



JOY HOFMEISTER  
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION  
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

## MEMORANDUM

**TO:** The Honorable Members of the State Board of Education  
**FROM:** Joy Hofmeister  
**DATE:** December 15, 2022  
**SUBJECT:** Lindsey Nicole Henry Scholarship

Cristo Rey Oklahoma City Catholic High School (CROKC) request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through the Oklahoma State Department of Education.

CROKC makes accommodation and/or modifications for students according to their Individualized Education Program or their Individual Service Plan. Classroom teachers provide Tier I and Tier II interventions in their classroom, as well as, during weekly tutoring sessions.

Included is compliance documentation that meets certain criteria in the application.

- Criteria 1: Fiscal Soundness – Oklahoma Tax Commission permit, Internal Revenue Service Document, (Arch) Diocese of Oklahoma City Document
- Criteria 2: Non-Discrimination – CROKC Handbook
- Criteria 3: Health and Safety – CROKC Handbook
- Criteria 4: Academic Accountability – CROKC Handbook
- Criteria 5: Teacher Requirements – CROKC Teacher Job Description Excerpt
- Criteria 6: State laws and disciplinary procedures – CROKC report Handbook
- Criteria 7: Accreditation – Accreditation Memo

JH/se



Cristo Rey Oklahoma City Catholic High School

9-12

NAME OF PRIVATE SCHOOL

GRADE LEVELS

900 N. Portland Ave.

Oklahoma City

OK

73107

ADDRESS

CITY

STATE

ZIP

(405) 945-9100

www.cristoreyokc.org

PHONE NUMBER

WEBSITE ADDRESS

David N. Carter, Jr.

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Susan Barnett

susan.barnett@cristoreyokc.org

LNH CONTACT PERSON

CONTACT EMAIL

The Lindsey Nicole Henry (LNH) Scholarship Act requires, in part, that participating schools are located in Oklahoma and meet certain criteria prior to being approved. The school must provide supporting documentation that demonstrates compliance that will be reviewed by the State Board of Education (SBE) during the approval process. In many cases, the required documentation can be found in the school policies and/or school handbook.

The SBE shall approve a private school as eligible to participate in the scholarship program upon determination that the private school meets the following:

- 1. The private school must demonstrate fiscal soundness by having been in operation for one (1) year or providing the SBE with a statement by a certified public accountant confirming that the private school desiring to participate is insured and the owner or owners have sufficient capital or credit to operate the school for the upcoming year by serving the number of students anticipated with expected revenues from tuition and other sources that may be reasonably expected. In lieu of a statement, a surety bond or letter of credit for the amount equal to the scholarship funds for any quarter may be filed with the Oklahoma State Department of Education. Proof of compliance required.
2. The private school must comply with the antidiscrimination provision of 42 U.S.C. § 2000d. Proof of compliance required.
3. The private school must meet state and local health and safety laws and codes. Proof of compliance required.
4. The private school must be academically accountable to the parent or legal guardian for meeting the educational needs of the student. Proof of compliance required.

5. The private school must employ or contract with teachers who hold baccalaureate or higher degrees, or have at least three (3) years of teaching experience in public instruction in subjects taught. ***Proof of compliance required. A statement or excerpt from the school policies or handbook stating the educational requirement for the teaching staff is acceptable documentation.***
6. The private school must comply with all state laws relating to general regulation of private schools and adhere to the tenets of all published disciplinary procedures prior to the expulsion of a scholarship student. ***Proof of compliance required.***
7. The private school must meet the accreditation requirements set by the SBE or another accrediting association approved by the SBE. ***Submit proof of accreditation and list accreditation information in the box below.***

Cristo Rey Oklahoma City Catholic High School is accredited by the Oklahoma State Department of Education.

8. The private school must be able to provide services and/or accommodations for students with disabilities. ***Please describe in detail the services, programs and support you offer to students with disabilities in the box below.***

Cristo Rey Catholic High School - OKC makes accommodations and/or modifications for students according to their IEP or ISP. Students admitted to Cristo Rey with an existing IEP or ISP will continue to receive services listed on their IEP or ISP. Classroom teachers provide Tier I and Tier II interventions in their classroom, as well as, during weekly tutoring sessions. The Director of Academic Support and Accountability facilitates Tier III interventions. The NWEA MAP Growth is given to students in grades 9 -10 in the Fall, Winter and Spring. Also, in the Fall grade 9 takes the PSAT 8-9, grades 10 - 11 take the PSAT and grade 12 takes the SAT, we review the data from these assessments to monitor the students' academic progress.

I verify that Cristo Rey Oklahoma City Catholic High School complies with all the criteria listed  
NAME OF PRIVATE SCHOOL

above and will provide documentation for each as proof. The information I have provided to the SBE is correct and complete to the best of my knowledge.



SIGNATURE

11/16/22

DATE

**Complete application and required documents may be emailed to [stacy.eden@sde.ok.gov](mailto:stacy.eden@sde.ok.gov).**

Contact Stacy Eden at (405) 521-4876 for additional Lindsey Nicole Henry Scholarship information.



# Oklahoma Tax Commission



www.tax.ok.gov

RENEE PORTER  
 CRISTO REY OKLAHOMA CITY CATHOLIC H  
 900 N PORTLAND AVE  
 OKLAHOMA CITY OK 73107-6120

TBS

Date Issued: May 9, 2018  
 Letter ID: L1983337856  
 Taxpayer ID: \*\*-\*\*\*1087

## Oklahoma Exemption Permit Private School-Elementary & Secondary Education

County OKLAHOMA

Non-Transferable

68 Oklahoma Statutes Section 1356(11)(2001): Which we quote in part: "Sales of tangible personal property or services to private institutions of higher education and private elementary and secondary institutions of education accredited by the State Department of Education or registered by the State Board of Education for purposes of participating in federal programs or accredited as defined by the Oklahoma State Regents for Higher Education..."

**Permit Number**  
 EXM-14389827-03

Business Location	Industry Code	City Code	Permit Effective	Permit Expires
CRISTO REY OKLAHOMA CITY CATHOLIC HIGH SCHOOL, INC 900 N PORTLAND AVE OKLAHOMA CITY OK 73107-6120	611110	5521	May 09, 2018	NON-EXPIRING

Steve Burrage, Chairman  
 Clark Jolley, Vice-Chairman  
 Thomas Kemp Jr., Secretary-Member

# Criteria 1: Fiscal Soundness

**Internal Revenue Service  
P.O. Box 2508  
Cincinnati, OH 45201**

**Department of the Treasury**

**Date: September 1, 2021**

**Person to Contact:**

R. Meyer ID# 0110429

**Toll Free Telephone Number:**

877-829-5500

United States Conference of Catholic  
Bishops  
3211 4<sup>th</sup> Street, NE  
Washington, DC 20017-1194

**Group Exemption Number:**

0928

Dear Sir/Madam:

This responds to your July 29, 2021, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2021*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2021* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Subordinate organizations under a group exemption do not receive individual exemption letters. Subordinate organizations are not listed in Tax Exempt Organization Search (Pub 78 data), and many are not listed in the Exempt Organizations Business Master

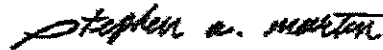
## Criteria 1: Fiscal Soundness

File extract, or EO BMF. Donors may verify that a subordinate organization is included in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

# Criteria 1: Fiscal Soundness



## Office of the General Counsel

3211 FOURTH STREET NE • WASHINGTON DC 20017-1194 • 202-541-3300 • FAX 202-541-3337

Date: November 10, 2016

### NOTICE OF ACCEPTANCE GROUP RULING (GEN 0928)

TO: Chancellor, (Arch) Diocese of Oklahoma City  
EMAIL/FAX: leason@archokc.org/405-709-2808  
ATTN: Loullia Eason  
FROM: USCCB Office of General Counsel

This letter is to inform you that the following organization was accepted for inclusion in the United States Conference of Catholic Bishops (USCCB) Group Ruling (GEN 0928):

Name: Cristo Rey Oklahoma City Catholic High School  
EIN: 47-5521087

In order for the organization to be included in the next edition of the Official Catholic Directory, in the section for the (Arch)Diocese listed above, you must submit a copy of this notice to the OCD. You should also send a copy to the organization for its records.

If you have any questions, you may contact this office (by mail or FAX):

Office of General Counsel  
United States Conference of Catholic Bishops  
3211 4<sup>th</sup> Street NE  
Washington, DC 20017  
202-541-3337 (FAX)

#### Note to (Arch)Diocese and/or organization (if applicable):

Please note that all private schools are required to file Form 5578, Annual Certification of Racial Nondiscrimination for a Private School Exempt From Federal Income Tax, each year. For more information about the requirement to adopt, operate under, publish and certify compliance regarding a racial nondiscrimination policy, please refer to "Annual Filing Requirements for Catholic Organizations" available at [www.usccb.org/about/general-counsel/tax-and-group-ruling.cfm](http://www.usccb.org/about/general-counsel/tax-and-group-ruling.cfm). This information is also brought to attention of group ruling applicants when they complete Section N, Schools, of the USCCB group ruling application, Form 0928A.

A handwritten signature in black ink, appearing to be "ME" or similar initials, located at the bottom right of the page.

(ARCH)DIOCESE: \_\_\_\_\_



**FORM 0928-1**  
(Effective May 1, 2015)

**REQUEST FOR INCLUSION IN USCCB GROUP RULING**

Central Organization: **UNITED STATES CONFERENCE OF CATHOLIC BISHOPS**  
Group Exemption Number: **0928**  
Central and Subordinate Organizations Exempt under Code Section: **501(c)(3)**

**INCOMPLETE, ILLEGIBLE, OR INACCURATE FORMS WILL NOT BE SUBMITTED TO IRS.**

(Arch)Diocese Archdiocese of Oklahoma City  
Name of (Arch)Diocesan Official: Louilla Denison Eason, J.D.  
Title: Chancellor Phone: 405-709-2749 Fax: 405-709-2808  
Date: October, 2016 Email address: leason@archokc.org

ADD NEW ORGANIZATION EIN: 47 - 5521087 Tax Year Ends: 06/30

If applicable:  Include in EO BMF only; already listed in OCD pg. \_\_\_\_\_

Legal Name: Cristo Rey Oklahoma City Catholic High School

Address: 900 N. Portland

City: Oklahoma City State: OK Zip: 73107

Date of Incorporation (mo./year): 10/30/2015  N/A

Diocesan Attorney: Douglas G. Eason Signature: Douglas G. Eason

(select one from each column)

**PUBLIC CHARITY STATUS:**

- 170(b)(1)(A)(i)
- 170(b)(1)(A)(ii)
- 170(b)(1)(A)(iii)
- 170(b)(1)(A)(vi)
- Section 509(a)(2)
- Section 509(a)(3)-Type I
- Section 509(a)(3)-Type II

**FORM 990/EZ/N REQUIRED**

- Required to file Form 990 or 990-EZ
- Required to file Form 990-N

OR

**EXEMPT FROM FILING FORM 990**

- Church (diocese/eparchy/parish)
- Religious Order
- School (Below College Level)
- Integrated Auxiliary - Internally Supported
- Integrated Auxiliary - Seminary, Youth Group, Men's or Women's Association

Send form to:

**USCCB**  
Office of General Counsel  
3211 4<sup>th</sup> Street, NE  
Washington, DC 20017

Fax:  
(202) 541-3337

Email:  
GEN0928@usccb.org

FOR USCCB and IRS USE ONLY	Foundation Code	Filing requirement:	FYM
	10 <u>(11)</u> 12 15 16 21 22	990- 01 02 06 <u>(13)</u>	12/06/09/03 Other: _____

A fillable .pdf is available on the NDA's Your Membership Site, or by contacting the USCCB Office of General Counsel



**Item 2: The private school must comply with the antidiscrimination provision of 42 U.S.C. § 2000d.**

**CROKC – Parent and Student Handbook Appendix A**

**Non-Discrimination Statement**

Cristo Rey Oklahoma City Catholic High School does not discriminate on the basis of race, color, sex, ethnicity, national origin, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs, including student admission.

# Criteria 3: Health & Safety

**Item 3: The private school must meet state and local health and safety laws and codes.**

**CROKC – Parent and Student Handbook – Sections 8.1, 8.12, 8.13, 8.14 and 16.**

**CROKC Campus Emergency Operations Plan – Pages 25-42**

## **Campus**

Cristo Rey OKC is a closed campus. Students must receive permission to leave campus from the time they arrive on campus in the morning until the last period of the day (“School Hours”).

## **Child Abuse**

All persons responsible for the care of minors have an obligation to protect the rights of minors and be alert to the possibility of abuse. It is the policy of Cristo Rey OKC to fulfill the reporting law and also cooperate fully with authorities investigating claims. Child abuse means any form of infliction of injury to the detriment of a child’s well-being, physical, mental, moral, or emotional well-being. By law, the State of Oklahoma requires all mandated reporters, including Cristo Rey OKC and CWSP personnel, to inform the Oklahoma State Department of Health of any allegation/suspicion of child abuse/maltreatment, including truancy.

## **Visitors**

All visitors must report to the front desk and follow our sign-in procedures. Cristo Rey OKC will immediately escort any visitors, without permission, from the building. Parents or guardians who need to visit campus during school hours must follow these guidelines.

## **Medication Policy**

Over-the-Counter Medication:

Cristo Rey OKC offers several over-the-counter medications for students, to decrease the number of students being sent home during the school day. The Over-the-counter Medication Release form must be signed and be on record for the Cristo Rey OKC nurse to provide an over-the-counter medication. Each time a medication is offered to your student, parent/guardian will receive a phone call regarding medication use. Over-the-counter medication will not be provided if the Over-the-counter Medication Release form is not signed.

If there are any Over-the -Counter medications we do not supply and you would like your student to have access to, please bring it in the original bottle with the student’s name

## Criteria 3: Health & Safety

written clearly on the bottle, the medication label is to be intact. Medication from home is not allowed to be carried in the backpack, purse or in the pocket of a student. All medication is to be turned in to the nurse for safe keeping. Medication will be placed in a locked box. This is for the protection of your child and the protection of those around them.

### Prescription medication:

For students requiring prescription medication during the school hours, the Prescription Medication and Release form for prescription must be filled out, completed, and signed by prescribing physician. The medication must come to school in the original bottle, with the student's name, date of birth, pharmacy name and number, name of physician, dose of medication and time to be given. All prescription medication must be check in through the school nurse for your child's protection and the protection of those around them. This includes but is not limited to, any form of antibiotic or pain medication.

Students with medication that can be self-administered, such as, EpiPens and Inhalers, must have the Prescription Medication and Release form with the Self-Carry/Self-Administration of Emergency medication, filled out and signed by ordering physician. We ask that your student carry emergency medication at all times and parent/guardian provide an extra dose of emergency medication for the Cristo Rey OKC nurse. This medication will be kept in a locked box unless needed by your child. Faculty and staff will be trained in the administration of life saving medication such as EpiPens prior to the start of each school year.

### School Related Field Trips/Retreats

Physical = Each student entering Cristo Rey OKC for the first time, will have to have a physical exam completed by their current health professional. The physical will include the student's current health history, chronic illnesses (physical and/or mental), all prescription medication taken daily or as needed and any over-the-counter medication taking daily or as needed, such as a multi-vitamin. A list of current known allergies along with listing the student's doctor and doctors contact number. A signed medical release form will be given parent/guardian to sign.

Permission to treat = Each student will have a signed permission to treat form that will be placed in the student's file; this form will accompany your child on any field trip or retreat, along with the current physical.

If your child becomes ill and/or requires treatment when off campus, faculty and staff will have the information needed to give emergency responders. Emergency treatment will be provided and 911 will be called. Student will be transported to the nearest hospital at the parent/guardian expense.

## **Criteria 3: Health & Safety**

### **Emergency Procedures**

Cristo Rey OKC is committed to the safety and security of our students, faculty, staff, and visitors while on our campus. To support that commitment, the Archdiocese of Oklahoma City and Oklahoma State Board of Education requires a thorough review of our emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human-caused disasters.

The School Emergency and Crisis Response Plan is the official policy of Cristo Rey OKC. It is a result of a comprehensive review and update of school policies in the context of our location in Oklahoma City, Oklahoma. We commit the school's resources to ongoing training, exercises, and maintenance required to keep it current. This plan is a blueprint that relies on the commitment and expertise of individuals within and outside our school community. Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential to the Plan. In the event of an emergency, Cristo Rey OKC will take the following actions to provide for the safety of our students.

### **Students at Work**

Each job partner is assigned a direct supervisor, responsible for knowing the whereabouts of their student worker at all times during his/her assigned work day. In an emergency, the direct supervisor will communicate to CWSP what happened, the steps the company has taken, and the student worker's location. Once the nature of the emergency and student worker safety permits, CWSP will retrieve the student worker or find other options as may be appropriate to the circumstances, keeping in mind student worker safety and logistical considerations. CWSP will contact parents/guardians of student workers working at the time of an emergency. They should feel free to contact CWSP.

### **Students at School**

Should an emergency or disaster situation arise while school is in session, Cristo Rey OKC has an Emergency Operations Plan to respond to a major catastrophe. In the event of an emergency, Cristo Rey OKC will, to the best of its ability, contact all families to advise them of arrangements made for the safety of students. Cristo Rey OKC will only release students to parents and persons identified on the school emergency card. In case of an extreme emergency, Cristo Rey OKC will release students from designated evacuation areas.

## EMERGENCY OPERATIONS PLANNING DRILL

The key to success in responding to a crisis is training and practicing. A plan cannot be effective unless it is tested – the purpose of a drill is to find weaknesses in a plan, and to anticipate and overcome them in the next drill or during a real-life emergency.

Review, evaluate, and revise your Campus Emergency Operations Plan often, using drill results and input solicited from your Crisis Response Team (CRT)/Incident Command Team (ICT). Any revisions should be communicated to your RDO for review and possible changes to the School's EOP.

### Pre-Drill Planning Exercise

The purpose of the pre-planning exercise is to:

- allow your CRT/ICT team to informally review responsibilities
- discuss simulated emergencies
- review procedures
- resolve coordination issues
- promote group problem-solving
- test the ability of school personnel to identify and use resources within their school during an emergency
- assess the ability of school personnel to implement their EOP

A planning exercise can consist of complete written scenarios and “injects”— additional pieces of information or circumstances that can be injected to alter the scenario. Some example injects might be “suspicious person with firearm behind school” to “electrical service to cafeteria interrupted.” Injects usually include a list of possible responses to assist the facilitator of the planning exercise.

It might also be helpful to have your team “visualize” a scenario by using full -sized building/property plans and objects representing team members. It is recommended that a pre-planning meeting be held by each CRT at the beginning of each school year (before scholars return) and prior to each live drill.

### Emergency Response Drills:

The following crisis response procedures are outlined in this manual: Evacuation, Reverse Evacuation, Lockdown, Shelter-in-Place, Severe Weather, Earthquake, and Flood.

When considering a live drill, practicality is important. Since evacuation is already practiced through fire drills regularly throughout the school year, it is recommended that lockdown or shelter-in-place scenarios be used for drills to test your EOP.

After the completion of each drill, the RDOs or OMs/ODs should evaluate the school's response, by using the “Emergency Drill Evaluation” form. Weaknesses should be identified and corrected in either (or both) the school's or Network's EOP.

### DO NOT WAIT UNTIL THE LAST MINUTE TO CONDUCT DRILLS!

- Establish drill dates
- Stick to the drill dates
- Educate faculty, scholars, and staff regarding drill procedures

## EVACUATION

### (THE BUILDING IS UNSAFE)

**Examples: Explosion, Fire, Gas Leak, Building Structural Failure**

*This drill should be exercised within the first week of school, in the fall semester.*

**Purpose:** To protect scholars, staff and visitors from injury or death during an incident and ensure a safe evacuation of all occupants when necessary.

**Guidelines:** The primary goal of an evacuation is to ensure all scholars, staff, and visitors leave the building(s) safely. The direction of the evacuation may depend on the location of the hazard. In a hazardous chemical spill, for example, keep scholars and staff upwind to avoid breathing hazardous chemicals. You may have to move up to 2 miles away. First responders will help ensure you are out of the danger zone.

#### **Before the drill:**

1. Prior to the first day of school, all staff should be trained and all evacuation routes should be displayed in each classroom and workspace. Each evacuation diagram should have an assigned assembly area for counting scholars and staff after an evacuation.
2. Notify your CRT/ICT and coordinate any last minute changes on responsibilities as needed.
3. Call the alarm company to ensure the fire alarm is set to be on test mode for the drill. Record the name of the representative, date and time.

**During the drill:** Initiate the drill by activating the alarm at the fire alarm panel or coordinating with landlord if applicable. If there is imminent danger, a fire pull station can be used to activate the alarm. All buildings that are part of a school campus will be evacuated when ever any building is evacuated.

When indoors, staff and scholars should:

1. Listen for fire alarm or evacuation procedure announcement.
2. Teachers should take the Go Bag as they lead the scholars out using the posted evacuation route - the class attendance roster should already be in the Go Bag.
3. Immediately leave the building in a calm, orderly fashion using the pre-designated evacuation route shown on the school map.
4. Close the classroom door, but not lock it (teacher or other staff member).
5. Ensure scholars with access and functional needs are properly assisted in the evacuation.
6. Check the classroom and any adjoining restrooms to ensure everyone has exited (this should be a teacher or other staff member).
7. Gather at the pre-assigned assembly area away from the building.
8. Teachers will check attendance when they arrive at the assigned assembly area. Teachers will report any missing scholars to a member of the CRT/ICT. In an actual fire or other emergency, the incident commander will immediately report any missing scholars to the fire department.
9. The CRT/ICT will account for all scholars and staff with special needs.
10. Remain calm and alert to avoid hazards or to take further action, if necessary.
11. A CRT/ICT member will end the drill and signal that it is safe to return to the building.

#### **Debriefing after the drill:**

1. Have the appropriate campus personnel reset the pull station, if applicable.
2. Identify areas for improvement with CRT/ICT.
3. The Operations Director will complete a report on each Evacuation drill indicating that all the steps listed above were followed.
4. To receive credit for the drill, complete and submit the Drill Tracker.

## LOCKDOWN

(SECURITY RISK ON CAMPUS)

**Examples: Armed Individual, Assault, Hostile/Irate Intruder, Workplace Violence**

*This should be the second drill exercised within the first 2 weeks of the fall semester.*

**Purpose:** Scholars and staff take actions to minimize harm from an intruded/hostile individual.

**Guidelines:** The primary goal of a lockdown is to quickly separate scholars and staff from the threat. This can mean leaving the campus (separation by distance), locking inside classrooms (separation by barrier), or hiding (visual separation). Prior to the first day of school, each school will develop a lockdown plan that shows spaces where scholars and staff can be secured behind locked doors. Planning should also include actions for lunch rooms, auditoriums, playgrounds, portable classrooms and other common areas.

### Before the drill:

1. Confirm staff members have been trained in Lockdown procedures
2. Review Emergency Codes (Intercom System)

**During the drill:** Activate Lockdown Drill via intercom system.

1. The drill will be initiated by coming on the intercom and informing school of lockdown.
2. Staff inside the building should move scholars into the nearest room. Scholars outside of the school building should not re-enter an area with a threat.
3. Staff should lock classroom doors, cover windows and turn out lights. If classrooms cannot be locked, classroom doors should be barricaded. If classroom doors cannot be barricaded, scholars and staff should hide out of sight behind furniture or other barriers, and make an attempt to secure the door a different way (i.e., with a belt) if possible.
4. Each teacher will secure scholars currently in their classrooms and any scholars near the door. Doors should not be unlocked after entering lockdown until the emergency is over.
5. Disregard school bells and fire alarms.
6. To terminate the drill, a member of the Leadership team will make a live announcement over the Intercom system.

### Debriefing after the drill:

1. Identify areas for improvement with CRT/ICT.
2. The Operations Director will complete a report on each Lockdown drill indicating that all the steps listed above were followed.
3. To receive credit for the drill, complete and submit the Drill Tracker.

### Special Situations

During Lunch or passing periods

- In general, staff inside the building should move scholars into the nearest room or to exit the building if a clear path to an exit is present.
- Scholars outside of the school building should not re-enter an area with a threat.
- Staff should lock classroom doors, cover windows and turn out lights. If classrooms cannot be locked, classroom doors should be barricaded. If classroom doors cannot be barricaded, scholars and staff should hide out of sight behind furniture or other barriers, and make an attempt to secure the door a different way (i.e., with a belt) if possible.

Bathroom

- Scholars are to go to the nearest classroom as soon as possible.
- Scholars who were unable to get to a classroom should go back into the bathroom and sit on the toilet and keep their feet up.

*A lockdown drill is NOT the same as MODIFIED lockdown procedure that is used to secure the building when there is unusual neighborhood activity.*

## MODIFIED LOCKDOWN

(SECURE THE BUILDING)

*Examples: Police Activity in the Neighborhood, Dangerous Situation Outside*

**Purpose:** Secure the building procedures are used to protect building occupants from potential dangers outside the building.

**This is not a drill approved to satisfy compliance, and shall only be used in an emergency.**

**Operations Director will make sure all of the following:**

- Communicate the need to secure the building via the intercom system and school portable radio
- No scholars allowed outside of buildings and trailers (no P.E., no recess, etc.)
- All building/portables exterior doors are closed and locked
- Staff members and scholars are free to move about inside buildings/trailers.
- Staff posted at building main entrance to control visitor access, issue passes, and provide directions to parent reunion area, if applicable
- If buses are scheduled to arrive or depart from school during the secure the building status, contact the police department, advise them of the situation; buses will stage off-site until the situation is resolved
- When the threat has been mitigated, make announcement to return to normal operations

**Teachers/Staff will make sure all of the following:**

- All outdoor activities are cancelled and scholars and staff are moved inside the building
- Close and lock all exterior doors
- Do not allow scholars to exit the building/trailers unless directed by President/IC/Principal
- KEEP ALL EXTERIOR DOORS CLOSED AND SECURED.
- Persons in portables remain inside locked trailers



## SEVERE WEATHER

(Shelter-In-Place: SECURE ALL AREAS OF THE CAMPUS)

**Examples: Severe storm (containing heavy rain, lightning, hail or high winds) & Tornado warning and/or watch**

*This should be the third drill exercised within the first two weeks in the fall semester.*

**Purpose:** Scholars and staff move to areas of greatest safety during severe weather such as tornados.

**Guidelines:** Since winds grow geometrically stronger as the distance above the ground increases, to the extent possible: 1) Move scholars and staff to the ground floor; and 2) move scholars from exterior walls to interior, windowless rooms. Avoid areas with windows, skylights, and rooms with large roof spans such as auditoriums, gymnasiums and lunch rooms. Areas with pipes in the walls such as bathrooms have more strength.

### Before the drill:

1. Prior to the first day of school, each school will develop a severe weather shelter plan that shows spaces where scholars can be sheltered (to the extent possible) away from windows, doors, skylights, long span roofs, and nonstructural walls. Keep in mind, the plan may need to be executed with 10 minutes (or less) advance warning. Planning should include provisions for portable classrooms and for normal transitions during the school day where scholars are in common rooms or outside the school.
2. Confirm all staff has been trained in Severe Weather procedures.
3. President, Principal, Deans, and Office Staff are encouraged to register with <http://inws.wrh.noaa.gov/> with their school campus address to receive up to the minute weather alerts.

**During the drill:** Activate Weather Drill via intercom system.

1. The drill will be initiated using the Intercom System.
2. Each teacher will shelter scholars in pre-assigned safe areas. Once scholars are sheltered, the teacher will account for scholars as the situation permits.
  - a. Have scholars and staff assume a protective posture kneel facing the interior wall with head down and hands protecting the back of the neck and head
  - b. Protect heads, faces, and internal organs by sitting/facing wall, pulling knees to chest, crossing arms over knees, and ducking head into arms
3. The drill will continue while the CRT/ICT reports, as the situation permits, to the pre-designated incident command post. Once assembled, the CRT/ICT will complete the scholar accounting process.
4. After scholar accounting is completed, a member of the Leadership team will make a live announcement over the Intercom System.

### Debriefing after the drill:

1. Identify areas for improvement with CRT/ICT.
2. The Operations Director will complete a report on each Severe Weather drill indicating that all the steps listed above were followed.
3. To receive credit for the drill, complete and submit the Drill Tracker.

### Emergency during dismissal

1. If a severe storm is in process during dismissal, it is the discretion of the Operations Director and School Director or their designee to release scholars. The Operations Director and School Director or their designee is permitted to hold scholars past the release time if they feel that scholar safety would be impacted by dismissing them.
2. Allowing parents who are attempting to pick up their children to take shelter inside the school building is also at the discretion of the President and Principal or their designee. If the situation permits, standing procedures to check visitors in is suggested, unless an immediate threat to life is present.

### SHELTER-IN-PLACE (Chemical/Hazardous)

INSIDE THE BUILDING IS SAFER THAN OUTSIDE: DO NOT LEAVE ROOM

**Examples:** Biological Attack, Chemical Accident, Hazardous Materials Release Outside School

**Purpose:** Scholars and staff stay indoors because of an environmental threat outside.

**Guidelines:** Shelter-in-place is called when there is an imminent threat of airborne hazardous materials entering the building. This can occur because of a hazardous chemical spill near or upwind of the campus.

#### **Before the drill:**

Develop plans and procedures for closing and locking exterior doors and for sealing any openings around doors and windows. The plan should state how the HVAC system will be turned off. (Facilities may want to mark the appropriate switches and circuit breakers ahead of time.) Planning should include provisions for portable classrooms and for the normal transitions during the school day where scholars are in common rooms or outside.

**During the drill:** Activate Shelter-in-place Drill via intercom system.

1. The drill will be initiated using the words "Shelter-in-Place. Close all windows and doors, and turn off air handlers"
2. Each teacher will shelter scholars currently in their classroom and any scholars within a few steps of their room.
3. Once scholars are sheltered, the teacher will wait for further instructions, and then report any scholars not in class (any missing) and any additional scholars sheltered with the class.
4. Staff should lock and seal exterior doors and shut down fans and air handling systems such as heaters and air conditioners.
5. Advise scholars and staff to disregard the fire alarms. Do not evacuate **UNLESS** fire or smoke is visible or directed to evacuate by Operations Director or School Director based on guidance from the Fire Department.
6. Scholars and staff members should move into main building from portables, unless movement is life-threatening due to outside environmental contamination.
7. The drill will continue while the CRT/ICT reports to the pre-assigned incident command post. Once assembled, the CRT members will complete the scholar accounting process and communicate with first responders about the severity of the hazard and expected duration.
8. Exposed or contaminated people will be kept separate from rest of school population and directed to wash with soap and water.
9. If possible, alternative clothing for exposed individuals will be provided and contaminated clothing will be removed and sealed in plastic bags
10. After scholar accounting is completed, a member of the Leadership team will make a live announcement over the Intercomsystem.

#### **Debriefing after the drill:**

1. Identify areas for improvement with CRT/ICT.
2. The Operations Director will complete a report on each Shelter-In-Place (Chemical/Hazardous) drill indicating that all the steps listed above were followed.
3. To receive credit for the drill, complete and submit the Drill Tracker.

## EARTHQUAKE

### Drop, Cover, and Hold

**Purpose:** Scholars and staff take cover during a large and damaging earthquake

**Guidelines:** While a major earthquake is uncommon in our area, with the recent outbreak of smaller, non-damaging earthquakes, we must prepare for the potential that a large, destructive, and dangerous earthquake could occur here. This procedure is designed for large earthquakes over 5.8 magnitude on the Richter scale. The main goal of Earthquake Drills is to afford protection from falling and flying debris and increase the chance of surviving a building collapse. Studies of injuries and deaths caused by earthquakes over the last several decades show that people are much more likely to be injured by toppled, falling or flying objects (loose items on shelves and counters, shattered window glass, unsecured bookcases and computers, etc.) than die because of a collapsed building.

#### Before the drill:

1. Confirm staff members have been trained on Earthquake procedures
2. Review Emergency Codes (Intercom System)

**During the drill:** Activate Earthquake Drill via intercom system.

#### A. Scholar Earthquake “Drop/Cover/Hold” Procedures inside:

1. Upon command, drop to knees facing away from windows.
2. Get body under/below equipment (desk, table, chair, etc.)
3. Grasp equipment (furniture legs, etc.) with both hands and hold tightly.
4. Do not use elevator
5. Wait quietly for further instructions.

#### B. Scholar Earthquake “Drop/Cover/Hold” Procedures outside:

1. Stay clear of all buildings, powerlines, light poles, etc.
2. Drop to the ground and hold on to a stable object if possible.
3. Keep roadways, fire lanes, hydrants and walkways clear for emergency crews.
4. Remain clear of obstacles and wait quietly for further instructions.

**If a major earthquake was to occur at a Cristo Rey OKC facility while school was in session, the following procedures would be implemented:**

1. Initiate Earthquake procedures immediately.
2. After the initial shock, each teacher should check for injuries and render first aid as needed. Seriously injured persons should not be moved unless they are in danger of further injury.
3. Teachers are to accompany scholars in a safe and orderly manner and take scholars to their assigned evacuation area if there is notable damage to their room. Each teacher should have a class roster in order to account for scholars at his/her assigned destination.
4. Please instruct scholars that if an earthquake occurs while not in class, scholars are to take all necessary precautions to protect themselves and go to the first classroom they come across.
5. Teachers are asked to take roll at their assigned area and are to remain with their classes and await further instructions.
6. All teachers who have a conference period are to report to the front office of the building for further instruction.
7. If you have a special assignment, you must first assure the safety of your scholars by taking your class to the assembly area. Arrange to have your class covered by the person closest to your location once outside.

#### Debriefing after the drill:

1. Identify areas for improvement with CRT/ICT.

2. The Operations Director will complete a report on each Earthquake drill indicating that all the steps listed above were followed.
3. To receive credit for the drill, complete and submit the Drill Tracker.

### Special Situations

1. If there isn't a table or desk nearby, cover your head, neck, and face with your arms as best you can and crouch in an inside corner of the building. Stay away from windows, outside doors, and walls, and anything that could fall, such as lighting fixtures or furniture.
2. Modifications for people with disabilities or access and functional needs: If a person(s)' mobility is limited and they are unable to perform the DROP, COVER and HOLD ON, it is important that they do not try to move to a "safer place" or attempt to move outside during an earthquake. Movement will be very difficult and the risk of injury by falling or being struck by toppled and flying objects are great; instead, they should protect their head, neck, and face with a pillow or their arms, and bend over if able.

## FLOOD

### (NEAR OR ON SCHOOL GROUNDS)

**PURPOSE:** Flooding is a natural feature of the climate, topography, and hydrology of Oklahoma City and its surrounding areas. Some floods develop slowly during an extended period of rain or in a warming trend following a heavy snow. Flash floods can occur quickly, without any visible sign of rain. Catastrophic floods are associated with burst dams and levees, hurricanes, storm surges, tsunamis, and earthquakes. The purpose is to ensure that there are procedures in place to protect staff/scholars and school property in case of a flood.

**CORE FUNCTIONS:** The city of Oklahoma City Emergency Management Team, the National Weather Service, and other Federal cooperative agencies have an extensive river and weather monitoring system and provide flood watch and warning information to the school community via radio, television, Internet, and telephone. In the event of a flood, the CRT Lead/ICT Incident Commander, or authorized personnel, will activate the EOP.

The school's intercom system acts as a warning system to notify staff/faculty and scholars in case of imminent or confirmed flooding, including that due to dam failure. If there is a loss of power, a megaphone and two-way radios will serve as backup alerting/communication devices.

#### A. Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of a flood include the following:

- Communications Plan
- Relocation Plan
- Reunification
- Health and Medical
- Evacuation Plan
- Reverse Evacuation Plan
- Psychological Healing

#### B. Activating the EOP

An authorized member of the CRT/ICT will determine the need to activate the EOP.

##### 1. CRT Lead/ICT Incident Commander Actions

- Issue stand-by instruction. In consultation with the CMO partners (RDOs and COO) determine if evacuation is required.
- Activate communications procedures.
- Notify local law enforcement of intent to evacuate, the location of the safe evacuation site, and the route to be taken to that site.
- Delegate a search team to ensure that all scholars have been evacuated.
- Determine if additional procedures should be activated.
- Issue directed transportation instruction if scholars will be evacuated to a safer location by means of buses and cars.
- Notify CMO partners (RDOs and COO) of the status and action taken. COO will notify E-Team.
- Update CMO partners and CRT/ICT of any significant changes.
- Do not allow staff and scholars to return to the building until proper authorities have determined that it is safe to do so.
- Determine whether school will be closed or remain open.
- Document all actions taken.

##### 2. CRT/ICT Members

- Monitor radio and Internet for flood information and report any developments to the CRT Lead/ICT Incident Commander.
- Review procedures with staff as needed.
- Disseminate information about the incident and follow-up actions such as where the school has relocated and family reunification procedures.
- Implement the internal and external communications procedures.

## Criteria 3: Health & Safety

- Notify relocation centers and determine an alternate relocation center, if needed, if primary and secondary centers would also be flooded.
- Implement additional procedures as instructed by the CRT/ICT Lead/Incident Commander.
- Take appropriate action to safeguard school property.
- Document all actions taken.

### 3. Staff Actions

- Execute evacuation procedures when instructed by the CRT/ICT Members.
- Take the class roster and emergency kits. Take attendance before leaving the campus.
- Remain with scholars throughout the evacuation process.
- Upon arrival at the safe site, take attendance. Report any missing or injured scholars to the CRT/ICT.
- Do not return to the school building until it has been inspected and determined safe by proper authorities.
- Document all actions taken.

## PARENT-SCHOLAR REUNIFICATION PROCESS

**Purpose:** The Parent-Scholar Reunification Process is used to ensure a safe and secure means of accounting for scholars and reuniting parents/guardians with their children when ever the school facility or grounds is rendered unsafe and a remote site is needed.

The parent/guardian picking up a scholar will report to the **Adult Report Point**. The Scholar/Family Reunification Team will post signs. Security Team Members will be stationed to assist parents/guardians in finding the **Adult Report Point**. Two or more members of the Scholar/Family Reunification Team who are working the report point will greet the arriving parent or guardian. The team members will provide the parent or guardian a copy of the Scholar Release Form asking the parent or guardian to complete the first section. A team member will then confirm the identity of the parent or guardian utilizing a government issued picture identification (driver's license, military ID, passport, etc.), and confirm that the parent/guardian is listed on the emergency contact form for the scholar as being authorized to pick up the scholar. A team member will then complete the second section of the Scholar Release Form and hand it to a runner to be carried to the **Scholar Holding Area**. The parent/guardian will be asked to step around to the **Scholar Release Point** and wait for the runner to return. [NOTE: The **Adult Report Point** and the **Scholar Release Point** may be consolidated if there are too few Scholar/Family Reunification Team Members to run both locations.]

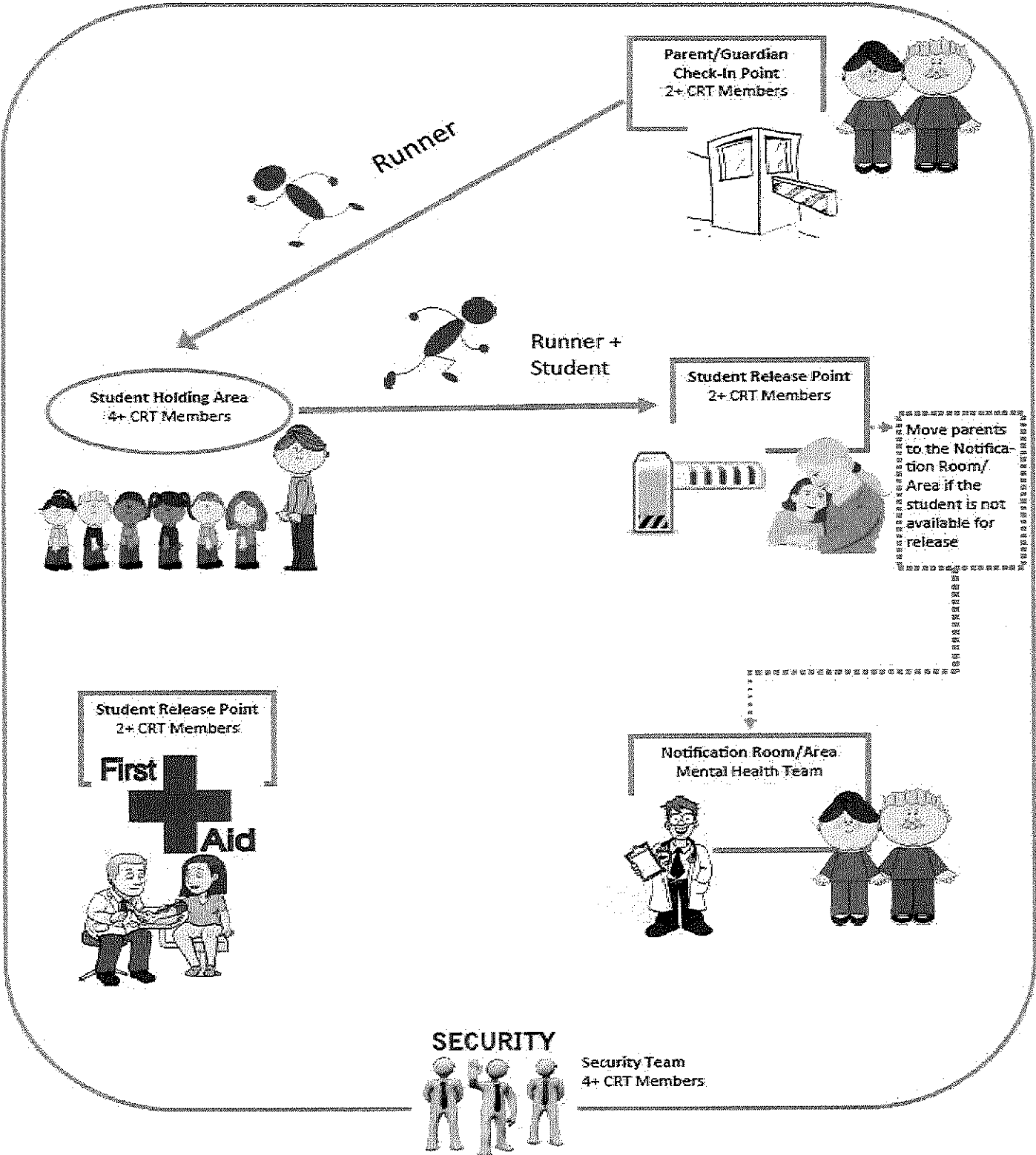
The runner will deliver the Scholar Release Form to the 2 or more members of the Scholar/Family Reunification Team who are working at the entrance to the **Scholar Holding Area**. The team members will have the requested scholar report to them if the requested scholar is present in the holding area. A team member will then record on a roster that the scholar has been released from the holding area, check off the "Sent with Runner" entry in the third section of the Scholar Release Form, and send the scholar with a runner to the **Scholar Release Point**. If, however, the scholar was never at school that day (absent), is being attended to at the **First Aid Station**, has been taken to the hospital, is not available for pickup due to some "other" situation, or is missing, the team member will make the appropriate entry in third section of the Scholar Release Form and enter comments to clarify the status. The runner will deliver the Scholar Release Form to the **Scholar Release Point**.

When the runner delivers the Scholar Release Form and the scholar (if available) to the 2 or more Scholar/Family Reunification Team Members at the **Scholar Release Point**, the team members will call for the parent/guardian picking up the scholar. The parent/ guardian's identification will again be confirmed utilizing a government issued picture identification. The parent/guardian will then sign for the scholar and then depart the area with the scholar. If, however, the parent or guardian must be notified that the scholar is not available for pickup, a Scholar/Family Reunification Team Member will escort them to the **Notification Room**, where the notification will be made privately based on the information provided in the third section of the Scholar Release Form. The team members in the **Notification Room** will be responsible for helping the adult and finding answers to the resulting questions.

# Criteria 3: Health & Safety

## Parent-Scholar Reunification Process (continued)

The double-gated system to be utilized when laying out the Parent-Scholar Reunification Site is depicted below. The previous page provides specific information on the entire system.





## BOMB THREAT/SUSPICIOUS PACKAGE

**EXAMPLE:** Bomb Threat (via phone call/text, in writing, in person, or email), Suspicious Package

**Purpose:** All bomb threats must be taken seriously. The normal procedure is to **NOT** evacuate the building. Any decision to evacuate the building should be made by the Operations Director and School Director *after* consultation with the police and fire departments.

**Guidelines:** Ensure all front office staff and CRT/ICT are trained on how to handle these types of events. The following procedures will be implemented by Cristo Rey OKC staff when a bomb threat/suspicious package is received/discovered in the building:

### A. Bomb Threat via Phone or in Person

When a staff/visitor receives a bomb threat (via phone, or in person), you should:

- Call 9-911.
- Document the conversation using the Bomb Threat Checklist: Click [Here](#)
- Notify Operations Director.
- Meet and assist police.
- As directed by police, help locate/identify suspicious items.
- Evacuate building, as directed.
- Do not re-enter building until cleared by authorized personnel.

When a staff/visitor receives a bomb threat (in writing), you should:

- Call 9-911.
- Notify Operations Director.
- Preserve written threat for investigation by the police (and for possible fingerprints) and do not handle the letter/Save Email or text threats for evidence.
- Meet and assist police.
- Help locate/identify suspicious items.
- If instructed to do so, evacuate building.
- Do not re-enter building until cleared by authorized personnel.

*Note: Hand-held radios, microwaves, cell phones, or radio transmitting devices must NOT be used during the emergency because they could possibly detonate a bomb.*

### B. Suspicious Package

When a staff/visitor receives suspicious letter or package, you should:

- Handle with care - Don't shake or bump. Don't open, smell, or taste.
- Isolate and look for indicators.
- Call 9-911 and notify Operations Director.
- Meet and assist police.
- Identify suspicious items to local authorities.
- If instructed to do so, evacuate building.
- Do not re-enter building until cleared by authorized personnel.

*Note: Hand-held radios, microwaves, cell phones, or radio transmitting devices must NOT be used during the emergency because they could possibly detonate a bomb.*

### Recovery Action Items:

1. After action review with CRT/ICT and communication plan with Staff.

## PSYCHOLOGICAL HEALING PROCEDURES

Examples: Suicide, Death, Traumatic Incident

**Purpose:** These procedures have been developed to provide an emotional catharsis to scholars and staff impacted by trauma at work or in the community. Following a traumatic event or incident, the following recovery procedures should be implemented to staff, and their families in the healing process.

**Guidelines:** The following procedures outline steps to be taken by staff following a trauma, a serious injury or death, and/or a major incident impacting the community.

### **Campus Responsibilities Immediately Following a Serious Injury or Death and/or Major Incident:**

- In nearly all cases of death or serious injury at a campus that has a qualified Social Counselor, that counselor will become the Incident Commander with the Operations Director supporting him/ her as Co -Incident Commander.
- The first director/ campus personnel who learns about the incident will immediately notify Tony Walker (314) 341-9175, Director of Student Support Services as well as the campus Social Counselor if applicable, then notify all other campus directors to ensure leadership awareness.
- The Social Counseling Team and Campus Crisis Response Team/Incident Command Team will coordinate to manage and mitigate incident impact.
- Set up crisis centers and designate private rooms for private counseling/defusing. Pre -determine office spaces – need to be confidential (no windows).
- Convene a staff meeting immediately to discuss how the situation is being handled and to discuss what resources are available to staff – prior to school start.
- Coverage for Staff (if needed) – coordinate any coverage needed for staff members directly affected by the situation.
- Gate Keeper(CRT/ICT) – This is the liaison between parents that arrive on campus and the situation.

### **Campus and Social Counseling Collaboration:**

#### *Hospital/Funeral Arrangements*

- Provide staff with information regarding visitation and/or funeral arrangements (time, location, customs) when available.
- Encourage staff and scholars to attend the funeral to provide support for the family and bring closure to the incident.
- Designate staff person(s) to visit the hospital and/or attend the funeral to represent the school.

#### *Post-Incident Procedures*

- Allow for changes in normal routines or schedules to address injury or death; however, recommend scholars and staff return to their normal routine as soon as possible after the funeral.
- Social Counselors will follow up with scholars and staff who receive counseling and refer them to outside mental health professionals as needed.

Note: Cristo Rey OKC's Social Counseling Team has an in-depth manual with processes and procedures for any potential social/emotional crisis that could occur along with required training for all staff. Please reach out to your campus Social Counselor if you would like to be familiar with specific processes and procedures.

## MEDICAL EMERGENCY PROCEDURES

**Purpose:** To ensure that there are procedures in place to assist staff and scholars in the event of a medical emergency.

**Guidelines:** The medical emergency procedures outlined steps are to be taken to protect staff/visitors from injury or death during an incident and ensure the safety of all occupants when necessary.

### Campus Procedures:

#### *Campus Staff:*

- Quickly assess the situation - make sure the situation is safe for you to approach (i.e., live electric wires, gas leak, building damage, etc.).
- Immediately notify the Operations Director (or a member of the Crisis Response Team/Incident Command Team).
- Notify Campus Nurse or MA
- Assess the seriousness of the injury or illness.
- Call or have someone call 9-911 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).
- Protect yourself against contact with body fluids (blood borne pathogens).
- Administer appropriate first-aid according to your level of training until help arrives.
- Comfort and reassure the injured person.
- Do Not Move an injured person unless the scene is unsafe.
- If the injured person is not breathing or there is no pulse, ask someone to retrieve the Automated External Defibrillator (AED) and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until the AED is ready to use, or call staff trained in the use of the AED to respond to the scene and apply the device.

#### *Operations Director or Incident Commander:*

- Direct staff to call 9-911, if necessary, and provide appropriate information to emergency responders.
- Send school staff with first responder/first-aid/AED training to the scene if this has not already occurred.
- Assign a staff member to meet emergency medical service responders and lead them to the injured person.
- Assign a staff member to remain with the injured person if they are transported to the hospital.
- If injured person is a member of school personnel or a scholar, notify parent, guardian, or other appropriate family member of the situation, include type of injury or illness, medical care given and location where the injured person has been transported. *Usually social counselors or nurses are the best choice to make this call.*
- Ensure scholar or staff medical information from administrative records is sent to the hospital.
- Notify the school counselor or crisis response team and provide a brief description of the incident.
- Advise faculty and staff of the situation, as appropriate.
- Develop and maintain written documentation of the incident.
- Follow-up with appropriate persons and determine if other procedures should be activated.

*Note: When an ambulance is called for ask a fellow staff member to wait outside the building to flag the ambulance down and direct the emergency personnel to the location of the injured individual.*

## SECURITY

**Purpose:** Daily security procedures and protocols are in place to ensure a safe and secure environment, prevent crime, and to deter persons from gaining unauthorized access to the building.

**Guidelines:** Cristo Rey OKC encourages all staff, faculty and scholars to be an active participant in building security and crime prevention measure in place. The following list of security measures are in place on a daily basis or at specified times to ensure the safety of the school community and prevent criminal activity or unauthorized access.

- Badging System (Raptor)
- Cameras
- Gates (at some campuses)
- Intercom Systems
- Background Checks
- Other: List Here

### **Responsibilities:**

#### *Operations Director*

- Ensure that there is a security policy to prevent unauthorized building access at all times and that staff and faculty are familiar with the policy.
- Make requisitions and recommendations for necessary improvement or replacement of inadequate security features of the building.
- Ensure that there is adequate signage directing visitors to the building to the office where they will sign in and out.

#### *Directors, Deans, Teachers and Staff*

- Make sure that the classroom door is able to be locked from the inside and is functioning normally daily.
- Ensure that the scholars are aware of the building security policy and do not permit unauthorized persons into the building.
- Report any unusual conditions or persons to the main office.
- Report to the main office any conditions, concerns or problems that were reported to them.

#### *Office Staff*

- Ensure that all visitors report to the office to sign in when entering the building and sign out when leaving the building.
- Monitor security cameras at the main entrance to ensure only authorized and appropriate persons are allowed into the building.

#### *Campus Facilities/Operations Director*

- Maintain all doors, windows, and other means of entrance into the building to ensure proper operation and that all locks or other means of securing them are functional.
- Report and deficiencies or failures of the building security to the Facilities Manager/Network Facilities Manager in a timely manner.
- Landscaping is addressed to ensure a clear line of site into and from the building

#### *Scholars*

- Notify a staff or faculty member when an unauthorized or suspicious person is observed inside or around the building.
- Notify a staff or faculty member when doors are found unlocked or propped open.
- Report any security or safety concerns or unusual safety conditions to a staff or faculty member.
- Scholars will not permit or allow unauthorized persons to enter the building by opening any locked doors.

#### *General Responsibilities*

- Scholars and Staff are trained not to provide unauthorized access to the building.

## MAP OF BUILDING AND GROUNDS

**Purpose:** Quickly communicate important facility information to first responders.

**Directions:** Prior to the first day of school, evacuation routes should be clearly displayed in each classroom and workspace area.

Maps should include the following:

1. Evacuation routes for each floor
2. Utility access (gas, water, electricity, HVAC, telephone/IT closet)
3. Fire alarm control panel
4. HAZMAT (Hazardous Materials)
5. Assembly area(s)
6. Fire Extinguishers
7. Automated External Defibrillators (AED)
8. First Aid Kits
9. Special needs evacuation equipment (chair lifts, etc.)

In an emergency or exercise, you may need to identify areas for the following:

1. Access control points
2. Incident command post (primary and alternate)
3. Public information room
4. Counseling room
5. Bus loading zone
6. Triage and first aid stations
7. Temporary morgue
8. Other: List Here

Name of staff member who will brief first responders and provide facility map? Chip Carter

# Criteria 3: Health & Safety



# Criteria 3: Health & Safety

## EMERGENCY NUMBERS

Ambulance/Fire Department/Police Department	911
Non-Emergency Ambulance/Fire/Police	311

### Hospitals: Oklahoma City Area

St. Anthony Hospital	405-272-7000
The Children's Hospital	405-27-4700
OU Medical Center	405-271-4700
Mercy Hospital	405-755-1515
INTEGRIS Baptist Medical Center	405-949-3011

### Agencies

Child Protective Services	1-800-522-3511
Oklahoma County Health Department	405-427-8651
Adult Protective Services	1-800-522-3511
Animal Control	405-297-3100
Oklahoma County Sheriff's Dept.	405-713-1000
OKC Police Dept.	405-231-2121
Department of Transportation	405-522-8000
Missing Persons Clearinghouse	1-800-522-8017
Poison Control Center	1-800-222-1222
Runaway Hotline	1-800-RUN AWAY
Rape Crisis Hotline	405-943-7273

### Services

Oklahoma Natural Gas	800-664-5463
OG&E	405-272-9595
Water Dept.	405-297-3334

**Item 4: The private school must be academically accountable to the parent or legal guardian for meeting the educational needs of the student.**

### **CROKC – Parent and Student Handbook – Sections 3.2 – 3.12**

#### **Academic Expectations**

A core value is our commitment to academic rigor. Every student has the opportunity to receive a college preparatory education. To deliver this opportunity, all behavior at Cristo Rey OKC should help to establish and maintain an environment that fosters maximum learning and mutual respect. We expect students to take responsibility for their learning by practicing the following behaviors:

- Students should submit assignments on time, neat, clean, legible, and reflective of his/her best ability.
- Students should expect to study every night to review the day's lessons and prepare for the next day.
- Students should take advantage of all available resources (teachers, tutors, academic support staff mentors and libraries), at home and in the community to enhance their education.
- Students should be active, cooperative learners -- bringing their expertise to the classroom and actively participating in discussions to enhance the learning experience of the entire class.

#### **Course Credits**

Cristo Rey OKC aligns its course requirements to the Oklahoma State Board of Education's stipulations. Students must successfully complete all courses to advance to the next grade level. Students may make up to two credits lost due to failure in a class. Class credit recovery is only available for Cristo Rey OKC students through our Summer Credit Recovery Program. In the Summer Credit Recovery Program, students will recover credit by completing self-paced courses that target learning in the areas of greatest weakness. Cristo Rey OKC may ask students who do not successfully complete any course at the end of the academic year or Credit Recovery Program to transfer.

#### **Grading Philosophy and Academic Infraction**

Grades measure a student's knowledge, skills, and growth in each class. At Cristo Rey OKC, one of our core values is commitment to growth. If students are unable to show mastery of a concept on a test, project, or paper, we believe they should have the opportunity to redo the assignment to show mastery and growth. Students should take the initiative to coordinate this with their teachers in a timely fashion (usually within one week of the initial assignment). Modified grades will depend upon the nature of the assignment and the teacher's discretion. Students may not request "extra credit" work from teachers. We ask students to complete "prep work" or homework in advance of class. If a student



## Criteria 4: Academic Accountability

chooses not to complete prep work or homework, s/he will earn a zero for that assignment.

Major and evaluative assignments (tests, projects and papers) are the primary sources teachers use to gauge a student's knowledge, skills and growth. As such, Cristo Rey OKC abides by a "no zero" policy for these types of assignments.

- If a student does not turn in a major assignment or turns it in late, s/he will earn a Level I Academic Infraction; and the faculty member will establish an extended deadline. The student also will receive a 10% deduction from their final grade due to missing the original deadline.
- If the student misses the extended deadline, s/he will earn a Level II Academic Infraction and will meet with an administrator and the teacher to discuss extra means of support and a final extended deadline. The student also will have 20% deducted from their final grade due to missing the second extended deadline.
- If the student still does not turn in the assignment, s/he will earn a Level III Academic Infraction. The student and their parents will meet with the Principal to discuss further consequences. The student also will receive a 30% deduction from their final grade due to missing the final extended deadline.

Cristo Rey OKC records each infraction in the student's academic record, progress reports and report cards. The school will notify parent/guardian of each infraction to ensure awareness of the child's failure to meet deadlines. If a student accumulates more than four academic infractions of any level, an administrator will meet with the student and his/her parent/guardian. The school may place the student on a performance improvement plan or may require the student to appear before the SAR.

### Grading Scale

The school uses two grading scales – a College Prep or standard grading scale and an Advanced Placement (AP) grading scale. Only AP courses use the AP grading scale.

College Prep Standard Scale	Advanced Placement (AP)
90-100% (4.0 QP)	90-100% (5.0 QP)
80-89% (3.0 QP)	80-89% (4.0 QP)
70-81% (2.0 QP)	70-81% (3.0 QP)
60-69% (1.0 QP)	60-69% (2.0 QP)
0-59% (0.0QP)	0-59% (0.0QP)

### Academic Honors

Cristo Rey OKC awards academic honors for the following grade point averages each quarter and semester.

- **President's Honor Roll:** GPA of 3.9 or higher
- **Principal's Honor Roll:** GPA of 3.75 to 3.89
- **Dean's Honor Roll:** GPA of 3.6 to 3.74

### Academic Honors at Graduation

Cristo Rey OKC awards academic honors for the following grade point averages (GPA).

- **Summa cum laude:** cumulative GPA of 3.9 or higher
- **Magna cum laude:** cumulative GPA of 3.75 to 3.89
- **Cum laude:** cumulative GPA of 3.6 to 3.74

### Peer Tutoring

Cristo Rey OKC encourages students to become peer tutors. Peer tutors must have a GPA of 80% or above in the class for which they would like to be a peer tutor. Teachers of potential peer tutors will be asked to confirm that the student has shown leadership, good classroom behavior, and has an acceptable grasp of material. Peer tutors will undergo training with an academic administration staff member. The school expects peer tutors to attend occasional follow-up trainings throughout the year to receive tips and suggestions for effective peer tutoring. The school expects peer tutors to be open to growth and feedback as they hone their teaching skills.

### Mandatory Academic Support

During the year, the academic administration will run grade checks for all students. Students who have earned grades below 70% in two or more classes may be required to attending academic support sessions with an academic advisor ("Mandatory Academic Support"). Mandatory Academic Support sessions strive to provide individualized and small group support to struggling students, assist students in setting goals and reflecting on those goals regularly, and assist students with academic skills (time management, prioritization, study skills).

Mandatory Academic Support may be held after school. Part of Mandatory Academic Support includes mandatory assigned office hours with teachers or tutoring with peer tutors. We will notify parents/guardians if their student is placed on Mandatory Academic Support.

### Academic Honesty

Consistent with our Catholic values and academic integrity, Cristo Rey OKC expects students to act responsibly and honestly with regard to their learning.

Every member of the Cristo Rey OKC community (teachers, staff, students, and parents) is responsible for maintaining academic honesty. Cristo Rey OKC believes all academic work should be the independent product of a student. We stand firm against academic dishonesty which includes, but is not limited to, copying another student's work; cheating on a quiz or test; and plagiarism (offering someone else's ideas or work as one's own).

Students should not lend their work to others. If a student seeks assistance, the student providing it should do so in person. Written work should not be passed from one student to another. Any student ignoring this requirement and providing his/her answers or work to another will equally share responsibility and consequences.

1. If a student copies or allows someone else to copy their check point assignment, s/he will earn a Level I Academic Dishonesty Infraction and will receive no credit for the assignment. The student is still responsible for re-doing the assignment for no credit.
2. If a student copies or deliberately allows someone to copy their work on an evaluative or major assignment, s/he will earn a Level II Academic Dishonesty Infraction and will meet with an administrator and the teacher to discuss extra means of support. The student will also receive no credit for the assessment or part of the assessment.
3. If a student plagiarizes, he/she will earn a Level III Academic Dishonesty Infraction. The student and their parents/guardian will be asked to meet with the principal, and further consequences will be discussed. The student also will receive no credit for the assignment or part of the assignment. An infraction of this level will remain in a student's official academic record and may be cleared after two semesters, if there are no other academic dishonesty infractions of any type during that time.

Cristo Rey OKC reserves the right to pursue further discipline, including dismissal from the school, at the discretion of an administrator and the teacher if a student earns multiple Academic Dishonesty Infraction.

**Grading Periods**

Cristo Rey OKC splits the academic year into two semesters – fall and spring. Each semester has two quarters.

**Semester Grades**

	Freshmen	Sophomores	Juniors and Seniors
This percentage of the grade is composed of teacher grades in the categories listed below: Check Points Evaluative Points Major Assignments	90% of Semester Grade	85% of Semester Grade	80% of Semester Grade
Semester Exam	10% of Semester Grade	15% of Semester Grade	20% of Semester Grade

Cristo Rey OKC issues progress reports midway through each quarter and report cards at the end of each quarter

**Course Catalogs**

Cristo Rey OKC offers the following courses, and credit is earned upon passing the course.

<b>Freshmen</b>	<b>Sophomores</b>	<b>Juniors</b>	<b>Seniors</b>
<ul style="list-style-type: none"> <li>- English 1</li> <li>- Math 1 / Math 2</li> <li>- Physical Science</li> <li>- Oklahoma History</li> <li>- Theology 1</li> <li>- Entrepreneurship</li> <li>- Spanish</li> </ul>	<ul style="list-style-type: none"> <li>- English 2</li> <li>- Math 2 / Algebra 2</li> <li>- Chemistry</li> <li>- AP World History</li> <li>- Theology 2</li> <li>- Start-up Technology</li> <li>- Spanish</li> </ul>	<ul style="list-style-type: none"> <li>- English 3</li> <li>- Algebra 2 / Pre-Calculus</li> <li>- Biology</li> <li>- U.S. History</li> <li>- Theology 3</li> <li>- Yearbook</li> <li>- Topics in Science</li> </ul> <p><b>AP options:</b>                      AP U.S. History                      AP English Language and Composition                      AP Spanish Language                      AP Seminar</p>	<ul style="list-style-type: none"> <li>- English 4</li> <li>- Algebra 3/Pre-Calculus</li> <li>- Anatomy and Physiology / Geology</li> <li>- U.S. Government</li> <li>- Female Doctors of the Church / Vocations and Peer Ministry</li> <li>- Yearbook</li> <li>- Topics in Science</li> </ul> <p><b>AP options:</b>                      AP Literature                      AP Calculus AB                      AP Government and Politics                      AP Spanish Literature</p>

### Graduation Requirements

To satisfy the requirements for a diploma, a student must earn the required number of credits, pass all courses taken during the Senior year, complete all Corporate Work Study Program (CWSP) work days, and cooperate with all school policies, rules and regulations.

A credit is defined as a completed unit of study. On average, an hour of work is the equivalent of 47 minutes of class time (often called a “contact hour”). A minimum of 120 hours of work by each student is required for each unit of credit. Ordinarily, a course must cover a year-long period for every unit of credit given.

Students at Cristo Rey OKC are required to take at 30-32 credits over their four years. Cristo Rey OKC’s curriculum will also include Advanced Placement (AP) courses. Ordinarily, a course must cover a year-long period for one credit.

#### Required Credits Include:

- English – 4 Credits (1 credit = 1 full year of instruction)
- History – 4 Credits
- Mathematics – 4 Credits
- Religion - 4 Credits
- Science - 4 Credits
- Spanish - 2 Credits
- Corporate Work Study Program - 4 Credits
- Technology - 2 Credits
- Electives – 4 Credits

Total = 30-32 Credits necessary to graduate.

#### Other Graduation Requirements:

- Cristo Rey OKC students must take the SAT test at least twice: in the spring of their junior year and in October of senior year reporting the score to Cristo Rey OKC.
- Cristo Rey OKC students must complete community service hours each year.
- Students in Advanced Placement courses must take the related Advanced Placement Exam.
- All Seniors must apply to at least ten colleges (including eight 4-year colleges and one University Partner).

**Item 5: The private school must employ or contract with teachers who hold baccalaureate or higher degrees, or have at least three (3) years of teaching experience in public instruction in subjects taught.**

### **CROKC – Teacher Job Description Excerpt**

#### **Required Education and Experience**

Education: Bachelor's Degree from an accredited university

Experience: 2 years of teaching experience including creating curriculum aligned to standards

Computer Skills: Advanced Microsoft skills.

**Item 6: The private school must comply with all state laws relating to general regulation of private schools and adhere to the tenets of all published disciplinary procedures prior to the expulsion of a scholarship student.**

### **CROKC – Parent and Student Handbook Section 7.3-7.6**

#### **System of Accountability**

At Cristo Rey OKC, we have created a place where students have the opportunity to learn and grow in a safe, professional, challenging, and rewarding Catholic environment. We believe students will be ready for school, work, and life if they are held to high standards and accountable for their choices, actions, and words.

Students begin the year with the same expectations and privileges, and it is up to the students to demonstrate they can handle the responsibilities associated with such privileges. Students who are not able to demonstrate such responsibility are subject to the following discipline procedures through the System of Accountability.

Cristo Rey OKC recognizes that students work best in an environment with fair and reasonable practices and performance standards that are clearly understood and consistently administered. Occasionally, a student may not meet the standards and expectations of Cristo Rey OKC. In these cases, the System of Accountability may be used for any resolution that is needed. Cristo Rey OKC and CWSP follow but are not limited to the exact order of the suggested courses of action found in the System of Accountability.

The corrective action process consists of four distinct responses, each providing support for improvement and behavior correction as well as a warning of escalating consequences if improvement does not occur. However, Cristo Rey OKC may, in its sole discretion, eliminate any or all the steps listed below.

#### **Classroom Accountability**

Immediate Consequence - Minor discipline issues warrant an “Immediate Consequence.” These may be any issue that causes disruptions to the classroom or school environment. Multiple immediate consequences may lead to a classroom or administrative accountability meeting.

Classroom Accountability Meeting – Classroom accountability meetings are assigned by teachers as natural consequences for continued inappropriate behavior or rule violation. The meetings will be initiated and supervised by a classroom teacher.

### **Administrative Accountability**

Immediate Consequence – The Principal and/or Dean of Students holds these meetings at his/her discretion immediately at the time of incident as a natural consequence for students to reflect on inappropriate behavior and how their actions have impacted the Cristo Rey OKC community.

Administrative Accountability Meeting – This meeting is necessitated by a series of minor discipline actions resulting in a major discipline action. At this meeting, a parent/guardian must be present. If needed, an improvement or growth plan will be created to benefit the student and the larger school community.

### **Student Accountability Review (SAR)**

The SAR is the most serious and potentially final step in the System of Accountability. The Council is composed of, but not limited to Class Counselor, Social Counselor, Corporate Work Study Program representative, student's teacher and the student's advisor.

During SAR meetings, all participants are made aware of a student's school record. The SAR also will grant the student and parent/guardian an opportunity to speak, after which the SAR members will vote on one of two actions to be taken.

Action 1: Student continues at Cristo Rey OKC following expectations of student and family contract.

Action 2: Dismissal from Cristo Rey OKC

The final decision(s) of the SAR is subject to the Principal's approval. The Principal will promptly notify the student and his/her family of the final decision.





## Criteria 7: Accreditation

### OKLAHOMA STATE DEPARTMENT OF EDUCATION

July 29, 2022

Cristo Rey Catholic High Schl - 55P071  
900 N PORTLAND  
Oklahoma City, OK 73107-

Dear School Administrator :

The 2022-2023 accreditation statuses for your school district and sites have been approved by the State Board of Education. **The district status and site status are listed separately, per State Board of Education rules.** State Board of Education regulations allow accreditation for one year only; therefore, continuing compliance with accreditation standards is imperative at all times.

Please see the attached page(s) for you district and site accreditation statuses for school year 2022-2023

If you have any questions, please contact your Regional Accreditation Officer. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Ryan Pieper".

Ryan Pieper  
Executive Director  
Accreditation Division

Enclosure

# Criteria 7: Accreditation

Joy Hofmeister  
State Superintendent of Public Instruction  
Oklahoma State Department of Education

Accreditation Status for District 2022 - 2023

55P071 CRISTO REY CATHOLIC HIGH SCHL

Recommendation: Accreditation with no Deficiencies

Accreditation Status for Sites 2022 - 2023

705 CRISTO REY CATHOLIC HS : Grades - 09 - 12

Recommendation: Accreditation with no Deficiencies