

Parent & Student Handbook 2025-2026



ST. JOHN OF NEPOMUK
CATHOLIC CHURCH & SCHOOL

Where Faith & Knowledge Meet

Saint John Nepomuk Catholic School

600 Garth Brooks Boulevard

Yukon, OK 73099

Phone: 405-354-2509 Fax: 405-354-8192

Dear Parents and Students,

Welcome to Saint John Nepomuk Catholic School! In choosing Saint John Nepomuk Catholic School, you have demonstrated a commitment to the values and philosophy of our Church community.

We have prepared this handbook for you as a guide to our school and its facilities and as a reference for information pertaining to the student programs and activities. In addition, the official policies and procedures relating to the responsibilities shared by the students, parents/guardians, and school are included. These are an outgrowth of the general policies established with the guidance of the School Advisory Council in accordance with the Archdiocese of Oklahoma City Catholic School Office guidelines.

Please read this book together with your child. The handbook serves as a contract between Saint John Nepomuk and the parent and student.

It is a challenge to provide an environment that meets the goals of Catholic education and to enable a child to reach his/her full potential. Our goal at St. John Nepomuk is to meet this challenge. Best wishes for a happy and successful school year.

Yours in Christ,

George Meiwes,

Rev. John Metzinger,

Principal

Pastor

The information in this handbook follows the *Archdiocese of Oklahoma City Catholic School Policies and Guidelines Handbook* and *Oklahoma School Law*. The administrative rules and procedures that follow are intended to be fair and reasonable. The Principal, in consultation with the Pastor and Faculty, reserves the right to amend this Handbook at any time. Notice of amendments will be communicated in writing to parents and guardians. Copies of the *Archdiocese of Oklahoma City Catholic School Policies and Guidelines Handbook*, as well as *Oklahoma School Law*, are available for review in the school office.

SJNCS

is in compliance with the Asbestos Hazard Emergency Act of 1986 which requires schools to be inspected for asbestos and a management plan is written as documentation. A copy of the plan is available in the school office for review.

History of Saint John Nepomuk Catholic School 1953-2020

Saint John Nepomuk Catholic Parish dates back to 1889 and a small Indian Territory community called Frisco. The town of Yukon was founded in 1892 but Saint John's Parish had its beginning with the Catholic community of Frisco.

On April 26, 1952, Father F. Meis was appointed resident pastor of Saint John Nepomuk. It was under Father Meis' inspiration that parishioners began seriously considering opening a parochial school. Groundbreaking for the new school took place on October 13, 1952. Just one year later, Bishop Eugene McGuinness dedicated the new school building at 8th and Oak in Yukon, Oklahoma.

School opened on September 1, 1953 with 50 children enrolled in grades first through sixth. It was a four-classroom school staffed by two Carmelite Sisters from Villa Teresa, Oklahoma City. Sister Helena Heinly, CST was the first principal of the new Saint John Nepomuk Catholic School. The Carmelite Sisters from Villa Teresa served Saint John's from 1953 to the summer of 1989. Sister Maria Francesca Forst was the last Carmelite Sister to serve as Principal of Saint John in 1988-1989.

Father James Ross became pastor in 1956. It was during this pastorate that Saint John School graduated its first eighth grade class of five students.

Just as the parish outgrew its first church and a newer and bigger structure was dedicated on May 16, 1961, the school outgrew its first home as well. The present school structure, cafeteria and parish offices were completed in 1963. Sister Imelda, CST was the first principal in the new school, which stands at 600 South Garth Brooks Boulevard in Yukon, Oklahoma.

During the 1961-1962 school year, a Parish Board of Education was established. It was learned that Saint John had the first Catholic Parochial School Board ever to exist in the United States. During the 1960's, children from St. Joseph's Orphanage in Bethany, Oklahoma were bussed to Saint John's for classes. After the Orphanage was moved across Oklahoma City enrollment dropped. 1968 was the last eighth grade graduation class until 1999-2000. During the 1998-1999 school year, Saint John again began seventh grade with eighth grade to open the following year.

Once again the school and parish outgrew their facilities and more room was needed. Ground was broken the summer of 1998 to begin construction of the new Parish Activity Center which housed a gym, large parish meeting room, conference room, youth room, Knights of Columbus room and eight classrooms.

The 2003-2004 school year saw the celebration of Saint John's 50th anniversary and plans to remodel the school cafeteria and Parish Activity Center to better fit the needs of the parish and school.

The summer of 2004 brought wonderful improvements to the Saint John facility. The west end of the PAC building underwent a transformation to become a new commercial kitchen. The

former cafeteria and gym were brought to new life as Marian Hall, the new parish hall. The elementary building upgraded security by enclosing the school's main hallway, as well as the breezeway connecting the two buildings, plus the addition of new bathrooms for the students at the north end of the building.

Beginning with the 2004-2005 school year, Saint John experienced its newest addition to the school, a full-day, five days a week Pre-Kindergarten program for four-year old students.

The sounds of construction could be heard once again during the summer of 2005. This time the school would see the merging of its library and computer lab into a true Media Center housed on the second floor of the PAC building. Due to the success of the 2004 and 2005 auctions, the completion of this space was ready for the 2005-2006 school year, complete with a significant technology upgrade that included the purchase of over 50 new PC's for the media center and classrooms.

The 2005-2006 school year saw the return of a hot lunch program prepared on the school grounds and a \$10,000 mobile classroom prize package that included a cart and laptop computers won from a contest sponsored by Dell and Microsoft.

During the 2008-2009 school year, Saint John welcomed the return of three-year old students. The students attended class in the elementary building for a full-day, five days a week program.

2016 brought an exciting new technology initiative to Saint John. Each student in middle school was supplied with a laptop computer to use throughout the school day. Our elementary students also shared in this new technology by having a laptop cart with 24 computers and a printer for use at any time. This ensured that students at Saint John would be equipped with the experiences in technology that are necessary to be successful in high school and beyond.

2017 ushered in a passion and commitment to wellness for our beloved school. The inaugural Falcon 5K & Fun Run occurred on September 30, 2017. We cheered on over 300 runners through Yukon on our certified and sanctioned course. Saint John School also received the designation of a Certified Healthy School in the state of Oklahoma in 2017.

2018 saw the largest Capital Campaign to date for our parish and school. In just a few short months, funds were pledged to the One Church, Many Disciples Campaign in the Archdiocese of Oklahoma City, and we surpassed our local fundraising goal for a new meeting space that would serve as the parish and school tornado shelter.

The fall of 2019 brought excitement to St. John Nepomuk parish and school with a new playground funded through the generous support of those attending our parish and school auction.

November 2020 marked the completion of our St. John Discipleship Center. The building houses a first-floor meeting space that serves as a FEMA approved tornado shelter and brand new, second-floor middle school classrooms. The additional space allowed the school to add another pre-k 3 program in the fall of 2020. Planning has begun on a new outdoor classroom facility between the lower elementary hallway and the church office which will provide all students with many hands-on learning opportunities.

Mission Statement of Saint John Nepomuk Catholic School

As a Catholic community of faith, the mission of Saint John Nepomuk Catholic School is to model the gospel teachings of Jesus Christ and the principles of the Catholic Church. We are committed to the education and development of life-long learners and leaders.

Philosophy of Saint John Nepomuk Catholic School

Saint John Nepomuk Catholic School offers many opportunities for each student to grow spiritually, intellectually, emotionally, physically and socially. The primary purpose of our educational program is to prepare our children for life in a changing society. Together our administration, staff, parish, School Advisory Council and parents/guardians foster the growth of every child and provide opportunities for them to succeed to their highest potential as just, good, respectful, trustworthy Christian students. At Saint John's we are firmly committed to instilling the teachings of Christ to our students. It is our intent that our children will hear the word of God and live it in the church, family and community by Christ-like service whenever possible.

MISSION INTEGRITY

St. John Nepomuk welcomes students of all faith backgrounds. St. John Nepomuk takes seriously its responsibility to teach Catholic faith and morals in all fullness. Therefore, St. John Nepomuk promotes and fosters the teaching and values of the Catholic Church as professed by the Magisterium of the Catholic Church and articulated in the Catechism of the Catholic Church, including teaching documents and guiding principles issued by the local ordinary. [Catechism of the Catholic Church \(usccb.org\)](http://www.usccb.org/catechism).

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

Accreditation

Saint John Nepomuk 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 teaching certificates. The Archdiocesan Office of Religious Education further certifies teachers of religion. In addition, the school meets the standards and policies of the Archdiocese of Oklahoma City Catholic School Office and the School Advisory Council.

ACADEMIC NEEDS

St. John Nepomuk 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 teaching.

Administration

The pastor, under the authority of the Archbishop, is the primary spiritual leader of the parish of which the school is a part. The pastor delegates the administration of the school to the principal who administers the school in accordance with Archdiocesan, state, and school advisory council policies and guidelines. The principal is the administrative, instructional, and faith leader of the school, responsible for the day to day physical and fiscal operations of the school; the education and well-being of the children; for communicating to the parents and parish the successes and needs of the school; and for the hiring of teachers and assisting in their spiritual and instructional growth. The role of assistant principal was established for the purpose/s of providing complex administrative and secretarial support to the principal; overseeing the day to day school office activities and assisting the principal in administrative details; monitoring assigned activities; and providing information, recommendations, and/or direction as may be requested by principal.

Admission Information

NON-DISCRIMINATION POLICY and RESERVED RIGHTS

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

Students are expected to treat each member of our school community with respect, including, but not limited to, showing respect for their cultural, ethnic and religious heritage. Any student who degrades, harasses or insults another with ethnic, sexual or religious slurs, intimidation, gestures, language or comments will face appropriate consequences.

As Roman Catholics dedicated to the God-given dignity of every human being, St. John Nepomuk Catholic School does not discriminate on the basis of race, color, sex, ethnicity, national origin, or disability in the administration of its educational policies, or athletic and other school-administered programs, including student admission. Since Saint John Nepomuk is a religiously oriented school for the Catholic community of Saint John Nepomuk Catholic Church, preference is given to members of the parish and/or those employed with Saint John school and parish. After our own community is served, we accept students from other parishes. Members of other creeds are welcomed when the needs of the Catholic community have been met.

Admission Policy

- ❖ The parents/guardian of a student admitted to Saint John Nepomuk Catholic School must subscribe to the school's philosophy and agree to abide by the policies and regulations of the school and the Archdiocese.
- ❖ Enrollment priority is given in the following order on a weekly basis:
 - Children who are currently enrolled at Saint John Nepomuk Catholic School, students who are enrolled in St. John Nepomuk's Mothers Day Out and employees of Saint John Nepomuk school or parish.
 - Siblings of currently enrolled students who meet the age requirement.
 - Children of parents who are registered, active members of Saint John Nepomuk Parish.
 - Catholic students from other parishes.
 - If space allows, all other students meeting admission criteria will be considered for enrollment.
- ❖ Once the enrollment period opens, it is ongoing. Applications will be processed on a first come, first serve basis as long as the student(s) meets the admissions criteria. Upon receipt of enrollment, the administration will determine acceptance. An email will be sent confirming this enrollment on FACTS.
- ❖ Class size capacities are as follows : Pre-k 3 is 15 students; Pre-k 4 is 20 students; kindergarten is 22 students; 1st-8th grades are limited to 24 students per class. Once a class is at capacity, a waiting list is created to fill seats as they are available.
- ❖ Student information taken prior to the opening of the enrollment period for future school years does not hold a spot on a "waiting list," but serves as a point of contact to share information about the start of enrollment periods and other school information.
- ❖ No student shall be admitted unconditionally to Saint John Nepomuk Catholic School unless he/she has a reasonable, well-founded hope of successfully completing the school's program. In doubtful cases, a student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.
- ❖ Students shall not be denied admission to Saint John Nepomuk because of physical or academic handicap unless this handicap seriously impairs the students' ability to successfully complete the school's academic program, or unless Saint John Nepomuk cannot provide sufficient physical or educational care for the handicapped child.
- ❖ Currently enrolled students may not enroll for the following school year if there is a financial balance on the account. Enrollment for the new school year is not final until the balance from the previous school year is paid in full. Currently attending students who do not enroll for the new school year during the current student enrollment period are not guaranteed a space.
- ❖ Saint John Nepomuk Catholic School reserves the right and may screen new students in pre-school, kindergarten and first grade to determine readiness of the students for the enrolled grade. Testing in academic areas may be held for new incoming students in Grades 2-8 as well.
- ❖ Saint John Nepomuk does not typically accept transfer students in the eighth grade. Exceptions may be given for students transferring from another Catholic school on a case by case basis.

ARCHDIOCESE OF OKLAHOMA CITY SEXUAL IDENTITY POLICY

According to foundational principles of the Catholic Church's teaching about human sexuality, St. John Nepomuk 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, St. John Nepomuk 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, St. John Nepomuk, understands some students experience distress or dissonance between their self-perception and what they understand as restrictive cultural norms or stereotypes. St. John Nepomuk 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, St. John Nepomuk 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 or of secondary sex characteristics, or surgeries designed to create secondary sex characteristics of the opposite sex). Because the process of a "gender transition" involves the rejection of the body as gift, the student who has begun to transition has chosen a path at odds with their integral human and God-given identity. Since the mission and identity of the Catholic school is to share and develop this holy and holistic view of the human persons, students and parents who profess or promote an alternate vision of the human person are choosing not to remain enrolled.

In 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.

Age Requirements

- Children must be 3 years of age on or before August 10th for admission into Pre-Kindergarten (3).
- Children must be 4 years of age on or before September 1 for admission into Pre-Kindergarten (4).
- Children must be 5 years of age on or before September 1 for admission into Kindergarten.
- Children must be 6 years of age on or before September 1 for admission into First grade.

Record Requirements

1. The child's birth certificate or some other legal verification of the child's birth date
2. Notification and documentation of special health needs
3. Sacramental records
4. An up-to-date immunization record

Immunization

The state of Oklahoma requires evidence of adequate immunization records before any child may be enrolled in any school in Oklahoma. Immunizations required by state law (11-12 SY) are:

Pre-K (3 & 4)

4 DTP\DtaP\Td
3 Polio
1 MMR
3 Hepatitis B
2 Hepatitis A
1 Chickenpox (Varicella)

K-8th grade

5 DTP\DtaP\Td (7- grade only – 1 Tdap booster)
4 Polio
2 MMR
2-3 Hepatitis B
2 Hepatitis A
1 Chickenpox (Varicella)

Immunizations are required for all **NEW** students for the **2025-2026** school year. Families with continuous enrollment in the Archdiocese of Oklahoma City prior to the 2016-2017 school year are accepted with their current immunization status.

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 student who fails to present the required evidence shall not be accepted for enrollment.

The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Oklahoma.

Procedures for a Child Needing a Medical Exemption (or for students of continuously enrolled families prior to 2016-2017 school year).

Parents are required to submit a waiver request for immunization exemptions in writing (Oklahoma Department of Health Form #216A). Parents are referred to schools to obtain the forms. A physician must sign medical exemptions. Parents should then return the entire form to the school. School officials must review the form to ensure that it has been properly completed, is legible, and signed. A copy of the form or statement must be kept on file in the student's cumulative record and a copy must be sent to the Immunization Service for approval.

Parents should be informed that their child might be excluded from school in the event of an outbreak of a disease for which their child is exempted.

Each exemption submitted to the Immunization Service is reviewed for validity and accuracy. If the exemption is determined to be invalid, the form or statement will be returned to the school along with a letter explaining the reason why the exemption is invalid. If the exemption is valid the form is returned to the school marked with an approval stamp. The Immunization Service does not keep a copy of the exemption certificate.

Oklahoma's immunization law does not require a new exemption form to be filed every year. It is the policy of the Immunization Service to accept exemption forms filed when the child entered the school system. Exemption forms should accompany children when they transfer between schools. Schools should not keep the exemption form of a transferring student. If a student transfers into Oklahoma schools from another state, an exemption form must be completed to comply with Oklahoma law. If an exemption form has been misplaced, a new form should be completed, but if an exemption form is on file, an additional form is not needed unless vaccine requirements change for the grade level of the child, such as when new vaccines are added for students entering the 7th grade to which the student does not have a previous exemption.

If a parent needs a copy of a previously filed exemption form, they must obtain it from the school. If a copy of the original exemption is not available, the parent must complete a new form. The Immunization Service does not provide copies of previously filed exemption forms for parents.

The exemption process must be completed, approved and on file at the school prior to the first day of school or students will not be admitted.

*See Dignitas Personae from the Congregation for the Doctrine of the Faith

Transfer Students

Before a prospective transfer student is admitted:

1. The parent/guardian shall supply the school with complete permanent records from the school the student last attended. These must include immunization records, grades, standardized test results, information concerning special educational and/or other educational information that might be available on the child.
2. The principal may obtain a verbal and/or written recommendation regarding the student's academic/behavioral history from the previous school administration.
3. After evaluating the information received and discussing this with the classroom teacher to whom the child would be assigned, the principal will determine if both the educational needs of the student can be met by the services available and if the presence of the prospective student will be an asset to the present school clients and school program.
4. Admission is on a probationary basis for a period of 6 weeks, which may be extended if necessary. The student is expected to be in compliance with the regulations as stated in this handbook, as well as, the academic and behavioral regulations set forth by the classroom teacher.

Financial Policy

Saint John Nepomuk School is a non-tax supported school and is governed by contract. Financial obligations to the school are legally binding. All financial obligations must be paid in a timely manner.

Financial Rates

- ❖ Non-Parishioner Rates- Families who do not attend St. John Nepomuk Catholic Church.
- ❖ Parishioner Rate – In order to receive the Parishioner Rate, you must be a registered member of Saint John Nepomuk Parish and attend Sunday Mass regularly. The participation of those receiving this rate will be reviewed by the Pastor periodically to verify that those in this tuition category continue to qualify for this reduced rate.

In order to verify that you are attending Mass every Sunday at St. John Nepomuk, you will be required to use your parish envelopes or a written check. DO NOT PUT CASH INTO COLLECTION BASKETS. The use of your envelopes and/or check will be used verify your attendance. An empty envelope or paper labeled with a family name can be placed in the basket for attendance purposes.

If you know that 25% of the time you will be attending Mass at another parish, you must submit a letter to the principal stating the reason that you are unable to attend Mass every Sunday at St. John Nepomuk. Keep in mind that Sunday Mass attendance is an obligation and a precept of the Church. If attending mass at another parish for your weekend obligation, please return a bulletin from the parish you attended, and your attendance will be recorded in our records.

If you are not prepared to accept these requirements, you always have the option to pay the non-parishioner tuition rate, for which your contributions or attendance will not be monitored.

REGISTRATION FEE: The registration fee is non-refundable and applies to all grade levels. The balance will be due by May 10th^m. The registration fee is per student.

TUITION: A current tuition schedule is available at the school office. Tuition and fees are determined each year by the School Advisory Council, Parish Finance Committee and the Parish Council. Refunds on tuition amounts are not prorated by the month in the event that a student withdraws from school.

A RETURN FEE OF \$35.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENTS OR RETURNED CHECKS SUBMITTED TO THE SCHOOL OFFICE.

PAYMENT PLANS:

We offer multiple options to pay tuition.

1. Pay tuition in full at the beginning of the school year
2. Semi- Annual
3. Monthly
4. Bi-Monthly

- Families will sign-up for a payment plan using FACTS Financial via the FACTS Family Portal. An authorization agreement is required to initiate this payment. We offer two different options of dates to withdraw the tuition from your account. You have the choice of having tuition deducted on the 5^m or the 20^m of each month. In providing two date options, this also allows the opportunity to split your monthly tuition payment into two payments, if that fits better with your salary schedule.

Failure to meet all outstanding financial obligations for the current school year will result in the final report card being held from distribution at the close of the fourth quarter.

Financial Assistance

Saint John Nepomuk Parish provides limited financial assistance to Catholic families who may not otherwise be able to send their children to Saint John Nepomuk Catholic School. In order to be eligible for consideration, a family must be officially registered as parish members, be active in parish life, and be contributing regularly to their parish in the offering envelopes. The assistance is available for students in PK3 through eighth grade. The form of assistance will be in a reduction of tuition and/or fees. The amount of tuition assistance given each year is dependent on the financial status of the school and the need for assistance. Assistance requests are considered in the spring for the following school year and families must monitor the Thursday Newsletter for specific deadlines. To request financial assistance you must apply on FACTS using the Family Portal:

- ❖ Complete the Tuition Assistance Application, which includes an explanatory paragraph that describes your need, available in the school office.
- ❖ Attach a copy of previous year's income tax return (federal and state).

To maintain your financial assistance throughout the school year, it is offered, you must be punctual in attendance and display positive support of our school. Any family receiving financial aid whose student has over ten tardies will begin to lose their monthly support.

An Assessment Committee will make decisions regarding the amount of tuition assistance. The principal will notify each applicant of the amount of tuition assistance granted. Tuition assistance must be applied for yearly and receipt one year does not guarantee receipt for subsequent years. The information provided will be kept confidential.

Code of Christian Conduct

The students' interest in receiving a quality, morally based education can be served if students, parents/guardians, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school and that parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- ❖ Parent/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- ❖ Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- ❖ These expectations for students and parents/guardians include, but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. The result of failing to abide by these principles may result in:

- ❖ A verbal or written warning to the parent/guardian
- ❖ Limiting or refusing permission to enter or use school grounds or facilities
- ❖ Asking someone other than the person not abiding by the Code to represent the child's interests on school matters
- ❖ Suspension of parent/guardian's privilege to participate in school activities, volunteer work, etc.
- ❖ Refusal to allow the student to re-register
- ❖ In extreme cases, parents will be required to make other arrangements for the education of their child

Parents Role in Education

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

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

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

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

Once you have chosen to enter into partnership with us at Saint John Nepomuk Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K-8) your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. This involves contacting the teacher as part of the investigation. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

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

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

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

Parents as Partners

As partners in the educational process at Saint John Nepomuk Catholic School, we ask parents:
To set rules, times, and limits so that your child

- ❖ Gets to bed early on school nights;
- ❖ Arrives at school on time and is picked up at the end of the day;
- ❖ Is dressed according to the school dress code;
- ❖ Completes class assignments on time
- ❖ Has a hot or sack lunch everyday

To actively participate in school activities such as scheduled FFN gatherings & activities, Parent-Teacher Conferences, and Fundraising;

To notify the school with a written note when the student has been absent or tardy;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes, newsletters and 3rd-8th grade assignment books and to show interest in the student's total education;

To support the annual fundraising activities of Saint John's school auction and other fundraisers

To give the thirty Care & Share hours required of each family throughout the school year;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems. (Wannmuehler, 2009)

Care and Share

Our Care & Share program gives parents the opportunity to assist our school community in providing a quality Catholic education to our students. Each year families give 30 hours of their time and talent to our school community. Only 15 hours are given by single parent families. If your family chooses not to donate the minimum service hours, a \$20 fee is charged for each hour not completed. The Care & Share program year starts on May 1 and ends on April 30. No hours can be carried over to the next year. Those who have been unable to complete their hours may pay the Care & Share fee any time during the school year. Those who are returning next fall will be required to pay any unpaid Care & Share fees at registration. Any families not returning in the fall should pay their fees before the last day of classes. Further information, instructions on keeping record of your family's hours and a list of eligible activities is distributed at

the start of each school year. Further questions should be directed to the school office or the Care & Share coordinator as designated by the FFN.

SCRIP

SCRIP is a fundraising program that allows you to trade your cash for an equal amount in gift certificates from a variety of stores. The SCRIP committee is able to purchase these gift certificates at a discount. The school's profit is made by keeping that discount. The money made from SCRIP purchases goes directly to you and/or the school. For families with students at Saint John, half of the profits from your SCRIP purchases go into the Tuition Reimbursement Plan. This money may be used by your family toward tuition, fees and lunch or it may be passed back to the school. Money that is given back to the school goes to Saint John for educational materials for the school. A tax receipt for your donation will be given. Credits are given twice a year, before school starts and after the Christmas break. Deadlines are July 31st for the beginning of school and December 31st for the January credit. The only cash refunds for reimbursements/credits given are to eighth grade parents who have no other children enrolled for the following year at Saint John. Reimbursements for families not returning to St. John are donated back to the school unless specified otherwise. All reimbursements less than \$50.00 will be applied to student lunch accounts.

SCRIP may be purchased for both local and national retailers, restaurants, etc. SCRIP is sold in the school lobby after school on Monday, Wednesday and Friday afternoons or the last school day of the week before a break, as well as after each of the Mass times on the first weekend of the month. You may earn Care and Share hours by selling SCRIP at specific events or after school and church. Orders may also be placed via the school office to be picked up or sent home. All orders over \$100 must be picked up at the school office or directly from one of the SCRIP sellers. Prepayment must be made on all large orders. ALL SALES ARE FINAL. NO REFUNDS OR EXCHANGES. Further details about the SCRIP program and a list of the participating businesses will be outlined in a packet provided to each family at the beginning of the school year.

Academic Information

Saint John Nepomuk Catholic School is in compliance with the curricular standards promoted by the Archdiocesan Catholic School Office. All students are required to participate in the curricular program determined for Saint John Nepomuk Catholic School. No exceptions will be granted except for medical purposes and with a signed release from the doctor.

The teachings and traditions 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. Saint John Nepomuk Catholic School offers a balanced academic curriculum that includes the following subjects: religion, math, language arts, science, social studies, music, physical education, art, Spanish, computer science and library science. SJNCS is committed to providing appropriate and challenging educational programs to every student.

A program of family life and human sexuality education, according to the level of the students' maturity and understanding, is included in the curriculum. Family life education refers to the broad program in family living designed to impart knowledge regarding practices, values and attitudes affecting family life in accordance with the teachings of the Catholic Church. Human sexuality is to be treated as an important element of the human personality including all dimensions of the topics: moral, spiritual, psychological, emotional and physical.

Accelerated Reader (AR)

AR is a computerized reading management system that is an important part of SJNCS's educational program. The program is an excellent tool to increase a student's reading fluency, comprehension and vocabulary. In addition, the program offers teachers the ability to document reading progress, quickly identify struggling students and acknowledge strong readers. Children gain points for each AR book read. The point system offers rewards when a predetermined goal is reached. Students who reach pre-determined point totals will be recognized monthly at morning assembly with an AR button.

Our program includes unlimited quizzes for books from Kindergarten through eighth grade level. Students will take the test for a completed book using computers in the library or classroom. The classroom teacher or Librarian must be present for students to take a test. The program provides each student's history of quizzes taken and a summary of his/her performance over time.

Homework

Homework is an important aspect of the educational program. Its purposes are to supplement and enrich work done in the classroom, to promote competency in skills and subject matter, to integrate learning, and to help students use a variety of sources of information. It fosters habits of independent study. It is the student's responsibility to see that any homework is completed on time and returned to school by the due date.

Parents are asked to take an interest and to encourage their children to fulfill assigned homework as well as classroom assignments. Being a good student is a very demanding job for most children. Parents are asked to plan their children's extracurricular activities with this in mind. 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, abilities, and backgrounds affect the time spent and the quality of work. Homework will vary in length and intensity depending on the student and the grade level. A general rule to determine the amount of time to complete is ten minutes multiplied by the grade level (i.e.: it would not be unreasonable for a third grade student to need thirty minutes in an evening to complete homework assignments).

If your child seems to be spending excessive time on homework, or is not bringing work home, contact his/her teacher. Speak to your child's teacher if your child tells you that he/she does not have homework.

Homework is due the following school day unless an alternate date is assigned by the teacher. Students who do not turn in homework the day it is due may turn it in the second day. However, the maximum grade that may be earned is 85%. If homework is not turned in by the second day a grade of zero is recorded. Students will be given a late notice and/or "zero notification notice" to take home, have signed by a parent and return the following school day. This policy applies to grades 3-8, however, teachers in second grade and below may stipulate class policies as needed.

Library

The library will be available for grades PK-8, Monday through Friday. The librarian will be available at the posted hours. Grades K-8 will be assigned specific periods for use of library materials. Students are welcome to use the library at other times for research and AR testing. Books may be checked out for a period of two weeks. If a book is lost or damaged, the fee charged will be the replacement cost.

Physical Education

All students are required to participate in physical education class. If the student has a health problem that does not permit him/her to participate, a written release must be sent by the parent explaining the physical/medical reason. Consistently missing PE, due to health reasons,

will require a doctor's release. Athletic shoes must be worn on assigned PE days. Additional requirements in regards to appropriate dress for physical education may be determined at the discretion of the physical education teacher. Students and parents will be informed of such additional expectations.

Textbooks

Each child will be issued the required and necessary textbooks for classes. Parents are financially responsible for the replacement of lost or damaged books.

Religious Education and Formation

Religious education and formation is provided on a daily basis. Students attend Mass as a school community weekly. Attentiveness and participation during Mass is expected and frequent reception of the Eucharist is encouraged. Religious instruction, prayers at the beginning and end of each day, at snack and lunch time, and other opportune times is a daily practice; integrated value formation is daily fostered throughout the curriculum. Special worship celebrations or Para liturgies are provided for the children and families throughout the year.

It is important to remember that attendance at our weekly school Mass reinforces, but does not replace our obligation as Catholics to attend Sunday Mass. Students should practice this devotion first and foremost with their family.

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Saint John Nepomuk Catholic School. The children are prepared for the reception of Reconciliation and the Eucharist in the second grade religion curriculum. The importance of these sacraments continues to be emphasized at all grade levels.

Arrival and Dismissal

School Hours

Grades Pre-K 3 - 8th - 8:00 a.m. until 3:15 p.m. on Monday through Friday

ARRIVAL & MORNING SUPERVISION

We offer two options for your child's arrival at school.

- For those parents who would like to park and walk their child(ren) into the building or join their child(ren) for our morning assembly, please use the parking lot in front of the school to park and accompany your child into the gym. Saint John Nepomuk has a staff member on duty beginning at 7:30 a.m. at the front of the school to monitor student safety. Parents and students are asked to refrain from leaving their vehicles and entering the building until 7:30 a.m. For families whose child(ren) require assistance exiting the vehicle, arrival should take place in front of the school along the front curb. Every attempt should be made to exit the vehicle on the passenger side.
- For those parents who prefer to drop off their child(ren) at the school, we ask that you follow a procedure similar to our afternoon pick-up. Please enter through the north drive entrance by the church and follow the perimeter of both parking lots. Parents may pull up alongside the curb to the west entrance into the PAC building, so that the passenger side door is closest to the entry into the PAC building (see map). This line may lengthen as it approaches 7:50 a.m. up until 8:00 a.m. We ask that you please pull forward as far as possible, so that students may unload from their cars within the distance of the curb that runs parallel to the west side of the PAC building. STUDENTS SHOULD ONLY EXIT THE VEHICLE FROM THE PASSENGER SIDE. A faculty/staff member will provide supervision at

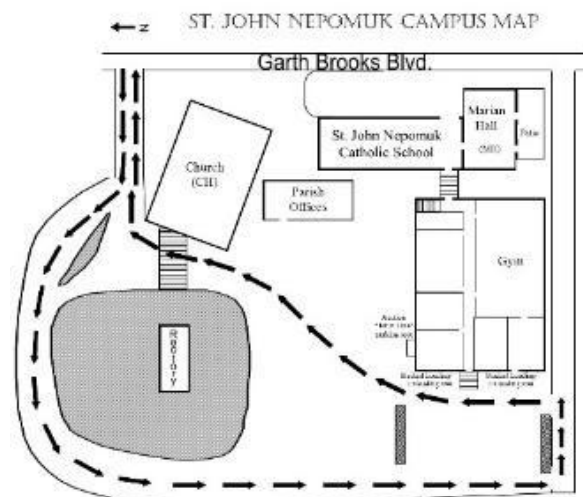
this west door. Parents may then exit under the covered drive towards the north side of the church and back out the north entrance.

- The school office and front entry to the school will be open at 7:30 a.m. Please note that care or supervision will be provided before from 7:00-7:30 a.m. on a limited basis for an additional charge. Please contact the school office for details. All students will gather in the gym located in the PAC building upon their arrival. A faculty or staff member on duty will provide supervision. Students in Prek-5th who arrive between 7:30 and 8:00 a.m. should report to the gym and be seated for quiet activity, visiting or studying. Middle School 6-8 should go directly to Mrs. Heard's room.

Any students arriving after 8:00 a.m. must report directly to the school office. If a family arrives at the back door after school personnel have closed drop off, they must proceed to the front of the school and enter the building with their child. Any student deemed tardy must remain in the gathering area of the front office until his or her class begins entering the elementary hallway. Middle school students will be escorted by school personnel.

DISMISSAL

- Dismissal for Pre-Kindergarten (3 & 4) and grades K-8 will happen at 3:15 p.m. and will be from the back of the school with the exception of those students who are picked up by an off-site childcare facility. These students will be dismissed from the front of the school.
- **Parents must pick up students from the office before 3:00pm.**
- Students will dismiss down the hall of the PAC building. Students will remain seated in the PAC hallway. When a family name is called, students exit from the west door and wait on the sidewalk adjacent to the assigned cone.
- Vehicles will enter from the north drive entrance, follow the drive to the back of the property and form a line that runs along the perimeter of both parking lots. Parents may pull up alongside the curb to the west entrance into the PAC building, so that the passenger side door is closest to the entrance into the PAC building. The first vehicle in line should please pull forward as far as possible (to the sidewalk that separates the concrete and blacktop parking lots), so that students may load their vehicles within the distance of the curb that runs parallel to the west side of the PAC building (see map).
- Under the supervision of faculty or staff members, students will be released to their vehicle once the vehicle is within the distance of the curb along the west side of the PAC building. Please use the name cards that are distributed to you. They are very helpful in helping us prepare children for your arrival.
- Once your vehicle is loaded you may pull forward, however, you MAY NOT pull out of the line to exit. As cars leave, please move up.
- Vehicles will then exit under the covered drive towards the north side of the church and back out the north entrance. Left turns onto Garth Brooks Blvd. should be avoided due to a high volume of traffic at this time of day. If making a left turn, please be sure to be in the appropriate lane of traffic to do so.
- Parking on the blacktop parking lot will be used for the Parish Offices and for School Faculty and Staff.



Parking on the white parking lot will not be permitted.

- We ask that those parents who choose to come in to take care of school business at this time of day or purchase SCRIP to please arrive before dismissal and park in the front of the school. Your student(s) will be notified to come to the office at dismissal instead of going to the back of the school to the pick-up line.
- At 3:30 p.m., the faculty or staff member on duty will return to the building with any remaining children. Those children remaining will go to Aftercare and will be charged accordingly.
- Returning to school after dismissal is not encouraged. In the event that students have forgotten a necessary item, they may only return into the school building until 3:45 pm. Students MAY NOT RETURN FOR AN ITEM AFTER 3:45.

Please note that access to the back of the property can only be gained through the north drive. There will be no through access from the south drive. These procedures should provide safety and efficiency for all. Thank you for your cooperation and please watch for correspondence if changes are needed. Please note the map of the guidelines included within the handbook.

Attendance

Every student shall attend school regularly. Regular attendance at school is necessary for students to fully benefit from the educational experience. It teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible.

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. ***If a Saint John student misses more than thirty-six (36) days per year, the student shall not be promoted to the next grade.*** A parent/guardian may appeal this decision to the principal in writing.

Absences and Tardies

The school is required to keep an accurate record of daily attendance, absences, and tardiness. An absence of less than two hours shall be recorded as a tardy. An absence of more than two hours shall be recorded as ½ day absence. An absence of more than 4 hours shall be counted as a full day's absence.

- ❖ In case of a child's absence from school, parents should notify the office by 10:00 a.m. each day the child is absent.
- ❖ If a child has missed school for any reason whatsoever, a written excuse must be sent by the parent/guardian. These are kept on file for the entire school year.
- ❖ A student who is not in his or her classroom when the bell rings at 8:00am is considered tardy.
- ❖ Students who are gone from school for any period of time less than 2 hours are considered tardy. Tardies include arriving late as well as leaving early or for a period of time during the middle of the day. For example, if needing to leave school for a period of time to attend a medical appointment, or if sent home from school ill and it falls under two hours, it is recorded as a tardy. Tardies received for medical appointments will not be counted towards Saturday School totals if, and only if, an excuse note is provided.
- ❖ If a student arrives at school after 8:00 a.m. the parent must accompany the child to the office and complete the check-in sheet.

- ❖ No student may leave the school grounds during school hours without written permission from the parent/guardian. When leaving and/or returning during the school day, the check-out/check-in book in the office must be signed by the parent/guardian.
- ❖ No child may be picked up by anyone except parent/guardian, unless the school has received a written permission from parents authorizing the school to release the student to another person's care. In an emergency situation, please call the school.
- ❖ When a parent is aware in advance that the child will be absent, please submit the request for student absence form no later than one week prior to absence. Submitting does not guarantee that homework will be prepared prior to absence and absences will still be considered unexcused. Missed assignments and tests will be available to students upon returning to school. It is the child's responsibility to collect the missing work and complete it in a timeframe negotiated with the teacher.
- ❖ Although all absences must be recorded, the school does not designate between excused and unexcused absences.

Regardless of the reason for absence or tardiness, it is the student's responsibility to make up any work missed during the absence period. As a general guideline, if a student is absent one day, he/she has one day to make up the work. If he/she is absent for two days, then he/she has two days to make up the work, etc. When a student is absent for more than two days, a parent should call the school office to arrange for homework assignments. 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. One day to make up work will be given for each day a student is absent. 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.

The Principal or designee shall notify a students' parent or guardian regarding the student's absences as outlined below:

1. On the occasion of the 5th absence, the principal or designee will notify the parent/guardian in writing.
 - a. A copy of this attendance policy will be attached to the notification.
 - b. The parent/guardian may request a conference to discuss the absences.
2. On the occasion of the 12th absence, the principal or designee will notify the parent/guardian in writing.
 - a. A copy of this attendance policy will be attached to the notification.
 - b. The principal or designee may request a conference with the parent/guardian to discuss the absences.
3. On the occasion of the 20th absence, the principal or designee will notify the parent/guardian in writing.
 - a. A copy of this attendance policy will be attached to the notification.
 - b. The principal or designee may request a conference with the parent/guardian to discuss the absences.
4. On the occasion of the 36th absence, the principal or designee will notify the parent/guardian by certified mail of the absences and of the review process to determine placement/retention of the student for the following school year.
4. Students who have accumulated 36 or more absences during the school year will be referred to the principal. The procedure below will be followed in sequential order to determine student promotion or retention when considering absences.
 - a. School Attendance Committee may be formed which is a principal-appointed committee consisting of at least the principal and two faculty members.

- b. No later than the first Friday in May, the principal and/or the committee will meet to determine promotion/retention of the student.
- c. The principal and/or the committee may consider written documentation submitted by the parent/guardian concerning excessive absences. Written documentation may include, but is not limited to: medical information regarding illness, evidence of observances of religious holidays, and/or a description of extenuating circumstances that have had a negative impact on the student's attendance at school. If no concerns exist that would cause the student to be considered for retention, the student may be promoted to the next grade level.
- d. Parent/Guardian will be notified of the principal and/or committee's decision in writing.

Please be advised that in addition to local policy, Saint John Nepomuk Catholic School follows all state laws regarding school attendance (Oklahoma State Law - Title 70; Article X; Section 10-106)

An excessive amount of tardies is designated as 15 tardies. Please remember that students are required to wear their school uniform and must be accompanied by a parent to Saturday school. ***Upon a 35th tardy students will receive an in-school suspension in which parents will pay the full cost for a substitute teacher. Students receiving an in-school suspension will serve their date on the Monday following their 35th tardy. Students may continue to receive in-school suspensions for each additional 10 tardies after the 35th tardy. Families that do not promptly pay the cost of in-school suspension will have a hold placed on their registration for the upcoming school year.***

A doctor's note or appointment slip must be presented when a student returns from his or her appointment to ensure that it is not included as part of the excessive tardy count. Please note that even with a doctor's note or appointment slip we are still required as a school to record the tardy; it will just not be included in the count that may require discipline.

Parents should make every effort to schedule doctor and dental appointments for students at times other than during school hours. Students leaving and entering the classroom during class can be a distraction to the other students. Parents should report to the office at the appointed time to check the student out of school. Do not go directly to the classroom to check out your student. Upon returning your student to school or the following day, please turn in the doctor or dentist's return to school slip.

Inclement Weather

In the event we need to close school due to inclement weather, Saint John Nepomuk Catholic School will announce the name of our school to Channels 4, 5, 9 and 25. The announcement will read Saint John Nepomuk School of Yukon will be closed. School families will also receive notification via email and various St. John Nepomuk social media accounts. If a tornado watch is issued for our county, you may check out your child from school without penalty. If this occurs within two hours of school beginning or releasing for dismissal, it will be recorded in attendance records as an excused tardy. If it occurs outside of two hours from the beginning or end of the school, your child will be issued a half day absence with inclement weather as the reason. These absences will not be considered should your child be at risk for retention due to excessive absences. In the event a tornado watch is issued for our county or and you would like to check your child out of school, please avoid calling the office. When you arrive to the school, the office will request that your child collect his/her belongings to leave for the day. Excessive phone calls on severe weather days can create chaos and confusion in the office. Your cooperation is appreciated. **If decisions are made to cancel Aftercare or after school activities, you will be notified via email and parent alert text messages.**

Cafeteria

Saint John Nepomuk is pleased to offer a hot lunch program contracted with Taher Food Group with meals prepared here on site in our commercial kitchen. It is still important to make sure that your child knows each day whether he/she is to order a hot lunch, because lunch counts will still be required to submit to our kitchen each morning. If your child is going to be tardy, but needs a hot lunch, please call the school by 9:00 a.m. and order lunch. Statements will be provided to notify families of current lunch balances, both credits and deficits.

- ❖ Pre-K (3 & 4) meals will be \$4.00. K-5th grade meals will be \$4.50. 6th-8th grade will be \$5.00 and adults will be charged \$5.00.
- ❖ For an extra charge, students in 4th – 8th grade will have the opportunity to purchase additional ala carte items or drinks each day. In an effort to encourage wellness and proper nutrition, these purchases are limited to one (1) additional food item (snack bar, bag chips, ice cream) and one (1) additional beverage (Gatorade, vitamin water) each day.
- ❖ A student will be allowed to charge lunch. If a family has excessive charges totaling \$75.00 or more for combined student accounts, parents will be notified that the child(ren) must have a lunch from home until the financial obligation to the cafeteria is paid.
- ❖ Parents/guardians may join their children for their lunch by calling the school and ordering lunch no later than 9:00 a.m. The cost will be determined based upon the new service options.

Students may bring sack lunches from home to be eaten. Lunchables, with juice drinks, are permitted as a sack lunch. Through the hot lunch program, chocolate and white milk, water and orange juice are available for purchase. **No sodas/carbonated beverages are allowed with a hot or sack lunch. Candy should not be included in student lunches brought from home.**

Fast food lunches (McDonald's, Taco Bell, pizza delivery, etc.) may not be brought to school for lunch. Likewise, meal delivery services such as UberEats, Postmates, Grubhub and the like are not approved means to have food delivered to the school. Parents are asked to follow this example and not bring fast food lunch for themselves when attending lunch with their child.

All food must be consumed in the cafeteria unless given permission by a classroom teacher or given directions via the school office to do differently. Parent/guardian may request permission in writing to the principal that a child be allowed to retain uneaten items to be taken home for monitoring.

Cafeteria Expectations

Appropriate table manners are to be observed in the cafeteria. All trash must be disposed of in the designated place. No paper, etc. should be left on the table or floor. Food should not be shared between students. Improper behavior such as throwing food, running, crowding, pushing, breaking in line, or saving seats is unacceptable. All food must be consumed in the cafeteria.

No eating may take place at recess.

Students are expected to:

- ❖ Walk into the lunchroom and remain orderly
- ❖ Be respectful and grateful to persons serving lunch
- ❖ Eat in a mannerly way
- ❖ Talk in a modulated tone
- ❖ Observe the seating arrangement
- ❖ Wait their turn to be dismissed for recess

Communication

Communication among parents, students and staff is welcomed and encouraged. If a parent needs to talk with a teacher or the principal, please call the school office during office hours (7:30 a.m. to 4:00 p.m.). Appointments and return calls will be made as soon as possible. It is best not to confer with teachers during class time, on the playground or in the cafeteria. They are responsible at these times for the instruction, supervision and safety of the children.

Parents who have a concern should first contact the teacher directly. Please send a note or leave a telephone message for the teacher in the school office. If a satisfactory solution is not reached, then a conference with the parent, teacher and principal will be scheduled. The student may be involved in conferences and problem solving decisions.

If a teacher needs to discuss a matter with a parent/guardian, the initial contact may be in the form of an email, note or phone call. Please respond as soon as possible. It is important that the telephone numbers and addresses the office has for you are up-to-date.

Please do not confer with teachers during class time, on the playground, arrival/dismissal or in the cafeteria, etc. They are responsible at these times for the instruction, supervision, and safety of the children. Please keep in mind that teachers and other school personnel attend outside functions for enjoyment, not for the discussion of school matters and concerns.

Parent-Teacher Conferences

Conferences are scheduled in the fall after the first quarter and in the spring during the middle of the third quarter. Every effort should be made to attend. The fall conference is required of all parents to attend- **except those who have "returning" students in 7th and 8th grades**. The spring conference is optional, but may be requested by either the parent or teacher as needed. Appointments which cannot be made should be rescheduled.

Conferences may be requested at any time by a parent/guardian, teacher or the principal. The scheduling of these conferences should be at a time convenient for all parties involved.

Newsletter

The school community is kept informed of upcoming events through the weekly Falcon Flyer Newsletter. The Falcon Flyer Newsletter and all attachments are sent electronically. Lunch calendars, flyers and important notes are printed and sent home on a weekly basis. Check with your child daily. The principal must approve all flyers, letters, or other communications before duplication and distribution.

Graded Assignments

Each homeroom teacher will send home graded assignments each Thursday. Every Thursday, your child will bring home a blue folder that includes your child's weekly schoolwork, communication from the teacher, and communication from the school. Paper attachments from the Falcon Flyer Newsletter will be sent in this folder. We hope that every Thursday, you will spend some time reviewing the information in this folder. It is also a great opportunity to sit down with your child and review their schoolwork from the week. Send the empty Thursday Folder back to school with your child on Friday. It is our hope that the Thursday Folders help ensure that important communication and student work gets home to parents and guardians consistently.

Telephone Calls

Only in emergency situations are teachers or students called to the telephone during class. Classes in session will not be interrupted for miscellaneous messages. Students may use school phones only with permission from school personnel.

Computer Use

Computers are available for student use. Users may not move, repair, reconfigure, modify or attach unapproved external devices to the system, load or download software to or from the school computer system. Unauthorized copying or use of the software is against federal law. Any student who violates computer policies will lose privileges for computer use.

Crisis Management Plan/Emergency Procedures

Saint John Nepomuk Catholic School has a comprehensive school crisis management plan to follow in the event of an emergency. Fire, tornado and other emergency drills are conducted during the course of the year in compliance with Archdiocesan requirements. Evacuation routes are posted in each classroom. Students are to move to designated areas quickly, silently and in an orderly fashion.

For the safety of all concerned all doors to the school building and PAC will be kept locked from 8:15 a.m. to 3:10 p.m. Please use the front bell to gain access.

The action taken during any type of emergency situation depends a great deal on the specifics of the incident. The main objective is always the protection of the students and staff members. Administration and office staff are ready to put plans in action should the need ever arise. Always we would follow directions from our public safety officials.

Parents need to know that access to the school during an incident might be restricted for a variety of reasons beyond our control. In such instances, parents should remain aware of public notices on radio, television and the internet about emergency procedures and updates. Student and staff safety is our first priority. In the event of an emergency or disaster, please be patient and follow reunification instructions.

The school conducts at least two lockdown and two intruder safety drills each year. Please note that no one will be allowed into or out of the building during a lockdown/intruder situation (practice or actual). Students will be dismissed only when it is safe to do so.

Discipline Policy

The purpose of the discipline policy is to assist the students of Saint John Nepomuk in developing self-discipline. Self-discipline requires that the student knows what is expected in terms of attitudes, behavior, and performance and learns to accept responsibility for his/her own attitudes, behavior and achievement. Self-disciplined students demonstrate the ability to wait, delay impulsivity, and to choose to do what is right even when no one is looking. Saint John Nepomuk is committed to assisting its students in becoming self-disciplined in an atmosphere of prayer, patience, and understanding.

Broad rules that affect the daily living together of all members of the school community include these:

- ❖ Show respect to others and to your school.
- ❖ Contribute to the learning environment.
- ❖ Follow classroom procedures.

Each classroom teacher has adopted some version of these three rules. The teachers work with the children to make sure the rules are understood and the reasons for the rules are taught. Children learn that each adult may have different procedures to help them follow the rules. Children will be able to respond orally and in writing to ensure that they know and understand how rules "safeguard each person's rights."

In addition, each classroom teacher has an established Discipline Cycle that lists consequences for not following the rules. Most teachers work with students to determine acceptable consequences. Be sure to ask your child's teacher about the discipline cycle being used for the year if you have any questions. The system used should help your child grow in the self-discipline skill of understanding rules and the reasons for rules.

Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

- ❖ Is in physical or psychological danger or puts another in danger.
- ❖ Is irrational, unreasonable, or pushes beyond the limits of respect in speech or actions.
- ❖ Does not gain self-control after help and repeated correction from an adult.

If possible, the adult who removes the child will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen or if there is a serious infraction, such as possession of drugs or weapons or severe physical or moral misconduct, the student will be sent to the principal's office where a discipline cycle will be set in motion.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat, either by copying assignments/test answers or voluntarily providing assignment/test answers to another student, face a failing grade, detention, suspension and/or expulsion. Plagiarism will result in half credit for the first offense and zero credit received for additional offenses.

Weapons

No authentic weapons, ammunition, or explosives will be allowed anywhere on the school premises during the school day, the evening or any school function. Spray cans, knives, and any other "tools" which could be harmful to self or other students are considered weapons.

Tobacco, Alcohol, and Drug Policy

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

- Any teacher who knows or suspects that a student is in possession of, uses, is under the influence of, or distributes illegal/controlled substances, or alcohol, must notify the principal immediately. "The Principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter...(teachers) who report such information to the appropriate school official, shall be immune from all civil liability" (School Laws of Oklahoma 2002, Section 515).
- 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.
- The parents will be called to take the student home.
- 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.
- 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.

- 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.

Social Media

Engagement in social media or social networks may result in disciplinary actions if the content on the student or parents' blog includes defamatory comments regarding the school, the faculty, other students or the parish. Online comments that disgrace our school, staff, administration, or our students will not be tolerated. All complaints will be investigated and appropriate disciplinary action will be imposed, including the possibility of expulsion.

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 St. John Nepomuk Catholic School student and will be addressed.

Bullying/Cyberbullying/Harassment/Intimidation/ Public Displays of Affection

St. John Nepomuk Catholic School attempts to provide a safe environment for all individuals. Any action based on lack of respect for others, including sexual and physical abuse, and the creation of a hostile environment by students, parents/guardians, faculty, and/or staff will not be tolerated at Saint John Nepomuk Catholic School. Harassment, intimidation, and bullying means any gesture, written (including using technology such as, but not limited to, "texting," "social media," "tweeting" or email) or verbal expression, or physical act that a reasonable person should know will harm another person, damage another student's property, or insult or demean any person or group of people in such a way as to interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture or written, verbal or physical act that is reasonably perceived as being motivated by a person's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristics; "At school" means on school grounds, at school-sponsored activities, or at school-sanctioned events. All complaints will be investigated and appropriate disciplinary action will be imposed. The following policy adopted during the 2009-2010 school year will be utilized for the investigation process and determination of the appropriate disciplinary action. Public displays of affection will not be allowed. This includes but is not limited to outward signs and symbols of personal relationships between students.

Saint John Nepomuk Catholic School Anti-Bullying Policy

Introduction

This policy has been created to support our core Catholic values of respect and empathy and to support our students in learning together.

This policy applies to all students, parents, faculty, staff and adults on our campus, whether employed by the school or as volunteers.

Commitment Statement

St. John Nepomuk Catholic School is committed to a faith-based, safe and caring learning environment for all students, parents, faculty, staff and patrons. We will treat each other with respect and encourage an environment free from harassment, intimidation and bullying.

Definitions

In any school community, there will be occasions when students do not get along. Sometimes students attempt to hurt, exclude or take power from another student. In many cases, these behaviors are motivated by anger, jealousy, possessiveness, insecurity, or lack of skill in dealing

with conflict. This policy is designed to guide our community in responding to bullying and aggression, so that students can move past these behaviors and develop the skills to learn and play together as part of a balanced community.

Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. Bullying is unfair, one-sided and occurs when there is an imbalance of power. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of bullying include, but are not limited to:

- *Physical*: punching, shoving, and other acts that hurt people physically
- *Verbal*: name calling, threats, derogatory slang, intimidating, insulting, teasing and other verbal acts
- *Relational*: spreading rumors, gossiping, excluding certain people out of a "group", inciting certain people to gang up on others, silent treatment, drawings/notes designed to hurt or humiliate another student, manipulating another student to respond in a retaliatory manner
- *Cyber Bullying*: Sending derogatory texts, emails or instant messages, posting nasty messages or pictures on blogs or other networking sites such as Facebook, Twitter, Instagram, etc.

DIOCESAN ANTI-HAZING POLICY

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

Roles of the School Community

RESPONSIBILITIES OF FACULTY AND STAFF

Faculty and staff have a moral and legal responsibility to support all learners in environments free of harassment and bullying.

In your supervisory and duty of care role you:

- Build relationships of trust with students, parents and wider community members
- Support team members to implement Steps to Respect curriculum.
- Use preventative intervention strategies and inclusive curriculum to build protective and proactive responses in children.
- Be a positive role model for others
- Provide effective support for all involved in bullying, teasing, alienation or discrimination.
- Manage incidents and learn from them
- Participate in review of programs, policies and procedures
- Engage in relevant training opportunities
- Communicate with other faculty, staff and parents regarding situations

RESPONSIBILITIES OF PARENTS

Parents have a moral and legal obligation to protect and raise children in safety, free of harassment and bullying.

You have a responsibility to:

- Stay in touch with your child, be aware of and attend to changes in feelings or behaviors
- Support everyone's right to feel safe, be active in developing and supporting safe school policy

- Work with the school in resolving issues; communicate with the administration, faculty and staff first
- Notice small steps /good efforts your child makes.
- Listen carefully, understanding child concerns
- Model appropriate behavior in your own relationships with others and with school staff
- Communicate an understanding that bullying is everyone's problem.
- Avoid comparing your child with others, tell and show love for your child for their own sake.
- Try not to involve children in adult problems
- Trust in the school administration, faculty and staff to implement and follow school policies and procedures

RESPONSIBILITIES OF CHILDREN

Students have a right to fair and safe treatment, learning in environments free from harmful bullying and harassment.

You have a responsibility to:

- Be fair and honest
- Treat others as you would like to be treated
- Listen politely to others
- Speak in a respectful tone of voice
- Act and move in safe ways
- Use good manners
- Keep hands off others, their belongings and work
- Allow others their personal space
- Look with care and respect at others as children of God
- Give and seek help when needed
- Engage in fair resolution when a problem arises
- Be accountable for the choices you make
- Take part in learning to develop your understanding of anti-bullying, anti- harassment and laws relating to discrimination and exclusion
- Think positively, avoiding mean thoughts of others
- Play by the rules - follow Steps to Respect.

EVERYONE HAS RIGHTS SCHOOLWIDE

- Everyone has a right to be safe and to learn
- Everyone has a right to work and contribute in safety
- People learn / work best when they feel good about themselves and experience success
- Inappropriate behavior handled positively, changes the cycle or habits of inappropriate behavior
- People at times feel angry, frustrated or upset and need to express these feelings appropriately
- When solving a problem, we will not hurt, punish, or put anyone down
- We are willing to participate in resolution through fair respectful discussion and the procedures outlined in

Off-Campus Conduct

The administration of Saint John Nepomuk Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying and activity on social media.

Detention

Lunch/Recess Detention and Before or After School Detention may be issued for a breach of classroom and/or school rules at the teacher's and principal's discretion. Parents are given notification of the detention. The day, date, and time of the detention are at the discretion of

the principal or a designated teacher who monitors the detention. Detention takes precedence over appointments, practices, lessons, etc.

Suspension

Students who are given an In-School Suspension will be required to report to school each day and work with a substitute teacher paid for (\$100.00) by the suspended student's parents/guardians. Students who receive an Out-of-School Suspension will not be allowed on campus or to participate in any school activities including athletics during the time of their suspension. The parents/guardians are responsible for providing adequate supervision for the period of out-of-school suspension. Students who receive an In-School or Out-of-School Suspension must complete all class work and tests from the days of suspension.

Expulsion

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.

School Jurisdiction

School desks, lockers and other storage areas are property of the school. Students are allowed to use them with the understanding that the school reserves the right to search desks, lockers, backpacks and all personal items brought to school at any time for the health, safety or welfare of the community.

Students may be required to empty the contents of their clothing pockets when a staff member has a reasonable suspicion that the student has an item(s) not permitted at school. An adult witness will be present.

The student or parent of a student who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports or transcripts are presented.

Christian Due Process

At Saint John Nepomuk Catholic School, all are entitled to Christian Due Process. A child, who has been offended or hurt in a manner that requires reporting to a teacher or the administration, will be treated in the following manner:

1. Child(ren) reports to the principal what he/she/they feel has happened to them.
2. Child(ren) offending him/her/them reports what was done to the offended person(s) in the presence of the offended and the principal.
3. The principal or teacher, whose decision is final, acts as an impartial tribunal and decides how the situation will be handled.

2025-2026 St. John Nepomuk Catholic School Dress Code

The Catholic community of Saint John Nepomuk is committed to developing in our students a strong sense of Catholic identity. A school dress code compliments the teaching of order and discipline, provides for a less distracting environment, and builds community. Uniforms promote a sense of belonging and unity among the student body of SJNCS.

The Gospel calls the people of God to lead simple lives. In keeping with this, the Saint John Nepomuk 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.

Ideally, it is our desire that our students are not dominated by material wants, do not have to worry about what they wear to school each day and are free from certain peer pressures, making unnecessary choices, or having unnecessary worries.

Students must be in uniform every day unless determined by the principal.

Shirts and blouses must be buttoned and tucked while on campus.

The school uniform is available at **Tommy Hilfiger**. For the 2025-26 and 2026-27 school years, students may also wear Dennis Uniforms. The **Tommy Hilfiger** Uniform website is available at: <https://www.globalschoolwear.com/school/STJO74> . Any clothing items not purchased from **Tommy Hilfiger Uniform** must be similar to the regulation uniform. School t-shirts, sweatshirts and fleece jackets are available through the school.

The regulation uniform code is as follows:

Girls Uniform (grade levels)

Jumper	Plaid (K-4)
Skirt	Plaid with multi-pleats (5-8 only), Navy blue with multi-pleats (PK3-8))
Skort	Navy (PK3-8) (NO decorative novelties) Plaid (K-8)
Polo Dress	Navy (K-2) May be worn on non-Mass days
Blouse	White round (Peter Pan) collar for Mass, short or long sleeves (NO puff or ¾ Sleeves) (K-4), Light blue or white oxford, short or long sleeves for Mass (NO puff or ¾ sleeves) (5-8), White, wine or light blue polo shirt (3-button) with SJN school logo and collar, short or long sleeves (K-8). *Polos are REQUIRED to be purchased from Tommy Hilfiger Uniform .
Sweater	Navy blue, cardigan or pullover permitted but NO designs or logos (K-8) Grades 6-8 only Navy blue sweater vest
Slacks	Navy, poly/cotton blend pleated with tabs or flat front; NO hip huggers, stretch pants, cargo or carpenter style with exterior pockets (only 4 pockets: 2 in front, 2 in back) (PK3-8)

Shorts	Navy, poly/cotton blend, "walking shorts," with cuffs or hemmed, pleated or flat front; navy knit shorts may be worn only under skirts or jumpers and are required to be worn for modesty; NO cargo or carpenter style with exterior pockets (only 4 pockets: 2 in front, 2 in back) (PK3-8)
Belts	Grades 2nd-8th require a leather or synthetic leather navy, black or brown belt with slacks/shorts/skirts (NO decorative novelties)
Socks	Solid white, black, gray or navy ***Acceptable sock styles are bobbie socks, crew or ankle/quarter lengths, low-cut and no-show socks .***
Tights & Leggings	Solid navy or white- Free of designs, patterns and/or print Leggings can be worn with skirts or jumpers. Leggings must be white or navy blue (with no lace trim) and go to the ankle. Socks must always be worn with leggings. All leggings must be flat cotton, free of designs or patterns woven into or printed on the material. Additionally, no shiny or reflective leggings will be allowed.
Hair Ribbons	White, maroon, navy or uniform plaid
Hair Accessories	White, maroon, navy, uniform plaid, black or brown(hair accessories may be no wider than 3 inches and may not have long sashes/scarves attached to tie underneath the hair)

All female students in the 3rd grade and above are required to wear an undergarment or tank top of a neutral or white color under their blouses and t-shirts.

Girls must wear modesty shorts under skirts, dresses and jumpers.

The length of the jumper, skirt, short, dress or skort is to be no shorter than the width of a dollar bill above the top of the knee and no longer than the width of a dollar bill below the top of the knee. Appropriate length of uniform items will be assessed while the student is standing. Length should meet the dollar bill rule in front and back. Skirts and skorts are not permitted to be rolled at the waist.

Boys Uniform (grade levels)

Shirt	Light blue or white oxford, short or long sleeves (K-8) White or wine polo shirt (3-button) with collar, short or long sleeves (K-8) White, wine or light blue polo shirt (3-button) with SJN school logo and collar, short or long sleeves (K-8). *Polos are REQUIRED to be purchased from Tommy Hilfiger Uniform .
Sweater	Navy blue, cardigan or pullover permitted but NO designs or logos (K-8) ***Grades 6-8 only Navy blue sweater vest
Slacks	Navy, poly/cotton blend pleated or flat front with or without cuffs. NO cargo or carpenter style with exterior pockets (only 4 pockets: 2 in front, 2 in back) (Pre-K 3 & 4 yr. olds-8)
Shorts	Navy, poly/cotton blend, "walking shorts," with cuffs or hemmed, pleated or flat front; NO cargo or carpenter style with exterior pockets (only 4 pockets: 2 in front, 2 in back) (Pre-K- 3 & 4 yr. olds-8)
Belts	Grades 2nd-8th require a leather or synthetic leather navy, black or brown belt with slacks/shorts/skirts (NO decorative novelties)

Socks	Solid white, black, gray or navy ***Acceptable sock styles are bobbie socks, crew or ankle/quarter lengths, low-cut and no-show socks .***
Ties	Dunbar Plaid Required - clip-on (K-5), standard (5-8) (Ties may only be purchased through Tommy Hilfiger Uniform or in the school office)

Students may also purchase school approved fleece or half zip pullovers with the school emblem. A masterlist of approved styles and order forms are available in the school office. No other style of jacket, sweatshirt, hoodie, etc. may be worn in the classroom.

Students in grade (8) may wear a fleece jacket or standard sweatshirt representing the high school he/she has enrolled in beginning at the start of the fourth grading quarter. The fleece or sweatshirt must contain the name and/or school emblem of the selected high school. This option may be worn in place of St. John Nepomuk branded fleece jackets and sweatshirts in the classroom. Fleece jackets and sweatshirts must be similar in nature to the offerings in our school uniform. No other style of jacket, sweatshirt, hoodie, etc. may be worn in the classroom.

Students may not wear long sleeved undershirts underneath their short sleeved t-shirts or other uniform shirts. Long sleeve shirt uniform options, cardigans, etc. are available as options for students during colder weather.

No headgear may be worn in class (caps, bandanas, hats, etc.)

FOOTWEAR: All footwear policies apply on Free Dress, Spirit Days and Uniform days. Shoes should be clean, in good repair and fit properly. Athletic/running/tennis shoes/sneakers are required Monday through Thursday. They may use lace ties, Velcro or elastic bands to secure the shoe to the foot. Dress shoes will be permitted only on Free Dress and Mass days. Dress shoes may not be sandals, cleats, crocs or croc-style shoes, Toms, Sanuks or similar-styled shoes, open-toed shoes, flip-flops, backless/mules, or sling-backs. Boots are not allowed for girls or boys. This includes cowboy boots, Ugg-style boots and tall or ankle length dress boots. Dress shoes should be flat heeled and in colors that complement the school uniform such as black, brown, navy or white. Shoes may not include wheels or lights. Any exceptions to these policies for special dress days will be announced by the principal.

MASS WEAR/SCHOOL DRESS UNIFORM: On Fridays or any other days when the students attend Mass, all children will be required to wear the school Mass dress uniform. Shorts, St. John's t-shirts and sweatshirts will not be allowed.

On Mass days, girls will be required to wear the plaid jumper (K-4), plaid skirt (5-8), navy blue skirt (PK-8) or plaid skort (shorts underneath, but looks like a skirt from front and back; K-8) with a white blouse with the Peter Pan collar for grades K-4 or a white or light blue oxford for grades 5-8. The blouses/oxfords may be short or long sleeved. Girls may not wear pants, navy skorts or culottes or the white or maroon polo shirts to Mass.

On Mass days, boys will be required to wear navy pants/slacks with a white or light blue oxford that may be short or long sleeved. Boys will wear a tie for Mass days. The Dunbar Plaid tie is only available from **Tommy Hilfiger** school uniforms. A standard tie will be required for grades 5-8 and

a clip on tie will be required for grades K-5. Boys may not wear the gray t-shirt or white/wine polo shirts to Mass.

Sweatshirts and fleece jackets are not permitted to be worn during Mass. For those students who may be cool during Mass, they may consider wearing long sleeves or are permitted to wear a navy blue sweater.

PRE-KINDERGARTEN (3 & 4 YEAR-OLDS): Students in Pre-Kindergarten (3 & 4) wear the gray Saint John PE shirt as their uniform t-shirt. It is available in short and long sleeves. Pre-K (3 & 4) students are required to wear a uniform bottom. This will include the navy blue items available to grades K-8. These items are the navy pants, shorts, skirts, skorts and culottes. When attending Mass, Pre-K students will continue to wear their t-shirt, but boys will wear pants and girls will wear skirts.

DOLLAR JEANS DAY & SPIRIT SHIRTS:

When Dollar Jeans Days are announced, students may wear a school t-shirt (unaltered), school sweatshirt, or school hooded sweatshirt. On Dollar Jean Days students may wear denim blue jeans, denim blue jean shorts or denim blue jean skirts of appropriate length, free of holes and frayed/fringed hems, OR the regular uniform pants/skirts/shorts must be worn. Leggings/Jeggings may not be worn in place of jeans on Dollar Jeans Day. Belts are not required on Spirit or Dollar Jeans Day and spirit shirts may remain untucked. The "Falcons 1965" navy and light blue spirit wear is RETIRED and cannot be worn as part of the uniform or on Spirit or Dollar Jeans Day. Special days as designated by the school administration and staff will be determined for when the spirit shirts may be worn and prior notification will be communicated to students and parents. These days may include, but not limited to school field trips, BMCHS and Holy Trinity track meets, special school days, etc.

FREE DRESS DAY: Free Dress Day may be declared at the discretion of the principal. The following guidelines should be followed:

- Clothes should be appropriate, clean, modest and in good taste for a Catholic school.
- Shorts, pants, jeans and shirts must be without holes and frayed/fringed hems, but may be of any color. Shorts, jeans and skirts must be worn on the waist. Leggings may not be worn in place of pants on Free Dress Day.
-
- Blouses may be sleeveless. The shoulders of a sleeveless blouse must be wide enough to cover a majority of the shoulder. Tank and spaghetti strap style blouses are not allowed.
- Shorts and skirts are to be no shorter than the width of a dollar bill above the knee.
- T-shirts may be worn, however the logo and graphics must be appropriate for a Catholic school.
- Footwear deemed as a dress shoe may be worn on Free Dress Day. Students may wear socks of their choosing on free dress day. Please see footwear paragraph above for specific information on approved footwear.
- Students are not required to wear a belt on free dress day, however, they can wear decorative belts as long as they are appropriate.

There may be a monthly Free Dress Day that typically falls on the first **THURSDAY** of each month beginning in September. Any deviation from this schedule will be communicated via the

Thursday Newsletter or email communication. This is a reward for being in daily compliance with all the uniform regulations. Students sign a logbook whenever they have a uniform infraction. Students with more than two uniform infractions in a month will not be allowed to participate in the free dress day. The principal may issue further discipline for repeated uniform code violations.

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 white, navy blue, wine, or St. John Plaid. The principal will determine what is or is not appropriate. Scrunchies, hair clips, elastic headbands, etc. must be in the hair not on the wrist. If you are concerned about a hairstyle, please dialogue with the school administration.

MAKE-UP: No cosmetics, lipstick, artificial nails of any type, artificial nail coatings of any type or tips may be worn (all grades) (including Free Dress Days). Nail polish of only a subdued color may be worn.

JEWELRY: Girls may wear only one, single post set of earrings. Tiny hoops which hug the ear and come to the bottom of the earlobe are acceptable. No long, dangling or large hoop earrings are permitted. Necklaces of a lightweight metal chain (gold or silver) with a cross or symbol of your faith (saint medal, crucifix, cross, etc) are permitted for both girls and boys. Earrings are not an approved item for boys. Rings may not be worn by students. No bracelets of any kind may be worn on the wrist or ankles (For special events such as Red Ribbon Week and Catholic Schools Week, bracelets provided by the school may be worn for that week.) See below for watches and fitness devices.

MISCELLANEOUS (including Dollar Jeans, Spirit & Free Dress Days):

- Visible tattoos (temporary or permanent) and body piercings (other than single-post earrings for girls) are not permitted
- Yoga pants/jegging/leggings and other clothing that is extremely tight is not permitted.
- Slacks or loose leggings may not be worn under uniform jumpers or skirts
- Shoes with laces must be tied
- Baggy and oversized clothing/uniforms are unacceptable
- Boy and girl scouts may wear their scouting uniform to school on meeting days
- Sheer shirts must have a solid shirt underneath
- On free dress day and dollar jeans day leggings may not be worn alone as pants.
- If a student wearing a watch becomes distracting he/she may be asked to remove the watch.
- Ankle bracelets are not allowed.
- All items must have a complete hem and be free of frayed edges.
- All uniform items should be free of metallic embellishments, jewels and/or gemstones.
- Fleece jackets and sweatshirts must be worn in the intended way. They may be tied around the waist to help in times of transition, but they should not be tied around the body for extended amounts of time while in the classroom.
- Apple/Samsung or similar smartwatches are not permitted.
- Activity trackers such as FitBits may be worn to encourage wellness. This activity tracker should not operate for any other purpose. If additional applications or functions are

present, the device would be considered a smart watch and is not permitted. This type of tracker may not connect to an internal or external network or device while on school property. If a student wearing a FitBit or similar activity tracker becomes distracting he/she may be asked to remove the item.

In order to maintain uniform appearance and proper comportment throughout the school day and at school events, all students, staff and faculty must follow the dress code expectation of their biological sex while on campus and while representing the school at outside functions. Modesty is expected at all times.

- Students are to be properly groomed at all times. Hair, including facial hair, should be neat, clean, moderate in length.
- At all times, the administration reserves the right to evaluate and correct an individual student's interpretation of the uniform policy as evidenced by his/her appearance.

Dress Down Days

Clothing intended to make a statement at odds with the teaching of the Catholic Church is not permitted.

A student with a uniform infraction due to dress (blouse, bottoms, and/or shoes) may be kept in the school office until appropriate clothing is provided if the violation presents a modesty or safety issue. This decision will be made by the principal. Students requiring clothing to be changed may be assessed a tardy. It is the parent's responsibility to provide alternate clothing. School staff is NOT responsible for locating replacement clothing due to uniform infractions for a student.

The aforementioned dress code applies to all students enrolled at Saint John Nepomuk Catholic School.

The Principal will make all final decisions regarding school dress. In the event the principal is unavailable, the Assistant Principal acting in his/her absence will make recommendations and decisions in consultation with the principal.

SCHOOL DANCES AND SCHOOL-SPONSORED ACTIVITIES

In keeping with the Catholic mission and identity of St. John Nepomuk, student dress and behavior is to conform with those characteristics of a virtuous and Christ-centered person at all times, including dances and social activities. Consistent with these expectations, students are to refrain from any sexually suggestive behavior both on and off the dance floor. Clothing worn to dances should be appropriate for the occasion, according to the standards of modesty that students are expected to maintain. In keeping with the Catholic Church's teachings on human sexuality, including its teaching in the *Catechism of the Catholic Church* #2357, advocating for, or expressing same-sex attractions, including same-sex couples at dances, is not permitted. If

sexually suggestive or inappropriate behavior occurs, parents will be called, and the student(s) will be sent home. Students whose clothing violates standards of decency and modesty may be asked to change into something more appropriate. Clothing intended to convey a “gender identity” at odds with a student’s sexual identity is not permitted, and parents will be called, and the student will be sent home to change. Guests of [Insert Name of School] students are subject to the same Uniform Code, rules and regulations that govern the student body during the school day or at school-sponsored events both on and off the campus.

A Good Rule for following the dress code policy: If you question if you should wear it, you shouldn't.

Evaluation of Student Progress

Progress Reports

Mid-quarter progress reports are sent home during the 4-5th week of each quarter with students in grades 2-8 to notify of performance below a student's capabilities or of a significant drop in grades, as well as to recognize exceptional progress.

Grading Scale

<u>Academic Areas</u>
A = 93-100 Excellent
B = 85-92 Above Average
C = 75-84 Average
D = 69-74 Below Average
F = Below 69

Report Cards

Report cards are issued four times a year, approximately every 9 weeks. Report Cards will be available in FACTS for PK-8th and a Pre-School Assessment Instrument will be issued for Pre-K (3 & 4). Pre-K4 will begin report cards in the second quarter of school. Grades 3-8 will have “weighted” grades. The report card should be reviewed by parents/guardians, signed and returned to the school as soon as possible. Any questions or concerns over information included on the report card should be directed to the teacher of the particular subject. The final report card of the school year will be distributed following the fourth quarter. Failure to meet outstanding financial obligations to the school will result in the final report card being held from distribution.

Honor Roll

Students in grades three through eight qualify for the:

Pastor's Honor Roll –

- Earning A's in all core subjects – Religion, Reading/Literature, English, Math, Science and Social Studies

- Earning A's in all specialty classes for grades 3-8

Principal's Honor Roll –

- Earning A's and B's in all core subjects -- Religion, Reading/Literature, English, Math, Science and Social Studies
- Earning A's or B's in all specialty classes for grades 3-8

Specialty Classes include: Art, Band or Music, Computers, PE, Spanish

8th Grade Honors

Eighth grade students have the opportunity to receive special recognition awards along with their diplomas at graduation. This recognition is determined in consultation with the middle school level teachers and the principal.

One of those awards is the distinction to be named as valedictorian or salutatorian. This distinction can apply to more than one 8th grade student in each category. Students who have maintained a GPA of 3.9 to 4.0 are recognized as valedictorians and students who have maintained a GPA of 3.5 to 3.8 are recognized as salutatorians. This GPA includes the quarter grades of all core subjects taken in 6th grade through the third quarter of 8th grade.

Promotion and Retention Policy

A student shall be advanced to the next grade level at the discretion of the principal, in light of the teacher's recommendation based on a student's daily performance, test results, and the ability to complete work successfully on a more advanced level. Consultation with the parents/guardians and the student will take place, if appropriate. Such decisions shall be based on a total evaluation of a student's growth in all areas of development.

For retention of a student, three elements are necessary:

1. Recommendation of the teacher.
2. Approval of the principal.
3. Approval/consent of the parents/guardians.

If both principal and teacher feel that retention is appropriate but the parents/guardians do not, then the student will be transferred to the next grade. If the parent or guardian insist on transfer to the next grade level, a written agreement will be signed by parents/guardians that a six-week trial period will occur the next school year. The parents/guardians 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. Additional testing or evaluation may be suggested to assist with the decision. If the student is still failing in the new grade at that time, the principal will make the final decision regarding a return to the previous grade. The principal reserves the right to require retention if deemed in the student's best interest. 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.

The administration may recommend tutoring or summer schooling, at the financial responsibility of the parent/guardian, as a condition of promotion.

If the school and parent agree to retain a child in their current grade within two weeks of Spring conferences and they complete the registration process, they will be guaranteed a spot. Any student whose family decides to retain after priority enrollment begins will not be guaranteed a spot in the class.

Assessment

Students at Saint John Nepomuk Catholic School participate in a standard testing program during the fall, winter and spring of each year. Parents will receive a report of their child's test results. A student's progress is also evaluated by periodic classroom tests.

Aftercare

Saint John Nepomuk is pleased to continue to offer an Aftercare program this year. Aftercare will run from 3:15 p.m. to 6:00 p.m. Aftercare will provide developmentally appropriate activities where the children can experience success, and develop physical, mental and social skills. Students can participate in daily planned activities, sports, or arts and crafts. Snacks are offered during Aftercare. Parents/guardians must register their children with the school office. Registration involves an enrollment fee, an application and a signed waiver. All billing will be handled by the school office. A handbook will be issued to each family registered for Aftercare. Saint John Nepomuk Catholic School Parent & Student Handbook rules apply to the Aftercare program as well. Please contact the school office for further inquiries or questions.

Field Trips

Field trips are scheduled during the school year to enhance the curriculum and expose our students to cultural opportunities, community service, the resources of the community, and to enhance specific units being taught. Trips are planned by teachers, in consultation with the administration and are educational in nature. Field trips and outings are to be learning experiences. They are also privileges. Field trips may be limited to those students with satisfactory class work and self-discipline. All grade levels do not always have the same number of field trips. Field trips are re-evaluated each year to determine the trips' compatibility with curricular goals. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition. All monies collected for field trips are nonrefundable.

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

A field trip form must be signed by a parent/guardian for any field trip in which students leave the school grounds. There will be no exceptions to the written requirement. If your child fails to bring his/her permission slip home, you may use or copy the form provided. Call the school for information needed to complete the form. The appropriate dress will be indicated on each individual trip's permission slip.

An adequate number of parents must help chaperone and transport the students. Drivers must be an approved volunteer, which includes an approved background screen with the Archdiocese (an application is submitted and processed by Saint John Nepomuk), completion of Safe Environment Training and a signed receipt of acknowledgement of the Archdiocesan Code of Conduct. Drivers must also provide a copy of their drivers' license and current insurance to be maintained on file at the school. All students must wear seat belts, drivers must adhere to the predetermined route of travel and no stops may be made en route to and from the designated field trip site. ***Children, other than class members, may not accompany the field trip as it detracts from the supervision of the school children. Please do not ask the teacher to make exceptions.***

The state of Oklahoma adopted new car seat laws on November 1, 2015. These laws will impact students at St. John Nepomuk in grades Pre-K 3 through 2 when considering field trip guidelines and procedures. All students in grades Pre-K 3 through 2 regardless of height will be required to provide the required safety seat or booster. St. John staff members will verify all vehicles and

safety seats prior to departing to or from field trips. Students who do not have the required safety seat or booster will be unable to attend the field trip and will be considered absent during the field trip. The student must remain with a parent or guardian until the field trip concludes and he/she is returned to school for the remainder of the day.

The requirements for St. John Nepomuk field trip drivers for those who transport children other than their own, is a minimum of \$100,000/\$300,000/\$100,000 of automobile liability coverage, successful completion of the requirements of the Safe Environment training program. The first number of the insurance requirement refers to the maximum amount that your insurance company is obligated to pay for bodily injury per person. The second number is the maximum that would be paid out for bodily injury per claim and the third number represents the maximum amount your insurance company is obligated to pay for property damage you cause. Please keep in mind that a valid driver's license as well as the declarations portion of your insurance verification must be on file in the office prior to the field trip.

Eighth Grade Class Trip

All of the above regulations apply to the eighth grade class trip at the end of the year. However there are additional regulations as outlined below:

- ❖ The trip cannot be scheduled overnight and should be conducted in the state.
- ❖ Activities that expose the students to serious injury will not be permitted. Swimming is not an approved activity.
- ❖ Plans must provide for all students to participate.

Plans should be made in consultation with the principal who has the final decision.

Graduation

Graduation activities will consist of a liturgical celebration and a social event set by the administration. All of these activities will be kept simple. The principal determines the required attire for graduation activities.

Health and Safety

Accident, Injury, Sudden Illness

If a student meets with a serious accident or injury or becomes seriously ill, the administration or designee will immediately contact the parent/guardian. If parents cannot be reached, the emergency contact will be used to contact the next person listed.

The school will render simple first aid only.

When a student becomes ill and it is necessary to send the child home, the parent/guardian will be contacted by the office personnel. If the parent/guardian cannot be reached, the emergency contact will be used to contact the next person listed to advise of the child's illness. Because the school has no space to care for sick children, it is necessary that parents have someone designated to pick up the child and care for them once they leave school. Students will not be allowed to go home by themselves.

Accident Insurance

The school purchases accident insurance for each student. The parents' insurance is primary and the accident insurance purchased through Catholic Mutual Insurance is secondary. Coverage is only during school hours and includes school sponsored team sports.

Contagious or Communicable Diseases

When a child has an elevated temperature, severe cold, persistent cough, etc., the child should be kept at home to promote a quick recovery and to protect classmates from illness. A child MUST be fever and symptom free for at least a 24-hour period before returning to school.

All communicable diseases should be reported to the school immediately. Any student who is likely to transmit a contagious disease through day-to-day contact (measles, chicken pox, pink eye, Fifth's disease, etc.) shall not be permitted at school or school sponsored activities as long as the possibility of contagion exists.

Pink eye (conjunctivitis): Students recovering must be on medication for at least 24 hours before returning to school.

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 least amount of time.

Head lice: Remind your child not to share scarves, headphones, combs, brushes, or especially hats. Head lice are a part of schools in this region of the U.S., and they have nothing to do with cleanliness and know no economic boundaries. Anyone can get head lice. They do not pose a serious health hazard. A child with head lice will be sent home to be treated with the appropriate shampoo. According to the School Laws of Oklahoma, Section 703, a child must present certification from a health professional that he/she is no longer afflicted with head lice and have no nits left in the hair in order to re-enter school.

Chronic infectious conditions: The Department of Health is required to notify "the head of a private school" of their students who are infected with the AIDS virus..." Our policy is as written in the Archdiocesan Catholic Schools Policies and Guidelines Handbook, #6210.8:

"Any student, teacher, or other staff member having a communicable disease will be dealt with on a case-by-case basis in accordance with the guidelines for that disease issued by both state and local health departments, as well as, the Center for Disease Control. Decisions regarding the type of educational setting for the child shall be based upon the behavior, neurological development, and physical condition of the child. The school shall decide appropriate educational placement after reviewing the recommendation of the attending physician in consultation with the public health personnel and parent. The principal shall decide appropriate placement in conjunction with the pastor/administrator and Superintendent of schools."

Because of the potential presence of the AIDS virus, all persons in the school dealing with body fluids of any kind, (bleeding wound or handling other body fluids) should wear rubber gloves.

When cleaning a blood spill a person should wear rubber gloves and cleanse the area using a solution of one part household bleach to ten parts of water.

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

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

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

- Adolescents entering high school (15 years of age),
- College freshmen who live in dormitories,
- Other people at high risk are eleven through fifteen years-of-age.

This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma.

However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

Health Policy Archdiocese of Oklahoma City

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

Diabetes

1. Every diagnosed student with diabetes must have on file: Diabetes Medical Management Plan signed by a physician.
2. When a school has enrolled a student with diabetes, the school will provide training for two adults for "Managing Diabetes in Schools". Information on these classes can be found on the State Department of Education Website under Health and Wellness.
3. A school will work with parents and the physician to establish necessary documentation for daily insulin and glucose monitoring.
4. Each school will establish a local implementation plan appropriate for each student's needs.
5. The school will allow the diabetic student to manage his/her care, assessment, and treatment as needed while attending school and or activities. The school will provide a private area where the student may attend to the management of his/her diabetes.
6. **Liability Statement:** The school, employees and any other agent of the school will not be held liable while performing and or assisting in the diabetes management plan for individual students.

Medication

SJNCS does not have a school nurse on staff. As a general rule, medication should be administered by the parent/guardian before or after school. Parents may come to the school to administer the medication. Guidelines for school personnel to dispense medicine are as follows:

- ❖ Prescription medication or over the counter medication as needed, will be dispensed ONLY if it is in its original container with the student's name, name of student's doctor, frequency, dose and date. The parent must sign a SJNCS medical consent form.
- ❖ If a student has a serious illness that might require emergency medicine to be administered, it is the responsibility of the parent/guardian to provide training to school employees regarding its administration.
- ❖ Parents/guardians are required to deliver the medicine to the school office. Medicine should never be sent with the student. Failure to comply with this endangers all students. Violators face expulsion.
- ❖ All medicines are kept locked and out of reach of students.
- ❖ Designated school employees who administer medicine in accordance with state guidelines shall not be liable for civil damages for any personal injuries incurred by the student as a result of administering the medicine or failure to administer the medicine.

Inhalers

By State law, students may carry and self-administer an inhaled asthma medication. To do so, parents must EACH SCHOOL YEAR:

- ❖ Complete the Asthma Medication Authorization form (available in the school office).
- ❖ Provide a written statement from the physician treating the student that the student has asthma and is capable of and has been instructed in the proper method of and self-administration of the medication.

If these requirements are not completed, the student MAY NOT have the inhaler in his/her possession.

MEDICAL MARIJUANA

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.

Health Records

A health information record is to be kept on each student. This is to include the results of vision and hearing tests and other data pertinent to the students' health, such as allergies, asthma, or conditions, which require teacher awareness to assure student health or safety.

Reporting of Suspected Child Abuse or Neglect

Saint John Nepomuk will follow the procedures in place in the Archdiocesan policy for reporting child abuse which will include notification of the Pastor and the Superintendent of Schools, and full documentation of incidents/events/injuries/etc. leading to suspicion of child abuse/neglect. The school will keep this report on file indefinitely. This report, however, will be confidential and not a part of the student's permanent record.

Under Oklahoma Law every person having reason to believe that a child under the age of 18 years has had physical injuries or injuries inflicted upon the child by other than accidental means, where the injury appears to have been caused as a result of physical abuse, sexual abuse or neglect, shall report the matter immediately to the county office of the Department of Human Services. Any such participant shall have immunity from any liability, civil, or criminal, that might otherwise be incurred or imposed.

Reporting of Threatening Behavior

Senate Bill 1150, effective July 1, 2018, adds a requirement for reporting threatening behavior and explicitly defines the types of child abuse that must be reported. Section 1: Defines "threatening behavior" to mean any verbal threat or threatening behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel or school property. Requires an officer, employee or board member of a school district to notify law enforcement of any threatening behavior and exempts him or her from discipline and civil liability for acting in good faith if he or she reasonably believes a person is exhibiting threatening behavior. States that these requirements are not intended to impose a specific liability on a district. Section 2(A): Requires a school employee with reason to believe a student is a victim of abuse or neglect to report the matter immediately to the Department of Human services hotline and to local law enforcement. Section 2(B): Defines the "child abuse and neglect" that must be reported. If you would like a copy of the Senate Bill 1150 in its entirety, you may request this from the school office.

Student Potty Training & Hygiene

All children enrolled at St. John Nepomuk Catholic School especially those in Prekindergarten (Pre-K3, Pre-K4) and Kindergarten must be potty trained. We do not have the facilities or supplies required to change children. We feel that all children deserve privacy. We realize that "accidents" will happen. "Accidents" by definition are unusual incidents and should only happen infrequently.

Potty-trained children:

- no longer wear diapers (disposable or cloth) or disposable underwear (pull-ups)
- can tell the teacher when they need to go to the bathroom
- can attend to their own hygiene. A teacher will assist only when needed (this is an issue which protects all concerned.)

If your child is not completely potty trained or has frequent or infrequent accidents as described above, you may choose one of the following options:

- You may withdraw your child from preschool and place their name at the top of our contact list. Registration and supply fees are nonrefundable; however, if your child is placed in a class at a later date, you will not need to pay additional fees.
- You may pay half tuition to hold your child's spot (for up to two months) until potty training has been completed.

In the event your child has an "accident":

- When the "accident" of wetting occurs, your child will be responsible for changing themselves in our public bathrooms. Students in prekindergarten and kindergarten should always have an extra set of uniform clothing including socks and underwear in the classroom.
- When the "accident" of your child soiling their clothes, the contact parent on file will be called and required to come to school to change your child.

School Organizations

School Advisory Council (SAC)

The SAC is established by the Pastor, in accordance with Archdiocesan policy, to advise him and the principal in the governance of the parish school. Members cannot act apart from the pastor and the principal and cannot make decisions that are binding on the parish school without the approval of the pastor and principal. Advisory also means that decisions will not be made in major matters until and unless the council has been consulted. The areas in which the SAC has responsibility and shall be consulted include: planning, policy development, finance, development and public relations, selection of the principal, evaluation of the principal's relationship with the SAC and major curriculum changes, especially in the area of education in human sexuality and religious education. New members must complete the required two-hour orientation.

The SAC holds regular meetings from August to May. All meetings are open to the Saint John Nepomuk community except for those sessions designated as executive. Non-council members who would like to address the SAC may make a request to the chairperson, pastor or principal in writing at least 10 days prior to the next meeting. The written request shall include the topic to be discussed. The request to address the council may be denied if it involves areas in which SAC has no jurisdiction. If the request is denied the person making the request will be informed of the decision.

Parent Teacher Organization (PTO)

The PTO will consist of homeroom parents and then whoever else is interested in helping will be invited to join. There will be a sign up at the Back to School Bash and everyone interested will be contacted.

Sports

Athletic activities are designed to teach self-discipline, good sportsmanship, fairness and to instill in students Christian values and behavior. All the programs emphasize participation, skill development and teamwork as well as competition.

All students are eligible to participate in sports sponsored for their grade level providing that they meet the age and academic requirements and have a physical on file that is less than a year old in the office that says they are fit to play the sport to which they are playing. Students must be in attendance in school on any day they are to participate in any extracurricular activity on that same day.

Maintaining a good academic record is a very demanding job for most students. Parents are asked to plan their student's extra-curricular activities with this in mind. Participation in any outside activity, during or outside of school, cannot be an excuse for incomplete or missing assignments. A student's positive scholastic achievement and classroom behavior are essential for participation in the SJNCS athletic program. Students with poor classroom behavior may be declared ineligible to participate.

Students attending games at Saint John Nepomuk or other schools where Saint John Nepomuk students are playing are to stay in the gym and not be running around in the lobby or outdoors during the game. Students who are loitering in the hall or on the school grounds without adult supervision will be sent inside. There is a safety factor involved and the purpose is to attend a game.

Parents of student athletes and coaches are required to review information regarding concussions and cardiac arrest. Parents/guardian/student athletes must sign an acknowledgement regarding the warning signs and treatment for both concussion and cardiac arrest prior to the start of the season. and coaches Further policies specific to athletic activities are addressed in the Athletic Handbook adopted by the local Archdiocesan level schools. This handbook will be distributed to those students, parents and coaches involved in athletic activities sponsored by SJNCS.

Students only are eligible to participate on our school's athletic teams in a manner consistent with their biological sex.

Student Records

The contents of a student's official file (academic transcripts, academic testing, health records and emergency sheets) may be reviewed by parents/guardians. Requests shall be made in writing and a 24-hour notice given.

SJNCS complies with the Buckley Amendment, which gives access to academic records to the non-custodial parent. In the absence of a notarized court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child when requested. 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 a notarized copy of the court order.

If parents wish for their child's academic progress to be shared with other professionals (tutors, etc.) or alternate family members (grandparents, etc.), a signed release form must be on file in the school office

Letters of Reference or Recommendation

Saint John Nepomuk Catholic School administration, faculty or staff may not write letters or complete forms of reference or recommendation for students who may be transferring to another school setting with elementary or middle school grade levels. Letters or forms of this nature may only be completed for graduating 8th grade students for the purposes of high school enrollment or award nominations.

Transfers

The SJNCS office will request school records for new students from the school previously attended. If transfers are being made to another school, records will be sent upon the request of the receiving school.

Withdrawal

Parents withdrawing their student from SJNCS must do so in the school office. Records will be sent to the new school only upon written request from the principal of the next school. All financial obligations must be made in full before a student's record will be sent to the new school. Refunds on tuition amounts are not prorated by the month in the event that a student withdraws from school.

Visitors

Parents and visitors are always welcome at SJNCS. Parents/guardians or visitors who come to school must first report to the office to register as a visitor using the SchoolSafeID portal and collect a Visitor Pass. Registering as a visitor requires a state issued photo id or digital badge issued from SchoolSafeID each time. Before leaving, visitors must sign out with the office. Parents are responsible for siblings and other children in their care while on campus.

Entrances to the school are locked at all times. Parents and visitors may gain access to the main building by ringing the doorbell. Forgotten items brought from home should be dropped off at the main office. Items will be delivered to the student.

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

Volunteers

Volunteers are an important part of the educational ministry at SJNCS. All volunteers working directly with students, including field trip drivers, sports coaches, concession stand workers and substitutes are required to have completed the volunteer screening process. Only the principal or Safe Environment Coordinator will notify you when you are an approved volunteer. Volunteers are expected to abide by the *Code of Christian Conduct for Parent/Guardians and Volunteers*.

General School Information

House System

All students at St. John Nepomuk are members of John House. Students in grades 6th, 7th & 8th will be involved with our House program in a special way. The House System was introduced to our school in the fall of 2006 to foster unity, leadership, integrity and teamwork among all the middle school students and all students of St. John School. The House System, like our school, is first and foremost Christ centered. Each House works together to accomplish tasks and competitions. Middle school Houses are designed for these students to encourage, to motivate, and to offer a positive environment for their learning. A mixture of students from each grade level will be assigned to each of the middle school Houses. Each week a House meeting will be

held. House Captains and Deans conduct House meetings and work to promote their fellow students to do their best, work their hardest and to live the St. John Nepomuk school mission. Each House has been given the name of a saint or holy person and each student will learn about his/her life that will be their model. House participation is a vital part of middle school life and the pastoral ministry at St. John Nepomuk Catholic School, therefore, participation in the House system is required. If a parent has requests and/or concerns regarding the House program, he/she should contact the House Dean first. If a reasonable solution is not met, it may be necessary that a meeting be held with the House dean, parent/guardian and the principal.

Cell Phones

No student may bring a cell phone, iPod or internet-accessible device to school during school hours. The only exception will be for students who have a parent petition the principal in writing. Petitions must include legitimate reasons for a child having a cell phone in school. If a petition is approved students must bring their cell phone to the school office upon arrival and collected after dismissal. Cell phones not checked in will be confiscated and will only be returned to the parent/guardian after arrangements are made with the principal.

Change of Address/Phone

All changes of address and phone numbers (both home and work) should be provided as soon as possible to the school office. In the event of an emergency, updated information is needed in order to notify a parent or guardian.

Buddy Program

Beginning in prekindergarten and continuing through 6th grade students are paired with students in other grades as part of our buddy program. Generally, students sit with buddies and/or older students at Mass and meet occasionally throughout the school year for activities organized by the classroom teachers. Students are permitted to make their buddy a card for the holidays, however, there are no gift exchanges between buddies permitted.

Gift Exchanging

No purchased gifts may be brought to school to be exchanged between students. Individual birthday gifts, etc. should be handled at some other time other than school time. An exception would be a full-class Christmas exchange.

Pet Policy

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

Homeroom Parent

A request for volunteers to serve as homeroom parents is conducted at the beginning of the school year. Homeroom parents coordinate parties, activities and assist the teacher in accomplishing other tasks throughout the year.

Nuisance Items

Toys, make-up, MP3 players, headphones, cell phones, handheld gaming devices, etc. are to be left at home. If taken by a school employee, the nuisance item may be kept until the end of the school year. Backpacks and shoes should be free of lights and or sound. Parents/guardians

may go to the staff member to claim the item at the end of the school year. Items unclaimed will be thrown away or given to charity. Any "craze" which can be traded, swapped, etc. is considered a nuisance item and may not be brought to school. **Key chains and toys MAY NOT be attached to student backpacks.**

Parties and Gifts

Classroom parties will be held at designated times of the year during the last hour of the school day. There are two parties per year (Christmas and Valentines). Homeroom parents will make arrangements with the teacher in each class prior to the party day. The party will consist of reasonable foods and activities.

Floral arrangements, balloons, and/or gifts may not be delivered to school for birthdays or other special occasions. Please do not send food or items to recognize a student's birthday, the exception to this is within our Pre-Kindergarten (3 & 4 years old) or Kindergarten classrooms which may bring a birthday food item in place of their designated snack items. Birthday party invitations may not be distributed in class unless all students are invited or only all boys or all girls are invited. Otherwise individual party arrangements are to be made from the home. The school cannot disseminate information such as address, phone number and/or email for private parties or events not affiliated with the school. Information should be collected from the St. John Nepomuk Family Directory.

Photo/Video Release

SJNCS places news of the school in local and Archdiocesan newspapers, which may include a student's picture and/or name or may invite the local television media to the school campus. Any parent or guardian who does not wish his/her child's picture used must notify the principal in writing prior to the first day of school.

School Pictures

Although all students are asked to have pictures taken, the purchase of these pictures is optional. The principal will determine the dress code for pictures.

Snack Foods

During the school day, candy, snack foods, pop are permitted only in the classroom and under the direct supervision of the teacher. Chewing gum is never permitted during the school day.

Student Assemblies and Special Programs

School assemblies are scheduled during the school year to foster school-wide community spirit. These assemblies may include, but are not limited to special guests, musical and dramatic performances and other educational experiences. Student recognition assemblies may also be held. Parents are welcome to attend. Dates and times will be listed in newsletters.

Substitute Teachers

A substitute teacher is in charge of the class for the duration of time he/she is assigned to the class. The substitute is to be treated with the same level of respect, courtesy, and obedience as any other teacher or staff member. Any parent, parishioner, or community member willing to substitute must complete the process of obtaining a cleared background check with the assistance of the school.

Lost and Found

Lost and found items are located in the entrance to the elementary hallway. Unclaimed items will be donated quarterly.

SAFE ENVIRONMENT PROTOCOL FOR NON-AFFILIATED COACHES IN OUR CATHOLIC ELEMENTARY AND MIDDLE SCHOOLS

Ensuring a safe environment for children and young people is a continuous effort. The Archdiocese pledges to continue its efforts and work toward identifying areas where we can be more effective. As a result, the following protocol has been defined to better prepare those who volunteer with our children and young people in our school athletic and extracurricular programs.

Every person who will be working or volunteering in our programs is required to complete the Safe Environment process before they begin volunteering. The process includes completing an online background check (every 3 years), supplying three references, and completing a yearly online training course. In addition to the above process, the following steps must be completed before approving an individual to coach who may not have a direct connection to the school or parish.

- For children in Grades 5 and under the process is unchanged and listed below:
 - 1. Individuals must have a child enrolled in the school or a familial connection to a child enrolled in the school (i.e.: parents, grandparents, etc.).
- Or
- 2. Individuals must be a member of the parish for at least 6 months.
- For Unaffiliated Coaches of children in Grades 6-8:
 - 1. An unaffiliated coach is defined as someone who is neither a parent of a school child nor a member of a Catholic parish.
 - 2. Unaffiliated coaches may coach children in Grades 6-8.
 - 3. When completing the Archdiocese of OK City Application for Employees & Volunteers, the individual must complete the "References" section. One of the references is required to have a connection with the school or parish and should not be the school Athletic Director.
 - 4. When completing the Archdiocese of OK City Application for Employees & Volunteers, the individual must complete the "Volunteer History" section. One of the organizations or positions is required to be affiliated with a youth-related program.
 - 5. The references must be verified on the "Reference" form by the Athletic Director, Assistant Principal or Principal.
 - 6. An interview must be conducted with the individual and the Principal or Assistant Principal and documented on the "Volunteer Interview" form.
 - 7. The individual must complete the Notre Dame program, Play Like a Champion, to be offered by the Catholic Grade School Athletic Association.

24/7 Tobacco-Free Campus Policy: St. John Nepomuk Catholic School

SECTION I: INTRODUCTION AND DEFINITIONS

a) St. John Nepomuk Catholic School understands the concern of parents, educators, students, and community members regarding the adverse effects of

tobacco and secondhand smoke. We want to provide a safe and healthy environment for our students, staff, and community and set the proper example for our students.

b) This policy is intended to improve the health and safety of all individuals using the schools.

c) Tobacco: is defined as a product that contains or is derived from tobacco and is intended for human consumption excluding drugs or devices approved for cessation by the United States Food and Drug Administration. This includes e-cigarettes and vapor products with or without nicotine.

d) 24/7 Tobacco-free campus: is defined as a campus where tobacco use is prohibited anywhere, at any time, and by any person. This extends to school-sponsored vehicles and events including those held off-campus.

SECTION II: 24/7 PROHIBITION OF TOBACCO

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

b) This regulation applies to employees of the school district, students, and visitors. This regulation also applies to all school functions (sporting events, concerts, etc.) and any outside agency using the school's facilities, including stadiums. This regulation is in effect 24 hours per day, seven days per week.

c) The district will not accept donations of gifts, money, or materials from the tobacco industry. This district will not participate in any type of services that are funded by the tobacco industry.

SECTION III: ENFORCEMENT

a) The success of this regulation will depend upon the thoughtfulness, consideration and cooperation of tobacco users and non-tobacco users. All individuals on school premises share in the responsibility for adhering to and enforcing this regulation. All students will receive instruction on avoiding tobacco use. Ultimately, each site administrator will take appropriate steps to enforce the regulation.

b) Students found in violation of the policy will have their parents contacted for a first violation. Second offense could include disciplinary action. Information about the Oklahoma Tobacco Helpline will be provided to students in violation of this policy in order to provide a resource for tobacco cessation.

c) Employees who violate the regulation shall be subject to disciplinary action in accordance with the employee bargaining agreements and/or the district's faculty handbook. Information about the Oklahoma Tobacco Helpline will be provided to staff members in violation of this policy in order to provide a resource for tobacco cessation.

- d) Visitors who violate the policy shall be subject to a verbal request to the individual to stop. If the person refuses to stop, the individual will be requested to leave. If the person refuses to leave, they will be referred to local authorities.

SECTION IV: POLICY EFFECTIVE DATE

- a) This 24/7 Tobacco-free Campus Policy is effective as of September 1, 2015, and applies to all covered entities on or after that date.

TECHNOLOGY Use Agreement

For Saint John Nepomuk Catholic School

Adapted from NCEA's From the Chalkboard to the Chatroom.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. John Nepomuk Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

9. I agree that my student may access any Google application using school equipment (lab desktop, Chromebook, iPad) for educational purposes as directed by St. John staff and/or faculty. I further understand that my student will not be permitted to access any content on YouTube which is classified as restricted by YouTube and Google. (9/23/2021)

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

Hallow Student Accounts

St. John Nepomuk is excited to be partnering with Hallow to provide a tool for mental and spiritual health for faculty, staff, and students. In order to set up your child's Hallow account, Hallow needs your permission. (The company complies with Federal COPPA guidelines, and you can read more about their privacy policy at hallow.com/privacy.)

Your student will have a personal Hallow account designed for use in the classroom and at home. The content on Hallow includes music, sleep stories, meditations, and prayers designed specifically for kids and students of all ages, as well as families.

If you have any questions about the product or how your child's account will be set up, please reach out to the Hallow team at schools@hallow.app or at 773-900-7145.

I, _____, give permission for my child to have an account created for Hallow through [St. John Nepomuk Catholic School]). I understand that their account will be specific to them, and I have read and understood the Hallow Terms of Service and Privacy Policy, and I agree with them on my child's behalf.



ARCHDIOCESE OF Oklahoma City

Institutional Stance on AI for Archdiocese of OKC Schools for Students

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

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

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

Policy Statement:

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

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

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

Use of Artificial Intelligence in Our School

At our Catholic school, we value the responsible use of technology, including artificial intelligence (AI), in ways that support learning, communication, and human growth. We follow Church guidance to ensure that AI is used ethically, always putting people before machines. AI

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

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

may help with instruction or tools, but it will never replace the relationships, moral formation, or personal effort that are central to our mission. Students will be taught to use AI responsibly—respecting others’ work, thinking critically, and upholding Catholic values in the digital world. Together, we aim to form students who are wise, just, and faithful citizens in both real and virtual spaces.³

How to Cite AI in APA Style

In-Text Citation

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

Grammarly: Free AI Writing Assistance

- Parenthetical citation: (Company, Year)
Example: (OpenAI, 2023)
- Narrative citation: Company (Year)
Example: OpenAI (2023)

Reference List Entry

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

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

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

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

Student Rules for the Use of AI Tools

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

1. I will use AI in ways that support the purpose of the assignment and my personal growth.

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

2. I will use AI tools responsibly, avoiding content or actions that could cause emotional or reputational harm to myself or others.
3. I will not share personal, sensitive, or confidential information with AI tools, unless directed to do so in a secure, school-approved platform under teacher or counselor supervision.
4. I will only use AI tools for school assignments or assessments when given permission by a teacher.
5. I agree to use the designated AI tool(s) if my teacher or the school has recommended a specific AI tool.
6. I may use AI outside of class to support my understanding, but I will never use it to complete or submit work without approval from my teacher.
7. I will be honest about when and how I use AI in my schoolwork.
8. I will follow my teacher's directions on how to cite AI and will carefully check the content for accuracy and appropriateness if I use AI to assist with an assignment.
9. I will ask my teacher before using AI if I am unsure whether AI is allowed or appropriate for an assignment.
10. I understand that AI may provide inaccurate or biased results, and I will use it carefully and critically. I take full responsibility and ownership of all the work I turn in.
11. I will not use AI carelessly or without purpose. I understand that AI tools require significant energy and resources to operate, and I will use them thoughtfully, respecting both the task at hand and our responsibility to care for God's creation.
12. I understand that this policy may be updated as technology and school practices change, and I will follow any new guidelines shared with me by teachers or school leaders.
13. I will cite all usage of AI in my work.

Academic Integrity and AI Misuse

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

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

Adaptive Rules

As AI technologies continue to evolve, so too will the school's guidelines. Collective adherence to these principles ensures that AI-powered tools are used in a manner that enriches the

educational experience, fosters academic integrity, and respects the rights and dignity of all members of our community.⁴

Parent Consent for Educational Technology Use

At St. John Nepomuk Catholic School, we believe that technology can significantly enhance the learning experience. To provide our students with the best possible instructional environment, we utilize various educational applications, including Google Workspace for Education (formerly G Suite for Education) and other carefully selected third-party educational apps. These tools offer powerful resources for collaboration, creativity, and critical thinking.

Google Workspace for Education

Our school provides each student with an individual St. John Nepomuk Catholic School Google Account. This account grants access to core Google Workspace services such as:

- * Gmail: For school-related communication.
- * Calendar: For organizing assignments and school events.
- * Docs, Sheets, Slides: For creating and collaborating on documents, spreadsheets, and presentations.
- * Drive: For secure cloud storage of educational files.
- * Classroom: A platform for teachers to share assignments, announcements, and resources.

These services are used solely for educational purposes, and our school manages and monitors these accounts in accordance with our privacy policies. Google's privacy policy for Google Workspace for Education can be reviewed at Google for Education Privacy Policy- [Click Here](#).

Other Educational Applications

In addition to Google Workspace, our teachers may integrate other third-party educational applications into their lessons to support specific learning objectives. These applications are vetted by the school to ensure they align with our educational goals and privacy standards. Examples of such applications may include (but are not limited to): IXL, Leapfrog, Khan Academy, Prodigy, SeeSaw, Math Shelf, Kahoot, Rosetta Stone, Duolingo, and others.

Data Privacy and Security

⁴ [AI Readiness Toolkit - PedagogyFutures](#)

We are committed to protecting our students' privacy and data. We strive to select applications that are compliant with relevant privacy laws.

* **Information Collected:** The educational applications we use may collect certain information from students, such as names, email addresses, and student-generated content (e.g., assignments, projects). This information is primarily used for educational purposes and to provide and improve the services offered by the applications.

* **Sharing of Information:** Student information is generally not shared with third parties for marketing or commercial purposes. Any sharing of data with third-party applications is done to facilitate educational activities and is governed by the privacy policies of those applications.

Parental Consent

By signing below, you acknowledge and agree to the following:

* You grant permission for your child to use a St. John Nepomuk Catholic School Google Account for educational purposes, providing access to Google Workspace for Education services.

* You grant permission for your child to use other school-approved third-party educational applications as part of their instructional activities.

* You understand that the school will take reasonable steps to ensure the privacy and security of your child's data in accordance with applicable laws and the privacy policies of the educational applications used.

* You have read and understand the school's commitment to data privacy as outlined above.

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.

St. John Nepomuk Catholic 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: Art Chernak

Address: 600 Garth Brooks Blvd.

Telephone Number: 405-354-2509 X 105

Email address: achernak@sjnok.org

Name: Father John Metzinger

Address: 600 Garth Brooks Blvd

Telephone Number: 405-354-2509 X 107

Email address: pastor@sjnok.org

Designated Coordinators will be responsible for:

- a. Ensuring compliance with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations in a manner consistent with Catholic teaching.
- b. 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.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).

- d. 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.
- e. Overseeing discrimination complaints.
- f. Referring all sexual assault or harassment complaints to designated external third-party investigator for investigation.
- g. 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.
- h. 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.
- i. 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.
- j. 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.
- k. 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.
- l. Recommending changes to this policy and grievance procedure.
- m. Performing other duties as assigned.
- n. 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.sjnok.org Further, this policy is referenced in the in the School Handbook (i.e. both student and faculty handbooks), and is available in the administration office. The contact information for the designated Coordinators is also available on the School website, in the School Handbook, and in the administration office.

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

any statutory, common law, or contractual rights. The School reserves the right to amend the Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy and Grievance Procedure.

1. 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:

- a. Conduct that is objectively sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the objectively offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

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

The following are examples of behavior that may constitute harassment:

- a. Ongoing name-calling
- b. Ongoing teasing or taunting
- c. Ongoing insults, slurs, epithets, or derogatory names or remarks
- d. Demeaning or inappropriate jokes
- e. Inappropriate gestures
- f. Graffiti or inappropriate written or electronic material
- g. Visual displays, such as cartoons, posters, or electronic images
- h. Threats or intimidating or hostile conduct
- i. Physical acts of aggression, assault, or violence
- j. Sexual advances, requests for sexual favors, or sexual jokes
- k. Offensive or obscene material
- l. 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:

- a. Unwelcome sexual advances or propositions
- b. Intentional indecent exposure in any form
- c. Requests or pressure for sexual favors
- d. Unwelcome comments about an individual's body, sexual activity, or sexual attractiveness
- e. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body
- f. 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
- g. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc.
- h. 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

- i. Sexual harassment, sexual assault, stalking, dating violence, and domestic violence
- j. 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 Coordinators. 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 Coordinators, even if doing so may result in duplicative efforts. All employees of the School are charged with this obligation. Failure of personnel/employees to abide by this requirement will result in disciplinary action, up to and including termination.

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

Supportive Measures

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

Parents and Guardians

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

Notice of Receipt of Complaint

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

- (A) the School's Grievance Procedures;

- (B) the allegations constituting a potential violation of these Policies, including details of the identities of the parties, the alleged incident(s), and dates and locations of the alleged incident(s), if known;
- (C) the fact that the respondent is presumed not responsible for the allegations until a Determination is made at the conclusion of the grievance process;
- (D) the fact that a determination regarding responsibility will be made at the conclusion of the grievance process;
- (E) that the parties have the right to an advisor of their choice present at any meeting or proceeding, who may be, but is not required to be, an attorney; and
- (F) the parties' opportunity to request inspection and review of evidence obtained as part of the investigation.

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

Dismissal of Complaint

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

Investigation

Once the School receives a grievance, complaint, or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the School will conduct a prompt, thorough, and impartial investigation to determine whether unlawful conduct occurred. Throughout the investigation process, the School will undertake an objective evaluation of all relevant evidence, treat the parties equitably, ensure that investigators and decisionmakers are free from conflicts of interest or bias, and work through the grievance process with reasonably prompt time frames. The Coordinator will conduct the investigation unless the Coordinator or the School determines that an outside, third-party should conduct the investigation. If necessary, the School will take immediate, interim action to provide Supportive Measures and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The Complainant will be notified of his or her options to avoid contact with the Respondent, such as

changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the School's investigation. The School will minimize any burden on the Complainant when taking interim measures to protect the Complainant.

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

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

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

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

Informal Resolution

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

through their advisors or through the Coordinator for purposes of reaching an informal resolution.

Informal resolution is not permitted in a situation where an employee is alleged to have sexually harassed a student or where 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:

- a. Providing an escort to ensure the complainant can move safely between classes and activities.

- b. Ensuring the complainant and alleged harasser do not attend the same classes.
- c. Providing academic support services, such as tutoring, if desired.
- d. 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:

- a. 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.
- b. 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.
- c. 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.
- d. Creating measures of feedback from students, employees, and School officials to identify strategies for ensuring that students and employees:
 - i. Know and understand the school's prohibition against discrimination, harassment, and retaliation.
 - ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
 - iii. Understand how to report any incidents of discrimination, and to whom they must be reported.
 - iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
 - v. Feel comfortable that School officials will respond promptly and equitably to reports of discrimination, harassment (including violence), and retaliation.
- e. 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.
- f. 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 Art Chernak. 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 Father John Metzinger. 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:

- a. 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.
- b. 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.
- c. Identification of the School's designated compliance coordinators and their job responsibilities.
- d. 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.
- e. Potential consequences for violating the School's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence and remedy its effects.
- g. 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:
 - a. an employee of the school/district, who
 - b. conditions the provision of an aid, benefit, or service of the school/district,
 - c. on an individual's participation in unwelcome sexual conduct.
2. Sexual Harassment:
 - a. unwelcome conduct,
 - b. determined by a reasonable person,
 - c. to be so severe, and
 - d. pervasive, and,
 - e. objectively offensive,
 - f. that it effectively denies a person equal access to the school's/district's education program or activity.
3. Sexual assault:
 - a. an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - b. 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:
 - a. Incest:
 - i. Non-forcible sexual intercourse,
 - ii. between persons who are related to each other,
 - iii. within the degrees wherein marriage is prohibited by Oklahoma law.
 - b. Statutory Rape:
 - i. Non-forcible sexual intercourse,
 - ii. with a person who is under the statutory age of consent of 16.

- c. Dating Violence:
 - i. Violence,
 - ii. committed by a person,
 - iii. who is in or has been in a social relationship of a romantic or intimate nature with the victim; and
 - iv. 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—
 - v. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - vi. Dating violence does not include acts covered under the definition of domestic violence.
- d. Domestic Violence:
 - i. Felony or misdemeanor crimes of violence
 - ii. committed by a current or former spouse or intimate partner of the victim, or
 - iii. by a person with whom the victim shares a child in common, or
 - iv. by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, or
 - v. by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma or
 - vi. 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.
- e. Stalking:
 - i. engaging in a course of conduct,
 - ii. directed at a specific person,
 - iii. 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.
 - iv. Stalking includes cyber-stalking.



Anti-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 use 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: Art Chernak

Email: achernak@sjnok.org

Phone: 405-354-2509 X 105

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

Conclusion

Parents have the primary responsibility for the education of their children. St. John Nepomuk Catholic School accepts the child as 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 St. John Nepomuk Catholic School.

Statements in this handbook are subject to amendment by the Administration and/or on recommendation of the School Advisory Council. Any changes will be reported as soon as possible.

Saint John Nepomuk Catholic School
600 Garth Brooks Blvd.
Yukon, OK 73099
Request for Absence
(To be completed prior to all planned absences.)

Date of Request _____

Student Name _____ Grade _____

Homeroom Teacher _____

Reason for absence _____

My child will be absent from school _____

(date)

Returning to school on _____

(date)

Please note that sometimes teachers are able to provide assignments prior to the leave. However, the handbook states that missed assignments and tests will be available to students upon returning to school. It is the child's responsibility to collect the missing work and complete it in a timeframe negotiated with the teacher.

Parent/Guardian Signature _____

Date _____

For office use only:

_____ Approved

_____ Not Approved. Reason _____

Principal _____ Date _____

ST. JOHN NEPOMUK CATHOLIC SCHOOL PARENTAL AUTHORIZATION TO ADMINISTER MEDICATION

TO: _____
(Office Staff or Principal)

(School)

I am the parent with legal custody, the legal guardian, or individual assuming permanent care and custody of _____, whom is a student attending this school. This student requires medication at intervals during the school day.

I hereby give my consent and authorize and request the school principal, administrative assistant, or _____ (an employee of the school designated by the principal, and me) to:

____ Administer _____, a non-prescription medication that I am hereby supplying you, in accordance with the written instructions of the child's physician that is attached hereto.

____ Administer _____, a filled prescription medication that I am hereby supplying you, in accordance with the directions for the administration of the medicine listed on the label.

____ Permit the student to retain the medication on the student's person since the medication must be administered at unpredictable intervals throughout the day. A physician's statement that the student is capable of, and has been instructed in the proper method of self-administration of medication is attached.

I understand that under state law, the board of education, the school district, or the employees of the district shall not be liable to the student or the student's parent or guardian for civil damages for any personal injury to the student which result from acts or omissions of school employees in administering the medicine I have hereby authorized or from the self-administration of medication by the student. It is recommended that parents bring medications to the school office whenever possible. Medication will **NOT** be sent home with the students.

Dated this ____ day of _____, 20 ____.

Parent with Legal Custody, Guardian, or Individual Assuming Permanent Care and Custody

Address

Unity

I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind
And they fashioned it with care.
One was a teacher; the tools they used
Were books and music and art;
One was a parent with a guiding hand,
And a gentle, loving heart.
Day after day the teacher toiled
With touch that was deft and sure;
While the parent labored by their side
And polished and smoothed it o'er.
And when at last their task was done,
They were proud of what they'd wrought;
For the things they'd molded into the child
Could neither be sold nor bought.
And each agreed they would have failed
If they had worked alone;
For behind the parent stood the school,
And behind the teacher, the home.
-author unknown



ST. JOHN NEPOMUK

CATHOLIC CHURCH & SCHOOL

Family Signature Page

I have read the (2025-2026) (St. John Nepomuk) Family Handbook and agree to follow the school policies and procedures as stated.

Parent/Guardian Name

Parent/Guardian Signature

Date

Names of Students Attending St. John Nepomuk

SIGNED FORM DUE TO THE PRINCIPAL (August 22nd, 2025).

*This form will be saved, and a new form will be signed each year.