



MARQUETTE CATHOLIC SCHOOL
Early Childhood Development Center

1528 South Quincy Avenue
Tulsa, Oklahoma 74120
(918) 583-3334

Pastor: Father Elkin Gonzalez

Principal: Jay Luetkemeyer

ECDC Director: Pepper McGough

Let it be known to all who enter here that

CHRIST

Is the reason for this school.

He is the unseen but ever present

Teacher in its classes.

He is the model of its faculty and

The inspiration of its students.

Marquette Catholic School is accredited by the Oklahoma State Department of Education, the National Catholic Education Association, the Oklahoma Conference of Catholic Schools Accrediting Association, and the Oklahoma Private School Accreditation Commission.

Marquette Catholic School was established as Sacred Heart School in 1918, under the direction of the Ursuline Sisters. The first graduating class was in the spring of 1923. The name “Marquette” was adopted in 1928 to honor Father Jacques Marquette, French missionary and explorer of the Mississippi.

MISSION STATEMENT

The purpose of Marquette Catholic School is to use our commitment to faith and pursuit of academic excellence to evangelize, educate and form students as disciples who enthusiastically bring Christ to their families, fellow parishioners, and the larger community while preparing for success in their academic and future professional lives.

PHILOSOPHY

Marquette Catholic School exists as a partnership between the parish and the community to educate the whole student through a Catholic curriculum and to model a faith-based life through the values of respect, hospitality, faithfulness, and compassion.

GUIDING PRINCIPLES

We Believe:

- Each student must be affirmed and encouraged to strive to achieve one's full potential.
- Education is a partnership among students, teachers, parents, and community.
- Every teacher is responsible for sharing the Gospel message.
- We must teach students to be productive members of the parish community and global society.
- School curriculum should challenge every child and prepare them well to be successful in Catholic high school.
- Setting high expectations academically and behaviourally shows respect for all.
- Parents should be encouraged to participate in school life and volunteer to assist and lead co-curricular activities.
- Keeping students safe from danger at school, including bullying, should be a top priority.
- Students should feel loved and valued at all times.
- Teachers must use a variety of methods and styles to teach and assess students.
- Teachers and parents should communicate often about grades, curriculum, co-curricular activities, and student behavior.
- The school should provide for the regular practice of prayer and access to the sacramental life of the church.
- The school should foster a non-threatening learning environment.
- The school should provide students opportunities to develop and exercise leadership skills.
- The school should encourage and develop student role models through the "Buddies" and other programs.

We stress in our teaching the **SEVEN THEMES OF CATHOLIC SOCIAL TEACHING.**

The Church's social teaching is a rich treasure of wisdom about building a just society and living lives of holiness amidst the challenges of modern society. Modern Catholic Social Teaching has been articulated through a tradition of papal, conciliar, and Episcopal documents. The depth and richness of this tradition can be understood best through a direct reading of these documents. The themes of our Catholic social tradition are listed below:

- **LIFE AND DIGNITY OF THE HUMAN PERSON**
- **CALL TO FAMILY, COMMUNITY, AND PARTICIPATION**
- **RIGHTS AND RESPONSIBILITIES**
- **OPTIONS FOR THE POOR AND VULNERABLE**
- **THE DIGNITY OF WORK AND THE RIGHTS OF WORKERS**
- **SOLIDARITY**
- **CARE FOR GOD'S CREATION**

FACULTY AND STAFF

DIRECTOR: Pepper McGough

OFFICE MANAGER: Sarah Bergner

RACCOON TEACHER: Ronda Dee

RACCOON ASSISTANT: Michelle Myers

BEE TEACHER: Megan Fischer

BEE ASSISTANT: Kandi Jones

OWL TEACHER: Nora Connelly

OWL ASSISTANT: Mary Leake

OTTER TEACHER: Audrey Sevenoaks

OTTER ASSISTANT: Robin Barnard

FROG TEACHER: Cindy Wahl

3 YR OLD AIDE: Natalie Howard

4 YR OLD AIDES: Monica Barbour and Paula Dunkel

MUSIC: Monica Barbour

SPANISH: Yani Aller

ART: Sarah Bergner

CATECHIST: Melinda Staurovsky

AFTERCARE DIRECTOR: Paula Dunkel

MARQUETTE SCHOOL ADVISORY COUNCIL

The Marquette School Advisory Council is comprised of members of the Parish of Christ the King and are appointed by the pastor. The members meet on the first Tuesday of each month. If any situation should arise that is a cause for concern to a parent, it should be brought to the attention of the child's teacher first. If that does not solve the problem, a Parent Concern Form should be submitted to the Principal or Assistant Principal. If there is a particular subject that needs to be brought before the Council for discussion, a request should be made in writing to the President at least ten days before the next meeting date.

MARQUETTE HOME & SCHOOL ASSOCIATION

The primary objective of MHSA is to support the mission of Marquette Catholic School and Marquette Early Childhood Development Center ("ECDC"). This is accomplished by fostering a partnership between MHSA and Marquette, offering help in school programs and activities, supporting volunteer efforts needed at Marquette, and organizing fundraising efforts to support Marquette and its programs financially. MHSA is not a policy-making, nor primarily a fundraising, body.

ECDC ADMISSIONS POLICY

Students entering the Bee or Raccoon Class should be 3 years old by September 1st, students entering the Otter or Owl Class should be 4 years old by September 1st, students entering the TK Frog class should be 5 years old by September 1st and have completed a PK4 program.

All new students applying for entrance to Marquette ECDC are required to supply all existing records and testing results from their previous schools or a qualified individual or agency. School personnel may administer the Brigance Screen to new pupils at a designated time. An evaluation of the Screen and other existing records will be reviewed by the Director and teacher(s) to determine placement of the student in Marquette ECDC.

Testing which may have been performed or completed by a qualified individual or agency is valuable information to the school. A copy of all testing information should be made available to Marquette ECDC for placement purposes for all students being admitted for the first time or re-enrolled into the school.

The order of priority for acceptance for new students, who have met entrance requirements, shall be as follows:

- 1) Children of Active Parishioners of Christ the King Parish with siblings in the school.
- 2) Children of Active Parishioners of Christ the King Parish without siblings in the school.
- 3) Non-parishioner Catholics: For the purpose of tuition, fees, and other charges these students will be classified as non-parishioners
- 4) Non-Catholics: For the purpose of tuition, fees, and other charges these students will be classified as non-parishioners.

The following definitions shall be used for the purpose of this admissions policy:

"Active Parishioner of Christ the King Parish" is defined as a Family who share their time, talent, and treasure with the larger PARISH community.

1. The parishioner will have been a registered parishioner for a minimum of one year prior to registration.
2. Will regularly attend Sunday Mass.
3. Will provide financial support to Christ the King, commensurate of one's ability, through consistent contributions.
4. Will provide time and talent through active volunteering.

The decision regarding your status as a parishioner will be determined by the Pastor of Christ the King through observation and reference to the submitted completed annual Stewardship Renewal form. If you are deemed to have a non-parishioner status at Christ the King, then the tuition rate will be adjusted to non-parishioner for the full year of school.

A family that moves to Tulsa from out of town or transfers their membership from another Catholic Church in Tulsa will receive the Active Parishioner of Christ the King tuition rate, provided a letter from their previous pastor verifies their regular attendance at Sunday Mass, financial support and active participation at the former Church.

“Family” is defined as the student, his or her brothers and/or sisters and his or her parent(s)/guardian(s). For purposes of this admission policy the fact that grandparents and/or other relatives of the student are active parishioners will not qualify the student for the active parishioner priority or the Parishioner Tuition, Fees and Other Charges except in extraordinary circumstances and upon application to the Pastor of Christ the King.

The Pastor of Christ the King may, at his sole discretion, use such other factors as he may deem appropriate and may make exceptions to the foregoing policy on a case by case basis. Any exception shall be documented and agreed to by the parents and the Pastor.

All new students are required to provide their birth certificate, Baptismal records (where applicable), along with proof of adequate immunization as required by Oklahoma state law.

ECDC TUITION AND FEES

Active Parishioner

2 Days: \$3909

3 Days: \$5327

4 Days: \$6546

5 Days: \$8343

Non-Parishioners/Non-Active Parishioners

2 Days: \$4434

3 Days: \$5978

4 Days: \$7367

5 Days: \$9291

Subsequent children of parishioners receive a 10% tuition discount.

A registration fee of \$160 per student is due at the time of enrollment. An annual supply fee is charged each year. The amount of the fee is related to the number of days the student is enrolled: 5 days=\$100, 4 days=\$80, 3 days=\$60, 2 days=\$40

Tuition and fees for Marquette and ECDC are handled through FACTS Tuition. There are various methods offered for making payments when the family enrolls online. It is essential to the financial stability of Marquette Early Childhood Development Center that each family meets its financial commitments to the school in a responsible and timely

manner. The school is dependent on the funds committed in your tuition contract. All tuition payments and questions regarding balances are to be directed to the Christ the King Business Office, 918-584-4788.

ECDC POLICIES AND PROCEDURES

**Please refer to the COVID-19 Plan for ECDC located on the school website for procedures and policies that will temporarily supersede those in this handbook.*

AFTER SCHOOL CARE

The After School Care (AC) program is a part of Marquette ECDC. It operates under the goals of the school and is planned, organized and coordinated by the Director of the program under the guidance of the ECDC Director. The primary purpose of AC is to provide quality care for children whose parents cannot provide care after school hours. AC provides a safe, healthy atmosphere and loving, Christian direction to facilitate self-development.

Normal operating hours for AC are 3:00-5:30 p.m. Students not picked up by 3:00 p.m. will be enrolled in the After School Care program and a fee assessed. Parents may request their child “drop in” AC when needed. Please notify the ECDC office prior to 2:30pm to inquire about availability that day. The drop-in fee is \$15 and is added to your FACTS account.

There will be no After School Care on days when school is not in session, including days when school is closed due to inclement weather.

Tuition for AC is handled through FACTS along with the regular school tuition.

AFTER SCHOOL CARE TUITION RATES (annual)

Registration Fee: \$40 per child

5 Days: \$1800

4 Days: \$1480

3 Days: \$1170

2 Days: \$840

1 Day: \$460

After School Care preschoolers remain in the ECDC building. You may pick up your child anytime between 3:00 p.m. and 5:30 p.m. If your child attends After School Care and is picked up after 5:30 p.m., there will be a charge of \$1 for every minute after 5:30 p.m. For questions regarding AC please contact the director, Paula Dunkel, paula.dunkel@marquetteschool.org.

ALLERGIES

If a child has any food or environmental allergies, parents are responsible for notifying the school office. ECDC is NOT a peanut free school. Teachers will take every

precaution to ensure children with sensitivities are not exposed to allergens. Should any medication need to be kept at the school (e.g. epi-pens, inhalers, etc.), parents must complete an authorization form (see MEDICATION below).

ARRIVAL AND DISMISSAL

Regular attendance at school is essential for success. The doors will be locked and you will need to be let in by using the intercom at the front door. Security cameras are in place and are monitored from the front desk at all times. Classroom doors open at 7:45 a.m. If a child will be absent, please notify the school.

Dismissal for ECDC children is at 2:45 p.m. Children not picked up by 3:00 p.m. will be placed in After School Care. Once the child has been released to you, the teacher is no longer responsible for your child while you are still in the building. Under no circumstances will the child be released to anyone not known to the school without authorization from parents or guardians. It is legal for either parent to pick up a child unless we have a copy of a court order restricting visitation.

Any sibling under the age of 16 will not be allowed to take a child from the classroom unless the school has written permission signed by the parent or legal guardian.

Please pick up your child on time. Young children worry that they will be forgotten and left at school. Waiting and being the last child picked up may increase separation anxiety in the morning. If circumstances arise beyond your control, please call the office to let us know so we can reassure your child. Those types of circumstances (car trouble, etc.) do not warrant overtime charges. If your child is picked up later than 3:00 p.m., there will be a charge of \$15. If your child is enrolled in After School Care and is picked up after 5:30 p.m., there will be a charge of \$1 for every minute after 5:30 p.m. (see AFTER SCHOOL CARE above).

CHILD ABUSE POLICY

Marquette ECDC abides by the Child Abuse laws of Oklahoma. State law requires every health care professional, teacher, and every other person who has a reason to believe that a child under eighteen (18) is being abused, or neglected, or is in danger of being abused, or neglected, to report the suspicion of abuse promptly to the Department of Human Services (DHS) and local law enforcement. Failure to report suspected abuse is a crime. No person, regardless of his/her relationship to the child, or family, is exempt from reporting suspected abuse. A person reporting in good faith, however, is immune from both civil and criminal liability.

School personnel who suspect the abuse, or neglect of a student, must report the matter directly to the principal (who in turn will notify the superintendent) and then contact the Department of Human Services (DHS) and local law enforcement. State law specifies that schools are not responsible for notifying parents that a child was interviewed at the

school regarding a child abuse report. The task for notifying parents is the responsibility of DHS.

CLASS PLACEMENT

The majority of children perform successfully in a variety of classroom environments. The ability to adjust to different teacher personalities and a diversified classroom of students is an important life skill.

There are two 3 year old classes, two 4 year old classes, and a transitional kindergarten class at ECDC. The administration works diligently to create balanced classrooms (i.e. there is not a “young” 3 year old room and an “old” 3 year old room). Placement decisions are made by gathering information from teachers as well as testing results from previous schools and/or the Brigance Screen administered by the ECDC staff. The Director will use this information in order to create a well-balanced classroom environment. Other factors for placement include part time/full time ratio, boy/girl ratio, as well as the academic, social, physical and emotional needs of students. There is no guarantee that students will be assigned to the same class their older siblings were assigned. Administration will make the final decision in generating class lists after gathering all the facts.

CLOSING OF THE SCHOOL

In the event of snow or other inclement weather, Marquette School will act independently of Tulsa Public Schools. Announcements on radio and television will be made if Marquette closes because of bad weather. Notification will also come through the Parent Alert communication system. Check emails for announcements as well.

COMMUNICATION

Family Changes

It is important that you communicate any major family change to your child’s teachers. Children often reflect family changes with emotional or behavioral expressions at school. Teachers can respond more effectively if they understand the reason for the behavior.

Parent/Teacher Conferences

Parent-teacher conferences are held twice a year, however, if you have an immediate concern, please contact your child’s teacher to arrange an appointment. Please refer to the school year calendar for conference dates. A conference by telephone or e-mail can also be arranged.

Contacting the Teacher

There may be times when you have questions regarding your child’s progress, a school procedure, and so on. When you have questions, PLEASE CONTACT THE TEACHER FIRST BEFORE CONTACTING ADMINISTRATION. Contacting the administrators first adds a step to the process and prolongs the issue. The dialogue needs to be between the teacher and parent first. Please approach these with the idea that parents and teachers

are working together for the benefit of the child. Written communication between parent and teacher should occur through the teacher's work email address rather than a personal email address or social media.

DISCIPLINE

Good behavior habits and a positive attitude toward school and learning originate in the home. The values and feelings you hold toward our school will most likely be the values and feelings your child holds. A child cannot be expected to learn self-discipline in school without support from the home. We believe that school and parents must work together.

Each child is treated with dignity and respect and positive reinforcement is used to encourage the child to make good choices. Children are taught about safety, care of property, good health habits, and to respect the rights of others. We attempt to maintain an atmosphere of freedom, friendliness, and creativity. Rules are kept to a minimum and are enforced in a positive and consistent manner.

In difficult situations, an uncooperative child will often successfully be redirected to another activity. Children are also encouraged to work out their own solutions by teaching them to verbalize their feelings rather than use aggression. Children are encouraged to "use their words". Children are never isolated for inappropriate behavior. If the child needs to be removed from the group or from a situation, he or she will always be with an adult until ready to resume activities.

The teachers and the Director work closely with parents to understand each child as a unique individual and to provide appropriate discipline techniques.

The ECDC Director is the final arbiter in all disciplinary matters. The Director reserves the right to suspend or expel a student with the consent of the Marquette School Principal. Behaviors that may warrant suspension or expulsion of a student include, but are not limited to:

- Grossly inappropriate behavior
- Physical harm to self, others, or school property
- Verbal or physical threats to teachers, staff or students

Conscious Discipline

The Conscious Discipline and Feeling Buddies curriculum developed by Dr. Becky Bailey and Lety Valero is used in each classroom. This curriculum does not take the place of classroom discipline, but fosters self-regulation skills and therefore is applied in conjunction with a sound discipline plan. Each classroom has a Safe Place area complete with the 5 Steps to Self-Regulation, The Feeling Buddies, and materials useful in the implementation of the program. Teachers are trained in the program and participate in follow up trainings as necessary.

EMERGENCY CARE

If a student becomes ill or has an accident at school, school personnel will provide first aid and attempt to notify the parents/guardians as soon as possible. In an extreme emergency AND/OR if the school cannot reach the parent/guardian, EMSA or other emergency medical services may be called. Expenses for emergency care will be directed to the parent/guardian if a student is seriously injured in an accident or becomes seriously ill at school. Parents/guardians should update their information in RenWeb to avoid delays in contacting them for emergencies. It is the parent's/guardian's responsibility to keep this information updated. Each student must also have a signed "PERMISSION TO PARTICIPATE IN SCHOOL ACTIVITIES AND TO RECEIVE EMERGENCY MEDICAL CARE" form on file in the office.

EMERGENCY PREPAREDNESS

Students will participate in emergency drills several times throughout the school year. These may include but are not limited to Fire Drills, Tornado Drills, Lockdowns, or Intruder Drills, and Evacuation Drills.

If a severe thunderstorm or tornado watch is issued, the teachers will be notified of the development. If the tornado sirens are sounded for the immediate area, the teachers and children will move to the basement of our building. Parents should not rush to the school to take their child home. Your child will be safe and the weather might be too severe to be on the road.

In the event we need to evacuate the ECDC building, the first choice will be to go to Marquette School. In the event Marquette School is not safe, the ECDC children and teachers will evacuate to the State Farm office at the corner of 15th Street and Quincy Avenue. Once we are safely evacuated, parents will be notified with further news and instructions.

FACILITIES MAINTENANCE

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at this school and at the Catholic Schools Office in the chancery building if you wish to see it. Be advised that Marquette School is free of asbestos.

FACULTY QUALIFICATIONS

Each teacher is required to have a bachelor's degree with certification in Early Childhood Education, and have or be working toward a current and valid Oklahoma teaching certificate, OR a current and valid teaching certificate from another state. Each teacher is also required to engage in professional growth opportunities relevant to Early Childhood Education equivalent to 75 development points every five years. Aides/Assistants are required to possess a high school diploma, or equivalent, receive training from the

administrator and/or the teaching staff, and possess proficient oral and written communication skills.

FADS

Each year there are a few new “fads” that show up at school. These, of course, cannot all be listed, nor a regulation be devised to specifically cover them. When a “fad” interferes with the appropriate learning atmosphere or becomes a nuisance, then that nuisance will be eliminated. Just because something is not covered in the handbook does not mean that it will be acceptable at school. The Director will make those decisions as necessary during the course of the year.

FIELD TRIPS

A field trip is recognized as a valuable extension of the classroom experience. The educational value of the trip should support and reinforce diocesan curriculum guidelines and justify the time, distance, and expense involved.

If a private vehicle, with a volunteer driver is used, the following must be verified:

- Volunteers must be properly screened according to the screening set forth in the Diocese of Tulsa Procedural Manual for Screening and Hiring Church and School Personnel (see “Volunteers” below).
- The driver must be twenty-one (21) years of age or older.
- The driver must have a valid driver’s license and no impediments to driving safely.
- The vehicle must have a valid registration and, where required, a state inspection sticker.
- The vehicle must be insured. The minimum insurance coverage requirements are \$100,000/\$300,000/\$50,000 for all parish and diocesan schools.
- Drivers should be told that they can be held liable in the event of an accident or injury.
- Volunteers shall receive orientation and written instruction.
- People who are unable, or unwilling, to follow school rules and procedures are not allowed to volunteer.

Due to the size constraints placed upon the school by some of our field trip destinations and in consideration of the importance for quality supervision of our students, the school respectfully requests that relatives, friends, or other people who are not designated chaperones, do not attend field trips. ***Younger siblings are not allowed to attend field trips.***

No child is ever allowed to sit in the front seat and all children are in a car seat provided by the parent. Unauthorized stops are not allowed on the way to and from the field trip destination. Drivers will take the designated route to and from the destination and stay with the group during the site visit. Each student must have a FIELD TRIP/OFF CAMPUS FORM signed by a parent before attending a field trip. The school CANNOT ACCEPT phone calls in the place of this permission form. Since field trips are a

privilege, individual teachers in consultation with administration reserves the right to deny student participation on a field trip due to poor conduct or performance.

FOOD

Snacks

A light snack is provided every morning. Snacks are donated by the parents and coordinated by the classroom teacher. Due to some children having serious allergies to certain ingredients, please check with your child's teacher before bringing snacks. Children attending After School Care receive an additional snack at 3:30 p.m. provided by the school.

Lunch

All students need to bring lunch to school each day. There is no access to microwaves or ovens to heat items at lunch. Suggestions for healthy lunches include: sandwiches, yogurt, cheese, fruit, etc. We appreciate parents' help in supporting a healthy environment by avoiding foods high in sugar and fat. Milk will be available for purchase before school begins or families may choose to send a drink each day. NO SODA or carbonated beverages are allowed at ECDC. Lunches should be packed in a sack or lunch box with the child's name clearly labeled on the front.

Birthdays

Please let your child's teachers know if you plan to bring treats to share for a birthday. Due to some children having serious allergies to certain ingredients, please check with your child's teacher before bringing a snack to ensure it is safe for all the children.

HAND SANITIZER

The best way to remove germs from hands is to wash with soap and warm water for 20 seconds. At ECDC the children use soap and water to wash their hands whenever possible. Occasionally we use hand sanitizer if a sink is not accessible, but always under the supervision of a staff member. Because most hand sanitizers contain alcohol we **do not** permit children to bring their own bottles from home to keep in backpacks, cubbies, or pockets.

HEAD LICE

Students who are found to have head lice are excluded from school until adequately treated, free of lice, and have no nits.

Screening Procedure:

1. Classroom screening is done on an as needed basis.
2. Screening of the students is done in the office. The brightest possible light should be used. The entire head should be checked by parting the hair into small sections.
3. If lice or viable eggs are found, the student is sent home and parents of classmates are notified by administration. Preventative measures will be taken in the classroom and community areas to prevent the spread of lice.

4. The child may return to school by presenting proof of treatment (a note from a physician, clinic, or the box from the appropriate medicated shampoo). The student will be checked by office personnel. If lice or nits are found, he/she will not be admitted to school.

NO STUDENT WILL BE ADMITTED TO CLASS WHO HAS EITHER EGGS (NITS) OR LICE LEFT IN THE HAIR. PARENTS MUST NOTIFY THE SCHOOL IF THE CHILD HAS HEAD LICE.

ILLNESS

Your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be brought to the office. After taking the child's temperature, the parents will be notified. Please keep all phone numbers current, including cell phones. Your child will be resting quietly and comfortably in the office until one of the parents arrives. If parents cannot be reached, the next person on the emergency list will be called. In the event of a severe illness or accident, your child will be taken to St. John's or Hillcrest hospital. Written reports of all accidents, minor or severe, will be given to the parents and a copy placed in the child's file. Please be sure to let us know if your child is absent due to a contagious or serious illness, hospitalized, or on an extended vacation.

If your child exhibits any of the following symptoms, please **DO NOT** bring him/her to school:

- Fever of 100 degrees or higher within **last 24 hours**
- Vomiting or diarrhea within **last 24 hours**
- Unusual coughing, runny nose and eyes, heavy nasal discharge
- Rashes on the skin
- Has symptoms of a possible communicable disease (reddened or watery eyes)

The office may request a doctor's note for your child to return to school.

Meningococcal Meningitis

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

SYMPTOMS include headache, fever, stiff neck, nausea and vomiting, light sensitivity, and confusion. A person may not have all the symptoms or may not have them all at the same time.

People spread meningococcal bacteria to other people by sharing respiratory and throat secretions (saliva or spit). Generally, it takes close (for example, coughing or kissing) or lengthy contact to spread these bacteria. Fortunately, they are not as contagious as germs that cause the common cold or the flu. People do not catch the bacteria through casual contact or by breathing air where someone with meningococcal disease has been.

Sometimes the bacteria spread to people who have had close or lengthy contact with a patient with meningococcal disease. Those at increased risk of getting sick include:

- People in the same household
- Roommates
- Anyone with direct contact with the patient's oral secretions, such as a boyfriend or girlfriend

Close contacts of someone with meningococcal disease should receive antibiotics to help prevent them from getting the disease. Experts call this prophylaxis (pro-fuh-lak-sis). This does not mean that the contacts have the disease; it is to prevent it. Health departments investigate each case of meningococcal disease to identify all close contacts and make sure they receive prophylaxis. People who are not a close contact of a patient with meningococcal disease do not need prophylaxis.

Coronavirus Disease 2019 (COVID-19)

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

SYMPTOMS can range from mild to severe and include fever, cough, chills, shortness of breath, muscle pain, headache, sore throat, and loss of taste or smell. Trouble breathing is a more serious symptom that means you should get medical attention.

You can encourage your child to help stop the spread of COVID-19 by teaching them to do the same things everyone should do to stay healthy.

- Avoid close contact with people who are sick.
- Stay home when you are sick, except to get medical care.
- Cover your coughs and sneezes with a tissue and throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Clean and disinfect frequently touched surfaces and objects (e.g., tables, countertops, light switches, doorknobs, and cabinet handles).
- Launder items, including washable plush toys, as appropriate and in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.

Anyone in the school community (teacher, student, parent, etc.) diagnosed with COVID-19 must notify the school administration. The administration will contact the local health department and inform people who may have been exposed. Depending on

the situation, public health officials may recommend community actions to reduce exposures to COVID-19, such as temporary school closings.

**Please refer to the COVID-19 Plan for ECDC located on the school website for procedures and policies that will temporarily supersede those in this handbook.*

IMMUNIZATIONS

Parents must provide proof of immunization by presenting to the school office before the beginning of the school year a complete immunization record signed by a doctor.

Guide to Immunization Requirements in Oklahoma – 2020-2021 School Year is available in the office.

KINDERGARTEN PLACEMENT

Attending Marquette ECDC does not guarantee placement in Marquette kindergarten. If you are considering sending your child to Marquette School, you must go through the application process when your child is age-eligible. Your child must be 5 years old by September 1st to be eligible. The order of priority for acceptance to kindergarten is the same as that for ECDC (see Admissions Policy).

MEDICATION

NO MEDICATION INCLUDING OVER THE COUNTER MEDICATIONS CAN BE ADMINISTERED TO ANY CHILD BY SCHOOL PERSONNEL WITHOUT AUTHORIZATION! NO PHONE CALLS OR FAXES MAY BE SUBSTITUTED FOR THE AUTHORIZATION FORM!

Parents are encouraged to schedule medications so that they can be administered at home. If a student needs to have medication during school hours, the medication must be brought to the school office with the following:

- 1) The prescription vial/bottle/container which correctly states the name of the patient, the name of the medication, the name of the doctor and directions for administration.
- 2) The parent must fill out the authorization form, available in the office, requesting the school to administer the medication at the times the prescription indicates.

If two or more medications are to be given daily, a doctor's letter is required stating they are compatible, that the school may administer all of them, and give specific directions.

For medical conditions, such as diabetes, asthma, epilepsy, which may require medication every day of the school year, only one form needs to be filled out at the beginning of the year.

School staff members are not liable for damages to the student which results from administering medicines.

PLAYGROUND

The children go outside every morning and afternoon. Please dress your child in layers for changing weather and be sure all outer clothing is labeled. Hats and gloves are recommended in cold weather. If the wind chill is below 32 degrees or the heat index is above 100 degrees, children will have gross motor activity inside the gym rather than on the playground.

RECORDS

Marquette School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Students requesting records/transcripts/recommendations must make a five school day request to the school office. No records will be sent to transferring schools of students whose financial commitment is in arrears.

REST TIME

Cots and rest mats are provided by the school. Please bring a small blanket for rest time, as our air conditioning can be chilly. If a child forgets their blanket, we will provide one for the day. In addition to a blanket, children may bring ONE snuggle (e.g. stuffed animal, silky, etc.) for rest time. DO NOT send pillows, sleeping bags, large stuffed animals, pillow pets, etc. All items brought to school must fit in the backpack.

SOCIAL MEDIA

Marquette ECDC fully embraces the use of various technologies to improve communication with parents. Teachers and staff members are encouraged to use these tools to their fullest extent in order to build the Marquette community and help parents and students receive all of the necessary information. Despite this, healthy boundaries need to be observed at all times. Communicating with a teacher regarding your child's progress should always occur through email, not social media. Photos and posts that are on the class Facebook page should never be shared on your personal page as some parents have requested that their child's image not be posted publicly.

STUDENT-TEACHER RATIO

Ages 3 years – 4 years 8:1

Ages 4 years and up 10:1

SUPPLIES FOR SCHOOL

Each day children should bring a backpack with the following:

- change of clothes (SEE TOILET TRAINING BELOW)
- water bottle
- lunch
- blanket/snuggle

ALL BELONGINGS MUST FIT INSIDE THE BACKPACK! Please label all items with the child's name.

TOILET TRAINING

Children must be toilet trained to attend ECDC.

Your toilet trained child...

- Will tell the teacher he/she needs to go to the bathroom.
- Is able to go to the bathroom (either urinating or a bowel movement) on his/her own. This includes being able to remove clothing, sitting on the toilet, wiping himself/herself, putting clothing back on, flushing the toilet, and washing and drying his/her hands.
- Will not be in diapers or pull-ups at all. He/she must be in regular underwear.

Our school does not have the staffing to toilet train our students. If a teacher is spending their time with toilet training, then they are not able to work with your child and the other children in our routine daily activities. This is neither fair to your child or to the other children.

Our staff is aware that accidents happen. That is why we ask you to send a change of clothing each day. A change of clothing includes: shirt, underwear, bottoms, and socks. Please remember to pack clothing appropriate for the weather. If your child has accidents every day they are in school, we do not consider your child to be toilet trained and this will lead to removal from the class until the issue is resolved. If the problem is not resolved in an agreed upon time frame, the child's enrollment status may be terminated.

If your child is ill and has diarrhea, they should be kept home until they have been episode-free for 24 hours (see "Illness"). If your child is experiencing symptoms of constipation and is not having regular bowel movements, please consider keeping him/her home until the symptoms are resolved.

TOYS

Toys from home are not allowed because they may get lost or broken and the child often does not want to share them with the other children. If your child has a special item that would be interesting to share with the rest of the class, check with your child's teachers to determine if it would be appropriate.

TRAFFIC AND SAFETY

Student safety is the responsibility of every driver on our school grounds. We ask that you drive slowly (5-10 mph), carefully and courteously at all times. Please respect the authority of our teachers on duty. To ensure that traffic flows smoothly, please do not make left turns into and out of the school parking lot. Please refrain from using your cell phone while dropping off or picking up children. Once students have been dismissed and have left campus for the day, they are not allowed to return unless accompanied by a supervising adult. Students should not run through the parking lot unsupervised because of the traffic and the increased risk of accidents.

UNIFORMS

Students at ECDC are required to wear a uniform that is practical for their age. Please label your child's clothing and belongings. Uniform items can be found at stores such as Wal-Mart, Target, Old Navy, Academy and Gap.

TOPS

Solid red, white, or navy t-shirt or knit collared shirt (short or long sleeve)
Solid red, white, or navy sweater, sweatshirt, or cardigan
ECDC printed t-shirts and sweatshirts

BOTTOMS/JUMPERS

Khaki or navy pants
Khaki or navy shorts
Khaki or navy dress, skirt, skort or jumper
Marquette plaid jumper
****Shorts are required under dresses, skirts, and jumpers. Shorts may be any color but must have an elastic waistband (no buttons, snaps, or zippers).**

Buttons, zippers, hooks, belts etc. can be difficult for little hands to manipulate. If your child is not able to dress/undress independently, ELASTIC WAISTBANDS ARE BEST.

SHOES

Soft or rubber-soled enclosed shoes that tie or Velcro (any color)

Sandals, slip-ons, clogs, crocs, slides, cowboy boots, or open-toe shoes are NOT allowed.

OTHER

Crew socks are to be worn at all times
Girls may wear tights or leggings under uniform

Jewelry can often be lost or a distraction during daily activities. The wearing of jewelry should be limited. Teachers and/or administration have the right to require removal of any jewelry they determine to be inappropriate or excessive.

Free Dress

Free Dress consists of clean clothing in good repair. Jeans, dresses, skirts, dress pants, dress/walking shorts, dress shirts or T-shirts may be worn by any student. Uniform shoes must be worn on free dress days.

Spirit Dress

Occurs the 1st Thursday and Friday of each month and on various days chosen by administration. Students may wear a Marquette spirit shirt, athletic jersey from the school, or sweater from either the current year or past years along with blue or black jeans, shorts or uniform pants or shorts.

VISITORS

ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE. In order to maintain both security and an undisturbed learning environment, parents are asked to check with teachers before making visits to the classrooms. Please be sensitive to your child's response to your presence. Some children love having a parent visit. Others regress, act out, or become upset when you leave again. Always keep your child's best interest in mind.

Visitors are not considered volunteers and therefore do not need to complete the screening requirements. For information about volunteering see below.

VOLUNTEERS

A volunteer is defined as a person who is entrusted with the care and supervision of students. Volunteers often are asked to supervise children without a teacher present. All volunteers must comply with the VIRTUS requirements listed in the *Roman Catholic Diocese of Tulsa Policies and Procedures for the Protection of Children and Young People* (<https://dioceseoftulsa.org/diocesanpolicies>)

VIRTUS has three safe environment components: (1) the background check submission (2) paperwork completion, and (3) the training itself. If you or a family member plan on serving as a volunteer for an activity where supervision of students is necessary, please visit www.virtusonline.org and select "First-Time Registrant" to create an online VIRTUS account. Step-by-step instructions for completing the screening process are located on the Diocese of Tulsa website, <http://www.dioceseoftulsa.org/virtus-1>, or in the school office.

No applicant may volunteer in any capacity until the Local Administrator for Marquette School confirms the completion of all the aforementioned requirements and grants permission to the applicant to volunteer in the school.

WITHDRAWAL

Summer Withdrawals

Parents/Guardians will be responsible for the full amount of all book, supply, and/or technology fees as well as both the July and August tuition payments for the upcoming school year for each student who is withdrawn after June 25th. This amount represents a fair and reasonable attempt to estimate the damages that Marquette would sustain if a child were withdrawn prior to the completion of the contracted school year.

Mid-school Year Withdrawals

Parents/Guardians will be responsible for the payment of all remaining book, supply, and/or technology fees, the tuition due for the current month, tuition due for one additional month, and all remaining charges incurred such as; hot lunch charges, aftercare charges,

lost library book fees, class field trip and/or activity fees, etc. for each student who is withdrawn prior to the completion of the contracted school year. All withdrawals should be communicated no later than the 25th day of their last month at Marquette. This amount represents a fair and reasonable attempt to estimate the damages that Marquette would sustain if a child were withdrawn prior to the completion of the contracted school year.