Dear Parents and Students,

Welcome to St. Isidore of Seville Catholic Virtual School! This Student & Parent Handbook (“Handbook”) has been prepared to serve as a guide and reference for information pertaining to student programs and activities. The Handbook also serves as part of the agreement between the school and the parents/students. **Please read this together with your child and refer to it as questions arise during the school year.** If you have any concerns or require clarification, you are encouraged to call the school office.

Changes to this Handbook will be authorized by the School Board of Directors (“Board”) and may happen at any time utilizing approved board proceedings. Updates will be made to the online version of the Handbook. Parents will be notified when changes are made. The School website is your resource for the most current Handbook.

We are privileged to provide your child an environment to reach his/her full potential. May God bless our combined efforts in the education of your child.

Mr. Michael Scaperlanda
Chairman of the Board

Principal
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</tbody>
</table>

Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy And Grievance Procedure with Complaint Form
Prayer to Saint Isidore of Seville

Almighty and eternal God, who has created us in Thy image and bade us to seek after all that is good, true, and beautiful, especially in the divine person of Thy only-begotten Son, our Lord Jesus Christ, grant we beseech Thee that, through the example of Saint Isidore, bishop, and doctor, during our journeys through the Internet we will direct our hands and eyes only to that which is pleasing to Thee and treat with charity and patience all those souls whom we encounter. Through Christ our Lord, Amen
**About St. Isidore of Seville**

Saint Isidore of Seville was a highly regarded figure in the early Middle Ages, known for his contributions as an Archbishop, theologian, and scholar. He was born in Cartagena, Spain, in the year 560 and grew up in a devoutly Catholic family.

As a young man, he moved to Seville, where he eventually became the Archbishop. St. Isidore was a champion of education and believed that it was a crucial means of maintaining the integrity of the Christian faith and fostering unity among the various cultural elements that made up medieval Spain.

He was a prolific writer, and his works covered a wide range of topics, including theology, history, grammar, and science. His most famous work, the *Etymologiae*, was an encyclopedia of knowledge that was widely used in the Middle Ages. Braulio, Bishop of Saragossa, was a contemporary and friend of St. Isidore, and saw him as a chosen figure by God to save Spain from the barbarism that threatened its civilization.

In recognition of his contributions, the Eighth Council of Toledo (653) praised him as "the extraordinary doctor, the latest ornament of the Catholic Church, the most learned man of the latter ages, always to be named with reverence, Isidore." This tribute was later echoed by the Fifteenth Council of Toledo, held in 688. Dante’s *Paradise* (*Divine Comedy* X.130) also mentions Isidore among theologians and doctors of the church, along with Richard of St. Victor and Bede. In 1598, Isidore was canonized as a saint by the Roman Catholic Church, and later, in 1722, he was declared a Doctor of the Church.

Today, Saint Isidore’s legacy as a scholar and educator continues to inspire many, and he is widely recognized as one of the last great Latin Church Fathers and philosophers of ancient Christianity.
THE SCHOOL AND ADMINISTRATION

Purpose of the School
The St. Isidore of Seville Catholic Virtual School (“School”) is an Oklahoma charter school duly formed under Oklahoma law in service to all children and families throughout Oklahoma. The School provides rigorous high-quality educational opportunities to prepare students across the State for a life of virtue and professional excellence. Guided by our Catholic faith, the School provides an education directed to forming the whole person—body, mind, soul, and spirit—to contribute to the common good of society and in service to the whole community. The School is open to and offers this educational opportunity to all students, Catholic and non-Catholic, who appreciate and desire a robust Catholic education.

The School operates under its Contract for Charter School Sponsorship (“Charter”) and the policies and procedures in this Handbook are set out in accordance with the Charter and applicable law. As reflected in the Charter, the School is a privately operated religious, non-profit organization and it reserves any and all rights, exemptions, and entitlements afforded to it under the law as a religious institution. Nothing in this Handbook is intended to be or should be construed to be a forfeiture of those rights.

Mission Statement
Guided by our Catholic faith, the School serves God and families by spiritually and academically preparing students, Catholic and non-Catholic alike, for lives of intellectual excellence, holiness, and service to others with the ultimate goal of eternal salvation by bringing quality, Catholic education to all parts of Oklahoma.

Mission Integrity
The School welcomes students of all faith backgrounds or none—including Catholic and non-Catholic alike. The School takes seriously its responsibility to teach Catholic faith and morals in all fullness. Moreover, the School, as a ministry of the Catholic Church, is faithful to the teachings of Jesus Christ as set by the Catechism of the Catholic Church and the local ordinaries, the Archbishop of Oklahoma City and the Bishop of Tulsa, and adheres to those teachings as the definitive interpretive lens for all issues on faith and morals as afforded to the School by law as a religious institution.

Board of Directors
The School believes that a quality school must be governed by individuals who are responsible stewards of public funding while upholding the School’s mission. The Governing Board of Directors will be professional and ethical at all times, supporting the school’s mission and vision. They will provide oversight for the operations, leadership, and policies of the school. Specifically, their duties will include responsibility for ensuring legal compliance, evaluating the school leader, setting goals for measuring academic success, allocating resources appropriately and approving an annual budget, and approving school policies and procedures. The Board of Directors membership and meeting schedule can be found on the school website St. Isidore of Seville Catholic Virtual School, INC - St. Isidore of Seville Catholic Virtual School - Oklahoma City, OK (stisidorevirtualschool.org).
Current Board Membership consists of the following:

Chair: Michael Scaperlanda  
7501 Northwest Expressway Oklahoma City, Oklahoma 73132
Secretary: Deacon Harrison Garlick  
12300 E. 91st Street South Broken Arrow, OK 74012
Member: Lara Schuler  
7501 Northwest Expressway Oklahoma City, Oklahoma 73132
Member: David Dean  
12300 E. 91st Street South Broken Arrow, OK 74012
Member: Brett Farley  
7501 Northwest Expressway Oklahoma City, Oklahoma 73132

**Principal as Chief Administrator**

The Principal is the chief administrator of the School, and School operations and reports directly to the School Board of Directors. When the Principal is unavailable, the Assistant Principal and/or appointee assumes responsibility for the routine operations of the school.

**Accreditation**

The School is in its first year of operation. The School has been accredited by the Accreditation and Standards Division of the Oklahoma State Department of Education.

**History**

The School was approved by the Oklahoma State Virtual Charter Board in June 2023. The School will officially begin in August 2024 to serve students across the State in Kindergarten through 12th grade through an online virtual program.

**ADMISSION INFORMATION**

**Student Recruitment Policies and Procedures (including lottery procedures)**

Each year, the School will announce its open enrollment period for any Oklahoma parents or guardians who would like to submit an application for their student(s). These outreach activities will be conducted statewide via multiple marketing pathways. If the number of applicants exceeds the capacity of the School or grade level, the School will conduct a random selection lottery after first granting enrollment preferences for prior year students and then for a sibling of a current student enrolled in the School. As a statewide school, the School will admit any and all students who reside in the state, provided there is capacity to serve that student’s grade level per the annual enrollment goals for each year.

The School is equally free and open to all students. The School offers a Catholic education, and the School welcomes all Catholic and non-Catholic students alike. Further, as stated in the School’s Charter, the School will not deny admission to any student on the basis of race, color, national origin, sex, sexual orientation, gender identity, gender expression, disability, age,
proficiency in the English language, religious preference or the lack thereof, income, aptitude, or academic ability.

**Application and Lottery Process:**

1. A parent or legal guardian should complete the digital *Application for Admission to St. Isidore of Seville Catholic Virtual School* to be considered in the lottery process. The link can be found on the School website.
2. Open application will occur in February and March of the first year and January and February in subsequent years.
3. Incomplete application forms will not be considered.
4. A child must be five (5) years of age on or before September 1 in the school year of application for kindergarten.
5. The lottery, if needed according to enrollment capacity, will take place on April 1 of year 2024 and March 1 of subsequent years. If accepted by lottery, then notification of registration will be sent to applicants.
6. Once the lottery is complete, applicants will be notified of their status.
7. If a lottery is not needed, then all applications will be reviewed, and registration instructions will be sent to applicants.
8. Enrollment capacities are as follows:
   a. 2024-2025: 500 students
   b. 2025-2026: 500 students
   c. 2026-2027: 1000 students
   d. 2027-2028: 1250 students
   e. 2028-2029: 1500 students
9. Notification of the lottery will serve as public notice of an official meeting of the Board, even if no actions are anticipated to be taken by members of the Board at the time of the lottery.

**Registration with Lottery**

1. Digital registration will be made accessible to applicants who received enrollment offers in the lottery process. If a family requires a paper enrollment form, they will be provided one. Families will have ten (10) days to accept their seat and complete the registration accurately and thoroughly, including the submission of all compliance related documentation.
2. Registrations that are not completed within the designated time, or applicants who cannot produce appropriate priority information, will forfeit enrollment offers.
3. Seat placement determinations are made following receipt of the complete, compliant registration.

**Registration without a Needed Lottery**

1. If the number of lottery applications does NOT exceed seats available after a designated time, a communication will be sent to applicants. Parents/guardians that have submitted a lottery application have one week to complete registration. At the end of that time period, the registration opens to the public and school enrolls until capacity. In inaugural year of 2024, it will open to public at large the first week of March.
2. As openings occur post lottery, applicants on the grade level waitlist will be contacted in the established order. Registration process access will be provided. Completion of the registration process is expected in two weeks to prompt a seat placement determination.
3. The School will continue to enroll students using this process until the established enrollment number is met and maintained.

Waitlist

The waitlist is the ordered list of applicant students without enrollment offers. The waitlist for each School year is initiated through the lottery process. Once all available enrollment opportunities are offered, the remaining applicant students will be added to the waitlist in the order drawn. The waitlist remains active through the academic year. The waitlist for a given year is not carried over to the next School year. A new enrollment application is required for each school year for which a student is seeking a new enrollment.

Students who wish to transfer to the School mid-school year may do so if the school has capacity to serve that student in that grade level. Otherwise, the student will be added to a waitlist for that grade level. The most successful retention plan begins by succeeding with the students that are already enrolled. By providing a high-quality, personalized educational program, sustaining relationships and connection, and meeting the needs of all students, School will create an offering that will ensure students want to continue their success in our virtual seats. The School will track in-year and year-over-year withdrawn students. This data is not only required per Oklahoma charter school law, but it also provides the school with valuable information each year on how to better serve students and their families.

Admission Age

Kindergarten - five (5) years of age on or before September 1.
1st grade - six (6) years of age on or before September 1.

Admissions Priority

A provision shall be made for children with a sibling enrolled at the School. If a child must be placed on a waitlist due to capacity issues, the child with an enrolled sibling will be granted priority.

Admission Requirements

For the admission of any student, the School requires:

1. The child's birth certificate.
3. An up-to-date immunization record, see Immunization below.
4. Report cards, standardized test results and record of IEP and/or 504 (if applicable). These records are reviewed by school administration to determine whether the virtual program at the School will meet the educational needs of the student.
5. Completion of developmental and/or academic screening test, as needed for proper placement.
6. Complete application and enrollment forms.
7. Prior school records, including results of previous educational testing, emergency cards and immunization records are required before a child can attend.
8. Proof of legal guardianship is required at the time of enrollment if the guardian is not the natural or adoptive parent of the student. A court document, signed by a judge, denoting custody for a student not living with both parents listed on the birth certificate is required.
9. Full time enrollment is required for all students.

Failure to disclose all relevant information may result in a child not being admitted to or being dismissed from the School. Students will be conditionally enrolled pending receipt and review of current and accurate school records.

The School reserves the right to contact previous school/s for all records: academic, attendance, discipline, etc. Parents will sign a records request as part of the enrollment process.

Class Placement

The School does not accept requests for a specific grade level, teacher, or placement. Students are placed into class groups, assigned to teachers, and placed in courses using a professional and diligent process by the School administration, placement testing, academic needs, and prior student records indicating promotion. Placement of the student is in the sole discretion of the School.

Fees

All fees for high school Concurrent and AP courses and testing will be assigned at enrollment into these programs. Any fees associated with a course, extracurricular activity, secondary set of books, class materials, or extracurricular technology needs will be given prior to parents signing students up for the programs. Refunds of prepaid fees will be prorated according to attendance records if requested before the fees are applied. All fees are non-refundable once the fee has been applied to the designated program and students have participated. Grades and transcripts of the student will not be released until and unless all fees, assessments, and other charges have been paid in full.

Immunizations

The state of Oklahoma requires evidence of adequate immunization records before any child may be enrolled in any school in Oklahoma. The following are immunizations required by grade level. See Health Services section for further information. In the case of exemption, the following exemption form must be provided to the school. Exemption form can be found at updated certificate-of-exemption English.pdf (oklahoma.gov)

<table>
<thead>
<tr>
<th>Kindergarten-6th</th>
<th>5 DTaP (diphtheria, tetanus, pertussis)</th>
<th>2 MMR (measles, mumps, rubella)</th>
<th>1 Varicella (chickenpox)</th>
<th>4 IPV (polio)</th>
<th>2 Hep A (hepatitis A)</th>
<th>3 Hep B (hepatitis B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended immunizations include: -Seasonal influenza (flu) -2nd varicella at 4 years old -Polio vaccination on or after 4th birthday.</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7th-12th</th>
<th>1 Tdap (tetanus, diphtheria, pertussis)</th>
<th>5 DTaP (diphtheria, tetanus,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended immunizations include: -Seasonal influenza (flu)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
pertussis)  
2 MMR (measles, mumps, rubella)  
1 Varicella (chickenpox)  
4 IPV (polio)  
2 Hep A (hepatitis A)  
3 Hep B (hepatitis B)  
-2-3 HPV (human papillomavirus)  
-1-2 MCV4 (meningococcal ACWY)  
-2-3 Men B (meningococcal serotype B).

**PARENT ROLE IN STUDENT EDUCATION**

**Custodial Responsibility**

If parents are divorced or separated, the School presumes that both parents have access to the child and his/her educational records, unless one parent provides legal evidence that he or she has the sole right. Documentation from the Court must be presented to and held by the Principal. Only custodial parents will be given access to the School platform, invitation to parent/teacher conferences or meetings, or student engagement events.

**Parent Responsibilities**

As partners in the educational process at School, we expect parents:

- If Catholic, to attend Mass and teach the Catholic faith by word and example.
- To support the mission of the School.
- To ensure and facilitate regular and consistent school attendance, non-attending students will be subject to the truancy laws of the State of Oklahoma.
- To ensure that student’s login to the platform for each class on time, prepare for class with adequately charged devices, and are adequately supervised.
- To ensure students are dressed according to school Dress Code for online presence.
- To ensure students complete assignments on time.
- To provide necessary nutrition during the School day for adequate learning to take place.
- To participate actively in School activities, including parent-teacher conferences.
- Will pay for any damage to school materials or property due to carelessness or neglect on the part of the student; this includes Chromebooks, headphones, course materials, and textbooks.
- To notify the School and, in grades K-5, the teacher every time that student is absent.
- To update the School of any changes to address and phone numbers or email addresses.
- To complete and return to School any requested information promptly.
- To inform the School of any situation regarding the student’s well-being, safety, and health.
- To read school notes, newsletters, including all electronic correspondence, and respond when appropriate.
- To support and cooperate with all discipline policies of the School.
- To treat teachers and administrators with respect and courtesy.
- To refrain from engaging in defamatory comments regarding the School, faculty, administration, other students, or the Catholic Church, including, but not limited to, those made in online sites; social media and platforms such as email, etc.
- To refrain from publishing/posting pictures that include any School student other than their own from an online class, school-sponsored event, social media, or online pages.
- To meet all financial obligations to the School.
- To ensure child’s optimal participation and engagement during online learning.
- To provide necessary communication regarding support and technology needs
- To read and follow this Handbook.

**ACADEMIC INFORMATION**

**Assessments**

NWEA MAPs (Measures of Academic Progress) will be given to students in grades 1-12 three times a year to measure growth in reading and math. A benchmark assessment for guided reading is given in K-2nd grade, 3-4 times a year. A developmental screening is given to students in kindergarten as needed. To help determine reading level and reading skills, reading assessments may be given to your child throughout the school year.

<table>
<thead>
<tr>
<th>Grade/Test</th>
<th>Subject(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSTP- Grade 3-4</td>
<td>ELA, MATH</td>
</tr>
<tr>
<td>OSTP- Grade 5</td>
<td>ELA, MATH, SCIENCE</td>
</tr>
<tr>
<td>OSTP- Grade 6-7</td>
<td>ELA, MATH</td>
</tr>
<tr>
<td>OSTP- Grade 8</td>
<td>ELA, MATH, SCIENCE</td>
</tr>
<tr>
<td>OSDE-Grade 10</td>
<td>US NATURALIZATION TEST</td>
</tr>
<tr>
<td>CCRA-Grade 11</td>
<td>US HISTORY, SCIENCE</td>
</tr>
<tr>
<td>Grade 11</td>
<td>ACT w/WRITING</td>
</tr>
</tbody>
</table>

Grade 12 transfer students must take Grade 11 assessments prior to graduation if not already completed.

**Bell Schedules**

This is a sample bell schedule and is subject to change. K-5 teachers will set their own schedules. Students in grades 6-12 should check Canvas for class meeting arrangements and whether their classes will meet synchronously or asynchronously each day.

<table>
<thead>
<tr>
<th>K-5 Regular</th>
<th>K-5 Early Release</th>
<th>K-5 Mass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Session 8:30 - 12:00</td>
<td>Morning session 8:30-11:00</td>
<td>Mass/Travel time 8:30-11:30</td>
</tr>
<tr>
<td>Lunch 12:00-12:30</td>
<td>Lunch 11:00-11:30</td>
<td>Lunch 11:30-12:00</td>
</tr>
<tr>
<td>Afternoon Session 12:30-3:30</td>
<td>Afternoon 11:30-1:00</td>
<td>Afternoon Session 12:00-3:30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6-8 Regular</th>
<th>6-8 Early Release</th>
<th>6-8 Mass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom 8:30-8:45</td>
<td>1st hour 8:30-9:00</td>
<td>Mass/Travel time 8:30-11:30</td>
</tr>
<tr>
<td>1st hour 8:50-9:35</td>
<td>2nd hour 9:05-9:35</td>
<td>Lunch 11:30-12:00</td>
</tr>
<tr>
<td>2nd hour 9:40-10:25</td>
<td>3rd hour 9:40-10:10</td>
<td>Homeroom: 12:00-12:15</td>
</tr>
<tr>
<td>3rd hour 10:30-11:15</td>
<td>4th hour 10:15-10:45</td>
<td>Humanities/STEM 12:20-1:50</td>
</tr>
<tr>
<td>4th hour 11:20-12:05</td>
<td>5th hour 10:50-11:20</td>
<td>Break 1:50-2:00</td>
</tr>
<tr>
<td>Lunch 12:05-12:35</td>
<td>Lunch 11:20-11:50</td>
<td>STEM/Humanities 2:00-3:30</td>
</tr>
<tr>
<td>5th hour 1:00-1:45</td>
<td>7th hour 12:30-1:00</td>
<td></td>
</tr>
</tbody>
</table>
Cheating and Plagiarism

As an academic institution, we are committed to modeling high ethical standards by challenging our students to understand, respect and embrace ethical and moral behavior in all facets of their lives. Cheating is taken very seriously because it is contrary to justice, academic integrity, the spirit of intellectual inquiry and the pursuit of knowledge. Cheating is defined broadly as any dishonest or unauthorized act that misrepresents achievement or gives an unfair academic advantage to a student(s). Plagiarism is considered a form of intellectual theft because information is copied from electronic (including artificial intelligence without instructor permission) or traditional sources and submitted as one’s own without giving proper credit to the sources. A violation of academic dishonesty will be considered as a serious issue. Teachers will inform the Assistant Principal and call the parents. In addition, the following consequences will apply depending on the incident. They include but are not limited to:

- Zero credit for the assignment
- Reduced or failing grade
- Suspension
- Parent Conference
- Probation or loss of membership in National Honor Society
- Academic Probation
- Signing a Probationary Integrity Contract for one year
- Loss of college recommendation letters
- Any appropriate combination of the above

Serious academic honor code violations such as obtaining answer keys or tests, transmitting testing materials or answers via text messaging or the Internet, or other forms of cheating may result in loss of class credit, suspension, or expulsion.

College and Career Readiness

The School will offer a comprehensive career readiness program that is an integrated and inclusive approach to student learning that is designed to close the skills, interest, and equity gaps in this evolving, global society. Our process will parallel the vision and goal of the Oklahoma Department of Education's Individual Career Academic Plan (ICAP) and House Bill 2155.

The administration provides all students with counseling that facilitates academic, career, and social/emotional development, helping all students develop plans for choosing a career. The administration will advocate for career readiness opportunities, which are designed to guide
students to success in their chosen careers. The necessary assessments will be given to this end. See assessments on page 20.

Students will have opportunities to work together in real time using digital collaboration tools that are intentionally integrated into the curriculum in order to support both cognitive and non-cognitive skills. St. Isidore of Seville Catholic Virtual School will specialize in the simulation of and/or real world, authentic learning experiences to help students develop key competencies that will allow them to thrive in the workforce.

Conferences - Parent/Teacher/Student

Parent-teacher conferences are held each year. The conferences provide the opportunity to discuss and explore various aspects of the student’s growth and development. Because learning is an intrinsic responsibility of the student, students are encouraged to attend the conferencing sessions. Parents requiring additional conferences during the school year may make arrangements with the teacher.

Counseling and Advisement Services

Counseling and advisement services are available to every student in the School. These services are available to assist the students with their academic, college, and career planning needs. Students in grades 9-12 should make at least one appointment with the school counselor each year to ensure they are meeting the requirements necessary to fulfill their personal and academic goals.

Students are also encouraged to visit with the School counselor when they encounter social, emotional, or psychological distress. If a student’s needs are beyond the scope of our counseling staff, the family will be encouraged to seek professional counseling services outside the school. Referrals are provided upon request and can also be accessed on Canvas under Counselors.

Curriculum

The traditions and teachings of the Catholic Church and the virtue of Christian living permeate the School day. This high priority is expressed through worship, prayer, Religion classes, and the general climate of the school. All subjects at the School are informed by Catholic faith and morals. The School welcomes open dialogue and respectful questions in pursuit of objective truth. The academic curriculum includes:

**Elementary (K-8)**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>World Language: Latin, Spanish, Health/PE, Cursive Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theology</td>
<td>Art</td>
<td>Lifelines</td>
</tr>
<tr>
<td>Language Arts</td>
<td>Social Studies</td>
<td>Computer Sciences</td>
</tr>
<tr>
<td>Science</td>
<td>Ruah Woods TOB</td>
<td>Music</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td>Library Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Special Interest Electives</td>
</tr>
</tbody>
</table>
High School (9-12) See graduation requirements for more information.

<table>
<thead>
<tr>
<th>English I - IV</th>
<th>Fine Arts</th>
<th>Humanities</th>
</tr>
</thead>
<tbody>
<tr>
<td>US History</td>
<td>Biology</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Financial Literacy</td>
<td>Speech</td>
<td>Government</td>
</tr>
<tr>
<td>Oklahoma History</td>
<td>PE/Health</td>
<td>Physical Science</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Science Electives</td>
<td>Theology</td>
</tr>
<tr>
<td>Latin</td>
<td>Spanish/French</td>
<td>Special Interest Electives</td>
</tr>
</tbody>
</table>

Educational Testing

The School uses a team approach when addressing specific learning needs for students. This is called the Student Service Team or SST. The process begins when a parent, teacher, administrator, or school staff member makes a request through form one of the SST process or by contacting the director of Special Education. It is important to note that form one is not a formal request for evaluation. Parents may contact the child’s teacher or other school professional to ask that their child be evaluated. This request may be verbal or in writing. Parental consent is needed before the child may be evaluated. Evaluations will be completed within 45 days of the parent giving consent. A student who has not been formally evaluated and diagnosed may not be referred for special education instruction and services. Testing may be done through a contracted service provider. If parents and St. Isidore agree that the child is eligible for services, the team will plan the child’s Individual Education Program (IEP) at an IEP team meeting. The IEP team meets at least once per year to discuss progress and write any new goals or services into the IEP. The child will continue to receive special education services if the team agrees that the services are needed. A reevaluation is completed at least once every three years, unless the parent and the school district agree that reevaluation is not needed to see if the child continues to be eligible for special education services and to decide what services he or she needs.

Grading Scale (K-12)

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>Grades 1-8</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 – The student demonstrates in-depth inferences &amp; applications that go beyond what was taught.</td>
<td>A  93-100</td>
</tr>
<tr>
<td>3 - The student consistently shows proficiency performing the necessary tasks.</td>
<td>B  85-92</td>
</tr>
<tr>
<td>2 - With help, the student can perform tasks to show proficiency.</td>
<td>C  75-84</td>
</tr>
<tr>
<td>1 - Even with help, the student cannot perform tasks to show proficiency.</td>
<td>D  69-74</td>
</tr>
<tr>
<td>Blank - Not assessed or introduced later</td>
<td>F  68-Below</td>
</tr>
<tr>
<td>✓ - Knows letter, sound, or number</td>
<td></td>
</tr>
</tbody>
</table>
### Grades 9-12

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Indicates an excellent quality of work that is consistently superior in effort and performance. This student consistently meets deadlines. Students who receive an “A” grade exhibit intellectual curiosity and demonstrate depth of knowledge. Written and oral communication skills are extremely strong. The student has fulfilled all requirements as described in the course syllabus.</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Indicates a high quality of work and a good mastery of the subject. This grade reflects above average achievement and some intellectual inquisitiveness and initiative. The student expresses his/her thoughts well and has fulfilled most of the requirements as described in the course syllabus.</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Indicates the quality of work and achievement is average, demonstrating satisfactory knowledge and application of the course material. Discipline, time management and communication skills should be reviewed. For college acceptance and success, a “C” grade is a minimal acceptable grade.</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Indicates the student’s work and achievement are below average in his/her grasp of the subject matter. A “D” grade may suggest a sporadic work ethic, missed or late homework, and/or low test scores. Student’s organizational skills, communication skills or responsibility dynamics may also need to be improved. Students with a “D” on their progress report should be attending tutorial on a regular basis. For general college admissions criteria, a “D” in a core subject suggests below average college admissions rates.</td>
</tr>
<tr>
<td>F</td>
<td>59 or Below</td>
<td>Indicates either the quality of work and/or achievement in the subject matter is too low to award credit. An “F” grade suggests missed or late homework, and/or low test, project, or lab scores. Student organization skills, communication skills or responsibility dynamics also need to improve. Mandatory tutorial is required until a grade of “C” is achieved. For college admissions, an “F” on a transcript adversely affects the GPA and would require an explanation on a recommendation form.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>If work is not completed within 10 working days after the last semester final exam or a plan is not in place to address the grade, the “I” becomes an “F”. No seniors are eligible to receive an Incomplete in the second semester of their graduating year.</td>
</tr>
</tbody>
</table>

### Grade Point Average (GPA)

Grade point average is a number that summarizes a student’s academic achievements. The grade point average is derived from averaging letter grade number equivalents as outlined in the table below.
Basic and On-Level Courses | Honors Courses (Grades 9-12 only) | AP Courses (Grades 9-12 only)
---|---|---
A=4 | A=4.5 | A=5
B=3 | B=3.5 | B=4
C=2 | C=2.5 | C=3
D=1 | D=1.5 | D=2
F=0 | F=0 | F=0

**Grade Reporting**

Report cards will be issued each quarter via email. Final cumulative grades will be issued at the end of the School year and recorded in final cumulative records. High school transcripts will be updated at the end of each semester.

Kindergarten focuses on skill development and the formal grading system will be on a 1-4 scale. There is no grade weighting in kindergarten.

*Category Weighting Grades 1-5*
Coursework/Homework 50%
Quizzes/Tests/Projects 50%

*Category Weighting 6-8*
Formative Practice/Homework 50%
Formative Assessments 15%
Summative Assessments 35%

### Grades 9-12 Basic or On-Level Courses

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summative Assessment</td>
<td>30</td>
</tr>
<tr>
<td>Formative Assessment</td>
<td>40</td>
</tr>
<tr>
<td>Formative Practice</td>
<td>20</td>
</tr>
<tr>
<td>Homework</td>
<td>10</td>
</tr>
</tbody>
</table>

### Honors and AP Courses

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summative Assessment</td>
<td>40</td>
</tr>
<tr>
<td>Formative Assessment</td>
<td>30</td>
</tr>
<tr>
<td>Formative Practice</td>
<td>20</td>
</tr>
</tbody>
</table>
Included Assignments:

Summative Assessment: To assess **mastery** - Curriculum-Based Assessments (CBA), major projects, major papers, end of year state-mandated assessments.

Formative Assessment: To assess **progress** - progress assessments, group assignments, project-based learning tasks, independent work, lab reports.

Formative Practice: For learning and practice - Guided practice, classwork, participation.

Homework: For learning and practice - independent practice outside of class.

**Graduation Credits and Requirements**

<table>
<thead>
<tr>
<th>Credit type</th>
<th>Required credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theology</td>
<td>4</td>
<td>For transfer students, a total of 0.5 credits are required for each semester enrolled at SISCVS. For example, a student who transfers to SISCVS at the beginning of the second semester of their sophomore year will be required to complete a total of 2.5 theology credits. A transfer who enters in or after junior year requires a minimum of 2.0 theology credits.</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
<td>One full-year course per year is required.</td>
</tr>
<tr>
<td>Math</td>
<td>4</td>
<td>Must include Geometry and Algebra 2. One full-year math course is required each year. Students are required to have four consecutive years of credit over four years.</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>Must include biology and chemistry.</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3.5</td>
<td>Must include Oklahoma History, World History, US History, US Government, and Personal Finance</td>
</tr>
<tr>
<td>World Languages</td>
<td>2</td>
<td>Students must complete two consecutive, full-year courses in a single world language. Computer science can be substituted for this requirement.</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
<td>Can be earned via normal course work or with certain extracurricular activities. See more under “Fine Arts Credit Extracurricular Options.”</td>
</tr>
<tr>
<td>Physical Education and Health</td>
<td>0.5</td>
<td>Must include one semester of Health and Wellness, if entering in 9th grade, and one other half-credit option (see more under “Physical Education Extracurricular Options”). A maximum of two total credit hours from P.E. courses (such as Recreational Sports or Weight-Lifting) or P.E. equivalents (such as athletics) will count toward graduation</td>
</tr>
<tr>
<td>Requirements</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Includes all other courses that are not designated to fulfill an above requirement. Elective courses cannot be taken for credit more than one time unless advised by academic advisors.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All graduates of SISCVS must earn a minimum of twenty-seven (27.0) credits. A full credit is awarded for successful completion of a two-semester course. In addition to academic requirements, high school students (grades 9-12) are required to complete a minimum of 60 hours of Christian Service.

An expansive and rigorous curriculum challenges students to meet their interests and achieve their individual academic potential. All 9th, 10th, and 11th grade students are required to take seven courses each semester. Only students who have fulfilled all graduation requirements are permitted to participate in the graduation ceremonies.

**Additional Requirements**
- Junior Year: ACT and state science assessment
- Anytime during high school: U.S. History test, Personal Financial Literacy Passport, CPR/AED Certification, U.S. Naturalization Test

**Transfer Credits**
Credit eligibility for transfer students will be determined by administration.

**Special Courses of Study**
SISCVS recognizes that many students have unique learning needs and offers a variety of special academic programs to fulfill those needs. A brief description of each program follows, with longer descriptions to follow in their own subsections.

**Advanced Placement**
Advanced Placement® (AP) is a nationally recognized college curriculum that offers our students the opportunity to do college work while still in high school. All AP designated courses are certified by College Board’s yearly audit process as college level instruction. Students follow a prescribed rigorous curriculum, including summer reading assignments, to prepare them to make a qualifying grade of 3 or above on the AP exam given in May.

Each college has its own guidelines for awarding AP credit. It is the responsibility of the student to contact prospective universities to determine what AP grade the university will accept and how many college hours will be awarded. For instance, an AP grade of 3 on the AP English Language and Composition exam will give a student a credit for a 3-hour course in college freshman composition at our state universities.

Successful AP students are task oriented and proficient readers, who are able to prioritize their time and multiple commitments. Students should possess strong critical thinking, analytical, and writing skills. All students enrolling in AP courses must meet prescribed prerequisites and have the recommendation of their instructors.
AP Courses are offered based on student enrollment and staff availability.

<table>
<thead>
<tr>
<th>Possible AP Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>10th grade</td>
</tr>
<tr>
<td>AP World History, AP Spanish or French Language and Culture, AP Latin</td>
</tr>
<tr>
<td>11th grade</td>
</tr>
<tr>
<td>AP English Language, AP US History, AP Computer Science, AP Spanish or French Language and Culture, AP Latin</td>
</tr>
<tr>
<td>12th grade</td>
</tr>
<tr>
<td>AP English Literature, AP Computer Science, AP Spanish or French Language and Culture, AP Latin</td>
</tr>
</tbody>
</table>

**Career Tech**

Career Tech courses are offered in partnership with local career technology centers. These courses will be offered based on student enrollment and teacher availability.

**Concurrent Enrollment**

Concurrent enrollment is a state supported program in which students may earn college credit by taking college courses on a college campus. Each college has its own entry level requirements for concurrent enrollment as well as requirements for continuation. It is important to note that students actually begin their college career with this program and the decision to begin concurrent enrollment should be taken seriously.

**Gifted, Talented, and Creative**

Gifted and talented children are those identified by professionally qualified persons who by virtue of outstanding abilities are capable of high performance. Oklahoma defines this as “those identified students who score in the top three percent (3%) on any national standardized test of intellectual ability.” These are students who require differentiated educational programs and services beyond those normally provided by the regular school program in order to realize their contribution to self and society. Students capable of high performance include those with demonstrated achievement and/or potential in any of the following areas:

1. General intellectual ability (IQ)
2. Specific academic aptitude
3. Creative or productive thinking
4. Leadership ability
5. Visual and performing arts

The Gifted, Talented, and Creative (GTC) program at the School is an innovative and exceptional program which caters to gifted students. The program is designed creatively to nurture and enhance their skills. Student needs are met through a variety of program options such as: differentiated instruction, curriculum compacting, acceleration, cluster grouping, honors classes, advanced classes and/or part-time special education classes. For more information or to request testing, please contact the Special Education Director. Students will also have the opportunity to
participate in creative/academic competitions through the Archdiocese of Oklahoma City, Diocese of Tulsa, and online competitions such as:

1. American Mathematical Competitions  
2. Archdiocesan Spelling Bee, STREAM EXPO, History Fair  
3. Clean Tech Competition  
4. Destination Imagination  
5. Discovery Education 3M Young Scientists Challenge  
6. eCyberMission  
7. Kids Philosophy Slam  
8. MathCounts  
9. Meridian Stories  
10. MIT THINK Scholars  
11. National Academic Championship  
12. National Academic League  
13. Science Olympiad

**Homework**

Homework is an important aspect of the educational program. It is assigned to reinforce course material and to foster habits of independent study. It is the student's responsibility to see that any homework is completed on time and submitted by the due date.

Parents are asked to take an interest and to encourage their children to fulfill assigned homework and classroom assignments.

When a student is absent, a parent should contact the school administration before 9:00 am and contact the teacher to arrange for make-up work for elementary students. Middle school and high school students are responsible for contacting their teachers. There may be more requirements than what is simply posted on Canvas for the day. It is best to check with the teacher just in case. Students have the number of days missed plus one additional day to make up work for full credit. Projects and/or long-term assignments that have been assigned in advance by five (5) school days or more are due upon return to class.

As a general rule, teachers do not provide work or administer tests ahead of time for planned absences. It is the student’s responsibility upon return to contact his/her teacher(s) regarding completion of make-up work.

**Honor Roll/Academic Recognition**

**Lower Division Grades 3-8**

Students in 3rd-8th grades are eligible to be recognized at each quarter for Honor Roll. An Award Ceremony will be held at the end of the year to recognize the students for achievements.

The President’s Honor Roll is the highest honor and is attained by earning all A’s. The Principal’s Honor Roll honors students with all A’s and B’s and no more than four (4) B’s. The elective classes
are averaged as one class grade for the semester.

Upper Division Grades 9-12

Each semester students who maintain a 3.7 or higher on a 4.0 scale earn recognition on one of two of the School Honor Rolls.

- SISCVS President’s Honor Roll: Any student who maintained a 4.0 GPA on a 4.0 scale for the previous semester will be listed on the Superintendent's Honor Roll.
- Principal’s Honor Roll: Any student who maintained a 3.7 or higher on a 4.0 scale for the previous semester, but who did not achieve a 4.0 for that semester, will be listed on the Principal’s Honor Roll.

**Valedictorian and Salutatorian**

The Valedictorian(s) is/are the graduating senior(s) with the highest weighted Grade Point Average (GPA). The Salutatorian has the second-highest GPA. If two valedictorians are named, the student with the next-highest GPA will be named Salutatorian. If the top two students’ final GPAs are within one-hundredth of a point, each student will be recognized as valedictorian.

**Credit Recovery Policies**

Lower Division Grades 3-8

- Any student in grades 3-8 who has failed a core class must remediate that course before being enrolled in the class for which the failed course is a prerequisite.

Grades 9-12

- Rising 10th and 11th grade students who have failed a core class and have not remediated the course(s) over the summer, will be admitted back under strict academic probation as 9th or 10th graders but will not be admitted as 10th or 11th graders, respectively. The academic probation agreement includes a set date to recover the credits before the end of the fall semester.

Rising seniors must have all 9th-11th grade courses completed before school begins in August. Any student who has not completed and/or remediated all required credits by this time will not be on track to earn the 27 credits required to graduate in May. Any rising senior not on the graduation track will be required to meet with their parent/guardian, the school counselor, and principal before school begins to discuss a delayed graduation timeline.

**Academic Probation**

A student who fails a core course in any single semester is placed on Academic Probation for the next semester. Each student will meet with a parent/guardian and the school counselor to construct a plan of improvement to be signed by all parties.

**Office Hours**

Each 6th-12th grade teacher holds office hours during the School week. These times and days are on each teacher's syllabus and posted in Canvas.
Student Records

Student records are maintained in accordance with the Family Educational Rights and Privacy Act (“FERPA”). The child’s records and cumulative files are available for inspection by parents/guardians. The School abides by the Buckley Amendment. If parents wish for their child’s academic progress to be shared with other professionals (tutors, etc.) or alternate family members (step-parents, grandparents, etc.), a signed release form must be on file in the school office.

Release of Student Records to Non-Custodial Parents

The 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, SISCVS will provide the non-custodial parent with access to the academic records and other school related information regarding their student. If a court order specifies 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.

Transcripts

Students and graduates may request transcripts for themselves and/or colleges/employers through the school registrar. A graduate’s transcript will include a record of all unexcused absences. The school reserves the right to retain a student’s transcript if fees are owed.

ACT, SAT, and AP Test Scores

Student scores will not be recorded on the transcript. Scores should be sent directly to colleges and universities from the testing centers of ACT and SAT. For ACT, go to www.act.org and select SEND SCORES. For SAT, go to www.collegeboard.org and choose SEND SCORES. Likewise, AP scores can be sent to selected universities by going to the College Board website and selecting AP Scores/Send Scores.

Final Exams

The following policies apply to the administration of semester final exams:

- All academic core courses have a comprehensive final exam each semester for grades 7-12.
- Study guides and/or reviews are provided in advance.
- Final exams will count no less than 10% and no more than 25% of the final semester grade.
- No finals may be given before regular exam dates, with the exception of second semester AP course finals (see “2nd Semester AP Finals” policy below for more information).
- For extraordinary reasons, students may appeal to the Assistant Principal to take one or more finals after the end of the semester. In the case of extended illness, final exams must be completed ten (10) school days from the last scheduled final.
- Students must take the exams during their scheduled times. For extenuating circumstances, parents may contact the Assistant Principal.

Second Semester AP Course Finals

Due to the nature of Advanced Placement (AP) courses, the completion of core instruction takes place prior to the official date of the respective AP exam. AP teachers have the discretion to administer their final, weighted in accordance with the course syllabus, either
at a date of their choosing prior to the official AP exam date, or on the regularly scheduled finals date in that subject area.

Graduation Participation Requirements

It is imperative that students begin their senior year with all academic course requirements completed through their junior year. Failure to make up deficit credits, or to complete courses needed for graduation, will jeopardize a student’s ability to graduate with his or her class. Students may not be enrolled for senior year if failed courses have not been remediated.

In order to participate in graduation ceremonies, which include baccalaureate and graduation:

- All Seniors must have completed and submitted all late work, projects and/or required course assignments, including service hours, to the appropriate instructor for grading no later than 12:00 p.m. on the last day of class before their final exams.
- No senior may take an incomplete grade in a course.

Mass Attendance

The Mass is the source and summit of our belief in Jesus Christ and the Church he established. All persons, whether Catholic or non-Catholic, are welcome to attend Mass. For Catholics it is the highest form of prayer. As such, two All School Masses will be offered during the year. One in Oklahoma City at the Cathedral and one in Tulsa at the Cathedral. As a member of the School community, attendance at one of these will be required for all students. Coming together as a community in prayer is an integral part of the Catholic mission to form the students of the School. All students are required to attend and be respectful, even if they do not participate fully in the Mass as Catholics. Exemptions are available. Parents are strongly encouraged to review the yearly School calendar when setting doctor or other appointments for their student. The School will establish parish hubs around the state of Oklahoma and these hubs will offer an optional School Mass for the students living in a regional area once a month. The schedule for the Masses will be given at the beginning of the school year once they have been arranged. Parent volunteers, teachers, and school staff will chaperone these events.

Phones, Chromebooks, listening devices such as AirPods or other bluetooth earbuds are not allowed to be out during Mass. If, for any reason, your student has to miss an All-School Masses, please contact the school 24 hours in advance.

National Junior Honor Society - Grades 6-8

Middle school students are eligible for National Junior Honor Society (NJHS) after completing the fall semester of the school year. The Faculty Council of the chapter selects students who demonstrate outstanding performance in all five criteria of scholarship, leadership, service, citizenship, and character. To be eligible, students must have attended School for one complete semester during the fall of the school year and be enrolled for the upcoming semester. After the fall semester is completed, middle school students with a 3.8 cumulative GPA or better for all middle school coursework will be identified. Upon review of a completed application package and essay those who are accepted will be notified and an induction ceremony is held annually in the spring. Terms of probation and release from the chapter are identified in the Chapter bylaws provided to members upon joining and available to view in the school office. An annual fee is charged to all members.
National Honor Society - Grades 10-12

Students in grades 10–12 who meet the requirements for membership outlined by their School’s chapter are eligible to be invited for membership. The four pillars for membership are as follows:

- **Scholarship**: Per national guidelines, at a minimum, students must have a cumulative GPA of 3.0, B, 3.0 on a 4.0 scale, or equivalent standard of excellence. (Each school chapter is allowed to require a higher cumulative GPA.)
- **Service**: This involves voluntary contributions made by a student to the school or community, done without compensation.
- **Leadership**: Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character**: The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

Students who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments in and commitment to service, leadership, and character.

**Oklahoma’s Promise (OLAP)**

Oklahoma’s Promise offers qualified Oklahoma students an opportunity to earn a scholarship for college tuition. Must be an Oklahoma resident. Must enroll in the 8th, 9th, 10th or 11th grade. More information can be found at [Oklahoma's Promise (okpromise.org)](http://okpromise.org).

**Parent/Guardian Involvement in Sacramental Preparation**

Parent/guardian involvement in Catechetical programs is essential, especially in programs of Sacramental preparation. Particularly in 2nd grade, all children wishing to experience the Sacraments of Reconciliation and Eucharist must participate in their Parish program that is integrated with the Religious Education Program. Contact your local Parish Pastor for information about RE classes.

**PowerSchool/Access to Grades**

The comprehensive PowerSchool student/parent portal is secure, easy-to-use, and allows access to current grades, teacher email addresses, student attendance, enrollment forms, and graduation progress checks. If you have trouble accessing your PowerSchool account, email lpena@siscvs.org

For grades 9-12, semester grades are a weighted average of the term grades and the semester final. Each instructor determines how their semester grade will be weighted, with the semester final being weighted between 10-20% of the semester grade. See individual instructor syllabi for more information.

Grades are updated weekly. Teachers can also attach descriptions and comments to individual assignments. Grades can be accessed in real time through the online portal.
Primary Place of the Religion Program

In order to provide an education that promotes the flourishing of the human person, the School provides a set religion curriculum with established goals and objectives in accordance with the curriculum set by the Board.

Catechesis in Personal Prayer, Communal Prayer, Discipleship, Evangelization, The Seven Sacraments, The Creed, God and Sacred Liturgy, Faith and Church History, Sacred Scripture, Morality, The Human Community, Dignity of the Human Person, Sacramental Preparation, and Missionary Discipleship through Catholic Social Justice are an integral part of the curriculum and environment of our school because of our Christian philosophy and our need to live this in our daily lives. Formation of the whole child also takes the virtue development aspect into account. Development and formation in virtues, the habits of mind that lead to realization of fortitude, justice, prudence, and temperance help children to grow and lead full, joyful, and successful lives. Students well formed in virtue are productive citizens that take care of their neighbors and influence society in positive ways for the good of all. Its importance, and therefore, daily instruction is included in the regular curriculum program.

Progress/Evaluation

Report cards are available for online viewing quarterly for students K through 12th grades. Report cards provide pertinent factual information about the individual student's performance. Regular Progress reports will be sent out to the parents mid-quarter throughout the school year from the school or the teachers.

Promotion and Retention Policies

The principal, with the recommendation from the special education director and classroom teacher, decides all promotions. Such decisions are based on an evaluation of a student’s growth in all areas of development. Beginning in 3rd grade, students will be retained if they fail two (2) or more core subjects. Credit recovery options will be shared with parents as appropriate for the situation.

In middle school, any student who fails one or more core subjects will be retained unless a credit recovery course is appropriate for the situation. High school students must pass 27 required credits to meet the qualifications of a School diploma upon graduation their senior year. Any failed course must be retaken through the School or an approved credit recovery program in order to graduate. Failed classes result in a zero credit and can damage a student’s grade point average and class ranking.

However, it is our goal that students do not find themselves in this situation. If, by mid-semester, a student’s progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher will bring the matter to school administration. As soon as possible, the teacher and/or principal will conference with the parents/guardians and the student. The necessary interventions will be put into place in an attempt to assist the child to succeed in the class. Although the principal will always act in consultation with the student’s teachers and parents/guardians, the final responsibility for a student’s promotion or retention rests with the principal.

Parents who disagree with retention may voice their disagreement in a signed letter, which will be placed in the student’s file. All retention decisions will be made during consultation with the parents/guardians. The School reserves the right not to serve families who do not agree with the educational plan for their child/children.
Reading Sufficiency Act (RSA)

The screening instruments listed below are approved by the Oklahoma State Board of Education for use beginning with the 2022-23 school year. Any student in kindergarten through third grade who does not meet the grade-level target on an approved RSA screening assessment will be placed in the MTSS process and monitored through the Student Service Team (SST); they will also be screened for characteristics of dyslexia. MAP Reading FluencyTM NWEA will be used in conjunction with the PAST Test to determine specific interventions and/or if a formal evaluation is required.

Safe Environment Curriculum for Students

The School has adopted the safe environment program of the Archdiocese. The safe environment program “Safe and Sacred - Children's Programming” will be taught at each grade level (K-12) during the first semester. Materials are available for review on the Canvas platform and can be accessed with parent and student password.

School Divisions

The School is divided into a Lower Division (K-8) and an Upper Division (9-12). For the purposes of clarity of communication, elementary school is defined as grades K-5, middle school grades 6-8, and high school grades 9-12.

Study Trips

Study trips are scheduled during the School year to enhance the curriculum and to expose our students to cultural opportunities, community service and the resources of the community. These trips are re-evaluated each year to determine the compatibility with Curricular goals. The children will be transported according to all federal, state, city and School safety regulations and laws regarding the transportation of children.

Study trips are privileges and may be limited to those students with satisfactory academic performance and self-discipline. The teacher may refuse to allow any student to participate or may request that a student’s parent accompany their child on the study trip to insure everyone's safety. Parents may be required to pick up a student from a study trip destination if the student engages in any behavior that endangers the student(s) or jeopardizes the reputation of our school. Use of seat belts is required for all passengers. Unscheduled stops and viewing of any videos while in transit are prohibited.

An official School permission form signed by the parent or legal guardian is required for every study trip in which a student participates. Verbal permission, a phone call, fax, or handwritten note to go on a trip is not acceptable. A blank copy of the Study Trip form is available at the end of this handbook. The official form must be signed and returned to school by the date identified on the form.

An adequate number of responsible adults will accompany the students in accordance with the safe environment guidelines established by the Archdiocese. Parents volunteering to chaperone and drive students must have current approval by the Archdiocese for completing the Safe Environment requirements. Non-enrolled siblings cannot attend field trips with chaperones. Drivers must be 25 years of age, sign a Study Trip Driver Agreement form, supply a copy of their driver’s license and current vehicle insurance. The driver must be named on the insurance verification. Parents volunteering to drive must have all paperwork turned into the office no later
than return date for the permission slip. This compromises the supervision provided to our students. A trip may be canceled if there are not enough validated drivers and chaperones. All money collected for field trips is non-refundable unless the trip is canceled by the school. Cell phones are not permitted for students during study trips. They will be collected at the beginning of the trip and returned at the end.

Any student under the age of 8 years may only be transported on a school study trip with a booster seat provided by the student’s family on the day of the off-campus trip. The school cannot transport any student without the proper child restraint.

SPECIAL EDUCATION

Child Find
Child Find is a public awareness activity to locate, evaluate and identify children ages 3-21 years of age who may have disabilities defined under the Individuals with Disabilities Education Act (IDEA) of 2004. A child with a disability means a child evaluated and determined eligible for special education and related services in accordance with the Policies and Procedures of Special Education in Oklahoma under the following categories:

Autism
Deaf-Blindness
Hearing Impairment Including Deafness
Developmental Delay
Emotional Disturbance
Intellectual Disabilities
Multiple Disabilities

Orthopedic Impairment
Other Health Impairments
Specific Learning Disability
Speech or Language Impairment
Traumatic Brain Injury
Visual Impairment Including Blindness

The School provides a free appropriate public education to all students, including those with an Individualized Education Plan (IEP). Special education is provided in the least restrictive environment (LRE) and may include related services, transition services, supplementary aids, and services, and/or assistive technology devices and services. Student IEP’s are uniquely tailored and appropriately ambitious. All students are educated within the framework of the Catholic faith.

IEP/504
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 Director of Special Education for the School. Relevant educational reports or records of diagnosis, where applicable, must be provided upon request. Student service plans cannot contain accommodations or modifications that are in opposition to Church teaching. Students determined by their IEP not to benefit from a virtual program will be referred to the local educational agency for assistance in meeting their educational needs.
TECHNOLOGY

Device Responsibility

All devices have a case to prevent accidental damage, however we strongly recommend that families purchase a Student Technology Protection Plan (STPP) for each student. Parents/Guardians will be financially responsible for lost, stolen or damaged Chromebooks, as well as chargers and cases. This plan covers your student’s device at school and outside of school. Purchases for coverage must be made before enrollment is finalized. More information will be provided at enrollment.

Device Oversight Management

The School will utilize Go Guardian for device oversight. This program works anywhere the device is located and will be used to ensure web filtering, classroom management, and student safety while devices are in use.

Online Virtue

Online presence is just as important as in person presence in the classroom setting. How students interact with each other, with teachers, and use their access to the internet is important to the culture of the class and the school. Students should log into class meetings dressed and prepared for proper community interaction.

Students are not permitted to use School computers or devices to access websites or apps that are not in keeping with the mission of School. Student desks and video cameras should be set up in a quiet, public area of the home. Students should not log into class meetings from their beds.

HEALTH SERVICES

Accidents and Serious Illness at School

Before the first day of School parents complete a medical authorization form giving permission to proceed with emergency medical care for their children if necessary. In addition, parents are provided information about concussion awareness and sudden cardiac arrest.

In the event of accidents or illness during a field trip or parish hub event involving a student in any grade requiring emergency care, the principal, assistant principal, teacher, or delegate will contact the parent or guardian immediately and make arrangements for medical care. If the parent or guardian cannot be reached, and/or if the child's condition demands immediate attention, administrative personnel will call for emergency medical help (911) and will direct standard 1st aid procedures by a qualified person if these are essential to the student's well-being. The date, time, circumstances, witnesses, and action taken will be documented. A staff person from the school will accompany the student to the hospital where parents will be met.
In case of an accident at school, emergency first aid will be administered, and parents/guardians will be notified. If the school is unable to reach a parent, emergency phone numbers will be used.

Law enforcement will be notified if deemed appropriate.

**Child Abuse and Neglect**

The School abides by the Child Abuse laws of the State of Oklahoma. This law mandates all cases of suspected abuse and/or neglect will be reported immediately to the Oklahoma Department of Human Services. Anyone within the school community is required by law to report suspected cases of child abuse to the Child Abuse Hotline.

**Concussions and other Health Impairments**

Occasionally, students may experience a temporary health impairment that could affect their ability to fully participate in class, such as immobilized limbs due to injuries or surgeries or concussions limiting advised screen time. Appropriate accommodation plans can be discussed by contacting the school counselor.

**Diabetes Management & WAIVER**

1. Every diagnosed student with diabetes must have on file: *Diabetes Medical Management Plan signed by a physician.*
2. When the School has custody of the student, e.g., field trip, the School will work with parents and the physician to establish necessary documentation for daily insulin and glucose monitoring and make reasonable efforts to ensure the student adheres to the management plan.
3. For the ordinary daily virtual program, the School will also make reasonable efforts to accommodate students with a management plan insofar as it relates to their success in participation in the virtual program.
4. The School will allow, according to the management plan, the student with diabetes to manage his/her care, assessment, and treatment as needed while attending school activities and/or classes.
5. **Liability Statement:** The School, under this Handbook, will make reasonable efforts to accommodate a student with diabetes; however, the Parent hereby releases, forever discharges, and holds harmless the School, and its successors, assigns, affiliates, directors, officers, employees, and agents, from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from the School assisting with or performing under the *Diabetes Medical Management Plan,* except to the extent arising out of the gross negligence or intentional misconduct of the School.

**Health Policy**

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

Immunizations are required for all students beginning the School year. Every new student enrolled in the School shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Oklahoma Department of Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

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

Procedures for a Child Needing a Medical Exemption

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 1st day of school or students will not be admitted.

All students will be appropriately immunized or in the process of being immunized. The School will not admit any new families without all state-required immunizations or a medical exemption due to a life-threatening condition as verified by a licensed physician to practice in the state of Oklahoma. A current record will be kept for every student. (See Admissions)

Students will not be allowed to enter school on the first day unless they are in compliance with the immunization requirements or qualify for a medical exemption and all medical forms required for
enrollment are complete. The complete version of the Archdiocesan Health Policy can be found in the Appendix.

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

Healthy and Fit Advisory Committee

The School will form a committee during the 2024-2025 school year to gather information for parents to assist them at home with a healthy and fit lifestyle for their children participating in a virtual program. Once this committee is formed, notice will be given to all school families.

HIV/AIDS

The School follows state policy regarding HIV/AIDS instruction. Copies of the policy and materials are available by request through the School office.

Illness / Health Issues / Contagious Diseases

Any Student who is liable to transmit a contagious disease through day-to-day contact (such as measles, chickenpox, tuberculosis, strep throat, pink eye, flu, or bronchitis) shall not be permitted at any School sponsored activity as long as the possibility of contagion exists. Parents are to notify the School as soon as possible after the diagnosis if the illness corresponds with a parish hub visit time.

A virtual return to school after an illness should be considered carefully between the parent and physician and only when the student is able to fully participate in all activities during the School day, including physical education.

Parents are expected to notify the school at enrollment of any specific allergies and/or medical conditions.

Medication at School Activities

For the safety of all our students, prescription medication at SISCVS activities must be held by the student’s parents or, in their absence, a school administrator.

Students with diabetes, severe asthma, and/or hyper-sensitive allergies are to keep medication for these conditions with them.

Please notify the school administration of any health conditions or allergies that your child has or if he/she takes any medications. This may be vital information in case of an emergency.

Meningococcal Meningitis

In accordance with Oklahoma Senate Bill 1467, the Oklahoma Department of Health distributes information to all parents of students in Grade 6-8 each year. The information includes causes and symptoms of Meningococcal Meningitis and the availability, effectiveness, and risks of vaccination. See the public health fact sheet at the end of the Handbook.

Over-the-Counter Medications

The School is not permitted to dispense any over-the-counter medications (aspirin, pain reducers,
anti-inflammatory drugs, cough drops, etc.). If a student is taking any over-the-counter medication, they are to keep it with them and may not share it with other students.

**Special Health Classes**

Special classes may be held regarding health issues, prevention of illnesses, eating disorders, personal and dental hygiene at designated grade levels.

**Student Health Screenings**

Parents will be provided the option to have students screened for vision, hearing, and speech. This will be held at various hubs throughout the state. Notifications of these opportunities will be communicated via email.

**Suicide Prevention**

The School provides suicide prevention education for all students. The training is conducted through the School’s theology department and addresses signs, procedures, and protocol for helping yourself to someone in need of assistance.

**Tobacco Policy**

In accordance with Oklahoma state law, the School is 24/7 tobacco-free campus. Tobacco use, including electronic cigarettes and vapor products, is prohibited by law anywhere on the School campus, at School events (including sporting events and evening events), in School vehicles and at all School-sponsored activities, held on or off campus. Students found in possession of any tobacco products or vaping materials or devices will be subject to disciplinary action. (For more information see policies under Student Conduct.)

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**DRESS CODE**

Professional and neat dress helps to identify the student as a member of the School community; a student who is contributing to the sense of cooperation and community, which is important to a Catholic school. The School dress code is designed to ensure that neatness and the School identity are evident at all times. These standards are based on neatness, cleanliness, and modesty. The intent of the dress code is to keep the students’ appearance simple, modest, and free from distraction and competitiveness.

**Attire**

In order to maintain a respectful appearance and proper comportment throughout the School day and at School events, the following must be adhered to:

- All students, staff and faculty must follow the dress code expectation of their biological sex while at school events (e.g., participating in a virtual classroom) and while representing the school at outside functions.
- Modesty is expected at all times.
- Students may NOT wear pajamas while online in conference calls with other students.
• Students must be dressed in plain clothes without images or words on shirts. Religious or parish t-shirts are acceptable.
• Students must have hair brushed and presentable for online conference calls, i.e., “bed-head” is not suitable for class meetings.
• Jewelry should be worn in moderation and in good taste. Students will be asked to remove any accessories deemed to be a distraction by administration.

Grooming

Good grooming is encouraged such as cleanliness of body, care of teeth, skin, hair, and nails. The intent of the grooming policy is to keep the students’ appearance simple, modest, and free from distraction and competitiveness. **All students – hair should be combed and neat with bangs above the eyebrows, no extreme hairstyles.** Boys’ hair should be well groomed above and not touch the shirt collar and trimmed around the ears. Facial hair should be neat, clean, and moderate. No colored hair, only natural hair color with no attached accessories is required. Certain exemptions are available.

**Mass Day Dress Requirements**

All students must wear dress clothes when attending school Mass. No shorts are permitted on Mass days.

**Study Trips**

Students will wear School colors (black and/or gold) and jeans or shorts of an appropriately modest length for study trips. Students participating in a field trip or off-campus, class-related educational program are required to have parental permission and conform to the School Dress Code.

**Special Dress Days**

In keeping with the fun and spirit of a communal educational experience teachers (at the elementary level) or group sponsors (at the middle and high school levels) can declare special dress days at the teacher’s discretion.

**Enforcement and Infractions**

The teacher is the primary enforcer of the online classroom. Should clarification be needed, the administration will make the final decision as to what is appropriate.

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**GENERAL INFORMATION**

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**Asbestos**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), the School offices have been inspected and subsequently re-inspected for the presence of asbestos as required by law. A management plan has been developed for the proper management and maintenance of all hazardous materials. The Parishes where school meetings take place employ individuals who have had training in the implementation of the Asbestos Management Plan for that Parish.
Absences and Tardies

An absence of two hours or more anytime during the day equals a half-day absence. Unexcused half day absences will be counted as a tardy. In case of a child’s absence, a parent/guardian is to notify the School office before 9:00 a.m. The school will attempt to contact the parent/guardian if the absence has not been reported by 9:00 a.m. For homework during an absence, see Homework Policy in this Handbook. As a general rule, students who are absent the day of a scheduled test will be required to stay after school the day they return to make up for the missed test. Students have one day for every day of absence to make up work.

An excused absence is considered when a student is ill, in situations with a doctor’s note, and in cases of bereavement and the school is notified. An absence of three (3) consecutive days due to illness may require a doctor’s note to be excused. All other absences are considered unexcused.

Oklahoma school law defines a truant as any student who is absent for more than three days without a valid excuse. For safety considerations, the office will attempt to call parents, and then notify the proper authorities when a student is truant.

A medical excuse is necessary for absences greater than ten (10) days in a semester and must include an outline of activities allowed. This may or may not allow for the student to proceed to the next grade level as make-up work alone cannot replace presence in the classroom. Excessive unexcused absences or repeated absences from a given class period and/or excessive tardies, as determined by the School administration, may be cause for a student to be retained in the current grade for another year or dismissed from the school.

Punctuality is an essential habit for developing responsibility. It is an important life skill. Students arriving late are disruptive not only to good order, but also to the learning process. If students are not in their virtual classroom at the start of class, they are tardy. Students should be in the virtual classroom, with the camera on and ready to begin the day at 8:30 a.m. for grades K-5. Students in grade 6-12 should check Canvas for required meeting times based on a flexible bell schedule.

Late arrival in any class period, early checkout and extended lunch checkout will be treated the same as a tardy.

Leaving early for appointments and returning late from lunch will be recorded in the same manner as an early morning or afternoon tardy. Only tardies with a doctor/dentist slip turned into the office are considered excused.

Attendance Requirements and Compulsory Attendance Law

As a statewide virtual school, the School is required to monitor student progress and attendance. The responsibility of compliance with attendance belongs to the parents/guardians, but the School must maintain accurate attendance records in accordance with Oklahoma statute.

Students are considered in attendance by meeting the following criteria:

- completes instructional activities on no less than ninety percent (90%) of the days within the quarter;
- is on pace for on-time completion of the course as defined by the governing board of the virtual charter school; and
- is present for class meetings as required by the teacher
"Instructional activities" shall include instructional meetings with a class, completed assignments that are used to record a grade for a student that is factored into the student's grade for the semester during which the assignment is completed, testing, school-sanctioned field trips, and orientation.

Any student who is behind pace and does not complete an instructional activity for a fifteen-day period shall be withdrawn for truancy. The virtual charter school shall submit a notification to the parent or legal guardian of a student who is approaching truancy and, when necessary, who has been withdrawn for truancy.

A student who is reported for truancy two times in the same school year shall be withdrawn and prohibited from enrolling in the same virtual charter school for the remainder of the School year. The School will notify the student's resident district for students withdrawn from the School for truancy.

**Excused Absences**

- Personal illness
- Illness of an immediate family member when the student's presence is necessary
- Bereavement
- Emergency situations that require the student's absence from school
- Student is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year

**Unexcused Absences**

Any absence for reasons other than those listed under the excused absences.

*Note: lack of internet access will be considered an unexcused absence, as guardians must ensure consistent internet access to students enrolled in the virtual program. Special considerations will be taken in the event of large, regional weather events.***

**Engagement**

All students are expected to engage continuously in instructional programming to be successful at the School. Daily course completion and live instructional session participation allow teachers insight into student development and academic support needs. Live sessions also allow students to participate in cooperative learning, ask questions and demonstrate academic growth. Regular completion of diagnostic, summative, and formative assessments is essential for promoting student development and instrumental for implementing targeted instructional techniques.

The School assesses student engagement levels via a combination of the following:

- Completion of course assignments
- Completion of local assessments
- Attendance in live instructional sessions
- Participation in state-mandated testing

**Change of Information**

Please update our online system by submitting a new form in PowerSchool immediately when
there is a change of address, phone number, email address, place of employment, custodial agreement changes or special health condition.

Due Process

Administrators, before imposing serious disciplinary actions, will provide the student the opportunity to be heard and to have explained clearly the reasons for the disciplinary action taken. Students or parents who have grievances have a right to appeal if they feel they have not been dealt with fairly. The appeal for all grievances must go in order of the next in line of authority: teacher, assistant principal, principal, and then Board of Directors.

Christian Service Program

We are all called to be a person for others. As part of our Catholic identity, students are called to reach out to the poor, vulnerable, suffering, and marginalized through sincere acts of charity.

Service Hour Requirement for Grades 9-12

Students are to complete a minimum of sixty (60) hours of volunteer service as a graduation requirement. All required hours and hours counted toward Red Cord (see below) should be completed with a registered not-for-profit organization including churches). If there are no not-for-profit organizations within 30 miles of the student’s residence, he/she will be allowed to complete service in their homes or through school approved online service opportunities. All hours submitted must be volunteer hours for which the student has not received payment, is not a consequence of disciplinary actions, or for the completion of public/governmental programs. A list of all approved service organizations can be found on Canvas.

A student attending all eight (8) semesters of high school at the School should acquire the cumulative totals shown in the table below by the end of each school year. Students that enroll after the first semester freshman year will be “gifted” service hours to bring them current with the required hours for the semester. Gifted hours do not count towards Red Cord totals. If a student has verified hours from a previous school they would rather use, they may substitute these instead.

<table>
<thead>
<tr>
<th>Year</th>
<th>Total number of hours required each year</th>
<th>Hours required by the beginning of 1st Semester each year</th>
<th>Hours required by the beginning of 2nd Semester each year</th>
<th>Cumulative hours required by the end of each school year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>10 hours</td>
<td>0 hours</td>
<td>5 hours</td>
<td>10 hours</td>
</tr>
<tr>
<td>Sophomore</td>
<td>15 hours</td>
<td>10 hours</td>
<td>17.5 hours</td>
<td>25 hours</td>
</tr>
<tr>
<td>Junior</td>
<td>15 hours</td>
<td>25 hours</td>
<td>35 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>Senior</td>
<td>20 hours</td>
<td>45 hours</td>
<td>60 hours</td>
<td>60 hours</td>
</tr>
</tbody>
</table>

Service Hour Eligibility

As noted in the table above, students are expected to meet service hour minimum requirements throughout their career at the School. Totals have to be met by the end of
each semester to remain eligible for all extracurricular school activities. By the end of the first semester of each School year, students have to complete all previous hour requirements and one-half of the current total for the School year. All remaining hours for the year are required to be completed by the end of the second semester. Seniors are required to have all hours submitted by the end of the third nine weeks (3rd quarter) of their senior year.

Our digital system allows administration, faculty, and coaches 24-hour access to the live service hour log. At the beginning of each semester, and regularly throughout the course of all extracurricular activities, student service hours will be reviewed. All students with insufficient hours will be considered ineligible for participation in all extracurricular school activities. At the beginning of each semester, a one-week probationary period will be given to all students below the minimum requirement. At the end of the probationary period, students still below the minimum requirement will be restricted from participation in extracurricular activities. Students may practice with their teams but are not allowed to compete. Once a student reaches the minimum requirement, the student may resume full participation.

Service Hours Online Registration

All student service hours will be registered for credit using the link in Canvas. Students will have to enter their school-issued email, a valid parent email, and contact information for a site supervisor. Parents and family members will not be recognized as valid site supervisors except in the case of students without access to local not-for-profit organizations. Site supervisors need to be an authorized volunteer coordinator, or project coordinator recognized by the organization associated with the volunteer service. Students, parents, site supervisors, and school administration will receive notification of every submission made to the school database.

Any student that submits falsified information will be subject to any or all of the following consequences:

- Loss of falsified hours
- Deduction of Hours - 10 hours for each falsified submission, this will take place from the student’s approved total of recorded hours
- Behavioral Plan
- Suspension

If an honest error occurs, students are encouraged to contact the assistant principal and make corrections. Online access to the digital log will be shut down for a few days over Christmas Break, and periodically during the school year for maintenance and information archival. Students are notified in advance when the site will be down. Service hours completed during this time should be submitted once the online registry reopens.

Summer Service Hours

All enrolled students are welcome to accumulate service hours starting in the summer. This includes rising freshmen year. Summer hours must be submitted prior to the end of the first nine-week grading period for each school year.
Mission/Service Trips

Students may only be granted hours for time spent in direct service to others. No service hours are to be given for travel time or time spent sleeping. The maximum number of hours allowed for service at a nonprofit camp is eight (8) hours per day. If you are paid to work at the camp, it will not count as volunteer service. Travel time is not included in service hours.

Red Cord of Distinguished Service

All seniors who accumulate over 300 approved hours of service are eligible to apply for the Red Cord of Distinguished Service graduation honor. All applications will be reviewed by the assistant principal. All candidates selected for the honor will receive their Red Cord at a spring awards ceremony.

Christian Self-Discipline

The School strives for students to have opportunities to grow in Christian self-discipline and behavior. Students are expected to strive for Christian ideals of behavior at all times. The School’s concern for children requires that extreme caution and concern be exercised in disciplining students. Disciplinary actions are designed to help the students grow in an understanding of themselves and of their Christian responsibilities to others. When possible, the teachers and principal will try to discover the cause of any recurrent problem, communicating personally with students and others involved. Students are expected to conduct themselves in a manner that does not interfere with the rights, privileges, and safety of others at school and school-sponsored activities.

Students are encouraged to develop good habits such as courtesy, respect, integrity, kindness, helpfulness, cooperation, responsibility, as well as good study habits. Students are expected to respect themselves, others, and things, contribute to the learning environment and follow school and classroom procedures.

Students need to be aware of the rules and regulations that the School expects to be followed.

St. Isidore of Seville Catholic Virtual School students:

1. Support the mission of the School.
2. Are respectful of persons in authority and respectful of the rights of others.
3. Behave courteously at all times in manner, speech and written communication that is aligned with School policy, including all communication on social media.
4. Do not inflict harm on themselves or others.
5. Are obedient to the rules of the school.
6. Follow the dress code.
7. Respect property of the school and personal property.
8. Exercise proper care in the use of materials and equipment.

Conduct Regulations

Like the School’s curriculum, all aspects of the School’s conduct policy are informed by Catholic faith, morals, and social teaching. In keeping with the Christian nature of the School, the very highest standards of conduct and courtesy are expected of both students and their parents at all times during school activities and events, including social events. All students are expected to
adhere to the policies and provisions of this Handbook and to support the mission of the School. Any student or parent who does not abide by the school rules and regulations, or whose conduct is such that the learning process or behavior of the other students is adversely affected, may be suspended, expelled, or otherwise asked to withdraw from the School.

One goal of Catholic education is to provide a loving and supportive environment responsive to the needs of the individual student. The School provides the incentive for students to develop strength of character and self-discipline as well as academic success in their education. The School’s students are expected to be responsible for their own behavior and to act in an appropriate manner which will reflect favorably upon themselves, their parents, and the community. The School will punish misconduct in a reasonable and proportionate manner, which may include suspension or expulsion given the circumstances.

1. Students shall conduct themselves with due respect toward one another and all school personnel at all times. Insolence, defiance, insubordination, or refusal to accept the directions of any School personnel is a serious offense.

2. The use or possession of a dangerous weapon including knives, guns, or an explosive compound is prohibited at any school function.

3. The use, sale or distribution of illegal drugs, alcohol, tobacco, or other controlled substances at any school function, is strictly prohibited. A School function is defined as any activity in which the name of the School is used regardless of where the activity takes place. The possession of drug or tobacco related paraphernalia is likewise prohibited. The use or possession of tobacco, tobacco products, vaping devices, or vaping paraphernalia is prohibited at all school functions.

4. Fighting between our students or between our students and others is prohibited at any School function. Students should be aware that the penalty for fighting will normally be imposed on all participants equally. Students are advised that if they are threatened, harassed, or intimidated by anyone at school or at a school function, they should immediately report the matter to a teacher, administrator, or clergy. It is not acceptable to respond by hitting or engaging in other physical contact. Students who instigate fights but are not actively involved (that is, students who spread rumors, put others up to fighting, make rude, vulgar, obscene, racial, or insulting remarks, etc.) subject themselves to the same penalties as those who are involved in the fight. During the school day, any behaviors that constitute immorality in talk or action and/or any conduct that is detrimental to the reputation of this school and its mission can result in suspension and/or expulsion.

5. The School has a concern with students whose conduct outside of School or at a School activity brings discredit or harm to the name of the School or the reputation of its student body. Therefore, such conduct or behavior that is in opposition to our School mission and moral standards could require a penalty or dismissal from the school. This includes activity on online or digital platforms as well.

6. Students may not leave school events between arrival and dismissal unless they are signed out by a parent or authorized guardian. Students may not go to their cars or be in the parking lot without permission from an assistant principal. Likewise, students cannot bring non-St. Isidore students to school events as guests or through delivery services.

7. Lying or misleading in order to cover one’s own misdeeds or the misdeeds of others works against the mutual trust that should exist between teachers and students and is an offense.
against the school community. This includes forging parent/guardian signatures on official or unofficial documents for the School.

8. Hazing, intimidation, or initiations of new students, underclassmen, or students joining clubs or teams is prohibited.

9. Any type of harassment (such as sexual, racial, ethnic, socioeconomic, religious, bullying, or threatening harm to themselves or others) directed at a student or group of students is strictly prohibited.

10. Inappropriate postings (comments, pictures, etc.) on any social networking site is in opposition of the overall mission of the school. The primary responsibility of monitoring appropriate use of this technology rests with the student’s parent or guardian. The School may choose to become involved if such behavior causes a disruption in the daily life of the School. Individuals directly or indirectly involved in such action may be subject to disciplinary procedures.

11. Students who repeatedly cause disturbances in class may be removed from the class, which may result in the loss of credit for the course. Students who are disrespectful or uncooperative when a substitute teacher is conducting class will be removed from the class and a parent will be notified.

12. It is a serious offense for students to cause a disturbance or perform any act of vandalism during School gatherings. Theft, damage, vandalism, or the deliberate destruction of the property of others is a violation of the rights of others.

13. The use of inappropriate, abusive, or profane language is prohibited at any School event. It is also unacceptable to engage in demeaning activities at athletic contests, such as insulting the other team, its fans, or the officials.

14. Possession of pornographic or hate material, including the searching for such material on the Internet, is prohibited. Dissemination of these types of materials is also prohibited.

15. Gambling of any kind, including, but not limited to, dice, coin pitching, athletic contest pools, are prohibited at school events. Online gambling that spills over to the School day or is achieved using School owned devices or School networks will also fall under this regulation.

16. It is a serious offense for students to harass faculty or staff members or to invade their privacy by disturbing them in their homes.

17. Teachers have the discretion to limit food and drinks in their online classrooms per their syllabus.

18. Use of electronic devices for educational purposes, e.g., Chromebooks is required. Use of smartphones/cell phones is prohibited during class, Mass, and other religious ceremonies, unless required by the teacher/sponsor. Repeated use of an electronic device used inappropriately, or in violation of the teacher’s syllabus, could result in a parent conference.

19. The use of an electronic device for unauthorized recording, filming, or photographing in class is strictly prohibited. Any device used inappropriately for unauthorized recording, photographing, or filming will require proof of deletion of the recording.
20. Leaving the virtual classroom without permission is not permitted except in the case of emergencies.

21. Displaying good sportsmanship at athletic contests, school, or group events is paramount to our mission. Being humble in victory and gracious in defeat models our mission of being a person for others. Students, parents, faculty, alumni, and guests of the School will be held to a high standard of sportsmanship.

22. Academic dishonesty or cheating of any kind is contrary to the School’s mission.

23. The Catholic Church believes and teaches that Christ is present in the Holy Eucharist. Irreverence toward the Holy Eucharist is irreverence toward Christ himself. Disrespectful behavior during School liturgies is a serious offense.

Sexual Conduct

All students are called to the virtue of chastity. All persons, including those who experience same-sex attraction or identity-related confusion, must be treated with dignity and respect. All unjust discrimination is to be avoided (CCC 2358).

On all matters, the School will interact with students, faculty, and staff according to their biological sex.

Therefore, the following guidelines aim to ensure unity in our approach and applications of Catholic teaching:

a. The School will actively encourage chastity amongst all students;
b. All students will be addressed by their legal name and by pronouns that correspond with their biological sex.
c. Use of standardized nicknames must be approved by parents, should correspond with the person’s biological sex, and not be intended to communicate the student’s ambivalence of his or her sex.
d. All School dress, including for sports and other activities, should correspond to the student’s biological sex and express the virtues of chastity and modesty; and
e. All School activities and student groups should strive to live according to these guidelines.

Behavior Toward Others

All students at the School are expected to demonstrate high standards of Catholic behavior. Students must also consider both the intended and the unintended consequences of their actions on our community. Students must show respect for themselves, staff members, and their peers at all times.

Every person in our community at the School has the right to feel welcome and respected in our School.

Students who violate the Schools’ policies regarding bullying and harassment in any form shall be subject to disciplinary action which may include, but not be limited to detention, suspension, or expulsion. Under certain circumstances, the School complies with the requirement or necessity to contact law enforcement. The School reserves the right to discipline a student for actions committed off campus during the school year if they have an adverse effect on a student(s) well-
being or adversely affect the student(s) ability to function within the everyday environment of the school.

The School is committed to providing a learning environment that is free from harassment in any form. Harassment of a student by another student, parent, volunteer, or employee is prohibited. The School will treat allegations of harassment seriously and will investigate such allegations in a prompt, discreet and thorough manner. Individuals will be informed of the investigation on a need-to-know basis. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment may also be subject to disciplinary action. Students found to have intentionally filed false charges will also be subject to disciplinary action. Retaliatory charges of harassment are valid but will not clear a student from being held accountable for their actions. Harassment occurs when an individual is subjected to treatment or an environment that is hostile or intimidating because of the individual’s race, creed, color, national origin, socio-economic differences, physical attributes, disability, gender, etc. The School will not tolerate sexually harassing or bullying behavior in any form. All allegations will be treated seriously and investigated thoroughly, and progressive disciplinary action will be taken.

Harassment includes, but is not limited to, any of the following:

- Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person or about another person. This could take place verbally, in writing, or digitally.
- Physical Harassment: Unwanted physical touching, contact, or assault; the deliberate impeding or blocking of movements; any intimidating interference with normal work or movement.
- Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words (including but not limited to text messages and social media posts, videos, or photos), drawings or gestures.
- Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; other verbal or physical conduct of a sexual nature

**Reporting Harassment**

The School is committed to providing a school environment that is free from discrimination, harassment, and retaliation. Students are strongly encouraged to report harassment to the School counselor. If you feel you are the victim of harassment or have observed harassment, please report the incident using the *Anti-Harassment Complaint Form* found on Canvas or in person to a teacher, counselor, School staff member or administrator.

Regarding the filing of a claim of harassment and the resulting review, the following procedures will be followed:

- The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student should report the harassment to a counselor, faculty member, staff member, or administrator.
- The student alleging harassment is asked to submit the *Harassment Complaint Form* found on Canvas. The claim will be reviewed thoroughly, involving only the necessary parties, and appropriate actions will be taken.
- No persons, including complaining parties and witnesses, who exercise their right to complain under this policy shall be subject to retaliation or the threat of retaliation in any form. Retaliation includes, but is not limited to, adverse actions directed against an
individual on the basis of, or in reaction to the exercise of rights accorded by this Policy, that affect a person’s advancement, scholarship or educational performance, as well as the person’s social or emotional well-being.

**Cyberbullying / Sexting**

Cyberbullying is defined as willful harm inflicted on another person through electronic media. Any student who sends, solicits, or possesses sexually suggestive or explicit texts or partial or fully naked picture(s) of a person (“sexting”) or attempts to be harmful or cruel to another student or individual by sending or posting offensive material (including words, videos, or images) using a cellphone, the Internet, or other electronic device, will not be tolerated. The School reserves the right to take action on such incidents regardless of whether they occur on School property, during a School-sponsored activity, or completely outside of School. Serious incidents may be turned over to law enforcement authorities for prosecution. Students cannot take a picture or record any other student, staff member, coach, or teacher without their permission. There may be consequences if a student is found to have secretly recorded or have taken a picture of another person without their consent.

**Responsibilities of School and Student**

The responsibility of the School is to: establish practices designed to create a school environment free from discrimination, harassment, intimidation, or bullying; make all administration, faculty, staff, coaches, lay coaches, substitute teachers, students, and parents aware of this policy and the commitment of the school toward its strict and consistent enforcement; and remain watchful for conditions that create or may lead to a hostile or offensive school environment. Students are responsible for: conducting themselves in a manner which contributes to a respectful, safe school environment; avoiding any activity or behavior that may be considered discriminating, harassing, intimidating, or bullying; immediately discontinuing such conduct if he or she has been spoken to as one who is perceived as engaging in conduct that is discriminatory, harassing, intimidating, bullying, or unwelcome; and report all incidents of discrimination or harassment to a counselor, a faculty member, staff member, or administrator with whom they feel comfortable.

**Controlled Substances**

The School will help to educate students through various programs on drug and alcohol abuse that are current and appropriate for the age and maturity level of the students.

The possession, use, or distribution of any stimulant, controlled substance, drug, or alcoholic beverage is not permitted at any school function. This policy is reflective of the serious misuse and abuse of these substances in our society and our obligation to help the student, as well as to maintain the integrity of the school and the protection of the learning atmosphere within the school.

**Drivers Education**

The School does not provide driver education.

**Drug and Alcohol Policy**

Providing a safe school environment, and at the same time, promoting an atmosphere of health and wellness is critical to the philosophy and overall mission of the School. The guidelines outlined
below provide a way for the School to minister to its students and families by offering maximum support while maintaining a commitment to the community. In light of this commitment, students attending SISCVS events will be subject to the following during all school gatherings:

- Alcohol testing for reasonable suspicion
- Search of student belongings and vehicles for reasonable suspicion

Students found to be in possession of illegal substances are subject to all Drug/Alcohol Consequences.

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

At School Sponsored Events

The School reserves the right to test all students at all school activities. Students found under the influence of drugs or alcohol by behavior, speech, or smell can be found in violation of this Handbook, the student’s parents will be immediately notified, appropriate consequences will be applied.

Alcohol Offense Consequences

Alcohol testing can be done at school events by law enforcement. Students found to be under the influence of alcohol at a school gathering or event will not be allowed to drive themselves home. Consequences could include out of school suspension, denied entry to future school gatherings, or expulsion.

Tobacco/Vaping Possession and/or Usage

SISCVS recognizes that the use of tobacco has been shown to be linked to illnesses and disabilities and that Federal and state law prohibits smoking in any indoor facility, or the grounds thereof, which is used to provide educational services to children. Therefore, smoking, chewing or any other use of tobacco by staff, students, and members of the public is prohibited on, in, or upon any school property or the property of partners of the school. It is specifically directed that this ban on the use of tobacco products will be in effect 24 hours a day, seven days a week, and will also apply to everyone providing service to the school. E-cigarettes/vapes or other such alternatives to tobacco usage are not allowed at any school sponsored event. Use of such items would result in the same consequences as tobacco use.

“Tobacco” is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and any other kind or alternative to tobacco, such as vaping materials and devices that can be inhaled, smoked, or chewed.

“Use” is defined as lighting, chewing, inhaling, or smoking any tobacco as defined within this policy.

“Staff” includes, but is not limited to, full-time, part-time and contract employees. Students are prohibited from possessing tobacco, tobacco products or vaping materials in, or on, school property or at school-sponsored events. If students are found in possession of such items, they will be confiscated, and disciplinary actions will ensue. Employees are warned
that violation of this policy may lead to dismissal action. Patrons who violate this policy may be asked to leave the school partner’s premises. Students violating this policy will be subject to tobacco possession and/or usage consequences listed below.

- Tobacco/Vaping 1st Offense Consequences: One day out of school suspension; disciplinary agreement.
- Tobacco/Vaping 2nd Offense Consequences: Multiple day suspension.

Parents will be notified when a student is found to be in possession of tobacco, tobacco products, or vaping devices/materials. The items will be confiscated.

**Disciplinary Procedures**

*Classroom Detention in a Virtual Environment*

Classroom detentions are assigned by instructors as natural consequences for continued inappropriate behavior or rule violations in grades 6-12. These detentions are initiated and supervised by the classroom teacher via Zoom. Students review a “Detention Agreement” which indicates the time, date, and reason for the detention.

*Administrative Detentions in a Virtual Environment*

The assistant principal holds these detentions for grades 6-12 at their discretion when a student’s actions call for them. Infractions that result in an administrative detention include, but are not limited to, the following:

- Failure to attend assigned classroom detention
- Repeated dress code violations
- Students removed from class for disciplinary reasons
- Repeated tardiness
- Poor social choices
- Failure to follow absence reporting procedure
- Disrespect

*Serving a Detention*

Detention is viewed as a natural consequence of inappropriate behavior. An administrator will schedule the time. Students are responsible for showing up to the detention on time, communicating with parents and respectfully communicating any conflicts with the principal/assistant principal. There are two options for detentions: AM and PM.

- AM detention 7:30-8:00 a.m.
- PM detention 3:30-4:00 p.m.

Failure to report for an assigned detention will result in additional days of detention.

*Suspension: Out of School and In-School Suspension*

Suspension is for more serious or repeated discipline issues. Suspension at the School means the student will not attend classes or any extracurricular activities for the day/days the student is suspended.
In-School Suspensions (ISS) usually run from one to five days depending on the severity of the offense. When serving ISS, the student will meet a School staff member in a centrally located study area in their region and will do assigned work until the end of the school day. All work completed will receive full credit, but teachers are not obligated to give extensions to a student when they return. All work is due on time. Tests and quizzes can be taken in ISS. This required study hall time may also be provided to students with unsatisfactory grades.

Out-of-School Suspensions (OSS) are reserved for the most serious offenses or repeated violations of school regulations. This can occur when detentions, ISS, or other discipline does not change student behavior and a more serious consequence is warranted. The computed grade for tests, quizzes, and assignments can be recorded as 60% of the earned grade at the teacher’s discretion. St. Isidore will comply with the student suspension requirements set forth in 70 O.S. § 24-101.3.

Behavior Plans

A student who seriously compromises their own safety, their education, or the school community and handbook may be put on a behavior plan for two semesters. Students who are on a behavior plan may be subject to further restrictions regarding extracurricular activities such as running for a student council office, National Honor Society, graduation ceremonies, or school gatherings, or as deemed appropriate by administration.

Expulsion

The most drastic form of disciplinary action is to remove a student from the St. Isidore community. Only the Principal has the authority to expel a student. Prior to an expulsion, the Principal will meet with the parents and student to explain the reason for the expulsion. Both suspension and expulsion are extreme measures that the school utilizes if a student fails to respond favorably to other measures or participates in behavior that is seriously opposed to the goals of the school.

Effect of Disciplinary Action on School-Sponsored Activity Participation

Students may not attend any School-sponsored or after-school activities, including athletics, the day, or days that they serve in-school suspensions. Students may not attend any School-sponsored or after-school activities, including athletics, the day, or days they serve out-of-school suspensions. Students who have been expelled may not return to school events for any reason.

Searches

The school reserves the right to search book bags, all electronic devices, any type of container, as well as automobiles driven to school events or on the property of a school partner for such events. Such searches are intended for the safety of the School students and to ensure that contraband (such as drugs, alcohol, or weapons) is never brought to school events or gatherings. Students assume responsibility for items discovered on their person, in their possession, in their vehicles, or in their book bags, purses, etc.
Crisis Response Team

A “critical incident” is defined as a death by accident or terminal illness, suicide, a life-threatening accident or an illness of a student, faculty, or staff member. The role of the Crisis Response Team is to assist the principal, Chaplain, and staff of the school during periods following critical incidents. The responsibilities of the Response Team are temporary.

<table>
<thead>
<tr>
<th>Crisis Response Team</th>
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<tbody>
<tr>
<td><strong>Name</strong></td>
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<tr>
<td>Misty Smith</td>
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<tr>
<td>Lauren Peña</td>
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<td>Niki DeLonge</td>
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<tr>
<td>Michael Scaperlanda</td>
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<tr>
<td>Misty Smith/Catholic Charities</td>
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<tr>
<td>John Hensley</td>
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</tbody>
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Eligibility

In order to be eligible to participate in School-sponsored activities, students must maintain satisfactory academic standing as well as a satisfactory behavioral norm. They must be in attendance in school on any day they wish to participate in any extra-curricular activity on that same day. If the activity is during school hours, the student is responsible for all missed work during the school-approved activity. The work must be turned in upon the student’s return to School.

Fundraisers

Official school fundraisers are handled through the Parent-Teacher Organization or at the discretion of the principal. All fundraisers must be approved by the principal. No unofficial fundraisers are permitted.

Holiday Parties

Grade K-8 holiday parties will be held at designated times of the year. Teachers will organize the parties and they may be virtual or in-person. Attendance for the party is optional.

Home School Communication

The welfare of students depends primarily on how well parents are informed about School matters. A monthly newsletter is posted on Canvas and emailed to families. It is extremely important that parents read the contents completely. Majority of school communication is done electronically.

A parent or guardian who wishes to talk with a teacher may do so by emailing the teacher or phoning the school. If an appointment for a parent/teacher conference is desired, the request should
be made in the same manner. Teachers typically return calls and emails within 24 hours during the school week.

Any communication not originated by the School must be approved by the principal prior to dissemination. The School will not release email addresses or contact information for any purpose.

Kairos Retreats

Kairos retreats are a special opportunity for junior and senior students who wish to learn more about themselves, others, their relationship with God, and how to incorporate Him into their everyday lives. Both Boys and Girls Kairos retreats are typically offered once each semester and are available through the Archdiocese of Oklahoma City and the Diocese of Tulsa. Information will be provided about this opportunity through announcements in Canvas as the events draw closer.

Library

The School will provide access to an online library accessed through Canvas. Students are encouraged to patronize their local libraries as well.

Life Threatening Situations

The School reserves the right to act as deemed necessary by the principal, assistant principal, or their representatives in a perceived life-threatening situation. All actions and circumstances involved will be fully and clearly documented and the Board Chairman will be notified immediately. Staff and students are to be trained in the emergency management plan.

Nuisance Items

Toys, games, and all other electronic devices, etc. are to be left at home during all School events unless requested by the teacher for various projects. If these items are brought to a school gathering, these items will become the property of the classroom teacher or the principal until the parent or their designee arrives and retrieves the item. If an item is collected by the teacher, the teacher is not responsible should the item be lost or taken while in their possession.

Hours of Operation

The School office is open from 8:00 a.m. to 4:00 p.m. Teachers’ contract hours are from 30 minutes before school begins until 30 minutes after school ends for the day. If parents or students contact a teacher outside of that time, a response should not be expected until the following school day.

Parental Concerns and Procedures

A parent/guardian who has a question or concern regarding a situation involving their child should follow this procedure:

1. The parent/guardian contacts the student's teacher to discuss the situation and work with the teacher to arrive at possible solutions. Appointments with the teachers are made by sending an email, or by calling the school office and leaving a voicemail message.
2. If the concern cannot be resolved with the teacher, the parent/guardian should then request a conference with the principal. After discussing the situation with both parties, the principal will act as a facilitator, making every effort to resolve the problem and initiate
reconciliation between the two parties.

3. If resolution and reconciliation have not been achieved after discussing the problem with the teacher and the principal, and the parent/guardian still feels that their complaint has not received proper consideration, they may appeal to the School’s Board.

Pet Policy

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

School Closing Inclement Weather

School will be officially closed with an announcement made over the news media. School wide text and email messages and school social media will be utilized to announce all school closings. The closing of St. Isidore of Seville Catholic Virtual School will not necessarily follow local public schools. Regional closings are possible. Emergency alternative education plans will be put in place.

School Hours

School is in session from 8:30 a.m. – 3:30 p.m.

Service Projects

The purpose of the service program for students in K through 12th grade is to provide students with the opportunity to make a difference in the Catholic Church and surrounding communities through various service and support programs. Each grade will participate in a pre-planned service project.

Student Transferring In/Out

When a new student is registered, ordinarily parents will have requested the transfer of records from the original school. If not, the school will request academic/health/diagnostic screening records. Any student transferring into St. Isidore of Seville Catholic Virtual School will remain in a probationary enrollment status for at least one semester or until all records are received. In the case of a student transferring out, the school should be notified in ample time of departure. (Refer to Admission Policy).

Textbooks/Technology

Textbooks and Chromebooks are the property of the school and students are responsible for paying for any damage to books and technology while they are checked out. Students are responsible for purchasing books or Chromebooks checked out to them if not returned at the end of the school year. The cost of the book or Chromebook will be charged to the family. (See the Technology section of the handbook for more information regarding a protection plan available for purchase.) Enrollment for the following year is dependent upon damage charges being paid in full at the end of each school year.
TITLE IX: ANTI-DISCRIMINATION, ANTI-HARASSMENT, AND ANTI-RETALIATION POLICY & GRIEVANCE PROCEDURE WITH COMPLAINT FORM

This Policy and Grievance Procedure (“Policy”) applies to all applicants for admission and employment, students, and employees. The Policy will be disseminated to all such individuals, as well as to parents and legal guardians of students. This Policy should be read alongside the School Parent & Student Handbook and the School Personnel Handbook.

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

St. Isidore of Seville Catholic Virtual School (“School”) is a religious charter school, a privately operated not for profit organization, and a Catholic faith-based community providing students with exceptional Christ-centered Catholic formation and education. Consistent with its charter contract and applicable law, the School is committed to providing an educational and employment environment that is free from all unlawful discrimination, harassment, and retaliation on the basis of a legally protected category. As reflected in the charter contract, the school reserves all rights, liberties, and exemptions that pertain to the School as a religious institution under applicable federal, state, and local law. Nothing herein should be construed as a forfeiture of such legal rights.

The following persons have been designated as Coordinators to handle inquiries or complaints regarding the Policy:

Director of Special Education & Student Services Programs
Address: 7501 NW Expressway, Oklahoma City, OK 73132
Telephone Number: 405-721-5651

Encumbrance Clerk / Registrar
Address: 7501 NW Expressway, Oklahoma City, OK 73132
Telephone Number: 405-721-5651

Designated Coordinators will be responsible for:

a. Ensuring compliance with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
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. Immediately informing the principal of all complaints of discrimination and keeping them informed of all developments in each case as well as final disposition of the case.
g. Identifying and addressing patterns and/or systemic problems and reporting such patterns or systemic problems to the principal.
h. 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.
i. 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.

j. Determining whether 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.

k. Recommending changes to this policy and grievance procedure.

l. Performing other duties as assigned.

m. 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 is committed to keeping all faculty, staff, and employees safe and this Policy is intended to be a guideline for an appropriate process in accomplishing that goal. The Policy 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 Policy.

A. Anti-Harassment

Harassment is a form of discrimination on the basis of a legally protected category, and includes verbal, non-verbal, written, graphic, or physical conduct that is 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 sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

b. Requiring an individual to endure 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 or gender), 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.
B. 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 or other adverse employment action.

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.

C. 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 Policy.

D. Complaint

If an employee believes they are the victim of any conduct that is prohibited by this Policy, or if they believe this Policy has been violated in any way, the employee should immediately report it pursuant to this Policy and the School’s Grievance Procedure. Reports should be made to the School’s designated Coordinators. Complaints should be made in writing when possible. The complaint can be made to the Coordinator in person, by mail, or by electronic mail. Complaints should be as detailed as possible, including the names of individual(s) involved, any witnesses, dates, times, and locations of all incidents, and a factual description of the incident(s).

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

F. 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 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.

G. 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 this Policy, 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 Procedures;

d) the fact that a determination regarding responsibility will be made at the conclusion of the Grievance Procedures;

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.
H. 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.

I. 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 Procedures 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 Procedures. 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.

J. Informal Resolution

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

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

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

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

K. 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.

L. 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.

M. 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.
N. 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).

O. 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.
P. Confidentiality

The identity of the complainant will be kept as confidential as possible within the scope of completing a fair and thorough investigation. 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.

Q. 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.

R. 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 the Associate Director of Catholic Education. 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 the Coordinator of Safe Environment. Where concerns regarding conflicts or bias are validated, the School will remove the conflicted or biased individual from the matter and appoint someone else.

S. 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 rule 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 antiretaliation 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, including designated compliance Coordinators, investigators, decision-makers, the Appeals Team, and any employee facilitating an informal resolution process, will receive additional specific training on the definitions of misconduct covered by this Policy and Grievance Procedure, the scope of the School’s education programs and activities, how to promptly and effectively investigate, conduct a grievance process, and respond to complaints and reports of discrimination, how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias, how to make decisions on issues of relevance regarding questions and evidence, how to fairly summarize relevant evidence, and to know the School’s Grievance Procedures and the applicable confidentiality requirements.
T. 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 the main administrative office of 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.

**IMPORTANT NOTICE TO ALL EMPLOYEES**

Employees who have experienced unlawful harassment or retaliation have an obligation to follow this complaint procedure. An employee’s failure to fulfill this obligation may detrimentally affect his or her rights in pursuing legal action. Federal, state, and local discrimination laws may establish specific time frames for initiating a legal proceeding pursuant to those laws.

**Use of School Facilities**

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

**Use of School Name, Logos, and Motto**

No one may use the School name, logos, or motto on any type of social media or in any other way, without the express permission of the school principal.

**Visitation of Students during School Hours**

Persons, agencies, or organizations desiring to contact individual students during the school day are to coordinate with the special education department or School counselor.

**Volunteers**

Volunteers are always welcome and needed to help at School hub functions. Anyone who works with or around the children at the school must first complete the Safe and Sacred training and be approved as a volunteer. Any visitor/volunteer is **required** to check in with school leadership at a Hub site and sign out upon leaving the premises.

**Weapons**

No authentic weapons, play weapons, ammunition, or explosives will be allowed anywhere on any School premises at any time. This includes use of these spaces for extracurricular activities related to the school program. Spray cans, knives, and any other item which could be harmful to self or
other students are considered weapons.

**Right to Amend Handbook**

The principal, in consultation with the Board, retains the right to amend this Parent & Student Handbook for just cause. Notice will be promptly sent if or when changes are made. An updated version will be posted to the School website.
2024-2025
Parent/Student Handbook Acknowledgement Form

I, the undersigned Parent, have read, understood, and agreed to this 2024-2025 Parent & Student Handbook and agree to follow and support the School policies and procedures as stated.

I, the undersigned Student, have read, understood, and agreed to this 2024-2025 Parent & Student Handbook and agree to follow and support the School policies and procedures as stated.

This Handbook is signed electronically.

*Parents and students must all sign.*
School Calendar 2024-2025

The calendar below is the basic school calendar indicating days in school. Another more specific calendar will be available at the beginning of school indicating various due dates and event specific information. This calendar is also subject to change. Please see the calendar on the school website for up-to-date information.

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9-11- New Principal Orientation
29-31 Teacher Pre Service Start

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9-11- New Principal Orientation
10- Parent-Teacher Conferences
11-14- Fall Break
15-16 Teacher PD Days

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1-3- New Years Holiday
6- Early Dismissal
20- Dr. Martin Luther King
21-22- Teacher PD Day

<table>
<thead>
<tr>
<th>Apr-25</th>
<th>May-25</th>
<th>Jun-25</th>
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17- Teachers PD Day, School Closed
14- End of Qtr 3 17-121- Spring Break, School Closed
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<tbody>
<tr>
<td>Holy Thursday</td>
<td>Good Friday No School</td>
<td>Easter Monday; No School</td>
<td>22- Last day of school, early dismissal opt</td>
<td>Teacher Inservice day</td>
<td>Memorial Day</td>
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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 conditions the provision of an aid, benefit, or service of the school/district on an individual’s participation in unwelcome sexual conduct.

2. Sexual Harassment:
   a. Unwelcome conduct determined by a reasonable person to be so severe and pervasive and objectively offensive 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 Offences:
   a. Incest
      i. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Oklahoma law.
   b. Statutory Rape
      i. Non-forcible sexual intercourse with a person who is under the statutory age of consent of 16.
   c. Dating Violence
      i. Violence committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the victim; and
      ii. Where the existence of such a relationship shall be determined based on consideration of the length of the relationship, type of relationship, and the frequency of interaction between the persons involved in the relationship.
      iii. For the purposes of this definition—dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
      iv. Dating violence does not include acts covered under the definition of domestic violence.
   d. Domestic violence
      i. Felony or misdemeanor crimes of violence committed by a current or former spouse or
      ii. an 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
   e. Stalking
      i. engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.
ii. Stalking includes cyber-stalking.
Anti-Discrimination, Anti-Harassment, and Anti-Retaliation
Complaint Form

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

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

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

Director of Special Education & Student Services Programs
Address: 7501 NW Expressway, Oklahoma City, OK 73132
Telephone Number: 405-721-5651

Encumbrance Clerk / Registrar
Address: 7501 NW Expressway, Oklahoma City, OK 73132
Telephone Number: 405-721-5651

1. Name of Complainant:
   Contact Information:
   Student Grade:
   Employee Job Title and Office Location:

2. Today’s Date: ______________

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

4. When did the actions described above occur?

5. Are there any witnesses to this matter? (Please circle) Yes No
6. Did you discuss this matter with any of the witnesses identified in Item 4?
   (Please circle) Yes No
   If yes, please identify:
   Person to whom you have spoken: ________________________________
   Date: ________________
   Method of communication: ________________________________

7. Have you spoken to any administrator(s) or other school employee(s) about this matter?
   (Please circle) Yes No
   If yes, please identify:
   Person to whom you have spoken: ________________________________
   Date: ________________
   Method of communication: ________________________________

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

   PLEASE ATTACH ANY STATEMENTS, NAMES OF WITNESSES, REPORTS, OR
   OTHER DOCUMENTS WHICH YOU FEEL ARE RELEVANT TO YOUR
   COMPLAINT.

I certify that the foregoing information is true and correct.

____________________________________________________________
Print Name

____________________________________________________________
Signature

____________________________________________________________
Date
**Public Health Fact Sheet**

**Meningitis**

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<tr>
<th>What is meningitis?</th>
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<tbody>
<tr>
<td>Meningitis is a swelling of the covering of the brain and spinal cord. Bacteria, viruses, fungi or parasites may cause meningitis, but viral meningitis is the most common form of meningitis. The most serious type of meningitis is caused by <em>Neisseria meningitidis</em>. (See the OSDH “Meningococcal Disease” web page).</td>
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<tr>
<th>What are the symptoms of meningitis?</th>
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<tr>
<td>Symptoms of meningitis can include fever with a rash, headache, stiff neck, nausea, or vomiting. Infants may be very fussy, drowsy, or refuse to eat. Seek medical care if you or your child has these symptoms.</td>
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<tr>
<th>What causes meningitis and how is it spread?</th>
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<tbody>
<tr>
<td>About 90% of viral meningitis is caused by intestinal viruses, known as enteroviruses. These viruses are spread from the feces of people who are infected, usually on unclean hands or surfaces. Viruses can be spread to others from about three days after someone is infected until about 10 days after they become sick. Even if you are exposed, it is not likely that you will develop viral meningitis.</td>
</tr>
<tr>
<td>Bacterial meningitis is caused by bacteria such as <em>Haemophilus</em>, <em>Streptococcus</em> or <em>Neisseria meningitidis</em>. These germs are spread by direct contact with fluids from the nose and throat of an infected person.</td>
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<tr>
<th>How is meningitis diagnosed and treated?</th>
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<tr>
<td>Spinal fluid is tested to find the type of meningitis, but this test is not always needed. Most patients recover completely from viral meningitis with just bed rest and plenty of fluids. Your healthcare care provider may prescribe medicines for fever or headaches. Antibiotics are only needed to treat bacterial meningitis.</td>
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<tr>
<th>Should people who have been around a person with meningitis receive any treatment?</th>
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<tr>
<td>Only people with very close contact to someone with bacterial meningitis (and only <em>Neisseria meningitidis</em> or one form of <em>Haemophilus</em>) need to take preventive antibiotics. These are usually household members, very close contacts, certain health care workers, and day care center playmates. The health departments work to make sure that those close contacts receive antibiotics from their health care provider or through the health department. People with casual contact such as classmates or co-workers do not need to receive antibiotics.</td>
</tr>
<tr>
<td>• When a large cluster or outbreak of bacterial meningitis occurs, the health department may recommend antibiotics for additional groups, although this is rare.</td>
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<tr>
<th>How do you prevent the spread of meningitis?</th>
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<tbody>
<tr>
<td>Hand hygiene is the most important way to protect yourself and others. Wash your hands often, using soap and water when you can see that your hands are dirty. Wash your hands after using the toilet, after changing diapers, and before preparing or eating food. Use alcohol-based hand products when your hands already look clean.</td>
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<tr>
<td>Clean surfaces and items such as toys every day, and when saliva or nose/throat fluids are on them. In settings such as child care centers, wash objects and surfaces with a diluted bleach solution:</td>
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<tr>
<td>• For hard surfaces such as diaper-changing areas and bathrooms, use a 1:10 dilution of bleach (mix one cup of bleach with one gallon of water).</td>
</tr>
<tr>
<td>• For other objects such as toys and eating utensils, use a weaker bleach solution (mix one tablespoon of bleach with one gallon of water).</td>
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<tr>
<th>What are the vaccines recommended to prevent meningitis?</th>
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<tbody>
<tr>
<td>The routine childhood vaccines protect children from the most common causes of meningitis such as <em>Haemophilus influenzae</em> type b (Hib) and <em>Streptococcus pneumoniae</em>. Meningococcal vaccines are also recommended for children and some adults. For more information on these vaccines, call your health care provider or the local health department.</td>
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OSDH 02/2013

Acute Disease Service
Oklahoma State Department of Health

For further information contact:
Acute Disease Service
Oklahoma State Department of Health
(405) 271-4060
http://ads.health.ok.gov