

**ST. MARY'S  
EPISCOPAL SCHOOL**

**PARENT/STUDENT  
HANDBOOK**



**505 East Covell Road  
Edmond, Oklahoma 73034  
405.341.9541**

**2013-2014 School Year**

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### Important Numbers

Head of School  
341-9541 X 100; pdockter@smesedmond.org

Admissions/Student Support Office  
405.341.9541 X 103; slegrande@smesoffice.org

Business Office  
405.341.9541 X 102; businessoffice@smesedmond.org

Development/Marketing Office  
405.341.9541 X 124; gjones@smesedmond.org

Main Office  
405.341.9541 X 0; smes@smesoffice.org



## ST. MARY'S EPISCOPAL SCHOOL

505 East Covell Road  
Edmond, Oklahoma 73034

Phone: 405.341.9541  
Fax: 405.285.4126  
Email: smes@smesedmond.org

- Material viewed on online services and the Internet should be age appropriate. This includes appropriate viewing material on a computer monitor that might not be appropriate for others nearby. No viewing of the following types of material is allowed at the school: offensive materials, hate mail, discriminating remarks, or obscene or pornographic material.
- Users of computer equipment must be polite. This means no writing or sending abusive messages or use of inappropriate language.
- The network may not be used for illegal activity, for purposes of profit, non-school related activities, lobbying, advertising, transmission of offensive materials, hate mail, discriminating remarks, or obtaining obscene or pornographic material.
- Students may not access chat rooms or newsgroups from the school's computers unless for a specific assignment given by a faculty member.

While our intent is to monitor and guide computer use for educational purposes only, we view our role as partners with parents and students. It is our expectation that responsible use of computers be a goal of all the school's community members: teachers, administrators, staff, students and parents. To this end, we request that all parents read and understand this document accepting responsibility for their child's computer use at the school. In addition, all teachers, administrators, and staff must also agree to this document when using computers at the school.

***We reserve the right to correct abusive or disrespectful behavior pertaining to the use of technology at the school.***

## MISSION STATEMENT

**St. Mary's Episcopal School provides quality academic programs in an environment fostering respect for faith, family, others and self.**

## NON-DISCRIMINATION POLICY

**St. Mary's admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to its students. The school does not discriminate in any of its educational, admission or financial aid policies and programs**



In 2012, the SMES School Board of Directors officially adopted "The Storm" as the school's moniker.

## PARENTS ORGANIZATION

### Purposes

- Support of the school and its staff
- Support of the students and their families

### Goals

- Support the annual budget by fundraising
- Contribute personal time & effort to school activities
- Cooperate with St. Mary's Church on subjects of mutual interest
- Sponsor programs for the benefit of families
- Provide opportunities for social contacts and support among parents
- Involve all families in the achievement of these goals

St. Mary's has always been blessed with dedicated members of the Parent Organization. There are many ways to become involved and each parent is encouraged to join in fellowship and works of the organization.

Parent Organization Officers are elected each year and are listed in the School Directory.

## GIVING TO ST. MARY'S SCHOOL

St. Mary's School is a 501 (c) (3) non-profit organization and relies on its many donors for donations. Gifts from parents, grandparents and friends provide resources that tuition does not cover.

Since 1977, the school has been extremely blessed through our treasured supporters. We know we would not be the school that we are, nor have the things that we have, without individuals who consider SMES worthy of contributions of money, time expertise and energy.

Throughout the year, there are many ways in which to support the school with a monetary gift. These include the Annual Gift Fund, projects hosted by the Parent Organization, and occasionally, the Building Fund.

Whether you are a returning donor, a SMES alum, a community involved individual, or a business enterprise, there are many reasons why to support St. Mary's. For more information, contact the Director of Development.

## St. Mary's Episcopal School Technology and Internet Acceptable Use Policy

Everyone from the school community (students, faculty, staff, volunteer parents) follow our guidelines for using technology.

- All use of computers are for business, educational or research purposes and are consistent with the goals of the school.
- The Internet will be used to support the school curriculum, the educational community, projects between schools, communication, and research for school students, teachers, and administrators. The school's administration will determine what is inappropriate computer use.
- The administration, faculty, and staff of the school may request the suspension of specific user access for information-related abuses.
- Any technology user at SMES should report any violations, misuse or illegal computer activity.
- St. Mary's School makes no warranties of any kind; whether expressed or implied, for the computer service they are providing.

All students are given instructions for care and use of the equipment. Students are responsible for good behavior while using school equipment. The student or his or her parents or guardians must replace any equipment purposely damaged by a student.

### ***General rules on safe and ethical use of online services at the school:***

- Students should never use their own or anyone else's name, address, phone number, city, credit card, or any other personal identification when using any online service. Faculty will take responsibility for online service use and will be aware of the consequences.
- Users of e-mail should be aware that it is never private.

**HANDLING CONCERNS—GRIEVANCE POLICY**

It is always our intention to keep the channels of communication open between parents, faculty and administration. We enjoy hearing reports of positive experiences at St. Mary's; but we also need to know if problems arise.

If you have a particular concern with your student's experience here, we ask that you follow the general procedure outlined below.

1. Talk over your concerns with your student's teacher, or with the person against whom the concern or complaint is being made.
2. If the situation has not been resolved within a reasonable period of time following this initial contact, meet with the Head of School or Middle School Director to present your concerns and the history of your attempts to alleviate them. If the Head of School or Middle School Director is consulted, the person against whom a complaint is made will be notified. Both parties will be given an opportunity to meet in conference with the Head of School or Middle School Director to present, explain, or comment on the facts in an effort to resolve the issue.
3. In situations concerning the implementation of policy, The School Board shall only consider whether or not the policies or procedures in place were properly and fairly followed.
4. In the rare instance where efforts made in the above ways have not resolved the situation, a hearing before a committee from the school board membership, appointed by the school board president, may be requested. This committee will meet with you, hear the issue of concern, and make resolution of the issue within ten days. The committee's decision is final regarding all disputes, problems or issues presented.

**SCHOOL  
RESPONSIBILITIES**

1. Make every effort to provide students with the highest quality educational experiences.
2. Encourage students to be confident, competent learners.
3. Prepare students academically through a variety of learning experiences and opportunities for acquiring knowledge.
4. Expect students to take responsibility for their personal actions and act ethically.
5. Treat all students fairly and impartially.
6. Model acceptance and appreciation for people from all races, cultures, creeds, ideas and national origins.
7. Be willing to consider the student's or parent's point of view.
8. Model respect for school guidelines and regulations.
9. Promote an atmosphere of mutual respect, trust, kindness and compassion.
10. Discipline students with loving firmness and consistency.
11. Communicate to parents at every possible opportunity about the progress of their child and keep parents informed with classroom information and events.
12. Ask parents for help whenever needed.
13. Treat all students as capable individuals, encouraging new ideas and intrinsic motivation.
14. Model a continuing quest for learning.

## PARENT RESPONSIBILITIES

1. Help your child arrive at school on time and require regular attendance.
2. Model respect for school guidelines and regulations.
3. READ weekly bulletins, classroom newsletters, school emails and other forms of communication from the school.
4. Model respect for others, including teachers, administrators and other parents. This especially includes talking about school matters in front of your student.
5. Ask the appropriate school people when you have a question about a policy, event or concern.
6. Refrain from petty gossip, especially when it is at the expense of another school family, student or school employee.
7. Understand that as a school, we will always keep the best interest of your child as top priority.

## STUDENT RESPONSIBILITIES

1. Make every effort to attend school daily and to be on time.
2. Be aware of school rules for appropriate student behavior.
3. Wear required school uniform clothing or comfortable play clothes for younger students.
4. Be prepared for each class with school materials and assignments.
5. Respect other students and the property of other students.
6. Be kind to all students.
7. Show respect for all adults, including our chaplain, all teachers, administrators, parents, volunteers, and substitutes.
8. Help promote a Christian atmosphere of trust, kindness and friendship.
9. Be courteous at all times and practice your St. Mary's manners.
10. Understand that seriously disruptive or bullying behavior will not be tolerated and may result in suspension from school, or eventually dismissal from school.

## SICKNESS POLICY

In an attempt to control the spread of both bacterial and viral infections, we ask that students and adults NOT come to school if they show symptoms of flu or infections. Students should be free of fever, free of a sore throat, free from eye infections, and free from other abnormal symptoms (vomiting, diarrhea, rash, etc.) for twenty-four hours. A student must be on antibiotics for at least 24 hours before returning to school. Watch for runny and matted eyes, colored nose mucus, coughing and fever as symptoms of infections. Your student's health is more important than perfect attendance.

St. Mary's School will follow the district school health policies but reserves the right to send a student home when the school considers it necessary for the health of that student and/or students in the classroom.

### GUIDELINES FOR KEEPING YOUR CHILD HOME:

Please do not send your child to school if he/she:

- is too sick to participate in the daily program, including outdoor play,
- has a fever or has had one within the previous 24 hours,
- has had vomiting or diarrhea within the last 24 hours,
- has a heavy yellow or green nasal discharge,
- has a constant cough,
- have symptoms of a communicable disease (i.e. red eyes, sore throat, abdominal pain, rash, fever).

All children, preschool through kindergarten, have snacks prepared by the school during the school day on a regular basis.

## POLICY ON SPECIAL SNACKS AND FOOD ALLERGIES

**IT IS IMPORTANT THAT THE TEACHER BE INFORMED OF ANY FOOD ALLERGIES OR FOOD RESTRICTION A STUDENT MAY HAVE.** If a student is unable to participate in the daily classroom snack on a regular basis because of special allergies, special diets or for other medical or personal reasons, parents must send daily a snack for that child if they wish the child to participate in "snack-time." This snack should be labeled and contain any special instructions.

Beginning in first grade, students bring a morning snack to school.

## IMMUNIZATIONS

The following immunizations are required by the state of Oklahoma under the Oklahoma School Immunization Law.

### Seventh & Eight Grades

Tdap (for Whooping cough & Tetnus)

### Fifth — Sixth Grades

DTP/Td—3 doses

Polio—3 doses

MMR—2 doses

### Third—Fourth Grades

DPT - 5 Doses

Polio - 4 Doses

MMR - 2 Doses

### Kindergarten—Second Grades

DPT—5 doses

Polio—4 doses

MMR—2 doses

Hep B - 3 Doses

Hep A - 2 Doses

Varicella (Chickenpox) - 1 Dose

### RECOMMENDED IMMUNIZATIONS FOR:

#### **Preschool - Prekindergarten**

DPT - 4 Doses with 5th dose due 4-6 years old

Polio - 3 Doses with 4th dose due 4-6 years old

MMR - 1 Dose with 2nd dose due 4-6 years old

Hep B - 3 Doses

Hep A - 2 Doses

Varicella (Chickenpox) - 1 dose

## SCHOOL HOURS

<b>Kindergarten—Middle School:</b>	Drop-off	8:15-8:30 a.m.
	Pickup	3:15-3:30 p.m.

<b>Preschool and Pre-kindergarten:</b>	Drop-off	8:15-8:30 a.m.
	Pickup	2:15-2:30 p.m.

It is necessary that your child arrive promptly in order that he/she receives full benefit from each daily program. Staff members will be on duty to assist during arrival and dismissal times.

### Parents, PLEASE:

- **Do not let students into the building earlier than drop-off times.**
- **Be prompt in arriving to pick up students.**
- **Do not go into classrooms immediately before or after school unless you have a scheduled meeting.**

## DROP-OFF & PICK-UP PROCEDURES

Parents are asked to drive through the carpool lines for students arrival and departure. Staff members will always be on duty to assist. Elementary and Middle School students will be dropped off at the front entrance. Preschool, prekindergarten and kindergarten students will be dropped off at the south arrival entrance. Families with multi aged students in both areas should use the south entrance. All students will be picked-up at the front entrance circle. We ask that you use your carpool signs throughout the year. It is very important you inform the **SCHOOL OFFICE** if you have a change of drivers prior to pick up time.

## ATTENDANCE

Parents are expected to notify the school office if a student is absent. In case of illness or other absences, please call and report to the office--**341-9541. If calling before the office has opened press 1 and follow directions.**

**If a child must be excused during school hours**, the parent is to send a note or email stating what time the student will leave school. Both teacher and office should be notified. The parent must come to the school office to sign the student out.

## TARDIES & CHECKING OUT STUDENTS

If a student is **tardy**, (arriving after class has begun), he/she will need to report to the office for a tardy slip before entering his/her classroom. Parents will need to escort their student to the office if arriving after teachers have gone off arrival duty and the child will be escorted to his/her classroom. Students having excessive tardies will result in a meeting with the Head of School or Middle School Director and parents.

A student will be consider absent 1/2 day if arriving after 10:00 am or checking out prior to 2:00 pm.

Parents are asked not to check students out early, except for emergencies and medical related appointments. When a student leaves early (before the close of the day), it disrupts the entire class.

## CAR IDENTIFICATION

On Orientation Day, you will be given an SMES car sticker to be placed on the back windshield, drive side. Also, you will receive a large card with your student's name. We ask that you carry this identification in your car and hold it in the windshield when you pick up your student or carpool group. This safety precaution for your child also helps us be more efficient in the carpool process. **Name cards will be used for the entire school year.**

You will notice our friendly business-like manner during carpool pick-up (complete with walkie-talkies). Our main focus is to load students safely and to keep the carpool line moving as smoothly and quickly as possible. This is not a good time to ask questions concerning student progress or

## PARKING

When using the parking lot, please make sure your vehicle is marked with the SMES parking sticker (rear driver side windshield) and/or the SMES car magnet. This allows our off-duty policeman to identify you as a member of the SMES family.

**FOR THE SAFETY OF OUR STUDENTS, THE BACK AREA OF THE SCHOOL IS OFF LIMITS FOR PARKING.**

**DO NOT PARK IN THE ENTRANCE CIRCULAR FIRE LANE.**

## POLICY ON DISPENSATION OF MEDICINE

**Prescription medication** brought to school, to be administered by school personnel, will:

- A. Be in a prescription vial, with the pharmacy label that states: the physician's name, the name of the medication, and the directions for the administration of the medication to a particular student. This could include an over-the-counter medication such as cough medicine, aspirin, or any other domestic remedies, if a physician has made a diagnosis and has directed that a specific medication be given to that student. Non-prescription medicines must be in the original container and accompanied by the physician's written request and instructions for the administration at school.
- B. A written request, signed by the parent or guardian, must accompany the medication stating: the name of the medication, the amount to be given, and the time it is to be given. (forms are available in the office)
- C. Medication that is to be given for longer than ten 10) days or "only when necessary" will require: a written and signed statement by the physician.

**Non-prescription medication**, which has not been prescribed by a physician, will be administered by school personnel only when:

- A. It is in the original container.
- B. It is accompanied by a written request, signed by the parent or guardian, stating: the name of the medication, the amount to be given, and the time it is to be given.

## POLICY ON HEAD LICE

To comply with the state law and in accordance with the recommendations of the Oklahoma State Department of Health, the following will be required of a student who suffers from head lice:

1. Provide proof of treatment -- i.e., container or box from the medication used.
2. Present to the school a signed statement from a physician or nurse that the student is no longer afflicted with head lice; specifically,
  - There must be an absence of crawling forms, and
  - All nits must be removed



## DISMISSAL (EXPULSION)

### DISMISSAL (EXPULSION)

All students are subject to dismissal regardless of their age and grade level.

The guidelines for dismissal are applied as follows:

Permanent dismissal or expulsion from school may result in the application of the School's Dismissal Policy, three or more suspensions or for a most serious type of misconduct. Most serious misconduct refers to the possession of alcohol, drugs, any form of a weapon or other serious misconduct, which, at the discretion of the Head, warrants permanent dismissal.

### POLICY ON DISMISSAL OF STUDENT FROM SCHOOL

St. Mary's reserves the right to dismiss, after consultation with all parents concerned, any student whose conduct or progress demonstrates disharmony with the school's standards or policies. St. Mary's School also reserves the right to require alternative educational placement if, in the opinion of the administration, the needs of the student, other students in the class, or the best interest of the school so indicate.

### STUDENT SEARCHES

**SEARCHES:** St. Mary's Episcopal School reserves the right to search the contents of lockers, desks, and personal belongings (including but not limited to, book bags, lunch boxes, bags, purses etc.).

While providing a strong academic program, St. Mary's School aims to help students grow into mature, responsible adults. In recognition of individual dignity, the faculty and staff nurtures each student with loving firmness, respect, and fairness. Our high standard for student behavior reflects positively of self, family, school, and community.

Our goal is for our students to be self-directed learners, productive citizens, effective communicators, critical thinkers, cooperative contributors in the classroom and society. We encourage our students to be courteous, polite and to treat others with dignity and respect. We adhere to the following expectations:

- To value one another as unique and special individuals
- To not laugh or make fun of a person's mistakes nor use sarcasm or putdowns
- To use good manners
- To celebrate the success of others
- To recognize effort and to help one another whenever possible
- To encourage one another and always strive to do our best
- To practice values-centered, character-building living

*Beginning in second grade, students may be asked to sign our school disciplinary policy agreement charging them to follow the guidelines and procedures of the SMES Discipline Policy and to fully accept responsibility and consequences for their actions.*

### **IMPORTANT "DON'TS":**

- Please do not allow your child to bring money, gum, toys, candy, stickers or other items from home (unless notified for a specific reason.) Your child will be able to bring items from home for a specific show and share time each week at certain program levels as instructed by your teacher. Your teacher will inform you more regarding this activity.
- Please make sure your child does not bring any item to school resembling a weapon such as play guns, swords, pocket knife etc. These will be sent to the office and parents notified immediately.
- **No STUDENT cell phones or electronic devices are permitted on school grounds unless otherwise instructed by their teacher.**

## SCHOOL RULES

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- Show **RESPECT** for St. Mary's school and for those who are here to teach, for those who are here to learn, and for those who are here to worship.
- **FOLLOW** school, chapel and classroom **PROCEDURES** and our school discipline policy.
- Choose **KIND WORDS** and **KIND ACTIONS** and at all times be courteous to classmates and to others.
- **PLAY SAFE** and **FAIR** and follow playground procedures

## PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held three times during the school year; at end of the first nine weeks, at the end of the first semester, and at the end of April. Please feel free at any other time to contact your child's teacher. We always welcome your questions, suggestions or concerns.

## CONTACTING TEACHERS

The most effective way to contact a teacher is to email or to leave a message in a teacher's voice mailbox indicating a time convenient for a return call. With respect to our teachers' personal and family time, we ask that you not phone teachers at home unless instructed to do so.

The school and classroom teachers will send newsletters, general information, reminders via e-mail and in Friday folders. You are encouraged to also check [www.smesedmond.org](http://www.smesedmond.org) as well as download the mobile app via [www.schoolconnect.us](http://www.schoolconnect.us).

You are also invited to follow the schools daily actions via Facebook (St. Mary's Episcopal School, Edmond) and via Twitter (St. Mary's school@smes1977).

## SCHOOL COMMUNICATION

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## SUSPENSION

### **SUSPENSION:**

All students are subject to suspension regardless of their age and grade level.

The guidelines for suspension are applied as follows:

1. Failure to comply with our disciplinary policy/student code of conduct and behavioral expectations, or as stated above for detentions, may result in a student being suspended from school.
2. In cases of severe infractions, a student may be prohibited from attending school for 1-5 days. The Head or Middle School Director may take this action after consultation with the student, the teacher(s) involved, and the parent(s).
3. Re-entry requires a conference with the Head or Middle School Director, who may also require that the student receive professional service as a further condition for re-entry.
4. There will be no in-school suspension (except in extenuating circumstances at the discretion of the Head or Middle School Director.)
5. The suspended student will be marked as absent and receive no credit for work missed.
6. The student may be required to take tests given during the suspension period so that the teacher may evaluate his/her mastery of the material.
7. A student may be dismissed (expelled) after a third suspension.

### **Severe infractions include:**

- Leaving the school grounds or cutting class
- Using profane or obscene language (written or spoken)
- Stealing
- Continued disturbances in the classroom, chapel worship, or during any school activity
- Abuse of or disrespect for another's property
- Disrespect for authority
- Fighting
- Threatening or harming (or attempting) students/faculty/others
- Vandalism, destruction or defacement of school property (Parents may be asked to pay for repairs or replacements if property damage occurs.)
- Possession or use of tobacco products
- Misuse of multimedia or Internet privileges
- Other serious misconduct

**MINOR INFRACTIONS:**

- Uniform violations
- Nutrition violations (not adhering to lunch or snack guidelines)
- Other infractions of a minor nature

In most cases, minor infractions will be dealt with immediately by the teacher and the consequences will be at the teacher's and/or Head of School/Middle School's discretion. A continued problem may result in a letter/phone call/ or conference with parent(s).

**CLASSROOM TEACHERS:** Are expected to manage students in their classrooms within the guidelines set forth in our policy on classroom management and student conduct and student behavioral expectations. Cruel, severe, unusual or unnecessary punishments shall never be inflicted on students. Parents are to be kept informed as necessary and needed using the following methods:

- Discipline reports
- Notice of Concern Forms
- Classroom Strategies Report for modifying behavior
- Phone Calls
- Additional Parent/Teacher/Head conferences

Parents are expected to sign and return forms as requested. Copies of these forms and notifications shall be kept in the student's file.

**DETENTION:**

*Beginning with third grade, students may be subject to after school detention. The following procedures apply:*

Students may serve detention for excessive unexcused tardies or missing homework assignments. Students may also serve detention for repeated behavioral infractions in a student's homeroom, enrichment class or playground. Parent's will be notified of their students' need to serve detention one week prior to the date detention must be served. The detention will also be reported to the Head of School or Middle School Director.

When serving detention, the student will sign in and state the reason for serving detention. During detention, students will not be allowed to do homework, talk to other students, or complete projects.

Upon receipt of a fourth detention, a student may be suspended for one day.

**UNIFORMS AND CLOTHING**

Uniform clothing must be purchased from Parker School Uniform, located in the Colonnade Shopping Center, 9606 N. May Ave., OKC. (Detailed information is available in the school office.) Regulation dress is required unless notified of out-of-uniform days.

- Dress uniform is to be worn on Chapel days, field trips, group picture day, and at other designated times. Designated dress uniform may only be worn by the appropriate grade level.
- In addition to dress uniform, students may wear any of the options listed on the uniform sheet from Parker Uniform Company or items sold through our Parent Organization on non-dress uniform days.
- Please label all sweaters, jackets, sweatshirts etc.
- Students may wear scout uniforms on their meeting day, if their meeting is after school.
- Girls are not to wear dangling earrings due to safety factors.
- All students must wear tennis shoes. The wearing of cowboy boots, heavy athletic or hiking boots, sandals or flip-flopped shoes is prohibited.
- To maintain a more uniform look within the student body, students may wear only current St. Mary's T-shirts and sweatshirts that have been approved for the school year.
- Parents will be notified of improper attire.

**Preschool—4th grade students—Every Friday is designated as “STORM FRIDAY”. Students are encouraged to wear their STORM t-shirts.**

**5th—8th Grade—Every Friday is designated as “Out of Uniform” Day. Students may wear dress-code approved clothing.**

**St. Mary's t-shirts and sweatshirts are ordered during the summer and after the school year begins. Extra shirts are available in the office (as long as supply lasts).**

## UNIFORMS AND CLOTHING

**For preschool and prekindergarten children,** washable, easy care play clothes are appropriate. We recommend sturdy, supportive play shoes and **prohibit the wearing of cowboy boots, heavy hiking boots, athletic shoes, sandals or flip-flop shoes to school.**

***ST. MARY'S BOOK BAGS AND LUNCH BAGS  
ARE REQUIRED FOR ALL PRESCHOOL AND PRE-  
KINDERGARTEN STUDENTS.***

**Please make sure your child is equipped with appropriate clothing for the weather conditions. We strongly recommend putting your child's name in all sweaters, coats, hats, mittens, etc.**

### **DRESS UNIFORM DAYS:**

All-day Kindergarten & First Grade-- Wednesday  
2nd—Middle School – Last Monday of each month &  
Wednesday

### **DRESS UNIFORMS: (purchased through Parker Uniform Co.)**

#### **Girls--Kindergarten through Second Grades:**

White, Peter-Pan Collar Blouse  
Plaid Jumper  
White socks or tights/leggings (navy)

#### **Girls-- Third through Fourth Grades:**

White, Sailor Blouse  
Plaid Skirt-  
White socks or tights/leggings (navy/black)

#### **Middle School Girls:**

Navy Polo  
Plaid Skirt

#### **Boys-- Kindergarten through Second Grade**

White Oxford/Knit Shirt (long or short sleeve)  
Navy slacks or shorts, Belt

#### **Boys-- Third through Fourth Grades:**

Striped Oxford Shirt (long or short sleeve)  
Khaki slacks or shorts ,Dark belt  
Navy Tie (Wednesday only)

#### **Middle School Grade Boys:**

Light blue oxford shirt and stripped navy tie  
Khaki slacks, Belt

## DISCIPLINARY INFRACTIONS

**Disciplinary Infractions may include (but not limited to) as are age appropriate, the following:**

**BEHAVIORAL INFRACTIONS** Misbehavior in class/repeated disruptive actions

- Talking out of turn or interrupting teacher or other classmates
- Loud or boisterous voice
- Rude or disrespect behavior toward others, including those in authority or peers
- Hurtful comments about others
- Willful disobedience/ignores correction and reminders for a similar infraction
- Improper behavior during worship
- Improper lunch behavior
- Playground misconduct
- Not following school rules or school wide procedures

In most cases, behavioral infractions will be dealt with immediately. Consequences may include a form or report to parents, phone call to parent, detention, and/or a conference with the student/and/or parent(s), teacher(s) and/or Head of School/Middle School Director. They may also result in suspension or expulsion from St. Mary's Episcopal School. A student having three suspensions from school is subject to dismissal.

### **ACADEMIC INFRACTIONS:**

- Incomplete assignments
- Not being prepared for class
- Enrichment/specials class infractions of a non-behavioral nature
- Excessive absences or tardies
- Failure to follow directions
- Other academic concerns

Academic infractions will be dealt with at each teacher's and/or the Head's discretion. Most often these infractions will directly affect a student's grades and parents will be notified if problems continue.

## POLICY FOR SUPERVISION OF CHILDREN

Any child who attends St. Mary's School will be supervised during school hours.

- All activities in the classroom shall be under the direct supervision of the classroom teacher or teacher assistant. Students shall be supervised at all times by a member of the faculty of SMES. A practicum student or volunteer may supervise and interact with students in the presence of an employed staff member
- Students may leave the building or premises for outdoor areas or for field trips only when accompanied by an employed teacher or teacher assistant.
- Students may play on the playground only when there is at least one faculty member present.

The following policy applies during non-school hours, regardless of enrollment at St. Mary's School.

- Students may play on the playground only when supervised by a parent or another responsible adult.

**Any and all unattended children will be brought to the office and a parent will be contacted immediately.**

## POLICY ON INAPPROPRIATE LANGUAGE

Inappropriate or harmful language at school shall be treated in the same manner as inappropriate behavior. Students must accept responsibility for their choice to use such language by first identifying the infraction (with teacher) and working with a plan for alternate behavior. It will be communicated, in as positive a manner as possible, that we do not allow such language at St. Mary's School and the child needs to find other words to use at school. If the situation continues, administration and parents shall be notified.

## CHAPEL

The Reverend Dr. Mark Story, Rector of St. Mary's Church, serves as chaplain for the school and conducts or supervises all chapel services. All children are required to attend chapel services. Parents are cordially invited to attend any of these services.

Chapel services are held on the following days and times:

Last Monday of the Month	8:30 a.m.	2nd—8th Grade
Wednesday	8:30 a.m.	2nd—8th Grade
Wednesday	9:15 a.m.	Preschool—1st Grade

Eucharist will be offered, as scheduled, during the Wednesday 8:30 chapel service. Communion will be offered to all baptized students whose parents have given them permission to receive. All other students may receive a blessing during this time.

Your primary children are guided through the Christian year with the teaching of Old and New Testament stories as well as Seasons of the Year including Advent, Christmas, Lent, Easter and Pentecost. The Monday morning worship service is taken from *The Book of Common Prayer* Daily Devotions for individuals and families. The Wednesday upper elementary chapel services use *The Book of Common Prayer* with focus on the Bible Scriptures.

- **PARENTS ARE ALWAYS INVITED TO ATTEND CHAPEL**
- **NO FOOD OR DRINK PERMITTED DURING WORSHIP**
- **PLEASE, TURN OFF YOUR CELL PHONES**

## Prayers and Creeds

During Chapel, we say the Lord's Prayer (Our Father).

Children's Chapel Creed:

I believe in God above, I believe in Jesus Love  
I believe His Spirit too, comes to teach me what to do.  
I believe that I can be, True and loving Lord like Thee.  
Amen

Before snacks and meals, our younger students sing:

We're thankful for the food we eat,  
The milk, the fruit, the bread, the meat,  
The riches in this world so sweet, we're thankful to you Lord.  
Amen

Elementary Lunch Blessing:

Bless O Lord this food to our use and us to thy service.  
Keep us ever mindful of the needs of others.  
In Jesus' name.  
Amen

### **BIRTHDAY BLESSING FOR ALL CHILDREN**

Watch over thy children, O Lord as their days increase;  
Bless and guide them wherever they may be.  
Strengthen them when they stand,  
Comfort when discouraged or sorrowful;  
Raise them up if they fall; and  
In their hearts may your peace which passeth  
understanding abide all the days of their lives;  
Through Jesus Christ our Lord. Amen

Our goal at St. Mary's School is to guide students to become self-disciplined and to accept responsibility for their behavior. We are not vague about inappropriate behavior or language, and we do not allow physical or verbal abuse. At St. Mary's we promote respect for others and for property. We take an active role in helping students develop appropriate behavior deemed acceptable in our society. We remind students to be kind and gentle to each other. The following rules are those areas of conduct promoted at St. Mary's School.

#### **Expected Rules of Conduct**

1. Students will be respectful and obedient to those in authority and considerate and kind of other students.
2. Students will be orderly in classrooms, hallways and chapel.
3. Students will be punctual to class and chapel.
4. Students will respect school property.
5. No student may use any form of violent, profane or abusive language or action toward another pupil, faculty or staff member.
6. Any behavior, which interferes with the normal educational process, is subject to corrective discipline.
7. Bullying behavior, of any kind, will not be tolerated. Bullying consists of direct behaviors such as teasing, taunting, threatening, hitting, and stealing that are initiated by one or more students against a victim/victims. Bullying may also consist of more indirect behaviors causing a student to be socially isolated through intentional exclusion.

#### **Classroom Management**

**In-Class Discipline**--may include, but not limited to:

1. Positive reinforcement to obtain appropriate behavior.
2. Choices and warning (verbal or written) to display appropriate behavior or choose alternative behavior.
3. Isolation or removal from the group or activity (time out for a short period of time.)
4. Corrective assignment/consequence.
5. Teacher/student conference.
6. Student behavioral contract.
7. Teacher/student/parent conference.

**Administrative Procedure**- may include, but not limited to:

1. Head of School/Middle School Director counseling with the student.
2. Head/Middle School Director/student/teacher conference.
3. Head/Middle School Director/teacher/parent conference.

#### **Corrective Discipline May Result in the Following Actions:**

1. Normal continuation in class.
2. Probationary continuation in class.
3. Detention, suspension or dismissal of the student from the school.

**FINAL AUTHORITY FOR DISCIPLINARY MATTERS  
RESTS WITH THE HEAD OF SCHOOL.**

## TUITION POLICY

### Annual Payment:

Tuition may be paid in a lump sum as an annual payment. This payment process begins July 1<sup>st</sup> preceding the start of the new school term. This payment may be made in cash, by personal or business check or charged to a VISA or Mastercard credit card.

### Monthly Payments:

- The second option for tuition payment is to make nine equal monthly payments described in the tuition schedule for the designated program.
- **Invoices are sent and late fees charged for past due accounts.**
- Monthly tuition payments will be collected via electronic transfer from the payee's designated financial account to the general operating account of St. Mary's Episcopal School at Kirkpatrick Bank in Edmond, Oklahoma. These payments may be made on the 4<sup>th</sup> or the 20<sup>th</sup> day of each month July through March of the designated school term and are not considered late or past due.
- Any payments made by credit card will incur a convenience fee.
- If tuition or other program payments are a month behind schedule, a letter is immediately sent requesting a reply within fifteen days. If no reply is made, a certified letter is sent requesting a reply within five working days. If no attempt toward tuition payment is made, the student shall be considered withdrawn from school and his/her records held (as stated in the enrollment agreement) until the tuition account is paid in full.

**Credit Card:** If using credit card, any merchant charge incurred are the responsibility of the parent. This does not apply to donations or monetary gifts.

### Early Withdrawal Financial Obligation

Parents are required to sign an enrollment agreement. Section II of this agreement states that parents agree to the tuition plan and policy for the school year in which their student(s) is enrolled. Should a student be withdrawn before July 1, prior to re-entry, the enrollment deposit and required fees will be retained. If a student is withdrawn after July 1, parents agree to pay the school all fees, plus 30% of the balance due on annual tuition. If withdrawal occurs August 1 or anytime after, parents agree to pay the school all fees plus 50% of balance due on annual tuition. St. Mary's School is granted a lien upon any student's file and records should parents fail to pay the required tuition balance.

**Tuition financial obligations are related to the payment schedule and not the number of months the student attends.**

**FINANCIAL AID:** St. Mary's Episcopal School offers assistance to families who cannot afford the full cost of tuition. No discrimination is made because of race, gender, or religion. The candidate must meet admission requirements prior to being considered for any aid. The amount the student's family is expected to pay is determined by financial need and availability of funds. All financial aid applications are due by May 1. Parents are notified by June 1.

The purpose of homework is to prepare students for learning activities that will happen in class and to strengthen or enrich those that already have begun. Parents are asked to encourage students to plan and use their time productively and to become self-directed in meeting these responsibilities. Beginning with elementary grades, homework is a necessary part of the St. Mary's curriculum.

If a parent wishes to pick up homework when a student is absent, a request must be made by calling the school office by noon. A parent, or responsible adult may pick the requested homework up in the office after 3:45 PM.

**If a student plans to be out of school for a period time, parents must request work at least two weeks in advance.**

Beginning with third grade a student's homework grade will be deducted if late. Students failing to turn in homework in a timely manner will receive an academic concern form and a meeting will be scheduled. In keeping with our mission promoting student responsibility, we ask that parents not bring forgotten books, projects or homework to school.

### OBTAINING MISSING WORK HOMEWORK

- Parent should notify the school by 12:00 (noon) if they are planning to pick up their student's work on the day the student is absent. **A parent or other responsible adult may pick up a student's work after 3:45 PM in the school office.**
- As a general rule, students are to be granted equal the time absent to turn in make-up work. Teachers granting time differently should communicate with the student at the time the make-up work is given. Parents are asked to discuss any special situations with their student's classroom teacher so that a fair and reasonable alternative plan can be worked out.
- Parents are to notify the classroom teacher IN WRITING at least TWO weeks in advance if planning a vacation or know that a student will be absent for a certain period of time, to ensure a more complete packet of assignments.
- Teachers will always issue a due date for missing work!

## Report Cards Progress Reports

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- Elementary and kindergarten students will bring home weekly Friday folders. These folders contain samples of weekly work. Elementary parents will be notified of grades (and academic progress) through mid-term grade reports (3rd—4th grade) and/or nine weeks report cards. Middle School students will bring home graded work as it is passed back.
- Pre-Kindergarten and preschool teachers present a progress report at each parent conference.
- Teachers conscientiously develop grades and comments to give parents and student's fair and accurate assessments and evaluations of progress. If concerned, a parent may call and request a grade (or a progress update) at other times, and the classroom teacher will reply within 2 school days.

### GRADING SCALE:

St. Mary's School uses the following grading scale for elementary classes:

<b>A 90-100</b>	<b>S+</b>	<b>above satisfactory</b>
<b>B 80-89</b>	<b>S</b>	<b>satisfactory</b>
<b>C 70-79</b>	<b>S-</b>	<b>below satisfactory</b>
<b>D 60-69</b>	<b>N</b>	<b>needs improvement</b>
<b>(below minimum standard)</b>	<b>U</b>	<b>unsatisfactory</b>

Preschool, Pre-Kindergarten and Kindergarten will use a developmental evaluation scale.

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## SCHOOL POLICIES

### ADMISSION POLICY

**St. Mary's Episcopal School does not discriminate on the basis of race, religion, or national origin in its educational program, admission policies, financial aid, or any school activities.**

Applications for preschool and prekindergarten are selected on the basis of date of application, space availability, and after parental consultation. In determining whether students will be admitted to the St. Mary's School program, the school will also consider a student's academic and developmental progress, and potential for positive school participation, conduct and continuation with St. Mary's.

All students must re-enroll for admission annually. Returning students will be given priority in enrollment only during the dates designated for protected re-enrollment (and if there are no past due tuition and fees.) Returning students are subject to the same qualifications of admission as new applicants in terms of academic/developmental progress, demonstrated positive participation, deportment and work habits, and overall positive relationship between school, child, and parent(s). A balance of boys and girls is desired whenever possible.

Parishioners of the Episcopal Church and past St. Mary's School patrons are given preference in admission. It is the philosophy of the school that children should not be advanced beyond their age group. The minimum age for students entering St. Mary's School is established based on the child's age before September 1:

preschool (must be toilet trained)	3 years of age
prekindergarten	4 years of age
kindergarten	5 years of age
1st grade	6 years of age

New students applying to St. Mary's are required to submit a completed application, birth certificate, immunization record and medical release form. Returning students are required to submit a re-enrollment contract to the school office.



## GOVERNANCE

St. Mary's School was founded as an outreach ministry of St. Mary's Episcopal Church. The School is governed by a School Board of Directors consisting of members from the school and St. Mary's Episcopal Church. Ex-officio members include the Rector of St. Mary's Church, Senior Warden of St. Mary's Church and the Head of School. The Board is charged with the hiring and evaluating of the Head of School, with developing policies and strategic objectives, with managing and maintaining the financial integrity of the school and with protecting the interest of the school for the present and the future. The School Board of Directors delegates all executive and operating functions to the Head of School.

## SCHOOL PHILOSOPHY

St. Mary's educational philosophy is founded on the Episcopal tradition of academic excellence, regular worship, service learning, and physical well-being. Our purpose is to foster an education that seeks to develop each student academically while providing a values-centered, character-building education to prepare each student to live a creative, humane, and compassionate life worthy of a child of God. Our curriculum combines the best of educational applications offering an ideal learning environment capable of stimulating the fullest potential within each child. Special care is taken to challenge each child's unique abilities and interests while guiding all students to be respectful, responsible and resourceful.

## ACCREDITATION AND MEMBERSHIPS

St. Mary's School is accredited by the Southwestern Western Association of Episcopal Schools. Our accreditation is recognized by the State of Oklahoma, and nationally by the National Association of Independent Schools. We are also a certified member of the Oklahoma Commission of Episcopal Schools through the Diocese of Oklahoma and a member of the National Association of Episcopal Schools. Faculty members and administrators hold membership through organizations related to their specific subject or business areas.

## BEYOND THE CLASSROOM

St. Mary's School offers special morning and afternoon classes as an option for working parents. In an effort to provide students a safe, secure, home away from home atmosphere beyond the regular classroom day, we offer our BEYOND THE CLASSROOM (BTC) program. This program offers after school enrichments classes as well as drop in opportunities. More information about our BEYOND THE CLASSROOM program can be obtained from the school office

## BIRTHDAY CELEBRATIONS

We always make a child's birthday a special event at school. Each child receives a birthday blessing and birthday medal during Chapel. Birthday celebrations will be scheduled on Chapel days. Summer birthdays will be scheduled throughout the year as close to the 1/2 (half) birthday date as possible. First—fourth graders will celebrate birthdays the first Wednesday of every month. Younger children will be scheduled on a chapel date closest to their birthday.

Parents are invited (and encouraged) to attend chapel for this special birthday celebration. If parents wish, they may provide simple, nutritious snacks that day for the class (please check with your classroom teacher for suggestions.) Party bags and candy are not permitted.

**Parents may not send personal party invitations through students' classroom. Please do not send or leave birthday presents at school. Personal party activities should not take place at school.**  
**THANK YOU!**

## CRISIS MANAGEMENT

St. Mary's School has a comprehensive crisis management plan that provides a framework for managing a crisis should one occur. Our crisis manual details leadership responsibilities, clear direction, communication procedures and a course of action. This plan is reviewed and updated on a regular basis.

## CURRICULUM

It is our goal to teach solid, challenging, developmentally appropriate content and skills at each level. Our program is designed to be sequential and knowledge based to ensure consistency from one level to the next in order to build a strong foundation for learning. Detailed descriptions of specific curriculum on a grade-by-grade, subject-by-subject basis will be presented during Parent Night or is available at any time from the Head of School's office or Middle School Director.

## CUSTODY ISSUES

In the event of divorce or separation, it is the practice of our school to provide both custodial parent and non-custodial parent (and/or guardian) access to all official records, reports, newsletters and other school related information. It is the responsibility of the custodial parent to inform the school of the names and addresses of people to receive information as well as any restrictions for the access of student information by non-custodial parent. If necessary, teachers will set up separate conferences.

## FIELD TRIPS

Classroom teachers plan field trips throughout the year. You will always be notified before each one. Teachers plan trips carefully to coincide with curriculum units being studied in the classroom. Parents will be asked to help provide transportation when it is needed. A seat belt (in a non air bag seat) is required for each student. Even though parents sign permission for field trips through the application and re-enrollment process, teachers will always send a field trip reminder notice.

If an unassigned parent shows up to participate with a field trip, they may follow the group, unless reservation numbers are an issue.

**SIBLINGS MAY NOT PARTICIPATE IN FIELD TRIPS.**  
**ALL PARENTS DRIVING ON FIELD TRIPS MUST HAVE A**  
**COPY OF THEIR DRIVERS LICENSE AND INSURANCE**

## LOST AND FOUND

Items found in the hallways, playground, classrooms etc. are placed in boxes in the main office. Following three periodic reminders, **unclaimed items will be donated.**

## SCHOOL HISTORY

St. Mary's School was first established in 1972 as a privately owned Episcopal school housed in St. Mary's Church. In March of 1977, the Vestry of St. Mary's Episcopal Church was offered the school and voted to continue the school as a parish day school. At this time, St. Mary's Episcopal School became an official entity of St. Mary's Episcopal Church of Edmond, Oklahoma. In the fall of 1977, the school opened with an enrollment of 30 preschool through kindergarten children. The school was housed in the old St. Mary's Church, later known as the Canterbury House (which was lost to fire in the summer of 1995).

The school, as well as the church, has experienced substantial growth over the last 30 years. An educational wing to the church was built in 1983 that allowed the school to increase to 100 preschool, prekindergarten and kindergarten students. The school reopened the Canterbury House and began the purchasing of adjacent properties to allow for the expansion of an elementary program. St. Mary's completed its elementary expansion with the addition of fifth grade during the 1994-95 school year. Eleven fifth graders participated in the first fifth grade graduation ceremonies for St. Mary's Episcopal School on May 31, 1995.

During the 1996-97 school year, a two story education building was completed which provided housing for our administrative offices, five additional classrooms, a media center and computer lab, and the expansion of the Parish Hall space for PE classes. Also added during this growth period is the Canterbury Center cottage and a modular classroom.

During the spring of 2000, St. Mary's Board of Director's voted to purchase a 51 acre area on Covell Road. Construction of a new facility to house our upper elementary grades began the summer of 2003 and opened for the 2004-2005 school year. Construction for Phase 2 was completed, April 2006. During the summer months our programs housed at St. Mary's Church were moved and the entire school is now located at the 505 East Covell Road Campus. During the summer of 2011 Phase 3 addition was completed to house our new middle school program.

Over the past several years we have also developed an exceptional outdoor learning environment complete with classroom learning areas, sports fields, outdoor chapel, hiking trails and areas for science study.

## VOLUNTEERS

Our Volunteers play a significant role at St. Mary's School. St. Mary's children and faculty are fortunate to have parents who volunteer many beneficial hours for our students and programs. Finding the time to volunteer with already very full schedules is difficult but the return for such an investment is greater than one can express with words. For the volunteer, for the student, and for the staff, a volunteer's time and efforts benefit all who are involved. Teachers, administrators, and students greatly appreciate any time you are able to share as a volunteer. Some areas which need your help include: working with our Parent Organization events and fundraisers, assisting with our lunch program, serving as a field trip driver, helping in the classroom with special events and parties, being a homeroom parent.... and much more.....You may sign up on Orientation Day or at any time during the year by notifying the office or your classroom teacher.

## WEATHER—SCHOOL CLOSINGS

In case of inclement weather, our school closing notices will be broadcast on the following stations: KWTW-Channel 9, KOCO-Channel 5, KFOR-Channel 4 and will be posted on our website and school connect mobile app.

If there are times when we are holding school and the road conditions in your area are treacherous, please use your judgment as to whether you wish to venture out or not.

**St. Mary's School will most likely close if the Edmond and surrounding schools are closed, HOWEVER; we may choose to start school late or continue to hold classes, so please watch for school closing information as it relates to St. Mary's (Edmond)!**

## WITHDRAWAL

Parents are asked to notify the Head of School in writing when planning to withdraw their child(ren) from the school. The school will send transcripts and other necessary information to the student's new school after all financial obligations are met. A parent is obligated to complete payments for the school year as outlined in the enrollment agreement cancellation payment schedule.

## LUNCHES

- Preschool must bring a lunch from home. All other students will also need to bring a lunch unless they order on line by the 15th of each month from our **DAILY** catered lunch program.
- Volunteers are needed to assist teachers with lunchroom duties.
- Parents are welcome to join their student for lunch or check their student out during their lunchtime to go out for a special lunch
- Parents who bring a lunch to the school after the academic day has begun are instructed (first check in with the office to let them know they have brought lunch) to place the lunch on a tray cart provided in Taylor Hall. The lunch must be labeled with both the first and last name of the student. The lunch must be on the cart before the student enters Taylor Hall. □If a child enters Taylor Hall (lunchroom) without a lunch and is not listed on the daily lunch menu, the school will provide food for the child that day. **Because of availability, the lunch may not necessarily be from the daily lunch menu. There will be \$5.00 charge for this service.**
- Soft Drinks and/or Heat-Ups may not be sent with lunches.

## PARTIES

St. Mary's children celebrate some holidays with a special party. Parents may sign up on Orientation Day to volunteer to coordinate or supply refreshments. Class parties are under the direct supervision of the classroom teacher and homeroom parent. Each party chairperson is asked to discuss party plans with the teacher at least one week prior to the scheduled party date.

## PHYSICAL EDUCATION

All students will participate in physical education unless a written request from a doctor is provided. Tennis shoes are always required for participation in physical education class and activities.

## RECESS/PLAYGROUND

All students have recess daily. It is our goal to provide students a safe and well supervised environment for outdoor play. Students are required to follow our playground procedures and abide by our school rule of playing safe and fair and being courteous. Students must remain in designated playground areas. Contact games or sports are not permitted. If weather does not permit students to go outside, students will be kept inside and a recess monitor will assist with supervision.

**OUR PLAYGROUNDS ARE DESIGNED FOR ACTIVE PLAY & PHYSICAL FITNESS ACTIVITIES. TENNIS SHOES ARE REQUIRED FOR RECESS PARTICIPATION!**

## SERVICE LEARNING

Service learning opportunities are an important aspect to a St. Mary's education. We recognize the importance of allowing students opportunities to grow in the areas of self-giving and concern for others. Students work on various service learning programs throughout the year. Participation is always voluntary.

## TECHNOLOGY

St. Mary's is committed to offering an excellent and enriching technology program for its students and faculty. We strive to stay current with our equipment and curriculum in an ever-changing world of technology. We are dedicated to training our faculty and students on hardware, software and Internet usage. All technology use is a privilege, not a right.

The *mission* of information technology at St. Mary's School is to allow our students to learn to use the tools of technology to enhance existing curricular goals and to teach them to become discerning users of information. We see effective technology use as one of the skills necessary to enable our students to become lifelong learners. St. Mary's School requires that all students, faculty and administrators adhere to our technology acceptable use agreement concerning technology use and policies. (see policy) Our *goal* in this policy is to ensure the safety of our students and to provide guidelines for using computers at St. Mary's School.

*(This policy is located in the School Policy Section of this Handbook)*

## TELEPHONE

St. Mary's School phone system will be auto attended before and after school and during certain times during the school day. If you reach the phone menu, you will be able to easily report absences, leave messages in teacher mailboxes, or for someone in the office. A complete listing of voice mail box numbers and email addresses is listed in our school directory. Students will not be permitted to use office and classroom telephones. A school administrator or teacher will call on behalf of a student if a call needs to be made to a parent.

## TUTORING AND SPECIAL NEEDS

Parents will be contacted if at anytime a teacher is concerned about a student's academic performance. A conference will be set up with or without the Head of School's or Middle School Director's presence to discuss recommendations on how a student might improve his/her performance.

Any time an elementary or middle school student feels a need for help in any subject area, special arrangements may be made with that child's classroom teacher to assist the student. Any tutorial arrangements beyond what the school offers are to be considered a special arrangement between parent and teacher. Middle school students are encouraged to attend tutorial time.

Father Mark Story, Rector of St. Mary's Church, or other St. Mary's clergy as well as school administration are available to assist with special student or family needs or concerns.

## VISITORS

For the safety of our students, **parents and other visitors MUST check in with the school office any time they arrive on campus.** Parents should never walk directly to the classroom before checking in with the office. The front door entrance is carefully monitored by our office staff.