



Dear Parents and Students,

Welcome to Bishop John Carroll Cathedral School. In choosing Bishop John Carroll Cathedral School, you have demonstrated a commitment to the values of a Catholic education.

The Parent/Student Handbook reflects the policies of Bishop John Carroll Cathedral School for the 2025 – 2026 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Bishop John Carroll Cathedral School during the 2025 – 2026 school year.

The faculty and staff of Bishop John Carroll School look forward to working with you to promote academic excellence and spiritual development in context of the teaching of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry us through to completion.

God bless you,

Mrs. Deana Ellis

Principal

TABLE OF CONTENTS

MISSION STATEMENT	5
RESPECT, REACH, RESPONSIBILITY	5
BISHOP JOHN CARROLL CATHEDRAL SCHOOL PARENT	7
PARENT CODE OF ETHICS	9
VOLUNTEER PROGRAM	10
ATHLETIC COMMISSION	10
PARENT TEACHER ORGANIZATION (PTO)	10
BISHOP JOHN CARROLL SCHOOL REGULATIONS AND POLICIES	12
RELIGIOUS FORMATION	12
ACADEMICS	12 - 18
STANDARDIZED TESTING, ACADEMIC PROBATION, CHEATING, GRADE RETENTION, ACADEMIC NEEDS, COMPUTER/INTERNET USAGE, A-I, SOCIAL MEDIA USE STATEMENT, CORE RULES FOR COMPUTER / INTERNET, HOMEWORK, HOMEWORK: GRADES 4-8, TESTING, HONOR ROLL	
ACCESS TO INFORMATION.....	18
ADMISSIONS	19
ADULT CELL PHONE USAGE	20
ARCHDIOCESE OF OKLAHOMA CITY TRANSFER	20
ASBESTOS	20
ATTENDANCE	20
CAFETERIA PROGRAM	23
COMMUNICATION.....	23
COUNSELING SERVICES	23
CURRICULUM.....	24
DETENTION	25
DEVELOPMENT.....	25
POLICY, PROCEDURE INFRACTIONS.....	25
SUSPENSION, EXPULSION, AND TERMINATION OF ENROLLMENT.....	27
DRESS CODE.....	28
GENERAL UNIFORM REGULATIONS.....	30
DRUGS AND ALCOHOL POLICY	32
ENROLLMENT.....	33
EXTENDED CARE PROGRAMS.....	33
EXTRACURRICULAR ACTIVITIES.....	34
FIELD TRIPS.....	35
FINANCIAL TRANSACTIONS.....	36

HEALTH POLICY ARCHDIOCESE OF OKLAHOMA CITY	37
ILLNESS / INJURY	38
PARENT / TEACHER / PRINCIPAL CONFERENCES	40
PARTIES.....	40
PERSONAL PROPERTY.....	41
PET POLICY.....	41
PORNOGRAPHIC MATERIAL	41
STUDENT RECOMMENDATIONS	41
SAFE & SACRED TRAINING	42
SAFETY DRILLS	42
SCHOOL PROPERTY.....	42
SECURITY OF FACILITIES	43
SCHOOL VISITORS	43
STUDENT RELEASE DURING THE SCHOOL DAY	44
SUBSTANCES POLICY.....	44
TELEPHONE USAGE	44
TEXTBOOKS.....	44
TUITION ASSISTANCE	45
ARCHDIOCESE OF OKLAHOMA SEXUAL IDENTIFICATION	45
ARCHDIOCESE OF OKC ANTI-DISCRIMINATION /ANTI HARRASSMENT.....	46-63
A STUDENT’S PRAYER.....	64
EIGHT EXPECTATIONS FOR LIVING	65
TRAFFIC PATTERN	66
BISHOP JOHN CARROLL CATHEDRAL SCHOOL ATHLETIC HANDBOOK	
MISSION	67
PHILOSOPHY	67
NONDISCRIMINATORY POLICY	67
REGISTRATION INFORMATION	67
SPORT FEE & ATHLETIC DEPOSIT	67
UNIFORM	68
REFUND POLICY	68
COACHES CREED	69
COACHING EXPECTATIONS AND REQUIREMENTS	70
HEAD COACHES: DESIGNATED HEAD COACHES (ONE COACH PER TEAM.....	70
COACHES SELECTION PROCESS	71
EVALUATION OF COACHES	71
COMMUNICATION	72

CONDUCT: PARENTS, COACH AND STUDENT EXPECTATIONS

TEAM CONDUCT..... 72

DISCIPLINARY POLICY..... 73

DRUG AND ALCOHOL..... 74

EQUIPMENT AND UNIFORM 74

GRIEVANCE PROCEDURES 74

HEALTH / PHYSICAL REQUIREMENTS 75

PRACTICES..... 75

VOLUNTEER REQUIREMENTS 75

WEATHER POLICY 75

LEAGUE REQUIREMENTS 76

PLAYTIME 76

RIGHT TO AMEND..... 76

PARENTS AS PARTNERS MEMORANDUM OF UNDERSTANDING77-78

BISHOP JOHN CARROLL CATHEDRAL SCHOOL

FOUNDED 1919

Mission Statement

Bishop John Carroll Cathedral School fosters faith, family, and lifelong learners in a culturally diverse Catholic Community. We are committed to providing excellence in academic instruction within a safe faith-filled environment.

SCHOOL CREED

Being students of Bishop John Carroll Cathedral School, we will
*...treat everyone with **RESPECT**, remembering we are all God's children*
*...strive to **REACH** our dreams as students and members of a global community*
*...take **RESPONSIBILITY** for our thoughts, words, and actions.*

RESPECT
REACH
RESPONSIBILITY

BJCCS ANTI-BULLYING RULES

- 1. We will not bully others.**
- 2. We will try to help students who are bullied.**
- 3. We will try to include students who are left out.**
- 4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.**

Philosophy of Bishop John Carroll Cathedral School

As part of the educational mission of the Church, Bishop John Carroll exists to help students take on the mind and heart of Jesus Christ in order to follow His example of reforming and renewing the world with His values. These values include faith, hope, reconciliation, love, justice, courage, community, and service. We believe that the school is a unique Christian community that exists for children and that respects and celebrates the uniqueness of each child. Special care is taken to help children develop their potential for spiritual, moral, emotional, intellectual, physical, and social growth.

We believe that an emphasis should be placed on living lives centered in Jesus Christ, with efforts directed toward integrating that faith in life.

We believe that, academically, students should be stimulated to be intellectually curious and increasingly responsible for their own learning. Emphasis is placed on the development of each child's talents by providing a superior educational program, which integrates critical thinking and decision-making skills.

We believe that Bishop John Carroll Cathedral School should strive for excellence in its educational programs by providing curriculum programs current with educational theory and purpose, and by providing qualified and dedicated faculty and staff.

We believe that adults and children in the school community should model openness, understanding, acceptance, and sensitivity.

We believe that the children's sense of beauty in nature and the arts and their own creativity should be awakened and nurtured.

We believe that the religious formation of children is accomplished through formal instruction and relevant religious experiences, including the celebration of Mass, which provide awareness and understanding about social justice, peace-making and respect for life.

We believe that children should be led to the gradual awareness of their roles in the mission of Jesus Christ and His Church. To that end, the importance of the person and the development of leadership must pervade the atmosphere and curriculum in the school.

Bishop John Carroll Cathedral School is fully accredited by the Oklahoma Conference of Catholic Schools Accrediting Association (OCCSAA).

Bishop John Carroll Cathedral School is in full compliance with all requirements of the Archdiocese of Oklahoma City Catholic Education Department.

The members of Our Lady of Perpetual Help parish financially support Bishop John Carroll Cathedral School.

Bishop John Carroll Cathedral School Parent/Teacher Covenant

Because Bishop John Carroll strives to be a faith community, parental cooperation and open parent/teacher communication are essential. As a faith community, our first responsibility is to assume that each of us—teachers, administrators, parents, guardians, and other caregivers—has the child’s best interest at heart.

While we, as a school, are excellent in many ways, no one within our community is perfect; therefore, problems and misunderstandings will occur. When a problem or disagreement arises, we, at Bishop John Carroll Cathedral School, will make every effort to contact you to clarify the situation. Parents or guardians, who experience problems or confusion about their child’s educational experience, are asked to show respect by learning the reasons behind a policy before forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way, positive resolutions can be reached.

Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

1. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, the parent is asked to contact the teacher first. The best way to do this is usually through email to the school office, where a message will be given to the teacher to return your call. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.
2. If the problem is more serious, the parent or guardian should inform the principal in writing or by email. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the principal may not be available immediately; therefore, patience in setting appointments or in expecting a return telephone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may be requiring our immediate attention at the time.
3. All staff members of Bishop John Carroll Cathedral School will give prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. We will approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child and his/her fellow students spiritually, psychologically, academically, and physically.
4. With Point #3 in mind, parents and guardians are expected to show the same concern and respect for the staff of Bishop John Carroll Cathedral School, as well as other

children and families of our community. We will not tolerate assaults or harassment of staff members, students, or parents. We will not tolerate intimidation or verbal abuse of any member of the community—in person or in writing.

5. Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions:
 - a. limiting or refusing permission to enter or use school grounds or facilities.
 - b. asking that someone other than the person exhibiting poor behavior represent the child's interests on school matters.
 - c. refusing to allow the child to re-register, and in extreme cases, removing the child from our school. The school or its designee reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

Taken largely from St. John Chrysostom School Handbook by Michael Garanzini, S.J., Special Assistant to the President of Georgetown University.

MISSION INTEGRITY

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

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

NON-DISCRIMINATION POLICY and RESERVED RIGHTS

Bishop John Carroll Cathedral 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.

Bishop John Carroll Cathedral School

PARENT CODE OF ETHICS

Parents of students enrolled at Bishop John Carroll Cathedral School will:

- Provide moral guidance in nurturing the spiritual foundation of the child
- Model the behavior and attitude of Jesus Christ
- Treat students, faculty, staff, administrators, and other parents with sensitivity and respect
- Respect confidential issues that may arise during volunteer time at the school
- Abide by the policies and guidelines set forth in the Parent/Student Handbook

Parent Cooperation

- Parents/guardians are the primary educators of their children, and Bishop John Carroll Cathedral 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 Bishop John Carroll Cathedral School. Parents/guardians must sign the Diocesan Memorandum of Understanding prior to their child's attendance.

Administration/Staff

- 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 immediate direction of the school and its instructional program to the Principal, who leads the school in accordance with the policies of the Archdiocesan Catholic School Office and the School Advisory Council (SAC).

Volunteer Programs

- Volunteers are an important part of the educational ministry at BJCCS. All volunteers working directly with students, including field trip drivers, sports coaches, concession stand workers, substitutes, and cafeteria volunteers, are required to have completed the volunteer screening process. Only the principal, school secretary 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*.

Athletic Commission

- Members of the Athletic Commission, which operates according to approved by-laws, shall consist of the Athletic Director, sport coordinators, gym coordinators, The Principal and Physical Education instructors at Bishop John Carroll Cathedral School shall be ex-officio members. The Athletic Director is appointed by the Pastor and Principal and will coordinate the athletic program for Bishop John Carroll Cathedral School. The Athletic Director, a voting member of the School Advisory Council (SAC), appoints sport coordinators, and gym coordinators, with the approval of the Principal. The purpose of the Athletic Commission is as follows:
 - To assist the Athletic Director in the organization of various league teams for participation in the CGSAA
 - To organize and implement fund raising activities to support Bishop John Carroll Athletics and CGSAA sponsored team sports

Parent Teacher Organization (PTO)

Mission Statement:

The mission of the Bishop John Carroll Cathedral School Parent Teacher Organization is to enrich the Catholic school experience by supporting, nurturing, and communicating with the parish family.

Goals of the Parent Teacher Organization:

- To offer, through well planned programs, information of special interest to parents, which will assist them in fulfilling their role in the Christian formation of their children
- To provide occasions of experiencing a sense of community between home, school, and parish
- To provide occasions for prayer, celebration, hospitality, fund raising and exchanging ideas for the benefit of the school
- To provide opportunities for parents to express personal service to the school, and for the faculty to express personal service to the parents

The Parent Teacher Organization operates according to approved by-laws. The President of the PTO is a voting member of the School Advisory Council (SAC).

PTO Yearly \$35 Activity Family Fee is used for activities such as Mardi Gras, Têt, and Turkey Bingo for our school community. The fee covers snack foods and decorations and also helps defray the cost of bus transportation for field trips. Any unpaid fees, collected at Final Registration, will be added to your school tuition account on October 1.

The School Advisory Council is a non-policy making body representing the parish of Our Lady of Perpetual Help in educational matters concerning Bishop John Carroll Cathedral School. It operates under the policies of the Archdiocese and the goal-setting direction of the Parish Council. Members of the School Advisory Council are appointed by the Pastor and serve a term of three years. Meetings are open, with the chairperson reserving the right to call for an Executive Session. The right of non-members to address the Council is limited to those who petition the Council Chairperson no less than forty-eight hours in advance of the meeting and have their topic approved for the agenda.

Parent Volunteer Opportunities. A volunteer group of parishioners, parents, and staff who are willing to share their talents with the students of Bishop John Carroll Cathedral School. The gifts of these individuals are varied and numerous. Their contributions are enormous and include, but are not limited to, the following areas:

- Cafeteria helpers
- Classroom tutors
- Guest speakers
- Partners in enrichment projects
- Drivers for field trips
- Homeroom parents
- Athletic coaches
- PTO committee members
- School Event volunteers: Monte Carlo, Parish/School Picnic, Tree Lot, Mardi Gras, Concession Stand, Turkey Bingo, Field Day, and Grandparents Day.

All volunteers must be Safe Environment trained prior to volunteering within our school. All visitors must sign-in with the front office and receive a visitor's badge before entering classrooms or cafeteria.

Bishop John Carroll Cathedral School

Regulations and Policies

Religious Formation

Students of Bishop John Carroll Cathedral School share in the benefits of a spiritual and moral formation presented through religious instruction, celebration of the Mass, and other opportunities for prayer and reflection. All students, regardless of their religious affiliation, participate in religion classes and other religious activities with the entire student body.

Mass: Students in grades Kindergarten through Eight attend Mass each week, usually on **Wednesday** at 9:00a.m. **Preschool** students begin to attend Mass later in the school year. Mass is the most important time that we spend together each week and provides the foundation of our school's mission. Parents are encouraged and invited to attend school Mass regularly with their children. Mass is one way that we form the faith community of Our Lady's parish. Parents are asked not to make routine doctor and dental appointments during the scheduled school Mass time. ***The school office is closed during Mass. If a student is tardy, parents are responsible for ensuring that the child enters the church. Do not leave the student unattended in the parking lot or on the church stairs.***

Academics

Our goal as educators at Bishop John Carroll Cathedral School is to instill in our students a concrete knowledge base and to inspire in them a desire to be life-long learners. Our curriculum is multi-sensory and is enhanced through various enrichment and hands-on activities. The students have access to computers both in the classroom and in a lab setting. Responsible use of the Internet is taught as student research class projects. A signed technology agreement between the school, parent(s), and student must be on file to utilize technology available.

Standardized Testing. The academic skills of our students are assessed annually in the fall. The MAPS test will be administered to the 3rd, 5th and 7th grades. Our 8th graders will take the High School Placement Test. Pre-K through 8th grade receive report cards quarterly. Report cards facilitate communication between home and school, which is essential in notifying parents of the academic successes and/or concerns of their student(s). Local high schools may require additional exams for admittance. Should this be the case, the student and his/her parents are responsible for arranging the administration of such exams with the individual schools.

Academic Probation. Failure to meet academic expectations may result in academic probation at the discretion of the Principal. The Principal, on an individual basis with teacher recommendations and input, determines the terms of the academic probation.

Cheating. Cheating is a form of stealing, an act of injustice. As a Catholic school, cheating will not be tolerated. Cheating includes, but is not limited to, copying homework, using unauthorized notes during a test, receiving answers from another student when instructed it is inappropriate, copying information verbatim from the Internet or other copyrighted source without adequate notation. Violation of this policy may result in the student being dismissed from Bishop John Carroll Cathedral School.

Grade Retention. Students who have not achieved academic progress satisfactorily at grade level by the end of the year are to be retained in the same grade for the following year. A student will be retained with the recommendation of the teacher, the approval of the Principal, and with the cooperation of the parents. If the parent(s) disagree with the school recommendation that a child be retained, the school reserves the right not to enroll such child for the succeeding academic year. If it is determined the child will remain at Bishop John Carroll Cathedral School in a grade not school recommended, the parent(s) will sign a waiver stating that they are overriding the school recommendation. This form will be filed in the child's permanent record. The teacher will state his/her recommendation for grade placement on the final report card. If a student in grades 4-8 fails a course, successful completion of summer school or a suitable alternative approved by the teacher and Principal will be required before promotion to the next grade. If a student fails two or more courses, the student will be retained.

Academic Needs. Bishop John Carroll Cathedral 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.

Computer/Internet Usage. With the educational opportunity of both the computer and the Internet comes responsibility. Part of our responsibility in preparing students for the future is to teach them to properly use the tools they will utilize as adults.

Telecommunications Use Agreement must be on file for the student to have computer and/or Internet access. These must be renewed annually.

It is imperative that procedures for online access are followed. Inappropriate use will result in the loss of on-line privileges and/or basic computer time.

The teachers will supervise your child's use of technology. However, please be aware that there is unacceptable and controversial material on the Internet that your child could access despite all of our precautions. We encourage you to use this opportunity to discuss with your child your expectations and your family's values to guide your child's activities

while he or she is using Internet resources. You may contact your child’s teacher if you have any questions or concerns about computer use or Internet access by your child.

If you want your child to have the opportunity to access information on the Internet for educational purposes while at school, you and your student must sign and return the Telecommunications Use Agreement adapted from NCEA’s “From the Chalkboard to the Chatroom”, 2001.

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

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

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

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

Policy Statement:

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

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

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

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>

Use of Artificial Intelligence in Our School

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

How to Cite AI in APA Style

In-Text Citation

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

[Grammarly: Free AI Writing Assistance](#)

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

Narrative citation: Company(Year)[Grammarly:FreeAI Writing Assistance](#)
Example: OpenAI (2023)[Grammarly: Free AI Writing Assistance](#)

Reference List Entry

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

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

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>

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

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

Academic Integrity and AI Misuse

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

Each student will sign this policy annually as part of the acceptable use policy of the school,

and a copy will be kept on file for the school year.

Adaptive Rules

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

Social Media Use Statement. 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 Bishop John Carroll Cathedral School student and will be addressed.

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.

Core Rules for use of Computer/Internet. The use of the computer and/or Internet resources is a **privilege, not a right**, and inappropriate use will result in cancellation of those privileges, as well as appropriate discipline for such violations.

Unacceptable uses of the computer and/or Internet include, but are not limited to, the following:

- Lending your password to other students and/or adults.
- Using copyrighted materials in reports without permission.
- Publicizing your home address, phone number, or other personal information.
- Using flash drives, etc. without consent of teacher
- Copying and/or distributing commercial software in violation of copyright law.
- Using profanity or obscenity.
- Creating a computer virus and placing it on the school network or the Internet.
- Spoofing or otherwise attempting to send anonymous messages of any kind.
- Altering and forwarding personal communication without the author's prior consent.
- Using the network to access a file that contains pornography, inflammatory material, inappropriate material, or any material not specifically related to the instructional lesson, objective, or assignment.
- Using the network for sending and receiving personal messages, via e-mail, chat rooms, or message boards.
- Using the network to access any social networking sites.
- Using the network to send/receive inflammatory messages.
- Ordering services or merchandise from other agencies that have Internet access. BJCCS shall not be held responsible for any transactions or be liable for any costs or damages arising out of the actions of students or merchants.
- Using the network for financial gain, for commercial activity, or for any illegal activity.
- Using a cell phone to access the Internet in any form.

⁴ [AI Readiness Toolkit - PedagogyFutures](#)

All users should be aware that the inappropriate use of Internet information resources could be a violation of local, state, and federal laws.

Homework. The faculty of Bishop John Carroll Cathedral School views homework as a positive tool used to reinforce the classroom curriculum. Homework is assigned with care and for the purpose of fostering habits of independent study and personal responsibility. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. At times, if work assigned to be finished in class is not completed, it must be taken home to be returned the next day.

It is important that the student return all work expected as part of his/her responsibility. Satisfactory completion of homework assignments affects a student's daily grades and ultimately their report cards.

Homework: Grades 4-8. Homework and work not completed in class will be due the following class period. Homework is considered late if it is not completed by the start of the class period for which it is due. If it is not completed, the student will have one additional day to complete the assignment, but the grade will be reduced by 15 points. (This includes turning in the assignment after the time of collection on the day that it is due.) After that time, the student will receive a zero.

Testing: Students in grades 4 and 5 may be given no more than one (1) test on a given day. Middle School students (grades 6-8) may be given a maximum of (two) 2 quizzes or tests per day, excluding spelling tests.

The grading scale is as follows:

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

Honor Roll. Students in grades 4 - 8 are recognized for their academic achievement each quarter through placement on the Honor Roll. There is an "A" Honor Roll for students who achieve A in all subjects, and an "A/B" honor roll for those who achieve all A's and B's.

Access to Information

In 1975, the Family Educational Rights and Privacy Act, also known as the Buckley Amendment, gave parents and students the right of access to records. If a parent or student wishes to view a record maintained at the school office, he/she might do so with a written request. Parents and students may challenge their records and request an amendment if any information is misleading or inaccurate. Statements made by the

parents and students are included in the record if the school finds it inappropriate to change or delete records.

Bishop John Carroll Cathedral School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the noncustodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

We request that all divorced parents furnish the school with a copy of the custody section of the divorce decree to help in determining when, if ever, the child can be released to the non-custodial parent.

All school records must be accurate and current. Any changes in name, address, telephone numbers, or guardian information should be immediately reported to the school office. No change of name can be made on any student's records until a copy of legal adoption papers has been presented to the office. ***The student's legal name must appear on all official documents.***

No records will be sent to transferring schools of students whose financial commitment is not met with Bishop John Carroll Cathedral School. Parents are an integral part of the Student Assistance Process at Bishop John Carroll Cathedral School.

Admissions

As a Roman Catholic school serving a parish and an archdiocese, we are dedicated to the dignity of every human being. Bishop John Carroll Cathedral School enrolls students with no discrimination in regard to sex, race, ethnic background, or economic status. Since we are a religiously-oriented school for the Catholic community, we give preference to members of the Roman Catholic Church, but welcome members of other denominations after our own community is served. BJCCS does not discriminate on the basis of sex, race, ethnic background or economic status in the administration of its educational policies, admission policies, scholarship and assistance programs, and athletic and other school administered programs.

If we feel that we can meet a child's needs, and if the family is committed to the mission and philosophy of Bishop John Carroll Cathedral School, we accept students, as space allows, in the following order according to position on the waiting list:

- Siblings of currently enrolled students
- Children of active, registered parents of Our Lady of Perpetual Help Parish
- Children of active Catholic non-parishioners
- Children of non-active Catholics
- Children of non-Catholics

The parent(s) must understand and agree to the mission of Bishop John Carroll Cathedral School, appreciate its unique status, and willingly support and encourage the policies, which realize the philosophy of the school. Cooperation of parents with the Church and

school is important to our mission and is an important criterion for admission and ongoing registration at BJCCS.

Children must be four (4) years of age on or before the 1st day of September for admission into PK; children must be five (5) years of age on or before the 1st day of September for admission into Kindergarten; and children must be six (6) years of age on or before the 1st day of September for admission into First Grade. (School Laws of Oklahoma 1982, Section 14)

At the time of registration, all new students seeking admission to Bishop John Carroll are evaluated on the basis of current standardized test scores and report cards. These will be reviewed to determine whether the program at BJCCS will meet the educational needs of the students. An interview with students seeking admission to the middle school (grades 6-8) is part of the process.

All new students to Bishop John Carroll Cathedral School will be given a trial period of 9 weeks in which to prove themselves both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance.

Foreign students may be admitted in accordance with the existing requirements and regulations of the United States Department of Justice.

Withdrawal Fee. Students who withdraw during the school year will be charged an administrative fee of \$100.00.

Adult Cell Phone Usage When visitors/parents are conducting business at Bishop John Carroll Cathedral School (checking students out, "Circle Drive," "After School Care," lunch visits, volunteering, etc...) Cell Phones should be turned off and not in use. This will ensure the safety of all students and that proper attention is given to students, parents, and visitors.

Archdiocese of Oklahoma City Transfer Bishop John Carroll Cathedral School shares in the ministry of Catholic education and is an integral part of the system of schools within our Archdiocese. Therefore, we do not accept students who have any outstanding financial obligations, such as unpaid tuition, after school care, book fees, etc. If all financial obligations are cleared, Bishop John Carroll Cathedral School will consider transfer students for enrollment.

Asbestos

Bishop John Carroll Cathedral School complies with all asbestos inspection regulations. Records of semi-annual inspections are kept on file in the school office. Such records indicate the school buildings are presently free of asbestos.

Attendance

Students need to be in attendance regularly. Every effort should be made to schedule doctor and/or dentist appointments outside of school hours. Attendance in class is an

integral part of the academic process. Student interaction and participation give depth to written material and constitute the social characteristics of the school experience.

The school day begins promptly at 8:00 AM and ends at 3:10 PM. Students not enrolled in the Extended Care Program who arrive before 7:40 AM and/or remain after 3:20 PM will be sent to the appropriate drop-in program and charged the daily rate per child for that program. **AM Care** is \$3.00 per day, per child. **One Hour Care** is \$10.00 per day, per child day.

Absences If a student is absent from school, it is imperative that the office be called or emailed between 8:00 AM and 9:00 AM. This will let us know that the child is safe. A student's absence will be considered unexcused if the parent or guardian does not notify the office. All students with an excused absence will have an opportunity to make up schoolwork missed, within a reasonable period of time. As a general guideline, if a student is absent for one day, he/she has one day to make up the work. If he/she is absent for two days, he/she has two days to make up the work, and so on. Parents may request the student's books from the teacher on the second day of absence to be picked up between 3:15-4:00 pm in the school office.

Excessive Absences Oklahoma Law requires compulsory attendance of all children reaching age 5 on or before September 1st. Students who are absent more than 20 days (excused or unexcused) of the required 180 school days of instruction may be retained in the current grade level.

The principal must approve all absences involving vacations or personal reasons at least one week before the absence. Trips not approved by the principal will be considered unexcused absences. **Parents who wish to take their child out of school for personal reasons should consider that the child is missing daily classroom instruction and the introduction of new concepts.** Teachers are not required to provide assignments in advance. The student must assume responsibility for any work that is missed due to vacations or other personal reasons, just as if they were absent due to illness.

Tardiness A student who arrives after 8:00 AM is considered tardy. Per Archdiocesan Policy, any student who misses 2 hours of school on any given day, is considered ½ day absent.

- If a student is tardy, under any circumstances, the parent or guardian must contact the office by note, phone call, email, or it is an unexcused tardy.

Allergies: If a student is allergic to milk or any other foods, parents are asked to send a note to the school office.

Cafeteria Program

The Bishop John Carroll Cathedral School lunchroom manager plans healthy meals following nutritional guidelines. Students have the option of purchasing a school lunch or bringing their lunch from home. The current cost of a paid meal is \$3.75, which includes a milk. Additional milk may be purchased with a school lunch, or a lunch brought from home. The cost of a staff meal is \$4.95.

Parents may apply for meal subsidy by completing the Federal Lunch Program application to see if they child/ren qualify for FREE or REDUCED priced lunches. This program allows the school certain commodities and reimbursement for lunches. All parents/guardians are encouraged to look into this program to determine if they are eligible. If the parent/guardian application for FREE meal status is approved, the balance owed for unpaid meals shall be forgiven. If the application for REDUCED meal status is approved, the parent/guardian is still responsible to pay the full account balance and bring the account into good standing. Applicants and recipients of this program are kept confidential. BJCCS treats all students with dignity and confidentiality in the serving line regarding meal accounts.

The school uses the software “eTriton” to keep track of lunch purchases and the family lunch account. The parent is responsible for maintaining a positive balance in their account. Parents are sent reminders in the Wednesday Correspondence Envelope when their child’s lunch account is lower than \$20. This allows parents time to keep their account in good standing. The parent is notified by phone, email, text, or other correspondence, once their account goes below -\$50 and are continuously reminded of their account balance until their account is brought current. Students subsidized by the Federal Lunch Program (REDUCED meal status) will be notified once their account goes below -\$10 and are continuous reminded until their account is in good standing.

Report Cards are withheld quarterly for students whose lunch accounts (as well as tuition and daycare accounts) are not in good standing. Once these accounts are in good standing, report cards are mailed home. Parents/guardians with outstanding accounts will be sent written requests for “Payment in Full” during the first week of May. All outstanding charges must be paid before the last day of the school year in May.

Fast Food Lunches: Food from fast food establishments may be brought in on your child’s birthday only. It is inappropriate to bring meat on meatless days.

Communication

Communication is the lifeblood and heartbeat of every relationship, every family, and every community. It is the aim of Bishop John Carroll Cathedral School to have clear understanding and cooperation between home and school. In working toward this goal, the administration and staff will strive to do the following:

- Be committed to meaningful communication with the home
- Be open and honest
- Listen attentively and sensitively to parents and students
- Be “present” and “available” to parents and students

Correspondence from the office will be sent home with the oldest child on the second and fourth Wednesday of each month. Please check the school web site for regular updates and events. This folder will contain any messages and/or schedules of events that are important. Each parent is to remove the messages and return the folder to school with the child the following day. Notes, cafeteria money, tuition, and extended care payments may be sent to the school in the weekly folder.

Individual teachers may also send home communications through your child(ren). Please be familiar with the classroom procedures of each teacher in order to stay informed of school events.

Counseling Services

Student counseling is available at parental request through Catholic Charities of Oklahoma City, or by contacting St. Joseph Counseling, (405) 524-0969, 1232 N. Classen Blvd., OKC, OK 73106.

Curriculum

Religious formation is a primary goal in our educational program. It is accomplished through the following formal instruction and relevant religious experiences:

- Religion Classes
- Weekly Masses
- Morning, Noon, and Afternoon Prayers
- Sacramental Programs of *Our Lady of Perpetual Help* Parish
- Service Projects

Bishop John Carroll Cathedral School follows the curriculum guidelines developed by the Archdiocesan Department of Catholic Schools. Suggested Learner Outcomes as developed by the Oklahoma State Department of Education and National Standards have been cross-referenced throughout the Archdiocesan guides.

Bishop John Carroll Cathedral School offers an educational program that integrates critical thinking and decision-making skills.

Civics	Literature
Geography	Mathematics
Language Arts	Science
	Social Studies

In order to develop the student completely and enrich their gifts and talents, Bishop John Carroll Cathedral School offers the following classes:

Art	Technology
Leadership Training	Robotics
Music	Choir
Physical Education	
Spanish	
Latin	

Detention

Detentions earned by middle school students will be served during their lunch recess. During this time, students will remain in the office and will write a paper describing the incident(s), which led to the detention earned. They will be required to reflect upon their words and actions, and to outline positive steps to avoid a detention in the future. The detention essay” will be sent home with the student for his/her parent(s) to sign. The student is to return the signed essay to his/her teacher the following day. Failure to follow this procedure will result in a parent/teacher conference, where further action will be discussed.

Gum, candy, energy drinks and carbonated drinks are prohibited on school grounds, unless they are part of a school sponsored event. The possession of these items will result in the confiscation of the item(s) and a detention for the student.

Development

Established in 1982, the Cathedral Educational Endowment Fund has grown through the generosity of parish members, school patrons, and friends. The fund is perpetual. Interest earned from the fund is currently earmarked for the use of BJCCS with an overall commitment to Catholic education. Begun as part of our long-range plan to provide long-term security for the continued excellence of our parish school, the interest income is currently used for tuition assistance to parish families in need.

Policy, Procedure Infractions

The school shall be certain that students have opportunities to grow in Christian self-discipline and behavior. Students shall be expected to strive for Christian ideals of behavior – within and beyond the school day. (Archdiocese of Oklahoma City Catholic Schools Policies and Guidelines Handbook, Section 6200.1)

BISHOP JOHN CARROLL SCHOOL Contact: Connie Diotte (405) 525-0956																								
Date:	Time/Period	Room/Location																						
Student(s) affected:		Class	Grade																					
Check all the appropriate spaces below that apply. Adult stated/indicated inappropriate behavior as: <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> eye/rolling/"the look"</td> <td><input type="checkbox"/> name calling</td> <td><input type="checkbox"/> stalking</td> </tr> <tr> <td><input type="checkbox"/> starting rumors/gossiping</td> <td><input type="checkbox"/> taunting/ridiculing</td> <td><input type="checkbox"/> intimidation/extortion</td> </tr> <tr> <td><input type="checkbox"/> gesturing</td> <td><input type="checkbox"/> demeaning comments</td> <td><input type="checkbox"/> spitting</td> </tr> <tr> <td><input type="checkbox"/> staring/leering</td> <td><input type="checkbox"/> stealing</td> <td><input type="checkbox"/> shoving/pushing</td> </tr> <tr> <td><input type="checkbox"/> writing graffiti</td> <td><input type="checkbox"/> damaging property</td> <td><input type="checkbox"/> hitting/kicking</td> </tr> <tr> <td><input type="checkbox"/> threatening</td> <td><input type="checkbox"/> sexual harassment</td> <td><input type="checkbox"/> flashing a weapon</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td></td> <td></td> </tr> </table>				<input type="checkbox"/> eye/rolling/"the look"	<input type="checkbox"/> name calling	<input type="checkbox"/> stalking	<input type="checkbox"/> starting rumors/gossiping	<input type="checkbox"/> taunting/ridiculing	<input type="checkbox"/> intimidation/extortion	<input type="checkbox"/> gesturing	<input type="checkbox"/> demeaning comments	<input type="checkbox"/> spitting	<input type="checkbox"/> staring/leering	<input type="checkbox"/> stealing	<input type="checkbox"/> shoving/pushing	<input type="checkbox"/> writing graffiti	<input type="checkbox"/> damaging property	<input type="checkbox"/> hitting/kicking	<input type="checkbox"/> threatening	<input type="checkbox"/> sexual harassment	<input type="checkbox"/> flashing a weapon	<input type="checkbox"/> Other		
<input type="checkbox"/> eye/rolling/"the look"	<input type="checkbox"/> name calling	<input type="checkbox"/> stalking																						
<input type="checkbox"/> starting rumors/gossiping	<input type="checkbox"/> taunting/ridiculing	<input type="checkbox"/> intimidation/extortion																						
<input type="checkbox"/> gesturing	<input type="checkbox"/> demeaning comments	<input type="checkbox"/> spitting																						
<input type="checkbox"/> staring/leering	<input type="checkbox"/> stealing	<input type="checkbox"/> shoving/pushing																						
<input type="checkbox"/> writing graffiti	<input type="checkbox"/> damaging property	<input type="checkbox"/> hitting/kicking																						
<input type="checkbox"/> threatening	<input type="checkbox"/> sexual harassment	<input type="checkbox"/> flashing a weapon																						
<input type="checkbox"/> Other																								
Describe the incident. (Use separate page if necessary) Staff Signature																								

Parent(s) contacted:
Parent(s) contacted:

Date: / /
Date: / /

Time:
Time:

Students are held accountable for their own actions while faculty and staff strive to create a Christian atmosphere at Bishop John Carroll Cathedral School. Corporal punishment is never justified. **Serious rule infractions that will be dealt with accordingly include but are not limited to: disobedience to adults in charge, disrespect, obscene language, displays of temper, intentional destruction of school property, possession of weapons (real or imitation), and possession of drugs and/or alcohol.**

Any action based on lack of respect for others, including sexual and physical abuse, and the creation of a hostile environment by students, faculty, and/or staff will not be tolerated at BJCCS.

Social Media Derogatory comments or remarks posted on social media: Persons will be asked to remove comments from the social media site. Results may include disciplinary action & possible dismissal from school if the content includes defamatory comments regarding the school, the faculty, other students, or the parish.

Bullying/Cyberbullying/Sexual Harassment/Intimidation/"Sexting". Bishop John Carroll Cathedral School attempts to provide a safe environment for all individuals. Harassment, intimidation, and bullying means any gesture, written (including using technology such as, but not limited to, "texting," "blogging," "FB Messenger," "Instagram," "Snap Chat," "Musical.ly" or email) or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, or insult or demean any student or group of students in such a way as to interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" at school include, but are not limited to, a gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic; "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. Any action based on lack of respect for others, including sexual and physical abuse, and the creation of a hostile environment by students, faculty, and/or staff will not be tolerated.

Students at Bishop John Carroll Cathedral School participate in the Olweus Bullying Program (OBPP). OBPP is the most-researched, best-known bullying prevention program with more than 35 years of research and successful implementation around the world. OBPP is a school-wide program for students age 5-15 and for high school with adaptation. Results show 50% average (from 20%-70%) reductions in bullying and other anti-social behavior such as vandalism, fighting, theft, and truancy and also show clear improvements in the social climate of classrooms, improved discipline and more positive attitudes of students toward school and schoolwork.

Spring 2012, Bishop John Carroll Cathedral School initiated OBPP with grades K-8 along with the before and after school programs. Once initiated, the program is ongoing with classroom, school-wide, parent and community components; it is coordinated by the principal and the Coordinating Committee; updates and training are provided throughout the year and at the start of each year for new employees and volunteers. The program includes weekly classroom focus with the students, annual student surveys with analysis,

monthly faculty meetings, and consistent response and consequences to school bullying. Most importantly, the program has been personalized by BJCS/BJCCS and has merged into the Christ centered focus of BJCS/BJCCS.

It is our expectation that you will talk with your children about bullying; let them know that you do not approve and that you want your children to tell you if they are aware of bullying at school so you can support a better school and a better situation for all those involved. Please let your children know that you support the 4 Olweus Rules.

Diocesan Anti-Hazing Policy. Hazing of any type is prohibited towards any student or student group who attends Bishop John Carroll Cathedral School. Hazing conducted by students, coaches, or faculty may result in disciplinary actions or separation from the school.

Please contact the Principal at 525-0956 with any questions, concerns, or reports about bullying.

Suspension, Expulsion, and Termination of Enrollment

Students may be suspended or expelled for serious reasons, including but not limited to: conduct unbecoming a Christian student; incorrigible or disruptive behavior which impedes the progress of the rest of the class; use, possession or sale of weapons, drugs or controlled substances; infliction or threatened physical injury to another person. Grounds for suspension/expulsion cover conduct occurring on school grounds, at school-sponsored activities, or at school-sanctioned events. Students may be suspended for a period of time not to exceed five days.

The process for suspension includes the following actions:

1. After consultation with the student about the incident, the principal must notify the student and the student's parents or guardian of the following:
 - a. the reason(s) for the suspension
 - b. the time/length of the suspension
 - c. requirements for reinstatement
2. A written record of the reason for the suspension with the date and a summation of the parent conference shall be kept on file. (Archdiocese of Oklahoma City Catholic Schools Policies and Guidelines Handbook, Section 6200.4)

In-School Suspension. In the event that in-school suspension is deemed to be the appropriate discipline invoked, the parents or student will be responsible for paying the cost of the substitute (\$90.00) needed to provide supervision of the suspended student.

Procedures for expulsion include the following:

- With the exception of the most serious circumstances, before a student is expelled, the Principal will confer with the Pastor regarding an impending decision to expel a student.
- The parents shall be given a written notice of the offense(s) and an invitation to confer with the student, school personnel, principal, and pastor.
- Proper documentation of all expulsion cases will include, but is not limited to, grounds, evidence, conference records, and final notices. Such reports are not to be part of a child's permanent record.
- The Superintendent of Catholic Schools shall be notified immediately in writing of any expulsion.
- The final decision to expel a student rest with the principal with the knowledge and consent of the pastor. (Archdiocese of Oklahoma City Catholic Schools Policies and Guidelines Handbook, Section 6200.5)

For reasons deemed serious by the pastor, a student's enrollment may be terminated by the pastor without cause. In such circumstances termination by the pastor supersedes the steps outlined above for suspension and/or expulsion.

Dress Code

uniform *adj.* 1. Never changing or varying; 2. Identical with another or others; 3. An outfit that distinguishes the wearer as belonging to a particular group.

The Gospel calls the People of God to lead simple lives. Bishop John Carroll Cathedral School has its students wear uniforms for the following reasons:

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

Students in Grades Pre-K - 8 are required to wear a uniform during the academic school session. The complete uniform is to be worn each day unless otherwise specified by the administration. If the uniform is not worn or is incomplete, the parents will be notified and asked to pick up their child and dress him/her appropriately.

GIRLS' AND BOYS' PROPER UNIFORM ATTIRE - PREK

Navy walking shorts (elastic waist allowed-no belts required)	Any day, including Mass Days
Navy dress pants (elastic waist allowed-no belts required)	
Red monogrammed polo shirt (long or short sleeve)	
Solid Socks (white, black, red, royal blue or navy)	
Optional for Girls: Navy Skorts	
Tights & Leggings (ankle length) must be solid black, navy or white	

GIRLS' PROPER UNIFORM ATTIRE - GRADES K - 3

Navy Sailor Dress or Plaid Jumper with White Blouse	Required on Mass Days
Red monogrammed polo shirt (long or short sleeve)	
Navy walking shorts with navy, brown or black belt	(no belt for K-1)
Navy slacks with navy, brown or black belt	(no belt for K-1)
Navy Skorts	
Tights & Leggings (ankle length) must be solid black, navy or white	
Solid Socks (white, black, red, royal blue or navy)	

GIRLS' PROPER UNIFORM ATTIRE - GRADES 4 - 5

Navy or plaid skirt	Required on Mass Days
White Over blouse	Required on Mass Days
Red monogrammed polo shirt (long or short sleeve)	
Navy walking shorts with navy, brown or black belt	
Navy slacks with navy, brown or black belt	
Tights & Leggings (ankle Length) must be solid black, navy or white	
Solid Socks (white, black, red, royal blue or navy)	

GIRLS' PROPER UNIFORM ATTIRE - GRADES 6 -8

Navy or plaid skirt	Required on Mass Days
White Over blouse	Required on Mass Days
White monogrammed polo shirt (long or short sleeve)	
Navy monogrammed polo shirt (long or short sleeve)	
Red monogrammed polo shirt (long or short sleeve)	
Navy walking shorts with navy, brown or black belt	
Khaki walking shorts with navy, brown or black belt	
Navy slacks with navy, brown or black belt	
Khaki slacks with navy, brown or black belt	
Tights & Leggings (ankle length) must be solid black, navy or white	
Solid Socks (white, black, red, royal blue or navy)	

BOYS' PROPER UNIFORM ATTIRE – GRADES K – 5	
Navy dress pants with navy, brown or black belt (No belt K-1)	Required on Mass Days
Oxford white shirt (long or short sleeve)	Required on Mass Days
Blue tie	Optional on Mass Days
Red monogrammed polo shirt (long or short sleeve)	
Navy walking shorts with navy, brown or black belt (No belt K-1)	
Solid Socks (white, black, red, royal blue or navy)	

BOYS' PROPER UNIFORM ATTIRE – GRADES 6 –8	
Oxford white shirt (long or short sleeve)	Required on Mass Days
Blue Tie	Optional on Mass Days
Khaki dress pants with navy, brown or black belt	Required on Mass Days
Navy dress pants with navy, brown or black belt	
White monogrammed polo shirt (long or short sleeve)	
Navy monogrammed polo shirt (long or short sleeve)	
Red monogrammed polo shirt (long or short sleeve)	
Navy walking shorts with navy, brown or black belt	
Khaki walking shorts with navy, brown or black belt	
Solid Socks (white, black, red, royal blue or navy)	

General Uniform Regulations

Shorts may be worn in place of dress pants during the months of August, September, October, April, and May, **except on Mass days**. The administration of the school may adjust the time period regarding the ability to wear shorts, based on the weather.

- Navy Cardigan Optional.
- Uniforms are to fit properly; no baggy/oversized or undersized pants or other clothing are allowed.
- Only solid white T-shirts may be worn under uniform shirts/blouses, and these garments are not to extend beyond the length of the uniform shirt/blouse.
- Pants and shorts with belt loops require a navy, brown or black belt to be worn.
- Socks must be visible above shoes. Grades 3-8.
- Short, skirt, jumper and dress lengths are to come no more than 2 inches above the knee.
- All monogrammed items must be purchased through the uniform store. [Schoolbelles Uniforms - s3247](#)

Outerwear

When weather permits, gray, navy or black BJCCS sweatshirts/hoodies may be worn with the uniform in the classroom. The navy cardigan with school logo may also be worn to Mass, weather permitting. **NO SWEATSHIRTS/HOODIES ARE TO BE WORN DURING MASS EXCEPT THE MASS**. These are the only outerwear garments allowed to be worn in the classroom. Proper uniform shirts/blouses must be worn under the sweatshirt/hoodie.

Shoes

Tennis shoes are **preferred** as they offer the best protection against falls during activities. School shoes must be as close to solid color as possible. No light-up or roller tennis shoes allowed. Shoelaces must be white or the solid matching color of the shoes. No black rubber or thick soles allowed (as they leave marks on the floors). No sandals, high heels, Uggs, Toms or cowboy boots are to be worn at any time. Writing on shoes is prohibited. Girls may wear black or brown Mary Jane’s with socks on Mass days only.

Spirit Day Uniform

On Bishop John Carroll Cathedral School Spirit Days, the students may wear blue jeans or blue jean shorts, BJCCS T-shirts and dress code appropriate shoes. Jeans and jean shorts must fit properly—no baggy/oversized, low-rise or undersized jeans or shorts are allowed. Spirit days are typically the last Friday of the month; however, these days may vary throughout the year, so it is necessary to watch for letters from teachers and administrators for specific dates.

Uniform Buy-Out Days

Students who qualify may dress out in the clothing of their choice (except Mass days) on designated days, as long as it is seasonally appropriate and proper attire. Shorts may only be worn during August, September, October, April & May (except Mass Days). The administration of the school may adjust the time period regarding the ability to wear shorts, based on the weather.

Grooming/Jewelry

Personal grooming and accessorizing should be appropriate to uniform dress. **Students may not wear make-up, nail polish, necklaces or bracelets (except one of religious nature).**

GIRLS	BOYS
<ul style="list-style-type: none">▪ Hair must be clean, neatly combed, and natural color only. Bows or ribbons must be color-coordinated with the school uniform (red, white, or navy), and must not be of such a size or nature as to be distracting.▪ If ears are pierced, only ear posts may be worn. One earring per lobe.▪ One watch may be worn (Grades 2-8).	<ul style="list-style-type: none">▪ Hair must be clean, neatly combed, and modestly styled (no attention drawing designs or lines), natural color only, and not to extend over the top of the collar nor fall below the eyes.▪ Boys may not wear earrings.▪ One watch may be worn (Grades 2-8).

Each year there are a few things—including some “fads”—that show up at school. These, of course, cannot be listed, nor a regulation devised to specifically cover them. When a “fad” interferes with the appropriate learning atmosphere or becomes a nuisance, then that nuisance will be eliminated. When a “fad” violates the spirit of the dress code, it will be eliminated. Just because something is not covered in the handbook does not mean that it will be acceptable. The principal will make that decision during the course of the year.

All school staff members will monitor student appearance. In the majority of instances, problems will be handled on the classroom level. In any questionable or recurring situation, the principal will make the final decision. **The principal or designee may send students not properly attired or groomed home, and any school time lost must be made up by the student.**

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

Drugs and Alcohol Policy

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

1. Any teacher who knows or suspects that a student is in possession of, uses, is under the influence of, or distributes illegal controlled substances or alcohol must notify the principal or his/her designee immediately. The principal or designee shall immediately notify the superintendent of schools, and a parent or legal guardian of said student of
2. In the matter. (Teachers) who report such information to the appropriate school official shall be immune from all civil liability. (School Laws of Oklahoma 2001, Section 514, 515)
3. Students possessing, using, under the influence of, or distributing illegal controlled substances or alcohol on school grounds or at a school sponsored activity will be taken to the office of the principal or his/her designee.
4. The parents or legal guardian of the student will be called to take the student home. The student is immediately suspended until both parents or legal guardians and the student meet with the principal or his/her designee. The pastor may be asked to participate in this conference. At the conference, conditions and guidelines for re-admission will be discussed. The conditions may include, but are not limited to, family and/or individual counseling and drug education program attendance by family and/or student. Conditions will be met at the expense of the family and/or student.
5. Students possessing, using, under the influence of, or distributing illegal controlled substances or alcohol on school grounds or at a school sponsored activity for a second time may be expelled.

Weather Procedures Tornado Warnings. In the event of a tornado warning, when sirens are going off, all students and faculty will be moved to the basement. Teachers will remain with their students at all times in the basement, until notified that they may return to their classroom. In the event that office personnel also move to the basement, the front doors will be unlocked so parents may come to the basement to join their child in taking cover, or check them out if they wish to do so.

Emergency School Closing. Bishop John Carroll Cathedral School is using the Parent Alert FACTS app to keep you involved in what is going on at our school. You can download it to any **Apple, Android, and any other device with the ability to access the internet!** Be sure to turn on push messages for our school! Check out their website for more information (<https://factsmgt.com/login/>). In the event you do not subscribe to School Connect, and in case of inclement weather, listen to local radio and television stations for notice of school closing or delayed opening. We make every effort to keep school open for the parents who must go to work; however, we ask that you use your own judgment in determining whether or not to venture out should our decision be to open the school. A school recording will be put on the school telephone. **Please do not call the Church rectory.**

Enrollment

Pre-registration for existing students takes place in January of each year. Full payment of applicable registration fees and receipt of current immunization records will reserve your child's place in his/her appropriate grade. Open enrollment for new and transfer students begin after pre-registration concludes. Parents enrolling their child(ren) at Bishop John Carroll Cathedral School for the first time are required to submit a copy of his/her *birth certificate, *Baptismal certificate (if applicable), *immunization records, *custodial agreements (if parents are divorced) and *prior academic history along with appropriate registration fees. When a student is transferring from another school into Bishop John Carroll Cathedral School, registration remains incomplete until all academic and financial records have been received from the previous school.

Extended Care Programs

Bishop John Carroll Cathedral School offers two supervised extended care programs that are billed separately from tuition. These programs are open on days when school is in session and only to children who attend Bishop John Carroll School. The goals of the Extended Care Programs include providing a warm, safe environment for students while providing supervision for wholesome activities and experiences.

Students may drop in for AM Care as early as 7:00AM. Students who arrive at school before 7:40AM are considered early and are signed up for AM Care that day in the gym. Normal arrival time is between 7:40-7:55AM. After 8:00AM, a student is considered tardy and should report to the office. (Exceptions: harsh weather conditions). Normal pick-up times are between 2:50-3:20PM. Students who are not enrolled in PM Care and have not been picked up by 3:20PM will be signed in for drop-in care.

Drop-in Program:

AM Care 7:00-7:40AM: **Cost** - \$3.00/day/child
Location: Gym

PM Care Dismissal – 4:30PM: **Cost** - \$10.00/day/child
4:31 – 5:30PM **Cost**: \$10.00/day/child
Location: Cafeteria or Playground

- Snack Provided
- Notification should be made through the office before 2:45PM.

Full-time Program:

PM Care Dismissal -5:30PM: **Cost** - \$2,250/school year/child
Location: Cafeteria or Playground (Sign-out in Cafeteria)

- Snack Provided
- Study Area for Homework

AM Care is included at no additional charge.

Late pickups will be charged a rate of \$20 per child, every 15 minutes after 5:30 PM.

Full-time Extended Care payment is due on the first of each month from September through May. Drop-in AM and PM Care fees are billed monthly for only the days used, and payment is due 2 weeks after the bill is posted.

The rules and regulations governing the actions and behavior of the students as outlined in this handbook apply to the times the child is engaged in extended care activities. No child is to leave the supervision of his/her teacher without expressed permission. Each child is responsible for cleaning his/her play area before exiting the program.

Extracurricular Activities

Bishop John Carroll Cathedral School offers the opportunity to participate in a wide variety of activities outside of the classroom. These activities are successful because of the involvement of dedicated parent and parishioner volunteers. When signing up your child to participate in any extracurricular activities, you are committing yourself to be part of the team. Parental cooperation and participation are crucial to the success of these programs.

All qualified students of Bishop John Carroll Cathedral School may try out for membership in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of a coach, in conjunction with the athletic director, or the decision of a moderator, in consultation with the Principal, is final. Ordinarily, the Principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

The use of school property and its grounds for extracurricular, school-sponsored activities is encouraged. To reserve a facility for an extracurricular activity, one must contact the school office. The adult(s) in charge of each scheduled activity is responsible for the care and cleanliness of the area utilized. Students involved in the extracurricular activities are held to the same standards of behavior expected in the classroom.

Athletics: Bishop John Carroll Cathedral School students participate in soccer, volleyball, basketball, and track through our membership in the Catholic Grade School Athletic Association (CGSAA). The Athletic Director supervises the program, with the additional help of the Athletic Commission. Students participating in athletics are charged athletic fees, which vary depending on the sport, to help defray costs of league and tournament play. Students only are eligible to participate on our school's athletic teams in a manner consistent with their biological sex.

The purpose of the Bishop John Carroll Cathedral School athletic program is as follows:

- To provide an opportunity for children to have fun through extracurricular activities
- To teach athletic skills, to develop motor coordination and dexterity, and to provide an additional opportunity for growth in Christian attitudes
- To provide an understanding of sportsmanship and cooperation

School Choir: The Honor Choir is a special group of young singers Grades 3-8 from Bishop John Carroll Cathedral School who have been selected by the choir directors from the school and the church following open try-outs. Their voices are heard during school liturgies and at other special events.

Field Trips

Field trips are privileges afforded to students; no student has an absolute right to a field trip. **Students may be denied participation if they fail to meet academic or behavioral criteria.** Participation will also be denied for failure to complete the necessary permission forms according to deadlines specified for each field trip. Only the completed form adopted by the school for permission will be accepted. Permission granted over the telephone will not be sufficient.

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

Parent volunteers are needed in order for field trips to be successful. This includes volunteers for transportation as well as for supervision. All volunteers must attend Safe and Sacred training according to Archdiocesan standards. Those parent volunteers must submit current copies of automobile insurance coverage and driver's license. For the safety of our students, it is imperative that no non-class siblings be brought on field trips. The following guidelines are offered to our volunteers to ensure the safety of our students

- Forms in the office must be complete.
- All children must wear a seat belt while the automobile is moving. (Children 6 years and younger must be in approved child restraint devices.)
- Students will be assigned to your vehicle per the requests of each student's parent(s)/guardian(s).
- Please go directly to the scheduled event and directly back to school following the event. **Do not stop for treats (i.e., food, drinks, etc.).** Each stop increases liability and/or the opportunity for accidents to occur. Please do not provide treats in your vehicle.
- When you arrive at the event, please help monitor students' behavior, remembering that everyone is entitled to dignity and respect. Teachers are available to assist with discipline, if necessary.

Financial Transactions

The major source of income for Bishop John Carroll Cathedral School is tuition, and the timely payment of the school's obligations depends upon the collection of that tuition. It is imperative that tuition payments be made on time as per the terms of your tuition contract. Payment envelopes are distributed to parents choosing the monthly payment plan. These are intended to be reminders of payments due each month, as monthly statements are not regularly sent. A hold may be imposed on grades and/or records if financial obligations are not current. Failure to make regular monthly payments could result in the removal of your child(ren) from Bishop John Carroll Cathedral School.

TUITION RATES 2025-2026

\$8,000 ALL GRADES – PS thru 8th

Parish Discount - \$1000 for registered, contributing, active parishioners of OLPH

*** A non-refundable Registration Fee of \$300 is required at time of registration.**

Tuition may be paid in 10 or 12 monthly payments. Annual or semi-annual plans receive a 2½ % discount.

Health Policy Archdiocese of Oklahoma City

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

Diabetes

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

Immunizations

Immunizations are required for all **NEW** students for the 2025-20236 school year. Families with continuous enrollment in the Archdiocese of Oklahoma City prior to the 2017-2018 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 forgoing 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 students 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.

Illness/Injury

Students who are ill or injured are sent to the office. If your child is running a temperature of 100 degrees or over, they will be sent home. If your child runs temperature overnight, please keep them home until they have not run a fever (without medication) for 24 hours. If your child vomits or has diarrhea during school, they will be sent home. If your child continues to vomit or have diarrhea after being sent home, please consult a doctor and keep your child home until the doctor releases them to come back to school. If your child has severe nasal congestion and/or frequent cough, your child probably feels miserable and could be sharing his or her virus with others. We ask that you keep your child home during those times.

Communicable Diseases: A medical situation involving any student, teacher, or other staff member with a communicable disease will be handled on a case-by-case basis, in accord with the guidelines for that disease issued by state and local health departments, as well as the national Center for Disease Control. In all cases, due consideration will be given to the needs and well-being of the individual(s) involved, those with whom they have contact, and the broader school/parish community being served. In cases where a lengthy absence from school is necessary, alternative programs of study will be examined.

No child may remain in the classroom during recess or PE class for health reasons unless a teacher is present. A written excuse explaining the type of illness or injury and length of time to be excused is required of the parents if their child is not to participate in PE class and/or recess. It is assumed that if a child is well enough to come to school, he/she is well enough to participate in all activities.

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 meningococemia, a serious infection of the blood.

Teen-agers and young adults aged 15-22 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 the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4 is currently available for:

- Adolescents entering high school (15 years of age)
- College freshmen who live in dormitories,
- Other people at high risk 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 enrolling in college and other school after high school, who will live in dormitories or on-campus student housing.

Medications: *School personnel cannot dispense any medication, prescription, topical or oral. This is including but is not limited to, Neosporin, antibiotic cream, Anbesol, or any other medicated creams; oral medications such as cough drops, Alka-Seltzer, and antacids, without a signed permission form on file, signed by the parent or guardian.* This permission form must be on file in the office before **any** prescription and/or over-the-counter medications will be dispensed. All prescription or

oral medication must be presented to the school office in its original container with the proper labels attached. No student will have any type of medication (prescription or over-the-counter) in his/her possession while on school grounds, except students with a physician's authorization to carry and self-administer asthma inhalers, EpiPens® , insulin, syringes, and blood glucose monitor.

All medications will be dispensed through the school office. Any unused medication that has not been picked up will be destroyed at the end of the school year. It is the responsibility of the parent or guardian to notify the school immediately of any and all changes to medication instructions.

Parent/Teacher/Principal Conferences

When a problem arises concerning a teacher or a class, the parent should discuss the difficulty first with the teacher and decide the most effective way to handle the problem. If a parent is reluctant to confer with the teacher alone, the parent may ask the principal to be present at the conference. If the parent is dissatisfied with the outcome of the parent/teacher conference, he/she needs to contact the principal and set up an appointment. The principal can choose to have the teacher and, if necessary, the student present.

If a parent has a complaint with the principal, the parent should discuss the difficulty first with the principal. If the parent is reluctant to confer with the principal alone, the parent may ask the pastor to be present at the conference. Conferences with the teachers or the principal may be arranged by telephone or by letter.

Parties

Classroom/Holiday Parties: Special occasions designated by the teacher, Halloween, Christmas, Valentines Days, baby showers, are celebrated with classroom parties arranged at the teacher's discretion in consultation with the homeroom parent.

Birthdays: Cookies or cupcakes may be brought to celebrate a child's birthday. **All treats are to be approved by the child's teacher before being sent to school.** Treats are distributed at lunch or at the discretion of the teacher. Invitations to private parties of individual students are not to be passed out in school. *No "birthday parties," cakes, flowers or balloons will be permitted.* Any delivery will be held in the office until the end of the school day.

Personal Property

The possession and/or use of individually owned cell telephones, and/or electronic equipment are prohibited. Confiscation of the item(s) and disciplinary action at the discretion of the teacher/principal will follow any infractions. Confiscated items will only be returned to a student's parent and/or guardian. ***Electronic devices are not allowed in After School Care.***

Cell Phones: Many students are involved in after school activities which require parents to be able to reach them. Cell phones are a part of our society; however, they can impede the learning process. If a student needs a cell phone for such after school activities, the cell phone must be turned into the homeroom teacher at the beginning of the school day. The student will be responsible for retrieving the cell phone at the conclusion of the school day. ***Cellphones are not allowed in aftercare and must be turned in to an authorized aftercare staff member. At no time during the school day should a cellphone be in a student's locker, backpack, or in his/her possession. If a cell phone is confiscated by the school, they will be returned to the parent(s)/guardian(s) by the principal. Repeated offenses to the cell phone policy can/will result in detention or suspension.***

Pet Policy

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

Pornographic Materials

The possession or electronic accessing of pornographic, lewd, sexually explicit, obscene or other materials contrary to Christian ideals of behavior is not permitted in the school, on the school grounds, or at any school function. Individuals who violate this policy will be subject, at the discretion of the principal, to suspension or expulsion.

Student Recommendations

Recommendations and/or referrals will only be completed for current Eighth grade students and students moving out of the area.

Safe & Sacred Curriculum

The following statement of policy is taken from the Archdiocesan Code of Conduct (08/20/2003):

Statement of Policy: The Archdiocese will establish personal safety programs for children that include information about appropriate behavioral and physical boundaries between adults and children, and what to do if those boundaries are violated. These programs will be standard, permanent elements of Catholic education in the schools and parishes of the Archdiocese for all grades.

In order to comply with the above stated policy, the Archdiocesan Safe & Sacred Environment Curriculum is taught to all Bishop John Carroll Cathedral School students each year. Notification of the dates and times are provided prior to the presentation of lessons to all parents. The curriculum is available for parental review in the school office.

Safe & Sacred Training: All volunteers who have regular contact with Bishop John Carroll Cathedral School students must complete the Safe & Sacred Training requirements as set forth by the Archdiocese of Oklahoma City. The requirements include, but are not limited to, completed and signed volunteer application, signed Code of Conduct, and attendance verification at an Archdiocesan video training session and national background check.

Safety Drills

Emergency safety drills are conducted regularly in accordance with Oklahoma school law requirements. Evacuation procedures are given to each teacher and staff member in order that all students will be evacuated promptly in case of emergency. Exit routes are posted in all rooms in the school building.

School Property

The appearance of a school and the way it is kept has a great deal to do with the reputation of that school. Care of school property portrays a matter of pride and also a good school spirit. For this reason, all students will regard with care, whatever school property is allowed for their use, including, but not limited to, desks, furniture, books, audio-visual aids, and physical education equipment. Students are co-tenants of their cubby space and lockers. School personnel can and will search them if the need arises.

Fines equal to repair or replacement cost will be imposed for loss of or damage to school property resulting from carelessness, negligence, or disregard for school regulations. Accidental damage to property of value must be reimbursed as part of the student's social responsibility. Unpaid fines may result in a hold being placed on a student's account. No report cards and/or official transcripts will be released until all fines are paid.

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, 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 textbooks, 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.

Security Of Facilities

School Visitors

Parents, grandparents, parishioners, volunteers, guest speakers, etc. are welcome at the Catholic School of Bishop John Carrol Cathedral School. The safety and security of our children and consideration for the teaching/learning that is being conducted requires that all visitors and guests sign in at the school office upon arrival and sign out when leaving - or when checking a student in/out during class time. Required security procedures are in place should a situation arise which poses a threat to the safety of either the students or faculty. As a part of school security, doors are locked at all times. The office closes at 3:30. Access during school hours is only permitted via the main entrance after completing the School SAFEID screening (please bring your driver's license).

Visitation of Students During School Hours

Persons, agencies, or organizations desiring to contact individual students during the school day are to receive permission from the principal.

*The principal must seek parental consent when the student is a minor.

*The principal shall never allow students to be alone with anyone who is not a legal guardian even if the visitor is a law enforcement official, or a medical or counseling professional not employed by the school.

*The school will not be used for the purpose of exercising visitations rights. If the parents are divorced or separated, the school presumes that both parents have access to the child/ren and their records unless one parent can provide a notarized legal court order as evidence to the contrary, any changes to the custody decree require a notarized copy to be given to the principal.

Student Release During the School Day

No child will be permitted to leave the school premises without parental/guardian permission. Children may not be picked up outside the building. They must be signed out in the school office.

Substances

Tobacco Free Policy

In order to provide a healthy environment and to set the proper example for our students, the use of all tobacco products is prohibited on the grounds and in the buildings of Bishop John Carroll Cathedral School. This policy applies to employees, students and visitors. This policy applies to all school activities and is in effect 24 hours a day, seven days a week.

Marijuana Policy

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

Telephone Usage

The school telephone is not available for students' personal calls. Permission may be given in an emergency situation at the discretion of the office staff. Permission to use the telephone will not be given for circumstances such as to bring forgotten homework or arrange after school activities.

Textbooks

Textbooks are on loan to each student. All textbooks are stamped with the school name and number. Students are responsible for the proper care of these textbooks. There is to be no writing in a textbook unless it is a consumable workbook. Lost or damaged books must be paid for at the end of the year. Students are responsible for covering all textbooks loaned to him/her. A fine is charged for all uncovered books.

Library Books

Library books should be handled with care. Books not returned on their due date will result in a fine determined by the Librarian. Lost and damaged library books will result in a fine equal to the replacement cost of the book.

Tuition Assistance

Active, contributing members of Our Lady of Perpetual Help Parish who feel they cannot pay the specified tuition are asked to fill out the required tuition assistance application form. Application forms must be requested from the school office *each year*. Applicants must be current in their tuition payments and have paid their registration fees in full in order to have their applications considered for assistance. Completed application forms and supporting data are to be submitted to the school office before the published deadline. All information is kept confidential.

Students receiving tuition assistance are expected to show exemplary behavior and good study habits. Parents are expected to be supportive of school policies, abide by the “Parent Code of Ethics” (Parent & Student Handbook, page 5) and offer voluntary assistance whenever they can. Weekend Mass attendance at Our Lady’s is required. Failure to comply may result in tuition assistance being revoked.

Tuition assistance funds are in part derived from the interest earned through the Educational Endowment Fund. It is due to the generosity of many that this fund continues to grow, making it such a valuable resource in helping the children of Our Lady of Perpetual Help Parish obtain a Catholic education.

Archdiocese of Oklahoma City Sexual Identity Policy

According to foundational principles of the Catholic Church’s teaching about human sexuality, Bishop John Carroll Cathedral 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, Bishop John Carroll Cathedral 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, Bishop John Carroll Cathedral School, understands some students experience distress or dissonance between their self-perception and what they understand as restrictive cultural norms or stereotypes. Bishop John Carroll Cathedral School seeks to help all students understand their primary identity is a child of God (who is the source of their dignity) and that God creates each person as male or female with unique gifts and interests. In accord with Catholic Church teaching the sexed body is a gift from God which should be cherished. Therefore, Bishop John Carroll Cathedral School 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.

Archdiocese of Oklahoma City 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.

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

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

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

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

Name: Julie Hagen, OLWEUS Coordinator
Address: 1100 NW 32nd St., Oklahoma City, OK 73118
Telephone Number: 405-525-0956
Email address: jhagen@bjccs.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 in the school office. 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 Coordinator. Complaints should be made in writing, when possible. The complaint can be made to the Coordinator in person, by mail, or by electronic mail. Your complaint should be as detailed as possible, including the names of individual(s) involved, any witnesses, dates, times, and locations of all incidents, and a factual description of the incident(s).

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

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

Supportive Measures

The Coordinator may determine that supportive measures should be provided to the complainant, and if so, the Coordinator will promptly contact the complainant to discuss the availability of such supportive measures and consider the complainant's wishes. Interim measures may also be appropriate for the respondent. For example, the Coordinator may determine that the respondent should (i) be removed on an emergency basis from education programs and activities based on a safety and risk analysis, or (ii) be placed on administrative leave during the pendency of the investigation and grievance process. Supportive measures are designed to: preserve access to the School's programs and activities; protect the safety of all parties; and deter further misconduct. Such supportive measures may include counseling, schedule adjustments, extensions of deadlines, escort services or additional supervision, no-contact orders, leaves of absence,

and other similar measures. The implementation of supportive measures will remain confidential to the extent possible. The Coordinator is responsible for the effective implementation of supportive measures, and may implement such measures where no formal complaint has been submitted to the School, or where the complainant does not wish to pursue to grievance process, if the circumstances warrant.

Parents and Guardians

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

Notice of Receipt of Complaint

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

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

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

Dismissal of Complaint

If at any time during the investigation it is determined that no violation of this Policy or no unlawful discrimination, harassment, or retaliation has occurred, the School will dismiss the complaint or any allegations in the complaint. However, it is possible that the alleged conduct may constitute a violation of other School policies, including the School's code of conduct, and as such may be further investigated under those policies. A complaint may

also be dismissed if: (i) the complainant notifies the Coordinator in writing that he or she wishes to withdraw the complaint or any allegations therein; (ii) the respondent is no longer enrolled in or employed by the School; or (iii) specific circumstances prevent the School from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. The School may nevertheless investigate if the Coordinator determines it is necessary in light of a health or safety concern. If a complainant refuses to participate in the investigation after making a complaint, it may result in a dismissal of the complaint. However, the School may proceed with an investigation as the circumstances may allow.

Investigation

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

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

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

The School will investigate all complaints received, even if an outside entity or law enforcement agency is also investigating a complaint involving the same facts and allegations. The School will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this Grievance

Procedure. If the allegation(s) involve possible criminal conduct, the Coordinator will notify the complainant of his or her right to file a criminal complaint. No School employee shall dissuade the complainant from filing a criminal complaint either during or after the School's investigation.

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

Informal Resolution

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

Informal resolution is not permitted in a situation where an employee is alleged to have sexually harassed a student or where 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 coordinators. 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 coordinators. 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 prejudice 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.
- 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.

Bishop John Carroll Cathedral School reserves the right to amend this handbook at any time. Notice of amendments will be sent to parents via emails and newsletters.

A Student's Prayer

Dear Jesus, as we begin this new school year,
please walk beside us
and keep Your loving hand upon us
that we might learn and grow as You want us to.

We don't know yet what this year will bring,
but we ask You please
to show us how to love
and respect our new
teachers and classmates.
Open our minds and hearts
to all that we will learn from them.
Help us to make good friends
and to be good friend
to those who need us.

Most of all, please help us
to be open to all the new knowledge,
that this year of learning
holds for us.
Help us to be the best
students we can be
and in this way
to give You praise and thanks
and glory.

Amen.

Eight Expectations for Living

- 1.** *We will value one another as unique and special individuals.*
- 2.** *We will not laugh at or make fun of a person's mistakes nor use sarcasm or putdowns.*
- 3.** *We will use good manners, saying "please", "thank you", and "excuse me".*
- 4.** *We will cheer each other to success.*
- 5.** *We will help one another whenever possible.*
- 6.** *We will recognize every effort and applaud it.*
- 7.** *We will encourage each other to do our best.*
- 8.** *We will practice virtuous living, using the Life Principles.*

TRAFFIC PATTERN



Approach the school driveway on 31st Street from the west, **not from Western**. Enter the parking lot and proceed right through the circle drive, advancing as far as the flagpole. All students are to exit their cars from the right of the vehicle onto the sidewalk between the flagpole and north side of the gym. Exit the circle drive and parking lot and proceed west on 31st street. Follow the same traffic pattern when picking students up at 3:00 dismissal. Students will be loading up between the flagpole and north end of the gym along the sidewalk. Thank you.

Bishop John Carroll Cathedral School Athletic Handbook

Mission

Faithful to the mission of Bishop John Carroll Cathedral School to educate the whole child, the Bishop John Carroll Cathedral School Athletics Program exists to promote and integrate the Catholic values of community, leadership, reverence, service, and participation.

Philosophy:

The athletic programs strive to teach the Archdiocesan/Christian values of teamwork, mutual respect, enjoyment, development of talents, a healthy sense of competition, self-discipline, honesty, and positive name recognition in the community in a religious/academic environment that remains the primary focus.

Nondiscriminatory Policy:

BJCS/BJCCS School Athletics admits Bishop John Carroll Cathedral School students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students within the association. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its participatory policies, admissions policies, or athletic programs.

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

Registration Information

Procedures/Deadlines for Registration

Bishop John Carroll Cathedral School students who wish to participate in a sport must fill out a Sports Registration Form. Registration forms must be completed and returned, with the related fees, on or before the designated due date. Deadlines for registration are not intended to prevent any interested student from participating on a sports team, but they are necessary to make sure that team sizes do not become too large to allow for proper instruction of participants.

Sport Fee & Athletic Deposit

A Sport Fee, as indicated on the Sports Registration Form, is required for each sport in which a student participates. This fee helps cover CGSAA team fees and tournament fees. BJCS/BJCCS Sports Fees are \$75.00 per child per sport, with the exception of Track. Students participating in track will be responsible for their Track Shirt and any additional meets not associated with CGSAA.

A separate \$225.00 Athletic Deposit is **required** for each family that has one child or more participating in sports at Bishop John Carroll School. The **post-dated** Athletic Deposit check (**please date April 1, 2026**) will not be deposited unless your Athletic obligations (2 concession stand shifts **and** at least 2 tree lot shifts) have not been met. If you choose to pay your deposit and waive your shifts, please date the check for today's date.

Please note that extra help is needed during Christmas tree sales, now that we need manpower to cover two tree lots, the one here at the school and the one located in Mid-Town. Selling Christmas trees is the BJCS/BJCCS Athletic Department's yearly fundraiser. The funds generated allow the Athletic Department to keep the Sport Fees at a minimum and covers the purchase of new uniforms and sports' equipment, as needed, etc.

Uniform

Volleyball, Soccer, and Basketball uniforms must be returned "clean" to the school and accounted for by the Athletic Department's designated Volleyball, Soccer, or Basketball Coordinator, within 2 weeks of the end of that sport. Beginning week 3, a \$10 per week fee will be charged until the uniform has been returned. Beginning week 5, the amount will be increased to \$20 per week, up to \$100.00.

Refund Policy

Anyone who is unable to participate in a sport and wishes to receive a refund must contact the Athletic Director. Fees will be refunded according to the following schedule:

- Before official roster is prepared and sent: 100%
- After official roster is prepared and sent: No refund (unless injury prevents participation)

After School Care Policy

General Information

There should be no student in the gymnasium without a parent or coach. Coaches are responsible for the players on their team and should not be expected to supervise siblings of players. Coaches do not replace the service Bishop John Carroll Cathedral School provides through its Extended Care Programs. This policy will be strictly enforced to ensure the safety of all Bishop John Carroll Cathedral School students.

Parents who choose to remain in the gym or on the field during practices will remain in an area designated by the coach and will be respectful to the practicing team. Siblings under the supervision of the parents **will not be allowed to cause disruption to the coach and/or practicing team.**

Coaches Creed

All coaches associated with Bishop John Carroll Cathedral School will follow the Bishop John Carroll Cathedral School Athletics Creed:

I BELIEVE sports have an important place in the general educational scheme and pledge myself to cooperate with others in the field of coaching to provide better opportunities for all participants.

I BELIEVE the other coaches of sports are earnest in their desire to keep the Bishop John Carroll Cathedral School program on the plane of citizenship training and I shall do all that I can to further their efforts.

I SHALL abide by the rules of the game in letter and in spirit.

I BELIEVE in the exercise of all the patience, tolerance, and diplomacy at my command in my relations with all players, co-workers, parents, game officials, and spectators.

I BELIEVE proper administration of all sports offers effective laboratory methods of development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self-control desires for clean, healthful living and respect for wise discipline and authority.

I BELIEVE these admirable characteristics, properly instilled by me through teaching and demonstration, will have a long carry-over and will aid each one connected with the sport to become a better citizen and Christian.

I BELIEVE in and will support all reasonable moves to improve athletic conditions, to provide for adequate equipment, and to promote the welfare of an increased number of participants.

Coaching Expectations and Requirements

The Athletic Director of Bishop John Carroll Cathedral School, along with help from the Bishop John Carroll Cathedral School Athletic Commission, is committed to securing the best-qualified coaches for all its sports teams. These qualifications include, but are not limited to:

1. Acceptance, integration, implementation and a clear understanding of the Bishop John Carroll Cathedral School Mission and Goals
2. Ability to teach all participants constructively, regardless of skill level
3. Ability to organize, run and control practices
4. Positive attitude and coaching style
5. Good communication skills
6. Coaching ability to teach the sport effectively
7. Adequate knowledge of the sport
8. Ability to provide a safe physical environment for all
9. Play like a Champion
10. Complete Safe Environment Training

Coaches are required to have and attend practices, games, and meetings related to their team within their league and/or called by Bishop John Carroll Cathedral School Athletic Commission or Athletic Director. No practices and/or games are to be scheduled during Holy Week, on Holy Days of Obligation, or during weekend Mass times. No extra practices, scrimmages, or games versus CGSAA or non-CGSAA teams are to be scheduled without the consent and approval of the Principal and/or Athletic Director. Coaches are responsible for securing a substitute or notifying participants of a cancellation when they are unable to attend a practice.

Head Coaches: Designated Head Coaches (one coach per team), that are on file with the Athletic Director and the School Office, will be exempt for payment of fees and shifts worked.

ALL COACHES, SUBSTITUTES, ASSISTANTS, AND VOLUNTEERS ARE REQUIRED TO HAVE FULFILLED ALL REQUIREMENTS ESTABLISHED BY THE ARCHDIOCESE OF OKLAHOMA CITY SAFE ENVIRONMENT OFFICE PRIOR TO ANY INVOLVEMENT WITH STUDENTS.

A coach is expected to provide constant supervision of student athletes. The coach is expected to be at practice before any student arrives and must make sure that all children have left before he/she leaves practice or must designate another adult, who has fulfilled all Safe Environment requirements, to take on those responsibilities. Coaches also must not tolerate any abuse or mistreatment of players, parents or others by any member of a Bishop John Carroll Cathedral School team.

Coaches should attend every game and show up at least twenty minutes prior to the start of the game to prepare their team for the contest. It is important, and required, that coaches report any problems with equipment, players, parents (or others) to the Athletic Director within 24 hours of a problem. This will ensure the safety of all participants and allow for

appropriate action to be taken by the Athletic Director when necessary. The Athletic Director is responsible for reporting all problems and actions taken to the Principal, who shall make the final decision regarding actions taken.

Coaches should be patient and tolerant of all children, and understand the level of maturity at which they coach. They must be cautious not to have unrealistic expectations, but be willing to challenge each participant to reach potential goals not before attained. Coaches must have the understanding that their impact on the lives of many of these children is of incredible importance and thus must display good moral and ethical behaviors.

Coaches are the backbone of any sports program. There is always plenty of criticism and far too little thanks for the job they carry out. All parents and student participants in Bishop John Carroll Cathedral School Athletics should make sure to thank them and offer any means of support to help them be the best coach to all the participants.

Coaches Selection Process

Selection, recommendations, and evaluations of the coaches are primarily the responsibilities of the Athletic Director in consultation with school administrators. All persons interested in applying for a coaching position shall complete an Archdiocesan application, including qualifications, and submit it to the Athletic Director.

The selection of coaches will be based on several factors, including, but not limited to, the criteria stated in the Section above titled "Coaching Expectations and Requirements".

Evaluation of Coaches

There will be ongoing observation and supervision of coaches by the Athletic Director. Coaches are to submit a plan of action outlining the goals, practice schedule, and expected progression of skills to the Athletic Director before practices begin.

Communication

Coaches will conduct and parents are expected to attend a pre-season meeting where coaches will communicate team and student athlete expectations, the code of conduct, scheduling of practices and other important issues, including the inherent risk factors of each sport.

Any communication with the media, press releases, mailings or similar communication shall be coordinated by the Athletic Director and the appropriate Bishop John Carroll School/Our Lady of Perpetual Help Cathedral personnel. No parents, coaches, players, staffer other individuals should contact the media directly. All releases of information are subject to Bishop John Carroll School privacy policies and must be approved by the Bishop John Carroll School principal and/or pastor.

Conduct: Parent, Coach and Student Expectations

All players, coaches, parents, spectators and staff are required and expected to:

- Act in accordance with the stated philosophy of the program, which emphasizes the importance of learning and growth of all people, commitment to good moral, ethical and social values, deep respect for the human dignity and uniqueness of every individual, and the perseverance for upholding what is right and just. All people affiliated with Bishop John Carroll Cathedral School Athletics are expected to cooperate with the spirit and policies of the school. This requires courtesy in all relationships, promptness in fulfilling obligations, concern for the environment, and many other factors that the participant's sense of appropriateness will indicate to them.
- Be polite and courteous to all coaches, officials, and participants, which includes appropriate conduct at all Bishop John Carroll Cathedral School events, practices, and games.
- Avoid engaging in any situation that could result in a negative representation of the program. This includes arguing with any coaches, officials, players, parents or spectators, verbally criticizing or reprimanding others, and any inappropriate verbal remarks or verbal abuse.
- Support all teams with equal respect and courtesy, regardless of their level of skill.
- Abide by the guidelines and rules set forth by the Athletic Director, coach, and league. These guidelines include such things as not coaching from the sidelines at games or practices, waiting until the team is released from the coach prior to leaving the team, paying attention to the coach and following practice or game instructions.

The Principal and/or his/her designee reserve the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, knives, matches, cigarettes, radios, toys, pagers, cell phones, laser lights, or anything that will detract from a learning situation or in any way endanger anyone are not allowed at Bishop John Carroll School practices or events.

Team Conduct

During practices all ordinary discipline matters are the responsibility of the coach(es). The following procedures help set an atmosphere necessary for learning:

- At the beginning of the school year, coaches outline expectations for student conduct, practice, and game attendance.
- Coaches set practice rules and give a copy to all parents.
- Well-planned practices that keep students on task decrease the time available for misconduct.

Behaviors which are not conducive to good discipline include:

- Repeated screaming by a coach or assistant. This behavior is professionally unacceptable.
- Threats of unrealistic punishments.
- Repeated warnings with no follow-up.
- Inconsistent adherence to rules.
- Foul language.

If misconduct occurs, any or all of the following may be helpful.

(Punishment should be for behavior and not for athletic performance.)

- Private discussion with the student.
- Loss of privileges for the athlete.
- Running punishments of reasonable length.
- Time out in the gym or on the playing field, with the student be in placed apart from the other students. Students should never be placed outside the gym for time out or out of the sight of the coach on the field.
- Students should be notified that the Athletic Director will speak with them about their behavior. The coach may need to set up a conference with the parents to alert them, and discuss possible strategies for improvement.

Disciplinary Policy

In coaching any athletic team, it is crucial that every member of the coaching staff know what constitutes acceptable measures of disciplining a child or handling other problems.

All children acting outside of the guidelines established by the coach will be warned as to what will happen if the behavior is repeated. This warning should be specific and age appropriate. This warning will be communicated to the child's parents.

Should there be a time where an individual player has repeatedly become a problem, the parents and the Athletic Director should be notified before the next practice. A meeting with the parents and child to discuss the situation should be scheduled. (At no time should a child be separated or secluded outside the vision of others and from other children for a discussion with the coach.

At **NO** time should any person be berated, embarrassed or singled out as an "example".

The coach should initially handle any parent complaints and contact the Athletic Director of the situation. If the problem persists, it may then be addressed by the Athletic Director, the principal and/or the pastor.

Physical punishment, other than additional running or other appropriate exercise, is not an acceptable form of disciplining any athlete and will be grounds for immediate termination of the coach.

Coaches must be consistent in their disciplinary methods with all children. No athlete should ever be given special treatment regardless of their talent level. Coaches who are models of fairness help children to learn values of equity.

Coaches should contact the Athletic Director regarding any issues or problems, which are questionable in nature, for further direction and/or actions to take regarding the situation.

Drugs and Alcohol

Students, spectators, or parents who possess drugs or alcohol at a Bishop John Carroll Cathedral School Athletic event (or on school property) face suspension and/or expulsion from Bishop John Carroll Cathedral School sports. A student may face the same penalty from the Archdiocesan school they attend.

Equipment and Uniforms

Uniforms are issued to players by the Athletic Director and/or his/her designee. The uniforms are the property of Bishop John Carroll Cathedral School Athletics and must be returned in clean and satisfactory condition as set forth under **Uniforms** on page 38 of this Handbook.

Team equipment needs are to be communicated to the Sport Commissioner, who will make requests known to the Athletic Director and the Athletic Commission.

Forfeitures: BJCS/BJCCS Athletics will pay for 1 forfeiture, per team, per season to CGSAA. Any additional Forfeitures, will be the responsibility of the team parents for payment to CGSAA.

Grievance Procedure

An individual or team grievance may include any perceived or enacted unfair or prejudicial treatment of a player by a coach. A grievance should be handled in the following manner:

- Set up a time to discuss the issue with the coach. If the situation is not remedied, then;
- Set up a time to discuss the issue with the Athletic Director. If the situation is not remedied then,
- Set up a time to discuss the issue with the Principal who may wish to invite the Pastor to participate in the meeting. Decisions of the Principal, when satisfied by the Pastor, are final.

Please note that the coach is in charge of playing time, starting lineups, etc. The Athletic Director will avoid interfering with the coach's judgment on these issues, unless the Athletic Director feels a situation is blatantly unfair.

Health/Physical Requirements

Participants must understand the requirements for each sport and make sure that they are in appropriate physical condition to safely play the sport. Unless there is a medical condition that prohibits a participant from doing a certain drill or activity, all participants will be expected to follow drills and physical activity requirements requested by the coach(es). Please know that these drills are necessary to improve performance on the court/field, and are part of the learning and growth on all sports teams. If there is a medical condition present that prevents participation in these activities, the Athletic Director must be notified, in writing, as to the nature and extent of the condition. Upon reviewing the information, the Athletic Director reserves the right to deny such participants from participating if it seems it is in the best interest of the child and/or other participants.

Bishop John Carroll Cathedral School student athletes must have a completed medical release form signed by his/her physician on file in the school office prior to participating in any practices and/or games.

Practices

Practice times are determined by the Athletic Director with input from the Athletic Commissioners. Times are based on the age of the team participants and the availability of the gym or field. Coaches and teams are to adhere to the practice schedule devised by the Athletic Commission. Only Bishop John Carroll Cathedral School teams and players may occupy the gym or field during practice times, unless exception has been granted by the Athletic Director.

Volunteer Requirements

Because volunteers play such an integral role in the success of the sports programs at Bishop John Carroll Cathedral School, parents who choose to enroll their students in the School Athletic Programs are required to volunteer to work a minimum of (2) concession stand, and (2) shifts at the Christmas Tree Lot. If you so choose, you may pay your Athletic Deposit, date the check, for the date that you sign your child/(ren) up for sports in order to waive the required volunteer shifts to be worked.

Weather Policy

When classes are cancelled at Bishop John Carroll Cathedral School due to weather conditions, all practices and games are also cancelled. The principal is the only person who can make a change on case by case or day by day, based on current weather conditions.

League Participation/Affiliation

Bishop John Carroll Cathedral School sports teams participate in and are affiliated with the Catholic Grade School Athletic Association (CGSAA).

Players per Team: BJCS/BJCCS Athletic Committee along with the principal, will make the decision for the number of teams, per grade, per sport.

Playing Time

Coaches are responsible for all student athletes in grade levels K – 3 to receive even playing time; and in grade levels 4-6 players are to play a minimum of one continuous quarter during all games in which they are present as part of the team. Coaches of teams consisting of players in Grades 7 and 8 will follow “Fair Play” guidelines that encourage participation of all players in games for which they are present as part of the team. Injury may waive this requirement. Playing time also is subject to change based on the guidelines, rules and regulations subject to change by CGSAA.

Right to Amend

The Principal and/or Pastor reserve the right to amend this handbook. Notice of amendments will be sent to parents via emails and newsletters.

Amended and Approved August 1, 2023

Parents As Partners Memorandum of Understanding

As partners in the educational process at _____ Catholic School, we the guardians of _____, understand that this agreement must be signed prior to beginning school at _____ Catholic School and we agree to the following statements: *(initial each statement below)*

_____ **AFFIRMATION OF MISSION STATEMENT:** I understand and agree to support the mission statement, philosophy, and religious and educational goals of the school and Archdiocese of Oklahoma City. I also agree to support the Principal and Faculty in pursuing this mission.

_____ **FAITH FORMATION:** In order to continue to receive the Catholic rate of tuition, I will attend Mass on a regular basis and teach the Catholic faith by word and example (Catholic families).

or

_____ I will support the teachings of the Catholic faith as part of our child's education (non-Catholic/ non practicing Catholic families).

_____ **PROMPTNESS, ATTENDANCE, AND UNIFORM DRESS CODE:** I agree to send our child to school on time, rested, clean, well-fed, and in the proper school uniform. Students will dress for school and sports according to their biological sex.

_____ **DISCIPLINE AND ACADEMIC WORK:** I acknowledge that my child will follow the classroom and school rules. Each child is responsible for his/her own attitude and actions to initiate good behavior and learning. Additionally, my child and I are committed to academic work, homework, daily class assignments, and maintaining continual academic growth.

_____ **TECHNOLOGY USAGE:** I understand the school provides internet access via Chromebooks, iPads, and desktop computers. Use of electronic resources shall be consistent with the purpose, mission, and goals of the school and only for the _____ educational and professional purposes of the registered student. Students and parents agree to the technology policies.

_____ **SOCIAL MEDIA USAGE:** I understand that social media postings by either students or parents that could be considered defaming or slanderous toward a student, family, pastor or chaplain, faculty member, or the school itself will be grounds for disciplinary action or separation from school.

_____ **COMMITMENT OF INVOLVEMENT:** I acknowledge and affirm that parental involvement in a child's education is of primary importance. The role of parents/guardians is to reinforce and assist the teacher in faith formation, academics, and social/emotional learning in the classroom and at home. I will actively participate in school activities and find ways to volunteer to assist the school.

_____ **CHRISTIAN ANTHROPOLOGY:** I understand that 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.

_____ **COMMUNICATION:** I understand the communication between the school and families is a critical element of the parental/school partnership. I will read school notes, newsletters, and emails, and complete the necessary forms. I will attend parent-teacher conferences and meet with the teacher upon request. Communication will be respectful between parties.

_____ **CONTACT:** I will notify the office of any changes of address or phone numbers and will keep email addresses current. I will notify the school office with a written note, email, or phone call if the student will be absent or tardy. I will inform the school of any special situation regarding the student's well-being, safety, and/or health.

_____ **FINANCIAL OBLIGATIONS:** I understand that this is a school of choice and tuition and parish tithing are what make my child's education possible. I will meet all financial obligations in a timely manner and understand that lack of meeting said obligations could terminate my child's enrollment if extenuating circumstances do not exist.

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

_____ Catholic School looks forward to this partnership during the upcoming school year.

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

_____ Student

_____ Date

_____ Parent

_____ Date

_____ Parent

_____ Date

Student Name: _____	Grade: _
Student Name: _____	Grade: _
Student Name: _____	Grade: _
Student Name: _____	Grade: _

