



RYAN WALTERS
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

MEMORANDUM

TO: The Honorable Members of the State Board of Education
FROM: Ryan Walters
DATE: February 23, 2023
SUBJECT: Lindsey Nicole Henry Scholarship

St. John Nepomuk Catholic School (SJN) request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through the Oklahoma Conference of Catholic Schools Accrediting Association (OCCSAA) and recognized by the Oklahoma Private School Accreditation Commission charged by the Oklahoma State Department of Education with overseeing educational quality of accredited private schools in the state.

SJN provides many accommodations for students with disabilities. They have a speech pathologist that will come to the school and work with those students identified as needing speech therapy. SJN will also create modification plans for those students needing special accommodations.

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

- Criteria 1: Fiscal Soundness – SJN Handbook page 3
- Criteria 2: Non-Discrimination – SJN Handbook page 6
- Criteria 3: Health and Safety – SJN Handbook pages 39-43
- Criteria 4: Academic Accountability – SJN Handbook page 15
- Criteria 5: Teacher Requirements – SJN Handbook page 5
- Criteria 6: State laws and disciplinary procedures – SJN Handbook pages 52-67
- Criteria 7: Accreditation – OCCSAA certificate

RW/se



St. John Nepomuk Catholic School PreK3-8

NAME OF PRIVATE SCHOOL

GRADE LEVELS

600 Garth Brooks Blvd. Yukon, OK 73085

ADDRESS

CITY

STATE

ZIP

405-354-2509 www.sjnok.org

PHONE NUMBER

WEBSITE ADDRESS

Janet Edgar, Principal

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Janet Edgar principalsjn@sjnok.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.*

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.*

SJN provides many accommodations for student with disabilities. First, we have a speech pathologist come and work with students identified. We also have teachers designated solely to help students that are struggling. They are pulled out of class and work privately with a teacher. We also create Student Modification Academic Plans for students that need special accommodations. Attached many IEPs are given to teachers to have individualized learning for their students.

I verify that St. John Nepomuk Catholic 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.

Janet Edgar
SIGNATURE

2/2/23
DATE

Complete application and required documents may be emailed to stacy.eden@sde.ok.gov.

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

History of Saint John Nepomuk Catholic School 1953-2020

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

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

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

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

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

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

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

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

The summer of 2004 brought wonderful improvements to the Saint John facility. The west end of the PAC building underwent a transformation to become a new commercial kitchen. The former cafeteria and gym were brought to new life as Marian Hall, the new parish hall. The elementary building upgraded security by enclosing the school's main hallway, as well as the breezeway connecting the two buildings, plus the addition of new bathrooms for the students at the north end of the building.

Oklahoma City. Relevant educational reports or records of diagnosis, where applicable, must be provided upon request. Student service plans cannot contain accommodations or modifications that are in opposition of Church teaching.

Administration

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

Admission Information

NON-DISCRIMINATION POLICY and RESERVED RIGHTS

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

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

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

Admission Policy

- ❖ The parents/guardian of a student admitted to Saint John Nepomuk Catholic School must subscribe to the school's philosophy and agree to abide by the policies and regulations of the school and the Archdiocese.

Criteria 3: Health & Safety

and procedures. All students in grades Pre-K 3 through 2 regardless of height will be required to provide the required safety seat or booster. St. John staff members will verify all vehicles and safety seats prior to departing to or from field trips. Students who do not have the required safety seat or booster will be unable to attend the field trip and will be considered absent during the field trip. The student must remain with a parent or guardian until the field trip concludes and he/she is returned to school for the remainder of the day.

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

Eighth Grade Class Trip

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

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

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

Graduation

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

Health and Safety

Accident, Injury, Sudden Illness

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

The school will render simple first aid only.

When a student becomes ill and it is necessary to send the child home, the parent/guardian will be contacted by the office personnel. If the parent/guardian cannot be reached, the emergency contact will be used to contact the next person listed to advise of the child's illness.

Because the school has no space to care for sick children, it is necessary that parents have someone designated to pick up the child and care for them once they leave school. Students will not be allowed to go home by themselves.

Criteria 3: Health & Safety

Accident Insurance

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

Contagious or Communicable Diseases

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

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

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

Chicken pox: If your child has chicken pox, he/she should not be back in school for 7 days from the time he/she is completely broken out. This is the least amount of time.

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

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

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

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

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

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

Criteria 3: Health & Safety

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

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

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

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

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

Health Policy Archdiocese of Oklahoma City

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

Diabetes

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

Medication

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

- ❖ Prescription medication or over the counter medication as needed, will be dispensed ONLY if it is in its original container with the student's name, name of student's doctor, frequency, dose and date. The parent must sign a SJNCS medical consent form.
- ❖ If a student has a serious illness that might require emergency medicine to be administered, it is the responsibility of the parent/guardian to provide training to school employees regarding its administration.
- ❖ Parents/guardians are required to deliver the medicine to the school office. Medicine should never be sent with the student. Failure to comply with this endangers all students. Violators face expulsion.

Criteria 3: Health & Safety

- ❖ All medicines are kept locked and out of reach of students.
- ❖ Designated school employees who administer medicine in accordance with state guidelines shall not be liable for civil damages for any personal injuries incurred by the student as a result of administering the medicine or failure to administer the medicine.

Inhalers

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

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

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

MEDICAL MARIJUANA

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

Health Records

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

Reporting of Suspected Child Abuse or Neglect

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

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

Reporting of Threatening Behavior

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

Criteria 3: Health & Safety

student is a victim of abuse or neglect to report the matter immediately to the Department of Human services hotline and to local law enforcement. Section 2(B): Defines the "child abuse and neglect" that must be reported. If you would like a copy of the Senate Bill 1150 in its entirety, you may request this from the school office.

Student Potty Training & Hygiene

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

Potty-trained children:

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

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

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

In the event your child has an "accident":

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

School Organizations

School Advisory Council (SAC)

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

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

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

SCRIP

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

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

#4

Academic Information

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

The teachings and traditions of the Catholic Church and the values of Christian living permeate the school day. This high priority is expressed through worship, prayer, religious education classes and the general climate of the school. Saint John Nepomuk Catholic School offers a balanced academic curriculum that includes the following subjects: religion, math, language arts, science, social studies, music, physical education, art, Spanish, computer science and library science. SJNCS is committed to providing appropriate and challenging educational programs to every student.

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

Accelerated Reader (AR)

Philosophy of Saint John Nepomuk Catholic School

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

MISSION INTEGRITY

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

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

Accreditation

#5
Saint John Nepomuk Catholic School is fully accredited by the Oklahoma Conference of Catholic Schools Accrediting Association, which is recognized by the State of Oklahoma. The administrator and teachers are certified and hold valid Oklahoma teaching certificates. The Archdiocesan Office of Religious Education further certifies teachers of religion. In addition, the school meets the standards and policies of the Archdiocese of Oklahoma City Catholic School Office and the School Advisory Council.

ACADEMIC NEEDS

St. John Nepomuk Catholic School does not have a designated Special Education program. Students seeking admission to the school with Rehabilitation Act Section 504 documentation, IEP documentation, long-term medical/health/behavioral documentation, or requests for special student accommodations that significantly alter the regular classroom process may undergo an application review with the assistance of the Office of Catholic Education of the Archdiocese of

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

This Policy and Grievance Procedure applies to all applicants for admission and employment, students, and employees. The Policy and Grievance Procedure will be disseminated to all such individuals, as well as parents and legal guardians of students.

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

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

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

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

Name: Art Chernak
Address: 600 Garth Brooks Blvd.
Telephone Number: 405-354-2509 X 105
Email address: achernak@sjnok.org

Name: Father John Metzinger
Address: 600 Garth Brooks Blvd

Criteria 6: Disciplinary Procedures

Telephone Number: 405-354-2509 X 107

Email address: pastor@sjnok.org

Designated Coordinators will be responsible for:

- a. Ensuring compliance with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations in a manner consistent with Catholic teaching.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment, and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other School employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints.
- f. Referring all sexual assault or harassment complaints to designated external third-party investigator for investigation.
- g. Immediately informing the Archdiocese of Oklahoma City's Director of Catholic Education and Chancellor of all complaints of discrimination and keeping them informed of all developments in each case as well as final disposition of the case.
- h. Identifying and addressing patterns and/or systemic problems and reporting such patterns or systemic problems to the Principal, with a carbon copy to the Archdiocese of Oklahoma City's Director of Catholic Education and Chancellor.
- i. Reviewing all evidence in harassment or violence cases brought before the School's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- j. Ensuring that all investigations address whether students or employees other than the reporting student or employee may have been subjected to discrimination, harassment, or retaliation.
- k. Informing the Archdiocese of Oklahoma City's Director of Catholic Education and Chancellor of all instances in which a reasonable person in the Coordinator's position determines that School employees with knowledge of allegations of discrimination, harassment, or retaliation failed to carry out their duties in responding to and reporting the allegations to the designated compliance coordinator.
- l. Recommending changes to this policy and grievance procedure.
- m. Performing other duties as assigned.
- n. Removing oneself from the Compliance Team if a conflict of interest is discovered.

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The designated Coordinators will not be assigned any additional job responsibilities that may create a conflict of interest with their Coordinator responsibilities.

The School's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy is available online at www.sjnok.org. Further, this policy is referenced in the in the School Handbook (i.e. both student and faculty handbooks), and is available in the administration office. The contact information for the designated Coordinators is also available on the School website, in the School Handbook, and in the administration office.

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

1. Anti-Harassment

Harassment is a form of discrimination, and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, disability, age, sex, or other protected category, that is objectively sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

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

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

The following are examples of behavior that may constitute harassment:

- a. Ongoing name-calling
- b. Ongoing teasing or taunting

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

This list is illustrative only, and not exhaustive. Harassment includes inappropriate conduct based upon any legally protected status. Harassment has no place at the School. It is expected that employees and students will treat one another with mutual respect and dignity. It is the responsibility of every student and employee to conduct themselves in a manner consistent with the School's policies, and to create an atmosphere free of discrimination and harassment.

Sexual harassment is also against the policy of the School. The School strictly prohibits any discrimination, harassment, or retaliation based upon an individual's sex. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex), as well as any unwelcome sexual advances, requests for sexual favors, or any other conduct of a sexual nature, when:

- Submission to the advance, request, or conduct is made either explicitly or implicitly a term or condition of an individual's employment, grades, academic status, or participation in the School's programs or activities;
- Submission to or rejection of the advance, request, or conduct is used as a basis for employment or academic decisions affecting such individual, including the provision of an aid, benefit, or service;
- Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance, access to School programs or activities, or creates an intimidating, hostile, or offensive environment for the individual or others; or
- The conduct constitutes sexual assault, dating violence, domestic violence, or stalking, as defined by applicable law.

Please see Appendix A for additional detail on the definitions of sexual misconduct covered by this Policy.

The following are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions
- b. Intentional indecent exposure in any form
- c. Requests or pressure for sexual favors

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- d. Unwelcome comments about an individual's body, sexual activity, or sexual attractiveness
- e. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body
- f. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol
- g. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc.
- h. Sex-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving the conduct of a sexual nature
- i. Sexual harassment, sexual assault, stalking, dating violence, and domestic violence
- j. Strangulation

This list is illustrative only, and not exhaustive.

2. Anti-Retaliation

The School prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for the purpose of interfering with any rights under this Policy, including the right to oppose discrimination (including harassment), or for participating in the School's discrimination complaint process, making a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing related to such conduct. Retaliation is a form of discrimination. Reports made in good faith will not result in any discipline.

The School will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim, including the reporting individual. These steps will include but are not limited to: notifying students, employees, and others that they are protected from retaliation, ensuring that all involved individuals know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the School will take prompt and appropriate responsive action, including disciplinary action up to and including expulsion or termination, if applicable.

B. Grievance Procedures

These Grievance Procedures are intended to provide for the prompt and equitable resolution of all student and employee complaints alleging any action that is prohibited by the School's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy.

Complaint

Criteria 6: Disciplinary Procedures

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

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

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

Supportive Measures

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

Parents and Guardians

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

Notice of Receipt of Complaint

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

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

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

Dismissal of Complaint

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

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may result in a dismissal of the complaint. However, the School may proceed with an investigation as the circumstances may allow.

Investigation

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

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

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

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

The School will attempt to complete its investigation within thirty (30) school days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses, witnesses refusal to cooperate,

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additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance Coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the timeframe to complete the investigation will be extended as needed, keeping in mind the goal of prompt and effective resolution. Periodic status updates will be given to the parties, if necessary.

Informal Resolution

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

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

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

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

Preliminary Review Prior to Investigative Report

Prior to completion of the investigative report, the School will send to each party and the party's advisor, if any, all evidence subject to inspection and review in an electronic format or a hard copy for review. The parties will have ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

Investigative Report

The designated compliance Coordinator (or designated investigator) will complete an Investigative Report, which will fairly summarize all relevant evidence gathered during the

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investigation. If someone other than the designated compliance Coordinator conducted the investigation, the compliance Coordinator will review, approve, and sign the Investigative Report.

The Report will be sent to each party and the party's advisors, if any, for the party's review and written response. The parties will also be entitled to submit written, relevant questions that the party wants asked of any party or witness prior to any determination regarding responsibility, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The response to the Investigative Report and written questions, if any, must be sent to the Coordinator or designated investigator within ten (10) calendar days of the party's receipt of the Investigative Report. The compliance Coordinator (or designated investigator) will have discretion on which additional information to provide and to determine which questions may be relevant and appropriate.

The School will maintain relevant evidence obtained during the investigation, including the Investigative Report, and any witness statements, interview summaries, and any transcripts or audio recordings pertaining to the investigation as required by any applicable law.

Determination Regarding Responsibility

The School will utilize a "preponderance of the evidence" standard when determining whether any violation of this Policy occurred. The decision-maker, who will not be the same person as the Coordinator or the investigator, will issue a written determination regarding responsibility (the "Determination"). The written Determination will include:

- (A) identification of the allegations potentially constituting a violation of this Policy;
- (B) a description of the procedural steps taken from the receipt of the allegations or complaint throughout the entire investigation and grievance process;
- (C) findings of fact supporting the Determination;
- (D) conclusions regarding the application of the School's Policy or code of conduct;
- (E) a statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed, and whether any remedies designed to restore or preserve equal access to the School's education program or activity will be provided; and
- (F) the procedures and permissible bases for appeal.

The Determination will be provided to the parties at the same time. The Determination becomes final the date on which an appeal would no longer be considered timely, or upon the conclusion of an appeal with the issuance of the Decision on Appeal.

The Coordinator will be responsible for implementing any remedies set forth in the Determination.

Appeals

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Both parties are entitled to appeal the Determination, including any sanctions, or the School's dismissal of a formal complaint or any allegation therein. Appeals must be made within ten (10) School days after the party receives the Determination or the dismissal.

The grounds for appeal are as follows:

- (A) Procedural irregularity that affected the outcome of the matter (i.e., a failure to follow the School's own procedures);
- (B) New evidence that was not reasonably available at the time the Determination regarding responsibility or dismissal was made that would affect the outcome of the matter; or
- (C) The Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

The submission of an appeal stays any sanctions for the pendency of the appeal. Supportive measures, including remote learning opportunities, remain available during the pendency of the appeal. If a party appeals a Determination, the School will notify the other party in writing of the appeal as soon as is practicable; however, the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal. The non-appealing party may submit a written response to the appeal within five (5) school days after receiving notice of the appeal. Appeals will be decided by the Appeals Team, who will be free of conflicts of interest and bias, and who have not and will not serve as investigator, Coordinator, or decision-maker in the same matter.

The Appeals Team will review the appeal, any written response thereto, all evidence gathered during the investigation, investigative documentation, and the Determination, and will conduct additional investigation, if necessary, at the Appeals Team's sole discretion. The Appeals Team will then issue a written Decision on Appeal within thirty (30) school days after receiving the appeal. The Decision on Appeal will describe the result of the appeal and the rationale for the result, and shall be sent to all parties at the same time. The Decision on Appeal is final. (If a member of the Appeals Team is the subject of the complaint or is involved in the investigation, a new member will be appointed.)

Sanctions and Remedies.

Sanctions. Sanctions are imposed against the wrongdoer/harasser in an effort to stop and/or correct his/her conduct, prevent any recurrence of misconduct, deter any future misconduct, and remedy the effects of the misconduct.

Sanctions may include, but are not limited to: any level of disciplinary action, such as a verbal warning, written warning, suspension, administrative leave, demotion, termination of employment, expulsion, suspension or dismissal from School, modification of schedule, reduction or elimination of financial or other benefits, and no-contact orders.

Remedies. Remedies are actions taken to overcome the effects of the misconduct. Remedies provided to the complainant are designed to restore or preserve that individual's

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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.

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- iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
- v. Feel comfortable that School officials will respond promptly and equitably to reports of discrimination, harassment (including violence), and retaliation.
- e. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the School's policies against anti-discrimination, anti-harassment, and anti-retaliation.
- f. Conducting, in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the School is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the School.

Confidentiality

The identity of the complainant will be kept confidential, to the extent that a fair and thorough investigation can be completed. The School will notify the complainant of the anti-retaliation provisions of applicable laws, and that the School will take steps to prevent retaliation and will take prompt and corrective responsive actions if retaliation occurs.

At the same time, the School will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students and employees. In some cases, the School may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the School may not be able to maintain the complainant's confidentiality. The School will inform the complainant that it cannot ensure confidentiality, if applicable.

If a complainant requests confidentiality or asks that the complaint not be pursued, the School will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the School from responding effectively to the harassment and preventing harassment of other students. In some instances, the School may pursue an investigation with a complaint signed by the Coordinator. If a complainant or third party insists that his/her name or the complainant's name not be disclosed, the School will inform the complainant that its ability to respond may be limited. For example, the School would be unable to provide Supportive Measures without knowing the complainant's identity. Where a complainant desires Supportive Measures, the complainant's identity may be kept confidential unless disclosing the complainant's identity is necessary to provide Supportive Measures. Where a complainant desires to initiate a grievance process, the complainant cannot remain anonymous or prevent the complainant's identity from being disclosed to the respondent. A respondent has the right to, and must be, notified of the complainant, complaint and details of the allegations, and the ensuing investigation in order to provide the respondent with an adequate opportunity to respond. Even if the School cannot take disciplinary action against the alleged harasser, the School will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

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The duty of confidentiality has three exceptions: if disclosure is (1) permitted under FERPA, (2) required by law, or (3) necessary to carry out the purposes of this Policy and the grievance process.

Privacy of Records

Any complaint, the allegations involving misconduct, the evidence gathered during the investigation, the witnesses interviewed, and any records, reports, or documents generated in the process of the investigation and grievance proceeding, including at the appeals levels, are all confidential, not open to the public, and must be maintained as confidential records by the School. Any breach of confidentiality is grounds for disciplinary action.

Conflict of Interest or Bias

If at any point during the investigation or grievance process a party has concern about a conflict of interest or bias for or against any complainant or respondent, the party should report such concern to Art Chernak. The School wants to ensure an impartial investigation and grievance process for all employees and students, and that all Coordinators, investigators, and decision-makers in the investigative and grievance process, including the Appeals Team, are unbiased and free from conflicts of interest. If any Coordinator, investigator, or decision-maker identifies his/her own conflict of interest or bias, they must immediately self-report the concern to Father John Metzinger. Where concerns regarding conflicts or bias are validated, the School will remove the conflicted or biased individual from the matter, and appoint someone else.

Training

The School will ensure that all employees, including but not limited to: officials, administrators, teachers, substitute teachers, counselors, coaches, assistant coaches, paraprofessionals, aides, bus drivers, school volunteers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate School officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and local laws and regulations, including the definitions of and several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.
- b. The School's current anti-discrimination, anti-harassment, and anti-retaliation notices, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the School's disciplinary procedures.
- c. Identification of the School's designated compliance coordinators and their job responsibilities.

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- d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate School officials or employees. In addition, the School will emphasize that employees, students, third parties, and others, should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the School's primary concern is student safety that any other rules violations will be addressed separately from the sexual violence allegation and that the use of alcohol or drugs never makes the victim at fault for sexual violence.
- e. Potential consequences for violating the School's anti-discrimination, anti-harassment, and 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 and Grievance Procedure, including designated compliance Coordinators, investigators, decision-makers, the Appeals Team, and any employee facilitating an informal resolution process, will receive additional specific training on the definitions of misconduct covered by this Policy and Grievance Procedure, the scope of the School's education programs and activities, how to promptly and effectively investigate, conduct a grievance process, and respond to complaints and reports of discrimination, how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias, how to make decisions on issues of relevance regarding questions and evidence, how to fairly summarize relevant evidence, and to know the School's Grievance Procedures and the applicable confidentiality requirements.

Preventive Measures

The School will publish and widely distribute on an ongoing basis a notice of nondiscrimination in electronic and printed formats, including prominently displaying the notice on the School's website and posting the notice at each building in the School. The School also will designate an employee to coordinate compliance with anti-discrimination laws and widely publish and disseminate this grievance procedure, including prominently posting it on the School's website, at each building in the School, reprinting it in School publications, such as handbooks, and sending it electronically to members of the school community. The School will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section, above.

The School also may distribute specific harassment and violence materials including a summary of the School's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance

Criteria 6: Disciplinary Procedures

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.

Criteria 7: Accreditation

