Sacred Heart Catholic School

Parent/Student Handbook 2026-2027

Mission Statement

Sacred Heart Catholic School is committed to educating the heart, mind, and soul of its students and faculty. We will provide academic excellence with guidance from the Holy Spirit as we strive to create a Christ-filled environment. We will serve God in our community, our country, and our world.

The School, Administration and Staff

Philosophy

Sacred Heart Catholic School is an educational community where parents, students, faculty, and clergy seek to grow in understanding, appreciating, and living the Gospel message. We believe our school environment promotes spiritual, academic, social, personal, and physical growth. We encourage respect for self and others as we seek to build a climate of justice and equality.

The family is first to instruct children in the truths of the Catholic faith. In the church community through prayer, liturgy, and service, children witness and experience the Catholic faith. The school builds on this foundation by fostering an understanding of the church's teachings, traditions, and Holy Scriptures.

Each individual brings to Sacred Heart Catholic School his/her own God-given gifts. Sacred Heart Catholic School recognizes this rich cultural diversity and works to develop the potential of each student as each fulfills God's purpose in life.

Staff members teach in a manner that manifests the Christian faith through Christian living. Staff members are professionally competent, student-centered persons deeply committed to building a Christian community within the school and preparing our students for Christian leadership in our world.

God is the reason for our school. With guidance from the Holy Spirit, we will strive daily to create a Christ-filled environment and to use our talents to know, love, and serve God and others.

Goals

Sacred Heart School's primary goals are to promote:

- Student participation in the Wednesday Children's Mass, prayer and communion at the opening of each school day, classroom prayer at noon, and prayer based on need or request,
- Religious education classes for all students each day,
- Participation and worship during Holy Days and at particularly eventful times,
- Promoting student/teacher/support personnel behaviors which exhibit Biblical teachings and life principles, e.g. respect, responsibility, Fruits of the Spirit, citizenship, and others.
- A positive learning environment that builds a solid academic foundation, educational opportunities that are creative, developmentally correct, stimulating and challenging to students, cross-age and peer tutoring, and an after-school daycare program,
- Educational and sports activities that provide opportunities for both sportsmanship and fellowship between public and parochial schools,

- High level of parental involvement and volunteerism that both supports the school and the students,
- School wide participation in local, state, national, and international community outreach service, that contributes to the need and well-being of others.

MISSION INTEGRITY

Sacred Heart Catholic School welcomes students of all faith backgrounds. Sacred Heart Catholic School takes seriously its responsibility to teach Catholic faith and morals in all fullness. Therefore, Sacred Heart Catholic School promotes and fosters the teaching and values of the Catholic Church as professed by the Magisterium of the Catholic Church and articulated in the Catechism of the Catholic Church, including teaching documents and guiding principles issued by the local ordinary. Catechism of the Catholic Church (usccb.org).

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

History

Sacred Heart Academy was established as a grade school in 1899. The priest bought a store and moved it across the street from the church. The building served as a school on the first floor and living quarters for the Sisters of Mercy who ran the school until 1906. In 1906, the Sisters of Divine Providence took over operations of the school. In 1912, a brick school building replaced the old store, and grades nine through twelve were added. In 1960, the church broke ground on a new school. This school was used until 1968, when low enrollment and financial problems caused the school to close. The school building was used for religious education classes until 1995 when the Sacred Heart Catholic School was reopened. In 1998, the building was expanded to accommodate the growth of the school. Sacred Heart began with a three-year old preschool, four-year old preschool, and a Kindergarten class. Each year one grade was added until 2002 when Sacred Heart stopped at seventh grade. In 2003, due to low enrollment, we dropped the seventh-grade class. Sacred Heart School eliminated sixth grade in 2009 for the 2009-2010 school year. In the spring of 2012, the pastor and School Advisory Committee decided to add middle school. Sixth grade was added for the school year of 2012-2013, seventh grade was added the following year. Finally, eighth grade was added for the 2014-2015 school year. The first eighth grade class graduated from Sacred Heart Catholic School in May of 2015. Currently, Sacred Heart

Catholic School consists of two preschool classes, one Kindergarten class, and one class for each grade from first through sixth grade.

Accreditation

Sacred Heart has been accredited by the Oklahoma Conference of Catholic Schools Accrediting Association since December 2004. Sacred Heart is accredited until 2025.

School Administration

The pastor under authority of the Archbishop is the primary spiritual leader of the parish of which the school is a part. The pastor delegates immediate direction of the school and its instructional program to the principal, who leads the school in accordance with the policies of the Archdiocesan Catholic School Office and the parish School Advisory Council.

The principal is the administrative, instructional and faith leader, in cooperation with the pastor, responsible for the physical and fiscal operations of the school. This includes planning and financial prudence, making policy recommendations and implementing School Advisory Council policy. The principal is responsible for the education and well-being of children entrusted to the school by the parents and communicating to parents and the parish the successes and needs of the school. The principal hires teachers and is responsible for their spiritual and instructional growth. Other administrative personnel may be hired.

2026-2027 Faculty and Staff

Pastor	Father Lance Warren
Principal	Mrs. Shannon Statton
Preschool	Ms. Tayna Ramsey- Assistant Mrs. Vania Novotny
Pre-4	Ms. Abby Perez
Kindergarten	Mrs. Emily O'Hara-Assistant Mrs. Holly Swigart
First Grade	Mrs. Jacque Komers
Second Grade	Mrs. Natalie Darrow
Third Grade	Mrs. Dashon Williams
Fourth Grade	Mrs. Olivia Fowler
Fifth Grade	Mrs. Ronda Moss
Sixth Grade	Mr. William Buck
Art/P.E./Robotics	Mrs. Sierra Wilson
Secretary	Breezy Gonzalez
Development	Mrs. Holly Eaton
Lunchroom Mgr.	Lupita Guerrero
Lunchroom	Sandra Perez

School Advisory Committee

The School Advisory Committee is made up of seven members of the Sacred Heart Parish, six appointed for staggered three-year terms and the seventh named by the Sacred Heart Parish Council. Persons interested in seeking a S.A.C. post may notify the principal.

The function of the S.A.C. is to establish policy not to administer the school. The meetings are usually held on the second Wednesday of each month at 4:00 p.m.

Safe Schools

Sacred Heart Catholic School **requires**, in accordance with Archdiocesan policy, anyone who volunteers to work with students, participate in field trips, or transport students on field trips to complete the Safe Environment Program and complete a background check each year after **August 1**. Safe Environment must be completed by September 1st (no exceptions will be made) to attend field trips, coach, etc.

Information can be found here: archokc.safeenvironment.org/login/index.php

Admission Information

NON-DISCRIMINATION POLICY and RESERVED RIGHTS

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

Students are expected to treat each member of our school community with respect, including, but not limited to, showing respect for their cultural, ethnic and religious heritage. Any student who degrades, harasses or insults another with ethnic, sexual or religious slurs, intimidation, gestures, language or comments will face appropriate consequences Sacred Heart Catholic School does not discriminate on the basis of race, color, sex, ethnicity, national origin, or disability in the administration of its educational policies, or athletic and other school-administered programs, including student admission.

Since we are a religious oriented school, we give preference to members of the Roman Catholic Church. We welcome members of other denominations when class size allows.

Admission

- Students applying for Pre-3 must be three years old by September 1 of the year of entrance and toilet trained. (**Being potty trained means a child**

can consciously recognize when they need to use the bathroom, hold their bladder or bowels long enough to reach a toilet, and successfully urinate or defecate in the toilet or potty with few or no accidents, while no longer needing daytime/pull-up diapers.)

- Students applying for Pre-4 must be four years old by September 1 of the year of entrance.
- Students entering Kindergarten must be five years old by September 1 of the year of entrance.
- Students entering First Grade must be six years old by September 1 of the year of entrance.

<u>The following is a guideline for order of admission:</u>

- Practicing Catholic families from Sacred Heart Parish with children enrolled in our school.
- Practicing Catholic families from Sacred Heart Parish with the oldest child entering Kindergarten.
- Practicing Catholic families transferring into Sacred Heart Parish with children presently enrolled in a Catholic School.
- Practicing Catholic families with school age children enrolled in Religious Education classes.
- Practicing Catholic families from other parishes.
- Siblings of Non-Catholic students.
- Other families.

Note: Practicing Catholic is defined as one who attends Mass regularly, participates in the sacramental life of the Church, and who is a registered, contributing member of the parish, and has a Faith Direct Account registered with Sacred Heart that is being actively used. Families from other parishes will need to get a letter from their priest stating that they are participating in all of the ways listed above.

No child is automatically enrolled in a grade. The principal and pastor must approve each enrollment. The principal maintains a waiting list.

Admission Requirements

All initial enrollments are probationary for the first six weeks of school. Those students, whose conduct proves detrimental to the development of the faith community, will not be allowed to continue at Sacred Heart Catholic School. The students' academics will also be evaluated continuously during this period. If it is determined that SHCS is not meeting the needs of the child, the child may be dismissed.

Parents are expected to set a good example by attending Church, living the Gospel, and showing interest in their child's progress by reinforcing religious concepts at home. They should attend parent/teacher conferences; take an active part in parent programs, and support school policies, teachers, and administrators.

All tuition for the current year must be paid by the end of the school year in order for a student to be admitted the following year.

Required Forms

- Child's birth certificate
- Immunization records
- Baptismal certificate if student is Catholic and other sacramental records if applicable
- Previous school records if applicable

Students with exceptional learning needs will be admitted on a case by case basis pending a meeting with the principal and grade-level teacher to determine if the special needs can be accommodated. These students may be charged a special tuition rate depending on their individual needs.

Transfer Students

Students transferring from local schools, entering grades 1-6 must provide copies of report cards for the past two years, academic test results, and if applicable, copies of Individualized Education Plans (IEP) or Individualized Service Plans (ISP) at the time of application.

Students entering grades 1-6 may be required to have an admission interview. Families will be called to schedule an interview if this is necessary. Students may also be screened before admitted.

Before a prospective transferring student is admitted:

1. The parent/guardian shall supply the school with complete permanent records from the school the student last attended. These must include immunization records, grades, standardized test results, information concerning special education services and/or other educational information that is available.
2. After evaluating the information received and discussing this with the classroom teacher to whom the child would be assigned, the principal will determine if both the educational needs of the student can be met by the services available and if the presence of the prospective student will be an asset to the present school clients and school program.
3. Admission is on a probationary basis for a period of six weeks, which may be extended if necessary. The student is expected to be in compliance with the regulations as stated in this handbook, as well as the academic and behavioral regulations set forth by the teacher.
4. Sacred Heart Catholic School will abide by all grade placement recommendations made by the previous school.

ARCHDIOCESE OF OKLAHOMA CITY SEXUAL IDENTITY POLICY

According to foundational principles of the Catholic Church's teaching about human sexuality, Sacred Heart Catholic School accepts the following definitions. "Sex" means

the biological condition of being male or female as based upon physical differences from conception "Sexual identity" is a person's identity as male or female, harmonious with one's biological sex from conception (See *Catechism of the Catholic Church* #2333) Accordingly, Sacred Heart Catholic School will interact with students, faculty and staff according to their sexual identity as male or female from the point of conception.

As a Catholic school, Sacred Heart Catholic School understands some students experience distress or dissonance between their self-perception and what they understand as restrictive cultural norms or stereotypes. Sacred Heart Catholic School seeks to help all students understand their primary identity is a child of God (who is the source of their dignity) and that God creates each person as male or female with unique gifts and interests. In accord with Catholic Church teaching the sexed body is a gift from God which should be cherished. Therefore, Sacred Heart School can neither support nor facilitate a student rejecting his or her body by social transition (dressing and identifying as the opposite sex or as non-binary), medical transition (use of puberty blockers or cross sex hormones), or surgical transition (removal of sexual organs or of secondary sex characteristics, or surgeries designed to create secondary sex characteristics of the opposite sex). Because the process of a "gender transition" involves the rejection of the body as a gift, the student who has begun to transition has chosen a path at odds with their integral human and God-given identity. Since the mission and identity of the Catholic school is to share and develop this holy and holistic view of the human persons, students and parents who profess or promote an alternate vision of the human person are choosing not to remain enrolled.

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

Tuition

Parents of new enrollees must be practicing Catholics to qualify for the Catholic rate. Each parent that is a practicing Catholic must provide the office with the church envelope number or proof of Enrollment in Catholic Direct. If the parent is from another parish, they may provide a letter from their parish priest or a year-end statement showing financial support for parish activities. Sacred Heart Catholic School is a non-tax supported school. You are our primary partner in the education of your child. Nothing the school wishes to accomplish is possible without your help.

Among your many responsibilities are your financial obligations. We must insist that those financial obligations be paid in a timely manner. We are always willing to work with parents who may be experiencing difficulties. A meeting to arrange a workable solution must be scheduled with the principal through the school office.

Tuition is a flat rate for the year divided into payments over the school year. Payments are broken down into aten-month schedule.

Tuition payments are due the 1st of each month. Tuition payments can also be made in a one lump-sum total payment. Tuition payments are late after the 10th of each

month. Failure to meet tuition commitment within 45 days of the due date may result in the student being removed from the Sacred Heart Catholic School enrollment. A late fee of $5 will be added if tuition is not paid by the 10th of each month. There will be a $25 late charge applied to all returned checks.

We welcome payment from grandparents, parishioners, and parents; however, it is the responsibility of the primary custodial parent to make sure all balances are resolved before the end of the school year. All multiple sibling discounts will go to the primary custodial parent.

Families of Sacred Heart must have a tuition contract signed by both parents or custodians on file in the office by the end of the first full week of school.

Enrollment Fees

New Student, preschool and Pre-Kindergarten enrollment fees must be paid at the time of registration. These fees are non-refundable.

Current students are considered enrolled but not registered for the next academic school year. All families must update their student's registration in RenWeb by the last week in March. On April 1, the enrollment fee will be assessed to ALL current students regardless of RenWeb registration status. If your child is not returning for the next academic school year, the office must receive notification from the parent in writing to adjust the enrollment fee by May 1st. If notification in writing from the parent is not received by May 1st, the charge will be added to the account and records will not be released until the account is paid in full. Currently enrolled students who do not register by April 1st, will be charged a $25 registration fee.

Enrollment Fees must be paid in full by the first day of school.

Grants

Grants are available for students**. Every person receiving financial assistance must complete this process in order to continue receiving assistance.** Applications for Grants **must** be submitted online by May 1st of the next year at https://online.factsmgt.com/signin/44BTN. This process will cost $40. There is a limited amount of money budgeted for grants so applying for one does not guarantee approval. Grants are granted on a basis of need by the grant committee. The forms must be returned by the date provided in the letter in order to be considered by the committee. Grants must be reapplied for yearly.

Grants are awarded in the following order:

- Practicing Catholic families from Sacred Heart Parish with children enrolled in our school.
- Practicing Catholic families from Sacred Heart Parish with the oldest child entering Kindergarten.
- Practicing Catholic families transferring into Sacred Heart Parish with children presently enrolled in a Catholic School.

- Practicing Catholic families with school age children enrolled in Religious Education classes.
- Practicing Catholic families from other parishes.
- Other families.

Families who are awarded grants must complete 20 hours of service.
Enrollment fees, aftercare, and lunches are not included in any grants.

Grant awards are strictly confidential. Please do not even discuss this with your children. Breaking this confidentiality could result in loss of the grant.

Grants are paid on the 10-month tuition schedule.
Note: Practicing Catholic is defined as one who attends Mass regularly, participates in the sacramental life of the Church, and who is a registered, contributing member of the parish, and has a Faith Direct Account registered with Sacred Heart that is being actively used. Families from other parishes will need to get a letter from their priest stating that they are participating in all of the ways listed above.

Lunch Program

Students must have a **prepaid** lunch ticket to eat a school lunch. Parents are responsible for checking their school lunch balance on ParentsWeb. If a student runs out of lunches a new lunch ticket will be charged to the family account.

Lunch is served at the following times:

Pre-K-10:55 a.m.-11:25

K-3rd -11:00-11:45 a.m.

4th-6th Grade-12-12:30 p.m.

The prices for prepaid student lunch tickets are:

- Students - $90 for 20 lunches or $4.50
- Adults - $6.50
- Sides with Sack Lunch-$1.00
- Salad with Sack Lunch $1.50
- Milk with Sack Lunch $1.00
- The lunch program is available for all students. SHCS will offer hot lunches Monday – Friday.

***There will be no soft drinks allowed in the lunchroom.**
***No caffeinated beverages or energy drinks allowed at school or at lunch.**
***Fast Food will not be permitted in the lunchroom.**
***Exceptions can be made by teachers and principal only.**
***Water will be provided for all students at lunch**

Parent's Role in Education

We at Sacred Heart Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role model for your child's development-physically, mentally, spiritually, emotionally, morally, and psychologically. Your choosing of Sacred Heart Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

A Good example is the strongest teacher. Your personal relationship with God, with each other, and with your Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these ideals are nurtured by the example of good Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into partnership with us at Sacred Heart Catholic School, we trust you will be loyal to this commitment. During these formative years, (Preschool-6th grade), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nurturing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, you as parents, must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and any other assignments. This responsibility also extends to times of absence.

Together let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

PARENT COOPERATION

Parents/guardians are the primary educators of their children, and Sacred Heart Catholic School is privileged to be a partner with them in the formation of their children. Mutual cooperation, trust and support are essential for the fulfillment of this responsibility. Students and parents/guardians are required to sign our Student-Parent Handbook acknowledgement form, indicating they have read the handbook, accept and support our philosophy, policies and procedures, and will comply with them.

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

Parents as Partners

As partners in the educational process at Sacred Heart Catholic School, we ask parents:

- To set rules, times, and limits so that your child
    1. Gets to bed early on school nights;
    2. Arrives at school on time and is picked up on time at the end of the day;
    3. Is dressed according to the school dress code;
    4. Completes class assignments on time
- To actively participate in school activities such as C.H.A.L.K. board, Parent-Teacher Conferences, and Fund-raising.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- To notify the school with a written note when the student has been absent/tardy.
- To notify the school office of any changes of address or important phone numbers.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To complete and return to school any requested information promptly.
- To read school notes and newsletters and to show interest in the student's total education.
- To support the annual fundraising activities.
- To support the religious and educational goals of the school.
- To support and cooperate with the discipline policy of the school.
- To treat teachers with respect and courtesy in discussing student problems.

Volunteers

Volunteers are an essential part of a successful school; we rely heavily upon your support to maintain our excellent educational environment. Our school is truly blessed with the giving and commitment of time and talent by all our volunteers.

Each Sacred Heart Family is required to fulfill a minimum of 20 volunteer hours per family. Failure to fulfill volunteer requirements by the last day of April will result in a fee of $500. The family is responsible for recording their volunteer hours in the Parent Portal (formerly known as Parents Web). If you need help recording hours, volunteer log sheets can be obtained from the office secretary. Mrs. Statton will verify volunteer hours.

All employees and volunteers who have regular contact with minors or vulnerable adults must complete the Safe Environment Protocol BEFORE being employed or

accepted as a volunteer. The following is a summary of the steps required to be considered for employment or volunteer activities.

Academic Information

Curriculum

Sacred Heart Catholic School offers its students opportunities for growth in the following major subjects:

Theology

The traditions and teachings of the Catholic Church and the values of Christian living permeate the school day. They are expressed through worship, prayer, religious education classes, and the general climate of the school.

Safe Environment

This curriculum is taught yearly to provide students with tools for keeping themselves safe. This includes presenting information on physical, verbal, and sexual abuse that is appropriate to the age of the child. The curriculum is available at any time in the office for parents to review and is also discussed at parent orientation.

Language Arts

Reading, English, Spelling, Composition, Library Skills, Appreciation of Literature.

Mathematics

Mathematics skills.

Physical Education

Physical fitness program appropriate for grade levels and Health.

Social Studies

History, Geography, Economics, and Current Events.

Science

General Sciences and laboratory experiences.

Handwriting

Cursive handwriting is learned in second grade and used in grades 3-6.

Computer Literacy

Word Processing and integration with curricular subjects.

Extracurricular Participation

Students must maintain a “C” average and continue appropriate behavior to participate in extracurricular activities.

Report Card and Parent-Teacher Communication

Sacred Heart Catholic School issues a report to parents four times during the school year. In accordance with the Buckley Amendment, both parents have the right to view a student's records (regardless of marital status) unless expressly designated by a court order kept on file in the office. The custodial parent is responsible for providing court orders and custody agreements.

Communication on your child's progress is critical. FormalParent-Teacher Conference will be scheduled in the fall for all students. Spring conferences will be conducted as needed. Attendance is important to all. Parents should consult with a teacher whenever the need is present, but an appointment should be made in advance. Please call the office and leave a message for the teacher to schedule an appointment. The teacher will return your call to set a time.

Archdiocesan Grading Scale:

93-100	A
85-92	B
75-84	C
69-74	D
68 + Below	F

Complaints

Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned before discussing it with other patrons.

1. If a person has a complaint about a teacher or other school personnel, the individual will go **first** to the teacher to seek a solution to the problem.
2. If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.
3. If the problem is still not resolved, the person will contact the pastor to discuss the matter.
4. The Advisory Council members are not to attempt to solve school problems but should refer the aggrieved person to the above procedure. An Advisory Council member who is approached will notify the principal.

Courtesy

Respect and courtesy should be shown at all times to all adults and fellow students. We expect children to conduct themselves in a refined, courteous, and Christ-like manner at all times including work and play.

Cumulative Records

Cumulative records include basic information such as student birth date, address, telephone number, family data, schools previously attended, sacramental information, some testing results, and academic progress.

If a student transfers to another Catholic school within the Oklahoma City Archdiocese, the original cumulative record is given to the receiving school. If the student transfers to another school outside the Archdiocese or to a non-Catholic school, the cumulative record is retained in an inactive file at the original school. A copy of all pertinent information is forwarded to the receiving school following a written request by the parents/guardians or receiving school. In the case of outstanding bills, library books, or schoolbooks, cumulative records and final report cards will be held.

Promotion and Retention

All promotions are based on a total evaluation of a student's growth in all areas of development. If a student's progress is unsatisfactory, the parent/guardian will be notified immediately. If retention is being considered, the teacher will discuss this possibility with the principal and parent/guardian as soon as possible.

Homework and Classwork

Parents can expect work at home to accompany and reinforce classwork in school. Teachers assign homework with care and for the purpose of fostering habits of independent study and personal responsibility. If your child seems to be spending excessive time on homework or he/she is not bringing work home, please contact the teacher.

The school expects:

- Math work is to be done in pencil.
- Written work to be clean, neat, readable, unwrinkled, and without scratch-out marks. Work that does not meet these standards is unacceptable and must be redone.
- Mistakes with pencil are to be erased neatly and completely and the mistake corrected.
- Late or incomplete assignments must be made up by the student. Students will lose 5 points per day for late assignments.
- If work is not completed in class, it is considered homework and will be due the next school day.
- Daily assignments given in class are due the next school day unless otherwise communicated by the classroom teacher.
- Make-up work after an absence is the responsibility of the student. Students have the number of days absent to complete their make-up work. Work turned in after that will be considered late.
- Students are to have the necessary supplies for schoolwork.
- Any formal written papers should be the work of the student. AI should not be used.

Attendance, Absences and Tardies

Students are expected to be in attendance at all times when school is in session unless illness or an emergency prevents it. Daily attendance is to be accurately taken by the homeroom teacher and recorded on the school RenWeb system. All students returning from an absence due to illness should provide a written excuse to the school office for their absence. Students who miss two hours or fewer of school are marked tardy. Students who miss more than two hours are marked as a ½ day morning or afternoon absence.

Absences and tardies are recorded in the student's permanent file. A child is considered tardy if they arrive at school after 8:10 a.m. Students who are Pre-K-6th grade who arrive at school after 8:10 a.m. must report to the school office. Students with 3 or more tardies will not receive perfect attendance awards. **Parents of students exceeding 3 tardies per nine-week period will be assessed 30 volunteer minutes to their required yearly volunteer hours per tardy. *Hours will be assigned by family, NOT by the number of children tardy.*** If a child is absent, please call the office by 9:30 A.M. or send a note to the office by way of a sibling.

Absences and tardies will only be marked excused if accompanied by a note from a doctor, dentist, etc. Students miss valuable information when they are late to school or returning from lunch. Recurrent and excessive tardies are a form of truancy and can be a cause for retention. In accordance with Oklahoma State Law, students may not miss more than 20% of the school year, or 25 days. Any student missing more than 25 days must have documentation from a doctor, court, etc.

In accordance with Archdiocesan Policy, students who arrive to school after 10:00 a.m. are considered to have a ½ day absence. Students who leave school after 1:00 p.m. are considered to have a ½ day absence. Students who leave from 2:00-3:00 p.m. are considered tardy.

ACADEMIC NEEDS

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

STUDENT ASSISTANCE PROGRAM

Parents are an integral part of the Student Assistance Process at Sacred Heart Catholic School.

Student Check-Out Policy

Because the school is responsible for students while they are at school, students leaving for **any reason** (ie: speech, lunch, appointments, etc.) during school hours must be signed out of the office. Parents are not to go directly to their child's classroom to check them out of school**. Parents are required to sign their child out of school, in the school office, before their child may leave the school premises**. If the child returns, they must be signed back in through the school office. Students who report to school after the lunch period is over, will be considered tardy. Pre-K-3rd grade students need to be back from lunch by 12:00. 4th-6th graders need to be back from lunch by 1:00 p.m.

Families must make plans for the day before school starts. Messages to and from parents to students disrupt the flow of the school day, and we ask that you plan ahead for the day.

Family Vacations

When children are taken out of school for vacation trips, the principal and teacher must be notified in advance. Children miss valuable instruction during these times, which cannot be regained. Teachers are not required to provide advance assignments or to make-up tests. Make-up work will be the responsibility of the student and the parents upon return.

Field Trips

- Students participating in a field trip or off-campus, class-related educational program are required to have parental permission and conform to the Sacred Heart Catholic School Uniform Code. There are no exceptions to the written requirement.

- **Parents who plan on attending a field trip will need to have completed the Archdiocesan Safe Environment Program including a background check and references by Sept 1st, 2024. No exceptions will be made after September 1st.**
- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- All grade levels do not always have the same number of field trips.
- Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- The teacher reserves the right to request that a child's parent or guardian accompany the group to ensure the safety and well-being of everyone.
- A written official permission slip, signed by the parent or guardian, is required before a child will be permitted to attend a field trip. **Verbal permission cannot be accepted.**
- Transportation will be subject to federal, state, and local laws to comply with safety regulations applying to transport children. Drivers must be at least 18 years old and provide the school with a copy of their driver's license and insurance verification form. **Each volunteer driver will need to have completed the Archdiocesan Safe Environment Program including a background check.** The appropriate fee must be attached to

the form. The school bus will be driven unless other arrangements are made.

- Parents wishing to attend field trips should complete the Safe Environment Program in August. The Safe Environment Training **MUST** be completed 2 weeks prior to the field trip.
- **When adults transport students other than their own children, there must be 2 Safe Environment approved adults in the vehicle.**
- In the best interest of your child, no siblings of school age/enrolled at Sacred Heart School will be allowed on field trips. This is **their** time to shine as special individuals. Please make other arrangements for siblings.

Pet Policy

Individuals with a documented need for a service animal or service animals as employed by the school are welcome on the school campus and at school-related activities. All other pets or animals are not allowed on the school campus at any time unless for an administration approved activity. Administration approval is only intended for events in which the presence of an animal encourages the learning process or specific, Church sponsored pet blessings. Pets or other animals are not allowed on any school field trip or other school sponsored event, including school-sponsored social events.

Liturgical Experience

Development of each child's faith is the overall goal of the religious education program. All students are to attend mass when it is held on a school day. Non-Catholic students are expected to attend, participate, and show reverence and consideration for our Catholic beliefs. **Students who are present on a Mass day, but arrive after 9:30 a.m. without a doctor's note (or other circumstance that would excuse a tardy) will receive a zero for Religion for that day.**

Preparation for the sacraments of Reconciliation, Eucharist, and Confirmation are an integral part of the religious education of children. The sacraments are incorporated into each grade level as a sign the Lord is always present. Second Graders are prepared for First Reconciliation and First Communion at Sacred Heart Catholic School.

School Dress Code

In order to maintain uniform appearance and proper comportment throughout the school day and at school events, all students, staff and faculty must follow the dress code expectation of their biological sex while on campus and while representing the school at outside functions. Modesty is expected at all times. Good grooming is encouraged such as cleanliness of body, care of teeth, skin, hair, and nails.

**Definition of fingertip length. The clothing item must be at the bottom of the fingers when the shoulders are relaxed. The clothing item must remain at fingertip length

without having to be adjusted or pulled down before measuring and remain that way at all times. The front and back of skorts and skirts must not be shorter than the sides.

Uniforms

The Gospel calls the people of God to lead simple lives. Sacred Heart Catholic School has its students wear uniforms for the following reasons:

- Uniforms help parents and students resist peer pressure.
- Uniforms help students concentrate on schoolwork.
- Uniforms are a symbol that all children who attend this school are equal.

Students in grades Pre-3- 6th grade are required to wear a uniform during the academic school session. The complete uniform is to be worn each day unless otherwise specified by the administration. If the uniform is not worn or is incomplete, the parents will be notified and asked to pick up their child and dress him/her appropriately.

Daily Uniform Attire Pre-3- 1st Grade

Girls-

Khaki or navy-blue twill walking shorts, pants, skirts or skorts. Elastic waistbands are acceptable.
Khaki or navy uniform jumper (red, navy or dress uniform shirt must be worn under uniform jumpers. **Item 527959BP1**
Short or Long-Sleeved Blouse with Peter Pan Collar and Puffed Sleeves-worn with jumper (red piping on the collar required). **Item #528920BP1** Shirt is to be purchased from Land's End.
No cargo pants, cargo shorts or joggers.
Pants made of denim or t-shirt material are not permitted.
Sports shorts are not allowed.
Red or navy-blue polo shirt, short or long sleeved, with no logos.
Approved Sacred Heart uniform t-shirt, short or long sleeved.
Socks that are visible and without holes or defects. (socks are required at school)
Tights may be worn in place of socks and must be **solid** red, navy blue or white in color.
Leggings may be worn but must be ankle length and **in solid colors in the following colors:** red, navy blue, gray, khaki, black, or solid white in color.
Leggings may not be worn as pants.
Shorts/skorts/skirts must be no shorter than finger-tip length. The front and back of skorts and skirts must not be shorter than the sides.

Bloomers or shorts must be worn under skirts.

Boys-

Khaki or navy-blue twill walking shorts or pants. Elastic waistbands are acceptable.
No cargo pants, cargo shorts or joggers.
Pants made of denim or t-shirt material are not permitted.
Sports shorts are not allowed.
Red or navy-blue polo shirt, short or long sleeved, with no logos.
Approved Sacred Heart uniform t-shirt, short or long sleeved.
Socks that are visible and without holes or defects. (socks are required at school)

Dress Uniform Attire Pre-3- 1st Grade

Girls-

Sacred Heart plaid jumper. Jumper can be purchased from Lands' End.
Item #527959BP1 Classic Navy Large Plaid
Short or Long-Sleeved Blouse with Peter Pan Collar and Puffed Sleeves (red piping on the collar required). **Item #528920BP1**Shirt is to be purchased from Land's End.
Socks that are visible and without holes or defects. (socks are required at school)
Tights may be worn in place of socks and must be **solid** red, navy blue or solid white in color.
Pants made of denim or t-shirt material are not permitted.
Sports shorts are not allowed.
Leggings may be worn but must be ankle length and **in solid colors in the following colors:** red, navy blue, gray, khaki, black, or solid white in color.
The jumper must be no shorter than finger-tip length. The front and back of skorts and skirts must not be shorter than the sides.
Bloomers or shorts must be worn under jumpers.

Boys-

Khaki twill walking shorts or pants. Elastic waistbands are acceptable.
No cargo pants, cargo shorts, joggers.
Pants made of denim or t-shirt material are not permitted.
Sports shorts are not allowed.
Solid, light blue oxford style button down shirt, short or long sleeved with no logos.
Socks that are visible and without holes or defects. (socks are required at school)
Ties are optional and can only be Sacred Heart Plaid

Daily Uniform Attire 2nd-4th Grade

Girls-

Khaki or navy-blue twill walking shorts, or pants with zipper and button or hook and eye closure.
Skorts or skirts are allowed and may be the pull-on type.
Khaki or navy uniform jumper
No cargo pants, cargo shorts or joggers.
Pants made of denim or t-shirt material are not permitted.
Sports shorts are not allowed.
Red or navy-blue polo shirt, short or long sleeved, with no logos.
Approved Sacred Heart uniform t-shirt, short or long sleeved.
Socks that are visible and without holes or defects. (socks are required at school)
Tights may be worn in place of socks and must be **solid** red, navy blue or solid white in color.
Leggings may be worn but must be ankle length and **in solid colors in the following colors:** red, navy blue, gray, khaki, black, or solid white in color.
Leggings may not be worn as pants.
Shorts/skorts/skirts must be no shorter than finger-tip length. The front and back of skorts and skirts must not be shorter than the sides.
Bloomers or shorts must be worn under skirts.

Boys-

Khaki or navy-blue twill walking shorts or pants with zipper and button or hook and eye closure.
No cargo pants, cargo shorts or joggers.

Pants made of denim or t-shirt material are not permitted.
Sports shorts are not allowed.
Red or navy-blue polo shirt, short or long sleeved, with no logos.
Approved Sacred Heart uniform t-shirt, short or long sleeved.
Socks that are visible and without holes or defects. (socks are required at school)

Dress Uniform Attire 2nd-4th Grade

Girls-

Sacred Heart plaid jumper. Jumper can be purchased from Lands' End.
Item #527959BP1 Classic Navy Large Plaid
Short or Long-Sleeved Blouse with Peter Pan Collar and Puffed Sleeves (red piping on the collar required). **Item #528920BP1** Shirt is to be purchased from Land's End.
Socks that are visible and without holes or defects. (socks are required at school)
Tights may be worn in place of socks and must be **solid** red, navy blue or solid white in color.
Pants made of denim or t-shirt material are not permitted.
Sports shorts are not allowed.

Leggings may be worn but must be ankle length and **in solid colors in the following colors:** red, navy blue, gray, khaki, black, or solid white in color.
The jumper must be no shorter than finger-tip length. The front and back of skorts and skirts must not be shorter than the sides.
Bloomers or shorts must be worn under jumpers.

Boys-

Khaki twill walking shorts or pants with zipper and button or hook and eye closure.
No cargo pants, cargo shorts and joggers.
Pants made of denim or t-shirt material are not permitted.
Sports shorts are not allowed.
Solid, light blue oxford style button down shirt, short or long sleeved with no logos.
Socks that are visible and without holes or defects. (socks are required at school)
Ties are optional and can only be the Sacred Heart Plaid

Daily Uniform Attire 5th-6th Grade

Girls-

Khaki or navy-blue twill walking shorts, or pants with zipper and button or hook and eye closure.
Khaki or navy uniform jumper
Skorts/skirts are allowed and may be the pull-on type.
No cargo pants, cargo shorts or joggers.
Pants made of denim or t-shirt material are not permitted.
Sports shorts are not allowed.
Red or navy-blue polo shirt, short or long sleeved, with no logos.
Approved Sacred Heart uniform t-shirt, short or long sleeved.
Socks that are visible and without holes or defects. (socks are required at school)
Tights may be worn in place of socks and must be **solid** red, navy blue or solid white in color.
Leggings may be worn but must be ankle length and **in solid colors in the following colors:** red, navy blue, gray, khaki, black, or solid white in color.
Leggings may not be worn as pants.
Shorts/skorts/skirts must be no shorter than finger-tip length. The front and back of skorts and skirts must not be shorter than the sides.
Bloomers or shorts must be worn under skirts.

Boys-

Khaki or navy-blue twill walking shorts or pants with zipper and button or hook and eye closure.
No cargo pants, cargo shorts or joggers.
Pants made of denim or t-shirt material are not permitted.
Sports shorts are not allowed.

Red or navy-blue polo shirt, short or long sleeved, with no logos.
Approved Sacred Heart uniform t-shirt, short or long sleeved.
Socks that are visible and without holes or defects. (socks are required at school)

Dress Uniform Attire 5th-6th Grade

Girls-

Sacred Heart plaid box pleat top of the knee length skirt, purchased from Land's End. **Item #527964-BP2 Classic Navy Large Plaid**
White blouse ¾ length sleeve, purchased from Land's End. **Item #510738BP0**
Kids Sizes don't come in this design so look for **Item #528944-BP7**
Socks that are visible and without holes or defects. (socks are required at school)
Pants made of denim or t-shirt material are not permitted.
Sports shorts are not allowed.
Tights may be worn in place of socks and must be **solid** red, navy blue or solid white in color.
Leggings may be worn but must be ankle length and **in solid colors in the following colors:** red, navy blue, gray, khaki, black, or solid white in color.
The skirt must be no shorter than finger-tip length. The front and back of skorts and skirts must not be shorter than the sides.
Bloomers or shorts must be worn under skirts.

Boys-

Khaki twill walking shorts or pants with zipper and button or hook and eye closure.
No cargo pants, cargo shorts or joggers.
Pants made of denim or t-shirt material are not permitted.
Sports shorts are not allowed.
Solid white oxford style button down shirt, short or long sleeved with no logos.
Sacred Heart plaid tie. **Item #426743BP4 Classic Navy Large Plaid**
Brown, black or navy-blue belt.

All uniforms must be purchased by an approved vendor.

Approved Daily Uniform Vendors:

- Academy, French Toast, Lands' End, Kohl's, Children's Place, Gap, Target, and Wal-Mart. **All uniforms must be purchased from the uniform section of these vendors. Scarlet and Gold year round spirit T-Shirt orders:**
https://scarletandgoldshop.com/collections/sacred-heart-catholic-school-oklahoma

Approved Dress Uniform Vendors:

- Lands' End is the only vendor of girl's dress uniforms. Pants and oxford shirts may be purchased from approved daily uniform vendors.

General Uniform Regulations

Only solid white t-shirts and undershirts may be worn under uniform shirts. Long sleeved white shirts may not be worn under short sleeved dress uniform shirts.

ALL students must have a red SHCS T-shirt for off campus activities.

Uniforms are to fit properly; no baggy/oversized or undersized pants or other clothing are allowed.
Uniforms should be in good condition without holes or discoloration.
Belts must be navy blue, brown or black.
Cardigans must be red, navy blue or white.
5th-6th grade boys may wear a solid navy-blue blazer with dress uniform.
Only Sacred Heart hoodies are permitted.
Jackets/coats/outerwear that are not Sacred Heart may be worn inside, but must remain unzipped.
NO PULLOVERS MAY BE WORN DURING MASS. 5th-6th grade boys may wear a navy-blue blazer or navy cardigan and all girls may wear a cardigan (navy blue or white only).

Shoes and Socks

Non-marking soles are required on ALL shoes.
No light up or roller tennis shoes are allowed.
Sandals, flip-flops, shoes with open toes, shoes without backs or high heels are **NOT** allowed.
Socks must be worn with all shoes.
Socks must be visible above shoes.
No show socks/footies are not allowed.

Grooming and Jewelry

Good grooming is encouraged; such as cleanliness of body, care of teeth, skin, hair and nails. Students may not wear perfume or cologne. Tattoos or body art of any kind are not allowed.

Girls-

Hair must be clean, neatly combed and natural in color.
Distracting hairstyles such as Mohawks or shaved designs are not allowed.
Bras/sports bras should not be seen, straps should not show.
Girls in grades Pre-3-6th grade may not wear make-up.
Finger nails must not extend past the fingertip more than ¼ of an inch . Nails should be short, clean and naturally shaped .
No jewelry is allowed with the exception of watches and earrings.
Smart watches must either be placed in airplane mode or use the parental control application. Unauthorized use will result in loss of privilege.
Earrings may not be larger than a dime and may not dangle.
No ponytail holders are to be worn as bracelets.

No plastic band bracelets are to be worn unless they are ordered by the school for a school event.
6th Grade Girls may wear one religious necklace.
All skirts/skorts must be fingertip length. The front and back of skorts and skirts must not be shorter than the sides.

Boys-
Hair must be clean, neatly combed, and natural in color.
Distracting hairstyles such as Mohawks or shaved designs are not allowed.
Boys may not wear earrings.
Boys may not have painted fingernails.
No facial hair is allowed.
No jewelry is allowed with the exception of watches.
Smart watches must either be placed in airplane mode or use the parental control application. Unauthorized use will result in loss of privilege.
No plastic band bracelets are to be worn unless they are ordered by the school for a school event.
6th Grade Boys may wear one religious necklace.

Jeans for Change Day
Students may wear blue jeans, blue jean shorts or blue jean skirts. All denim must be solid blue with no print or design on the fabric.
Jeans must be a denim material.
No jeggings, stretch pants or yoga pants, etc. may be worn.
No holes in jeans.
Skirts and shorts must be no shorter than finger-tip length. The front and back of skorts and skirts must not be shorter than the sides.
Jean skirts must have bloomers, or shorts under them if they are not built in.

Free Dress Day
Appropriate clothing should be worn. No shirts with inappropriate advertising or sayings, short skirts, tank tops, sleeveless, torn or sloppy clothing will be allowed.
Skirts and shorts must be no shorter than finger-tip length. The front and back of skorts and skirts must not be shorter than the sides.
Shirts/dresses worn over leggings must be finger-tip length. The front and back of shirts and dresses must not be shorter than the sides.
Leggings or Bike Shorts are not allowed to be worn as pants without a shirt or skirt that is finger-tip length. The front and back of leggings and bike shorts must not be shorter than the sides.
No tank tops or sleeveless dresses.
Clothing intended to make a statement at odds with the teaching of the Catholic Church is not permitted.
No pajamas.

No Slippers.

Fads

Each year there are a few things, including some fads that show up at school. These, of course, cannot be listed, nor a regulation devised to specifically cover them. When a fad interferes with the appropriate learning atmosphere or becomes a nuisance, then that nuisance will be eliminated. When a fad violates the spirit of the dress code, it will be eliminated. At all times, the administration reserves the right to evaluate and correct an individual student's interpretation of the uniform policy as evidenced by his/her appearance. **The principal's decision is final.**

If inappropriate clothing is worn, parents will be notified and will need to pick up their child and dress him/her appropriately.

General Information

School Hours

Preschool through 3rd grade: 8:10 A.M. to 3:15 P.M.
4th through 6th grade: 8:10 A.M.-3:30 P.M.

The doors will open at **7:45 A.M.** and **any student arriving after 8:10 A.M. will be considered tardy.** Students arriving late must be checked in through the office.

Students should never be dropped off at school before 7:45 am.

All preschool and Pre-K students need to be accompanied by an adult into the building, and signed into the preschool rooms. Preschool students are dropped off in their classroom until 8:08am. All other students must go directly to the gym where there is teacher supervision. Parked vehicles must have engines turned off when dropping off or picking up students.

On Wednesdays, or church days, students must arrive at school by 8:15 a.m. so that the school community can attend Mass as a whole. Students who would arrive after 8:15 a.m. will need to come back to school at 9:30 a.m. as to not interrupt the Mass.

Parents/Guardians are required to fill out a form listing the names of the persons who have permission to pick up their child/children. The master copy will be kept in the office. Teachers have access to these lists through RenWeb.

No child will be released to anyone except the parent without written permission. Identification will be requested. If a child is going home with anyone after school, a note must be on file in the office. The office staff will let the teacher know.

Students without a sibling releasing at 3:15 will be sent to the office at 3:30 and the parent/guardian will be billed the daily fee. Students with an older sibling will wait with the older sibling until 3:45 P.M. If they are not picked up by 3:45 they will then be sent to the office and the parent/guardian will be billed the daily fee.

Students must be dropped off and picked up by an adult. If a student is using an alternative mode of transportation, like a bike or walking, to get to and from school **permission must be obtained from the principal and a letter of release must be on file.**

School ends at 3:30 P.M.(3 year old preschool through 3rd grade) and 3:45 P.M. (4th-6th Grade). There will be a $1 per minute charge for late pick up beginning at 3:35 P.M. and 3:50 P.M. Students in the half day preschool class will be charged $1 for every minute late after 11:35 a.m.

Change of Address/Phone

All changes of address and phone numbers (both home and work) should be updated in the family ParentsWeb account as soon as possible. Alternate numbers such as pagers and cell phones should be provided as well. In the event of an emergency, updated information is critical in order to notify a parent or guardian.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must report to the office, and be signed in.

Parents/Visitors

Parents, grandparents, and parishioners are welcome to visit the school, but all guests, including parents, must stop at the office before going to the classroom. **At no time should the parents go directly to the classroom.** Parents are responsible for siblings, and all other children in their care while on campus.

Entrances to the school are locked at all times. Parents and visitors may gain entrance to the building after 8:10 a.m. at the South main entrance to the school. Forgotten items brought from home should be dropped off at the main office. Items will be delivered to the student.

Please keep in mind, the school will not be an occasion for visitation, unless deemed a school activity in which guests have been invited to attend. This includes, but is not limited to, custodial or non-custodial parents, extended family members, or friends, etc.

Health Services

In case of an accident at school, emergency first aid will be administered, and parents/guardians will be notified. If the school is unable to reach a parent, emergency phone numbers will be used. A medical release form is available in the school office authorizing school personnel to act in cases when parents cannot be reached.

An emergency unit will be called only in extreme cases or when the seriousness of the injury or illness is in question by the principal or the person in charge. The police will be notified if deemed appropriate. They will be called in all cases involving injury caused by vehicles.

Suspected Child Abuse/Neglect

Under Oklahoma law every person having reason to believe that a child under the age of 18 years has had physical injuries or injuries inflicted upon the child by other than accidental means, where the injury appears to have been caused as a result of physical abuse, sexual abuse, or neglect, shall report the matter promptly to the county office of the Department of Human Services.

Crisis Management

The school has a crisis management plan to protect the children. If a parent is interested in viewing this plan, it is available in the school office.

Health Policy Archdiocese of Oklahoma City

The Archdiocese of Oklahoma City shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of hazards that may threaten or endanger the health of our children or educators.

Diabetes

1. Every diagnosed student with diabetes must have on file: Diabetes Medical Management Plan signed by a physician.

2. When a school has enrolled a student with diabetes, the school will provide training for two adults for "Managing Diabetes in Schools". Information on these classes can be found on the State Department of Education Website under Health and Wellness.

3. A school will work with parents and the physician to establish necessary documentation for daily insulin and glucose monitoring.

4. Each school will establish a local implementation plan appropriate for each student's needs.

5. The school will allow the diabetic student to manage his/her care, assessment, and treatment as needed while attending school and or activities. The school will provide a private area where the student may attend to the management of his/her diabetes.

6. Liability Statement: The school, employees and any other agent of the school will not be held liable while performing and or assisting in the diabetes management plan for individual students.

Immunizations

Every new student enrolled in a Catholic school in the state of Oklahoma shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Oklahoma Department of Health Services. A list of required vaccinations can be found here. A student who fails to present the required evidence or a state approved exemption form shall not be accepted for enrollment.

The Archdiocese of Oklahoma City will accept a medical or personal exemption only. All requests for exemptions need to be referred to the principal **prior** to admission to the school. The administrator will give parents or guardians the necessary information to comply with state requirements and archdiocesan policy. Immunization exemptions are subject to state approval and must meet Archdiocesan guidelines. A medical exemption

must be signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Oklahoma, preferably the child's attending physician. Parents should note, students may be excluded from school in the event of an outbreak of a disease for which their child is exempted, as directed by the health department officials.

All students attending Sacred Heart Catholic School are subject to immunization laws of the state of Oklahoma which require all students to be immunized for: diphtheria, pertussis, mumps, tetanus, rubeola, and polio before enrolling in any Oklahoma school. Students entering kindergarten must have three doses of Hepatitis B vaccine, two doses of Hepatitis A vaccine, and varicella (chicken pox vaccine), or a letter stating the child has had chicken pox. Students entering Seventh grade must have a Tdap booster.

Meningococcal Disease and Vaccine: The following information is provided to families in compliance with Oklahoma State Law. Meningococcal disease is a rare but sometimes fatal disease caused by a bacterium called Neisseria meningitides. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococcemia, a serious infection of the blood.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccination.

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for: Adolescents entering high school (15 years of age) College freshmen who live in dormitories Other people at high risk at 11-15 years of age

This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on campus student housing.

Immunization Records must show the following:

- Immunizations the child has received
- Dates of the immunizations
- Signature or stamp of the physician or public health clinic that administered the immunizations
- Record showing the student is in the process of receiving the required vaccines

Medicine Administration

School personnel may administer medicine, prescribed or non-prescription, including aspirin and Tylenol, only with written consent of the parent/guardian. When possible, medicine should be administered before leaving home in the morning and after school. Students will be permitted to keep inhalers and epi-pens with them at all times.

Medicine sent to the office must have written directions from a doctor (medicine label will suffice) for administering, together with the written permission to administer, signed by a parent/guardian. Permission slips are available in the office or from your doctor. Medicine should remain in the original container. If the above requirements are not met, the parent must administer the medication.

Nurses

Our school utilizes the volunteer services of medical professionals in meeting the needs of our students. They serve as advisors, resource people, and also are called on for immediate medical services. Student nurses from Canadian Valley Technology Center also contribute to the teaching program.

Identification of Health Problems

Sick students should not be sent to school. This includes one who has a fever or has been sick during the night. **Do not send a student back to school if his/her body temperature has not been normal for at least 24 hours.* (without taking fever reducing medication)** Parents/Guardians or another person responsible for the student during the day will be called to pick up the student who comes to school sick or becomes sick at school.

***If a student is sick and stays home from school, they <u>MUST</u> have a note from a physician to return.**

You may request homework to be left in the office or sent home with a sibling or friend. The work may be picked up in the office at the end of the school day.

Upon returning to school, the student is required to bring a note to the classroom teacher stating the reason for his/her absence and the date(s). The note must be signed by the parent/guardian.

Contagious Diseases

All communicable diseases should be reported to the school immediately. Any student who is able to transmit a contagious disease through day-to-day contact (such as measles, chicken pox, or tuberculosis) shall not be permitted at school or school sponsored activities as long as the possibility of contagion exists. To determine the diseased condition or the liability of transmitting the disease, the principal may require a student to be examined by a physician, and if the diagnosis is positive, shall exclude the student from school as long as the danger of disease transmission exists.

Any child afflicted with a contagious disease or head lice may be prohibited from attending school until such time as he/she is free from the contagious disease or head lice. Any child prohibited from attending school due to contagious disease or head lice will present to the principal, before he/she may re-enter school, certification from a health professional that the child is no longer afflicted with head lice or disease.

Chronic Infectious Conditions

Any student having a communicable disease will be dealt with on a case-by-case basis in accord with the guidelines for that disease issued by both the state and local Health Department, as well as, the Center for Disease Control.

Decisions regarding the type of educational setting for the child shall be based upon the behavior, neurological development, and physical condition of the child. The school shall decide appropriate placement after reviewing the recommendation of the attending physician in consultation with the public health personnel and parents. The principal shall decide appropriate placement in conjunction with the pastor/administrator and Superintendent of Schools.

Allergies

Sacred Heart Catholic School will work with the child and his/her family who are affected with allergies to the extent the pastor and principal deem reasonable. The principal will appoint and work with an Allergy Management Team and the family to establish an agreement between the school and the family. The pastor and principal must approve this agreement. The family will be required to sign the Allergy Agreement.

HIV/AIDS

(Archdiocesan policy #6210.8) Students with HIV/AIDS who are enrolled or seeking enrollment shall ordinarily be permitted to attend school in an unrestricted setting. They shall not be excluded unless exceptional conditions are evident, such as the inability to control bodily fluids or unusual physical aggression with a documented history of biting or harming others.

No discrimination is tolerated and the identity of any person with HIV/AIDS is held in confidence. The only person qualified to know who is infected is the health commissioner.

TECHNOLOGY CONCERNS

Students are not permitted to use school computers or devices to access websites or apps on campus that are not in keeping with Catholic values or mission of school.

Telephone/Cell Phone/Smart Watch/Recording Capable Devices

Students may use classroom phones or the office phone with the permission of the school personnel. Students may not use any other phones in the building without permission from school personnel. **Student cell phone use during school hours will not be permitted. If a cell phone becomes a distraction by ringing or student use during the school day, the cell phone will be taken to the office.**

Items taken away from students will be returned to the parent/guardian.

If a student has a phone at school, the cell phone should be parked in the off position for the day and stored in the student's backpack or locker.

School administration reserves the right to search the phone if there is a reasonable suspicion that the safety and well-being of the student, school, its staff and students is/are at risk or reasonable suspicion of a school related wrongdoing.

All smart watches must remain in airplane mode or school mode during school the school day.

All recording-capable devices must be approved and must remain OFF (not actively capturing data) during school and school events anywhere students are present unless

explicitly authorized by the principal to protect individual privacy. (a more robust archdiocesan policy will follow)

Tablets/E-readers

Electronic readers (E-readers) are digital devices that can store books, periodicals, magazines and other electronic media. E-readers like Kindle's, Nooks, iPads, and iTouch are quickly becoming ubiquitous in our digital culture and simply cannot be ignored. Sacred Heart, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our E-reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

E-reader Acceptable Use Policy:

The wide variety of hardware and software capabilities of available E-readers makes them challenging to monitor and control in a school environment in contrast with school owned technology like computers, etc. Therefore, our E-reader acceptable use policy needs to be specific and clear. A student who violates any portion of the E-reader Acceptable Use Policy may immediately lose the privilege to use their E-reader at school for a length of time commensurate with the nature of the violation. E-readers fall under the Student Acceptable Use of Personal Devices Policy, and a copy of the signed agreement form must be on file in the office.

1. All E-readers must be registered with the homeroom teacher and accompanied by the Acceptable Use Agreement signed by both the parent and student.
2. E-readers are to be used **only** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the E-reader must comply with the spirit and policies of Sacred Heart School. Please refer to the handbook for more details.
4. All E-readers must have cellular and network capabilities disabled (turned off) while the device is at school.
5. E-readers must be used at appropriate times in accordance with teacher instructions. The E-reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. E-readers are not to be used during lunch, middle-school breaks, or during playground/recess time.
7. The student is responsible for knowing how to properly and effectively use their E-readers and this should not be a burden for teachers.
8. Sacred Heart Catholic School is not responsible for E-readers that are lost, stolen or damaged at school.

School administration reserves the right to search the E-readers/tablets if there is a reasonable suspicion that the safety and well-being of the student, school, its staff and students is at risk or reasonable suspicion of a school related wrong-doing.

Social Media Use: Engagement in online blogs such as, but not limited to, Facebook, Instagram, SnapChat, Whatsapp, Be Real, Tic Tok, Threads, You Yube, and X(Twitter) may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, faculty, other students or the parish.

The posting of messages, videos or images online that promote racism, sexism, violence, immoral or illegal activities or conduct counter to the mission of the school and the Catholic Church are not acceptable from a Sacred Heart Catholic School student and will be addressed.

Photo Sharing Sites: Photos, captions, and comments on apps such as, but not limited to Snapchat, Tic Tok and Instagram that depict the school, faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. Sacred Heart Catholic School is legally obligated to file a police report in all cases.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Online Sites: Online sites such as, but not limited to, virtual reality sites, online games, etc. can pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students who have avatars that depict other students, teachers or parish staff in a defamatory light face detention, suspension, or expulsion.

Bullying/Harassment/Intimidation

Sacred Heart Catholic School attempts to provide a safe environment for all individuals. Any action based on lack of respect for others, including sexual and physical abuse, and the creation of a hostile environment by students, faculty and/or staff will not be tolerated at Sacred Heart Catholic School. The principal investigates all complaints of bullying, harassment or intimidation. Students making threats **(seriously or in jest or online)** or who are involved in bullying, cyberbullying, harassment, or intimidation face detention, suspension and/or expulsion.

Harassment, intimidation and bullying means any gesture, written (including using technology such as, but not limited to texting, social media, tweeting, email, etc.), or verbal expression or physical act that a reasonable person should know will harm another student, damage property, or insult or demean any student or group of students in such a way as to interfere with the school's educational mission or the education of any student.

"At school" means on school grounds, at school-sponsored activities, or at school-sanctioned events.

All complaints will be investigated, and appropriate disciplinary action will be imposed. The attached policy will be utilized for the investigation process and determination of the appropriate disciplinary action. The signature of the student and parents in this handbook demonstrates compliance with this policy.

DIOCESAN ANTI-HAZING POLICY

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

Student Network and Internet Acceptable Use

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the acceptable use policy. Students and parents must read and sign the Student Network and Internet Acceptable Use and Safety Agreement.

Fire, Intruder, and Tornado Drills

Fire drills will be conducted once a month. The students, faculty, and school staff are all informed of the fire exit plans. Tornado drills are conducted several times during the school year. Intruder drills will be conducted twice a year. The students, faculty, and school staff are all informed of the procedures.

Playground

Playground supervision is conducted according to safety and health regulations. Pupils shall go outside during recess period during good weather. No pupil is to enter the building during the recess period without permission from the playground supervisor.

Gum and Candy

All food, including candy, may be eaten only at lunchtime in the cafeteria. Exceptions may be made by school personnel. No food may be stored in desks or lockers. **Gum chewing is not permitted inside or outside on the school grounds.**

Nuisance Items

Toys, make-up, perfume, jewelry, CD players, MP-3 players, iPods, headphones, cell phones, pagers, video games, airpods, stress balls/"squishies", etc. must be left at home. If taken by a school employee, the item will be taken to the office. **Items taken away multiple times may be kept until the end of the school year.** Any "craze" which can be traded, swapped, etc. is considered a nuisance item and may not be brought to school.

Treats and Classroom Parties

Each class is permitted to have classroom parties for special occasions. Parents may be asked to assist the teacher. *We ask that parents do not schedule parties during Holy Week.*

Permission from the teacher must be secured at least one week in advance when special treats are to be sent to school for a student's birthday. This allows for the kitchen staff to make necessary adjustments. Parties will consist of reasonable food and activities approved by the classroom teacher.

Birthday invitations may not be distributed in class unless all students are invited, or only all girls, or all boys are invited. Invitations may not be distributed at school to students who are not in a child's class.

Deliveries to Students

Floral arrangements, balloons, and/or gifts may not be delivered to school for birthdays, or other special occasions.

Pet Policy

Individuals with a documented need for a service animal or service animals as employed by the school are welcome on the school campus and at school-related activities. All other pets or animals are not allowed on the school campus at any time unless for an administration approved activity. Administration approval is only intended for events in which the presence of animal encourages the learning process or specific, Church sponsored pet blessings. Pets or other animals are not allowed on any school field trip or other school sponsored event, including school-sponsored social events.

Photo/Video/Internet Release

Sacred Heart students are featured in local and Archdiocesan newspapers, our website, and our Facebook fan site, which may include a picture of the student and/or name or may invite a local news station to the school campus. Parents must have a signed *Internet Media Release* form in the office by the first week of school.

Use of School Facilities

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

SCHOOL DANCES AND SCHOOL-SPONSORED ACTIVITIES

In keeping with the Catholic mission and identity of Sacred Heart Catholic School, student dress and behavior is to conform with those characteristics of a virtuous and Christ-centered person at all times, including dances and social activities. Consistent with these expectations, students are to refrain from any sexually suggestive behavior both on and off the dance floor. Clothing worn to dances should be appropriate for the occasion, according to the standards of modesty that students are expected to maintain. In keeping with the Catholic Church's teachings on human sexuality, including its teaching in the *Catechism of the Catholic Church* #2357, advocating for, or expressing same-sex attractions, including same-sex couples at dances, is not permitted. If sexually suggestive or inappropriate behavior occurs, parents will be called, and the student(s) will be sent home. Students whose clothing violates standards of decency and modesty may be asked to change into something more appropriate. Clothing intended to convey a "gender identity" at odds with a student's sexual identity is not permitted, and parents will be called, and the student will be sent home to change. Guests of Sacred Heart Catholic School students are subject to the same Uniform Code, rules and regulations that govern the student body during the school day or at school-sponsored events both on and off the campus.

School Jurisdiction

School desks, lockers, technology and other storage areas are property of the school. Students are allowed to use them with the understanding that the school reserves the right to search desks, lockers, backpacks, and all personal items brought to school at any time for the health, safety, or welfare of the community. Students may be required to empty the contents of their clothing pockets when a staff or faculty member has a reasonable suspicion that the student has an item(s) that is not permitted at school, or belongs to the school. The student or parent of a student who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of the repairs, labor or replacement. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports or transcripts are presented.

Discipline Policy

Students are expected to behave in a Christian and socially acceptable manner during and beyond the school day. They are expected to comply with the rules of the

school, submit to the authority of teachers and school officials, and conduct themselves in an orderly fashion.

Behavior at school that violates the rights of teachers or students is considered a serious offense. The following list, which is not all-inclusive, may cause the student to be disciplined, suspended, or assigned detention:

- Possession, transmission and/or use of tobacco, drugs or alcohol
- Insolence or disrespect
- The use of improper language
- Fighting
- Rowdy behavior such as running, pushing, shoving, yelling, etc.
- Leaving the classroom or school grounds without permission
- Class tardiness
- Vandalizing, damaging or stealing school or private property
- Threatening, intimidating, or causing bodily harm to any person
- Cheating
- Possession of potentially dangerous objects
- Possession of obscene materials
- Any form of physical or sexual harassment
- Any activity which attempts to destroy the good order of the school

Disciplinary actions shall be designed to help students grow in understanding of themselves and of Christian responsibilities to others. Whenever possible, the teacher and principal will try to discover the cause of a recurrent problem, communicating personally with the student and when necessary the parents.

There may be times when inappropriate behavior by a student calls for corrective responses. Punishment must be a logical consequence of the student's offense. Corporal punishment is never justified. Any extreme or unusual punishment or any touching of a student in a manner considered punitive should be strictly avoided. Ridicule or demeaning of students is never justified. Violence is any mean word, look, sign, or act that hurts a person's body, feelings, or things.

We adhere to the Sacred Heart Catholic School Bullying Policy. Please see attached.

Office Referral

Students sent to the office for disciplinary reasons must have a discipline referral form.

Detention

The principal or school personnel, after consulting with the principal, may assign detention. Detention may be assigned after-school, during lunch or on Saturday.

Suspension

The principal has the right to suspend a student after consultation with the parent/guardian and teacher. The parents will be notified of the reason for suspension, the time/length of the suspension and requirements for reinstatement. In-school suspension may also be an option. If in school suspension is chosen, the family will be charged $100 per day to cover the payment of a substitute.

- **Discipline Referral**

After all standard methods of classroom management techniques have been applied and are unsuccessful, the following procedures will be implemented. First, the principal will be made aware of the circumstances requiring the implementation. Next, the family of the student will be contacted by the classroom teacher.

If a student receives 5 check marks in a week or 3 in a day, the student will be suspended. If more than one suspension is earned, additional consequences will be discussed with the parents.

The following are serious offenses on or off campus that may warrant suspension from school:

1. Frequent conduct unbecoming a Christian student
2. Incorrigible or disruptive behavior which impedes the progress of the rest of the class.
3. Having a chronic defiant or hostile attitude
4. Use of profanity, verbal abuse, obscene gestures or conduct
5. Leaving school grounds without permission
6. Possession or sale of weapons, ammunition, explosives, drugs, vapes, or controlled substances. Spray cans, knives, and any other "tools" that could be harmful to self or others are considered weapons.
7. Vandalism or theft
8. Cheating
9. Infliction of or threatened physical injury to another person or to self
10. Verbal or physical harassment, bullying or threats.
11. Internet or social media harassment or bullying of a Sacred Heart student, staff or faculty member, athletic coaching staff or school administration, or any behavior that is not conducive to Christian behavior.

- A student under disciplinary suspension is not allowed to participate in any Sacred Heart event while under suspension.
- Students who are suspended "in house" will receive -10% on all work. Students who receive "out of school" suspension will receive -25% on all work.
- Students who receive "in-house" suspension must complete all assignments missed during the period of suspension.

The principal is the final recourse in all disciplinary situations.

Expulsion

A student or family may be expelled from school for misconduct of a very serious nature calling for immediate dismissal. Permanent termination of a student's enrollment will be invoked rarely, only as a last resort for clear and serious cause.

Off Campus Conduct

The administration of Sacred Heart School reserves the right to discipline its students for off-campus behavior that is not in line with the behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

Controlled Substances

The school will educate to the extent possible all students concerning the consequences of abuse of alcohol and drugs through a program appropriate for the age and maturity level of each student.

The possession, use or distribution of tobacco, alcohol, or illegal drugs is not permitted in the school, on school grounds, or at any school function.

1. Any teacher who knows or suspects that a student is in possession of, uses, is under the influence of, or distributes illegal/controlled substances, or alcohol must notify the principal immediately.

2. "The principal shall immediately notify the superintendent of schools, (the pastor), and the parent or legal guardian of said student of the matter…(teachers) who report such information to the appropriate school official, shall be immune from all civil liability" (School Laws of Oklahoma 2002, Section 515).
3. Parents will be called to take the student home.
4. The student is immediately suspended until both parents/guardians can come with the student and meet with the principal or administrative officer designated by the principal.
5. At the meeting, the conditions for the student's readmission will be explained. The conditions could include the following:

The attendance of both the student and parent at a drug intervention program

Personal counseling for the student

Family counseling

Students possessing, using, under the influence of, or distributing illegal/controlled substances or alcohol on the school grounds or at a school activity may be expelled. A recommendation for treatment shall constitute no financial responsibility to the Oklahoma City Archdiocese, Sacred Heart Catholic Church, Sacred Heart Catholic School,

any school employee, or member of the School Advisory Council. All costs for such treatment as medical, social service and facilities, or substance abuse prevention or treatment are the responsibility of the parents/guardians. Teachers and staff members who report such information to the appropriate school official shall be immune from all civil liability. (School laws of Oklahoma, Sect. 417, 1988)

MARIJUANA POLICY

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

Emergency School Closing

When Sacred Heart Catholic School is officially closed for emergencies or inclement weather, there will be announcements on Channels 4 (NBC), 5 (ABC), and 9 (CBS). If the notice is not on the 10:00 P.M. news, please listen and watch carefully the next morning at 6:00 A.M. When possible, Sacred Heart will send out a voice/text message to your home and cell phones alerting you of the closing of school.

Books and Equipment

Every child is responsible for his/her schoolbooks, desk, and school equipment. Writing on books, workbooks, notebooks, desks, walls or learning materials will be punishable and the cost of the repair will be borne by the child and/or parents**.**

No stickers, toys, comics, magazines, books, or other items deemed inappropriate by the school should be brought to school. Such items are distractions to children and interfere with the development of good study habits.

Internet Safety

Student's intentional misuse of the internet on school computers can result in suspension or expulsion.

Go Make Disciples
SAFE ENVIRONMENT
ARCHDIOCESE OF OKLAHOMA CITY

Parish and School Firearms and Security Policy

Purpose

The purpose of this policy is to preserve parish and school property as safe, welcoming and orderly environments for worship, education, ministry and community life. Because these environments bring together clergy, staff, students, parishioners and visitors, security measures must be carefully controlled, professionally administered and consistently applied throughout the Archdiocese of Oklahoma City.

This policy establishes uniform standards governing firearms, dangerous weapons and security practices on parish and school property and at all parish and school-sponsored activities, in compliance with applicable federal and state law, including the Gun-Free Schools Act.

Scope

Except as expressly authorized by this policy, firearms and other dangerous weapons are prohibited at all times:

- On all parish/school property (owned, leased, occupied, or controlled).
- At all parish or school-sponsored activities, regardless of location.
- In vehicles on such property.
- On parish or school buses or any parish or school-sponsored transportation.

This includes, but is not limited to:

- Churches, chapels and worship spaces.
- School buildings, offices and classrooms.
- Parish halls, offices and ministry facilities.
- Parking lots and surrounding grounds.
- Off-site locations of school-sponsored activities.

This policy applies to all individuals, including: clergy, employees, students, volunteers, contractors, parishioners and visitors. Parishes and schools will display the state-law required signage prohibiting firearms on the property.

General Prohibition on Firearms and Weapons

No individual may carry, possess, display or store a firearm or other dangerous weapon on covered property or at covered activities based on a concealed carry license, open carry authorization or any other private authorization under state law.

"Firearm" shall have the meaning set forth in 18 U.S.C. § 921.

"Dangerous weapons" include:

- Any firearm or firearm component.
- Knives, clubs, explosives, or other weapons listed under Oklahoma law.
- Any object capable of inflicting serious bodily harm.
- Any object used in a manner that could cause injury, regardless of its intended purpose.

Parish and school property are private property, and the archdiocese reserves the right to impose restrictions more stringent than those permitted under state law.

Prohibition on Volunteer Armed Security

Volunteer armed security teams or similar groups are strictly prohibited. No parishioner, employee or volunteer may carry a firearm in a security role unless authorized under this policy.

Unarmed safety teams may assist with:

- Hospitality and presence.
- Situational awareness.
- Emergency communication.
- Evacuation coordination.
- Notification of law enforcement.

Such teams must remain unarmed and may not present themselves as an armed protective force.

Authorized Armed Security Personnel

Armed security is permitted only under the following conditions:

- Only active, sworn law enforcement officers may serve in an armed security capacity.

- Officers must have jurisdictional authority in the location where services are provided.
- Officers must be employed and in good standing with a recognized law enforcement agency.
- Officers must have obtained any required departmental approval for off-duty or secondary employment.

All armed security personnel must be:

- Engaged as independent contractors (W-9 basis).
- Properly vetted and documented prior to service.

The parish or school must verify:

- Active sworn status and current credentials.
- Jurisdictional authority.
- Authorization for off-duty employment.

Consultation with the Archdiocese Security Office is strongly encouraged prior to engaging armed security personnel. All applicable insurance, indemnification and contractual requirements must be reviewed.

Automatic Exceptions

The only automatic exceptions to this policy are law enforcement officers in compliance with the Authorized Armed Security Personnel section of the policy:

- Law enforcement officers are authorized to carry firearms in the performance of their duties and must act in accordance with applicable law and departmental policy.
- Active, sworn law enforcement officers properly engaged in accordance with this policy.

No pastor, principal, administrator, employee or volunteer may independently authorize any individual to carry a firearm outside these provisions.

Requests for Exceptions

All requests for exceptions must be submitted in writing to the Archdiocese Security Office and approved in writing prior to implementation.

Exceptions may be considered only for retired law enforcement officers who:

- Separated from service in good standing.
- Possess official retirement credentials.
- Maintain valid legal authorization to carry under Oklahoma law or federal law (LEOSA).

Requests must include:

- Identification of the parish or school.
- The reason for the request.
- A description of the proposed role.
- Documentation of the individual's background, qualifications, and current firearms certification.

Approval is not automatic and will be determined on a case-by-case basis, considering training, experience, judgment and risk factors. Additional considerations concerning parish/school need and resources may also be a factor. All applicable insurance, qualifications, and contractual requirements must be reviewed by the Archdiocese Security Office. No individual may serve in an armed role without prior written approval.

School-Specific Requirements (Gun-Free Schools Compliance)

Student Conduct and Discipline

Any student who uses or possesses a firearm:

- At school
- At a school-sponsored event, regardless of location
- On school property or transportation

shall be immediately removed from school for safety purposes. Discipline may include expulsion in accordance with the school's handbook.

Students who possess other dangerous weapons are subject to disciplinary action based on the circumstances. Discipline may include suspension or expulsion in accordance with the school's handbook.

Students with disabilities will be disciplined in accordance with the school's handbook.

Employee Conduct and Discipline

Employees who violate this policy are subject to disciplinary action, up to and including termination. Violations must be reported to law enforcement and the Archdiocese Department of Catholic Education and the Archdiocese Security Office.

Limited exceptions regarding dangerous weapons may apply where tools are used in the normal course of employment or where specifically authorized by the appropriate administrator.

Reporting, Confiscation and Law Enforcement

Any weapon discovered on parish or school property or school-sponsored activity should be reported immediately to the appropriate administrator, the Archdiocese Security Office and law enforcement.

If it can be done safely, the weapon may be confiscated and must be transferred to law enforcement authorities. All incidents involving firearms or dangerous weapons must be handled with priority given to the safety of all people present.

Administration and Enforcement

Pastors, principals and administrators are responsible for ensuring compliance with this policy across all parish and school operations.

Violations must be addressed promptly and handled in accordance with applicable disciplinary procedures and legal requirements. Questions regarding implementation, security personnel, signage requirements or exception requests should be directed to the Archdiocese Security Office.

Legal References

- *Gun-Free Schools Act*
- *18 U.S.C. § 921*
- *Oklahoma Statutes: Title 21 §§ 1272, 1277, 1280.1*
- *Oklahoma Statutes: Title 70 § 24-101.3*

ARCHDIOCESE OF
Oklahoma City

Institutional Stance on AI for Archdiocese of Oklahoma City Catholic Schools for Students

This policy document outlines the Archdiocese of Oklahoma City institutional stance on AI usage, employee responsibilities, acceptable use, and consequences for misuse of AI tools. The purpose of this policy is to guide students in the ethical and responsible use of AI.

Our AI policy exists to create a culture of trust, integrity, and thoughtful innovation within our school community.[1]

Title: *Ethical Use of Artificial Intelligence in Catholic Education*

Policy Statement:

In fidelity to the Catholic Church's vision of human dignity and the moral use of technology, as articulated in *Antiqua et Nova* and the messages of Pope Leo XIV, Catholic schools shall adopt a prudential and ethical approach to the integration of artificial intelligence (AI). AI technologies must always serve to assist, not supplant, human intellect, moral reasoning, and interpersonal relationships. All AI-related tools and content used in curriculum, instruction, communication, or operations must be:

- **Aligned with Gospel values** and the principles of Catholic social teaching,
- **Transparent and accountable** in their design and application,
- **Supportive of human agency**, critical thinking, and ethical formation,
- **Regulated through proper oversight**, that ensures the dignity, privacy, and safety of all members of the school community.

Catholic schools must remain vigilant against potential harms of AI—such as misinformation, depersonalized learning, and dependency—and must form students to become discerning, compassionate, and responsible users of technology. AI is to be used in service of the common good, always upholding the integral development of each student as a beloved child of God.[2]

Use of Artificial Intelligence in Our School

At our Catholic school, we value the responsible use of technology, including artificial intelligence (AI), in ways that support learning, communication, and human growth. We follow Church guidance to ensure that AI is used ethically, always putting people before machines. AI may help with instruction or tools, but it will never replace the relationships, moral formation, or personal effort that are central to our mission. Students will be taught to use AI responsibly—respecting others' work, thinking critically, and upholding Catholic values in the digital world. Together, we aim to form students who are wise, just, and faithful citizens in both real and virtual spaces.[3]

How to Cite AI in APA Style

In-Text Citation

When referencing AI-generated content, use the following format for in-text citations:

Grammarly: Free AI Writing Assistance

- Parenthetical citation: (Company, Year)

  Example: (OpenAI, 2023)

- Narrative citation: Company (Year)Grammarly: Free AI Writing Assistance
  Example: OpenAI (2023)Grammarly: Free AI Writing Assistance

Reference List Entry

Include a full citation in your reference list using this format: Grammarly: Free AI Writing Assistance+1JIBC Library Guides+1

· Company. (Year). *AI Tool Name* (Version) [Description]. URLAPA Style+2Grammarly: Free AI Writing Assistance+2Subject Guides+2

Example: OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model]. https://chat.openai.com/chat:contentReference[oaicite:36]{index=36}

It's important to note that AI-generated content is considered non-retrievable data, meaning others cannot access the exact same output. Therefore, it's recommended to describe the prompt used and, if necessary, include the AI-generated content in an appendix to provide context.

Student Rules for the Use of AI Tools

I agree to the following rules regarding the use of artificial intelligence tools in connection with schoolwork:

1. I will use AI in ways that support the purpose of the assignment and my personal growth.
2. I will use AI tools responsibly, avoiding content or actions that could cause emotional or reputational harm to myself or others.
3. I will not share personal, sensitive, or confidential information with AI tools, unless directed to do so in a secure, school-approved platform under teacher or counselor supervision.
4. I will only use AI tools for school assignments or assessments when given permission by a teacher.
5. I agree to use the designated AI tool(s) if my teacher or the school has recommended a specific AI tool.

6. I may use AI outside of class to support my understanding, but I will never use it to complete or submit work without approval from my teacher.
7. I will be honest about when and how I use AI in my schoolwork.
8. I will follow my teacher's directions on how to cite AI and will carefully check the content for accuracy and appropriateness if I use AI to assist with an assignment.
9. I will ask my teacher before using AI if I am unsure whether AI is allowed or appropriate for an assignment.
10. I understand that AI may provide inaccurate or biased results, and I will use it carefully and critically. I take full responsibility and ownership of all the work I turn in.
11. I will not use AI carelessly or without purpose. I understand that AI tools require significant energy and resources to operate, and I will use them thoughtfully, respecting both the task at hand and our responsibility to care for God's creation.
12. I understand that this policy may be updated as technology and school practices change, and I will follow any new guidelines shared with me by teachers or school leaders.
13. I will cite all usage of AI in my work.

Academic Integrity and AI Misuse

Misuse of AI in academic work is considered a violation of academic integrity and will be addressed by the school administration and faculty. School administration and faculty will decide on the consequences of AI misuse.

Each student will sign this policy annually as part of the acceptable use policy of the school, and a copy will be kept on file for the school year.

Adaptive Rules

As AI technologies continue to evolve, so too will the school's guidelines. Collective adherence to these principles ensures that AI-powered tools are used in a manner that enriches the educational experience, fosters academic integrity, and respects the rights and dignity of all members of our community.[4]

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[1] *Lewis Poché, Higher-Powered Learning at the University of Notre Dame.* Visit Higher-Powered Learning's website at ace.nd.edu/hpl.

[2] OpenAI. (2025, May 6). *Policy on the ethical use of artificial intelligence in Catholic education* [Large language model response]. ChatGPT. https://chat.openai.com/chat

[3] OpenAI. (2025, May 6). *Policy on the ethical use of artificial intelligence in Catholic education* [Large language model response]. ChatGPT. https://chat.openai.com/chat

[4] AI Readiness Toolkit - PedagogyFutures

Cyber-Bullying

Electronic communication is defined as the communication of any written, verbal, or pictorial information by means of an electronic device, including but not limited to, a telephone, cell phone, or other wireless communication device or computer. Students using these devices for harassment, intimidation, or bullying may result in disciplinary actions.

Engagement in online blogs, such as but not limited to, Facebook, Twitter, or any other social media and blogging sites may result in disciplinary actions if the content of the student's blog contains defamatory comments regarding the school, faculty, parish, or other students.

Bullying

Sacred Heart School is committed to creating and maintaining a learning environment free from bullying and harassment.

Sacred Heart School expects students to demonstrate respectful behavior throughout the campus, on the bus, and at all school-sponsored events. Students whose behavior is found to be in violation of this policy will be subject to appropriate sanctions.

The complete Sacred Heart Bullying policy is on file in the office and available for viewing anytime during school hours. Parents may also request a copy.

Messages to Students

In the event of an emergency, the office will deliver messages to students. Otherwise, please organize your day so the family knows the day's agenda prior to the arrival at school. Please do not call after 2:30 P.M. and expect the message to be delivered unless there is a crisis.

Vision Screening

Senate Bill 1795 requires the parent or guardian of each student enrolled in Kindergarten, first, and third grades to provide proof their student has passed a vision screening within the last 12 months.

Letters of Reference or Recommendation

Sacred Heart Catholic School administration, faculty or staff may not write letters or complete forms of reference or recommendation for any students who may be transferring to another school setting with elementary or middle school grade levels. Letters or forms of this nature may only be completed for graduating sixth grade students for the purpose of high school enrollment or award nominations.

Athletics

The athletic venue is actually another classroom in which student-athletes are expected to experience an additional part of their education. The key in this statement is "part," and the student-athlete must understand the athletic experience in its proper perspective. Participation in athletics should be understood not as a right but as a privilege with responsibilities attached.

To this end, Sacred Heart Catholic School has adopted the following athletic rules and responsibilities:

- Students only are eligible to participate on our school's athletic teams in a manner consistent with their biological sex.
- Every child who has attended practice and put forth effort will have the opportunity to play in each game. It should be understood that not all children have the same ability or will play the same amount of time. Every effort, however, will be made to assure that each child does participate at some time during the game.
- At any sports activity, everyone is expected to conduct himself/herself in a fair and Christian manner. Verbal or physical abuse by the coaching staff, players, or spectators will not be tolerated. Regardless of the outcome of the game, all are to participate with the sense of Christian conduct.

Athletics can make a positive contribution to a child's self-esteem while developing physical skills and character. A child should be a "WINNER," not because of the score, but because he/she has contributed to the group effort and has been treated as a worthwhile member of the team. For more specific rules, please refer to the Athletic Handbook. All students and coaches participating in extracurricular activities including basketball and cheerleading must have a signed copy of the Athletic Handbook agreement on file in the office.

Any students playing sports for El Reno Public Schools are subject to the rules and regulations of the Public Schools. Students must maintain a 80% or above grade average to remain eligible.

Asbestos Report

The Asbestos Hazard Emergency Response Act of 1986 requires 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 on site in the school office and at the Catholic Schools Office in the Chancery Building by appointment if you wish to see it.

This notification is being provided to you by annual inclusion in the parent/student handbook for the 2026-2027 school year.

Right to Amend

Sacred Heart Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent home to each family.

Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet

What is sudden cardiac arrest?
Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA doesn't just happen to adults; it takes the lives of students, too. However, the causes of sudden cardiac arrest in students and adults can be different. A student's SCA will likely result from an inherited condition, while an adult's SCA may be caused by either inherited or lifestyle issues.

SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.
How common is sudden cardiac arrest in the United States?
While studies have shown sudden cardiac death among young athletes is very uncommon, SCA is the #1 cause of death for student athletes.

Are there warning signs?
Although SCA happens unexpectedly, some people may have signs or symptoms, such as:
• fainting or seizures during exercise;
•unexplained shortness of breath;
• a racing heart;
• dizziness;
• chest pain with exercise; or
• extreme fatigue.

These symptoms can be unclear in athletes, since people often confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

What are the risks of practicing or playing after experiencing these symptoms?

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who experience SCA die from it.
Can you screen for cardiac abnormalities?
The annual sports preparticipation physical examination includes a personal and family health history to screen for symptoms or warning signs of SCA.

An electrocardiogram (ECG) and echocardiogram (ECHO) are noninvasive and painless options. However, these procedures are not currently advised by the American Academy of Pediatrics and the American College of Cardiology unless the preparticipation examination reveals an indication for these tests.

Senate Bill 239 – The Chase Morris Sudden Cardiac Arrest Prevention Act (the Act)

The Act is intended to address any sport sanctioned and offered in grades 7 through 12 by a school district in order to keep student-athletes safe while practicing or playing. The requirements of the act are:

•All student-athletes and their parents or guardians must read and sign this form. It must be returned to the school before participation in any athletic activity. A new form must be signed and returned each school year.

• Schools may also hold informational meetings. The meetings can occur before each athletic season. Meetings may include student-athletes, parents, coaches and school officials. Schools may also want to include doctors, pediatric cardiologists and athletic trainers.

•In order to coach an athletic activity, coaches are required once each year to complete an approved SCA training course offered by a provider approved by the Oklahoma State Department of Health.

Removal from play/return to play

• Any student who collapses or faints without a concurrent head injury while participating
in an athletic activity shall be removed by the coach from participation at that time.

• Any student who is removed or prevented from participating in an athletic activity shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider. Health care provider is defined as a person who is licensed, certified, or otherwise authorized by the laws of this state to practice a health care or healing arts profession or who administers health care in the ordinary course of business (such as a physician, physician assistant, advanced practice nurse, or cardiologist).

OK State Department of Health and OK State Department of Education: Sudden Cardiac Arrest Symptoms and Warning Signs
Information Sheet and Acknowledgement of Receipt and Review Form. 7/1/2015

Assumption of Risk and Waiver of Liability Relating to COVID-19

The novel coronavirus (“COVID-19”) has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly through person-to-person contact.

COVID-19 has sickened thousands and killed hundreds in Oklahoma. There is substantial evidence of community spread of COVID-19 throughout Oklahoma and most other states. **Sacred Heart Catholic School-El Reno** is following guidance from the U.S. Centers for Disease Control and Prevention, the Oklahoma State Department of Health and other agencies, and has implemented social distancing measures, increased hand-washing and other hygienic practices, and frequent cleaning of common surfaces. Despite such precautions, the risks associated with transmission of COVID-19 remain high. Individuals travel from all over the community to participate in the activities of the school. In addition, the nature of many activities makes it impossible to observe all of the recommended precautions all of the time; for example, individuals will not always be six feet apart, surfaces will not always be free of viruses and other infectants, etc. As a result of participation in the activities of the school and proximity to other participants, you or your child will be exposed to the risk of infection of communicable diseases, including COVID-19. Symptoms associated with COVID-19 range from mild to severe, and include fever, cough, difficulty breathing, headache, nausea, severe respiratory distress and death.

By signing this form and allowing your child to participate in programs offered by **Sacred Heart Catholic School-El Reno**, you knowingly and voluntarily assume the risk associated with participation.

A FACT SHEET FOR

Parents

CDC HEADS UP
SAFE BRAIN. STRONGER FUTURE.

What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly.

What are the signs and symptoms of a concussion?

You can't see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how your child or teen is acting or feeling, if symptoms are getting worse, or if s/he just "doesn't feel right." Most concussions occur without loss of consciousness.

If your child or teen reports one or more of the symptoms of concussion listed below, or if you notice the signs or symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

Signs & Symptoms of a Concussion

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events *prior* to hit, bump, or fall
- Can't recall events *after* hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

Symptoms Reported by Your Child or Teen

Thinking/Remembering

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

Physical

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not "feel right"

Emotional

- Irritable
- Sad
- More emotional than usual
- Nervous

Sleep*

- Drowsy
- Sleeps *less* than usual
- Sleeps *more* than usual

**Only ask about sleep symptoms if the injury occurred on a prior day.*

To download this fact sheet in Spanish, please visit: www.cdc.gov/HEADSUP. Para obtener una copia electrónica de esta hoja de información en español, por favor visite: www.cdc.gov/HEADSUP
January 2021

Danger Signs

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if she or he has one or more of these danger signs:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

Children and teens with a suspected concussion should NEVER return to sports or recreation activities on the same day the injuried occurred.

They should delay returning to their activities until a healthcare provider experienced in evaluating for concussion says it's OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class
- Sports practices or games
- Physical activity at recess

What should I do if my child or teen has a concussion?

1. **Seek medical attention right away.**
   A healthcare provider experienced in evaluating for concussion can determine how serious the concussion is and when it is safe for your child or teen to return to normal activities, including physical activity and school (concentration and learning activities).
2. **Help them take time to get better.**
   If your child or teen has a concussion, her or his brain needs time to heal. Your child or teen may need to limit activities while s/he is recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse. After a concussion, physical and cognitive activities—such as concentration and learning—should be carefully managed and monitored by a healthcare provider.
3. **Talk to your child or teen about how they are feeling.**
   Your child may feel frustrated, sad, and even angry because s/he cannot return to recreation and sports right away, or cannot keep up with schoolwork. Your child may also feel isolated from peers and social networks. Talk often with your child about these issues and offer your support and encouragement.

How can I help my child return to school safely after a concussion?

Most children can return to school within a few days. Help your child or teen get needed support when returning to school after a concussion. Talk with your child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms.

Your child's or teen's healthcare provider can use CDC's Letter to Schools to provide strategies to help the school set up any needed supports.

As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed
- Spend fewer hours at school
- Be given more time to take tests or complete assignments
- Receive help with schoolwork
- Reduce time spent reading, writing, or on the computer
- Sit out of physical activities, such as recess, PE, and sports until approved by a healthcare provider
- Complete fewer assignments
- Avoid noisy and over-stimulating environments

To learn more, go to www.cdc.gov/HEADSUP or call 1.800.CDC.INFO

January 2021

Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy

And Grievance Procedure

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

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

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

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

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

Name: Holly Eaton

Address: 210 South Evans Ave. El Reno, OK 73036

Telephone Number:405-706-7753

Email address: school@sacredheartelreno.com

Name: Sierra Wilson

Address: 210 South Evans Ave. El Reno, OK 73036

Telephone Number: 405-262-2284

Email address: swilson@sacredheartelreno.com

Designated Coordinators will be responsible for:

Ensuring compliance with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations in a manner consistent with Catholic teaching.

1. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment, and anti-retaliation laws and regulations, including the training areas listed above.
2. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
3. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other School employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
4. Overseeing discrimination complaints.
5. Referring all sexual assault or harassment complaints to designated external third-party investigator for investigation.
6. Immediately informing the Archdiocese of Oklahoma City's Director of Catholic Education and Chancellor of all complaints of discrimination and keeping them informed of all developments in each case as well as final disposition of the case.
7. Identifying and addressing patterns and/or systemic problems and reporting such patterns or systemic problems to the Principal, with a carbon copy to the Archdiocese of Oklahoma City's Director of Catholic Education and Chancellor.
8. Reviewing all evidence in harassment or violence cases brought before the School's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.

9. Ensuring that all investigations address whether students or employees other than the reporting student or employee may have been subjected to discrimination, harassment, or retaliation.
10. Informing the Archdiocese of Oklahoma City's Director of Catholic Education and Chancellor of all instances in which a reasonable person in the Coordinator's position determines that School employees with knowledge of allegations of discrimination, harassment, or retaliation failed to carry out their duties in responding to and reporting the allegations to the designated compliance coordinator.
11. Recommending changes to this policy and grievance procedure.
12. Performing other duties as assigned.
13. Removing oneself from the Compliance Team if a conflict of interest is discovered.

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

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

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

1. <u>Anti-Harassment</u>

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

1. Conduct that is objectively sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

2. Requiring an individual to endure the objectively offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

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

The following are examples of behavior that may constitute harassment:

1. Ongoing name-calling
2. Ongoing teasing or taunting
3. Ongoing insults, slurs, epithets, or derogatory names or remarks
4. Demeaning or inappropriate jokes
5. Inappropriate gestures
6. Graffiti or inappropriate written or electronic material
7. Visual displays, such as cartoons, posters, or electronic images
8. Threats or intimidating or hostile conduct
9. Physical acts of aggression, assault, or violence
10. Sexual advances, requests for sexual favors, or sexual jokes
11. Offensive or obscene material
12. Criminal offenses

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

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

- Submission to the advance, request, or conduct is made either explicitly or implicitly a term or condition of an individual's employment, grades, academic status, or participation in the School's programs or activities;

- Submission to or rejection of the advance, request, or conduct is used as a basis for employment or academic decisions affecting such individual, including the provision of an aid, benefit, or service;

- Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance, access to School programs or activities, or creates an intimidating, hostile, or offensive environment for the individual or others; or

- The conduct constitutes sexual assault, dating violence, domestic violence, or stalking, as defined by applicable law.

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

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

1. Unwelcome sexual advances or propositions
2. Intentional indecent exposure in any form
3. Requests or pressure for sexual favors
4. Unwelcome comments about an individual's body, sexual activity, or sexual attractiveness
5. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body
6. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol
7. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc.
8. Sex-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving the conduct of a sexual nature
9. Sexual harassment, sexual assault, stalking, dating violence, and domestic violence
10. Strangulation

This list is illustrative only, and not exhaustive.

2. Anti-Retaliation

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

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

B. Grievance Procedures

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

Complaint

If you believe you are a victim of any conduct that is prohibited by this Policy, or if you believe this Policy has been violated in any way, you should immediately report it pursuant to this Policy and the School's Grievance Procedures. You can help the School prevent and correct alleged misconduct. Reports should be made to the School's designated Coordinator. Complaints should be made in writing, when possible. The complaint can be made to the Coordinator in person, by mail, or by electronic mail. Your complaint should be as detailed as possible, including the names of individual(s) involved, any witnesses, dates, times, and locations of all incidents, and a factual description of the incident(s).

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

If the school has notice about possible discrimination, harassment, or retaliation, including violence, and any conduct that would violate this Policy, the School will

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

Supportive Measures

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

Parents and Guardians

Consistent with applicable state and local law, a student's parent or guardian will be permitted to exercise the rights granted to their child under this School's policy, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process. A student's parent or guardian will also be permitted to accompany the student to meetings, interviews, and hearings, if applicable, during the grievance process in order to exercise rights on behalf of the student.

Notice of Receipt of Complaint

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

(A) the School's Grievance Procedures;

(B) the allegations constituting a potential violation of these Policies, including details of the identities of the parties, the alleged incident(s), and dates and locations of the alleged incident(s), if known;

(C) the fact that the respondent is presumed not responsible for the allegations until a Determination is made at the conclusion of the grievance process;

(D) the fact that a determination regarding responsibility will be made at the conclusion of the grievance process;

(E) that the parties have the right to an advisor of their choice present at any meeting or proceeding, who may be, but is not required to be, an attorney; and

(F) the parties' opportunity to request inspection and review of evidence obtained as part of the investigation.

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

Dismissal of Complaint

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

Investigation

Once the School receives a grievance, complaint, or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the School will conduct a prompt, thorough, and impartial investigation to determine whether unlawful conduct occurred. Throughout the investigation process, the School will undertake an objective evaluation of all relevant evidence, treat the parties equitably, ensure that investigators and decisionmakers are free from conflicts of

interest or bias, and work through the grievance process with reasonably prompt time frames. The Coordinator will conduct the investigation unless the Coordinator or the School determines that an outside, third-party should conduct the investigation. If necessary, the School will take immediate, interim action to provide Supportive Measures and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The Complainant will be notified of his or her options to avoid contact with the Respondent, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the School's investigation. The School will minimize any burden on the Complainant when taking interim measures to protect the Complainant.

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

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

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

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

Informal Resolution

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

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

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

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

Preliminary Review Prior to Investigative Report

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

Investigative Report

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

conducted the investigation, the compliance Coordinator will review, approve, and sign the Investigative Report.

The Report will be sent to each party and the party's advisors, if any, for the party's review and written response. The parties will also be entitled to submit written, relevant questions that the party wants asked of any party or witness prior to any determination regarding responsibility, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The response to the Investigative Report and written questions, if any, must be sent to the Coordinator or designated investigator within ten (10) calendar days of the party's receipt of the Investigative Report. The compliance Coordinator (or designated investigator) will have discretion on which additional information to provide and to determine which questions may be relevant and appropriate.

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

Determination Regarding Responsibility

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

(A) identification of the allegations potentially constituting a violation of this Policy;

(B) a description of the procedural steps taken from the receipt of the allegations or complaint throughout the entire investigation and grievance process;

(C) findings of fact supporting the Determination;

(D) conclusions regarding the application of the School's Policy or code of conduct;

(E) a statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed, and whether any remedies designed to restore or preserve equal access to the School's education program or activity will be provided; and

(F) the procedures and permissible bases for appeal.

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

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

Appeals

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

The grounds for appeal are as follows:

(A) Procedural irregularity that affected the outcome of the matter (i.e., a failure to follow the School's own procedures);

(B) New evidence that was not reasonably available at the time the Determination regarding responsibility or dismissal was made that would affect the outcome of the matter; or

(C) The Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

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

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

subject of the complaint or is involved in the investigation, a new member will be appointed.)

Sanctions and Remedies.

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

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

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

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

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

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

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

Confidentiality

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

At the same time, the School will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students and

employees. In some cases, the School may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the School may not be able to maintain the complainant's confidentiality. The School will inform the complainant that it cannot ensure confidentiality, if applicable.

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

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

Privacy of Records

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

Conflict of Interest or Bias

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

interest or bias, they must immediately self-report the concern to Shannon Statton. Where concerns regarding conflicts or bias are validated, the School will remove the conflicted or biased individual from the matter, and appoint someone else.

Training

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

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

because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the School shall ensure that employees designated to address or investigate reports of discrimination, harassment, and retaliation, or carry out responsibilities under this Policy and Grievance Procedure, including designated compliance Coordinators, investigators, decision-makers, the Appeals Team, and any employee facilitating an informal resolution process, will receive additional specific training on the definitions of misconduct covered by this Policy and Grievance Procedure, the scope of the School's education programs and activities, how to promptly and effectively investigate, conduct a grievance process, and respond to complaints and reports of discrimination, how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias, how to make decisions on issues of relevance regarding questions and evidence, how to fairly summarize relevant evidence, and to know the School's Grievance Procedures and the applicable confidentiality requirements.

Preventive Measures

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

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

CCTV Camera Use Policy

The school understands that recording images of identifiable individuals constitutes as processing personal information, so it is done in line with data protection principles. The school notifies all pupils, staff and visitors of the purpose for collecting surveillance data via notice boards, letters and emails.

- CCTV cameras are only placed where they do not intrude on anyone's privacy and are necessary to fulfil their purpose.
- All surveillance footage will be kept for 6 months for security purposes; the principal is responsible for keeping the records secure and allowing access.
- The school has a surveillance system for the purpose of the prevention and detection of crime and the promotion of the health, safety and welfare of staff, pupils and visitors.
- The surveillance and CCTV system is owned by the school and images from the system are strictly controlled and monitored by authorized personnel only.
- The school will ensure that the surveillance and CCTV system is used to create a safer environment for staff, pupils and visitors to the school, and to ensure that its operation is consistent with the obligations outlined in data protection legislation.

The surveillance and CCTV system will:

• Be designed to take into account its effect on individuals and their privacy and personal data.
• Be transparent and include a contact point, the Principal, through which people can access information and submit complaints.
• Have clear responsibility and accountability procedures for images and information collected, held and used.
• Have defined policies and procedures in place which are communicated throughout the school.
• Only keep images and information for as long as required.
• Restrict access to retained images and information with clear rules on who can gain access.
• Consider all operational, technical and competency standards, relevant to the surveillance and CCTV system and its purpose, and work to meet and maintain those standards in accordance with the law.
• Be subject to stringent security measures to safeguard against unauthorized access.

• Be regularly reviewed and audited to ensure that policies and standards are maintained.
• Only be used for the purposes for which it is intended including supporting public safety, the protection of pupils, staff and volunteers, and law enforcement. Be accurate and well maintained to ensure information is up-to-todate.

It is important that access to, and disclosure of, the images recorded by surveillance and CCTV footage is restricted and carefully controlled, not only to ensure that the rights of individuals
are preserved, but also to ensure that the chain of evidence remains intact, should the images be required for evidential purposes.

Releasing the recorded images to third parties will be permitted only in the following limited and prescribed circumstances, and to the extent required or permitted by law:
• The police – where the images recorded would assist in a specific criminal inquiry

Requests for access or disclosure will be recorded and the principal will make the final decision as to whether recorded images may be released to persons other than the police.

Family Name:_____

Parent Student Handbook 2026-2027

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

____**Sudden Cardiac Arrest Symptoms:** I have reviewed the Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms (SCA) and Warning Signs informational material jointly developed by Oklahoma State Department of Health and the Oklahoma State Department of Education and understand the symptoms and warning signs of SCA related to participation in athletic programs.

____**Concussions:** I learned about concussion and talked with my parents or coach about what to do if I have a concussion or other serious brain injury. I have read the fact sheet for parents on concussion with my child or teen and talked about what to do if they have a concussion or other serious brain injury.

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

_____ _____
Student Signature Date

_____ _____
Student Signature Date

_____ _____
Student Signature Date

_____ _____
Parent Signature Date

_____ _____
Parent Signature Date

Return to the School Office or Respond to the **Google Survey by August 21st, 2026**
A copy of the Handbook is available on the website sacredheartelreno.com and is always the most up to date copy. Sacred Heart Catholic School reserves the right to amend this Handbook. Notice of amendments will be posted and announced to families.