



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

St. Mary's Catholic School (SMCS) 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 Accrediting Association (OCCSAA) 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.

SMCS offers Tier I and II interventions in the classroom by their homeroom teacher. The intervention specialist on staff facilitates Tier III interventions. Student testing is administered in grades PK-8 three times a year to monitor progress. Students entering SMCS with an existing Individualized Education Program (IEP) are assured of a continuation of the services listed on the IEP. SMCS makes accommodations and/or modifications for students whenever necessary.

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

- Criteria 1: Fiscal Soundness – SMCS history and Tax Exempt form
- Criteria 2: Non-Discrimination – SMCS Handbook page 25
- Criteria 3: Health and Safety – SMCS Handbook pages 13, 20-25
- Criteria 4: Academic Accountability – OCCSAA attachment
- Criteria 5: Teacher Requirements – OCCSAA attachment
- Criteria 6: State laws and disciplinary procedures – OCCSAA attachment and SMCS Handbook pages 16,17
- Criteria 7: Accreditation – OCCSAA accreditation certificate

JH/se



St. Mary's Catholic School

PK-8th Grade

NAME OF PRIVATE SCHOOL

GRADE LEVELS

415 S 7th Street

Ponca City

OK

74601

ADDRESS

CITY

STATE

ZIP

580-765-4387

stmarysok.com

PHONE NUMBER

WEBSITE ADDRESS

Sarah J. Hunsaker, Principal

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Sarah Hunsaker, Principal

sarah.hunsaker@smsponcacity.org

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.***

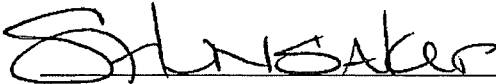
St. Mary's Catholic School in Ponca City is accredited through the Oklahoma Conference of Catholic Schools Accrediting Association. This accreditation is also recognized by the Oklahoma State Department of Education.

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.***

St. Mary's Catholic School makes accommodations and/or modifications for students whenever necessary. Students entering SMCS with an existing IEP are assured of a continuation of the services listed on the IEP. Students identified as needing an ISP plan are offered that service. Additionally, homeroom teachers provide Tier I and II interventions in the classroom. The intervention specialist on staff facilitates Tier III interventions. NWEA Map Growth testing is administered to students in grades 2-8 three times a year to monitor progress. IXL Diagnostic testing is used to monitor progress of students in grades PK-8.

I verify that St. Mary's Catholic School 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.


SIGNATURE

10/25/2021
DATE

Complete application and required documents may be emailed to stacy.eden@sde.ok.gov.

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

Criteria 1: Fiscal Soundness

- 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.*

HISTORY

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 sister 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).

*See state Tax Exempt form.

#73-0638646

Criteria 1: Fiscal Soundness



OKLAHOMA TAX COMMISSION

STATE OF OKLAHOMA

2501 LINCOLN BLVD.
OKLAHOMA CITY, OKLAHOMA 73194-0015

ODIE A. NANCE, Chairman
ROBERT L. WADLEY, Vice-Chairman
DON KILPATRICK, Sec'y-Member

Sales/Use
DIVISION

December 12, 1985

(405) 521-3261

Archdiocese of Oklahoma City
Business Office
P. O. Box 32180
Oklahoma City, OK 73123

Attn: Richard D. Voss
Business Manager

Gentlemen:

We recognize churches to be exempt by statute pursuant to Title 68, O.S. 1981, Article 13, Section 1356 (E) and Article 14, Section 1404(e).

Any sales or purchases of tangible personal property and services to or by churches to be used directly in the furtherance of religious activities are exempt from sales and/or use tax.

It is, therefore, our opinion that the following churches qualify for this exemption:

St. Joseph, Ada, Oklahoma
Prince of Peace, Altus
Sacred Heart, Alva
St. Patrick, Anadarko
Mother of Sorrows, Apache
St. Mary, Ardmore
St. Frances Cabrini, Beaver
Sacred Heart, Billings
Our Lady of the Rosary, Binger
St. Joseph, Bison
St. Joseph, Blackwell

Archdiocese of Oklahoma City

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St. Philip Benizi, Boise City
St. Joseph, Buffalo
Immaculate Heart of Mary, Calumet
Sacred Heart, Carmen
St. Richard, Carnegie
Our Lady of Sorrows, Chandler
St. Cornelius, Cherokee
Holy Name of Jesus, Chickasha
St. Mary, Clinton
St. Ann, Cordell
St. Margaret Mary, Crescent
St. Paul the Apostle, Del City
Assumption, Duncan
St. John the Baptist, Edmond
St. Ann, Elgin
St. Matthew, Elk City-Canute
Sacred Heart, El Reno
St. Francis Xavier, Enid
St. Gregory the Great, Enid
St. Ann, Fairview
St. Helen, Frederick
St. Michael, Goltry
Our Lady of Perpetual Help, Grandfield
St. Mary, Guthrie
St. Peter, Guymon
St. Teresa, Harrah
St. Cecilia, Healdton
St. Joseph, Hennessey
Sacred Heart, Hinton
Sacred Heart, Hitchcock
Ss. Peter and Paul, Hobart
Our Lady of Guadalupe, Hollis
Sacred Heart, Hooker
St. Robert Bellarmine, Jones
Ss. Peter & Paul, Kingfisher
Sacred Heart, Konawa
Blessed Sacrament, Lawton
Holy Family, Lawton
St. John the Baptist, Lexington
St. Peter, Lindsay

Archdiocese of Oklahoma City

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St. Joseph, Loyal
St. Theresa, Luther
St. Vincent de Paul, McLoud
Holy Cross, Madill
Sacred Heart, Mangum
Immaculate Conception, Marlow
St. Camillus, Marshall
St. Cecelia, Maud
St. Mary, Medford
St. Michael, Meeker
St. Philip Neri, Midwest City
St. Andrew, Moore
Sacred Heart, Mooreland
Church of the Holy Spirit, Mustang
St. Francis of Assisi, Newkirk
Our Lady of Fatima, Nicoma Park
St. Joseph, Norman
St. Thomas More University Parish, Norman
Holy Trinity, Okarche
St. Anthony of Padua, Okeene
Cathedral of Our Lady of Perpetual Help, Okla. City
Christ the King, Oklahoma City
Church of the Epiphany of the Lord, Okla. City
Corpus Christi, Oklahoma City
Holy Angels, Oklahoma City
Immaculate Conception, Oklahoma City
Little Flower (Church of Our Lady of Mt. Carmel and St. Therese), Okla. Ci
Sacred Heart, Oklahoma City
St. Charles Borromeo, Oklahoma City
St. Eugene, Oklahoma City
St. Francis of Assisi, Oklahoma City
St. James, Oklahoma City
St. Joseph's Old Cathedral, Oklahoma City
St. Patrick, Oklahoma City
St. Catherine of Siena, Pauls Valley
St. Rose of Lima, Perry
~~St. Mary's, Ponca City~~
St. Joseph, Pond Creek

Criteria 1: Fiscal Soundness

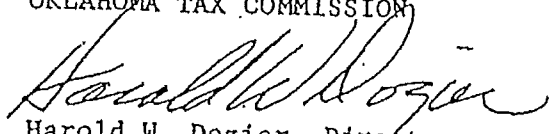
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St. Wenceslaus, Prague
Our Lady of Victory, Purcell
St. Francis of Assisi, Rush Springs
San Jose, Ryan
Queen of All Saints, Sayre
St. Thomas, Seiling
Immaculate Conception, Seminole
Holy Name, Shattuck
St. Benedict, Shawnee
Our Lady of Perpetual Help, Sterling
St. Louis, Stroud
St. Francis, Sulphur
Blessed Sacrament, Thomas
Sacred Heart, Tipton
St. Anthony, Tishomingo
St. Joseph, Tonkawa
St. Joseph, Union City
St. Mary Assumption, Wakita
St. Patrick, Walters
St. Mary, Wanette
St. Rose of Lima, Watonga
St. Thomas Aquinas, Waurika
Our Mother of Mercy, Waynoka
St. Eugene, Weatherford
St. Joseph, Wewoka
St. Peter, Woodward
St. John Nepomuk, Yukon

You have our permission to reproduce this letter and furnish copies to your suppliers as evidence of your statutory exemption.

Sincerely yours,

OKLAHOMA TAX COMMISSION



Harold W. Dozier, Director
Sales and Use Tax Division

HWD:bn

- 2. The private school must comply with the antidiscrimination provision of 42 U.S.C. § 2000d.*

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

- 3. The private school must meet state and local health and safety laws and codes.*

HEALTH GUIDELINES

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

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

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

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

Meningococcal meningitis-Meningococcal meningitis is a rare but potentially fatal illness that can strike at any time. Research has shown that teens and young adults are at an increased risk.

Criteria 3: Health & Safety

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.

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.

FIELD TRIPS

- 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.
- 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

Criteria 3: Health & Safety

permission slip.

- 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.
- 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.
- All monies collected for the field trip are **non-refundable**.
- Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
- Parents who volunteer for a field trip will be provided a list of "Field Trip Volunteer Guidelines" by the teacher. Parents who volunteer to provide transportation for a field trip must provide the office with a copy of their driver's license and verification of insurance with a minimum of \$100,000/\$300,000 coverage prior to the field trip. In addition, they must have had a background check, read and signed the Code of Conduct, and watched 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.
- 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
- SMCS follows 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.

SAFE ENVIRONMENT

All school employees and 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.

*See OCCSAA attachment.

- 4. The private school must be academically accountable to the parent or legal guardian for meeting the educational needs of the student.*

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.

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.

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.

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.

TESTING

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.

- 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.***

All homeroom teachers of PK-8th grade hold at least a baccalaureate degree and an Oklahoma State Teaching Certificate.

It is each teacher's responsibility to maintain a current license/certification for the area he/she is teaching. The latest certification must be submitted to the principal.

*See OCCSAA attachment.

Criteria 5: Teacher Requirements

3. Teachers of grades K through 8:
- | | | | | |
|---|----------|---|---|-----|
| a. have a bachelor's degree | <u>1</u> | 2 | 3 | N/A |
| b. have a current and valid Oklahoma teaching certificate | <u>1</u> | 2 | 3 | N/A |
| c. maintain recency of credit (5 semester hours or a minimum of 75 staff development points) every five years | <u>1</u> | 2 | 3 | N/A |
| d. Superintendent's letter of approval if necessary | <u>1</u> | 2 | 3 | N/A |
- Number of teachers 2
- 17 Teachers who meet standards
- _____ Teachers who are working towards compliance with standards
- _____ Teachers who do not meet standards

4. Records for all professional personnel are properly maintained and accessible.
- Personnel files for administrators and teachers must be checked and updated annually, comply with OCCSAA guidelines, and must include:
- | | | | | |
|--|----------|---|---|-----|
| a. an (Arch)diocesan application; | <u>1</u> | 2 | 3 | N/A |
| b. official <u>original</u> transcripts; | <u>1</u> | 2 | 3 | N/A |
| c. an original and current professional teaching certificate; | <u>1</u> | 2 | 3 | N/A |
| d. a background check; | <u>1</u> | 2 | 3 | N/A |
| e. a copy of the teacher contract or salary agreement; | <u>1</u> | 2 | 3 | N/A |
| f. a sick leave form; | <u>1</u> | 2 | 3 | N/A |
| g. signed and dated I-9 form; | <u>1</u> | 2 | 3 | N/A |
| h. copies of annual evaluations signed and dated by employee and supervisor; | <u>1</u> | 2 | 3 | N/A |
| i. evidence of continuing professional development; | <u>1</u> | 2 | 3 | N/A |
| j. evidence of continuing religious formation | <u>1</u> | 2 | 3 | N/A |
| k. Oklahoma new hire form; | <u>1</u> | 2 | 3 | N/A |
| l. signed job description; | <u>1</u> | 2 | 3 | N/A |
| m. faculty data sheet; (if required) | <u>1</u> | 2 | 3 | N/A |
| n. benefits notification; | <u>1</u> | 2 | 3 | N/A |

Criteria 5: Teacher Requirements

- | | |
|---|-----------|
| o. superintendent's approval letter (if not certified); | 1 2 3 N/A |
| p. certificate of safe environment training. | 1 2 3 N/A |
| q. signed Code of Conduct form; | 1 2 3 N/A |
| r. Pastor documentation for teachers of religion indicating practicing Catholic in good standing with the Church, if required by diocese. | 1 2 3 N/A |

Personnel files for volunteers must be checked and updated annually, comply with OCCSAA guidelines, and must include:

- | | |
|--|-----------|
| a. an (Arch)diocesan application; | 1 2 3 N/A |
| b. a background check; | 1 2 3 N/A |
| c. signed Code of Conduct form; | 1 2 3 N/A |
| d. certificate of safe environment training. | 1 2 3 N/A |

STANDARD 2: Teachers in specialized areas, instructional assistants and other school employees are properly prepared for their assignments and their performance is monitored.

SUPPORTING DATA

- Job descriptions
- Contracts
- Evaluation forms

QUALITY INDICATORS

- | | |
|---|-----------|
| 1. All instructors in specialized areas not having proper credentials have been approved in writing by the (Arch)diocesan Superintendent. | 1 2 3 N/A |
| 2. All instructional assistants and other school employees are properly assigned, trained, and supervised. | 1 2 3 N/A |
| 3. Evaluations are on file for all instructors in specialized areas, as well as for instructional assistants. | 1 2 3 N/A |

DESCRIPTIVE NARRATIVES

- A. Describe the assignment of paraprofessional personnel in terms of training, accountability and professional support.

Paraprofessional personnel are always included in all beginning of the year orientation. They are invited to all faculty and spiritual formation meetings. Some attend depending on what the agenda is. Assignments are based on their strengths, training and teacher request.

Criteria 6: State Laws & Disciplinary Procedures

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.*

DISCIPLINE & DISCIPLINARY ACTION

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

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

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

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

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

Detentions will be served at the discretion of the principal or teacher. If a detention is issued to your child by a teacher or the principal, a parent or guardian will be notified.

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

Criteria 6: State Laws & Disciplinary Procedures

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

*See OCCSAA attachment.

Criteria 6: State Laws & Disciplinary Procedures

STANDARD 5: The school operates in compliance with constitutional and statutory laws and applicable state and federal laws and regulations.

SUPPORTING DATA

- Parent handbook
- Record of safety drills (fire/tornado/lockdown drills)

QUALITY INDICATORS

1.	The school is kept current about new laws and regulations.	<u>1</u>	2	3	N/A
2.	The school is in compliance with these statutes and regulations:				
	The Family Educational Rights and Privacy Act of 1974	<u>1</u>	2	3	N/A
	Copyright laws	<u>1</u>	2	3	N/A
	Computer software piracy regulations	<u>1</u>	2	3	N/A
	School bus laws (drug testing and medical exam for driver, CDL license, record of annual evacuation drills) are met for the driver and vehicle	1	2	3	<u>N/A</u>
	Immunization laws	<u>1</u>	2	3	N/A
	Child abuse and neglect laws	<u>1</u>	2	3	N/A
	Asbestos	<u>1</u>	2	3	N/A
	Radon (Assessment every five years for any underground facility.)	<u>1</u>	2	3	N/A
	Nondiscrimination policy	<u>1</u>	2	3	N/A
	Emergency Handbook/Manual	<u>1</u>	2	3	N/A
	Record of safety drills (tornado, fire, lockdown)	<u>1</u>	2	3	N/A
	Harassment	<u>1</u>	2	3	N/A
	Bullying & cyber bullying	<u>1</u>	2	3	N/A
	Meningococcal disease	<u>1</u>	2	3	N/A
3.	The school has access to legal advice and representation.	<u>1</u>	2	3	N/A

Criteria 6: State Laws & Disciplinary Procedures

DESCRIPTIVE NARRATIVE

- A. Describe how the administrator stays informed about applicable laws and regulations.

The Department of Catholic Education provides updates to laws and regulations. Usually, this is done during our regular monthly principal meetings. The Archdiocesan Office of Education sends information to the principal about applicable laws and regulations. The State of Oklahoma Health Department sends information periodically.

**OKLAHOMA CONFERENCE OF
CATHOLIC SCHOOLS ACCREDITING ASSOCIATION**

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

***Saint Mary Catholic School
Ponca City, Oklahoma***

is hereby granted the status of

Accredited

May 2017 – May 2025

Diane Floyd
Dr. Diane Floyd, President

