



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: April 28, 2022

SUBJECT: Lindsey Nicole Henry Scholarship

All Saints Catholic School (ASCS) 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.

ASCS offers services and support for students with disabilities. They work with Light of Mind, a company who provides speech and physical therapy. ASCS also uses an independent speech pathologist who works with qualifying students.

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

- Criteria 1: Fiscal Soundness – ASCS history letter and tax exempt letter
- Criteria 2: Non-Discrimination – ASCS Handbook
- Criteria 3: Health and Safety – ASCS Handbook
- Criteria 4: Academic Accountability – MOLS Report Card examples
- Criteria 5: Teacher Requirements – Tulsa Diocese Handbook
- Criteria 6: State laws and disciplinary procedures – Tulsa Diocese Handbook
- Criteria 7: Accreditation – OCCSAA Image

JH/se



All Saints Catholic School

Prek-8th grades

NAME OF PRIVATE SCHOOL

GRADE LEVELS

299 South 9th Street

Broken Arrow

OK

74012

ADDRESS

CITY

STATE

ZIP

918-251-3000

allsaintsba.com

PHONE NUMBER

WEBSITE ADDRESS

Suzette Williams

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Elizabeth Frisillo

efrisillo@allsaintsba.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.***

All Saints Catholic School is accredited by Oklahoma Conference of Catholic Schools Accrediting Association. The review is completed every 7 years with a check-in at the 3 year mark between review years.

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.***

All Saints works with Light of Mind, a company who provides speech and occupational therapy to qualifying students.

All Saints also uses an independent speech pathologist who works with qualifying students.

Broken Arrow Public Schools serve the needs of All Saints students residing in the Broken Arrow School District who qualify for speech services.

We accept students with a 504 plan as long as all parties (admin, teacher and family) agree that educational needs can be met and provide a positive learning experience for the child.

I verify that All Saints 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.


SIGNATURE

3/22/22

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 All Saints Catholic School

Catholic worship service in Broken Arrow was held in parishioner's homes between 1903 and 1936. In 1937, Bishop Francis Kelley laid the cornerstone for Saint Anne's Parish Church. St. Anne's served as a mission of Tulsa's Holy Family Parish until 1948. Then it was entrusted to the Capuchin Order of Priests. From the beginning, the Capuchins outlined a master plan for the future development of the parish. Their primary goal was to establish a Catholic school to serve Broken Arrow and the surrounding communities.

In 1951, their plans started to come together. The Priests and Brothers themselves began construction of a four-room building, which now houses the school's two kindergarten and Pre-K classes. The majority of this expense was paid by the Capuchins with monies they received from the German government as recompense for their imprisonment in Nazi concentration camps during World War II.

In September of 1954, the doors opened to 28 students. St. Anne's Parish School was taught by two Felician nuns and there were six grades, including a kindergarten. A third nun was added to the faculty in 1956 and the school began teaching grades K-8 to a total enrollment of 72 students. It was at the end of the 1956-57 school year St. Anne's graduated its first students from grade 8.

During the 1959-60 school year, the kindergarten was expanded and improved. With the addition of an eighth grade and increasing enrollment, another classroom became necessary. In the 1959-60 school year, Felicia Miron became the kindergarten teacher. She introduced what was the area's, if not the state's, first full-day kindergarten.

Broken Arrow was continuing to grow as was St. Anne's Parish and school. A committee was formed in late 1964 to make plans for the construction of a new parish hall and a second school building. The committee conservatively projected in 1964 that Broken Arrow's population in 1980 would be 30,000. In checking records, the actual population of Broken Arrow in early 1980 was 35,534.

Ground was broken on February 28, 1965, and the new school building began to rise. It included six classrooms, a faculty lounge and an administration office. The new building was dedicated by Bishop Reed on April 30, 1966.

The 1970s brought many changes within the Catholic Church. Its own Catholic education system was in question. This problem was compounded by the decreasing number of individuals entering religious orders. As a result, many Catholic schools across the nation were closed predominantly due to financial considerations. Although St. Anne's school faced many of the same problems, Broken Arrow continued to grow and the desire for Catholic education remained.

In 1980, Bishop Eusebius Beltran determined that with the increasing population of Broken Arrow, there was a need to establish a second Catholic parish. The Church of St. Benedict was formed to meet this need. In 1981, under the direction of Bishop Beltran, a reorganization of St. Anne's Parish School began. At its existing location, the school was renamed All Saints Catholic School. This change brought with it a more active involvement of the diocese. All Saints would be served by two Broken Arrow Catholic Parishes, St. Anne and St. Benedict.

In 2001, with an enrollment of 220 students, the school was experiencing a steady increase in enrollment. A Pre-K four-year-old class was added, and for the first time there were two kindergarten classes. In the Fall 2002, the school began an expansion plan that would add a second class to each grade, each year until reaching full enrollment of two classes for each grade.

To accommodate the new classes, a modular building was added with three new classrooms, restrooms, a mechanical room, and additional storage space. Fundraising began to add a much-needed gymnasium that could also serve as a lunchroom and multi-purpose facility for PTO functions and other school activities. The new gym was completed within a few short years.

The school's enrollment faced an unexpected setback in the years immediately following the terrorist attacks of 9/11. The economic downturn that hit many local industries, combined with the departure of a major Tulsa employer, caused school administrators to consider halting the school's expansion.

(cont.)

All Saints Catholic School
Compliance #1

The school community's continued desire for affordable Catholic education gave administrators the faith needed to push forward with expansion plans. Several years of careful budgeting helped the school thrive even under adverse economic conditions.

As enrollment began to climb again, lack of space became a huge obstacle to growth. With the financial support of the Church of Saint Benedict, St. Anne's Church, and St. Bernard of Clairvaux, the school began construction of a permanent building with eight classrooms for the elementary grades. The new building, completed in 2009, also provided space for a teacher's lounge.

In the summer of 2012, the old modular building was removed, and a new, eight-room modular was constructed in its place. This building houses the school's library, and classrooms for art, Spanish, Speech/Drama, technology education, and music. There is also a room for the school's reading specialist and the computer lab.

Since 2012, many additional staff members have been added to serve the growing enrollment and address the educational needs of those students who need extra assistance in reading and other subject areas. A school chaplain has been a welcome addition to the school's religion program, and provides for a welcome religious presence on campus. An assistant principal and numerous classroom aides have also been added to the staff.

To assist with long-term financial planning and support, a full-time Advancement Director was added to the staff in 2017. A Resource Consultant is now available twice a month to meet with parents and teachers and help create a positive learning environment for all of our students.

All Saints has a long and successful history. The school has established a reputation for offering a strong educational program within a nurturing faith community. All Saints graduates enter their high school years well prepared for the academic challenges they will face. The dedication of the many people to the school over the years is greatly appreciated.

Criteria 1: Fiscal Soundness



OKLAHOMA TAX COMMISSION

STATE OF OKLAHOMA

2501 LINCOLN BLVD.

OKLAHOMA CITY, OKLAHOMA 73194-0010

BUSINESS TAX DIVISION
405/521-4316

March 9, 1989

Saints Diocesan School
South Ninth Street
Broken Arrow, OK 74012

Ms. Agnes Thoma, Principal

Sir/Madam:

We recognize All Saints Diocesan School, Broken Arrow, Oklahoma, to be exempt from payment of sales tax on purchases for its own use or consumption pursuant to Title 58, S. 1988 Supp., §1356(J) which we quote in part:

"There are hereby specifically exempted from the tax levied by this article:

(J) 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. . . ."

We will not issue "sales tax exempt numbers" to schools for the purpose of purchasing for their own use or consumption. You may provide vendors with a copy of this letter and documentation concerning your sales tax exemption:

The response contained in this letter applies only to the fact situation provided in our letter of February 27, 1989. Any change in the facts surrounding the situation described invalidates this letter. This letter may not be used by any other than the addressee.

If you have any questions concerning this matter or if I can be of further assistance, please feel free to contact me.

Sincerely,

SS TAX DIVISION

TAX EXEMPT # 731138277

[Handwritten signature]

W. Dozier
Administrator

AUSTIN, TX 73301

In reply refer to: 1816828025
July 14, 1998 LTR 252C
73-1138277 000000 00 000
02910

Criteria 1: Fiscal Soundness

ALL SAINTS CATHOLIC SCHOOL
299 S. 9TH ST
BROKEN ARROW OK 74012-4221999

Taxpayer Identification Number: 73-1138277

Dear Taxpayer:

We have changed the name on your account as requested. The number shown above is valid for use on all tax documents.

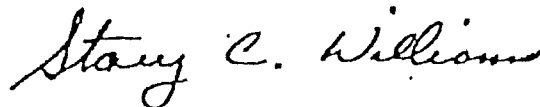
If you have any questions about this letter, please write to us at the address shown at the top of the first page of this letter. If you prefer, you may call the IRS telephone number listed in your local directory. An employee there may be able to help you, but the office at the address shown on this letter is most familiar with your case.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number () _____ Hours _____

Thank you for your cooperation.

Sincerely yours,



Stacy C. Williams
Chief, Processing Division

Grievance Procedures

If a parent has a complaint, the following procedures are to be taken:

- **Contact the teacher first.**
- If not resolved, seek the school administrators' involvement.
- If unresolved, the pastoral administrator may be consulted.
- As last resort, the Catholic Schools Office may be notified.

Religious Education

It is considered most important that students develop a lifelong relationship with Christ through prayer, study, and religious activities. All students are expected to participate to the best of their ability in religion classes, prayer, liturgies, par liturgies, and group service projects. All middle school students are required to participate in individual service projects.

Catholic students, with the support of their families, are expected and encouraged to fulfill their duties as responsible members of the Catholic community by attending Sunday Mass. Parents are responsible for arranging immediate sacramental preparation instructions in their respective parishes.

Diocese of Tulsa Guidelines

"Because they are religious, the schools shall:

- Teach Catholic principles and Christian values in all appropriate areas of curriculum;
- Offer personal experiences in Christian living and opportunities for personal commitment including liturgy, sacramental life, prayer, guidance, and example;
- Recognize the dignity and God-given gifts of each person: student, faculty, staff, pastor, and parent;
- Provide education in Catholic value-centered human sexuality according to Diocesan norms;
- Reflect a Christian understanding of responsibility for one another, reflected in mutual support of the students, faculty and staff, clergy, parents, and parishioners.

Those who teach formal religion classes shall be Catholics in good standing. They shall work toward and attain the appropriate level of religious education certification required by the Diocesan Office of Religious Education."

Admissions

Diocese of Tulsa Catholic School Policy

There shall be no discrimination in enrollment practices according to race, ethnic background, sex, social or economic status. To clarify the statement above:

1. A person shall be admitted as a student only when that person and his/her parents/guardians subscribe to the school's mission and philosophy and agree to abide by the educational policies and

regulations of the school and the Diocese.

2. A student is accepted by the school only when he/she has a reasonable, well-founded hope of successfully completing the programs of the school.
3. Students will not be denied admission to the school because they are physically and/or emotionally challenged unless the school cannot provide sufficient educational support for them.
4. **When a student is admitted to All Saints Catholic School, acceptance will be probationary for the first semester.**

Admission Documents

The following documents are required for each student's permanent records at the time of registration/application:

- Birth certificate or legal verification of the child's age;
- Immunization record listing the dates of all shots in compliance with those required by state law;
- New student physical;
- Baptism certificate, if applicable;
- First Communion certificate, if applicable;
- Custody Agreement, if applicable;
- Authorization for release of all academic, psychological, behavioral and evaluation records from the student's prior school, if applicable;
- Previous report cards; and
- Standardized test scores.

Admission Requirements

1. Children entering kindergarten must be five (5) years old by September 1; those entering 1st grade must be six (6) years old by September 1. (Oklahoma State Law).
2. Student admission will be offered in the following order in the instance of limited enrollment space:
 - a) Currently enrolled students in good standing;
 - b) Siblings of currently enrolled students in good standing;
 - c) Catholic students from contributing parishes in the Diocese of Tulsa;
 - d) Non-Catholic students.
3. All students are accepted on a probationary period for one semester, allowing school officials to determine whether the school can meet the needs of the student. The probationary condition of admittance states:
 - I understand that my acceptance to All Saints is dependent upon my behavior and the satisfactory completion of all schoolwork.
 - I will strictly follow all policies, rules and regulations of the school and will demonstrate respect for myself, all students and staff as well as student and school property.
 - I understand that all quarterly grades must be passing grades,
 - I will be on time and attend all classes unless excused by the principal.

the Request for Administration of Medication at School before any medication is sent to school. The form is available in the school office or on FamilyPortal.

Note: In accordance with Attorney General Opinion 98-24, licensed nurses may not delegate respiratory care therapy to unlicensed persons.

Documentation of medication administration by school personnel will include the following:

- Student's name
- Date and time of administration
- Name and relation of person giving permission (if required)
- Medication name
- Signature or initials with supporting signature of person administering

Prescription Medication

Prescription medication may be administered only upon written authorization from a parent or legal guardian.

PRESCRIPTION MEDICATION MUST BE IN A PHARMACY CONTAINER AND PROPERLY LABELED BY A PHARMACIST OR LICENSED PHYSICIAN. THE LABEL MUST CONTAIN THE FOLLOWING:

- Name of student
- Time(s) to be administered
- Dosage
- Current date
- Physician's name
- Name of medication
- Pharmacy name and phone number

Requests to administer medication in a manner other than what appears on the label will not be honored without written instructions from the prescribing physician.

Administration of School Supplied Non-Prescription Medication

All Saints requires every parent to fill out the Medical Information Form every year. It allows authorized school employees to administer non-prescription medications in accordance with school policy. Students in grades Pre-K to 5 require additional verbal approval by a parent or guardian on the same day prior to the administration of medication. Parents of students in grades 6-8 will not be called unless otherwise noted on Medical Information Form. **Verbal authorization will NOT be accepted in place of the Medical Information Form.**

Self -Administered Inhaled Medications in the Absence of a Certified School Nurse

- It is the responsibility of the prescribing physician and the parent/guardian to have educated the student regarding all aspects of self-administration of medications.
- Medications may not be self-administered in a manner other than that specified on the label without written instructions from a licensed physician.
- When ordered by a physician and requested by a parent/guardian, non-nurse employees will provide access to inhaled medications for the purpose of self-administration upon request of the student.
- Non-nurse employees of All Saints Catholic School will not be responsible for assessment or determination of the student's condition prior to or after self-administration of a medication.

Criteria 3: Health & Safety

- Students will be allowed to self-medicate as requested by the physician and parent/guardian in the absence of a school nurse.
- The student may do peak flow readings if requested by the parent/guardian or physician.
- The parent/guardian will determine if the student is able to resume school activities.
- Form must be on file in office

Inhaled Medications Administered by Non-nurse School Employees

- It is the responsibility of the parent/guardian to instruct designated school employees regarding all aspects of the student's inhaled medications.
- Medications may not be administered in a manner other than that specified on the label without written instructions from a licensed physician.
- When requested by a parent/guardian, non-nurse employees will administer inhaled medications upon request of the student.
- Non-nurse employees of All Saints Catholic School will not be responsible for assessment or determination of the student's condition prior to or after administration of a medication.
- The student may do peak flow readings if requested by the parent/guardian or physician.
- The parent/guardian will determine if the student is able to resume school activities.
- Form must be on file in office.

*****Please note that All Saints Catholic School does not have a Certified School Nurse on staff and the principal gives permission to the entire staff to ensure the health and well-being of our children. *****

First Aid

First aid supplies are available in our office for illness, minor cuts, bumps, and bruises. Parents are requested to complete a Medical Information Form online through FamilyPortal prior to the first day of school. Parents are notified as soon as possible in case of serious injuries. In case of serious injury/illness and the parents cannot be reached, the child will be taken to the hospital or 911 called at the discretion of the administrators according to the information provided by the parents.

If a student has a concussion, a doctor's note must be provided for documentation as well as when the student is released to participate in physical activities again.

Communicable Diseases

Oklahoma Law states that any student who has a contagious disease or head lice may be prohibited from attending school.

Head Lice: Students who have head lice or nits (eggs) must be picked up from school for the remainder of the day. In order to return to school, students must be free of live bugs and nits and be checked in

Criteria 3: Health & Safety

through the health office. Under normal circumstances, students should be out of school for only one day for the treatment of lice and removal of nits.

Rash: Students who develop an unidentified rash at school must be picked up for the remainder of the day. Students with unidentified rashes must have a physician's statement verifying that they are not contagious in order to attend school. In order to attend school after having chicken pox, all blisters must be crusted over. This may take a week or longer.

Diarrhea: Students who have diarrhea at school must be picked up for the remainder of the day and are required to stay home the next day. Students must be symptom-free without the aid of medication prior to returning to school.

Bodily Fluids/Toileting: All Saints Catholic School, as a matter of procedure, requires students who demonstrate a lack of bowel and/or bladder control or acquire blood on clothing be picked up for proper cleaning and changing within the hour due to the health risk to other students and staff.

Fever: Students who have a temperature of 100 degrees or more must be picked up from school for the remainder of the day and are required to stay home the next day. Students must be symptom free without the aid of medication prior to returning to school. For most childhood illness, temperatures are lowest in the morning.

Vomiting: Students who vomit at school must be picked up for the remainder of the day and are required to stay home the next day. Students must be symptom free without the aid of medication prior to returning to school.

Conjunctivitis: (Inflammation or infection of the mucous membrane around the eye.) Students with thick white, yellow, or green discharge from either eye must be picked up from school for the remainder of the day. In order to return to school, students must have received medication for a minimum of 24 hours, be symptom-free, or have a physician's statement verifying that they are not contagious.

Ringworm: Students who have ringworm on the face or scalp must have a physician's statement verifying receipt of treatment and that they are not contagious. Students who have ringworm on any other part of the body must be receiving treatment and have all lesions covered while at school.

All Saints kindly asks that all students who are ill be picked up within an hour after the initial call has been made.

Homework

Our students ordinarily have homework. This may be written or study work. Homework is designed to strengthen and review skills learned in class. It also encourages good study habits and allows students to explore and review material previously presented in the classroom. Parents need to encourage good homework habits and assist their kids when needed. Below are suggested guidelines for total daily

Emergency Guidelines and Procedures

All Saints Catholic School is dedicated to a safe, orderly learning environment. This set of guidelines is meant to be a practical guide that provides general procedures to follow in case of various emergencies. All staff are expected to know these procedures and know the specific plans and procedures that are created for the specific school area in which they work.

If an emergency arises:

- Be sure the school office or your supervisor is notified and help is summoned.
- Follow the guidelines outlined in this booklet.
- Reassure your students; your calm approach will help students follow instructions that could save lives during an emergency.
- Be prepared to react to instructions from law enforcement or school administration; keep your phone line CLEAR.

Working together, all of us will help make All Saints Catholic School a very safe place to work and learn.

Fire Procedures

Follow these procedures in the event of a fire.

1. School's alarm sounds.
2. Take your roster and something to write with.
3. Close classroom windows and door.
4. Lead the class and follow the evacuation route for your room/area.
5. NO TALKING: Silence will allow everyone to hear emergency instructions.
6. After exiting:
 - Walk completely clear (300 feet minimum) of the building.
 - Keep the class/group together at all times.
 - Take attendance; report any missing student to school administrator.
7. Wait for "all clear signal" to re-enter, or wait for further instructions.
8. The administration will notify pastoral administrator and superintendent if the situation warrants notification.
9. Documentation of drills will be recorded on diocesan form and reported to appropriate offices.
10. If necessary, follow the "Fire Aftermath" guidelines shown later in this booklet.

Criteria 3: Health & Safety

Tornado Procedures

Follow these procedures in the event of a tornado.

1. Office staff will monitor weather using weather alert radio and local television stations.
2. Verbal directions will be given via the PA.
3. Take your class rosters, grade book, and something to write with.
4. Close classroom windows and door.
5. Lead the students to pre-designated Tornado Safety area, take attendance (call students by name)
6. Students should crouch down, low to the ground and cover their heads.
7. Wait for instructions; keep students calm.
8. The principal will give the "all clear" notification when it is safe to return to classrooms.
9. If necessary, follow the "Tornado Aftermath" guidelines shown later in this booklet.

Earthquake Procedures

Follow these procedures in the event of an earthquake.

1. NO ALARM WILL SOUND; earthquakes are signaled by low, loud rumbling.
2. Tell your students: "Earthquake, take cover."
3. Everyone should duck and cover up under the nearest desk or table. Stay away from windows and move away from shelves or cabinets that can fall over.
4. If you are outside when the shaking begins, find a clear spot and drop to the ground. Stay away from buildings, power lines trees, etc.)
5. Once the ground and building stop shaking, use the fire procedure guideline and exit route.
6. Take your class to the school's designated Safety Zone.
7. Follow "Earthquake Aftermath" guidelines.

Environmental Disaster

These procedures should be followed in the case of contamination of air or water supplies.

1. In case of contamination of the water supply, a PA announcement will be made to alert everyone. Once the announcement is made, NO WATER SHOULD BE CONSUMED FOR ANY REASON FROM THE BUILDING'S WATER SUPPLY.
2. In case of contamination of the air supply, the following additional steps are possible:
 - If the air supply is contaminated INSIDE the building, then a Fire Procedure will be initiated.
 - If the air supply is contaminated OUTSIDE the building, then air system shutdown will be initiated and instructions will be given over the PA.

Criteria 3: Health & Safety

3. Communication:

Once water or air contamination is detected, the administration will ensure that the following are contacted immediately by phone:

- 911
- Catholic Schools Office
- Chancery Office

4. Evacuation:

- If the water supply cannot be restored, the evacuation plan for the specific building will be initiated and carried out.
- If the air supply INSIDE the building is contaminated, students will be gathered in the school's "outdoor designated meeting location" and evacuated by van from that point.
- If the air supply OUTSIDE the building is contaminated, students, faculty and staff will remain inside until a "window of opportunity" exists for safe evacuation. Instructions will be given over the PA.

Nuclear or Chemical Contamination Disaster

These guidelines should be followed in the case of contamination resulting from a spill of nuclear or chemical substances, or from a nuclear power plant disaster.

1. Once nuclear/chemical contamination is detected or reported to the school, the Tornado Procedure should be initiated.
2. At the same time that this procedure begins, if the disaster is chemical contamination, the school's air-handling equipment should be monitored and shut-off if warranted.

3. Communication:

Once the school begins this set of procedures, phone or school radio should be used to contact:

- 911 Broken Arrow Police Department (If news of the contamination came from police or fire department, this call is NOT needed).
- Superintendent of Catholic Schools, Diocese of Tulsa 918-307-4954.

4. Evacuation:

School personnel will have to stay alert to the options for evacuation. In some cases, almost immediate evacuation may be necessary; however, depending on the circumstances, there may be a long wait before evacuation can occur. In all cases, following the instructions and directives of rescue and police personnel will be critical during such an emergency.

Disaster Aftermath—Fire or Environmental

1. Move all students to designated Safety Zone. If this location has been rendered unusable, go to a gathering place designated by authorities.
2. Report all injuries once your class reaches the Safety Zone.

Criteria 3: Health & Safety

3. Keep track of your students; maintain visual contact.
 - List students who are injured.
 - List students who are removed from your group for treatment of injuries.
 - If parents/guardians arrive to take students home, list students who leave and WITH WHOM they leave.
4. If evacuation from the Safety Zone is to occur:
 - Await evacuation by school vans.
 - Let students know that evacuation is planned and that you will be traveling by school van to another location.
 - Do everything you can to remain calm and reassure students.
5. At the Evacuation Site, follow instructions, stay with your class, and continue to keep track of your students.
6. At the Evacuation Site, use your school's "Check Out" system to release students to parents/guardians. If it is too hectic to use the formal "Check Out" system, continue to maintain the list of students who have left and with whom they have left.
7. Await further instructions and information with your class at the Evacuation Site.

Disaster Aftermath—Tornado

1. Move students and staff out of any damaged portion of the building to undamaged portion of the structure. If weather permits, the Safety Zone or a designated meeting location can be used.
2. GO TO the Safety Zone if the school is damaged severely. Keep your class together at all times.
3. In case of injuries:
 - Assess the extent of injury: restore breathing and stop serious bleeding as a FIRST PRIORITY.
 - GET HELP if first priority injuries occur—alert the office, or if you're in the Safety Zone, report the nature of the problem to the administrators and/or rescue officials.
 - Make all other injured persons as comfortable as possible; keep injured persons warm.
 - Be sure that authorities know if you have injured individuals with you.
4. Enlist the support of your students, where possible, to calm fellow students and to help you.
5. EVACUATION
 - If necessary and if transportation can gain access to the site, evacuation may be ordered by authorities.
 - Keep students together and follow instructions in the event of evacuation from the school or Safety Zone.
 - Your school will evacuate, in most cases, to the designated Evacuation Site. (See list in this document).
6. If NO structural damage has occurred to the school, but if a tornado has caused extensive damage in our city:
 - It may be necessary to remain at school for some time.
 - Reassure students; encourage them to talk, or write, about their concerns.
 - Let students know that when information is available, it will be shared.

Criteria 3: Health & Safety

- Establish a system for bathroom breaks.
- Listen for instructions and a possible order to evacuate the building.
- IF students are called from the room by the office or other authorities, make a list of students who leave and why.

Disaster Aftermath—Earthquake

1. Follow fire procedure evacuation route once shaking has stopped.
2. If injury occurs and the person cannot be moved, alert the Main Office. Stay with the injured person but get a colleague from a nearby room to take your class with theirs to the Safety Zone.
3. Be alert to obstacles. It may not be possible to follow the precise Fire Evacuation Route because of damage to the building. Forge an alternate route where necessary.
4. AT THE "SAFETY ZONE"
 - Take attendance; keep your class with you.
 - Report injuries to administrators or rescue authorities.
 - Reassure students that the Safety Zone has been selected as the best place for them under the circumstances.
5. BE ALERT TO AFTERSHOCKS.
6. Keep a list of students who have to leave your group for ANY reason. This includes students who may be picked up by parents/guardians.
7. Await instructions; anticipate evacuation.

Lock Out Procedures

1. An administrator will announce: "At this time we will initiate the Lock Out procedure. All teachers close and lock outside doors. Continue business as usual in your classrooms. We are activating the lock out procedure until further notice."
2. Close outside doors. Make a list of students absent from your room and list any additional students and their regularly assigned teacher/classroom.
3. Inform students that a "lock out" is underway. Note: Students will need reassurance that things are under control. Continue class as usual. Answer questions and let students know that their cooperation and patience will make a positive difference in the situation.
4. NO ONE ENTER/LEAVES the building except law enforcement or administrative personnel. Do not rotate or change classes that leave the building you are in. Minimize the number of students in the hallway going to restroom or locker.
5. Lock out concludes only with notification from administration or law enforcement.

Lockdown Procedures

1. An administrator will announce: "At this time we will initiate the Lockdown procedure. All teachers close and lock doors and windows. Turn lights off, insert Night Lock device and move students to an area of safety. We are activating the lockdown procedure until further notice."

Criteria 3: Health & Safety

2. The administration will CLEAR HALLS of all students.
3. CLOSE AND LOCK your classroom door and windows. Close all blinds. Move students behind desks away from doors and windows. Turn out the lights, maintain silence. Make a list of students absent from your room and list any additional students and their regularly assigned teacher/classroom.
4. Inform students that a "lockdown" is underway. Note: Students will need reassurance that things are under control. Keep students away from the door and windows. Answer questions and let students know that their cooperation and patience will make a positive difference in the situation.
5. NO ONE ENTERS OR LEAVES the class/area. Note: depending on the nature of the emergency, law enforcement personnel MAY come to your classroom to evacuate you and your students. If this occurs, follow the instructions given by the Officer. Take your class roster, grade book and emergency backpack if your class is evacuated.
6. NO ONE ENTERS the class/area except law enforcement or administrative personnel.
7. Lockdown concludes only with notification from administration or law enforcement.

Lockdown Evacuation Procedures

1. LOCKDOWN ANNOUNCEMENT is given to begin LOCKDOWN; LOCKDOWN OCCURS.
2. DURING SOME LOCKDOWNS, AN EVACUATION MAY BE NECESSARY.
3. A law enforcement official (usually a Broken Arrow Police Officer) will come to your classroom to initiate the evacuation.
4. Evacuate only if you are instructed to do so by a law enforcement official. (Note: The law enforcement official will provide specific instructions to conduct the evacuation. Follow all of these instructions carefully. Assist the official by communicating with your class and by ensuring that students understand the instructions that are given).
5. Follow the evacuation route established by the Police. This may or may not be the Fire Drill Evacuation route for your classroom. Police may evacuate students to these on- campus areas: gym, parish hall, St. Anne's Church
6. If a window evacuation is required, open your classroom window marked "Exit Window" and go to off-site evacuation location or follow law enforcement directions. If necessary, break out window glass.
7. Take your grade book, class roster, and emergency backpack. When you arrive at the post-evacuation assembly point, keep your class together and take roll.
8. Further instructions will be given as soon as possible. Wait; reassure students. REMEMBER that police officials are dealing with a very volatile situation and may have to ask questions or, in some cases, double-check to ensure that no perpetrator is within your group masquerading as a student/teacher in order to affect an escape.
9. Departure from the school site MAY be necessary. If this is to occur, school vans and the Evacuation Site for your school will be used wherever possible.
10. DO NOT DISMISS ANY STUDENTS UNTIL THE OFFICIAL WORD IS GIVEN TO DO SO.

RECORD OF SAFE Criteria 3: Health & Safety

Document each drill immediately after it is held.
Send a copy to the Catholic Schools Office after the last drill of the school year.
This record must be retained at the local level for three years.

Type	F – Fire Drill	S – Security		T – Tornado	A-Additional F – S – T
Minimum	2 Within 1 st 15 days of each semester	2 Within 1 st 15 days of each semester	2 One per semester <i>Not at same time of day as previous drill</i>	2 One each in September and March	2 Type of remaining required drills determined by local facility

MONTH	TYPE	DATE	TIME	# IN THE SCHOOL	TIME To evacuate/secure	SIGNATURE Of person conducting drill
August	F	8/25/21	10:38	313 (Q)	1:58	Sydney Williams
	S	8/31/21	9:35	345	2:00	Sydney Williams
September	T	9/20/21	Walk-Thru 10:00	341	Walk-Thru	Sydney Williams
October	F	10/8/21	3:40	309 (Q)	3:10	Sydney Williams - BAF
	S	10/29/21	2:21	326	Walk-Thru	Sydney Williams
November	F S T O X O					
December		12/15/21	2:32	352	4:30	Sydney Williams
January	F	1/18/22	11:06	312	2:52	Sydney Williams
	S	1/21/22	2:15	305	2:44	Sydney Williams
February	S	1/25/22	2:30	354	3:10	Sydney Williams
March	T	3/21/22	10:05	352	2:46	Sydney Williams
April	F S T O O O					
May						

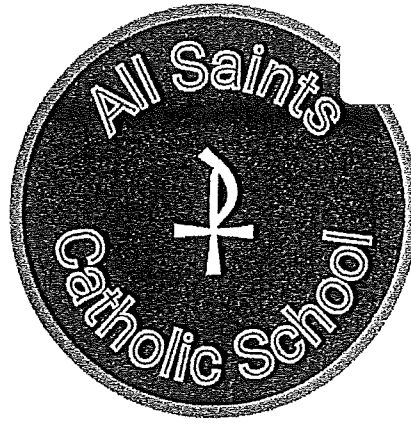
The above is an accurate record of the fire and safety drills conducted in our school during the
20____ - 20____ school term.

Principal or Director

School/ City

Date

All Saints
Elementary
School
Report Card
Compliance #4



ALL SAINTS CATHOLIC SCHOOL
REPORT CARD

2019-2020

Mrs. Pohlman

Q4

Homeroom

Grade: 01

SUBJECT	SKILL	Q1	Q2	Q3	Q4
01HOMEROOM	Homeroom				
Language Arts	Phonics	E	E	P	Pass
	Vocabulary/Sight Words	P	N	E	Pass
	Oral Fluency	P	N	P	N/O
	Comprehension	P	N	P	Pass
	Grammar	P	P	E	N/O
	Spelling	P	N	P	Pass
	Written Expression		P	P	N/O
Mathematics	Addition Computation	E	E	E	Pass
	Subtraction Computation		E	E	Pass
	Place Value - ones, tens				N/O
	Time - hour, half hour			E	Pass
	Money		E	P	Pass
	Measurement				N/O
Social/Personal Development	Respect for Others	P	P	P	N/O
	Cooperates with Others	P	P	P	N/O
	Listens Attentively	N	N	P	Pass
	Speaks at Appropriate Times	P	N	P	Pass
	Organizes Personal Space	P	P	E	N/O
Work and Study Habits	Follows Directions	P	N	P	N/O
	Works Independently	P	N	P	N/O
	Completes Work on Time	E	P	P	N/O
01RELIGION	Religion	P	E	P	Pass
01STUDIES	Social Studies	P	P	P	Pass
01SCIENCE	Science	P	P	P	Pass
01ART	Art				
ART	Skills	E	E	E	
	Conduct	E	E	E	
01TECHED	Computers				
COMPUTER TECHNOLOGY	Skills	E	E	E	
	Conduct	E	E	E	
01MUSIC	1st Grade Music				

MUSIC	Skills	E	E	E	
	Conduct	E	E	E	
01PE	1st Grade Physical Education				
PHYSICAL EDUCATION	Skills	E	E	E	
	Conduct	E	E	E	
01SPANISH	Spanish				
SPANISH	Skills	E	E	E	
	Conduct	E	E	E	

REPORT CARD

2019-2020

Q4

Homeroom

Broken A

Grade: 01

Q1 Comments:

Q2 Comments:

Still needs to learn the Pledge. Control the talking and follow directions. You can do it!

Q3 Comments:

Keep working hard. You can do it!

Q4 Comments:

I enjoyed having you in class. Continue to read to your parents every day. Have a super summer!

	1	2	3	4
Unexcused Absence	0	0	0	0
Excused Absence	0	0	0	0
Unexcused Tardy	0	1	0	0
Excused Tardy	0	0	0	0

Criteria 4: Academic Accountability**All Saints Catholic School**

Compliance, 2021-2022

↓

Homeroom

Grade: 06**2021-2022 - Q4****Mrs. Vonnahme**

Class	Semester 1				Semester 2				Final
	1	2	Exm	Grd	3	4	Exm	Grd	Grade
5th/6th Art Ms. Proctor									
5th/6th Ceramics Ms. Proctor	A								
5th/6th PE Mrs. Patton					A				
6th Grade Earth Science Mrs. Cunnane	A	B							
6th Grade Geography/Western Hemisphere Mrs. Vonnahme	A	A			A				
6th Grade Grammar Mrs. Descher	B	B			A				
6th Grade Latin Mrs. Krawczyk	A	A			A				
6th Grade Literature Mrs. Tomlins	B	A							
6th Grade Math Mrs. Yarnall	A	A			A				
6th Grade Religion Mrs. Arras	A	A			A				
6th Grade Study Skills Mrs. Frisillo		P							

	1	2	3	4	Total
Unexcused Absence	1	0.5	0	0	1.5
Excused Absence	0.5	0	0	0	0.5
Unexcused Tardy	0	0	0	0	0
Excused Tardy	0	0	0	0	0

Promoted to grade 07 for next year

All saints
middle school report card.
compliance #4

Tulsa Diocese Handbook **Criteria 5: Teacher Requirements**

Compliance # 5

4020 QUALIFICATIONS FOR TEACHING

4020.1 Basic Faith Requirements

Teachers, and all school personnel in the Diocese of Tulsa, shall meet the criteria described in 4000.1 "Faith Commitment".

4020.2 State Certification

* Teachers shall hold a valid Oklahoma State Department of Education certification. Any exceptions must have the approval of the Superintendent of Catholic Schools.

4020.3 Religious Education Certification

Those who teach formal religion classes shall be Catholics in good standing. They shall work toward and attain the appropriate level of religious education certification required by the Diocesan Office of Religious Formation.

Recommendations regarding religious education requirements for teaching personnel in Catholic schools are as follows:

A. Classroom teachers who do **NOT TEACH RELIGION**:

1. **EDUCATION:** Beginning with the 2013-2014 school year, all new teachers to the diocese will participate in the "My Catholic Faith Delivered" video presentation entitled "Living Catholic" as part of the orientation to teaching in a Catholic School in the Diocese of Tulsa. All teachers should have enough background in religious education for a sufficient understanding of the major religious and ethical dimensions of their subject area.
2. **IN-SERVICE:** At least once a year, all teachers should attend a faculty in-service opportunity (retreat) on topics such as the personal faith of the faculty, the meaning of a Christian community, and the teacher's role in contributing to this community.
3. **PARTICIPATION:** All teachers should know and support the philosophy and theology of the school. They should cooperate with faith forming and religious education programs in the school.
4. **WITNESS:** All teachers must uphold Catholic ideals and values.

B. Teachers who **TEACH ONE OR A FEW RELIGION CLASSES**:

1. **EDUCATION:** These teachers, after evaluation of their college course work, are expected to complete the Liturgy and Sacraments module of "My Catholic Faith Delivered," within the first two (2) years of employment. The Principal, in consultation with the Superintendent, will evaluate the college course work and determine which module(s) are to be taken by the teacher.



6200 SCHOOL DISCIPLINE

Each school shall formulate a set of rules and procedures regarding school discipline consistent with its school philosophy. These written standards of conduct shall encourage self-discipline and create an atmosphere conducive to learning. At all times, discipline is to be conducted according to Gospel values and with the dignity of the student and the general welfare of the school community in mind. Discipline procedures shall be distributed annually in writing to students and parents and on the occasion of admitting new students.

Whatever disciplinary action is taken must be in accordance with those same rules and regulations. Disciplinary measures must not be excessive, arbitrary, inflict bodily harm, or intended to subject the student to ridicule or defamation. Corporal punishment shall not be used under any circumstance in the Catholic schools of the Diocese of Tulsa, regardless of parental consent.

Rules of behavior must be reasonable, well known, and administered fairly.

6200.1 Classroom Rules

Classroom rules will be specified, promulgated, explained, and annually reviewed. An indication of the consequences for general types of infractions shall be included.

The classroom teacher shall manage the discipline problems of his/her classroom. The help of the principal, or assistant principal, should be enlisted only in cases involving serious or repeated misbehavior.

6200.15 Sexual or Other Harassment

The Diocese of Tulsa will not tolerate intimidation, bullying, or any kind of sexual or other harassment, among students, teachers, staff, and administrators. Such harassment will be considered a major violation of policy.

(See Policy 4001 - Complete policy statement applicable to students and employees.)

6200.2 Prohibition of Corporal Punishment

Corporal punishment shall not be used under any circumstance in the Catholic Schools of the Diocese of Tulsa. The principal is to immediately report any violation of this prohibition to the superintendent, followed by a written report with full details. Any extreme or unusual form of punishment, or any touching of a child in a manner that is considered punitive shall be strictly avoided.

Criteria 6: Disciplinary Procedures

- e. *Any weapon which will, or which may be readily converted to, expel a projectile by the action of any explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;*
- f. *Any combination of parts, either designed, or intended for use, in converting any device into any destructive device described in the two (2) immediately preceding examples, and from which a destructive device may be readily assembled.*

In addition, a weapon shall be defined as any item capable of inflicting harm on another person by its design or use. Such items include, but are not limited to, knives, mace, pepper spray, firecrackers and martial arts equipment. This definition shall include any ordinary item deliberately used as a weapon to harm or threaten another person (e.g. scissors, pens). Any student in possession of such items at school, or any school-related activity, shall be subject to disciplinary action up to and including suspension and/or expulsion. The principal may, at parent expense, require a student to be evaluated by a mental health professional to ascertain whether the student poses a threat to himself/herself or others before making a decision to reinstate the student.

6200.6 Substance Abuse

No student shall possess, use, or attempt to possess, use, or be under the influence, of any of the following substances on school premises during any school term, or off school premises at a school related activity, function, or event:

- Any controlled substance, or dangerous drug as defined by the law, including, but not limited to; marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
- Alcohol or any alcoholic beverage;
- Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation;
- Any other intoxicant, or mood-changing mind-altering, or behavior-altering drug.

Definitions:

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

Any teacher, or school employee, who knows, or suspects, that a student is in possession of, uses, is under the influence of, or distributes illegal/controlled substances or alcohol, in violation of state law, or this policy, must notify the principal immediately. "The principal, or designee, shall immediately notify the Superintendent of Schools, or designee, and a parent, or legal guardian, of said student of the matter ... (Teachers) who report such information to the appropriate school official, shall have immunity from any civil liability." (See *School Laws of Oklahoma, 2002, Sections 514 and 515.*)

6200.3 Detention

If it is part of the published school policy, a student may be detained after the daily session for violation of various class and/or school regulations according to the school's detention policy.

The guidelines for detention are as follows:

- The length of detention should not be excessive and must be properly supervised. Detention should normally not exceed thirty (30) minutes for elementary school students, or the length of a class period for secondary students.
- Parents shall be informed of the detention and the contributing cause.
- When detention after school would cause serious transportation difficulties, parents should be given adequate notice to provide other arrangements.
- Consideration should be given to the effect that a student's detention might have on persons outside the school. If a student has a job, business, or medical appointment, etc. that will be affected by the detention, he/she should at least be allowed to contact the third party or given time to make other arrangements.

6200.35 Off-Campus Conduct

The authority of administrators to expel, suspend, or otherwise discipline a student is not limited to the student's on-campus conduct. Students may be suspended out-of-school, or otherwise disciplined, for off-campus conduct which is contrary to the law, or which has an adverse impact on good order, discipline, or the learning environment at the school.

6200.4 Suspension

Suspension is defined as a temporary dismissal of a student from the school. Suspension is a drastic consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success.

Students may be suspended for reasons including, but not limited to:

- Conduct unbecoming a Christian student;
- Incurable, or disruptive behavior which impedes the progress of the rest of the class;
- Use, possession, or sale of weapons, drugs, or controlled substances;
- Infliction of, or threatened, injury to another person;
- Criminal or gang-like behavior.

The following suspension process shall be followed:

- Only the principal/pastor has the ability to suspend a student.
- A student shall be suspended for no more than seven (7) school days.

Criteria 6: Disciplinary Procedures

- A conference shall be held with the parents, either before, or after, the student is placed on suspension.
- A written record shall be made, including date of the suspension, reasons, and notes relating to the parent conference, with the terms and conditions of the suspension signed by the parent and principal. A copy of the record must be kept in a file separate from the student's permanent record.

Exact procedures shall be specified clearly in local policies and must be in conjunction with diocesan policy.

6200.45 Student Withdrawal on Grounds of Parent Behavior

Normally a child is not to be deprived of a Catholic education, or otherwise penalized for the actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students, that the parents may be requested to remove their student(s) from the school for any of the following reasons:

- Refusal to cooperate with school personnel;
- Refusal to adhere to diocesan or local policies and regulations;
- Interference in matters of school administration or discipline.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. The principal must verify that parents were informed to terminate the inappropriate behavior. If such effort does not correct the situation, the principal may require the parents to withdraw their child. Documentation, signed by the principal and parents, as well as any other information, or evidence of consultation with the parent, should be retained on file.

6200.5 Expulsion

A student may be expelled from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

Expulsion is a serious matter and should be invoked only as a last result. The following procedures shall be observed:

- A record shall be kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and family.
- In parish schools, the principal must confer with the pastor regarding any impending decision to expel a student.
- The parents shall be given a written notice of the offense(s) and shall be invited to a conference with the student, school personnel, and pastor. In parish schools, the local pastor shall be advised of the conference and invited to attend. At this time, the parent(s) will be asked to withdraw their child from the school.

Criteria 6: Disciplinary Procedures

- The principal shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentation shall be maintained in a file separate and apart from the student's permanent record.
- The student's permanent record shall indicate that the reason for the transfer was expulsion.
- The principal shall immediately notify the Superintendent of Catholic Schools of any expulsion. This notification shall be in written form, whether or not verbal communication has occurred.
- The final decision to expel a student rests with the principal (and in parish schools, with the knowledge and consent of the pastor).



6200.54 Due Process

Although Catholic Schools are not bound to protect the constitutional rights of students and employees, they are required to treat persons fairly. "Fairness" constitutes abiding by the following:

- Notice – The individual must be told exactly what he/she is accused of doing or not doing.
- Hearing – The individual is allowed to present his/her side of the story.
- Impartial Tribunal – The individual is allowed to tell the story to an individual or group that is not biased.

6200.55 Firearms and Weapons

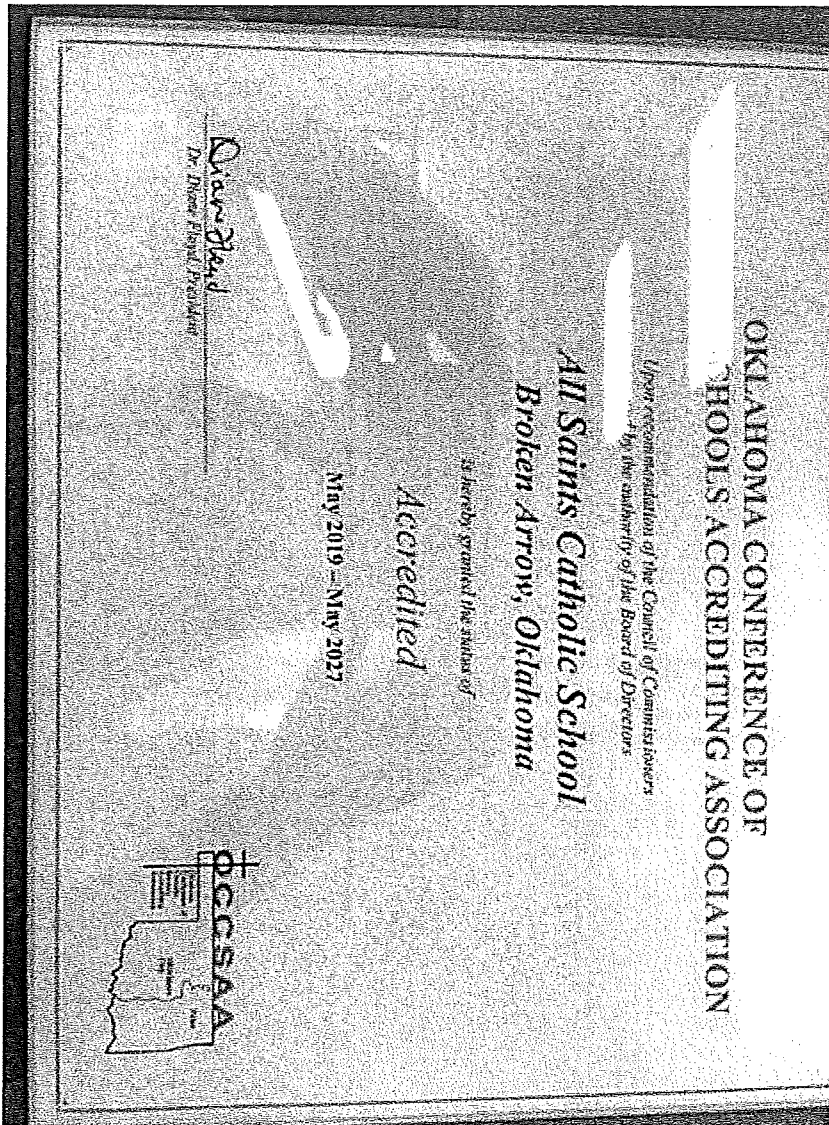
The Diocese of Tulsa prohibits any and all weapons inside any building owned or occupied by the Diocese of Tulsa, including all Catholic Schools.

Any behavior, which threatens the health and safety of others, is strictly forbidden. A student who brings a firearm or weapon to school, or to a school-sponsored activity, is subject to immediate expulsion from school for no less than one (1) year. A law enforcement officer will be notified. A weapon is defined in the following description given by the Gun-Free Schools Act, 1994:

For the purposes of the GFSA, a "weapon" means a firearm as defined in Section 921 of Title 18 of the United States Code. Accordingly, the following are included within the definition:

- a. Any weapon, including a starter pistol, which is designed to, or may readily be converted to, expel a projectile by the action of an explosive;*
- b. The frame or receiver of any weapon described above;*
- c. Any firearm muffler or firearm silencer;*
- d. Any explosive, incendiary, or poison gas:*
 - 1. Bomb;*
 - 2. Grenade;*
 - 3. Rocket having a propellant charge of more than four ounces;*
 - 4. Missile having an explosive or incendiary charge of more than one-quarter ounce;*
 - 5. Mine; or similar device.*

Criteria 7: Accreditation



All Saints Catholic School
Compliance # 7