preschool students who go to Childcare before school will be walked over to their classroom at 8:00 am.

TARDIES

Habitual tardiness also interferes with classroom instruction. Prompt and regular attendance is essential for the student's daily school performance.

The tardy bell will ring at 8:00 a.m. Students who arrive after 8:00 a.m. will be tardy. Students arriving after the 8:00 tardy bell must report to the office before going to the classroom.

Tardiness during an academic quarter will be handled in the following manner:

- 1st & 2nd tardies: Student will receive a verbal warning.
- 3rd tardy: Parents/Guardians will be sent a letter of notification from the school for excessive tardiness.
- 4 or more tardies: Student will serve detention at a time deemed appropriate, either before school or after school. If the student is late for detention it will be rescheduled and the parent will be asked to be present during the detention.

EARLY CHECK OUT

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. 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. The office will then notify the teacher that the child will be leaving. Parents should notify the office prior to their arrival so that the student is ready to leave when they arrive. If a student has been checked out during the day, a parent/guardian needs to contact the office prior to their return.

DISMISSAL

Regular school dismisses at 3:30 p.m. on Monday, Tuesday, Wednesday, and Friday. **School will dismiss at 2:20 p.m. on Thursdays for Professional Learning Early Release (PLER).** Students in grades P-8 will exit the building to the playground through the east doors. Students must stay on the playground until picked up by a parent or guardian. Students may be picked up from the parking lot between the Parish Center and the breezeway. Students waiting to be picked up are to remain inside the gate until their ride reaches the drop off/pick up area. When dropping off and picking up students in grades P-8, vehicles will enter the parking lot off of 8th Street and circle around so that students will be able to exit or enter their vehicle from the passenger side. Vehicles will then exit the parking lot off of 8th Street, the same way they entered. ****See Appendix.**

After School Care will be available for all St. Mary's students. All students who are not picked up by 3:20 p.m. will automatically go to Child Care. Students in grades 2-8 will stay at the main building, while students in grades PK-First will be walked over to Child Care.

Students attending After School Care are to remain sitting at the picnic tables until the after-school supervisor arrives.

DISMISSAL DUE TO INCLEMENT WEATHER

In case of inclement weather, the students in grades K-5 will be dismissed to their parents/guardians from the breezeway. Middle school students will be picked up from Middle School.

PRESCHOOL DISMISSAL

Preschool students will be dismissed from the playground gate on Walnut Street at 3:10 pm M, T, W, and F. In the event of inclement weather, Preschool students will be dismissed from the Walnut Street building exit. They will be dismissed at 2:00 pm on Thursdays for PLER.

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 the 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, electronic devices, matches, or incendiary devices. Illegal drugs of any kind should not be brought to school, please see the Health Guidelines section for rules regarding medicine. 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 the students are co-tenants. The school reserves the right to search desks and lockers at any time. Students may be requested to reveal the contents of personal belongings. Failure to comply will result in a 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

Every student shall attend school regularly. Regular attendance at school is necessary for students to fully benefit from the educational experience. It teaches students the necessity of regular attendance in preparation for work and teaches students to be personally responsible. 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).

According to state statute, students must be in attendance for 80% of the school year. **If a Saint Mary's student misses more than twenty (20) days per year, the student may be considered for retention.** A parent/guardian may appeal this decision to the principal in writing.

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. Written excuses sent to school prior to the date of

the absence are also acceptable. These are kept on file for the entire school year. Continued unexcused absences will require an evaluation of the student's enrollment at St. Mary's.

ABSENCES

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 twodays to make up the work, etc. When a student is absent for more than two days, a parent may contact the homeroom teacher 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.**

The Principal or designee shall notify a students' parent or guardian regarding the student's absences as outlined below:

1. On the occasion of the tenth absence, the principal or designee will notify the parent/guardian in writing.
 - a. A copy of this attendance policy will be attached to the notification.
 - b. The parent/guardian may request a conference to discuss the absences.
2. Students who have accumulated 20 or more absences during the school year will be referred to the principal. On the occasion of the 20th absence, the principal or designee will notify the parent/guardian by certified mail of the absences and of the review process to determine placement/retention of the student for the following school year. The procedure below will be followed in sequential order to determine student promotion or retention when considering absences.
 - a. A School Attendance Committee may be formed which is a principal-appointed committee consisting of at least the principal and two faculty members.
 - b. No later than the first Friday in May, the principal and/or the committee will meet to determine promotion/retention of the student.
 - c. The principal and/or the committee may consider *written documentation* submitted by the parent/guardian concerning excessive absences. Written documentation may include, but is not limited to: medical information regarding illness, evidence of observances of religious holidays, and/or a description of extenuating circumstances that have had a negative impact on the student's attendance at school. If no concerns exist that would cause the student to be considered for retention, the student

may be promoted to the next grade level.

- d. The Parent/Guardian will be notified of the principal and/or committee's decision in writing.

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

BIRTHDAY CELEBRATIONS

Birthday celebrations are permitted, however they will be limited to 30 minutes. Please make arrangements with your child's homeroom teacher prior to bringing items for a birthday celebration. Birthday treats should follow Smart Snack guidelines that are referenced in our school Wellness Policy. Also, 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, Tik Tok, and Pinterest may result in disciplinary actions if the content of a student or parent account includes defamatory comments regarding the school, the faculty, other students, or the parish. The posting of messages, videos or images online that promote racism, sexism, violence, immoral or illegal activities or conduct counter to the mission of the school and the Catholic Church are not acceptable from a St. Mary's Catholic School student and will be addressed.

BULLYING & CYBERBULLYING

St. Mary's Catholic School will 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, in jest, or online**) face detention (first offense), suspension (second offense), and/or expulsion (third offense). All complaints will be investigated and parents will also be notified of every infraction pertaining to bullying/harassment.

Hazing of any type is prohibited towards any student or student group who attends St. Mary's Catholic School. Hazing conducted by students, coaches, or faculty may result in disciplinary actions or separation from the school.

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, or telephone calls, threatening words, actions, or weapons

CAFETERIA

Students need to enter the cafeteria quietly in alphabetical order. Good manners and respect for self and others are expected at all times. Students are to follow instructions given by 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 athletic 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. The cell phone may be picked up by the student at dismissal. At no time should a cell phone be in a student's possession during the school day. **Items taken away from students will be returned to a parent/guardian.**

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 the 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 after 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 the 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 the child is under Doctor's care and the area is covered by medication.

COMMUNICATIONS

Open communication between parents, students, and staff is encouraged. **Should a parent or student have a complaint about a teacher, administrator, or staff member, they first need to discuss the difficulty with that individual.** If reconciliation cannot be reached, then the problem should be taken to the principal.

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

COMPUTER POLICIES

St. Mary's Catholic School operates a local area network with Internet access. St. Mary's follows the guidelines of CIPA (Children's Internet Protection Act) regarding Internet use. Internet filtering is in place. A statement of Terms and Conditions for computer use is issued to each parent and student. Policies and procedures are explained during computer class. Each student must agree to abide by these Terms and Conditions before they are given Internet access. This document, signed by parent and student, must be on file before a student can use the Internet independently. Students may not access email, chat rooms, or instant messaging applications, or download files from our school network. Students are not permitted to use school computers or devices to access websites or apps on campus that are not in keeping with Catholic values or the mission of the school. Any misuse of computer or Internet resources may, at the discretion of the teacher, result in loss of computer privileges for the student, along with other penalties.

CURRICULUM

The Archdiocese of Oklahoma City provides St. Mary's Catholic School with a core curriculum plus Art, Band, Christian Doctrine, Computer, Foreign Language, Music, and Physical Education. This curriculum is available for anyone to access via the Archdiocesan website. 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 educational field trips.

Catholic Doctrine 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 create an atmosphere 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. Call to parents
3. After School Detention
4. Removal from class or group (temporary or permanent)
5. Parental conference (by phone or in person)
6. In-school suspension
7. Suspension
8. Meeting with Pastor
9. Expulsion
10. 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 parent or guardian will be notified.

Strict disciplinary action will be shown to students in possession of or involved with: narcotic stimulants, depressants or alcohol; drug paraphernalia; sexual paraphernalia, including pornography; misuse of social media; improper electronic device use at school; 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 distractions and competitiveness.

In order to maintain uniform appearance and proper comportment throughout the school day and at school events, all students, staff and faculty must follow the dress code expectation of their biological sex while on campus and while representing the school at outside functions. Modesty is expected at all times.

UNIFORM GUIDELINES

Girls (PS I-Grade 8)

- Shirt:** White, Hunter Green, or Navy knit “polo” style shirt (short- or long-sleeved)
White turtleneck shirt may be worn under jumper, polo, sweater, or sweatshirt
- Jumper:** White Plaid (Lands’ End), Khaki, or Navy Blue ***A collared shirt & shorts must be worn underneath.**
- Skirt:** White Plaid (Lands’ End), Khaki, or Navy Blue ***shorts must be worn underneath.**
- Pants, Capris, Skorts & Shorts:** Khaki or Navy Blue
- Socks:** White, Hunter Green, Navy Blue, or Black
- Tights:** White, Hunter Green, or Navy Blue
- Sweater, Sweatshirt (with or w/out hood):** White, Navy Blue, or Hunter Green (Gray spirit wear jackets may also be worn.) ***A collared shirt must be worn underneath.**
- Cardigans, Sleeveless Sweater (Vest):** White, Navy, or Hunter Green (Not to be worn under a jumper) ***A collared shirt must be worn underneath.**

Boys (PS I-Grade 8)

- Shirt:** White, Hunter Green, or Navy knit “polo” style shirt (short or long-sleeved)
White turtleneck shirt worn under polo, vest, sweater, or sweatshirt
- Pants & Shorts:** Khaki or Navy Blue
- Socks:** White, Hunter Green, Navy Blue, or Black
- Sweater, Sweatshirt (with or w/out hood), Vests, Cardigans:** White, Navy, or Hunter Green
(Gray spirit wear jackets may also be worn.) ***A collared shirt must be worn underneath.**

***Students in Preschool I or II have the option to substitute a uniform shirt for the St. Mary’s Pre-K t-shirt any day of the week. One of these t-shirts will be provided for each preschool student. Parents also have the option to order additional St. Mary’s Pre-K t-shirts through the school for \$10 each.**

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 logo;
- "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, and athletic wear are not allowed;
- All skirts, skorts, and shorts must be no shorter than 3 inches above the knee;
- No leggings or footless tights;
- Sleeveless shirts are prohibited;
- Students are to be properly groomed at all times. Hair should be neat, clean, and moderate in length—not impeding a student's vision.
- 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 rings;
- Hair accessories may be worn but are limited to, brown, black, hunter green, navy, or white;
- False fingernails of any type are not permitted at school.

****Mass day for students is Wednesday. On Wednesdays, boys will be required to wear the navy and khaki pants uniform combination. Girls may also wear the navy and khaki uniform combination, but they also have the option to wear the navy and White Plaid (Lands' End) uniform combination. No shorts or hoodies.***

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). T-shirts must be tucked in. There are no sock/tights, hair accessory, or jewelry restrictions on Spirit Wear day.

Free Dress Days will be given periodically for special occasions.

CODE FOR ST. MARY'S CATHOLIC SCHOOL FREE DRESS

Clothing items that are **not acceptable** for free dress 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;
- shoes with heels over 1 inch;
- caps, hats, headbands (for boys), bandanas, and sunglasses worn in the building or classrooms.

GENERAL APPEARANCE FOR UNIFORM AND FREE 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 nor 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 the 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.
- Clothing intended to make a statement at odds with the teachings of the Catholic Church is not permitted.

******At all times, the Principal reserves the right to evaluate and correct an individual student's or parent's interpretation of the Uniform Policy as evidenced by the student's appearance.******

ST. MARY’S CATHOLIC SCHOOL UNIFORM VIOLATION POLICY

--First offense: Student will receive a note indicating dress code violation to be signed by a parent.

--Second offense: Student will receive a note indicating dress code violation to be signed by a parent and the following:

P-5: Loss of recess.

6-8: After school detention will be assigned.

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

****Three detentions due to dress code violations will lead to in-school suspension.**

EMERGENCY PROCEDURES

Fire, tornadoes, earthquakes, and intruders on campus are life-threatening situations. Fire, tornado, earthquake, and intruder 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. The Archdiocese of Oklahoma City requires 2 of the following drills each year: Fire, Tornado, and Intruder.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are a part of the education and formation of St. Mary's Catholic School students. All students may participate. However, restrictions for Middle School Students will occur when a student’s average grade falls below 75%.

FIELD TRIP POLICIES

1. Field trips are designed to enrich students and to achieve educational goals.
2. At the teacher’s discretion, field trips may be re-evaluated each year to determine the compatibility with curricular goals.
3. A field trip is a privilege and not a right; Individual teachers, in consultation with the principal, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
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. 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 by the date printed on the permission slip.
7. A field trip permission slip is printed at the end of this handbook. 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, email, or text does not take the place of an original signature. **A telephone call, email, or text will not be accepted in lieu of the proper field trip permission slip.**
8. Students participating in a field trip are required to conform to the St. Mary's Catholic School's Uniform Code.
9. 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. If a child does not come they will be marked absent for the day.
10. 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 or school approved volunteers.
11. Drivers on field trips cannot make unauthorized extra stops or side trips. A field trip is over when all students safely return to St. Mary's
12. All monies collected for the field trip are **non-refundable**.
13. **Student cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or principal.
14. 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 prior to the field trip. In addition, they must have had a background check, read and signed the Code of Conduct, and completed the Safe Environment training 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.
15. Parents who are not "official" chaperones may meet their child at the field trip with the permission of the principal.
16. Parents, Staff and Students on field trips must not use or be in possession of alcohol or drugs. They must also refrain from solicitation. (i.e. Selling candy bars, etc.)
17. The number of chaperones for field trips will be determined by class size and/or field trip destination. St. Mary's Catholic School adult to student ratio guidelines for field trips are as follows:
Pre K I, II, and Kindergarten = 2 students: 1 adult

First – Fifth = 3 students: 1 adult

Sixth – Eighth = 5 students: 1 adult

18. St. Mary's will follow the Oklahoma Passenger Safety Law that was official as of June 6, 2017:

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.

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.
- Any substances that are prohibited by federal law (not state law) are not allowed, will not be considered medication, and are inadmissible for use by a student ***even with a note from a medical professional***. This policy is applicable to all student activities.
- All medicine will be locked in the office.

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 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 should be taken before or after school or administered by the parent or guardian during the school day. If a child is too ill to remain at school, she/he has been injured, or 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. 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.

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.

Students who are absent are expected to make up assignments within a reasonable period of time. As a general guideline, if a student is absent for one day, he/she has one day to make up the work. If he/she is gone two days, then he/she has two days to make up the work, and so on. Please do not ask teachers to prepare work ahead of time if you are planning to go on a vacation or a family trip. The homework will be available once the student has returned to the classroom. Homework may be assigned to students through fifth grade Monday through Thursday. Homework will **not** be assigned to these students on Friday evening. No tests will be given on Mondays. No projects will be due on Monday.

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 Monday, August 22, 2022. Ponca City Public Schools Food Service caters all hot lunch meals for St. Mary's Catholic School. Hot lunch orders are due to Ponca City Public Schools Food Service by 8:30am each morning. **If your child is going to be tardy, but will need a hot lunch, please call the school no later than 8:30am to order. IF NO CALL IS RECEIVED BY 8:30A.M., THEN HE OR SHE WILL HAVE TO BRING A COLD LUNCH.**

The cost of our lunches is determined by Ponca City Public Schools. Milk is \$0.50 per carton. **All milk and juice must be prepaid.** Payments are to be made in the school office. Please place money in an envelope, noting your child's name on the envelope and that the money is for milk/juice. 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.**

St. Mary's Catholic School follows all USDA nutrition guidelines. Please see our Wellness

Policy on our website for regulations regarding classroom snacks. In accordance with 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.

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 BOX in the library. If the librarian is not present in the library, students are not permitted to remove 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 a library book 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 the books may NOT be checked out.

LOST AND FOUND

Personal property brought to school should be clearly marked for identification. Lost items will be in the clothes closet. Students who have lost personal or school-owned articles other than may ask about 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 AND RESERVED RIGHTS

St. Mary's Catholic School admits and does not discriminate on the basis of sex, race, color, national and ethnic origin in the administration of our educational and admissions policies, scholarship programs, athletic and other school-administered programs, or access to all rights, privileges, programs and activities generally accorded or made available to students at our school. Our school reserves the rights and protections granted to it in the areas of admissions and educational policies, scholarship and loan programs, athletic and other school-administered programs, employment practices, and other areas of operations by applicable laws and constitutional provisions to act in furtherance of its religious identity and objectives.

Students are expected to treat each member of our school community with respect, including, but not limited to, showing respect for their cultural, ethnic and religious heritage. Any student who degrades, harasses or insults another with ethnic, sexual or religious slurs, intimidation, gestures, language or comments will face appropriate consequences.

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. Mutual cooperation, trust and support are essential for the fulfillment of this responsibility. Students and parents/guardians are required to sign our Student-Parent Handbook acknowledgement form, indicating they have read the handbook, accept and support our philosophy, policies and procedures, and will comply with them.

Under usual circumstances, a child is not to be deprived of a Catholic education because of the attitude of a parent/guardian. However, a situation could arise whereby an uncooperative or destructive attitude of a student's family may diminish the school's effectiveness in acting *in loco parentis*, and the child's retention would be incompatible with the school's philosophy. If, in the school's judgment, such a situation is evident, the family will be asked to withdraw the student from St. Mary's Catholic School. Parents/guardians must sign the Diocesan Memorandum of Understanding prior to their child's attendance.

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 an 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 become the best person he/she is capable of becoming.

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 a 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 the school's 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 that 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

Any individual 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 an animal encourages the learning process or for specific, parish 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 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.

REPORT CARDS

Students in grades K-8 will receive four report cards throughout the school year. Parents are to sign the report card and return it 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 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, before and after school), students must remain on the playground unless granted permission by the supervisor.
6. In the cafeteria, students will conduct themselves in an orderly manner, taking care to talk in an acceptable tone of voice.

RETENTION POLICY

All promotions, regular and special, shall be decided by the principal considering 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 regarding 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 area 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 from 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 completion of an online training.

SEXUAL IDENTITY POLICY

According to foundational principles of the Catholic Church's teaching about human sexuality, St. Mary's Catholic School accepts the following definitions. "Sex" means the biological condition of being male or female based upon physical differences from conception. "Sexual identity" is a person's identity as male or female, harmonious with one's biological sex from conception (See Catechism of the Catholic Church #2333). Accordingly, St. Mary's will interact with students, faculty and staff according to their sexual identity as male or female from the point of conception.

As a Catholic school, St. Mary's understands some students experience distress or dissonance between their self-perception and what they understand as restrictive cultural norms or stereotypes. St. Mary's seeks to help all students understand their primary identity is a child of God (Who is the source of their dignity) and that God creates each person as male or female with unique gifts and interests. In accord with Catholic Church teaching the sexed body is a gift from God which should be cherished. Therefore, St. Mary's Catholic School can neither support nor facilitate a student rejecting his or her body by social transition (dressing and identifying as the

opposite sex or as non-binary), medical transition (use of puberty blockers or cross sex hormones), or surgical transition (removal of sexual organs or of secondary sex characteristics, or surgeries designed to create secondary sex characteristics of the opposite sex). Because the process of a “gender transition” involves the rejection of the body as gift, the student who has begun to transition has chosen a path at odds with their integral human and God-given identity. Since the mission and identity of the Catholic school is to share and develop this holy and holistic view of the human persons, students and parents who profess or promote an alternate vision of the human person are choosing not to remain enrolled.

In accord with this sexual identity policy, school personnel will address students by the name with which the student is registered (or its common derivative) and pronouns correlating to the student’s sexual identity based on biological sex from conception. All other policies at this school will reflect the teaching of the Catholic Church concerning sexual identity.

All students, staff, faculty, and visitors are to observe modesty when using changing facilities and may only use facilities that conform to the individual’s biological sex.

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 and TV stations as well as on our social media sites (Facebook and Instagram). In addition, parents or guardians will be notified via the RenWeb Parent Alert system. Phone calls and text messages will be sent 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

Students are permitted to use the school phone 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.

TESTING PROGRAM

Measuring academic progress is essential for keeping each student on track for academic excellence. The NWEA Map Growth is an adaptive test that measures growth throughout the year. The MAP Growth test is administered to St. Mary’s Catholic School students in grades 2-8 three times per year (September, January, and May). For more information about the MAP Growth test, visit: [NWEA.org/Parent-Toolkit](https://nwea.org/Parent-Toolkit).

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

Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy And Grievance Procedure with Complaint Form

This Policy and Grievance Procedure applies to all applicants for admission and employment, students, and employees. The Policy and Grievance Procedure will be disseminated to all such individuals, as well as parents and legal guardians of students.

St. Mary's Catholic School("the School") is a Catholic faith-based community providing students with exceptional Christ-centered Catholic formation and education. Rooted in the Catholic understanding of the human person and her or his relationship with God and neighbor, the School fully embraces the teachings of the Catholic Church's Magisterium, and the School fully incorporates these into every aspect of the School, including but not limited to, its curriculum and co-curricular activities. The physical environment of the School has external signs of the Catholic tradition including images, symbols, icons, crucifixes in every classroom, liturgical celebrations, and other sacramental reminders of Catholic life. In short, every aspect of the School's life reminds students, parents, faculty and staff to intentionally consider the implications Catholic teaching has for their lives and for the formation and education of the School's students. This policy is not intended to conflict with any of the School's religious tenants or teachings of the Catholic Church. This specifically includes Catholic teachings on modesty, sanctity of life, sanctity of marriage, the theology of the body, sexual orientation, and gender identity. The School will defer to the appropriate Catholic faith leaders, including the local ordinary, and teachings in implementing this policy and nothing in this policy is intended to conflict with those teachings.

A. Prohibited Discrimination, Harassment, and Retaliation of Students, Employees, and Others

The School is committed to providing a school environment that is free from unlawful discrimination, harassment, and retaliation. The School strictly prohibits and does not tolerate any discrimination, harassment, or retaliation that is inconsistent with Catholic teaching on the basis of a person's race, color, national origin, disability, genetic information, sex, pregnancy, biological sex, age, military status, or any other protected classes recognized by applicable federal, state, or local law in its programs and activities. The School further prohibits discrimination on the basis of

sex in the recruitment and admission of students, in its education programs and activities, and in all employment-related decisions, including recruitment, application, hiring, promotion, termination, and other employment actions.

The following persons have been designated as Coordinators to handle inquiries or complaints regarding the Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy:

Name: Rev. Carson Krittenbrink
Address: 408 South 8th Street, Ponca City, OK 74601
Telephone Number: (580) 765-7794
Email address: father.krittenbrink@yahoo.com

Designated Coordinators will be responsible for:

- a. Ensuring compliance with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations in a manner consistent with Catholic teaching.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment, and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other School employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints.
- f. Referring all sexual assault or harassment complaints to designated external third-party investigator for investigation.
- g. Immediately informing the Archdiocese of Oklahoma City's Director of Catholic Education and Chancellor of all complaints of discrimination and keeping them informed of all developments in each case as well as final disposition of the case.
- h. Identifying and addressing patterns and/or systemic problems and reporting such patterns or systemic problems to the Principal, with a carbon copy to the Archdiocese of Oklahoma City's Director of Catholic Education and Chancellor.
- i. Reviewing all evidence in harassment or violence cases brought before the School's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- j. Ensuring that all investigations address whether students or employees other than the reporting student or employee may have been subjected to discrimination, harassment, or retaliation.
- k. Informing the Archdiocese of Oklahoma City's Director of Catholic Education and Chancellor of all instances in which a reasonable person in the Coordinator's position determines that School employees with knowledge of allegations of discrimination, harassment, or retaliation failed to carry out their duties in responding to and reporting the allegations to the designated compliance coordinator.

- l. Recommending changes to this policy and grievance procedure.
- m. Performing other duties as assigned.
- n. Removing oneself from the Compliance Team if a conflict of interest is discovered.

The designated Coordinators will not be assigned any additional job responsibilities that may create a conflict of interest with their Coordinator responsibilities.

The School's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy is available at stmaryspsok.com. Further, this policy is referenced in the in the School Handbook (i.e. both student and faculty handbooks), and is available in the administration office. The contact information for the designated Coordinators is also available on the School website, in the School Handbook, and in the administration office.

The School is committed to keeping all faculty, staff, and employees safe and the School's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy and Grievance Procedure is intended to be a guideline for an appropriate process in accomplishing that goal. The School's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy and Grievance Procedure is expressly not incorporated into any tuition, employment, or other contract and does not confer any statutory, common law, or contractual rights. The School reserves the right to amend the Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy and Grievance Procedure.

1. Anti-Harassment

Harassment is a form of discrimination, and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, disability, age, sex, or other protected category, that is objectively sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is objectively sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the objectively offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the School, whether those programs take place in School facilities, on a school bus, at a class or training program sponsored by the School at another location, or elsewhere. Programs and activities include all locations, events, or circumstances where the School exercises control over the individuals involved and the context of any alleged misconduct. The School's education programs and activities further include buildings or other locations that are part of the School's operations, including remote learning platforms, and off-campus settings if the School has substantial control over the individuals involved (e.g., a school field trip to a museum).

The following are examples of behavior that may constitute harassment:

- a. Ongoing name-calling
- b. Ongoing teasing or taunting
- c. Ongoing insults, slurs, epithets, or derogatory names or remarks
- d. Demeaning or inappropriate jokes
- e. Inappropriate gestures
- f. Graffiti or inappropriate written or electronic material
- g. Visual displays, such as cartoons, posters, or electronic images
- h. Threats or intimidating or hostile conduct
- i. Physical acts of aggression, assault, or violence
- j. Sexual advances, requests for sexual favors, or sexual jokes
- k. Offensive or obscene material
- l. Criminal offenses

This list is illustrative only, and not exhaustive. Harassment includes inappropriate conduct based upon any legally protected status. Harassment has no place at the School. It is expected that employees and students will treat one another with mutual respect and dignity. It is the responsibility of every student and employee to conduct themselves in a manner consistent with the School's policies, and to create an atmosphere free of discrimination and harassment.

Sexual harassment is also against the policy of the School. The School strictly prohibits any discrimination, harassment, or retaliation based upon an individual's sex. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex), as well as any unwelcome sexual advances, requests for sexual favors, or any other conduct of a sexual nature, when:

- Submission to the advance, request, or conduct is made either explicitly or implicitly a term or condition of an individual's employment, grades, academic status, or participation in the School's programs or activities;
- Submission to or rejection of the advance, request, or conduct is used as a basis for employment or academic decisions affecting such individual, including the provision of an aid, benefit, or service;
- Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance, access to School programs or activities, or creates an intimidating, hostile, or offensive environment for the individual or others; or
- The conduct constitutes sexual assault, dating violence, domestic violence, or stalking, as defined by applicable law.

Please see Appendix A for additional detail on the definitions of sexual misconduct covered by this Policy.

The following are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions
- b. Intentional indecent exposure in any form

- c. Requests or pressure for sexual favors
- d. Unwelcome comments about an individual's body, sexual activity, or sexual attractiveness
- e. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body
- f. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol
- g. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc.
- h. Sex-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving the conduct of a sexual nature
- i. Sexual harassment, sexual assault, stalking, dating violence, and domestic violence
- j. Strangulation

This list is illustrative only, and not exhaustive.

2. Anti-Retaliation

The School prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for the purpose of interfering with any rights under this Policy, including the right to oppose discrimination (including harassment), or for participating in the School's discrimination complaint process, making a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing related to such conduct. Retaliation is a form of discrimination. Reports made in good faith will not result in any discipline.

The School will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim, including the reporting individual. These steps will include but are not limited to: notifying students, employees, and others that they are protected from retaliation, ensuring that all involved individuals know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the School will take prompt and appropriate responsive action, including disciplinary action up to and including expulsion or termination, if applicable.

B. Grievance Procedures

These Grievance Procedures are intended to provide for the prompt and equitable resolution of all student and employee complaints alleging any action that is prohibited by the School's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy.

Complaint

If you believe you are a victim of any conduct that is prohibited by this Policy, or if you believe this Policy has been violated in any way, you should immediately report it pursuant to this Policy and the School's Grievance Procedures. You can help the School prevent and correct alleged misconduct. Reports should be made to the School's designated Coordinator. Complaints should be

made in writing, when possible. The complaint can be made to the Coordinator in person, by mail, or by electronic mail. Your complaint should be as detailed as possible, including the names of individual(s) involved, any witnesses, dates, times, and locations of all incidents, and a factual description of the incident(s).

As a condition of employment with the School, all School personnel and employees must immediately report alleged violations of this Policy, complaints or reports of violations of this policy, and all incidents of alleged discrimination to the School's designated Coordinator, even if doing so may result in duplicative efforts. All employees of the School are charged with this obligation. Failure of personnel/employees to abide by this requirement will result in disciplinary action, up to and including termination.

If the school has notice about possible discrimination, harassment, or retaliation, including violence, and any conduct that would violate this Policy, the School will conduct a prompt, thorough, and impartial investigation to determine whether unlawful conduct occurred (see the School's "Grievance Procedures"), and take appropriate interim measures, as necessary. The School may receive notice through an oral report, written report, personal observation by an employee, anonymous report, or other means. If the School determines that unlawful harassment occurred, the School will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, as appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the School will follow this Policy and Grievance Procedure.

Supportive Measures

The Coordinator may determine that supportive measures should be provided to the complainant, and if so, the Coordinator will promptly contact the complainant to discuss the availability of such supportive measures and consider the complainant's wishes. Interim measures may also be appropriate for the respondent. For example, the Coordinator may determine that the respondent should (i) be removed on an emergency basis from education programs and activities based on a safety and risk analysis, or (ii) be placed on administrative leave during the pendency of the investigation and grievance process. Supportive measures are designed to: preserve access to the School's programs and activities; protect the safety of all parties; and deter further misconduct. Such supportive measures may include counseling, schedule adjustments, extensions of deadlines, escort services or additional supervision, no-contact orders, leaves of absence, and other similar measures. The implementation of supportive measures will remain confidential to the extent possible. The Coordinator is responsible for the effective implementation of supportive measures, and may implement such measures where no formal complaint has been submitted to the School, or where the complainant does not wish to pursue to grievance process, if the circumstances warrant.

Parents and Guardians

Consistent with applicable state and local law, a student's parent or guardian will be permitted to exercise the rights granted to their child under this School's policy, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process.

A student's parent or guardian will also be permitted to accompany the student to meetings, interviews, and hearings, if applicable, during the grievance process in order to exercise rights on behalf of the student.

Notice of Receipt of Complaint

Once the School receives notice that discrimination, harassment, retaliation, or other misconduct under this Policy has occurred, the School will respond promptly and effectively. Upon receipt or submission of a written complaint, the Coordinator will provide written notice to the known parties of the following:

- (A) the School's Grievance Procedures;
- (B) the allegations constituting a potential violation of these Policies, including details of the identities of the parties, the alleged incident(s), and dates and locations of the alleged incident(s), if known;
- (C) the fact that the respondent is presumed not responsible for the allegations until a Determination is made at the conclusion of the grievance process;
- (D) the fact that a determination regarding responsibility will be made at the conclusion of the grievance process;
- (E) that the parties have the right to an advisor of their choice present at any meeting or proceeding, who may be, but is not required to be, an attorney; and
- (F) the parties' opportunity to request inspection and review of evidence obtained as part of the investigation.

During the course of the investigation, should the Coordinator discover allegations that were not included in the initial notice to the parties, the Coordinator may decide to investigate such allegations. If the Coordinator determines that additional allegations require investigation, the Coordinator will provide written notice of the additional allegations to the parties, if and when known.

Dismissal of Complaint

If at any time during the investigation it is determined that no violation of this Policy or no unlawful discrimination, harassment, or retaliation has occurred, the School will dismiss the complaint or any allegations in the complaint. However, it is possible that the alleged conduct may constitute a violation of other School policies, including the School's code of conduct, and as such may be further investigated under those policies. A complaint may also be dismissed if: (i) the complainant notifies the Coordinator in writing that he or she wishes to withdraw the complaint or any allegations therein; (ii) the respondent is no longer enrolled in or employed by the School; or (iii) specific circumstances prevent the School from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. The School may nevertheless investigate if the Coordinator determines it is necessary in light of a health or safety concern. If a complainant refuses to participate in the investigation after making a complaint, it may result in a dismissal of the complaint. However, the School may proceed with an investigation as the circumstances may allow.

Investigation

Once the School receives a grievance, complaint, or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the School will conduct a prompt, thorough, and impartial investigation to determine whether unlawful conduct occurred. Throughout the investigation process, the School will undertake an objective evaluation of all relevant evidence, treat the parties equitably, ensure that investigators and decisionmakers are free from conflicts of interest or bias, and work through the grievance process with reasonably prompt time frames. The Coordinator will conduct the investigation unless the Coordinator or the School determines that an outside, third-party should conduct the investigation. If necessary, the School will take immediate, interim action to provide Supportive Measures and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The Complainant will be notified of his or her options to avoid contact with the Respondent, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the School's investigation. The School will minimize any burden on the Complainant when taking interim measures to protect the Complainant.

The investigation may include gathering physical, electronic, and other evidence, and interviewing witnesses and parties. Individuals who are evasive, obstructionist, or who do not fully cooperate in the investigative process may be subject to disciplinary action, up to and including expulsion or termination. The parties will receive advance notice before they are interviewed for investigative purposes.

The parties may elect to have an advisor of their choice for purposes of the investigation and grievance proceedings. Advisors are welcome to attend meetings, interviews, and any grievance proceedings, but are not permitted to speak in place of the parties. The role of the advisor is narrow in scope: the advisor may attend any interview or meeting connected with the grievance process that the party whom they are advising is invited to attend, but the advisor may not actively participate or intervene in interviews or meetings and may not serve as a proxy for the party. In addition, while advisors may provide guidance and assistance throughout the investigation and grievance process, all written submissions must be authored by the student or employee.

The School will investigate all complaints received, even if an outside entity or law enforcement agency is also investigating a complaint involving the same facts and allegations. The School will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this Grievance Procedure. If the allegation(s) involve possible criminal conduct, the Coordinator will notify the complainant of his or her right to file a criminal complaint. No School employee shall dissuade the complainant from filing a criminal complaint either during or after the School's investigation.

The School will attempt to complete its investigation within thirty (30) school days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses, witnesses refusal to cooperate, additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance Coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the

investigation. If extenuating circumstances exist, the timeframe to complete the investigation will be extended as needed, keeping in mind the goal of prompt and effective resolution. Periodic status updates will be given to the parties, if necessary.

Informal Resolution

When a formal complaint has been filed, at any time during the investigation and grievance proceeding and prior to a determination regarding responsibility, the parties may agree to resolve the matter informally. The Coordinator or the School may facilitate an informal resolution process, subject to obtaining the parties' voluntary, written consent. In addition, although the parties may not contact one another for purposes of direct mediation, they may communicate through their advisors or through the Coordinator for purposes of reaching an informal resolution.

Informal resolution is not permitted in a situation where an employee is alleged to have sexually harassed a student or where an employee or student is alleged to have sexually assaulted another person.

If the parties consent to an informal resolution process, it will be facilitated through the Coordinator or an outside, third-party, free from conflicts of interest and bias. Each party will receive written notice prior to the informal proceeding, disclosing: (A) the allegations; and (B) the requirements of the informal resolution process. Informal resolution may involve pursuit of individual or community remedies, supported direct conversations, mediation, indirect action by the facilitator of the informal process, or other forms of resolution tailored to the needs of the parties. Informal resolution may also be used to reach agreed upon disciplinary sanctions.

If a resolution satisfactory to the parties is reached, through an informal resolution proceeding or otherwise, the Coordinator will prepare a written document indicating the resolution of the matter, to be signed by both parties, and the investigation and/or proceeding will then be closed. The written document indicating resolution will be maintained by the School as a confidential record.

Preliminary Review Prior to Investigative Report

Prior to completion of the investigative report, the School will send to each party and the party's advisor, if any, all evidence subject to inspection and review in an electronic format or a hard copy for review. The parties will have ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

Investigative Report

The designated compliance Coordinator (or designated investigator) will complete an Investigative Report, which will fairly summarize all relevant evidence gathered during the investigation. If someone other than the designated compliance Coordinator conducted the investigation, the compliance Coordinator will review, approve, and sign the Investigative Report.

The Report will be sent to each party and the party's advisors, if any, for the party's review and written response. The parties will also be entitled to submit written, relevant questions that the party wants asked of any party or witness prior to any determination regarding responsibility,

provide each party with the answers, and allow for additional, limited follow-up questions from each party. The response to the Investigative Report and written questions, if any, must be sent to the Coordinator or designated investigator within ten (10) calendar days of the party's receipt of the Investigative Report. The compliance Coordinator (or designated investigator) will have discretion on which additional information to provide and to determine which questions may be relevant and appropriate.

The School will maintain relevant evidence obtained during the investigation, including the Investigative Report, and any witness statements, interview summaries, and any transcripts or audio recordings pertaining to the investigation as required by any applicable law.

Determination Regarding Responsibility

The School will utilize a "preponderance of the evidence" standard when determining whether any violation of this Policy occurred. The decision-maker, who will not be the same person as the Coordinator or the investigator, will issue a written determination regarding responsibility (the "Determination"). The written Determination will include:

- (A) identification of the allegations potentially constituting a violation of this Policy;
- (B) a description of the procedural steps taken from the receipt of the allegations or complaint throughout the entire investigation and grievance process;
- (C) findings of fact supporting the Determination;
- (D) conclusions regarding the application of the School's Policy or code of conduct;
- (E) a statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed, and whether any remedies designed to restore or preserve equal access to the School's education program or activity will be provided; and
- (F) the procedures and permissible bases for appeal.

The Determination will be provided to the parties at the same time. The Determination becomes final the date on which an appeal would no longer be considered timely, or upon the conclusion of an appeal with the issuance of the Decision on Appeal.

The Coordinator will be responsible for implementing any remedies set forth in the Determination.

Appeals

Both parties are entitled to appeal the Determination, including any sanctions, or the School's dismissal of a formal complaint or any allegation therein. Appeals must be made within ten (10) School days after the party receives the Determination or the dismissal.

The grounds for appeal are as follows:

- (A) Procedural irregularity that affected the outcome of the matter (i.e., a failure to follow the School's own procedures);
- (B) New evidence that was not reasonably available at the time the Determination regarding responsibility or dismissal was made that would affect the outcome of the matter; or
- (C) The Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for

or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

The submission of an appeal stays any sanctions for the pendency of the appeal. Supportive measures, including remote learning opportunities, remain available during the pendency of the appeal. If a party appeals a Determination, the School will notify the other party in writing of the appeal as soon as is practicable; however, the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal. The non-appealing party may submit a written response to the appeal within five (5) school days after receiving notice of the appeal. Appeals will be decided by the Appeals Team, who will be free of conflicts of interest and bias, and who have not and will not serve as investigator, Coordinator, or decision-maker in the same matter.

The Appeals Team will review the appeal, any written response thereto, all evidence gathered during the investigation, investigative documentation, and the Determination, and will conduct additional investigation, if necessary, at the Appeals Team's sole discretion. The Appeals Team will then issue a written Decision on Appeal within thirty (30) school days after receiving the appeal. The Decision on Appeal will describe the result of the appeal and the rationale for the result, and shall be sent to all parties at the same time. The Decision on Appeal is final. (If a member of the Appeals Team is the subject of the complaint or is involved in the investigation, a new member will be appointed.)

Sanctions and Remedies

Sanctions. Sanctions are imposed against the wrongdoer/harasser in an effort to stop and/or correct his/her conduct, prevent any recurrence of misconduct, deter any future misconduct, and remedy the effects of the misconduct.

Sanctions may include, but are not limited to: any level of disciplinary action, such as a verbal warning, written warning, suspension, administrative leave, demotion, termination of employment, expulsion, suspension or dismissal from School, modification of schedule, reduction or elimination of financial or other benefits, and no-contact orders.

Remedies. Remedies are actions taken to overcome the effects of the misconduct. Remedies provided to the complainant are designed to restore or preserve that individual's educational or employment access and opportunities. Remedies may include the same individual services provided as Supportive Measures, or other, additional items. Other remedial measures may be taken to ensure learning and working environments that are free from misconduct, such as, but not limited to, training and counseling support services. Remedies will be prompt, age-appropriate, effective, tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the School's investigation, counseling, health, and mental health services, and other remedies, such as those listed below.

Remedies for an individual further include but are not limited to:

- a. Providing an escort to ensure the complainant can move safely between classes and activities.
- b. Ensuring the complainant and alleged harasser do not attend the same classes.
- c. Providing academic support services, such as tutoring, if desired.
- d. Arranging for the complainant to retake a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The School may also provide Remedies for the School or broader student population, including, but not limited to:

- a. Providing resources to all students or employees affected by sexual harassment or sexual violence so that they can access comprehensive victim services, and notifying students and employees of community counseling, health, mental health, and other services.
- b. Providing additional training to the School's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- c. Informing students and employees of their options to notify law enforcement authorities, including school and local police, and the option to be assisted by School employees in notifying those authorities.
- d. Creating measures of feedback from students, employees, and School officials to identify strategies for ensuring that students and employees:
 - I. Know and understand the school's prohibition against discrimination, harassment, and retaliation.
 - II. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
 - III. Understand how to report any incidents of discrimination, and to whom they must be reported.
 - IV. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
 - V. Feel comfortable that School officials will respond promptly and equitably to reports of discrimination, harassment (including violence), and retaliation.
- e. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the School's policies against anti-discrimination, anti-harassment, and anti-retaliation.
- f. Conducting, in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the School is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the School.

Confidentiality

The identity of the complainant will be kept confidential, to the extent that a fair and thorough investigation can be completed. The School will notify the complainant of the anti-retaliation provisions of applicable laws, and that the School will take steps to prevent retaliation and will take

prompt and corrective responsive actions if retaliation occurs.

At the same time, the School will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students and employees. In some cases, the School may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the School may not be able to maintain the complainant's confidentiality. The School will inform the complainant that it cannot ensure confidentiality, if applicable.

If a complainant requests confidentiality or asks that the complaint not be pursued, the School will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the School from responding effectively to the harassment and preventing harassment of other students. In some instances, the School may pursue an investigation with a complaint signed by the Coordinator. If a complainant or third party insists that his/her name or the complainant's name not be disclosed, the School will inform the complainant that its ability to respond may be limited. For example, the School would be unable to provide Supportive Measures without knowing the complainant's identity. Where a complainant desires Supportive Measures, the complainant's identity may be kept confidential unless disclosing the complainant's identity is necessary to provide Supportive Measures. Where a complainant desires to initiate a grievance process, the complainant cannot remain anonymous or prevent the complainant's identity from being disclosed to the respondent. A respondent has the right to, and must be, notified of the complainant, complaint and details of the allegations, and the ensuing investigation in order to provide the respondent with an adequate opportunity to respond. Even if the School cannot take disciplinary action against the alleged harasser, the School will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

The duty of confidentiality has three exceptions: if disclosure is (1) permitted under FERPA, (2) required by law, or (3) necessary to carry out the purposes of this Policy and the grievance process.

Privacy of Records

Any complaint, the allegations involving misconduct, the evidence gathered during the investigation, the witnesses interviewed, and any records, reports, or documents generated in the process of the investigation and grievance proceeding, including at the appeals levels, are all confidential, not open to the public, and must be maintained as confidential records by the School. Any breach of confidentiality is grounds for disciplinary action.

Conflict of Interest or Bias

If at any point during the investigation or grievance process a party has concern about a conflict of interest or bias for or against any complainant or respondent, the party should report such concern to Lara Schuler, Director of Catholic Education. The School wants to ensure an impartial investigation and grievance process for all employees and students, and that all Coordinators, investigators, and decision-makers in the investigative and grievance process, including the Appeals Team, are unbiased and free from conflicts of interest. If any Coordinator, investigator, or decision-maker identifies his/her own conflict of interest or bias, they must immediately self-report

the concern to Lara Schuler. Where concerns regarding conflicts or bias are validated, the School will remove the conflicted or biased individual from the matter, and appoint someone else.

Training

The School will ensure that all employees, including but not limited to: officials, administrators, teachers, substitute teachers, counselors, coaches, assistant coaches, paraprofessionals, aides, bus drivers, school volunteers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate School officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and local laws and regulations, including the definitions of and several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.
- b. The School's current anti-discrimination, anti-harassment, and anti-retaliation notices, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the School's disciplinary procedures.
- c. Identification of the School's designated compliance coordinators and their job responsibilities.
- d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate School officials or employees. In addition, the School will emphasize that employees, students, third parties, and others, should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the School's primary concern is student safety that any other rules violations will be addressed separately from the sexual violence allegation and that the use of alcohol or drugs never makes the victim at fault for sexual violence.
- e. Potential consequences for violating the School's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence and remedy its effects.
- g. A description of victim resources including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the School shall ensure that employees designated to address or investigate reports of discrimination, harassment, and retaliation, or carry out responsibilities under this Policy and Grievance Procedure, including designated compliance Coordinators, investigators, decision-makers, the Appeals Team, and any employee facilitating an informal resolution process, will receive additional specific training on the definitions of misconduct covered by this Policy and Grievance Procedure, the scope of the School's education programs and activities, how to promptly and effectively investigate, conduct a grievance process, and respond to complaints and reports of discrimination, how to serve impartially, including by avoiding prejudgment of the facts at issue,

conflicts of interest, and bias, how to make decisions on issues of relevance regarding questions and evidence, how to fairly summarize relevant evidence, and to know the School's Grievance Procedures and the applicable confidentiality requirements.

Preventive Measures

The School will publish and widely distribute on an ongoing basis a notice of nondiscrimination in electronic and printed formats, including prominently displaying the notice on the School's website and posting the notice at each building in the School. The School also will designate an employee to coordinate compliance with anti-discrimination laws and widely publish and disseminate this grievance procedure, including prominently posting it on the School's website, at each building in the School, reprinting it in School publications, such as handbooks, and sending it electronically to members of the school community. The School will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section, above.

The School also may distribute specific harassment and violence materials including a summary of the School's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Appendix A

Definitions

Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as: Conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo:
 - a. an employee of the school/district, who
 - b. conditions the provision of an aid, benefit, or service of the school/district,
 - c. on an individual's participation in unwelcome sexual conduct.
2. Sexual Harassment:
 - a. unwelcome conduct,
 - b. determined by a reasonable person,
 - c. to be so severe, and
 - d. pervasive, and,
 - e. objectively offensive,
 - f. that it effectively denies a person equal access to the school's/district's education program or activity.
3. Sexual assault:
 - a. an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - b. This includes any sexual act, including rape, sodomy, sexual assault with an object, or fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

4. Non-Forcible Sex Offenses:

- a. Incest:
 - I. Non-forcible sexual intercourse,
 - II. between persons who are related to each other,
 - III. within the degrees wherein marriage is prohibited by Oklahoma law.
- b. Statutory Rape:
 - I. Non-forcible sexual intercourse,
 - II. with a person who is under the statutory age of consent of 16.
- c. Dating Violence:
 - I. Violence,
 - II. committed by a person,
 - III. who is in or has been in a social relationship of a romantic or intimate nature with the victim; and
 - IV. where the existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 - V. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - VI. Dating violence does not include acts covered under the definition of domestic violence.
- d. Domestic Violence:
 - I. Felony or misdemeanor crimes of violence
 - II. committed by a current or former spouse or intimate partner of the victim, or
 - III. by a person with whom the victim shares a child in common, or
 - IV. by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, or
 - V. by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma or
 - VI. by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Oklahoma.
- e. Stalking:
 - I. engaging in a course of conduct,
 - II. directed at a specific person,
 - III. that would cause a reasonable person to
 - 1. fear for the person's safety or the safety of others or
 - 2. Suffer substantial emotional distress.
 - IV. Stalking includes cyber-stalking.



Go Make Disciples

CATHOLIC SCHOOLS
ARCHDIOCESE OF OKLAHOMA CITY

**Anti-Discrimination, Anti-Harassment, and Anti-Retaliation
Complaint Form**
(Comparable to Title IX COMPLAINT FORM)

PURPOSE: The purpose of this Title IX grievance form is to gather the essential basic facts of the alleged actions in order that, prompt and equitable resolutions of complaints based on sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX of the Education Amendments of 1972 (“Title IX”) can be resolved as expediently and appropriately as possible. This form only applies to complaints alleging discrimination prohibited by Title IX (including sexual harassment and sexual violence).

INSTRUCTIONS: Individuals alleging Title IX discrimination and requesting review are required to complete this form and submit it to the appropriate administrator as soon as possible after the occurrence of the alleged discrimination:

Contact our Title IX Coordinator:

Name: Rev. Carson Krittenbrink

Email: father.krittenbrink@yahoo.com

Phone: (580) 765-7794

1. Name of Complainant:

Contact information:

Student Grade:

Employee Office Location:

2. Today’s Date: _____

3. Nature of Grievance:

Please describe the action you believe may be sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX and identify with reasonable particularity any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

4. When did the actions described above occur?

5. Are there any witnesses to this matter? (Please circle) Yes No

If yes, please identify the witnesses:

6. Did you discuss this matter with any of the witnesses identified in Item 4?

(Please circle) Yes No

If yes, please identify: Person to whom you have

spoken: _____ Date: _____

Method of communication:

7. Have you spoken to any administrator(s) or other school employee(s) about this matter? (Please circle) Yes No

If yes, please identify: Person to whom you have

spoken: _____

Date: _____

Method of communication:

8. Please describe the result of the discussion(s) identified in Item 6:

PLEASE ATTACH ANY STATEMENTS, NAMES OF WITNESSES, REPORTS, OR
OTHER DOCUMENTS WHICH YOU FEEL ARE RELEVANT TO YOUR COMPLAINT.

I certify that the foregoing information is true and correct.

Print Name

Signature

Date

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 immediately check in with the school office before being allowed access to the building. Visitors traveling beyond the office must get a visitor's badge. Upon departure, the badge must be returned to the school office.

MEDIA RELEASE

In recognition of the student's right to privacy, St. Mary's Catholic School will release photographs or videos of your child for publication in newspapers, websites, or other media ONLY if you have indicated your permission during registration.

PARENT/GUARDIAN RELEASE OF INFORMATION

A Student Directory will be issued for the sole purpose of acquainting parents with the names of their child's classmates and their parents. Your permission to release your children's names, address, and telephone number was included during registration.

FINANCIAL ASSISTANCE POLICIES

Saint Mary's Catholic Church, through generous gifts of her parishioners, makes available financial assistance based on need to those who attend Saint Mary's Catholic School. This program is operated outside of the school, teachers do not know which children receive financial assistance. All decisions regarding who receives assistance and how much assistance is given are determined by an independent committee outside of the school. There are no appeals.

The following policies are in effect:

1. The due date for all financial assistance requests is June 10th every year. When June 10th falls on a weekend the due date is the Friday preceding June 10th. Required forms are your completed tuition packet and current year tax return for both parents where applicable. Other documentation will not be accepted.
2. Award letters will be mailed by June 30th or the Monday following the 30th.
3. Funds made available by St. Mary's Catholic Church to assist families are limited. These funds are to assist families that are struggling financially to provide a Catholic education for their children.
4. Preference for assistance will be given to:
 - A. Registered parishioners of St. Mary's Catholic Church.
 - B. Families registered at another Catholic Parish (proof of registration is requested).
 - C. Families actively practicing a faith in another tradition.
 - D. All other applicants.
5. Available funding for assistance is affected by the size of classes and length of attendance at our school.
6. Financial assistance may be available to families that move into the Ponca City area mid-year.

7. Those families that are currently enrolled at St. Mary's Catholic School and are in financial need of tuition assistance for the coming year are required to pre-enroll before the discounted rate deadline.
8. If your financial situation changes, please help by decreasing the amount of assistance by increasing your tuition payments.
9. Previous year's tuition must be paid in full before new assistance is considered.
10. Assistance is given for tuition only. Books and fees have to be paid prior to the beginning of the school year to be eligible for assistance.

St. Mary's Catholic School
415 South Seventh Street
Ponca City, OK 74601
(580) 765-4387

Information from SMCS concerning the field trip.

Name of place to be visited: _____

Address of Location: _____

Educational Purpose of Purpose of Trip: _____

Date of Trip : _____ Time leaving: _____ Returning: _____

Cost: _____ Pack a Meal: _____ Yes _____ No (Included in price or not part of the trip)

Transportation provided by: _____

Faculty Coordinator(s): _____

This form must be completed and returned by: _____

Guidelines: Behavior expectations: All students will follow the directions of the person in charge; teacher, chaperones, drivers, etc., using seat belts and any other directives given.

**NO DRIVERS WILL STOP AT ANY OTHER LOCATIONS FOR SNACKS, ETC.
TRANSPORTATION IS DIRECTLY TO AND FROM THE LOCATION OF THE FIELD
TRIP.**

Dress for the field trip is: _____

Faculty Coordinator Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Please return the form on the following page:

FIELD TRIP PERMISSION RETURN

Being informed of these facts and recognizing the risks that may be involved, I request and consent to the participation of my child, _____, in the field trip to _____ on _____ as arranged by _____.

Liability Waiver: In consideration of the arrangement set forth herein, I do on behalf of myself, participant and our respective heirs, successors, assigns and next of kin, release waive, hold harmless, defend and covenant **NOT TO SUE**, St. Mary's Parish and School, the Archbishop of the Archdiocese of Oklahoma City, teachers, officers, agents, representatives, volunteers and employees from any and all actions, claims, demands or liabilities, including without limitation, those for personal injuries or property damage, that I and/or my child may suffer due to illness or injury suffered by my child in connection with the Event and any and all activities related to or associated with the Event, including without limitation, travel to and from the Event, meals, collateral, entertainment, to the fullest extent permitted by law.

I have read and understand this permission form and sign it voluntarily and entirely of my own free will.

Signature:

Parent/Guardian Signature: _____ Date _____

Daytime Phone Number: _____

Yes, I am willing to be a driver: _____

My car has enough seat belts for _____ passengers.

I am presently a licensed driver and have adequate automobile insurance.

Insured Driver's Signature _____ Date: _____

Parents As Partners: Memorandum of Understanding

As partners in the educational process at St. Mary's Catholic School, we the guardians of _____, understand that this agreement must be signed prior to beginning school at St. Mary's Catholic School and we agree to the following statements: (please initial each statement below)

_____ **AFFIRMATION OF MISSION STATEMENT:** I understand and agree to support the mission statement, philosophy, and religious and educational goals of St. Mary's Catholic School and Archdiocese of Oklahoma City. I also agree to support the Principal and Faculty in pursuing this mission.

_____ **FAITH FORMATION:** In order to continue to receive the Catholic rate of tuition, I will attend Mass on a regular basis and teach the Catholic faith by word and example (Catholic families).

OR

_____ I will support the teachings of the Catholic faith as part of our child's education (non-Catholic/ non practicing Catholic families).

_____ **PROMPTNESS, ATTENDANCE, AND UNIFORM DRESS CODE:** I agree to send our child to school on time, rested, clean, well-fed, and in the proper school uniform. Students will dress for school and sports according to their biological sex.

_____ **LUNCH:** I will ensure my child has a cold lunch from home or will be eating hot lunch in the cafeteria. If my child will be arriving late, I will call the school office by 8:30 and let them know whether my child needs a hot or cold lunch.

_____ **DISCIPLINE AND ACADEMIC WORK:** I acknowledge that my child will follow the classroom and school rules. Each child is responsible for his/her own attitude and actions to initiate good behavior and learning. Additionally, my child and I are committed to academic work, homework, daily class assignments, and maintaining continual academic growth.

_____ **TECHNOLOGY USAGE:** I understand the school provides Internet access via Chromebooks, iPads, and desktop computers. Use of electronic resources shall be consistent with the purpose, mission, and goals of the school and only for the educational and professional purposes of the registered student. Students and parents agree to the technology policies.

_____ **SOCIAL MEDIA USAGE:** I understand that social media postings by either students or parents that could be considered defaming or slanderous toward a student, family, pastor or chaplain, faculty member, or the school itself will be grounds for disciplinary action or separation from school.

_____ **COMMITMENT OF INVOLVEMENT:** I acknowledge and affirm that parental involvement in a child's education is of primary importance. The role of parents/guardians is to reinforce and assist the teacher in faith formation, academics, and social/emotional learning in the classroom and at home. I will actively participate in school activities and find ways to volunteer to assist the school.

Parents As Partners: Memorandum of Understanding

_____ **SICKNESS:** I agree to keep my child home when they are ill or running a fever. I agree to keep my child home until they are fever free (without medicine) for 24 hours. I will also let the office know if my child is sick and will not be at school.

_____ **CHRISTIAN ANTHROPOLOGY:** I understand that in accord with the sexual identity policy, school personnel will address students by the name with which the student is registered (or a common derivative) and pronouns correlating to the student's sexual identity based on biological sex from conception. All other policies at this school will reflect the teaching of the Catholic Church concerning sexual identity.

_____ **COMMUNICATION:** I understand the communication between the school and families is a critical element of the parental/school partnership. I will read school notes, newsletters, and emails, and complete the necessary forms. I will attend parent-teacher conferences and meet with the teacher upon request. Communication will be respectful between parties.

_____ **CONTACT:** I will notify the office of any changes of address or phone numbers and will keep email addresses current. I will notify the school office with a written note, email, or phone call if the student will be absent or tardy. I will inform the school of any special situation regarding the student's well-being, safety, and/or health.

_____ **FINANCIAL OBLIGATIONS:** I understand that this is a school of choice and that tuition and parish tithing are what make my child's education possible. I will meet all financial obligations in a timely manner and understand that lack of meeting said obligations could terminate my child's enrollment if extenuating circumstances do not exist.

_____ **COVID:** COVID 19 Variants continue to present themselves. I will adhere to the school's directives regarding mitigation, quarantine, and related protocols should further processes and procedures be needed in the upcoming year.

St. Mary's Catholic School looks forward to this partnership during the upcoming school year. I acknowledge that my child and I have received access to the current Parent/Student Handbook and are also looking forward to a great year. I will read and comply with the policies contained therein. I understand that failure to uphold the standards and policies of St. Mary's Catholic School by either the students or the parents may result in disciplinary actions or separation from the school.

Student

Date

Parent

Date

Parent

Date

Parents As Partners: Memorandum of Understanding

Parents As Partners: Memorandum of Understanding

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Parents As Partners: Memorandum of Understanding

STUDENT HANDBOOK SIGNATURE FORM

I, _____, have received a copy of the current St. Mary's Student/Parent Handbook. I shall read the handbook upon receiving it and ask any questions I may have about its content.

Student signature

Date

PARENT/GUARDIAN ACKNOWLEDGEMENT FORM

Oklahoma State Law requires that we ask you to acknowledge in writing that you have reviewed a copy of the Student/Parent Handbook which contains school discipline policies. Failure to sign or return the form does not affect the student's responsibility to act in accordance with the policies outlined in this book.

Parent/Guardian signature

Date

PLEASE RETURN THIS FORM TO YOUR TEACHER DURING THE FIRST WEEK OF SCHOOL INDICATING THAT YOU AND YOUR PARENTS HAVE RECEIVED THE HANDBOOK, HAVE READ THE CONTENTS, AND AGREE TO ABIDE BY THE SAME.

ADDITIONAL STUDENT HANDBOOK SIGNATURE FORMS

I, _____, have received a copy of the current St. Mary's Student/Parent Handbook. I shall read the handbook upon receiving it and ask any questions I may have about its content.

Student signature

Date

I, _____, have received a copy of the current St. Mary's Student/Parent Handbook. I shall read the handbook upon receiving it and ask any questions I may have about its content.

Student signature

Date