

Rosary Catholic School

Archdiocese of Oklahoma City

PARENT/STUDENT HANDBOOK

2026-2027



1919 NW 18th St.

Oklahoma City, Oklahoma 73106

(405) 525-9272

www.rosaryschool.com

ROSARY CATHOLIC SCHOOL HANDBOOK

Parents have the primary responsibility for the education of their children. Rosary Catholic School accepts the child with a sacred trust confided to it by parents who are accountable to God for the spiritual and temporal welfare of their children.

This responsibility predicates the grave duty of parents to work cooperatively with the pastor, principal, and faculty for the welfare of the children and the benefit of the school system. Parents should publicly and privately support the policies, personnel, and procedures of Rosary Catholic School.

Statements in this handbook are subject to amendment by the administration and/or on recommendation of the School Advisory Council at any time. Any changes will be reported in a timely manner. All final decisions regarding implementation and enforcement of policies rest with the school administration.

OUR MISSION STATEMENT

The mission of Rosary Catholic School is to educate and form saints who are nourished by Jesus in the Eucharist and called to lifelong faith, learning, and service.

MISSION INTEGRITY

Rosary Catholic School welcomes students of all faith backgrounds. Rosary Catholic School takes seriously its responsibility to teach Catholic faith and morals in all fullness. Therefore, Rosary 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 [Catechism of the Catholic Church \(usccb.org\)](http://www.usccb.org). At times, parents, guardians, and students whose religious beliefs and practices run counter to Church teaching may experience possible conflicts as Rosary 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, he/she is effectively choosing not to fully embrace the promised school learning environment offered for all students. By that choice freely made, he/she is choosing not to remain a part of the school community. School administration will respect that decision and act accordingly by withdrawing the student from the school or decline to approve them for admission.

ROSARY SCHOOL PHILOSOPHY

Of the educational programs available to the Catholic community, the Catholic School affords the fullest and best opportunity to realize the four-fold purpose of Christian education among children (US Catholic Bishops). Rosary Catholic School exists to proclaim the message of Jesus through the school community where children, parents, and teachers strive to grow as disciples of Christ in loving service to each other and the world as we worship the Lord.

Although parents are the primary educators of their children, the faculty's purpose is to sustain and reinforce parental efforts while integrating Gospel values and stressing basic academic skills.

Rosary School Colors: Blue and White

Rosary School Mascot: Bulldog

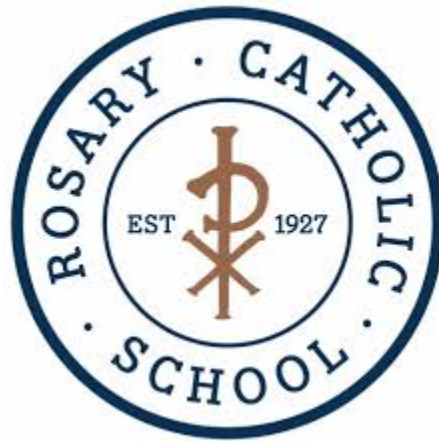


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ACCREDITATION

Rosary Catholic School is fully accredited by the Oklahoma Conference of Catholic Schools Accrediting Association, which is recognized by the State of Oklahoma. The administrator and teachers are certified and hold valid Oklahoma certificates. The Archdiocesan Office of Religious Education further certifies teachers of religion. In addition, the school meets the standards and policies of the Catholic School Office and the School Advisory Council.

ADMISSION

An enrollment fee is required of all students to reserve placement at Rosary Catholic School. Completed application forms are required before the first day of school. Along with these application forms, prospective students must also submit the most recent report card, any record of an IEP, and a copy of standardized test information. A recommendation from a principal/or teacher may also be requested. Upon review of these records, admission testing may be required. A 90-day probation period is in place for all new students, and Rosary Catholic School reserves the right to re-evaluate a student's admittance during this time. Failure to disclose any educational evaluations, diagnoses, and/or services needed that impact the student's ability to function/perform in a school setting will be grounds for dismissal.

ACADEMIC NEEDS

Rosary 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 of Church teachings.

New students must submit a birth certificate, sacramental (if applicable), and immunization records upon enrollment. All new students are placed on a 90-day probationary period in which to prove himself/herself both socially and academically. At the end of this period, the classroom teacher and the principal will determine whether the school meets the needs of the child.

NON-DISCRIMINATION POLICY AND RESERVED RIGHTS

Rosary Catholic School admits and does not discriminate on the basis of sex, race, color, national, or 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.

Financial Obligations

Tuition is collected through FACTS Tuition Payment Plan. The tuition payments will be made in 10 monthly payments from August to May. For more information about the tuition program, please call the Financial office at 405-528-0485.

Registration

Pre-registration for the next school year for current students is held in February. A non-refundable registration fee is due at this time. Students who decide to relinquish their placement before the onset of the next school year should notify the school office as soon as possible in order that a new applicant may fill the vacated position.

Children entering the Early Childhood Program must be 3 years old on or before September 1st of the current school year. Those entering Preschool must be 4 years old on or before September 1st of the current school year. Those entering Kindergarten must be 5 years old on or before September 1st of the current school year. Children entering First grade for the first time must be 6 years old on or before September 1st of the current school year.

Students may be required to take a readiness assessment before being considered for admittance.

Families must be up to date with tuition payments before their registration for the next school year is accepted. If tuition payments have not been paid in full, then their registration will be placed on the waiting list and that slot will then be opened for new students. It is the responsibility of each family to inform the school office and FACTS of any address change. Failure to disclose updated IEP information, educational evaluations, or withholding information will be grounds for dismissal.

Transfer

Students who withdraw will need record transfers and must make the request to the office. Records will not be transferred with outstanding debt. Families who registered during spring enrollment in February and are withdrawing students from June to the first day of school will be charged three months of tuition for the current school year. After the 1st day of school, tuition will be owed for six months. Once the 2nd semester has begun, no tuition will be refunded. The tuition for the remainder of the year will be due unless specific requests have been made and agreed upon with the pastor and principal.

Tuition

St. Francis of Assisi Church Parishioner Discount:

- Active, registered members of St. Francis Parish for at least one year
- These families must attend Mass every weekend and support the parish by using the church contribution envelopes or WeShare, which will verify Mass attendance regardless of the monetary contribution. If attendance and contributions are found not to be consistent, tuition rate will automatically be increased to the Non-Parishioner rate.

Tuition Rate for Non-Parishioners:

- Families who do not attend St. Francis of Assisi.

Financial aid is available. Applications are available from the office.

ASBESTOS INFORMATION

Rosary Catholic School is in compliance with the provisions set forth in the Asbestos Hazard Emergency Response Act (AHERA). The inspection for asbestos under this act has been completed, and the results are contained in the Management Plan that is in the school office for review at your convenience. Copies of the plan may be reproduced for a nominal charge.

ATTENDANCE

Students are expected to arrive on time for school. The school doors open at 8:10am. No students are allowed on campus before 7:45am. All students who arrive between 7:45am and 8:10am should immediately go to the gym where they will be supervised by faculty members and dismissed for classes at 8:10am. Students are not permitted to wait outside without a parent/guardian. Students arriving after 8:20am should report to the office and will be counted tardy. After three tardies, a fine of \$2.00 per tardy will be assessed. Parents can check the number of absences and tardies in FACTS.

Students may not leave the school campus without permission. Parents may sign their children out for lunch during the regularly scheduled lunch period through the school office. Parents may not check out students other than their own children without written permission.

If leaving early, students will be signed out through the school office only when the parents arrive. Students are dismissed at 3:15pm. Students who are not picked up by 3:30pm will be taken to Kids Club at the parents' expense.

Absences/Illness

Please notify the school office at 405/525-9272 by 10:30am if your child is going to be absent for any portion of the school day, including arriving late or checking out early. For the safety of students, if the office does not receive a call, a parent or guardian will be contacted. If your child is running a fever, throwing up, or is too sick to go out to recess, please keep them home. Your child must be fever free and symptom free without medication for 24 hours before returning to school. A student who is absent due to illness cannot attend any extra-curricular events that evening.

Parents are advised to schedule routine doctor and dental appointments before and after school or during holiday/vacations.

All Catholic schools in the Archdiocese of Oklahoma City are required to comply with the current compulsory attendance regulations as determined by the State of Oklahoma. This includes pre-kindergarten and kindergarten students (School Laws of Oklahoma, Section 229, 2002). According to state statute, students must be in attendance for 80% of the school year. A student that accumulates an excessive number of absences (10 or more per semester) is subject to retention or may be required to receive tutoring and/or attend summer school as a condition for promotion.

Make-up Work

Regardless of the reason for absence or tardiness, it is the student's responsibility to make up any work missed during the absence period. Teachers are not required to write advance lesson plans; therefore, students must request make-up work upon their return.

Tests missed due to absences will be taken on the day the student returns unless they were absent one or more days before the scheduled test date. Students will be given the number of absent days plus one additional day to complete make-up work. Projects and tests that have been previously scheduled do not fall under the make-up work guidelines. Students absent due to illness for an extended period should work out an agreement with the teachers about making up the missed work.

Middle School students will make up their tests with the Student Services Director at 7:45am. Please email the director and the classroom teacher to schedule your make up test. Make up tests must be completed during the same period as the make up work period.

AFTER SCHOOL CARE

Kids Club is open Monday through Friday from 3:15-6:00pm. Parents who have not signed their children up for the program but pick them up after 3:30pm will find them at Kids Club and will be charged for that Kids Club service time.

Children must be picked up by 6:00pm. There will be a late charge of \$1.00 for every minute that a child is left after 6:00pm.

The Kids Club Program is not open on the calendar days where the school is closed or has early dismissal.

Drop-ins are accepted by prior arrangement with the director. Students attending Kids Club must follow the same rules, policies, and procedures as they do during the school day. Additional information can be found in the Kids Club Information Packet.

CAFETERIA

The cafeteria serves breakfast from 7:45-8:10am and lunch during the school day. We participate in the National School Lunch Program and follow the guidelines for a healthy, well-balanced meal. Breakfast includes whole grains, fruits, protein, juice, and milk. Lunch consists of at least 2 oz. protein, several fruits, vegetables, whole grains, and 1/2 pint of milk. We also participate in the Farm to School program and use local fruits and vegetables as often as possible.

The Local Wellness Plan is on file in the school office and explains the yearly goals for improving wellness, including wise nutritional choices.

No soda can be brought into the school or cafeteria by the students.

Free and reduced meals are available for those who qualify. Families can apply for free and reduced lunch at any time during the school year as needs change. Confidentiality is maintained. Information regarding this program is available in the school office and in the cafeteria. It will also be sent home the first week of school.

Monthly menus are distributed to all students and are also available on our school website.

Parent volunteers are needed daily. Please email the director at khinojosa@rosaryschool.com with any questions.

Visitors are not allowed to eat in the cafeteria. If you wish to eat with your child, we ask that you check your child out through the office and take them out to lunch.

Meals must be paid using FACTS. Cash and checks will not be accepted.

Students may bring a birthday treat to share with their classmates. Please let the teacher know a day in advance if you are going to bring treats. We encourage students to bring cookies, brownies, donuts, or anything that doesn't have to be cut or have a lot of icing.

CARE OF BOOKS, EQUIPMENT, PERSONAL POSSESSIONS

To ensure a safe and orderly environment, the administration reserves the right to search and inspect any property on school premises or brought to school events.

Students are expected to take care of their textbooks and will have to replace damaged or lost books.

Writing on books, workbooks, notebooks, desks, walls, or learning materials is not acceptable. The cost of repair for any damage at school will be the responsibility of the child and/or parents. Liquid paper is not allowed at school. Students should respect the school grounds by not damaging plants or defacing the exterior of the buildings.

Cell Phones

Cell phones are to be turned into the classroom teacher upon arrival to homeroom and will be returned to the student at the end of the school day. If any emergency call is to be made, the office phone is available. Any cell phone found in the possession of a student during the school day will be given to the principal and returned to the parents/guardians. The second time a student is found with a cell phone, the student will be suspended for one day. The administration reserves the right to search a confiscated cell phone.

Smart Device Policy

Smart devices are not allowed. Smart devices include cell phones, smart watches, smart glasses, and any other device that can be used to communicate, access social media, and do internet-based searches. If a parent or guardian feels one is necessary for an after-school event, then it is to be turned into the classroom teacher upon arrival to school. It will be returned to the student at the end of the school day. Any electronic device, smart watch or smart glasses found in the possession of a student during the school day will be given to the principal and returned to the parents/guardians. The second time a student is found with an electronic device, smart watch or smart glasses, the student will be suspended for one day. The administration reserves the right to search a confiscated device.

Lockers

Middle School students will be assigned a locker in August. The lockers should be kept clean. Food, drinks, and lunches cannot be kept in the lockers. Students may only use magnets on the inside of the lockers. Teachers and staff may open lockers at any time.

Water Bottles

Students may bring a water bottle to school. Only water is allowed in the water bottle. Water bottles must have a spill proof lid, no straw, and be condensation free. No Stanley-style cups are permitted.

Collection of Monies

Any money sent to the school should be placed in a sealed envelope with the child's name, grade, the amount enclosed, and the purpose for which it was sent. Money may not be left in desks or any accessible place in the classroom. Students are discouraged from bringing large amounts of money to school and should only bring money necessary for lunch, field trips, etc.

CARPOOL PROCEDURES

Drop-off and pick-up procedures must be followed for the safety of everyone. Please refrain from using your cell phone in the carpool lanes. Be extremely cautious when driving on the school grounds. The speed limit is 5 MPH. Patience and cooperation in following the plan recommended by the Oklahoma City traffic engineer will result in a safe, organized, and quick drop-off/pick-up of our children.

- Cars must come in off of 18th and Indiana. Do not park on 19th Street. Do not use Kentucky (park or drive) at all.
- Cars will proceed west on 18th Street and pass beside the church.
- All cars enter the school grounds at the west entrance in front of St. Clare Park. You may not turn left into the parking lot from 3:00-3:30pm.
- In the morning, parents may park and walk their child into the building. If you are walking your child in, park along the fence. Parked cars will exit on 18th Street in front of the church.
 - Note: On Monday mornings, K-8th grade have Assembly in the Gym from 8:00-8:10. PreK3 and PreK4 students can enter the school through the main entrance; K-8th grade students will enter through the FLC doors.
- In the afternoon, parents will not be allowed to walk up unless you live in the neighborhood and have permission from the administration. If you are walking, please stand next to the statue of Jesus and wait for a teacher to greet you. All other parents must stay in their cars and follow the cones in the parking lot.
- Carpool cars should move along the lane of cones as the children are dropped off/picked up in front of the school/sidewalk. Crossing guards and teachers will assist the children.
- Carpool cars will exit on the drive to Virginia. This will offer a safe pick-up/drop-off and will assist our neighbors' access into their driveways.
- You may not drop off or pick up your child on 18th or 19th Streets or in the small parking lot southeast of school/church. The only place you may pick up your child from is the carpool line. This will ensure that every child is safe and checked out correctly.
- If your child walks home, you must fill out the permission slip prior to him/her walking home. The child must check out with administration before he/she leaves campus.
- If your child is checking out early or going home with another student, please notify the classroom teacher and the school office before 2:00pm.

THE CHILD ABUSE PREVENTION AND TREATMENT ACT

Rosary Catholic School abides by the Child Abuse Reporting and Prevention Act of 1974. This federal legislation requires teachers and coaches to identify children suspected of being abused and exempts those who report, investigate, or participate in judicial proceedings from any liability, civil or criminal, that might otherwise be imposed.

CHRISTIAN DUE PROCESS

All students are entitled to Christian Due Process. Any child who has been offended or hurt in a matter that requires reporting to a teacher or the principal will be treated in the following manner:

1. Children report what they feel has happened to them.
2. Children offending them report what was done in the presence of the offended person(s) and in the presence of the teacher or principal.
3. The teacher or principal, whose decision is final, acts as an impartial party and decides how the situation will be handled.

CODE OF CONDUCT

The faculty, staff, and administration are committed to helping the students develop self-discipline through guidance, patience, prayer, and understanding. Self-discipline requires that the students know what is expected in terms of attitudes, behavior, and performance and learn to accept responsibility for their own attitudes, behavior, and actions. Self-disciplined students demonstrate the ability to wait, delay impulsivity, and to choose to do what is right when no one is looking.

Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. The following principles will guide teachers and the administration in discipline situations:

- Students should be allowed to solve the problems they create in their own way, provided the solution does not make a problem for others.
- Students should learn that breaking the rules results in the loss of privileges.
- Students should face consequences instead of punishment whenever possible.
- Students should not see the adult as the source of their problems during a disciplinary action.
- Discipline should be considered an opportunity for personal growth rather than a bad thing that should never happen.

Off-Campus Behavior

The administration 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.

Expectations

Students need to be prepared for their best work at school, including:

- Getting needed sleep and nutrition to meet the demands of the educational program.
- Arriving on time to get prepared for morning class.
- Having homework completed on time.
- Abiding by the dress code.
- Abiding by the school and classroom procedures and rules.
- Avoiding any use of alcohol or drugs.
- Respecting the rights of others and avoiding peer pressure to do the wrong thing.

Respect

- Be honest, fair, and polite to teachers, parents, classmates, and self.

- Be kind to others.
- Be aware of others' right to a good name and reputation.
- Care for others' personal safety and property.
- Be respectful to adults and to other students.

Honesty

All students are required to submit their own work and not assist any other student by giving answers or allowing them to copy their work unless approved in advance. Procedures for addressing any violations will be distributed to students in grades 5-8, and teachers in lower grades will address any concerns that arise appropriate to that student.

COMMUNICATION

Rosary's website is www.rosaryschool.com. Parents will be notified via text and emails using FACTS Parent Alert. Rosary has a Google Calendar. You may access this calendar through our website. Rosary also has a Facebook® page, which includes timely information.

Class newsletters and "The Bulldog" (a school wide newsletter) will be sent via a FACTS email every week.

Online grades are available for grades 1-8 using FACTS. Parents and students may see their grades from homework, projects, tests, and quizzes.

PreK3-Kindergarten teachers will communicate with the parents using Classroom Dojo.

Students in grades 2-8 will use planners. The students are responsible for filling in their planners each day with assignments and tests. Parents need to review these daily.

CONCERNS

The principal of the school serves as the primary administrative leader under the direction of the pastor and follow Archdiocesan policies. The principal's responsibility is to lead the school and make sure all policies and procedures are followed. Any concerns should first be addressed to the teacher involved. If unsatisfied with the response, parents should contact the principal. The pastor should be contacted only as a last resort in the event that a satisfactory conclusion cannot be reached. Publishing derogatory comments about any student, parent, faculty member, or the Rosary community on social media or other forums will not be tolerated.

CURRICULUM

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

Rosary Catholic School offers a balanced academic curriculum that includes the following subjects in grades PreK3 through 8th grade:

Religion	Science	Art	Reading	Social Studies
Library	English	Computer	Physical Ed.	Spanish
Spelling	Math	Music	Handwriting	

Students in grades 6-8 participate in electives, which include a variety of subjects to learn. Preparation for the Sacraments of Reconciliation and First Communion takes place in 2nd grade.

Students also have opportunities to extend the challenge of the curriculum by participating in competitions such as a Spelling Bee, Science Fair, Speech Tournament, Children's Choir, and the Track Meet.

Assessment

- Kindergarten - 2nd: STAR Reading and Math tests
- Grades 3 - 8: NWEA Maps - two tests a year (one in the Fall and one in the Spring)
- Grades K - 8: Terra Nova Test (April)

Additional testing for students who may be experiencing academic or emotional difficulties may be required. This testing will help parents and teachers plan a learning program best suited to the needs of the student. It may be obtained through qualified, professional personnel at the parents' expense or at no cost through the public school district in which the student resides.

Grading Scales (1st through 8th grade)

Conduct/Study Habits

E - Excellent
G - Good
N - Needs Improvement
I - Improving
U - Unsatisfactory

Academic Areas

A 100-93 Excellent
B 92-85 Above Average
C 84-75 Average
D 74-69 Below Average
F 68-0 Failure

Online Grading

Grades are available through FACTS to parents/guardians and students. Please check any comments as well, which may include missing assignments and work quality. Grades will be updated at least once per week.

Homework

The purpose of homework is to develop organizational skills, review important concepts, and enrichment. It is the student's responsibility to see that any homework is completed on time and returned to school by the due date. Participation in outside activities cannot be an excuse for incomplete or missing assignments.

Keep in mind that individual children work at different rates of speed. Individual interests, capabilities, and backgrounds affect the time spent and the quality of the work.

Students may have homework every day. Your child's teacher will provide information regarding the general amount. If your child seems to be spending excessive time on homework or is not bringing work home, contact his/her teacher.

Honor Roll

Students in grades 6-8 qualify for the Pastor's Honor Roll by earning A(s) in all subjects. To qualify for Principal's Honor Roll, students in grades 6-8 must have A(s) and B(s) in all subjects.

Late Work

Late or missing assignments are subject to the late work policy. Students will receive a loss of points based on grade level the first day an assignment is missing. Late work is subject to a zero two school days after the assignment is entered in FACTS.

Student Progress

In addition to online grades through FACTS, report cards will be available online after the quarter ends.

Parent-Teacher Conferences are required during the first quarter to discuss your child's progress. Additional conferences may be arranged as the need arises. The fall conference serves as the first quarter PreK3 report card.

Parents should email the teacher to schedule a meeting. This will enable the teacher to gather pertinent information for the scheduled conference. Except in emergencies, it is unfair to expect teachers to hold impromptu conferences. Parents should never interrupt a class to talk to a teacher. Please do not contact teachers at home.

Summer School

Students who fail one or more core subjects will be required to complete a pre-approved credit recovery program. If a student fails more than two core subjects, he/she may be retained.

CUSTODY ISSUES AND OPEN RECORDS

If separated or divorced parents cannot agree on visitation and/or custody issues, and this disagreement unnecessarily involves Rosary Catholic School and creates disruption, the school may require parents to make other arrangements for the education of their child. It is better to have matters settled at the beginning of the school year than to wait for a conflict to arise. The school should not be used as a place for parental visitations.

In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child upon his/her request. If there is a court order specifying that there is no information to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

DISCIPLINE

Discipline is handled in an age-appropriate manner. Any serious or continued misbehavior will result in a conference with the student, teacher, parents, and principal.

In grades PreK3, PreK4 and Kindergarten, the child is redirected and a "time out" given, if necessary.

In grades 1-8, checkmarks are given for behavior problems. Checkmarks will be noted in FACTS. Natural consequences for a check mark may include loss of recess, silent lunch, cleaning cafeteria tables, or other consequences given at the teacher's discretion.

Suspension

If a student receives 4 checkmarks in a week or 2 in a day, the student may 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. Incurable 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.
 - a. The possession of a weapon or an illegal or controlled substance while on school property immediately becomes a police matter, with the student subject to immediate expulsion.
7. Vandalism, theft, or cheating
8. Infliction of or threatened physical injury to another person or to self
9. Verbal or physical harassment, bullying or threats
10. Internet or social media harassment or bullying of a Rosary student, staff or faculty member, CGSAA volunteer or school administration, or any behavior that is not conducive to our Christian behavior

A student under disciplinary suspension is not allowed to participate in any Rosary activity while under suspension.

Students who receive a suspension will earn up to 75% on all work.

Students who receive a suspension must complete all assignments missed during the period of suspension.

Expulsion/Exclusion

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal. Expulsion, the permanent termination of a student's enrollment, is a sanction that should be invoked rarely as a last resort for clear and serious cause. A student may be excluded from Rosary if it is found that the family is no longer in agreement with Rosary's philosophy.

The principal is the final recourse in all disciplinary situations.

EMERGENCY PROCEDURES

Safety is the number one priority at Rosary Catholic School. We utilize the Standard Response Protocol from the *I Love You Guys* Foundation. Our staff also utilize the RAVE notification system which quickly activates first responders according to the emergency. Our staff and students regularly practice procedures and drills. State Law requires that emergency drills be held at designated times throughout the school year.

Fire Drill Procedure

Children will exit to the designated area in silence. Once there, they will form lines perpendicular to the building and wait silently. The teacher will call roll.

Tornado Drill Procedure

Children will move in single file to the designated area in silence. Once there, they will sit with heads down and hands over their neck for protection as roll is called. Silence is expected throughout the drill.

Crisis Procedures

Students will practice lockdown procedures several times during the year in their classrooms and outside locations. If circumstances demand, a lockdown of the campus will be done, and the students will remain inside under faculty and staff care. If an evacuation from the school is necessary to an enclosed site, the students will be transferred to a predetermined off-site location. If evacuation is appropriate to an outdoor site, then the fire drill evacuation will be followed.

FIELD TRIPS

Field trips are scheduled as learning experiences during the school year to enhance the curriculum and expose our students to cultural opportunities, community service, resources of the community, and to enhance specific units being taught. These are privileges and may be limited to those students with satisfactory class work and self-discipline. Our goal is for every class to participate in at least one field trip throughout the year.

A field trip form must be signed by a parent/guardian for any field trip or off-campus educational program in which students leave school grounds. Students participating in a field trip are required to conform to the Rosary Catholic School Uniform Guidelines unless otherwise indicated. There are no exceptions to the written requirement.

An adequate number of parents must help chaperone the students. Drivers must complete the Archdiocesan Safe Environment program, which includes a background check, reference check, and completion of the Safe Environment training videos, and show proof of current and adequate insurance on their vehicles. All students must wear seat belts. Please follow the Oklahoma State Car Seat Law and provide a car seat if needed. No stops may be made en route to and from the designated field trip site. No children or siblings other than class members may accompany the field trip as it detracts from the supervision of the school children. Please do not ask the teacher to make exceptions. Under no circumstances can a parent take pictures of the students on a field trip and post them on any social networking site without the permission of the other parents. NO pictures may be posted during a field trip.

FUNDRAISING

Rosary Catholic School has scheduled fundraising projects. Oktoberfest and the Rosary School Auction are examples of fundraisers that Rosary Catholic School offers our school and parish families. No orders, products, or signatures may be solicited on the Rosary Catholic School campus without the approval of the school office.

GANG/CLUB ACTIVITY

It is the policy of Rosary Catholic School that membership in secret fraternities, sororities, other clubs, or gangs not sponsored by Rosary Catholic School, its established agencies and organizations, is prohibited.

The use of hand signals, graffiti, or the presence of an apparel, jewelry, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, and/or other attributes, are forbidden.

GRADUATION

Eighth grade students must have met all financial obligations by the end of the first semester to participate fully in the special events of graduation.

Graduation Dress Code

Graduation takes place as part of a religious ceremony, and certain dress indicates a respect for the Blessed Sacrament.

Mass and Graduation Dinner Attire -

Gentlemen: Collared shirt and slacks that are appropriate for Mass.

Ladies: Dress or slacks that are appropriate for Mass

Graduation Party

Rosary Catholic School does not host a graduation party. Eighth grade parents plan and chaperone this event. All adults must follow the Safe Environment code. No drinking of alcohol by adults or students will be tolerated.

HEALTH CONCERNS

Rosary Catholic School 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.

The school does not have the services of a school nurse. If a child has a temperature, is too ill to remain at school, or if he/she has been injured, the parents will be notified.

It is essential that the school be notified in case of contagious diseases. Students displaying symptoms of a contagious disease may be excluded from the school premises after the parents have been contacted. A statement from an attending physician or the State Health Department may be required for re-entry to the school. Please do not send your child to school until he/she is well enough to attend classes and has remained fever-free for 24 hours without medication.

Accidents

Even though Rosary strives to maintain a safe environment, accidents do happen. All accidents are documented. The parent is notified in the event of an injury where additional treatment may be necessary.

Because of possible allergic reactions, the school does not apply first aid lotions or sprays. All small cuts and scratches will be cleaned with soap and water and bandaged.

Bathroom Accidents

Due to Safe Environment codes, students enrolled at Rosary must be fully toilet trained. If a toileting accident occurs and a child is unable to independently clean and change themselves, a parent/guardian or authorized emergency contact will be required to come to school promptly to assist the child.

If bathroom accidents occur on a regular basis, a meeting with the administration and teacher will be set up to determine if the child is fully toilet trained.

Chicken Pox

If your child has chicken pox, he/she should not be back in school for 7 days from the time he/she is completely broken out. This is the minimum amount of time. The scabs should be completely crusted over and have no oozing or signs of infection.

Conjunctivitis/Pink Eye

Students with this illness must be on medication for 24 hours before returning to school.

Covid-19/Strep Throat

If an individual is diagnosed with Covid-19 or Strep Throat, they must stay home until they are fever free for 24 hours without the use of medication. Children with strep throat should be on an antibiotic for 24 hours as well as fever free for 24 hours before returning to school.

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.

Emergency Procedure Forms

An emergency procedure form is kept on file in the office. Please keep all information current in FACTS. Any allergies or health conditions such as asthma, diabetes, epilepsy, severe allergies, and procedures to follow in dealing with such conditions must be noted. It is the parent's responsibility to notify the school office and the child's teachers of any medical/physical problems of the child.

Exemption from Physical Education Class

Physical Education is an important part of the school curriculum. When a student is limited in the types of physical activities he/she is able to participate in, the parent should send a letter from the child's physician to the office.

First Aid

Minor accidents are taken care of in the office. In case of a serious accident, the office will contact the parents. If the parents cannot be reached, the emergency number on file will be used. If this number fails, the injured child will be taken to the hospital by ambulance accompanied by authorized school personnel.

Head Lice

Parents will be notified if a student is found to have lice. Parents/guardians are responsible to purchase the appropriate shampoo to rid the hair of lice and eggs. The student will not be allowed to return to school until all the lice have been removed and the possibility of infecting other students is gone. Students should not share hats, combs, coats, or other items that may encourage the spread of head lice. Contact your child's physician or the Oklahoma County Health Department for assistance in treating head lice.

HIV/AIDS

Rosary follows the Archdiocesan policy regarding HIV/AIDS. Copies of the policy are available by request through the school office in the Catholic School's Policies and Guideline's Handbook, #4000.4.

Illness

Students showing symptoms of illness are released to their parents or guardians. Symptoms may include fever, vomiting, rash, pink eye, lethargy, etc. We ask that you do not send your children to school when ill, and please wait until they are free of fever and symptoms without medication for at least 24 hours.

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 on the Department of Health Services website. 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.

Medication

Should a child need medication during the school day, prescription or non-prescription, a permission slip bearing instructions including the name of the medication, the amount to be dispensed, and at what time of the day it should be dispensed should be given to the school secretary. The medication will be kept in the office and given out only by authorized personnel. Rosary staff members are not permitted to dispense over the counter medications (aspirin, pain reducers, anti-inflammatory drugs, etc.) unless they were brought to the office in their original container with dated, written instructions from a parent or guardian. The school does not provide oral medication of any kind.

- Please do not send loose tablets in a zip-loc bag. This applies to all over-the-counter and prescription medicines.
- The medication must be brought to the school office to be dispensed according to the permission form. Do not send it to Kids Club or the homeroom teacher.

- If students need to keep inhalers with them, permission must be given by the administration and a letter must be on file signed by the physician and parent/guardian. Other than this exception, students may not medicate themselves with any oral medication at any time.
- A designated school employee/volunteer who administers medicine in accordance with specified guidelines shall not be liable for civil damages for any personal injuries incurred by the student which result from administering medicine. All staff members who administer prescribed medication will sign the name of student, medicine, date and time into the health book, found in the school office.

Meningococcal Meningitis

In accordance with the Oklahoma Senate Bill 1467, the Oklahoma Department of Health will distribute yearly information to all parents of students in grades 6-8. The information will include causes and symptoms of Meningococcal Meningitis and the availability, effectiveness and risks of vaccination. A copy is available in the school office.

This disease is a rare, but sometimes fatal disease caused by a bacterium called *Neisseria meningitides*. Teenagers and young adults aged 15-22 years are at increased risk because of behaviors that spread the disease. Vaccinations can prevent many types of meningococcal disease, but not all types. There are 2 vaccines available in the USA that protect against 4 out of 5 of the most common strains of the bacteria. Menactra or MCV4 is available for adolescents entering high school, college freshmen, and others at risk in this age group. Please contact the Health Department for more information.

HOME AND SCHOOL ASSOCIATION

The Home and School Association (HASA) is intended to be a group by which parents, teachers, pastor, and principal collaborate and develop a faith community. It is important for all parents to actively participate in HASA so that both home and school are united in their efforts to further the development of each individual student. HASA general meetings are held 3 times a year. HASA organizes fundraisers that benefit Rosary Catholic School.

HOUSES

Grades 5-8 will be involved with our program called Houses. Houses are designed for students to encourage, motivate, and offer a positive environment for their learning. A mixture of students from each grade level will be assigned to the Rosary Houses. House leaders work closely with the teachers to promote their fellow students to do their best to live the Rosary Catholic School mission. Each House has been given the name of a saint, and students will learn about the life of the saint that will be their model.

LIBRARY

It is each student's responsibility to return the books or materials to the library on time. If the book is not found by the end of the quarter, the student is expected to pay the replacement cost of the book. Students with books not returned will not have access to FACTS until their record is clear.

LITURGY and EXALT

Grades PreK4-8 attend weekly school Mass. It is considered the most important time that we spend together each week and provides the foundation for our school's mission. Attending Mass

as a school is one way that we form the faith community of our school. When a Holy Day of Obligation falls on a school day, the Mass might take place on that day instead. Each grade takes turns in preparing the liturgy. Parents are strongly encouraged and invited to attend Mass regularly with their children, however, school Mass will be closed to the public except for Holy Days of Obligation. If you would like to sit with your child/grandchild at Mass, please let the teacher know before Mass begins. Relatives of students may come to Mass, but must check in with Mrs. Harris, Mrs. Sanders, or Mrs. Carsey at the main entrance of the church. The relative must be on the Pick Up List in FACTS and present either a car tag or a photo ID. The church doors will be locked at 9:15am when Mass begins. No one will be admitted into the church after 9:15am. You may sit toward the back of the church behind the student body, and only your student is permitted to sit with you. Please limit bathroom breaks and other distractions during Mass. When Mass has ended, please walk your child back to his/her teacher before the class leaves the church.

Exalt

A musical and prayerful celebration, called "Exalt", will take place each month in an all-school assembly. Rosary students will be allowed to wear the red EXALT shirt and uniform bottoms on these days.

PARENT COOPERATION

Parents/guardians are the primary educators of their children, and Rosary 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 Parent/Student 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 Rosary Catholic School. Parents/guardians must sign the Diocesan Memorandum of Understanding prior to their child's attendance.

It is a privilege to work with the parents because we believe that parents are the primary educators of their children. Your personal relationship with God, with each other, and with the church community directly affects how your child relates to God and others. Since you have chosen to enter into a partnership with Rosary Catholic School, we trust you will be loyal to this commitment. As parents, we ask you to do the following:

- Actively support the religious and educational goals of the school.
- Obtain the necessary Safe Environment certification and volunteer.
- Support and cooperate with the disciplinary policy of the school.
- Treat teachers with respect and courtesy in discussing student problems.
- Provide students with the tools and equipment needed for their assignments.
- Actively participate in school activities and complete Time and Talent responsibilities.
- See that the student pays for any damaged or missing school property.
- Notify the school office and update FACTS with any changes of address or important phone numbers and any changes to the health of your child.

- Meet all financial obligations to the school.
- Complete and return to school any requested information promptly.
- Read school notes and newsletters and show interest in the student's total education.

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, including drop-off and pick-up, unless for an administration-approved activity. Administration approval is only intended for events in which the presence of animals 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/social event.

RECORDS REQUESTS

Prior to 8th grade, should parents consider a transfer to another school, written notification to the principal must be received before records are sent. Letters of recommendation will only be provided for those students completing the 8th grade. Rosary Catholic School will deny copies of records if the student has unpaid financial obligations to the school.

RETENTION RULES AND REGULATIONS

Retention and promotion decisions are made by the school based on a comprehensive review of the student's academic performance, developmental readiness, social-emotional growth, teacher recommendations, assessment data, and any other relevant information.

Parents/guardians will be informed of concerns regarding a student's progress and will be included in discussions throughout the decision-making process. The school may recommend additional testing, evaluations, interventions, or support services when appropriate.

While parent/guardian input is valued and carefully considered, the final decision regarding promotion or retention rests with the principal. In cases where a student's readiness for the next grade level remains uncertain, the principal may establish a probationary period, require additional assessments, or implement specific academic conditions before confirming placement.

If the parents/guardians disagree with the decisions made by the principal, he/she must state in writing that they do not accept the school's recommendation and that they accept responsibility for the outcome. The letter will be placed in the student's permanent file.

Should the same recommendation of retention be made in any subsequent year, the student must be retained in their current grade or placement in another educational setting (in another school) will be required.

Students, returning or new to the school, may not be placed or retained in the same grade level if having successfully completed the grade level already.

The school reserves the right to make all final decisions regarding grade placement and retention in accordance with its educational mission and its responsibility to provide an appropriate learning environment for each student.

SAFE ENVIRONMENT CERTIFICATION

A Safe Environment Certificate is required of every adult that will be involved with children. If you wish to help with field trips, classroom support, sports, scouts or any of the school events, you will need to obtain this certification. Please contact our Safe Environment Facilitator at 405/528-0485 to register and begin the training process.

ARCHDIOCESE OF OKLAHOMA CITY SEXUAL IDENTITY POLICY

According to foundational principles of the Catholic Church's teaching about human sexuality, Rosary 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, Rosary 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, Rosary understands some students experience distress or dissonance between their self-perception and what they understand as restrictive cultural norms or stereotypes. Rosary 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, Rosary Catholic 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, 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 his/her 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 accord 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.

SCOUTING

There is an active scouting program beginning with Daisies and Lion Cubs and continuing through Ambassador Girl Scouts and Life Scouts. Meetings are held at Rosary Catholic School. Please check with the school office for more information about our Scouting Programs.

SPECIAL OCCASIONS

Students celebrating a birthday may bring a small treat to school to be enjoyed during their lunch time. Please let the teacher know a day in advance if you are going to bring treats. We encourage students to bring cookies, brownies, donuts, or anything that doesn't have to be cut or have a lot of icing. Floral arrangements, balloons, and/or gifts should not be delivered to school for birthdays or other special occasions.

Invitations to parties may be distributed at school only if all of the students in a class receive one. If a child wishes to have a party without inviting the entire class, then the invitations can only be mailed out by the parents. Invitations may not be passed out at carpool.

The homeroom parents plan homeroom parties for special times of the year. Halloween, Christmas, and Mardi Gras parties are held in the classrooms. Parents may volunteer to help with these class parties. Under no circumstances can a parent take pictures of the students during a class party and post them on any social networking site without the permission of the parents. NO pictures may be posted during the class party.

SPORTS

Sports are coordinated by an Athletic Commission in coordination with the Administration. Volunteer parents coach the Rosary Catholic School teams. All coaches must complete the “Play Like A Championship” training. Contact the school for information. Students only are eligible to participate on our school’s athletic teams in a manner consistent with their biological sex. 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.

All Rosary Catholic School students play sports at their own risk.

Rosary offers a variety of sports activities for the students. K-8th grade play soccer and basketball. 4th-8th graders play volleyball. 1st-8th graders participate in track. 7th and 8th graders work with football as well as cheer programs offered through Mount Saint Mary High School and Bishop McGuinness High School.

A student's positive scholastic achievement and classroom attitude are essential for participation in Rosary extracurricular activities. A student who is suspended from school is not allowed to participate in any Rosary event while under suspension.

Under no circumstances can a parent take pictures of students during a sporting event and post them on any social networking site without the permission of the other parents.

Concession Stand Requirement

Every family will have to sign the Athletic Agreement prior to the season starting. Each family will be required to volunteer in the concession stand or will be charged a fee. The Athletic Agreement explains the requirements for each sport. Concession stand hours count toward Time and Talent requirements.

TECHNOLOGY

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, ethical formation, and 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.

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.

Video Surveillance and Access to Footage

To support the safety and security of students, staff, and visitors, the school may utilize video surveillance in designated areas of the campus. These recordings are the property of the school and are maintained in accordance with applicable laws and diocesan policies.

In order to protect the privacy of all students and staff, video footage will not be released to parents, guardians, or third parties. The school may review footage internally as part of safety, disciplinary, or administrative processes.

Footage may only be disclosed when required by law, such as in response to a valid subpoena, court order, or request from law enforcement. In limited circumstances, and at the sole discretion of the school administration, footage may be shared with appropriate parties when necessary to address serious incidents, while maintaining confidentiality to the greatest extent possible.

TELEPHONE

The office phone is a business phone, and students are permitted to use it only in case of emergency. Forgotten homework or athletic equipment, arrangements for after school visits with friends, etc., do not constitute emergencies.

TOBACCO, ALCOHOL, AND DRUG POLICY

The possession, use, or distribution of tobacco, alcohol, vapes, and illegal drugs are prohibited in the school or on the school grounds.

Tobacco use is prohibited anywhere on school property, 24 hours a day, 7 days a week, by any person. This policy extends to school-sponsored events, including those held off-campus.

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 students, even with a note from a medical professional. This policy is applicable to all student activities.

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

immediately. The principal shall immediately notify the superintendent of schools and a parent/legal guardian of the 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 1982, Sections 416, 422)

1. Students possessing, using, under the influence of, or distributing illegal/controlled substances or alcohol on campus or at a school activity will be taken to the office of the principal or an administrative officer delegated by the principal.
2. The parents/legal guardians will be called to take the student home.
3. The student is immediately suspended until both parents/guardians can come with the student and meet with the principal or an administrative officer designated by the principal.
4. At the meeting, the conditions for the student's readmission will be explained. The conditions could include the following:
 - The attendance of both parent and student at a Drug Education program;
 - Personal counseling for the student;
 - Family counseling, if this is indicated.
5. Students possessing, using, under the influence of, or distributing illegal/controlled substances, or alcohol on the school grounds or at a school activity for a second time may be expelled.

UNIFORM GUIDELINES

The Gospel calls the people of God to lead simple lives. In keeping with this, the dress code policy is intended to be a guideline by which students may dress in a respectful manner that reflects the importance of learning in their lives. Uniforms are a symbol that all children who attend this school are equal.

All clothing must be in good repair with no rips, tears, or noticeable wear and should fit properly (no oversized or undersized clothing may be worn). **Please mark all hats, coats, sweaters, etc., with your child's name.**

MASS UNIFORM FOR BOYS AND GIRLS

- PreK4-8th grade students will wear the white or light blue Oxford button down dress shirt with embroidered logo from Lands' End. These shirts are only available in our school shop on the Lands' End website.
- All students will wear the plaid tie from Lands' End.
- Girls in PreK4-4th that wear a jumper do not have to wear a tie or the embroidered shirt. They must wear a white or light blue collared shirt.
- The ties will be kept at school and worn just for Mass.
- Sweaters with the embroidered logo from Lands' End may be worn to Mass. No sweatshirts, fleece vests, or ¼ zips may be worn during Mass.

PreK 3-year-old class

Students may wear play clothes. They must wear closed toe tennis shoes. Please bring an extra set of clothes to leave at school for accidents.

GIRLS

Uniform jumpers/skirts:

PreK4-4th - Rosary plaid jumpers or skirts from Lands' End may be worn.

5th-8th - Rosary plaid skirts from Lands' End may be worn.

PreK4-8th - The hems of the jumper/skirt must be no shorter than 2 inches below the middle finger when standing up straight. Modesty shorts or leggings must be worn under all skirts/jumpers. If tights are worn,

the student must wear modesty shorts too. If the skirt is shorter than the required length, the student must wear leggings.

Polo style knit shirts: Shirts must be unadorned, solid white, navy blue, or light blue (PreK4- 8th grade), or light heather gray (5th-8th grade). They may be long sleeved or short sleeved and must be tucked in.

Blouses: Blouses must be Peter Pan or Oxford collared and may not have colored trim or brand logos on them. They must be tucked in.

Pants/shorts: Pants/shorts must be solid navy blue or dark khaki flat or pleated-front uniform slacks/shorts (Lands' End style and colors ONLY). They may not be oversized or undersized and must be worn at the waist (not hanging loose). No capris slacks may be worn. The shorts may be no shorter than 2 inches below the middle finger when standing up straight.

Socks: They must be solid black, gray, navy, or white and must be at a visible height. Socks must match.

Tights: Full length solid navy, black, or white tights/fitted leggings may be worn. Capris, sweats, or pajama pants are not allowed.

Undershirts: Undershirts must be solid navy or white.

Sweaters: Cardigans, pullovers, or vest style sweaters in solid navy or white may be worn over uniform shirts. Any sweater worn to Mass must be from Lands' End and have the school logo.

Rosary Sweatshirts/hoodies: Only Rosary sweatshirts/jackets/fleece vests that have the Chi Rho are allowed during the school day and must be worn over a uniform shirt. Students may also wear solid navy, black, or gray sweatshirts without any logos. Hoods must be down when inside the school buildings.

Shoes: Tennis shoes with laces and rubber soles must be worn. You must wear Velcro shoes unless able to tie your own shoes. Open toe or heel shoes are not permitted.

Belts: 2nd-8th graders must wear a solid navy, black, or brown belt with all pants and shorts. If a PreK4-1st grade student wants to wear a belt, they must follow the same guidelines.

Hair: Hair must be your own natural color. It must be clean and combed. Hairstyles may not be extreme in style. Hair may not hang in front of the eyes. Bows, ribbons, barrettes, or headbands must be solid white, blue, gray, black, or Rosary plaid. 7th-8th grade students may have natural colored highlights.

Jewelry/accessories: Earrings must be one set of studs. No hoops or dangle earrings will be permitted. One single simple necklace, bracelet, and ring may be worn. Alarms on watches must be silent. Smart watches are not permitted. No facial piercings or tattoos are allowed. Temporary tattoos should not be visible. Students may paint their natural nails any color with fingernail polish. Students may not have acrylic, dipped, or press on nails.

7th-8th grade girls may wear one set of stud earrings or baby hoops. Baby hoops are small enough that a pencil can not fit through the opening.

Makeup: Makeup should not be brought to school. Students will be asked to remove makeup that is not consistent with these guidelines:

PreK-6th grade - False eyelashes and makeup are not allowed.

7th and 8th grade girls may wear foundation and black mascara only. False eyelashes are not allowed.

BOYS

Polo style knit shirts: Shirts must be unadorned, solid white, navy blue, or light blue (PreK-8th grade), or light heather gray (5th-8th grade). They may be long sleeved or short sleeved and must be tucked in.

Pants/shorts: Pants/shorts must be solid navy blue or dark khaki flat or pleated-front uniform slacks/shorts (Lands' End style and colors ONLY). They may not be oversized or undersized and must be worn at the waist (not hanging loose). No capris slacks may be worn. The shorts may be no shorter than 2 inches below the middle finger when standing up straight.

Socks: They must be solid black, gray, navy, or white and must be at a visible height. Socks must match.

Undershirts: Undershirts must be solid navy or white.

Sweaters: Cardigans, pullovers, or vest style sweaters in solid navy or white may be worn over uniform shirts. Any sweater worn to Mass must be from Lands' End and have the school logo.

Rosary Sweatshirts/hoodies: Only Rosary sweatshirts/jackets/fleece vests that have the Chi Rho are allowed during the school day and must be worn over a uniform shirt. Students may also wear solid navy, black, or gray sweatshirts without any logos. Hoods must be down when inside the school buildings.

Shoes: Tennis shoes with laces and rubber soles must be worn. You must wear Velcro shoes unless able to tie your own shoes. Open toe or heel shoes are not permitted.

Belts: 2nd-8th graders must wear a solid navy, black, or brown belt with all pants and shorts. If a PreK4-1st grade student wants to wear a belt, they must follow the same guidelines.

Hair: Hair must be your own natural color. It must be clean and combed. Hairstyles may not be extreme in style. Hair may not hang in front of the eyes. No facial hair is allowed. 7th-8th grade students may have natural colored highlights.

Jewelry/accessories: A single simple necklace, bracelet, and ring may be worn. Alarms on watches must be silent. Smart watches are not permitted. No piercings or tattoos are allowed. Temporary tattoos should not be visible. No fingernail polish or makeup is allowed.

Uniform Supplier

All uniform items are available through Lands' End. The website is www.landsend.com. Follow the directions on their website to find the school's webpage. Our school code is 900186008. Ties, plaid jumpers, and skirts must be ordered through Lands' End Uniform Company. You may purchase the pants/shorts at any store as long as they fit the guidelines.

Out of Uniform Days

Occasionally, Rosary will have out of uniform days. Unless stated otherwise, students may wear a Rosary shirt, traditional blue jeans (no ripped jeans), athletic shorts, uniform shoes, and socks. If athletic shorts are worn, they must be uniform length. If the shorts are not uniform length, the student must wear leggings. Leggings by themselves are not permitted. For 5th-8th graders on House Shirt Days, you may wear your House shirt and uniform bottoms with uniform socks and shoes.

Spirit Day every Friday

Every Friday we will have Spirit Day. The students may wear uniform bottoms and any Rosary spirit shirt. Students must wear uniform shoes and socks. On Spirit Days, Exalt Days, and House Shirt days, only Rosary sweatshirts or sweaters may be worn in the school.

Scouts

Boy and Girl Scouts may wear the official DRESS scouting shirts with uniform bottoms on meeting days. No jeans are allowed.

School Sponsored Events

In keeping with the Catholic mission and identity of Rosary 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. Guests of Rosary Catholic School students are subject to the same Uniform Guidelines, rules, and regulations that govern the student body during the school day or at school-sponsored events, both on and off campus.

VISITORS AND VOLUNTEERS

In order to maintain a productive learning atmosphere at all times, parents, volunteers, or other visitors must always check in at the school office. Please do not disturb the classrooms while class is in session. Forgotten books, lunches, etc., may be left at the school office, and they will be delivered to your child. Make sure that your child's name is on the item.

All volunteers who interact with children and youth must complete the Archdiocesan Safe Environment program, which includes a background check, reference check, and completion of the Safe Environment training videos.

Time and Talent Hours

Every Rosary Catholic School family is expected to volunteer 20 hours a year (10 hours/parent). There are numerous opportunities to complete these hours. Each family is responsible for documenting their hours in FACTS. A fee of \$20 per hour applies if hours are not met. The hours are due by May 15th.

WEATHER CONDITIONS/ SCHOOL CLOSING

Should it be necessary for Rosary Catholic School to close due to snow, ice, or any other severe weather the following will go into effect:

When the decision is made, it will be announced via FACTS Parent Alert and via the Oklahoma City Media. Listen to the following television and radio stations if it becomes necessary to close school or start later than normal:

- KWTW Channel 9
- KOCO Channel 5
- KFOR Channel 4

Every effort will be made to keep a normal schedule. Students who are late will not be counted tardy or absent due to weather conditions. We ask that you notify the school if you are having a problem with conditions; your safety and the well-being of our students is important to us. If early dismissal is warranted, we will make every attempt to reach parents or to notify the media of dismissal. Parents may pick up their students early if deemed necessary for their safety.

When Rosary Catholic School is closed and traveler's advisory warnings have been issued due to inclement weather, all Rosary Catholic School sponsored activities, clubs, gatherings, meetings, practices and performances at the school, gym, parish hall, Eichhoff building or Meerschaert building scheduled for that school day will be canceled. If the traveler's advisory warning has been lifted after school hours, then events may proceed.

ARCHDIOCESE OF OKLAHOMA CITY HARASSMENT AND BULLYING POLICY

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, made seriously or in jest, will not be tolerated. Harassment, intimidation, and bullying means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's 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. Public displays of affection will not be allowed. Hazing of any type is prohibited towards any student or student group who attends Rosary Catholic School. Hazing conducted by students, coaches, or faculty may result in disciplinary actions or separation from the school.

Social Media Use

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 Rosary Catholic School student and will be addressed.

Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy And Grievance Procedure with Complaint Form

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.

Rosary 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: Kim Young

Address: 1919 NW 18th St., Oklahoma City, OK 73106

Telephone Number: 405-525-9272

Email address: kyoung@stfrancisokc.com

Designated Coordinators will be responsible for:

1. Ensuring compliance with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations in a manner consistent with Catholic teaching.
2. 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.
3. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
4. 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.
5. Overseeing discrimination complaints.
6. Referring all sexual assault or harassment complaints to designated external third-party investigator for investigation.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. Recommending changes to this policy and grievance procedure.
13. Performing other duties as assigned.
14. 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 online at www.rosaryschool.com/information/parentstudenthandbook. Further, this policy is referenced 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. Anti-Harassment

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 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 a 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 decision makers 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 an 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 reach 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 Kim Young, Parish office. 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 Kim Young, Parish office. 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.

Appendix A

Definitions

Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo:
 1. an employee of the school/district, who
 2. conditions the provision of an aid, benefit, or service of the school/district,
 3. on an individual's participation in unwelcome sexual conduct.
2. Sexual Harassment:
 1. unwelcome conduct,
 2. determined by a reasonable person,
 3. to be so severe, and
 4. pervasive, and,
 5. objectively offensive,
 6. that it effectively denies a person equal access to the school's/district's education program or activity.
3. Sexual assault:
 1. an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

2. This includes any sexual act, including rape, sodomy, sexual assault with an object, or fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
4. Non-Forcible Sex Offenses:
 1. Incest:
 1. Non-forcible sexual intercourse,
 2. between persons who are related to each other,
 3. within the degrees wherein marriage is prohibited by Oklahoma law.
 2. Statutory Rape:
 1. Non-forcible sexual intercourse,
 2. with a person who is under the statutory age of consent of 16.
 3. Dating Violence:
 1. Violence,
 2. committed by a person,
 3. who is in or has been in a social relationship of a romantic or intimate nature with the victim; and
 4. where the existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 5. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 6. Dating violence does not include acts covered under the definition of domestic violence.
 4. Domestic Violence:
 1. Felony or misdemeanor crimes of violence
 2. committed by a current or former spouse or intimate partner of the victim,
or
 3. by a person with whom the victim shares a child in common, or
 4. by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, or
 5. by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma or

6. by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Oklahoma.
5. Stalking:
 1. engaging in a course of conduct,
 2. directed at a specific person,
 3. that would cause a reasonable person to
 1. fear for the person's safety or the safety of others or
 2. Suffer substantial emotional distress.
 4. Stalking includes cyber-stalking.



Discrimination, Anti-Harassment, and Anti-Retaliation Complaint Form

PURPOSE: The purpose of this complaint form is to gather the essential basic facts of alleged actions or misconduct involving complaints based on sex discrimination, including complaints of sexual harassment or sexual violence, in violation of the prohibitions in the Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy. This form is used so any complaints can be resolved as expediently and appropriately as possible. This form only applies to complaints involving complaints of sex discrimination, including complaints of sexual harassment or sexual violence covered by the Anti-Discrimination, Anti-Harassment, Anti-Retaliation Policy and Grievance Procedure.

INSTRUCTIONS: Individuals alleging sex discrimination, including complaints of sexual harassment or sexual violence, or retaliation in violation of the Anti-Discrimination, Anti-Harassment, Anti-Retaliation Policy and Grievance Procedure and requesting review are required to complete this form and submit it to the appropriate administrator as soon as possible after the occurrence of the alleged discrimination or retaliation:

Contact our Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy Coordinator:

Name: Kim Young

Email: sfaokc.safeenv@gmail.com

Phone: 405-525-9272

1. Name of Complainant:

Contact information:

Student Grade:

Employee Job Title and Office Location:

2. Today's Date: _____

3. Nature of Grievance:

Please describe the action you believe may be sex discrimination or retaliation, including complaints of sexual harassment or sexual violence, in violation of the Anti-Discrimination, Anti-Harassment, Anti-Retaliation Policy and identify with reasonable particularity any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

4. When did the actions described above occur?

5. Are there any witnesses to this matter? (Please circle) Yes No

If yes, please identify the witnesses:

6. Did you discuss this matter with any of the witnesses identified in Item 4?

(Please circle) Yes No

If yes, please identify: Person to whom you have spoken: _____

Date: _____

Method of communication:

7. Have you spoken to any administrator(s) or other school employee(s) about this

matter? (Please circle) Yes No

If yes, please identify: Person to whom you have spoken: _____

Date: _____

Method of communication:

8. Please describe the result of the discussion(s) identified in Item 6:

PLEASE ATTACH ANY STATEMENTS, NAMES OF WITNESSES, REPORTS, OR

OTHER DOCUMENTS WHICH YOU FEEL ARE RELEVANT TO YOUR COMPLAINT.

I certify that the foregoing information is true and correct.

Print Name

Signature

Date