



JOY HOFMEISTER  
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION  
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

**MEMORANDUM**

**TO:** The Honorable Members of the State Board of Education

**FROM:** Joy Hofmeister

**DATE:** December 16, 2021

**SUBJECT:** Lindsey Nicole Henry Scholarship

School of Saint Mary (SSM) request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through the Oklahoma Conference of Catholic Schools Accreditation Association (OCCSAA) – Tulsa and recognized by the Oklahoma Private School Accreditation Commission charged by the Oklahoma State Department of Education with overseeing educational quality of accredited private schools in the state.

SSM has a part time interventionist that leads small groups and one-on-one instruction for students with needs beyond the traditional classroom instruction. They meet with families to create a Student Success Plan for students that need specific interventions; this plan is similar to an Individualized Education Program in a public school setting. SSM also works with outside providers that visit the building during the regular school day to provide therapies and interventions for students.

Included is compliance documentation that meets certain criteria in the application.

- Criteria 1: Fiscal Soundness – SSM History
- Criteria 2: Non-Discrimination – SSM Handbook
- Criteria 3: Health and Safety – SSM Record of Safety Drills and SSM Handbook pages 25, 26, 9
- Criteria 4: Academic Accountability – SSM Report Card
- Criteria 5: Teacher Requirements – SSM Diocese of Tulsa & Eastern OK Handbook
- Criteria 6: State laws and disciplinary procedures – SSM Diocese of Tulsa & Eastern Ok Handbook
- Criteria 7: Accreditation – OCCSAA accreditation certificate

JH/se



School of Saint Mary

PS-8th Grade

NAME OF PRIVATE SCHOOL

GRADE LEVELS

1365 E 49th Place

Tulsa

OK

74105

ADDRESS

CITY

STATE

ZIP

918-749-9361

www.schoolofsaintmary.com

PHONE NUMBER

WEBSITE ADDRESS

Lindsay Maricle

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Lindsay Maricle

lindsay.maricle@schoolofsaintmary.com

LNH CONTACT PERSON

CONTACT EMAIL

The Lindsey Nicole Henry (LNH) Scholarship Act requires, in part, that participating schools are located in Oklahoma and meet certain criteria prior to being approved. The school must provide supporting documentation that demonstrates compliance that will be reviewed by the State Board of Education (SBE) during the approval process. In many cases, the required documentation can be found in the school policies and/or school handbook.

The SBE shall approve a private school as eligible to participate in the scholarship program upon determination that the private school meets the following:

1. The private school must demonstrate fiscal soundness by having been in operation for one (1) year or providing the SBE with a statement by a certified public accountant confirming that the private school desiring to participate is insured and the owner or owners have sufficient capital or credit to operate the school for the upcoming year by serving the number of students anticipated with expected revenues from tuition and other sources that may be reasonably expected. In lieu of a statement, a surety bond or letter of credit for the amount equal to the scholarship funds for any quarter may be filed with the Oklahoma State Department of Education. ***Proof of compliance required.***
2. The private school must comply with the antidiscrimination provision of 42 U.S.C. § 2000d. ***Proof of compliance required.***
3. The private school must meet state and local health and safety laws and codes. ***Proof of compliance required.***
4. The private school must be academically accountable to the parent or legal guardian for meeting the educational needs of the student. ***Proof of compliance required.***

5. The private school must employ or contract with teachers who hold baccalaureate or higher degrees, or have at least three (3) years of teaching experience in public instruction in subjects taught. ***Proof of compliance required. A statement or excerpt from the school policies or handbook stating the educational requirement for the teaching staff is acceptable documentation.***
6. The private school must comply with all state laws relating to general regulation of private schools and adhere to the tenets of all published disciplinary procedures prior to the expulsion of a scholarship student. ***Proof of compliance required.***
7. The private school must meet the accreditation requirements set by the SBE or another accrediting association approved by the SBE. ***Submit proof of accreditation and list accreditation information in the box below.***

School of Saint Mary is accredited by Oklahoma Conference of Catholic Schools Accrediting Association. The review is completed every 7 years with a check-in at the 3 year mark between review years.

8. The private school must be able to provide services and/or accommodations for students with disabilities. ***Please describe in detail the services, programs and support you offer to students with disabilities in the box below.***

School of Saint Mary wishes to meet the educational needs of all children including learning with diverse needs. We have a part time interventionist that leads small groups and one-on-one instruction for students with needs beyond the traditional classroom instruction. We meet with families to create a Student Success Plan for students that need specific interventions; this plan is similar to an IEP in a public school setting. We accept students with IEP and 504 Plans as long as all parties (admin, teacher and family) agree that educational needs can be met and provide a positive learning experience for the child. School of Saint Mary also works with outside providers that visit our building during the regular school day to provide therapies and interventions for students.

I verify that School of Saint Mary \_\_\_\_\_ complies with all the criteria listed  
NAME OF PRIVATE SCHOOL

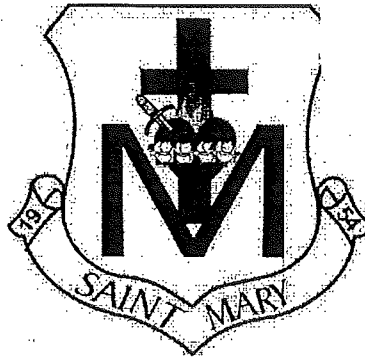
above and will provide documentation for each as proof. The information I have provided to the SBE is correct and complete to the best of my knowledge.

Lindsay Maricle  
SIGNATURE

11-23-2021  
DATE

**Complete application and required documents may be emailed to [stacy.eden@sde.ok.gov](mailto:stacy.eden@sde.ok.gov).**

Contact Stacy Eden at (405) 521-4876 for additional Lindsey Nicole Henry Scholarship information.



### History of Saint Mary

The School of Saint Mary was opened by the Order of the Felician Sisters in September 1954 with 78 students in first, second and third grades. Until the school building was finished in December 1954, buses took the students to Saint Anne's in Broken Arrow for classes. A two-story school building with nine classrooms was completed in 1957 and the School of Saint Mary held its first eighth grade graduation in May of 1960.

In 1970, the School of Saint Mary was granted full accreditation from the state of Oklahoma and the school continued to grow. During the summer of 1979 the first renovation began and during this time the twelve bedroom convent of the Felician Sisters was converted into space to house the school library and preschool. The second renovation provided space for a music room, expanded preschool and a media center and a third renovation project in 2003 added space for a new kindergarten center, school offices and more room for the preschool.

In 2014, the Saint Mary embarked upon a playground project and created the playscape that can be seen today.

The School of Saint Mary has also continued to grow academically. In 1988, the U.S. Department of Education and President Ronald Reagan recognized St. Mary with the National Exemplary School Award. St. Mary was the first Tulsa school, public or private, to receive this honor. In 1998 St. Mary became the state's first Catholic elementary school to meet the higher accrediting standards set by the Oklahoma Conference of Catholic Schools Accreditation Association.

In response to the changing needs of our society, St. Mary has added two iPad stations and Chromebooks for middle school student use in order to more efficiently integrate technology into the classroom.

*School of Saint Mary Website  
Compliance # 1*

## Criteria 2: Non-Discrimination

### COVID-19 Procedures

COVID-19 numbers will be monitored throughout the year and based on the advice of the Tulsa City County Health Department, the School of Saint Mary COVID committee and the Diocese of Tulsa Catholic Schools Office, policies will be adjusted as the situation dictates.

Revised 08/01/2021

### Asbestos - Notification of Availability of Plan

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available in the school office and at the Diocesan Catholic Schools Office.

Revised 09/23/04

### Emergency/Crisis Procedure

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

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

Revised 10/13/2011

### Admission Policy

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

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

To clarify the above statements:

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

Document each drill immediately after it is held.  
 Send a copy to the Catholic Schools Office after the last drill of the school year.  
 This record must be retained at the local level for three years.

Type	F - Fire Drill	S - Security		T - Tornado	A-Additional F-S-T
Minimum	2 Within 1 <sup>st</sup> 15 days of each semester	2 Within 1 <sup>st</sup> 15 days of each semester	2 One per semester Not at same time of day as previous drill	2 One each in September and March	2 Type of remaining required drills determined by local facility

MONTH	TYPE	DATE	TIME	# IN THE SCHOOL	TIME To evacuate/secure	SIGNATURE Of person conducting drill
August	F	8/23	9:00	280	3 min 50 sec	Maude
	S	8/24	1:00	277	2 min 25 sec	Maude
September	FIRE	9/14/21	10:30	287	2 min	Maude
	T	9/15	10:45	<del>300</del> 320	2 min 6 sec	Maude
October	S	10/21	12:35	318	2 min 10 sec	Maude
November	F S T					
December	Circle One					
January	F					
	S					
February	S					
March	T					
April	F S T					
May	Circle One					

The above is an accurate record of the fire and safety drills conducted in our school during the  
 20\_\_\_\_ - 20\_\_\_\_ school term.

\_\_\_\_\_  
 Principal or Director

\_\_\_\_\_  
 School/ City

\_\_\_\_\_  
 Date

## Health Room Regulations and Medications

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

### Illnesses:

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

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

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

- Non-prescription medication must be in the original container and may not be administered contrary to the instructions on the packaging. An authorization form must be completed including name, date, medication and instructions for administration.
- Prescription medication must be in properly labeled prescription containers dated within the current school year and can only be administered per the pharmacy directions. An authorization form must be completed including name, date, medication and instructions for administration.
- No more than one week's supply of a prescription medication may be kept at school.
- Students may keep their inhalers with them provided the parents have forwarded to the school a written statement from the physician treating the student stating the student has asthma and has been instructed in the proper self-administration of medication. Parents/Guardians must also provide to the school an emergency supply of the student's medication to be retained in the health room and complete the Medication Self-Administration Permission Form.
- School personnel do not administer nebulizer breathing treatments to students per diocesan instruction. A parent/guardian or designated provider is welcome to do so.

Physicals: All students must have a current health/physical examination performed by a qualified physician within six months prior to the entrance of a

School of Saint Mary  
Family Handbook  
Compliance # 3

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

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

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

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

Revised 08/01/18

### Recess and Playground

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

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

Parents or legal guardians may request indoor recess for students who should not be outside. This request should be directed to the health room and the child's teacher. During indoor recess, the child will be supervised in the health room or



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Revised 08/01/2021

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Revised 10/13/2011

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**School of Saint Mary  
Report Card**

**Criteria 4: Academically Accountable**

2021-2022

Qtr. 2

Homeroom

Grade: 03

Subject	Skill	Q1	Q2	Q3	Q4
<b>03 HR</b>	<b>Homeroom</b>				
Conduct	Obedience	S+			
	Respect for authority	S+			
	Conformity to school regulations	S+			
	Respect for property	S+			
	Acceptance of correction	S+			
Personal Qualities	Self-control	S+			
	Courtesy in speech and manner	S+			
	Acceptance of responsibility	S+			
	Cooperation with others	S+			
Effort	Achievement based on ability	S+			
	Adequate home study	S+			
Work-Study Habits	Pays attention	S+			
	Follows directions	S+			
	Begins work promptly	S+			
	Completes work on time	S+			
	Uses time well	S+			
	Keeps desk and materials neat	S+			
<b>03 ARTHMTC</b>	<b>Arithmetic</b>	<b>A</b>			
Arithmetic	Mastery of skills	S			
	Ability to solve problems	S			
<b>03 ART</b>	<b>Art</b>	<b>S+</b>			
<b>03 COMP</b>	<b>Computer Technology</b>	<b>S+</b>			
<b>03 ENG</b>	<b>English</b>	<b>A+</b>			
English	Oral expression of ideas	S			
	Written expression of ideas	S			
	Knowledge and use of grammar	S			
<b>03 HNDWRT</b>	<b>Handwriting</b>	<b>A+</b>			
Handwriting	Application of all principles to written work	S			
<b>03 MUS</b>	<b>Music</b>	<b>S+</b>			
<b>03 PE</b>	<b>Physical Education</b>	<b>S+</b>			
<b>03 READ</b>	<b>Reading</b>	<b>A</b>			
Reading	Oral reading ability	S			
	Comprehension of what is read	S			
<b>03 REL</b>	<b>Religion</b>	<b>A+</b>			
<b>03 SCI</b>	<b>Science</b>	<b>A+</b>			
<b>03 SS</b>	<b>Social Studies</b>	<b>A+</b>			
<b>03 SPAN</b>	<b>Spanish</b>	<b>S+</b>			
<b>03 SPELL</b>	<b>Spelling</b>	<b>A+</b>			
Spelling	Transfer of spelling ability to all written work	S			

Sample Elementary School Report Card  
Compliance # 4

**School of Saint Mary**

**Report Card**

2021-2022

Qtr. 2

Homeroom

**Grade: 03**

Q1 Comments:

Q2 Comments:

Q3 Comments:

Q4 Comments:

	1	2	3	4
Unexcused Absence	0	0		
Excused Absence	1	1.5		
Unexcused Tardy	0	0		
Excused Tardy	2	2		

**Criteria 4: Academically Accountable**

School of Saint Mar,

Homeroom

Grade: 07

2021-2022 - Qtr. 2

Class	Semester 1				Semester 2				Final
	1	2	Exm	Grd	3	4	Exm	Grd	Grade
English/Language Arts Mrs. Lang	A								
Health/Physical Education Mr. Gilliam	A+								
Mathematics Mrs. Nelson	A								
Music Mr. Hutchings	A+								
Reading Mrs. Lang	A								
Religion Mr. Bryan	A+								
Science Davis	A+								
Social Studies Mrs. Lang	A+								
Wheel Mrs. Lang	S								

	1	2	3	4	Total
Unexcused Absence	0	0			0
Excused Absence	0	0			0
Unexcused Tardy	0	0			0
Excused Tardy	0	0			0

Sample Middle School Report Card  
Compliance #4

## Criteria 5: Teacher Requirements

### 4020 QUALIFICATIONS FOR TEACHING

#### 4020.1 Basic Faith Requirements

Teachers, and all school personnel in the Diocese of Tulsa, shall meet the criteria described in 4000.1 "Faith Commitment".

#### 4020.2 State Certification

Teachers shall hold a valid Oklahoma State Department of Education certification. Any exceptions must have the approval of the Superintendent of Catholic Schools.

#### 4020.3 Religious Education Certification

Those who teach formal religion classes shall be Catholics in good standing. They shall work toward and attain the appropriate level of religious education certification required by the Diocesan Office of Religious Formation.

Recommendations regarding religious education requirements for teaching personnel in Catholic schools are as follows:

#### A. Classroom teachers who do **NOT TEACH RELIGION**:

1. **EDUCATION:** Beginning with the 2013-2014 school year, all new teachers to the diocese will participate in the "My Catholic Faith Delivered" video presentation entitled "Living Catholic" as part of the orientation to teaching in a Catholic School in the Diocese of Tulsa. All teachers should have enough background in religious education for a sufficient understanding of the major religious and ethical dimensions of their subject area.
2. **IN-SERVICE:** At least once a year, all teachers should attend a faculty in-service opportunity (retreat) on topics such as the personal faith of the faculty, the meaning of a Christian community, and the teacher's role in contributing to this community.
3. **PARTICIPATION:** All teachers should know and support the philosophy and theology of the school. They should cooperate with faith forming and religious education programs in the school.
4. **WITNESS:** All teachers must uphold Catholic ideals and values.

#### B. Teachers who **TEACH ONE OR A FEW RELIGION CLASSES**:

1. **EDUCATION:** These teachers, after evaluation of their college course work, are expected to complete the Liturgy and Sacraments module of "My Catholic Faith Delivered," within the first two (2) years of employment. The Principal, in consultation with the Superintendent, will evaluate the college course work and determine which module(s) are to be taken by the teacher.

**6200**    **SCHOOL DISCIPLINE**

Each school shall formulate a set of rules and procedures regarding school discipline consistent with its school philosophy. These written standards of conduct shall encourage self-discipline and create an atmosphere conducive to learning. At all times, discipline is to be conducted according to Gospel values and with the dignity of the student and the general welfare of the school community in mind. Discipline procedures shall be distributed annually in writing to students and parents and on the occasion of admitting new students.

Whatever disciplinary action is taken must be in accordance with those same rules and regulations. Disciplinary measures must not be excessive, arbitrary, inflict bodily harm, or intended to subject the student to ridicule or defamation. Corporal punishment shall not be used under any circumstance in the Catholic schools of the Diocese of Tulsa, regardless of parental consent.

Rules of behavior must be reasonable, well known, and administered fairly.

**6200.1**    **Classroom Rules**

Classroom rules will be specified, promulgated, explained, and annually reviewed. An indication of the consequences for general types of infractions shall be included.

The classroom teacher shall manage the discipline problems of his/her classroom. The help of the principal, or assistant principal, should be enlisted only in cases involving serious or repeated misbehavior.

**6200.15**    **Sexual or Other Harassment**

The Diocese of Tulsa will not tolerate intimidation, bullying, or any kind of sexual or other harassment, among students, teachers, staff, and administrators. Such harassment will be considered a major violation of policy.

*(See Policy 4001 - Complete policy statement applicable to students and employees.)*

**6200.2**    **Prohibition of Corporal Punishment**

Corporal punishment shall not be used under any circumstance in the Catholic Schools of the Diocese of Tulsa. The principal is to immediately report any violation of this prohibition to the superintendent, followed by a written report with full details. Any extreme or unusual form of punishment, or any touching of a child in a manner that is considered punitive shall be strictly avoided.

## Criteria 6: State Laws & Disciplinary Procedures

- e. *Any weapon which will, or which may be readily converted to, expel a projectile by the action of any explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;*
- f. *Any combination of parts, either designed, or intended for use, in converting any device into any destructive device described in the two (2) immediately preceding examples, and from which a destructive device may be readily assembled.*

In addition, a weapon shall be defined as any item capable of inflicting harm on another person by its design or use. Such items include, but are not limited to, knives, mace, pepper spray, firecrackers and martial arts equipment. This definition shall include any ordinary item deliberately used as a weapon to harm or threaten another person (e.g. scissors, pens). Any student in possession of such items at school, or any school-related activity, shall be subject to disciplinary action up to and including suspension and/or expulsion. The principal may, at parent expense, require a student to be evaluated by a mental health professional to ascertain whether the student poses a threat to himself/herself or others before making a decision to reinstate the student.

### 6200.6 Substance Abuse

No student shall possess, use, or attempt to possess, use, or be under the influence, of any of the following substances on school premises during any school term, or off school premises at a school related activity, function, or event:

- Any controlled substance, or dangerous drug as defined by the law, including, but not limited to; marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
- Alcohol or any alcoholic beverage;
- Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation;
- Any other intoxicant, or mood-changing mind-altering, or behavior-altering drug.

### Definitions:

"Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

"Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.

Any teacher, or school employee, who knows, or suspects, that a student is in possession of, uses, is under the influence of, or distributes illegal/controlled substances or alcohol, in violation of state law, or this policy, must notify the principal immediately. "The principal, or designee, shall immediately notify the Superintendent of Schools, or designee, and a parent, or legal guardian, of said student of the matter ... (Teachers) who report such information to the appropriate school official, shall have immunity from any civil liability." (See *School Laws of Oklahoma, 2002, Sections 514 and 515.*)

## Criteria 6: State Laws & Disciplinary Procedures

### 6200.3 Detention

If it is part of the published school policy, a student may be detained after the daily session for violation of various class and/or school regulations according to the school's detention policy.

The guidelines for detention are as follows:

- The length of detention should not be excessive and must be properly supervised. Detention should normally not exceed thirty (30) minutes for elementary school students, or the length of a class period for secondary students.
- Parents shall be informed of the detention and the contributing cause.
- When detention after school would cause serious transportation difficulties, parents should be given adequate notice to provide other arrangements.
- Consideration should be given to the effect that a student's detention might have on persons outside the school. If a student has a job, business, or medical appointment, etc. that will be affected by the detention, he/she should at least be allowed to contact the third party or given time to make other arrangements.

### 6200.35 Off-Campus Conduct

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

### 6200.4 Suspension

Suspension is defined as a temporary dismissal of a student from the school. Suspension is a drastic consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success.

Students may be suspended for reasons including, but not limited to:

- Conduct unbecoming a Christian student;
- Incurable, or disruptive behavior which impedes the progress of the rest of the class;
- Use, possession, or sale of weapons, drugs, or controlled substances;
- Infliction of, or threatened, injury to another person;
- Criminal or gang-like behavior.

The following suspension process shall be followed:

- Only the principal/pastor has the ability to suspend a student.
- A student shall be suspended for no more than seven (7) school days.



## Criteria 6: State Laws & Disciplinary Procedures

- A conference shall be held with the parents, either before, or after, the student is placed on suspension.
- A written record shall be made, including date of the suspension, reasons, and notes relating to the parent conference, with the terms and conditions of the suspension signed by the parent and principal. A copy of the record must be kept in a file separate from the student's permanent record.

Exact procedures shall be specified clearly in local policies and must be in conjunction with diocesan policy.

### 6200.45 Student Withdrawal on Grounds of Parent Behavior

Normally a child is not to be deprived of a Catholic education, or otherwise penalized for the actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students, that the parents may be requested to remove their student(s) from the school for any of the following reasons:

- Refusal to cooperate with school personnel;
- Refusal to adhere to diocesan or local policies and regulations;
- Interference in matters of school administration or discipline.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. The principal must verify that parents were informed to terminate the inappropriate behavior. If such effort does not correct the situation, the principal may require the parents to withdraw their child. Documentation, signed by the principal and parents, as well as any other information, or evidence of consultation with the parent, should be retained on file.

### 6200.5 Expulsion

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

Expulsion is a serious matter and should be invoked only as a last result. The following procedures shall be observed:

- A record shall be kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and family.
- In parish schools, the principal must confer with the pastor regarding any impending decision to expel a student.
- The parents shall be given a written notice of the offense(s) and shall be invited to a conference with the student, school personnel, and pastor. In parish schools, the local pastor shall be advised of the conference and invited to attend. At this time, the parent(s) will be asked to withdraw their child from the school.

## Criteria 6: State Laws & Disciplinary Procedures

- The principal shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentation shall be maintained in a file separate and apart from the student's permanent record.
- The student's permanent record shall indicate that the reason for the transfer was expulsion.
- The principal shall immediately notify the Superintendent of Catholic Schools of any expulsion. This notification shall be in written form, whether or not verbal communication has occurred.
- The final decision to expel a student rests with the principal (and in parish schools, with the knowledge and consent of the pastor).

### 6200.54 Due Process

Although Catholic Schools are not bound to protect the constitutional rights of students and employees, they are required to treat persons fairly. "Fairness" constitutes abiding by the following:

- Notice – The individual must be told exactly what he/she is accused of doing or not doing.
- Hearing – The individual is allowed to present his/her side of the story.
- Impartial Tribunal – The individual is allowed to tell the story to an individual or group that is not biased.

### 6200.55 Firearms and Weapons

The Diocese of Tulsa prohibits any and all weapons inside any building owned or occupied by the Diocese of Tulsa, including all Catholic Schools.

Any behavior, which threatens the health and safety of others, is strictly forbidden. A student who brings a firearm or weapon to school, or to a school-sponsored activity, is subject to immediate expulsion from school for no less than one (1) year. A law enforcement officer will be notified. A weapon is defined in the following description given by the Gun-Free Schools Act, 1994:

*For the purposes of the GFSA, a "weapon" means a firearm as defined in Section 921 of Title 18 of the United States Code. Accordingly, the following are included within the definition:*

- a. Any weapon, including a starter pistol, which is designed to, or may readily be converted to, expel a projectile by the action of an explosive;*
- b. The frame or receiver of any weapon described above;*
- c. Any firearm muffler or firearm silencer;*
- d. Any explosive, incendiary, or poison gas:*
  - 1. Bomb;*
  - 2. Grenade;*
  - 3. Rocket having a propellant charge of more than four ounces;*
  - 4. Missile having an explosive or incendiary charge of more than one-quarter ounce;*
  - 5. Mine; or similar device.*

**OKLAHOMA CONFERENCE OF  
CATHOLIC SCHOOLS ACCREDITING ASSOCIATION**

*Upon recommendation of the Council of Commissioners  
and by the authority of the Board of Directors*

***School of Saint Mary  
Tulsa, Oklahoma***

*is hereby granted the status of*

***Accredited***

**May 2018 - May 2026**

*Diane Floyd*  
Dr. Diane Floyd, President

