

**2011-2012**



**STUDENT HANDBOOK AND CALENDAR**

1524 W. Parrish Ave.  
Owensboro, KY 42301  
Phone: (270) 684-3215  
Fax: (270) 684-7050  
[www.owensborocatholic.org](http://www.owensborocatholic.org)

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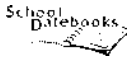
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2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883  
<http://www.schooldatebooks.com> • [sdi@schooldatebooks.com](mailto:sdi@schooldatebooks.com)

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## **WELCOME TO OWENSBORO CATHOLIC**

Students are issued a student handbook at the beginning of each academic school year free of charge. Students are to be in possession of their handbook during every class period and checking in and out of school. The handbook contains rules and regulations important to every student in the school.

- 1) If a student loses his/her handbook, he/she will be required to purchase another handbook for \$10 in the Attendance Office.
- 2) Students may not remove or deface pages. Pages need to be clear so they can be stamped for checking in and out of school. Students are responsible for what is written or drawn in his/her handbook.

Students may not borrow another student's handbook.

Owensboro Catholic has a long tradition of excellence in academics, athletics, and Christian formation. We take pride in providing "faith in education." The following philosophy and mission statements explain the source of that difference.

The student handbook does not propose to cover all situations, nor is it intended to be a work of perfection. It is, however, a beginning and has been put together at the request of the students and faculty alike. It is the hope of the administration that it will be of help to all the students of Catholic High in its use as a reference in relation to school policy and expectation.

The school retains the right to amend this handbook with just cause. Parents will be promptly notified of any changes.

### **PHILOSOPHY**

We at Owensboro Catholic High School believe that each person is a sacred individual. And we believe that each student is an essential part of the whole Christ, both called and destined by God for continued growth of all his/her faculties, abilities, and awareness—both spiritual and material.

We believe, therefore, that it is the primary responsibility of the school to create a truly Catholic environment in which each student is afforded the opportunity to become aware of his/her own worth and be inspired to seek fulfillment in all levels of his/her existence.

Owensboro Catholic High School shall be committed to:

- instilling by word and example positive Christian values and attitudes;
- conveying concern for the well-being of the whole person in his/her spiritual, physical, intellectual, emotional, social, and psychological growth and development with full regard for individual differences;
- teaching responsibility, accountability, and self-direction to all entrusted to us;
- presenting humankind as a community of interdependent, concerned individuals and sound family life as a basic unit and model of human community;
- preparing each student for life in this world and eternity with the teachings of Christ and His Church as the foundation of that preparation;
- promoting academic excellence according to the ability of the individual as a goal in itself, as well as a means to a productive and fulfilling career;
- instilling a deep appreciation of the beauty of all creation and of God's plan for humankind and the whole universe.

### **MISSION STATEMENT**

The Owensboro Catholic Schools share in the mission of the Church, in cooperation with families, to provide a religious and academic education which prepares students to become responsible members of family, Church, and community.

### **GENDER EQUITY**

Owensboro Catholic maintains a Gender Equity Committee which meets three times a year. The Committee's objective is to attain and maintain athletic parity for both genders. Its effort is reported to KHSAA in an annual Title IX report.

### **CRISIS "TIP" LINE**

The tip line is a joint effort between the local school districts and River Valley Behavioral Health. We are working to jointly prevent the type of violence, which has been seen not only in our state, but also in several others throughout the United States.

Any person, who may know or believe that someone is planning some dangerous activity in the school, or on school property, may call the tip line and leave an anonymous message. The trained phone counselor will obtain some specific information about the planned event and contact the designated school person. The school may then take whatever steps necessary to prevent the planned action. Dangerous situations may include attacks, fights, gang activity, drug occurrences, threats of suicide or homicide and other violence or destruction of property.

The tip line is available 24 hours per day every day of the year. The number to call is 684-9466.

## **FACULTY AND STAFF**

Business Department.....	Mrs. Patty Kaelin* Mr. Mitchell Sims
Driver Education .....	Mr. John Edge
English Department .....	Ms. Sandra Jones* Mrs. Katie Pagan Mr. Ben Hardesty Mrs. Lisa Higdon Mr. Bill Hagan
Foreign Language Department .....	Ms. Rhonda Foster* Mrs. Susan Bartlett Ms. Ginger Robinson
Fine Arts Department .....	Mr. Eddie Miller* Mr. Ed Hauser
Math Department .....	Mrs. Mary Ann Medley * Mr. Jeff Fritz Mrs. Jennifer Westerfield Ms. Melissa Goetz
Physical Education Department.....	Mr. David Blanford* Mr. Jim Ivey Mr. John Edge
Religion Department .....	Mrs. Sherry Orth* Ms. Martha Luckett Mr. George Randolph Mr. Tony Kraus
Science Department .....	Mr. Paul Payne* Mr. Neil Corley Mr. Durand Engineer Ms. Megan Rhodes
Social Studies Department .....	Mr. Eric Huff* Mr. Mike Reeves Mr. Eddie Miller Mrs. Cynda Wood
Agriculture Department .....	Mrs. Susan Zoglmann*
Family and Consumer Science Department .....	Mrs. Patty Kaelin* Mrs. Susan Zoglmann Mr. Mitchell Sims
Library .....	Mrs. Marilyn Pace* Mrs. Josie Hagan
Office Staff .....	Mrs. Tracy Miller* Mrs. Patty Johnson Mrs. Susan Jones Mrs. Cecilia Clouse Mrs. Charlotte Cecil
Cafeteria Staff .....	Mrs. Cheryl Goatee* Mrs. Bonnie Jones Mrs. Louise Crowe Mrs. Robin Winfield Ms. Chris Bartlett Mr. Tony Kimbley

Maintenance .....	Mr. Terry Gabbert*
	Mr. Ed Simon
	Mr. Gary Ramage
	Mr. Gary Glover
	Ms. Phyllis Mullen
	Mr. Tim Gabbert

\*Indicates Department Head

## **ADMINISTRATION**

Principal .....	Mr. Gates Settle
Assistant Principal of Instruction .....	Mr. Kurt Osborne
Dean of Student Activities .....	Mrs. Amy Lambert
Religion Department Chair .....	Mrs. Sherry Orth
Athletic Director .....	Mr. David Blawie
Head Counselor (Academics) .....	Mr. Scott Lowe
Counselor .....	Mrs. Bev Howard
Director of Marketing/Development .....	Mr. Keith Osborne
Priest Pastor .....	Fr. John Vaughan
Director Owensboro Catholic Schools .....	Mr. Ken Rasp

## **SCHOOL ADMINISTRATION**

### **Principal**

The Principal's prime responsibility is the instructional and educational program of the school. All that is directly or indirectly related to the field of instruction falls under the jurisdiction of the Principal, who in turn is accountable to the Director of Owensboro Catholic Schools.

### **Assistant Principal of Instruction**

The Assistant Principal over Curriculum and Instruction is responsible for curriculum and its development, scheduling, testing, supervision and staff development.

### **Dean of Student Activities**

The Dean of Students maintains the order and discipline of the building during the school day and during extracurricular activities, supervises attendance, is chairman of the Attendance Discipline Board, and handles referrals from teachers on matters of discipline. The Dean is to help students with behavioral problems and is available for counseling.

### **Head Counselor**

The Head Counselor shall coordinate grade reporting, is responsible for maintaining the student permanent record and serves as junior/senior counselor.

### **Guidance Counselor**

The Guidance Counselor shall provide individual counseling to students, is responsible for career counseling, summer school scheduling and technical school students. Also serves as freshman/sophomore counselor.

### **Religion Department Chair**

Head of the Religion Department is in charge of all liturgical celebrations. She is to set the calendar of all liturgies, retreats, days of recollection, and reconciliation services. She is to help foster the spiritual life of not only the student body but also of the faculty and staff. She is to insure that Roman Catholic teaching is being taught throughout the school. She is a contact not only to the Bishop but also to the other priests of the Owensboro Catholic School System.

### **Athletic Director**

The Athletic Director is to insure the orderly and economic function of the Athletic Department; to give leadership and assistance to personnel in both athletic and intramural matters; to provide a two-way channel of communication between administration and his/her departments; and to maintain those departments as a cohesive unit directed toward achieving stated goals.

# 1. ACADEMIC POLICIES

## 1.1. DIPLOMAS

Owensboro Catholic High offers three levels of diplomas: the Standard High School Diploma, the College Preparatory Curriculum Diploma, and the Honors Curriculum Diploma. Below are listed the minimum requirements for each.

### 1.1.1. Standard High School Diploma

Religion	4
English 9, 10, 11, 12, all Reg	4
Math (Alg I A, Alg I B, Geom, Alg II, all Reg)	4
Science (Int Sci I & II, III)	3
Social Studies (Govt, Econ, US Hst, Wld Civ)	3
Fine Arts (Music, Art Appreciation)	1
Health & PE	1
Computer Basics	1/2
Personal Enrichment	1/2
<b>Total including electives:</b>	<b>26</b>

### 1.1.2. College Preparatory Curriculum Diploma

This diploma's requirements satisfy Kentucky's Pre-College Curriculum, which is the minimum required for admission to any state-supported four-year college in Kentucky. The colleges are each free to impose additional requirements, and most do have some additional coursework, GPA, or ACT requirements of their own.

Religion	4
English 9, 10, 11, 12; all CP	4
Math (Alg I A CP, Alg I B CP, Geom CP &)	4
Science (IPS CP, Bio CP, Chem CP)	3
Social Studies (Govt CP, Econ CP, US Hst CP, Wld Civ CP)	3
Fine Arts (Humanities or Music, Art Appreciation)	1
Health & PE	1
Computer Basics	1/2
Personal Enrichment	1/2
Foreign Language (both years of same language)	2
<b>Total including electives:</b>	<b>26</b>

#### **Recommended additional coursework:**

An additional year of science, social studies.

### 1.1.3. Honors Curriculum Diploma

This diploma is Owensboro Catholic's very best preparation for college, provided the student is capable of the coursework.

Religion	4
English 9, 10, 11, 12; all Honors	4
Math (Alg I Hon, Geom Hon, Alg II Hon all required; <b>one other math course</b> )	4
Science (IPS Hon, Bio Hon, Chem Hon)	3
Social Studies (Govt Hon, Econ Hon, US Hst Hon, Wld Civ Hon)	3
Humanities	1
Health & PE	1
Foreign Language (Honors level only and both years of the same language)	2
Computer Basics	1/2
Personal Enrichment	1/2
<b>Total including electives and no semester failures</b>	<b>29</b>

## 1.2. ADVANCED PLACEMENT AND COMMONWEALTH DIPLOMAS

For all Graduating Classes

Advanced Placement (AP) is a national program whereby a student may take an AP course in high school and then take an AP test over the material covered in that class. If the student achieves a specified score on the test, he or she may transfer college credit to a specified college. The cost per test is \$100.00. OCHS offers the following AP courses:

<b>CLASS</b>	<b>TEST</b>
English 12 AP	English Lit and Comp
Calculus AP	Calculus AB
US History AP	American History
General Biology AP	Biology
French AP	French Language
Spanish AP	Spanish Language

The Commonwealth Diploma is a Kentucky state diploma that requires that a student fulfill the following:

1. Successfully complete at least 22 approved credits, including all of the requirements for high school graduation.
2. Successfully complete the requirements of Kentucky's Minimum Pre-College Curriculum
3. Successfully complete at least 4 AP courses (receive a grade of C or better in each course)
  - a. English AP
  - b. Spanish AP or French AP
  - c. Biology AP or Calculus AP
  - d. One additional AP course
4. Complete examinations in at least 3 of the 4 required AP courses.

## 1.3. ACADEMIC EVALUATION

### 1.3.1. Grading Scale

A.....	93 to 100
B.....	85 to 92
C.....	77 to 84
D.....	70 to 76
F.....	69 and below

### 1.3.2. GPA Computation

The following point scale is used to figure GPA. Simply add the points earned and divide by the number of semester classes taken. NOTE GPA is not weighted.

A - 4.00	B - 3.00	C - 2.00	D - 1.00	F - 0.00
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### 1.3.3. Honor Roll

At the end of each of the first three grading periods, the A/B Honor Roll and the Principal's Scholar list is prepared and published based upon the number of points earned.

	A/B Honor Roll	Principal's Scholar
Grade 9	36	42
Grades 10, 11, 12	37	43

Honor points are based on the following scale:

<b>GRADE</b>	<b>LEVEL 0</b>	<b>LEVEL I</b>	<b>LEVEL II</b>	<b>LEVEL III</b>
A	7	6	5	4
B	6	5	4	3
C	5	4	3	2
D	4	3	2	1
F	0	0	0	0

## 1.4 OCHS HOMEWORK EXPECTATIONS

### A. Definition

Homework is defined as assignments which require preparation, participation, and/or study that are to be completed outside the classroom to reinforce class instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class assessment, prepare for class discussion, and/or provide curriculum enrichment opportunities.

### B. Time

OCHS students should spend an average of two to three (2 to 3) hours per day on homework. AP and Honor students should spend more time.

### C. TEACHER RESPONSIBILITY

Teachers should consider school events and other subject area requirements when assigning homework.

### D. STUDENT RESPONSIBILITIES

1. Students should complete their own homework.
2. Students should write down assignments and due dates, and clarify questions before leaving class; then select necessary books and supplies before leaving school.
3. Students should keep homework in the same place at home and should take books and materials directly to study area.
4. Students should plan the best time to complete assignments.
5. Students should complete work so that it is neat and legible.

### E. PARENT RESPONSIBILITIES

1. Parents should provide a suitable place to study, free from disturbances and distractions.
2. Parents should provide needed materials for completing homework.
3. Parents should check on homework progress and completion.
4. Parents should stay in communication with teachers.
5. Parents should check that outside jobs or extra-curricular activities do not interfere with their son or daughter's obligations as a student.

## 1.5.ACADEMIC LETTER REQUIREMENTS

In order to earn an academic letter, a student must

1. Have achieved a GPA of 3.60 or higher for the entire preceding school year,
2. or have been a member of the OCHS Academic Team and participated in at least 50 percent of all matches played during the immediately preceding year,
3. or have been an active participant in any individual or team academic-oriented competition that won first, second, or third place on at least the regional level during the immediately preceding year.

## 1.6. STUDENT RECORDS

Copies of a student's permanent record are to be made available to parents/guardians upon written request within not more than 45 days.

## 1.7. SUMMER SCHOOL

Summer school is recommended for either enrichment or making up failed credit.

## 1.8. GRADUATION

Seniors lacking enough credits to earn a diploma will not participate in the Graduation ceremony. **Seniors with financial obligations will not be permitted to participate in Baccalaureate or Graduation ceremonies.** Tuition assistance is available on a limited basis to help those students who are in need. See the principal for details.

### 1.8.1. SENIOR TRANSCRIPTS

All financial obligations, including rental books turned in, book fees, tuition, SCRIP, and fines must be met before a transcript of credits is sent to another school or organization. Payment in the form of cash or money order would allow for the transcript to be sent without delay. If all obligations are met, the initial transcript is sent free of charge; each additional transcript costs \$3.

## 1.9. COLLEGE ADMISSIONS

### 1.9.1. College Entrance Requirements

First, note that the OCHS Honors diploma is not required for college admission. But it is certainly the best possible academic preparation for college that we can offer.

Since requirements for college admission differ from school to school, students are advised to check college catalogs regarding requirements early in their high school years (e.g., some colleges require two years of foreign language at the high school level while others do not). College catalogs may be examined in the guidance office.

### 1.9.2. College Visitation Day Policy

#### Attention Seniors & Second Semester Juniors

Owensboro Catholic High School understands the importance of the college visit in order for students to make informed choices about their post secondary education. College visitation days, taken during school time, are counted as excused absences when the following guidelines are followed. Those students who do not wish to have an absence on their record are encouraged to visit colleges on the weekends or on scheduled in-service days.

1. Students and/or parents are responsible for setting up the college visitation appointment by contacting the school's Admissions Office. Some colleges allow appointments to be set up on the school's website. Admissions Office phone numbers can also be found on the school's website.
2. It is recommended that contact be made through the Admissions Office of the **college or university** at least two weeks in advance so that the Admissions Office has time to set up necessary appointments.
3. **Prior to a college visit, and in order for the absence to be excused, students must bring a letter signed by their parents to the OCHS Attendance Office stating the date and college to be visited.**
4. Students are required to check into the Attendance Office immediately following the college visit **with a note from the Admissions Office, on the college letterhead, verifying the visit.**
5. Some college appointments will take only part of a day, especially to Colleges in Owensboro, and the students will be excused for only part of the day.
6. Students invited for scholarship interviews are to follow the pre-arranged absence form policy.

Note: College placement tests should be scheduled outside normal school hours.

## 1.10. DROP/ADD COURSES

A student may "drop" a core course without a designated grade during the first four school days of the semester and be admitted to another core class providing, first, there is availability and, second, the necessary approvals are obtained from parent/guardian, teachers, and administration.

### **ELECTIVE COURSES, FOR BOTH SEMESTERS, MAY ONLY BE CHANGED PRIOR TO THE FIRST DAY OF SCHOOL!**

A student may also "drop" a core course without a designated grade during the week after first or third quarter progress reports are issued provided there is availability and the necessary approvals are obtained from parent/guardian, teachers, and administration.

Exceptions may occur from time to time. But changes outside this policy will occur only after the parent/guardian has consulted with the teachers concerned and the Principal.

Honors diploma candidates and National Honor Society members should note that dropping a class could endanger their chances of receiving the Honors diploma and/or remaining NHS members; both require that the student take the right courses and pass all of them.

## 1.11. PROGRESS REPORTS/PARENT – TEACHER CONFERENCES

Progress reports are mailed home to every student at approximately the middle of each nine-week quarter. Parent-Teacher Conferences are scheduled after the first progress reports come out and midway into the third quarter. As always, parents are welcome to call the school (684-3215) to talk to the teacher or via e-mail them about a class in which the student is having difficulty. If the teacher is not available at that time he/she will return the call later.

## 1.12. INCOMPLETES AND FAILURES

The grade of "I" (incomplete) is administered to a student who has been absent from school/class for an extended period of time, failed to take a final exam, or for some reason neglected to meet other requirements of classroom work as outlined by the teacher.

It is the student's responsibility to make up an incomplete.

An "I" may be given at the end of either the first or third quarters. But unless there are extreme circumstances (and permission is granted by the principal or head counselor), there will be no incompletes given at the end of either semester. Students have four weeks in which to complete an "I." At the end of that time the existing grades, including zeros for missing assignments, are averaged.

## 1.13. ABSENCE DURING EXAMS

**Only the Principal/Dean has the authority to excuse a student from taking exams at the appointed time.** Students who miss exams will be permitted to take them only if the following conditions are met:

The student's parent calls the Principal/Dean's office in advance of the missed exam(s). The parent must either have a doctor's statement that the student is incapable of taking exams or must schedule a conference with the Principal/Dean. Students not meeting these conditions will not be allowed to take the missed exam(s) but will receive a zero for that exam.

If the exam missed is first semester, the teacher will administer it at his/her convenience and report the grade to the office before the end of the first week of the new semester.

If the exam missed is second semester, the student should make an appointment with the teacher to administer the exam before the last day of school. If the appointment cannot be made the teacher will send the exam to the office for administration and then the teacher will grade it at his/her convenience.

Students who miss exams without prior approval of the Principal/Dean will not be allowed to take them but will take a "0" in any exam missed.

# 2. ATHLETICS

## 2.1. HANDBOOK

An athletic handbook is available to all athletes from the athletic office. All athletes are responsible for the rules and policies contained therein.

## 2.2. ATHLETIC ADVISORY BOARD

The OCS Athletic Advisory Board acts in an advisory capacity to the principals of the school system in all athletic matters. The Board also acts as a subcommittee of the OCS School Board. The Principals and Athletic Directors, the Booster Club President and Secretary, a number of School Board members and appointed members all serve on the AAB. Also sitting on the AAB are two at-large members of the Booster Club, neither of which may have children attending OCS.

## 2.3. GRIEVANCE PROCEDURE

If an athlete encounters a problem, he/she should discuss the matter with the coach and resolve it there. If there is a need for a policy or rule interpretation, the athlete is free to come to the Athletic Director for clarification.

## 2.4. ELIGIBILITY

In addition to the KHSAA Rules and Regulations, an athlete must abide by the following rules;

1. Attendance at school on the day of competition or practice: an athlete must be in class for two periods of the school day to be eligible to compete or practice that afternoon or evening. In cases of emergency, the Dean of Students or Principal may waive this rule.
2. An athlete must be passing at least six subjects (including Religion) to be academically eligible to compete. Grades are checked each week to determine academic eligibility for the upcoming week.
3. To be eligible for athletic competition in the state of Kentucky, a student must be at his/her proper grade level. The following chart shows the number of credits a student must earn to be at grade level depending on his/her year or graduation.

Credits to Graduate	Credits needed for grade 10	Credits needed for grade 11	Credits needed for grade 12
26	5.5	12	18.5

4. Before an athlete may participate in his/her first practice, the following must be given to the coach:
  - a. Parents' permission form
  - b. Doctor's health certificate
  - c. Any fees or other forms required by the coach
  - d. KHSAA eligibility form.
5. Transfer students are ineligible and may not tryout or practice until declared eligible by the KHSAA and the principal notifies the athlete.
6. A student may re-establish eligibility at mid-year.

## **2.5. INSURANCE**

OCHS purchases secondary insurance for all students and all athletes. It pays only after the primary insurance has paid and does not duplicate benefits. Responsibility for filing a claim and collecting is with the parents. Forms are available from the school.

The Kentucky High School Athletic Association also provides catastrophic insurance. See the permission form parents sign for their student to participate in athletics for more information.

## **O.C.H.S. ALCOHOL AND DRUG POLICY FOR ATHLETES, ACETTES, AND CHEERLEADERS**

See Section 12.14. Drug and Alcohol Use.

## **2.6. OCHS ATHLETES' CREED**

An OCHS Athlete is one who believes:

- that an athlete must abide by the rules of the school and team
- that because of the athlete's influence on younger students, the athlete should be a sportsman both on and off the field or floor
- that athletic contests should produce goodwill between schools, and it is the duty of each player to promote this feeling.
- that the proper question for the athlete is "How can I help the school and team" instead of "How can the school and team help me?"
- that it is an honor and privilege to play on a high school team.
- that an athlete does not in any way abuse his/her body with drugs or alcohol.

# **3. ATTENDANCE**

## **3.1. PHILOSOPHY**

We at Catholic High feel that there is a direct relationship between class attendance and class success. The Owensboro Catholic faculty and administration believe daily activities that take place in the classroom are a vital part of the learning process. The learning that takes place in the classroom cannot be made up by simply doing the written assignments missed during the absence. Therefore, to earn credit in a course, the student is obligated to:

1. Fulfill course requirements established by the teacher and school administration.
2. Conform to the attendance policy stated below.

## **3.2. ATTENDANCE POLICY**

1. Students who are absent five times per semester, not verified by a doctor's note, will receive a letter requiring either a doctor's note for subsequent absences to be excused or a parent meeting to address the absences.
2. Attendance will be taken every period.
3. A student with three (3) unexcused absences during a semester will receive one (1) Saturday School. In addition, the student and parents/guardians will meet with the Dean of Students and a counselor to discuss improving the student's attendance. Similarly, a student with six (6) unexcused absences during a semester will receive one (1) Saturday School. The student with parents/guardians will also be asked to appear before the Discipline/Attendance Review Board to discuss corrective measures.

4. A student with nine or more unexcused absences in a specific class for the semester will have a grade of 69% assigned for the two quarters to be used with the semester exam grade to compute the semester average. If the student's actual average is lower than 69%, that average will be used. The school is required to report any student with nine or more unexcused absences to the local Truancy Officer.
5. **Appealing Lowering of Grade:** A student who has been notified of a grade lowered to 69% due to excessive absences may appeal to the Discipline/Attendance Board. The appeal by the student and/or parent should be received, in writing, by the Dean of Students or Principal within seven calendar days after notification of loss of grade was made to the student. The student and/or parent should provide any written documentation, medical slips, ect. which would serve as evidence to the committee to explain excessive absences. He/she should be prepared to explain why an extension of the attendance limit should be considered.

### **3.3. TARDY POLICY**

1. A student who is tardy to school will report directly to the Attendance Office for an admit slip before being admitted to class. Only the same reasons for excused absences will be accepted for an excused tardy.
2. Students who are tardy three times in a semester without a doctor's excuse will be required to have a doctor's excuse for subsequent tardies to be excused.
3. The THIRD unexcused tardy will result in a detention. The FOURTH unexcused tardy will result in two detentions. The FIFTH unexcused tardy will result in one session of Saturday School. On subsequent unexcused tardies the student will be suspended until the parents meet with the Dean of Students.
4. Examples of an unexcused tardy include but are not limited to the following:
  - a. Oversleeping.
  - b. Missing the bus.
  - c. Car trouble.
  - d. My ride didn't come to pick me up.
  - e. Had to dry my clothes because I had nothing to wear.
  - f. Alarm didn't go off.

### **3.4. ABSENCES**

The attendance of our students is a responsibility shared between OCHS and the parent/guardian of the student. When school is in session, the student is expected to attend school regularly and to be on time for all classes. Students are expected to develop habits of punctuality, self-discipline, and responsibility.

1. **CALL REQUIRED:** For any absence other than a prearranged one (SEE # 7 BELOW), a parent or guardian must call the Attendance Office (684-6088) before 9:15 a.m. EACH day the student will not be in school. Exceptions are students who are hospitalized or in treatment (see EXTENDED ABSENCES).
2. **NOTE REQUIRED:** After any absence, the student must present a written note of explanation to the Dean's office before 8:15 a.m. The note should state the student's name, date of absence, and reason for absence, parent or guardian's signature and telephone number. When a student returns to the school after being gone for a medical appointment, court appearance, etc. the student must return with verification of the appointment.
3. **ADMIT SLIP:** After presenting the written note of explanation, the student will then be given a stamp stating whether the absence is EXCUSED or UNEXCUSED. The student must seek out the teachers whose classes he/she missed.
4. **EXCUSED ABSENCE CRITERIA:** The absence will be excused if it meets one of the following criteria:
  - a. Personal illness
  - b. Death in the family.
  - c. Severe illness of a member of the immediate family that requires the presence of the student. Immediate family is defined as father, mother, brother, sister or member of student's household.
  - d. Orders from the court.
  - e. School sanctioned activities
  - f. College visitation (Seniors, see Section 1.9.2. College Visitation Day Policy)
  - g. Other valid reasons established by the Principal or Dean of Students.

5. **UNEXCUSED ABSENCE CRITERIA:** The absence will be UNEXCUSED if it meets one of the following criteria:
  - a. Absences for reasons other than the above, unless prior approval has been sought by the parent/guardian and given by the Dean of Students or the Principal
  - b. Truancy: leaving campus without signing out, cutting classes, obtaining permission to report to a particular place but not reporting there, skipping school.
  - c. Students suspended out of school will receive an unexcused absence and "0" for work missed. Long-term assignments may be accepted for credit at the discretion of the Administration.
6. **MAKE UP WORK:** Work missed because of an EXCUSED absence may be made-up for credit. However it is the responsibility of the student to make arrangements with their teachers.  
 Work missed because of an UNEXCUSED absence may not be made up without special permission of the Dean of Students or the Principal.  
 Work missed due to truancy may not be made up and the student is to receive a "0" on those assignments.
7. **PRIOR NOTICE REQUIRED:** When a student must be absent from school for reasons other than illness, it is required that parents/students contact the Attendance Office in advance, with a note, to prearrange the absence in order to determine whether the time out of school is excused or unexcused. The student will be given a pre-arranged absence form that must be signed by parents, teachers and the Dean of Students. Prior notice is required for the following reasons: a medical or dental appointment that cannot be scheduled outside of school time; the funeral of a family member or close friend; a specific family function. The school reserves the right to make a judgment about the validity of each request.
8. **EXTENDED ABSENCES:** When an illness or injury necessitates an extended absence (3 or more days), the parents should contact the Guidance Office (684-3215) to make arrangements to obtain homebound assignments.
9. **PARTICIPATING IN SCHOOL FUNCTIONS ON DATE OF ABSENCE:** Students who are absent from school for more than two periods may not participate in any athletic practice or contest or any social or school sponsored event in that same day. In cases of emergency, the Dean of Students or the Principal may waive this rule. Violation of this procedure will make the student ineligible for the next scheduled game or event.
10. **ABSENCES DURING EXAMS** see Section 1.13. Absence During Exams.
11. **SCHOOL CALENDAR:** The school presumes that parents accept the published school calendar when enrolling a student at OCHS.
12. **SPECIAL CIRCUMSTANCES:** The Principal or Dean of Students will listen to requests for an absence that is necessary to the student or family. At the same time, the school reserves the right to call home and talk to a student or parent when the student is absent.
13. Student(s) must have a doctor's statement for absences before or after a day when school is not in session to receive an excused absence.

### **3.5. SKIP DAYS**

OCHS does not recognize or condone class cut days. As a result, students who miss class under such pretense will face disciplinary action.

### **3.6. VACATIONS**

Students who take vacations during school time at the request of parents (see "prior notice required" 3.4.7) do so at their own academic risk. They are responsible for all assignments given during their absence and for all material covered.

Students not present at school on the day before or after a scheduled vacation or holiday may be considered truant and not allowed to make-up work missed.

### **3.7. CHECKING OUT**

Before leaving the school premises at any time before regular dismissal, a student is to obtain authorization from the Attendance Office.

A student who becomes ill during the day must report to the School Nurse or to the Dean of Students. Parents are notified by phone before a student is sent home. A student cannot be taken home by another student. The student must either drive him/herself home or call a parent to pick him/her up.

### 3.8. FUNERALS

Students attending a morning funeral are not obliged to report to school prior to the funeral. Parents will keep the student under their supervision until the funeral proceedings.

Students attending a morning funeral will report to the office after lunch on the day of the funeral. They will present in writing the parent's permission for the absence. This note will state the relationship of the student to the deceased.

Unless the deceased is a member of the student's immediate family, the student is responsible for arranging their expected absence for the funeral prior to the day of the funeral. All arrangements must be made with the attendance Office.

In the event of a death in a student's immediate family, compliance to these rules will be unnecessary.

### 3.9. TECHNICAL SCHOOL STUDENTS

Students attending the local technical school are still bound by the regulations and attendance policies at OCHS. They are **dismissed after homeroom** each day to go to technical classes and may eat lunch in our cafeteria or may stop for lunch on their way to technical school. Normally, they must arrive there by 12:15 p.m. and are dismissed at 3:10 p.m. Technical students provide their own transportation to and from technical school.

## 4. BOOKBAGS

Students may not carry book bags/backpacks or backpack type purses during the school day. If students choose to use a book bag, place it in a locker at the beginning of the day and retrieve it at the end of the day.

## 5. CHEATING/PLAGIARISM

As teachers of the faith, OCHS has a responsibility to instill, by word and example, proper values and attitudes needed in order to live life in this world with God. We expect and understand the significance of honesty in all areas of our lives. Honesty is significantly important in order to achieve an atmosphere in which true learning and spiritual growth may occur. Lack of honesty, especially academic dishonesty (cheating) is an impediment in the pursuit of Truth. **Cheating** is taking credit for work that is not one's own. Cheating includes, but is not limited to, the following behaviors: copying homework, misusing calculators, working together on an assignment that is to be completed independently, talking during a test or quiz, looking at the paper of another student during a test or quiz, having answers/test material out or available during a test or quiz, getting questions or answers for a quiz, test or exam in advance. Any behavior that compromises the integrity of a student's work or a teacher's assessment of that work constitutes cheating. Violations of the policy will receive:

- Cheating on a quiz or minor assignment = One Discipline Mark, One Detention and a zero on quiz or assignment
- Cheating on regularly scheduled test or assignment = Two Discipline Marks, Two Detentions and a zero on test or assignment
- Cheating on exam or major assignment = Three Discipline Marks, Saturday School and a zero on exam or major assignment

**Plagiarism** is defined as the actual copying of information without documentation, paraphrasing without documentation, or providing inaccurate documentation. It is a form of cheating/stealing because it involves misrepresentation of another's idea/words or actual "theft" of those ideas/words.

Students who plagiarize will lose points or receive a zero on the assignment depending on their class, level, and the severity of the plagiarism. If the majority of an assignment is plagiarized and it is apparent that the student intended to plagiarize, he/she will receive a zero, three Discipline Marks, Detentions or Saturday School.

## 6. COMPUTER/INTERNET ACCEPTABLE USE POLICY

### 6.1. PHILOSOPHY

The Internet is a tremendously useful and powerful resource which links people, institutions, and databases literally around the world. Its power to communicate is virtually unlimited, its worth as a research tool is growing daily. Because of these unprecedented benefits to teaching and learning, Owensboro Catholic High School is now equipped to offer access to the Internet to teachers and to students at school. This is a part of our effort to maximize the benefits of technology as a tool in both teaching and learning. The main benefits of our access to the Internet for students are:

- the many research possibilities in various disciplines,
- the global connection both to and from Owensboro Catholic High School,
- the ability to communicate locally, nationally, and globally,
- the experience in using a tool which will become more important and pervasive in the lives of our students as time goes on.

While the Internet is a tremendous resource offering powerful benefits, it can also be misused. Owensboro Catholic High School recognizes and accepts its responsibility to teach not only the technical skill of using the Internet, but also the moral and responsible use of the Internet as well. We know several important facts about the Internet:

- the vast majority of the information on it is good and appropriate for students
- there are some undesirable elements which can be accessed through the Internet
- the Internet is part of our students' future in continuing education, in the professional and business world, and very likely as a personal resource.
- to insure that we can use the Internet in a proper and responsible manner, Owensboro Catholic High School is instituting the following policy:
- the moral and responsible use of the Internet will be taught along with the technical skill of using the Internet
- Access to Internet will be in public places under supervision
- No individual school accounts will be given to students, thus limiting the ability of students to receive Electronic Mail without supervision

These are some basic, common sense measures which will allow our students to enjoy the benefits of the Internet while making sure that it is serving the purpose that we desire for it and Owensboro Catholic High School. One of our educational goals is to offer programs and curricula which will best prepare our students for the future. We are convinced that our program to teach these skills from the perspective of appropriate and responsible use will be a valuable asset for all our students.

## **6.2. THE 10 COMMANDMENTS OF COMPUTER USE AT OCHS**

1. All files and programs on the computer belong to someone. You may not erase, rename or make unusable anyone else's files or programs.
2. You may not authorize anyone else to use your name or files for any reason (except a faculty or staff member). You are responsible for all uses of your accounts.
3. You may not use OCHS computers or accounts for any purposes other than legitimate learning purposes. You also must not use your computer or accounts for unlawful purposes, such as the illegal copying or installation of software.
4. You may not attempt to discover (or even complete) another user's password, either at OCHS locally or at a remote location.
5. You may not copy, change, or transfer any software provided by OCHS, teachers, or another student without permission from the teacher. And you may not illegally copy copyrighted software provided by OCHS, the instructor or any other source. Note that, except as noted in the Copyright Notice at the end of any software document, it is generally illegal to copy any software which has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.
6. You may not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or some similar name.
7. You may not deliberately use the computer (whether with e-mail, Internet, or otherwise) to annoy or offend others. For example, sending or making accessible any obscene, abusive, or threatening messages is not allowed.
8. You may not intentionally damage the system; intentionally damage information not belonging to you; intentionally misuse system resources; or allow others to misuse system resources.
9. You may not tamper with terminals, microcomputers, printers or other associated equipment except as directed by the teacher.
10. You may not use the Internet except in public places, under the supervision of an OCHS staff member. The use of the Net (or any other electronic resource) to send, receive, or access obscene, abusive, or threatening messages or materials or any material not directly related to the school curriculum is strictly forbidden.

Not abiding by the above can result in punishment, including but not limited to the suspension of computer privileges.

## **7. COUNSELING**

### **7.1. PHILOSOPHY**

Counseling is an important part of Owensboro Catholic's educational program. Counseling uses a different approach from that of teaching. Teaching attempts to diversify a student's interests; counseling attempts to integrate his/her interests into his/her daily life. In the classroom, the teacher has the primary responsibility for determining what is to be discussed; the counseling situation puts the responsibility on the student.

**A student needing to see a counselor must obtain an appointment pass to do so or get permission (note or hall pass) from his/her teacher at that time.**

Only students in crisis may go directly to a counselor, or even the Dean, without the permission of his/her teacher at that time. When the student leaves the counselor or Dean, he/she is given a signed note (including the time) that is to be given to the teacher upon returning to class.

A student will not be excused from class during a test; furthermore, he/she is responsible for any material missed during his/her absence.

The Counseling Department offers the following services:

- registration and class scheduling
- academic counseling
- personal counseling and referral to outside agency
- career guidance and education
- senior counseling-post secondary planning, college applications, financial aid, and scholarships
- referral to outside agencies for drug or alcohol counseling
- harassment and conflict resolution
- standardized testing

### **7.2. CONFIDENTIALITY**

OCHS counselors are trained to help you with educational planning, career decisions, understanding test scores, and personal concerns. Certain information of a personal nature that you share with a counselor is confidential (private) and told to no one else without your permission. Some exceptions to this are that our counselors must report child abuse, child neglect, sexual molestation, planned, attempted, or perpetual criminal activity and situations involving clear and present danger. In addition, our counselors will have to testify in any judicial or administrative hearing. Also, if our counselors make a referral to a health care provider (psychiatrist, physician, psychologist, and the like), some information will be given. Such situations are rare. Be assured that the law, for the State of Kentucky, generally requires the counselor to keep certain information confidential, unless one of the legal exceptions applies or you give a written permission for the counselor to reveal such information.

### **7.3. REPORTING ABUSE POLICY**

If school officials suspect, or are aware of child abuse, they are required by law, to report such abuse to the proper authorities. School officials will follow all requests issued by the proper authorities regarding these matters.

## **8. CUSTODY**

### **Establishing Who Has Custody**

Divorced or Separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's Office. The school will not be held responsible for failing to honor arrangements that have not been made known.

## **9. DISASTER DRILLS: FIRE, TORNADO, EARTHQUAKE**

### **9.1 POLICY**

Fire drills are held periodically throughout the year. Directions for exits are posted in each room to facilitate speedy evacuation of the building. Silence should be observed throughout the drill. A fire drill is not a meaningless ritual or form of exercise. It is meant to teach a safe, orderly, and quick method of leaving the building, in case of emergency. For everyone's safety, there should be no running or pushing.

Tornado drills are also held during the year. Students should leave the classroom in single file and should sit down in the halls. An aisle down the center of the hall should be left and no student should be in the way of the swinging door. Silence should be maintained during this drill as well.

Each teacher will instruct the students on the procedures to be followed in the event of an earthquake.

## **9.2. PARENT INFORMATION ON EMERGENCY PROCEDURES FOR OCHS**

Owensboro Catholic High School has, and continues to update the Crisis Procedure Manual that is designed to minimize danger to anyone occupying the school building should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking, by bus, or by transportation provided by parents.

It is impossible to foresee all the potential emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the "normal" way of doing things. It will cause inconvenience to all of us. The responsibilities are shared by us as school administration and you as parents.

In most emergencies, your child/children will remain and be cared for at school. In the rare event of an emergency affecting the school to such an extent that reentry into the building is prohibited, students and staff will be moved temporarily to the school alternative site.

We ask that you follow this procedure if you hear rumors of any school emergency:

- Turn on your radio or TV. We will keep the media accurately informed of any emergency.
- OCHS will utilize the "One Call Now" system to inform you of any emergency.
- Please do not telephone the school. We have limited phone lines. These must be used to respond to the emergency.
- Please do not come to the school unless requested to pick up your child at school. Any emergency could mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of students and staff, follow these instructions:

If for any reason, the school must be evacuated during regular school hours, your child will be taken to our alternate site: the Sportscenter. Stay tuned to the radio and TV stations for updated, accurate reports and information provided by the school about when and where to pick up your child.

# **10. OCS POLICY ON PARENT/GUARDIAN COOPERATION**

## **10.1. POLICY**

Parental/Guardian cooperation is essential for the welfare of students. If the administration considers that parent/guardian behavior seriously interferes with the teaching/learning process, the priest-pastor, the director of OCS, and the site principal may require parents to withdraw their children and sever the relationship with the school. This type of action is very drastic and will be undertaken only after other attempts at conflict resolution have failed.

## **10.2. PROCEDURE FOR ADDRESSING PARENTAL CONCERNS**

Parents/Guardians who have a concern or complaint should first address the teacher, coach, or staff member involved. If they are dissatisfied with the outcome, they may appeal academic concerns to the Head Counselor, discipline matters to the Dean of Students, and athletic matters to the Athletic Director. If they are dissatisfied with the outcome, they may appeal to the Principal. If they are dissatisfied with the outcome they may appeal to the Director of OCS.

# **11. DANCES**

The following guidelines are in effect for all school-sponsored dances: Students or guests not following these guidelines may be asked to leave.

1. All school rules regarding behavior, especially drug and alcohol rules, apply during dances.
2. Students who leave a dance may not reenter and may not loiter on school grounds. If a student leaves before the last hour of the dance a call must be made home.
3. Only one guest per OCHS student. Guest must sign in and must abide by all rules and regulations that an OCHS student is expected to abide by. The OCHS student is responsible for his/her guest.

4. Dancing must be acceptable, not dangerous nor obscene. May not suggest any sexual activity or be intended to arouse.
5. Smoking is not permitted.
6. Sophomores may attend Prom only as a guest of an OCHS junior or senior.
7. Freshmen and their sponsors plan their own dances each semester and are not permitted to attend regular OCHS dances.
8. There will be security at all OCHS dances.
9. Outside guests will be required to fill out a OCHS Guest Verification Form.
10. Students of OCHS and their guest will be required to take a breathalyzer test as they enter the dance and as they leave the dance.
11. The following is the Dress Code for OCHS Dances:

### **CASUAL DRESS (Turnaround)**

- Length of skirt and dresses are to be within 5" of the floor when the student kneels and clothing is worn to proper waist level (including slit).
- No backless tops or dresses, midriffs tops or strapless tops.
- No cleavage
- Sleeveless is permitted
- No rock shirts/T-shirts or other clothing advertising alcohol, drugs or obscenities
- Jeans that are torn or with holes are not acceptable
- Any material added to dress can not be transparent

### **DUDE DRESS (Homecoming)**

Gentlemen

- Dress Slacks
- Collared shirts/Dress Sweaters

Ladies

- Length of skirt and dresses are to be within 5" of the floor when the student kneels and clothing is worn to proper waist level (including slit).
- No backless tops or dresses, midriffs tops or strapless tops.
- No cleavage
- Sleeveless is permitted
- Any material added to dress can not be transparent

### **FORMAL DRESS (Snowball, Prom)**

Gentlemen

- Suit & Tie or Tux

Ladies

- Sleeveless formals are permitted
- Straps must be worn
- No backless tops or dresses, midriffs tops or strapless tops.
- Formal dress must be 5" from the floor when kneeling (including slit)
- Any material added to dress can not be transparent

## **12. DISCIPLINE GUIDELINES**

### **12.1. PHILOSOPHY**

Owensboro Catholic High School strives to provide the environment wherein a student is encouraged and guided to become a mature Christian citizen and to learn the skills necessary for contributing to family and community life. We believe this involves developing the self discipline necessary to abide by the regulations that ensure the smooth operation of the school day, the safety of the students, the good name of the student body and the school, and a Christian respect for self and others.

Guidelines are established at OCHS to help a student identify boundaries of responsibility for his/her behavior as it relates to the common goals and spirit of OCHS: academic excellence, witness, and leadership.

As the student values his/her own personal rights and freedom, he/she is expected to respect the personal rights and freedom of others. The student freely chooses one form of behavior over another; he/she must learn to accept the consequences of that chosen behavior.

## **12.2. STUDENT RESPONSIBILITIES**

OCHS is known for its warm, friendly spirit. To promote this atmosphere, every student is expected to assume certain responsibilities.

1. Students are expected to respect and cooperate with all faculty and staff at all school functions on or off campus and in all parts of the building and to identify themselves when asked to do so. Students are expected to respect the rights of all members of the school community.
2. Students are expected at all times to maintain an orderly atmosphere that is indispensable in a school building; i.e. shouting, running, horseplay, whistling, banging locker doors, disturbing classes in session are not appropriate.
3. A public display of romantic affection is inappropriate conduct.
4. PDAs, lasers, cell phones, game boys, iPods, mp3 players, and any other electronic devices are not permitted at OCHS and will be confiscated. OCHS is not responsible for lost or stolen electronic devices.
5. All students are expected to keep the campus and school building clean. Drinks are not permitted in the building. Cafeteria food and drink is to stay in the cafeteria. Teachers may request permission for food or drinks in their classrooms for special occasions. No food or drinks are permitted in the gyms.
6. Defacement or abuse of school property will be paid for by the student responsible.
7. The office telephones are for official school business. A phone, free of charge, is located in the attendance office. Students are advised against unnecessary calls during the day and against tying up the phones for excessive lengths of time. **PHONE CALLS MUST BE LIMITED TO TWO MINUTES.**
8. Loitering in the corridors is not in keeping with effective traffic patterns. Keep moving on stairways. Loitering in restrooms is not permitted.
9. Posters are to be displayed only with the approval of the administrative staff or club sponsors. Posters should be attractive. An excessive number of posters is not in good taste. Students and groups who post signs are responsible for removing them.
10. Valuables (radio, jewelry, cash, electronic devices) should NOT be brought to school.
11. Students may be in the two cafeterias and the upper breezeway during lunch. Students are to respect other classes or labs in session during lunch and not disturb them in any way.
12. Once a student arrives on campus before or during school hours he/she may not leave without parental permission.
13. Any items not appropriate to school, such as knives, weapons, matches, or lighters will be confiscated. Possession of knives, guns, or other weapons is a felony punishable under Kentucky law.
14. Students must respect our neighbors' rights by staying off of private property at all times, but especially after being dropped off in the morning or waiting to be picked up in the afternoon.
15. When students arrive to school before 8:05 am they are to report to the cafeteria, breezeway, or courtyard. Students may not be in other areas of the building until the 8:05 am bell rings without prior permission.

## **12.3. CLASSROOM CONDUCT**

Each teacher has primary responsibility for the conduct within his or her classroom. At no time should the teacher tolerate rude, insolent, or disrespectful behavior or behavior which disrupts the class or interferes with the educational process.

Therefore, a student must conform to the norms of conduct established by the teacher for his/her classroom. Consequences for minor offenses handled by individual staff members may include but are not limited to:

- student/teacher conference
- change in seating assignment
- referral to counseling department
- parent/teacher contact (telephone, letter, or conference)
- detention

## 12.4. DISCIPLINE REFERRAL FORM

Once a student receives three (3) detentions in a particular class, the teacher will file a written discipline referral form with the Dean of Students within 24 hours. A written discipline referral form may also be submitted for a student's flagrant violation of classroom rules. It is the responsibility of the classroom teacher to contact the parents/guardians before submitting the referral to the Dean. Any additional detentions given to the student need to be referred to the Dean.

## 12.5. DISCIPLINE MARK SYSTEM

Violations of the school's discipline policy results in the accumulation of Discipline Marks. The accumulation of Discipline Marks reflects a student's entire discipline record at OCHS for the year. For every detention students receive, they also receive a Discipline Mark. Students may also receive Discipline Marks for more serious offenses that do not require detention. The accumulation of Discipline Marks could lead to expulsion.

When the student has accumulated:

**8** Discipline Marks, (1) one Saturday School, parents/guardian notified

**12** Discipline Marks, (2) Saturday Schools, and the student is placed on a nine (9) week probation period. In addition, the Student and parents/guardian must meet with the Dean of Students and a counselor to discuss a program for improved student behavior.

**16** Discipline Marks, a student is suspended from school for one day and will not be readmitted without a parent conference.

**20** Discipline Marks in a year, the student will be suspended for two days or until a Discipline/Attendance Board has been held. The Dean of Students and Discipline/Attendance Board may recommend expulsion at this time or allow a student to return to school under a strict contract which spells out conditions for continued enrollment.

## 12.6. DETENTIONS

The purpose of a detention is to help the student identify misbehavior, accept responsibility, and correct it. Students accumulate 1 Discipline Mark for each detention.

1. A student receiving a detention slip is required to take the slip home for parent's signature and present the slip to the presiding teacher on the day he/she serves the detention. **The student is to serve the detention period the day he/she receives it or on one of the following two days.** Detentions are scheduled on Monday through Thursday afternoons (3:10-3:55 p.m.).
2. Students having multiple detentions will serve them on consecutive days,
3. Students needing to reschedule the detention must see the Dean.
4. If the student fails to take the detention by the date assigned and does not contact the Principal or the Dean in advance the penalty will be an additional detention(s). Failure to serve these detentions will result in being assigned Saturday School or suspension.
5. Monthly reports of detention(s) will be mailed to parents.
6. Detentions will be issued for the following reason
  - a. Tardy to school, class, or homeroom.
  - b. Misconduct that keeps the teacher from teaching and other students from learning such as excessive talking or horseplay.
  - c. Failure to conform to classroom rules or follow directions.
  - d. Failure to complete a room-cleaning assignment.
  - e. Minor disrespect to school personnel.
  - f. Uniform violation.
  - g. Failure to turn in assigned homework
  - h. Other reasons that are established by the teacher.
7. No one will be permitted to serve if they come in late unless they have written permission from the Principal or the Dean of Students.
8. Students will:
  - a. be in uniform
  - b. sit in total silence.
  - c. not be permitted to do homework.
  - d. not be permitted to sleep.
  - e. not be permitted to bring into the detention room iPods, mp3 players or other forms of entertainment.
  - f. not be permitted to work or clean the teacher's room.
  - g. not be permitted to run errands for the teacher.

## 12.7. SERIOUS VIOLATIONS OF THE DISCIPLINE CODE

Serious violations of the discipline code may lead to expulsion and become part of the student's discipline record.

1. Students having a serious violation of the discipline code:
  - a. will have parents and pastor notified by letter
  - b. will serve detentions, Saturday School, or suspensions.
2. While teachers may recommend a consequence, only the Principal or Dean of Students may actually give these consequences.
3. The following behavior may warrant the following actions:
 

• Cutting lunch, class, assemblies Off campus without permission	First offense: 2 Discipline Marks, 1 Saturday School Second Offense: 4 Discipline Marks, 2 Saturday Schools
• Deceit, forgery, or plagiarism	2 to 4 Discipline Marks, Detentions or Saturday School
• Cheating on a quiz or minor assignment	1 Discipline Mark, 1 Detention and a zero on quiz or assignment
• Cheating on regularly scheduled test or assignment	2 Discipline Marks, 2 Detentions, and a zero on test or assignment
• Cheating on exam or major assignment	3 Discipline Marks, Saturday School and a zero on assignment
• Plagiarism	1-3 Discipline Marks, Detentions, Saturday School. Students who plagiarize will lose points or receive a zero on the assignment depending on their class, level, and the severity of plagiarism. If the majority of an assignment is plagiarized, he/she will receive a zero, Discipline Marks, and a Saturday School.
• Public insult to authority	2 to 6 Discipline Marks, 1-3 days Suspension
• Obscene writing, drawing, or literature	2 to 6 Discipline Marks, 1-3 days Suspension language
• Truancy	First Offense: 2 Saturday Schools, 2 Discipline Marks Second Offense: 3 Saturday Schools, 4 Discipline Marks Third Offense Discipline/Attendance Board
• Fireworks	3 Discipline Marks, possible detention or suspension
• Public disgrace outside school	2 Discipline Marks to expulsion (Including, but not limited to, official knowledge of illegal activity)
• Stealing or vandalism	3 Discipline Marks, detentions, possible suspension or expulsion depending on degree of seriousness
• Possession, sale, or use of alcohol, controlled substances or look alike	First Offense: Discipline/Attendance Board, minimum 3 Discipline Marks, 1-3 day suspension; expulsion depending on circumstances
• Illegal entry:	3 Discipline Marks to expulsion
• Fighting or causing physical injury:	1 Discipline Mark to expulsion
• Possession of weapons:	Suspension to expulsion
• Cell Phone or other Electronic Device	First Offense: 1 Detention Second Offense: 1 Detention, Parent must pick up Third Offense: 1 Saturday School, Remains in Dean's Office for the rest of the semester
• Other serious misconduct:	1 Discipline Mark to expulsion
• Repeated violation of school rules:	Discipline/Attendance Board
• Harassment	The consequence chosen will relate to the nature, context, and seriousness of the harassment, and can include conference, counseling and education, detention, in-house suspension, suspension, up to expulsion.
4. On school property without permission: Any student found to be on school property without legitimate reason and/or permission, may be subject to legal and/or school related consequences. School consequences may range from discipline marks to expulsion.

## **12.8. SATURDAY SCHOOL**

Saturday school will be in session from 8:00 a.m. until 12:00 p.m. on scheduled Saturdays. Doors will be open from 7:45 a.m. to 8:00 a.m. No student will be admitted after 8:00 a.m. Tardy students will be required to report to the Dean of Students before 8:15 a.m. Monday morning for discipline action.

1. Saturday School will be used for completing work assigned by classroom teachers and for study after all other work is completed.
2. Students will not be allowed to go to their lockers or use the telephone (emergency excepted).
3. Students will be expected to remain busy throughout the entire morning. The monitoring teacher may make assignments to keep the student busy.
4. Students must be in regular uniform.
5. There will be a short break at 10:00 a.m.

Failure to comply with the rules listed above will result in the student being sent home immediately by the teacher in charge. The student would then report to the Dean of Students before 8:15 a.m. Monday morning.

Any student who is ill, has a death in the family, or is otherwise excused should report to the Dean of Students before 8:15 a.m. the following Monday morning for reassignment. If you fail to be in attendance, students put their time at OCHS in jeopardy.

## **12.9. SUSPENSION**

Suspension means that a student is excluded from participating in school or any of its extracurricular activities. Students will receive an unexcused absence when suspended and "0" for all worked missed. Long-term assignments may be accepted for credit at the discretion of the Administration. Students may be suspended for the following reasons:

1. The accumulation of 16 discipline marks during the school year. (one day)
2. The accumulation of 20 discipline marks during the school year (Two days or until a conference has been held with student, parents, and the Discipline/Attendance Board)
3. Repeated violations of attendance and tardy policies.
4. Serious violations such as but not limited to fighting, abuse of others, violation of drug/alcohol policy, stealing, vandalism, and refusal to serve detention.

## **12.10. EXPULSION**

By enrollment at OCHS, the student and his/her parents agree to observe these guidelines. The school reserves the right to review a student's performance at any time. Students may be dismissed for a single serious violation of school rules or for chronic or habitual violations which indicate an inability to meet the normal expectations for behavior and academics. The principal in consultation with the Director of OCS and the Priest Pastor, may dismiss an OCHS student.

## **12.11. DISCIPLINE/ATTENDANCE BOARD**

The Dean of Students appoints the Discipline/Attendance Board each school year. It consists of three faculty members, a counselor, and the Dean of Students. The committee conducts hearings on major violations of school rules and conducts an appeal hearing for students who have had their grade lowered for excessive absences. The student may request two staff members of his/her choosing to sit on the Board. Using input from teachers and counselors the committee makes recommendations to the Principal on the status of a student. The committee will meet as needed throughout the year.

At the end of the year, the Discipline/Attendance Board may recommend to the Principal that a student whose record indicates an inability to meet the normal expectations for behavior and academics be excluded from school the following year. The parents and student may appeal this recommendation to the Board by requesting a hearing within seven calendar days.

## **12.12. TOBACCO – FREE POLICY**

### **Rationale**

The health hazards of tobacco use have been well established. This policy is established to:

1. reflect and emphasize the hazards of tobacco use;
2. be consistent with state and federal laws;
3. protect the health and safety of all students, employees and the public; and
4. set a non-tobacco use example by adults.

Tobacco is the number one killer and leading cause of preventative death in Kentucky. To support and model a healthy lifestyle for our students the school board of the Owensboro Catholic Schools establishes the following tobacco-free policy.

### **Use and Possession Prohibitions**

Owensboro Catholic Schools, inclusive of all its buildings and athletic facilities, strives to be tobacco-free. Possession or use of tobacco products by students on OCS property or in OCS vehicles and at school-sponsored events (whether on or off OCS property) is prohibited at all times.

The use of tobacco products by all school employees on OCS property or in OCS vehicles and at school-sponsored events (whether on or off OCS property) is prohibited at all times.

The use of tobacco products by all visitors to OCS is prohibited in all OCS buildings and athletic facilities. Advertising of tobacco products is prohibited in school buildings, on OCS property, at school functions and in all school publications. This includes clothing that advertises tobacco products.

### **Prevention Education**

Tobacco prevention education will be incorporated in the OCS comprehensive health curriculum so that students will be aware of the health and social consequences of use/nonuse of tobacco products. Teachers whose instructional assignments include tobacco use prevention education will be trained in order that students will be afforded the most effective delivery of the OCS's classroom-based tobacco prevention education.

### **Communications to Students, Staff and Public**

This policy will be printed in the employee and student handbooks. It will be posted in highly visible places in all schools. Signs will be posted at all entrances of school buildings, school properties and athletic facilities. Parents and guardians shall be sent notification in writing.

### **Definitions**

For purposes of this policy, "tobacco" is defined to include any lit or unlit cigarette, cigar, pipe, bidi, clove cigarette, and any other sucking product, and spit tobacco, also known as smokeless tobacco, dip, chew, and snuff, in any form.

For purposes of this policy, "tobacco use" included smoking, which means carrying or having in one's possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke, and chewing spit tobacco, also known as smokeless tobacco, dip, chew, and snuff, in any form.

The term "use" means the chewing, lighting and smoking of any tobacco product.

For purposes of this policy, "OCS buildings and property" is defined to include all school buildings, adjoining parking lots and church properties, and athletic facilities.

Violators of the policy shall receive:

**First Offense:** Two Discipline marks and One Saturday School which includes a Three-page report, due to the Dean, on the dangers of tobacco use.

**Second Offense:** Tobacco Education Class-8 hours after school-1 hour per week for eight consecutive weeks

**Third Offense:** Discipline/Attendance Review Board.

## **12.13. SEARCH AND SEIZURE**

When school personnel have reasonable grounds to believe a student has violated or is violating a school rule or the law the pupil will be required to empty his/her pockets, or his or her personal effects (e.g. handbags, backpacks, etc.). Search of a pupil's person shall be conducted only with the authority of the Principal or his/her designee.

## **12.14. DRUG AND ALCOHOL USE**

### **12.14.1. Philosophy**

Owensboro Catholic discourages students from ANY use of alcohol or other types of non-prescription drugs. We have extensive educational programs and activities including SCRUBS, Project Graduation, and school assemblies to convey this philosophy.

Drug and alcohol abuse has had a substantial impact on American society. We are aware that our students are open to confusion in dealing with legally controlled, but often socially permissible, substances.

First, it must be remembered that the school and its students have no immunity from civil laws regarding drugs and alcohol; even the association with those who use, possess, or traffic in drugs exposes one to civil prosecution. This is true whether or not one agrees with the legislation in force.

Beyond the legal question, however, there remains the school's concern for the well being of not only the individual student but the student body, their families, and the entire school community as well.

Some parents and students may feel that drug and alcohol use is a private matter, one about which society in general and OCHS in particular have no right to be concerned. However, we are convinced that in this matter we must be concerned when the effects of individual actions have clear implications for the entire OCHS family. More important than any other consideration is our informed and carefully considered certainty that the better interests of our students can be deeply and harmfully affected by involvement with drugs and alcohol. These substances can seriously interfere with a student's ability to carry on his/her academic, social, and spiritual life—and in some cases interfere with the normal processes of growth and development.

#### **12.14.2. School Policy on Drug and Alcohol Use**

The possession, use, or transfer of alcohol, a controlled substance, or look alike on school property or at OCHS functions is prohibited.

A first offense requires that the student and his parents/guardians appear before a Discipline/Attendance Board, which consists of six faculty members appointed by the Dean of Students. The student may choose two additional staff members to serve on the Board.

The purpose of this board is to review the academic, attendance, and discipline record of the student, allow the student and his parents/guardians a chance to speak, and recommend to the Principal appropriate consequences. Students may be required to attend outside counseling as a condition of enrollment at OCHS. One consistent consequence that the board gives for violating the alcohol and drug policy is the River Valley Early Intervention Program.

For students involved in extra-curricular activities, the board is to establish consequences relating to the extra-curricular activity with a minimum suspension of 10% for performance based activities (athletics, cheerleaders, Acettes, Academic Team, Band, Flag Corps, Thespians, Emerald Productions, KYA, KUNA) and probation for 12 months. A second violation during the 12-month probation will result in the student being suspended from the extracurricular activity for 12 months from the date of the second offense.

A second offense will result in the original Discipline/Attendance Review Board being recalled to review the student's record and recommend appropriate consequences up to and including expulsion.

#### **12.14.3. Drug Paraphernalia and Behavior Indicative of Drug and or Alcohol Use:**

OCHS recognizes that behavior and attitudes that indicate and condone drug/alcohol use by the student body are a problem in and of themselves and not acceptable in the school community. Behaviors such as possession of drug paraphernalia, talking with peers about the use or purchase of marijuana or other drugs, or bragging about a recent incident of weekend drunkenness are inappropriate and indicate a possible drug/alcohol problem on the part of the student(s) involved.

Whenever such behavior or reported incidents come to the attention of the faculty/staff, either directly or indirectly, or when there is reasonable suspicion that student is engaging in unhealthy behavior school officials will be notified.

### **12.15. HARASSMENT INCLUDING BULLYING / HAZING**

#### **12.15.1. Policy**

In keeping with the philosophy of OCHS that each person is a sacred individual, it is the policy of OCHS to provide for its students and employees an educational environment free from harassment. Harassment based on gender, race, religion, or physical appearance will not be tolerated. All teachers and school staff are instructed to stop harassment when they witness it and to inform the school administration of all allegations or rumors of harassment.

Also recognizing that harassment may occur in degrees, the consequences for harassment may range from a conference with student and parents, to detention, in-house suspension, suspension, up to expulsion.

### 12.15.2. Peer Harassment / Bullying / Hazing

Peer harassment is unwelcome taunting or verbal or physical abuse based on race (including racial slurs), religion, or physical appearance which interferes with a student's education. The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

### 12.15.3. Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment (student to student; employee to student; or vice versa) when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- Submission to, or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
- Such conduct has the purpose or effect of interference with an individual's academic or professional performance or of creating an intimidating, hostile, or offensive employment or educational environment.
- Sexual harassment may include but is not limited to:
- Unwelcome sexually oriented communication, including sexually oriented phone calls, texting, letters, or verbal kidding.
- Unwelcome pressure or requests for sexual activity.
- Unwelcome touching of an individual, e.g. patting, pinching, hugging, repeated brushing against another's body.
- Creating an intimidating, hostile or offensive educational environment through the use of innuendoes, rumors, overt or implied threats.

### 12.15.4 Procedures

If you feel you have been the victim of peer/sexual harassment:

- Don't ignore the incident. Report it to your parent, a teacher, counselor, or administrator. A counselor will help you confront the harasser either verbally or in writing. Many times the behavior will stop. If the harassment continues or is of a serious nature, consequences will be issued.
- Should the harassment continue, you should file a formal written complaint describing the harassment and naming the alleged harasser with the Dean of Students, Assistant Principal, Counselor, or Principal. If the complaint involves the principal, you should file the complaint with the Priest Pastor of the school. The complaint will be investigated, parents, will be notified, the alleged harasser will be informed and interviewed, and any person with information interviewed. A report of the finding will be made available to involved parents. A conclusion as to whether harassment occurred will be made. The consequences chosen will relate to the nature, context, and seriousness of the harassment, and can include conference, counseling and education, detention, in-house suspension, suspension, up to expulsion.
- If it is determined that a person deliberately filed a false claim, the same disciplinary action may be taken as for harassment.
- Records of complaints will be held confidential to the extent necessary to investigate the complaint.
  - o Serious counts of harassment - First Offense: 3 days In-House Suspension
  - o Bullying/Hazing Second Offense: 3 days Out of School Suspension (Including Racial Slurs)
  - o Third Offense: Expulsion

### 12.15.5 Reprisal

Reprisal is any action taken against someone because they reported alleged harassment. If you feel you are the victim of reprisal, you may follow the same procedure as outlined above for cases of harassment.

## 12.16. OCS POLICY ON BIAS RELATED APPAREL, SIGNS AND SYMBOLS

No student shall wear or display any bias related apparel, sign or symbol which reasonably appears to offend, victimize or intimidate another based on race, age, color, religion, sex, national origin, or disability and/or which disrupts or interferes with the educational setting and/or process. This act includes the wearing of gang clothing or paraphernalia and the use of gang signs and signals.

## 12.17. ASSEMBLIES

Assemblies generally fall into two categories: the serious, semi-formal type and the light-hearted, informal type. Before going to the courtyard or the gym, students should become aware of the type assembly they are going to and show proper behavior.

Regardless of type, an immediate response to a call to order by the person presiding is needed. Attention and courtesy from the entire student body, moderate applause (when applause is in order), and the avoidance of boisterous conduct make the events enjoyable for all.

When attending an athletic event, students should maintain respectful silence during the opening prayer and during the "Presentation of Colors."

Good sportsmanship and fair play are the most enduring values that grow out of the athletic program for both players and spectators. OCHS students, therefore, should not be guilty of unsportsmanlike conduct—such as name-calling or throwing onto the field or floor paper cups, or objects of any kind.

## 12.18. TRANSFER STUDENTS

All transfer students will be accepted on a probationary status for a period of one quarter. Once each quarter, the Principal, Dean of Students, and a committee of teachers will review the status of each transfer student and make appropriate recommendations—with the possibility of the probation continuing.

## 12.19 OUTGOING TRANSFER STUDENTS

When a student transfers to another school all financial obligations, including rental books turned in, book fees, tuition, SCRIP, and fines must be met before a transcript of credits is sent to another school or organization. Payment in the form of cash or money order would allow for the transcript to be sent without delay.

# 13. DRESS CODE/UNIFORM

## 13.1. POLICY

The following dress code has been adopted by the school board following input from students, faculty, and parents. The new dress code places OCHS in line with the policy for the school established by the Diocese of Owensboro that states, "The decision on the matter of uniform dress or dress code rests with the parish or interparochial school committees with consultation of parents, students, and teachers. If uniforms are worn, however, both boys and girls should be required to wear the uniforms."

The purpose of the dress code is to list the permitted clothing. It cannot be a list of clothing not permitted.

**Dress for all students is to be modest in length, appearance, and style at all times. Styles that are too short, tight fitting or too revealing, or otherwise inappropriate for school are not permitted. Questions about particular styles should be made ahead of time. All decisions related to proper dress will be made by the Administration.**

1. Uniform shirts, blouses, slacks, shorts, skirts and sweatshirts with OCHS logo must be purchased from school supplier (ARTEX).
2. The uniform is to fit properly and be worn in the proper fashion; shirts tucked in, belts must be worn, pants or slacks worn at the proper waist level. Sweatshirts, sweaters, or jackets may not be tied around the waist.
3. No torn, ripped, cut, split, frayed or worn-out clothing may be worn.
4. **Only** plain white T-shirts are permitted under the uniform shirt.
5. The uniform shirt must be worn under the uniform sweatshirt.
6. No second pair of shorts longer than the uniform shorts may be worn.
7. No jackets or sweaters worn during school hours.
8. Closed toed shoes must be worn.
9. Hair must be neat, clean and of a natural color. Extremes in designs are not permitted. Design extremes include, but are not limited to, mohawks, faux hawks, designs cut or shaved in the hair, large spikes and locked hair. No facial hair permitted.
10. No body piercing jewelry allowed with exception of earrings for young women.

11. No tattoos may be visible.
12. Skirts, shorts, and dresses are to be a modest length- that is within 5" of the floor when the student kneels and the clothing is worn at proper waist level. No backless tops or dresses, halter tops (tank tops) or midriff tops. This applies to regular uniform days, Spirit or Casual days, Dude days, and Dances.
13. Only black leggings may be worn under the school uniform skirt.

### **13.2. OUT OF UNIFORM**

1. If for good reason the uniform cannot be worn the student must dress up appropriate for a Dude Day and present a note to the Dean's office before 8:15 a.m. from his/her parents stating the reason that the student is not in uniform.
2. When a student is without proper attire one of the following actions may be taken.
  - a. The proper uniform will be provided by the school for that day.
  - b. The student's parents will be called and asked to bring the proper uniform
  - c. First Offense: the student will receive 1 detention and 1 Discipline Mark. Second Offense; Same as first plus 1 Saturday School session. Third Offense: Student suspended until a Discipline/ Attendance Board can be called.
3. Classes missed because of uniform violation will be considered an UNEXCUSED absence with the recommendation that the student not be allowed to make-up work missed for credit.

### **13.3. SPIRIT DAYS**

1. Throughout the school year, certain days will be designated "Spirit Days" and students whose parents work Bingo will receive a "Spirit" day on an assigned day each time they work.
2. Casual slacks, jeans, sweats or shorts of modest length (see # 12 under section 13.1 Policy) are to be neat and presentable, i.e., jeans or sweats that are torn or with holes are not to be worn.
3. **All shirts must be OCHS apparel.** Shirts without collars or sleeves are acceptable and sandals are permitted on Spirit Days. Spaghetti straps, halter tops (tank tops), or midriffs are not permitted.

### **13.4. DUDE DAYS (UNDERCLASSMEN PICTURES)**

1. Young men are to wear collared shirts and dress pants (denim shirts are permitted). Dress sweaters are permitted.
2. Young women are to wear skirts, dresses, or dress slacks that are modest and appropriate (see # 12 on of Section 13.1. Policy). Denim skirts are permitted. Sandals are permitted. Sleeveless shirts and blouses may be worn but no spaghetti straps, halter tops (tank tops), or midriffs.

### **13.5 CASUAL DRESS**

- Length of skirt and dresses are to be within 5" of the floor when the student kneels and clothing is worn to proper waist level (including slit).
- No backless tops or dresses, midriffs tops or strapless tops.
- No cleavage
- Sleeveless is permitted
- No rock shirts/T-shirts or other clothing advertising alcohol, drugs or obscenities
- Jeans that are torn or with holes are not acceptable

The school reserves the right of final judgment of appropriate attire on Dude and Spirit Days.

## **14. FINANCIAL INFORMATION**

### **14.1. CLASS AND BOOK RENTAL FEES**

Driver Education	\$85.00/per semester
Special AP Class, and Test Fee	\$100.00/per class
All other class fees	\$3.00/per class, per semester
Book rental for rented books	\$10.00/per book, per semester

First semester book fees will be billed the first week of October. Second semester fees will be billed the second week of February. Parent tuition bills are sent by the Catholic Schools Office.

Senior parents are reminded that according to the OCS School Council Policy all bills including book fees, fines and SCRIP must be paid and families current in their tuition payment in order for their seniors to meet their requirements to participate in Baccalaureate or Graduation ceremonies. Transcripts and other records will not be forwarded on students transferring or graduating with outstanding financial obligations.

## 14.2. FINES

All financial obligations, including rental books turned in, book fees, tuition, scrip, and fines must be met before a transcript of credits is sent to another school or organization. Payment in the form of cash or money order would allow for the transcript to be sent without delay.

## 15. INSURANCE

OCHS purchases secondary insurance for all students. It pays only after the primary insurance has paid and does not duplicate benefits. Responsibility for filing a claim and collecting is with the parents. Forms are available from the school.

The Kentucky High School Athletic Association also provides catastrophic insurance. See the permission form parents sign for their student to participate in athletics for more information.

## 16. MEDIA CENTER INFORMATION

Students, please take full advantage of the services offered by the media center. However, there are some guidelines that need to be clearly understood:

1. The media center is a relatively quiet place where you can come to:
  - (a) do research.
  - (b) read magazines, newspapers, and books.
  - (c) use the computers.
  - (d) study or do homework INDEPENDENTLY and MATURELY.
2. Please no eating or drinking in the media center. Only water bottles handed out by the nurse are allowed.
3. The media center is open from 8:00 a.m. to 4:00 p.m. If you need to stay later in the afternoon to do research or to make up computer assignments, please make arrangements with Mrs. Pace or Mrs. Hagan in advance. Once NHS has begun tutoring sessions, the media center will open at 7:45 on Wednesday and Thursday mornings upon request.
4. Unless coming as part of a class, students must sign in and out of the logbook.
5. Books are checked out for two weeks and may be rechecked for another two weeks unless in demand. The maximum overdue charge is \$2.00 per book.
6. Magazines are checked out for one week only. Lost magazines are \$2.00 each with the maximum fine being \$1.00.
7. Encyclopedias and other reference books may be checked out for two days. (If the book is checked out on a green day, it will be due at 8:15 the next green day.)
8. If you lose any type of material, tell us right away and you will not be charged a fine. If you pay for a lost book and later find it, we will refund the price.
9. Students wanting to use a computer disk or CD from home must first have it scanned for viruses.
10. Students may drop off papers to be photocopied. Copies are 10 cents a page. You may need to come back later in the day to pick up your copies.
11. An orientation program is provided for all freshmen, primarily through their English classes. Additional reference skills are taught as students begin to work on their research papers.
12. The media center subscribes to these databases: Groliers, Facts on File, Science Today, WebConnect, Encyclopedia Britannica and eLibrary Curriculum. You will be given the login and password for each of these at the beginning of the school year. With the exception of WebConnect, these databases may be accessed from home.

## 17. LOCKERS

Lockers are school property. The Principal and/or Dean of Students reserve the right to inspect lockers at any time.

Lockers should be kept in reasonable order and should not be left open or unlocked. Locks are installed for the students' protection. The school is not liable for lost or stolen personal belongings. **DO NOT BRING VALUABLES SUCH AS JEWELRY OR CASH ON CAMPUS.** Any lock or locker that does not work properly should be reported to the Main Office immediately so that it may be repaired.

Students not bringing required books, pencils, pens, notebooks, or workbooks to class should be given a zero or a detention. But they will not be sent to their lockers for the forgotten material(s).

## 18. LOST AND FOUND

The lost and found service is maintained in the main office. Items may be reclaimed after proof of ownership. Articles of clothing turned in will be donated to the St. Vincent de Paul Store 10 days after the last day of school. If any item is lost or seems to be stolen, please notify the Dean of Students.

## 19. LUNCH PROGRAM AND POLICY

Students who qualify for free or reduced lunches should see the cafeteria manager for information and proper forms.

During lunch all students should remain in the cafeteria, on the breezeway, or the religion department restrooms, otherwise you will be out of area and this will result in a detention.

No outside food such as McDonalds, Wendy's, etc., may be brought to school to eat during lunch in the cafeteria.

## 20. MEDICATION GUIDELINES

### 20.1. GENERAL POLICY

These guidelines are to ensure the safety of any student receiving medication during school hours. All medications must be brought to the Health Room or OCHS Main Office immediately upon student's arrival on school premises by the parent/guardian or OCHS student. Medication is **NOT** allowed on the Daviess County School Buses

Students are NOT allowed to carry or have in their possession any medication at any time during school hours. This includes both prescription and over-the-counter medications (i.e. Tylenol, Ibuprofen, Tums, etc). However, OCHS students may self-carry his/her Emergency Medication such as Epi-Pen or asthma inhaler with authorization by the School Nurse, signed physician's order, signed parental consent, & correct student technique demonstration approved by the Registered Nurse or Health Tech.

### 20.2. NON-PRESCRIPTION (OVER THE COUNTER) MEDICATION:

A variety of over-the-counter medications to manage uncomplicated/common symptoms may be available in the Health Room during the school year (i.e. Tylenol, Ibuprofen, Tums, Cough Drops, etc.) A parent/guardian signed consent form is required before the student will be given any of the optional medications. This consent allows appropriate medication administration staff to give specific over-the-counter medications as needed without having to contact you each time it is administered during the current academic school year. If student has temperature  $\geq 100.4$ , has severe symptoms, or if symptom interventions are not effective, the parent/guardian will be notified. Non-prescription medication brought in from home will be dated upon receipt and at the Registered Nurse's discretion, given no more than 3 consecutive days without a physician's order. These medications will need to be picked up or they may be destroyed in ten days. Non-prescription medications may not be kept at school for "as necessary" use unless accompanied by a written physician's order, signed parent consent form, &/or at the Registered Nurse's discretion. No products containing aspirin will be given without a written physician order.

### 20.3. PRESCRIPTION MEDICATION:

Prescription medications will be accepted on an individual basis at the Registered Nurse's discretion. Prescription medication must be provided by the parent/guardian in the original pharmacy labeled container that includes the student's name, date, medication dosage, strength and directions for use. Labels that have been altered or changed in any way will not be accepted. Two medications may not be mixed in the same bottle, as the medication MUST match the label. It is requested that prescription medication be brought to school only in the amount that will be needed or as specified by the nurse. Medication left at the end of the school year may be destroyed unless picked up within 5 days of school closing, or at the discretion of the Registered Nurse. ANTIBIOTICS or other medications that are directed to be given two or three times a day should be GIVEN AT HOME unless specifically ordered to be given during school hours by the physician or dentist. An exception may be made by the Registered Nurse if the student remains at school after 3:00 p.m. OCS School Health Staff will not administer any medications containing narcotics (i.e. Lortab, Codeine, Tylenol #3, etc.) during the school day except when identified in an individual Plan of Care for chronically ill students. Policies and Procedures regarding other medications or special needs pertaining to asthma, allergies, diabetes, insulin, etc. are in place. If your child has special concerns please notify the school Registered Nurse so that a plan of care can be developed in order to provide a safe and consistent environment for your child.

## **21. PARENT INVOLVEMENT**

### **21.1. BE ACTIVE.**

Parental involvement is the key to the success of your child's education.

To operate efficiently, Catholic High must operate as a family. Per-student costs don't come close to covering educational expenses. The financial security of Catholic High is determined by the involvement of the community.

### **21.2. PARENTLINES**

Catholic High publishes a monthly newsletter (except in January and May) which informs parents on various activities and functions. This is a valuable source of information and parents should read it for dates, times and more information.

### **21.3. CLASSES**

There are many occasions when parents will get an opportunity to sponsor activities, chaperone and become involved in class activities. Our goal is to create unity within and between classes, and parental involvement in this process is imperative.

### **21.4. PARENT/TEACHER CONFERENCES**

During first and third quarters parents will receive notice of Parent Teacher conferences. EVERY parent is strongly encouraged to participate in this event. It is important to demonstrate your interest in your child's education. This also encourages better channels of communication between our teachers and parents. But, any parent is ALWAYS welcome to contact a teacher by calling the main office number (684-3215) or via e-mail concerning his/her child's class.

### **21.5. PARISH**

Each parent supports Catholic High by their involvement in parish activities. Your support of your parish is a direct contribution to Owensboro Catholic High School. Parishes are the backbone of Catholic Education, and all of our parents and students must be active in parish projects.

### **21.6. BOOSTER**

Many parents join Catholic High's Booster Club, PTSO or become active in the Band Boosters. There are many other organizations and opportunities to become involved. Hopefully, all of our parents will become involved to some extent.

### **21.7. BINGO**

One of the most important financial contribution you can make is to volunteer to work Bingo. IF EACH FAMILY VOLUNTEERED ONE MEMBER TO WORK SIX TIMES A YEAR, WE WOULD HAVE AN ABUNDANCE OF WORKERS. Bingo is a primary means of income for Catholic High, and it's one of the reasons our per-student-costs are some of the lowest in the nation. Please don't wait to be called. We don't have the resources to call EVERY parent. Please call and volunteer. Students of parents that work bingo will receive 1 "Spirit" day each time they work.

## **22. PARKING**

Parking on campus is a privilege.

We at OCHS encourage the wise and economical use of energy and request that students use bus and car-pooling transportation to school. However, for those who must drive to school, parking is provided. Seniors and Juniors have the privilege of parking on the lot next to the school. Available parking space is not adequate for all our students. Sophomores may NOT park in the school parking lot. All students not parking in the school parking lot **MUST** park at the Sportscenter. In consideration of our neighbors, you may not park on the sidestreets around OCHS or in the Hermitage parking lot. Additional parking spaces directly facing Aces Avenue are reserved for the office staff and for visitors.

Students who illegally park cars, those not parked between the yellow lines, those parked in spaces reserved for staff or visitors, will receive a week suspension from the parking lot for the first offense, removed from the parking lot for the remaining of the school year for the second offense and given a Saturday School for any additional offenses.

Students who find it necessary to drive to school must observe the following:

1. Once the automobile is driven onto the school property, it is to remain there unremoved until dismissal unless special permission is granted by the Principal or Dean of Students.

2. Students may not at any time sit in parked cars.
3. No obscene/offensive messages/decals are allowed.
4. No vulgar music is to be played while driving on the property of the school.
5. Cars must be locked. The school cannot assume responsibility for thefts
6. No one, the driver or others, is to move or tamper with any vehicle on the parking lot—automobiles, motorcycles, bicycles.
7. Reckless driving on school property will not be permitted or tolerated.
8. Without adherence to the above regulations, the student chooses to forfeit his/her privilege to drive onto the school property or to park on the school campus. The parking lot is OFF LIMITS to all students during the school day.
9. Students must have a parking sticker on their driver's side windshield.

## **23. PREGNANCY**

### **23.1. POLICY**

Owensboro Catholic Schools teach the Commandments and Teachings of the Church concerning chastity and opposes anything that could lead to premarital sexual activity. The school actively promotes respect for sacredness of all life, especially that of the unborn, and stands strongly in support of good Christian parenting and the family

Even with the care and guidance of the Catholic family and school community, it may happen that a student becomes an expectant parent. At such a time, OCS has a dual role responsibility toward both the good of the student and the common good of the school.

Administrators and educators, aware of the level of moral reasoning and tensions of our students, are fearful that former policies may have forced or pushed students toward life decisions that would be morally unacceptable. There is a fear that punitive policies can cause extra stress in an already stressful situation and might prevent some from seeking proper counsel. OCS recognizes that the pregnant student or student father has made a choice that cannot be undone, and seeks to offer support to carry the pregnancy to term. As an educational and faith community to the student, OCS will seek to provide an environment where a pregnant teenager can find support, compassion, and forgiveness. There is no attempt to discipline the student for the purpose of punishing a moral offence. This is an issue between the student, his/her priest-confessor, and God. Care will be taken that there is no discrimination in which young men and young women are considered in this area.

Consistent with the Guidelines for Christian Marriage for the Diocese of Owensboro, OCS opposes marriage for students involved with a pregnancy. Nevertheless, there are expected to assume responsibility concomitant with the act of bringing a new human life into the world. This implies a change in priorities. The pregnant girl should be caring for herself as a mother-to-be. The father is expected to accept his responsibilities as the individual situation calls for.

We at OCS have a great respect for the sacredness of life and therefore rejoice in an expectant parent's decision to choose life amid a culture of death and convenience. We offer to students who are parents or expecting to be parents all the respect and compassion our school system is able to give. We celebrate the birth of all children and believe them to be children of God and, as such, that they should be treated accordingly. For the good health of the child and maintenance of an environment conducive to the academic process, we prohibit the child's presence in the building during regular school hours; however, we welcome family participation in school Mass. Therefore, it is permissible for the caregiver of the child and the child to attend a school Mass. All other exceptions to this policy must be approved according to the visitor's policy.

Each case of student pregnancy presents the possibility of unique circumstances which require specific interpretation and application. The principal and administration are responsible for making such interpretation and decisions.

### **23.2. OCHS PREGNANCY POLICY GUIDELINES**

#### **23.2.1 Female Students**

1. As soon as possible, the student and her parents/guardians are required to inform the Guidance Counselor who will inform the Principal of the pregnancy.
2. The student is required to provide a statement from her doctor indicating that her physical condition will allow her to remain a student at OCS and participate in extracurricular activities.

3. The student will meet with the Guidance Counselor and come up with a plan of action for the student that will include the following:
  - a) An academic assessment with possible adjustments if necessary to classes and course levels
  - b) An assessment of the student's participation in extracurricular activities with regard to the impact on the student and the student's representation of OCS.
  - c) Go over the schools expectations during and after pregnancy.
4. The student is required to see the school Guidance Counselor during and after the pregnancy so that any needs which arise may be met.

### **23.2.2 Male Students**

1. As soon as possible, the student and his parents/guardians are required to inform the Guidance Counselor who will inform the Principal of the pregnancy.
2. The student will meet with the Guidance Counselor and come up with a plan of action for the student that will include the following:
  - a) An academic assessment with possible adjustments if necessary to classes and course levels
  - b) An assessment of the student's participation in extracurricular activities with regard to the impact on the student and the student's representation of OCS.
  - c) Go over the schools expectations during and after pregnancy.
3. The student is required to see the school Guidance Counselor during and after the pregnancy so that any needs which arise may be met.

### **23.3. MARRIED STUDENTS**

Curriculum and activities in a Catholic high school are not designed for the married student. Therefore, married students may not enroll in Owensboro Catholic High School. If the student marries before graduation, he/she is advised to complete graduation requirements through other agencies or institutions. Marriage guidelines of the Diocese of Owensboro must be followed.

## **24. RELIGION DEPARTMENT**

### **24.1. PHILOSOPHY**

At the heart of Owensboro Catholic is the Religion Department. Every student that attends Owensboro Catholic is required to have four years of religion. The Religion Department creates an atmosphere of Christian ethics and morals.

Throughout the academic year it is the responsibility of the Religion Department to provide a number of Masses. The major celebrations include: Opening Mass, Thanksgiving Mass, Advent/Christmas Mass, Vocation Mass, Ash Wednesday Mass, Easter Mass, Closing Mass and the Holy Day Masses. In addition to our major celebrations, we do provide the student body the opportunity to attend a Mass or liturgical service each week. In addition, a Mass can be scheduled after school for any club, group or athletic team.

The Religion Department provides retreats for our senior boys and girls during the year. We have two boys and two girls retreats. We take up to 36 students on a given retreat. The retreat program centers around the life, death, and resurrection of Jesus. In addition to our senior retreats, we have a day of recollection for each of our classes. This day consists of several talks, a re-commitment service, the celebration of the Eucharist as well as special mini services. The Religion Department also encourages our juniors and seniors to participate in the diocese-wide TEC (Teens Encounter Christ) program.

The Religion Department, in accordance with the policy of the Catholic Schools, does offer students the opportunity to receive the sacrament of reconciliation two-three times during the school year.

We also provide our students the experience of various devotions. For example, on All Souls Day we have a prayer service remembering all who have died. During the months of October and May, we have different prayer services remembering Mary. Holy Week is celebrated as permitted. During each religion class our students are given the chance to give to the poor and needy through our coke-a-week program. Students are asked to give what they can to help someone in need. This helps to teach our students two important lessons: 1.) it is our obligation to help the needy and poor 2.) it teaches us to be good stewards of what God has given to us.

## 25. STUDENT ACTIVITIES

### 25.1. SOCIAL AND RECREATIONAL PROGRAMS

Social and recreational programs are encouraged to foster school and class spirit. All activities and entertainment of a dramatic, musical, or other nature must maintain a standard worthy of our Christian values.

1. OCHS-sponsored dances are open to OCHS students in grades 10, 11, and 12.
2. Freshmen will be allowed to have one special evening activity per quarter. The ending time should be by 10:30 p.m. so the students can be home by the suggested curfew of 11:00 p.m.
3. A guest of any OCHS student must have completed a guest verification form to be admitted to the dance.
4. During the evening on which the school sponsors a social affair, loitering on the parking lot is prohibited.
5. Alcoholic drinks will not be tolerated at social functions.
6. Smoking is not permitted.
7. Students who leave the building will not be re-admitted.

### 25.2. CLASS OFFICERS

Junior, sophomore, and freshman classes elect class officers in April for the next school year. Each class has a President, Vice-President, Secretary, and Treasurer. Incoming freshmen will select homeroom representatives who work with the class sponsor.

To be eligible for a class or student council office a student must:

1. Have no suspensions and no more than three discipline marks
2. Have a good attendance and tardy record
3. Maintain a "C" average
4. Have performed service to the school or class
5. Receive recommendation from all class sponsors

Class officers are liaison persons between the school and their classmates in all matters pertaining to the class as a whole. They conduct all business for the class, under the supervision of the faculty sponsor, who is appointed by the Principal.

A student may not be an officer in more than one of the following clubs or organizations at the same time: JDC, NHS, Student Council, and his/her respective class.

#### Student Council Representatives

*SPONSOR:* Scott Lowe

*PRESIDENT* – Stephanie Dooper

*VICE-PRES* – Joel Ciaccio

*SECRETARY* – Ann Osborne

*TREASURER* – Anna McNulty

#### Seniors

*SPONSORS:* Sherry Orth & Martha Lockett

*PRESIDENT* – Josh Buckman

*VICE-PRES* – Justin Mahoney

*SECRETARY* – Elizabeth McNulty

*TREASURER* – Hunter Gough

#### Juniors

*SPONSORS:* Cynda Wood & Scott Lowe

*PRESIDENT* - Hayley Frey

*VICE-PRES* – Kevin Thompson

*SECRETARY* – Meghan Mattingly

*TREASURER* – Anna Blair

#### Sophomores

*SPONSORS:* Tony Kraus & Eddie Miller

*PRESIDENT* – Stephanie Hayden

*VICE-PRES* – Jenna Ruth

*SECRETARY* – Elizabeth Kuntz

*TREASURER* – Emily Mitchell

#### NHS Officers

*SPONSORS:* Bev Howard & Patty Kaelin

*President* – Logan Cecil

*Vice-President* – Alec Bahnic

*Treasurer* – Daniel Best

*Secretary* – Katie Brown

*Historian* – Katelyn Orth

## **26. VISITORS**

All visitors are to report to the Main Office for a visitor's pass. Strangers who loiter in the building or drive around the campus will be asked to leave.

OCHS students are not to make unauthorized visits to other schools at any time.

Students are never allowed to entertain visitors on campus during the school day, even if such visitors are former students.

Students may have guests visit OCHS by making arrangements with the Dean of Students at least one day in advance.

If a student has a visitor during lunch, they must be a Catholic High alumni or an immediate family member. They may stay for one lunch period and must remain in the cafeteria.

## **27. OFF CAMPUS SCHOOL SPONSORED ACTIVITIES POLICY**

All students are encouraged to attend off campus school sponsored activities.

For off campus events designated by the school, all students attending shall be required to present written permission from a parent/guardian which requires the student to be under the direct supervision of designated OCHS staff person.

No student without written permission will be allowed to attend and participate in such designated activities.

For those activities designated by OCHS and for which transportation is provided, those students attending must utilize the transportation system provided by the school.

Violations of this policy will subject the student to discipline measures which could include, but are not limited to detentions, suspension, or other appropriate measures.

This policy is designed to protect those students and sponsors from situations in which students would travel to the destination on their own and be unsupervised. The purpose of educational or recreational trips are best served when all students participate together.

## **28. SAFETY TIPS FOR FUNDRAISING**

1. Only sell items door to door when you are with a parent or adult.
2. Sell to people you know, family, friends, church members and your parents' co-workers.
3. Sell it Safely by asking your parents to help.
4. Don't talk to strangers unless you are supervised by an adult.
5. Never get into a car without parent's permission.
6. Don't accept money, cold drinks, or food from strangers without permission from your parents.
7. Travel in a group. There is safety in numbers.
8. Always let your parents know where you are and when you will return.
9. Yell "Fire!" if you feel you are in danger. People respond to this word more quickly.
10. Say Please and Thank You.

## **29. SNOW DAY/CANCELLATION OF SCHOOL**

OCHS will utilize the "One Call Now" system and you may also listen to radio stations WOMI, WVJS, WSTO, WBKR. Because many students live in the county, we follow the Daviess County School schedule. It should be unnecessary to phone the school.

## **30. NATIONAL HONOR SOCIETY SELECTION PROCEDURE**

Students may not apply for membership in National Honor Society. Membership is granted only to those students selected by the faculty council of the school. Membership is open to qualified juniors and seniors.

The academic requirement set by OCHS is based on a student's cumulative scholastic average. In all cases, only those students who have a cumulative scholastic average of 90% of all possible honor roll points will be eligible for consideration on the basis of leadership, service, and character. Membership is never considered on the basis of grades alone.

Students who have been arrested and found guilty of civil offenses or who have a chronic record of breaking school rules are not eligible for membership. A proper regard for adolescent growth and behavior is considered essential and for this reason the faculty council allows that a student who has a serious discipline offense in his/her freshman year but has a good discipline record his/her sophomore year can be admitted for membership as a junior.

A Faculty Council appointed annually by the Principal selects students for membership in National Honor Society. The Faculty Council consists of 5 faculty members plus the Chapter advisors who are ex officio members.

To assist the council in the selection process, the members of the faculty are asked to complete a faculty survey sheet which lists all of those students who have met the above criteria. Faculty members are asked to rate and comment on only these students that they know and then return the survey sheet to the NHS chapter advisor. Thus faculty members assist the council but do not vote in the actual selection process. Faculty members are asked to comment on the candidates' qualities of service, leadership, and character. These qualities may be observed by the faculty member while associating with the students as classroom teacher, club or activity advisor, or coach.

### **31. STUDENT CLUBS**

Club work and club activities are encouraged by the school. For each club, there is a designated faculty sponsor who has the responsibility to keep the Principal and Dean of Students informed as to the progress and development of the club.

Students should contact the sponsor for information on eligibility, membership, and regulations concerning each organization.

Academic Team	1,2,3,4	Ms. Cynda Wood, Mr. Eric Huff
Acettes	1,2,3,4	Mrs. Lisa Higdon
Annual Staff	1,2,3,4	Ms. Sandy Jones
Art Club	1,2,3,4	Mr. Eddie Miller
Band	1,2,3,4	Mr. Ed Hauser Mrs. Katie Hauser
Cheerleaders	1,2,3,4	Mrs. Emily Waddell
Emerald Productions	1,2,3,4	Mrs. Katie Pagan
Fellowship of Christian Athletes	1,2,3,4	Mr. Mike Reeves
FFA	1,2,3,4	Mrs. Susan Zoglmann
Flag Corps	1,2,3,4	Mr. Ed Hauser
Foreign Language	1,2,3,4	Ms. Ginger Robinson
Habitat for Humanity	1,2,3,4	Mrs. Bev Howard
Intramural Basketball	1,2,3,4	Mr. Mitchell Sims
Intramural Soccer	1,2,3,4	Mr. Durand Engineer
National Honor Society	*,2,3,4	Mrs. Beverly Howard Mrs. Patty Kaelin
Peddler Staff	*,2,3,4	Ms. Sandra Jones
Pep Club	1,2,3,4	Ms. Penny Melton
Right to Life	1,2,3,4	Mrs. Sherry Orth
SCRUBS	1,2,3,4	Mrs. Beverly Howard Mrs. Sherry Krampe
Student Council	1,2,3,4	Mr. Scott Lowe
Y-Club	1,2,3,4	Mr. Tony Kraus

All clubs meet before or after school.