



Owensboro Catholic Schools

## Policies

**Family \*\*\*\* Church \*\*\*\* Community**

*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.*

Policies Affirmed by the OCS Education Council – October 22, 2007

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## **1000 COMMUNITY RELATIONS**

- 1100 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/guardian 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.
- 1200 Tobacco Free Policy  
(See Addendum F)

## **2000 ADMINISTRATION**

### 2100 Release of Student Record Information

1. Records/transcripts/information may be sent/disclosed to other elementary/secondary school officials without written permission from the student/parent when the officials are determined to have legitimate educational interests in the student.
2. Records/transcripts/information may be sent/disclosed to post secondary school officials without written permission from the student/parent when there is reason to believe that the student seeks or intends to enroll at that institution.
3. Records/transcripts/information may be sent/disclosed to state and local educational authorities without written permission from the student/parent.
4. Records/transcripts/information may be sent/disclosed to state and local officials or authorities without written permission from the student/parent only if the officials or authorities can provide a statute or subpoena requiring disclosure.
5. A record of all releases is to be kept in the student's file.
6. Copies of a student's record are to be made available to students and parents upon written request within not more than Forty-five (45) days.
7. Full rights are to be given to either parent (including both natural parent and guardian) unless a court order to the contrary has been received. (Note that if the student is 18 years old or older, parents may not sign for disclosure.)
8. Directory information may be released without written permission. Directory information is information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended.
9. Permanent records, transcripts, and other records (including the last report of the year) will be forwarded to another school at the written request of the parent(s), student, or institution upon satisfaction of all outstanding financial obligations to OCS.

2101 Students of OCS will be required to follow the health guidelines of the State and District Health Department.

2110 Students are not allowed to graduate until tuition and fees are paid in full.

2200 Families may register for the coming year if their prior Parent Tuition bills and fees are paid in full, or upon mutual agreement among parent(s), pastor and Director.

2300 The Owensboro Catholic Schools will follow the State guidelines as recommended by the Diocesan Handbook for class sizes K-6. These guidelines state the number of students per class:

Grades K-3	24 students
Grade 4	28 students
Grade 5-6	29 students

A maximum of two additional students per classroom may be added.

Benchmarks for minimum class size are set at 70% of the diocesan recommended number. Other than the first classroom per grade level, the minimum number of students per class:

Grades K-3	17 students
Grade 4	20 students
Grades 5-6	20 students

Additional classrooms per grade level will be opened accordingly. The Council must approve any exceptions to the class size maximum or minimum guidelines.

2400 Section of KRS Chapter 527

Each chief administrator of the public or private school shall display about school in prominent locations, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias, a sign at least six (6) inches high and fourteen (14) inches wide stating:

**UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND-DOLLAR (\$10,000) FINE.**

### **3000 BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

- 3100 If at any time, any parish falls behind in their assessment to OCS by 15% of their annual assessment, the Director of OCS will contact in writing the pastor and parish council president requesting that they become current in their payments. If at any time a parish is two months in arrears in their assessment, OCS will request that the Chancery Office review said parish.
- 3200 Each school site may have one fund-raiser, per school year, involving the total student body, to be sponsored by the PTO or school. Cooperation with other school organizations is expected. Parent written permission is required for grades K-6 students to participate. Safety recommendations/regulations are printed in the Owensboro Catholic Schools Parent/Student Handbooks.
- 3210 No school sponsored activities (including sporting events and practices) shall be scheduled on Sunday mornings or on the following days: Ash Wednesday, Holy Thursday, Good Friday, Holy Saturday, Easter, Mother's Day, and Christmas.
- 3300 A graduated parental tuition scale based on family size will be implemented.
- 3310 Parental tuition will be waived after the third student when a family has four or more students enrolled in OCS in the current year.
- 3320 Tuition Policy  
(See Addendum A)
- 3330 Tuition Assistance Policy  
(See Addendum B)
- 3400 OCS will not assume financial responsibility for transportation cost to and from school for the regular school day.
- 3500 Competitive bids will be sought for all purchases in excess of one thousand dollars (\$1000.00).
- 3600 All school organizations (K-12) shall enact the following procedures to ensure that sound financial controls are in place.  
Receiving Funds:
1. All cash received by the organization should be receipted and go through the school site.
  2. Cash should be counted and deposits prepared at the school.
  3. Deposits should be taken to the bank on frequent and regular basis.

Expenditures:

1. Checkbooks for all organizations must be kept in the school office.
2. Two-party signature checks are strongly encouraged and at least one of the signatures must be the principal.

Depositing the money, writing the checks, and reconciling the accounts are duties that should be divided up among the principal, school secretary, and officers of the organization.

**4000 PERSONNEL**

- 4100 A Cafeteria Plan for employee benefits will be established in accordance with Internal Revenue Code Section 125, enacted in 1978.
- 4200 Within twenty (20) days of the opening day of school, Principals shall not release a teacher from his/her contract without prior written approval of the Council.
- 4400 The Director will assign principals to a particular school on the basis of his/her evaluation. Ten years teaching experience for principalship is preferred (for new principals entering the system) with two (2) years of administrative experience included.
- 4700 Drug Free Workplace  
(See Handbook for Catholic Schools, Diocese of Owensboro/OCS 4700)
- 4701 Sexual Harassment  
(See Handbook for Catholic Schools, Diocese of Owensboro/OCS 4701)

## **5000 STUDENTS**

- 5100 Students within OCS will have a general uniform dress code. Both boys and girls should be required to wear the uniform.
- 5110 Field trips for grades K-8 students are limited to a mileage of 75 miles one way (the trip must depart and return within the hours of the regular school day). Chaperones must be 25 years of age, or a parent or a guardian. Modifications to the faculty handbook will be made so the statement for chaperones will read: "I AM OVER 25 YEARS OF AGE, OR A PARENT OR A GUARDIAN WITH A VALID DRIVER'S LICENSE." Upon request and with recommendation of principal and Director the Council may vote to waive this policy in particular situations.
- 5123 Conduct and Discipline  
(See Handbook for Catholic Schools, Diocese of Owensboro/OCS 5123)
- 5129.4 Policy regarding suspected child abuse or neglect  
(Also see Handbook for Catholic Schools, Diocese of Owensboro/OCS 5129.4)
1. The student's teachers will be directed to be on the lookout for any signs of abuse or neglect. These signs should be immediately reported to the Department of Social Services. Document all information. It would be helpful for follow-up to give this information to the Guidance Office and/or building principal.
  2. School personnel who have contact with students coming back to school after an absence are to be alert to bruises, broken bones, and/or to excuses presented. If there are any questions in the mind of the secretary regarding the excuse or the appearance of the student, the guidance counselors and/or building principal should be alerted to this promptly. ASAP.
  3. Physical education teachers will be especially alerted to these cases and will be asked to carefully observe the students in question . Any evidence of abuse will be reported immediately to the Department of Social Services. Document all information. It will be helpful for follow-up to give this information to the Guidance Department and/or building principal.
  4. The counselor or principal will check out the referral or suspicion if any information is not personally and definitively known to the above persons.
  5. If evidence of physical or sexual abuse is known or present, the case is to be reported directly and immediately to the Department of Social Services for Child Welfare, Family and Adult Services.
  6. If a student presents a personal or peer report of alleged abuse or neglect, the guidance office or principal will record this information and take appropriate action as outlined above.

7. The guidance office or principal will do follow-up with the Department of Social Services.

#### 5129.6 Drug and Alcohol Use

(See Handbook for Catholic Schools, Diocese of Owensboro/OCS 5129.6)

1. The possession, use, or transfer of alcohol, a controlled substance, or look alike on school property or at school functions is prohibited.
2. A first offense automatically requires that the student and the student's parents/guardians appear before a Discipline Review Board, which consists of five (5) faculty members (three (3) of whom are chosen by the students and two (2) of whom are chosen by the Dean.
3. The purpose of this board is to review the academic, attendance, and discipline record of the student, allow the student and the student's parents/guardians a chance to speak, and recommend appropriate consequences including expulsion.
4. A second offense will result in the original Discipline Review Board being recalled to review the student's record and recommend appropriate consequences including expulsion.

#### 5134 OCS HIV/AIDS/Communicable/Infectious Diseases Policy.

(See Handbook for Catholic Schools, Diocese of Owensboro/OCS 4702)

#### 5140 Screening for Head Lice, *No-Nit Policy* will be enforced in order to control the spread of head lice at any given school site.

1. The removal of all lice, eggs and nits will follow the application of a pediculicide agent, i.e. RID.
2. Students will not be allowed to return to school until treatment has been accomplished.
3. Community education will be given to insure that parents understand the reason for the policy, their role in carrying it out and the degree of accountability to which they will be held.

#### 5219 Pregnancy Policy

(See Addendum C)

(See also Handbook for Catholic Schools, Diocese of Owensboro/OCS 5219)

#### 5300 All Students grades 7-12 are encouraged to attend off-campus school-sponsored activities.

1. For events designated by the school, students attending shall be required to present written permission from a parent or guardian which shall require that the student be under direct supervision of the designated staff person.

2. No student without the above written permission will be permitted to attend the planned activity on his/her own account unless other arrangements are made with the Principal or Dean of Students.
3. Students not honoring this policy will be subject to disciplinary penalties provided in the Demerit section of the Student Handbook under "other serious misconduct."

5400 Driver's License

Refer to State of Kentucky Regulations and *Driver Education Curriculum Guidelines, Diocese of Owensboro, KY.*

5500 In order to effectuate enforcement of its stated policy prohibiting the use of tobacco and tobacco products on school premises, students shall not be allowed to possess tobacco and tobacco products on school premises. It is expressly understood that this policy shall not apply to the possession of such products in the student's private vehicle being used for transportation to and from school.

5600 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, color, religion, sex, age, national origin, or disability, and/or which disrupts or interferes with the educational setting and/or process. This act also includes the wearing of gang clothing or paraphernalia and the use of gang signs and symbols.

5700 Search and Seizure

No pupil's clothing, pockets, or his or her personal effects (e.g. handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law. Search of a pupil's person shall be conducted only with the express authority of the Principal or his/her designee.

A certified person directly responsible for the conduct of the pupil, or the Principal of the school, which the student attends, shall conduct searches of a pupil's person or his or her personal effects. Prior to the search and seizure the school will attempt to contact the pupil's parent/guardian to inform them of the ensuing action.

When a strip search of a pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall be present during the search. Search of the pupil's person shall be conducted only with the expressed authority of the Principal.

No search of a pupil shall be conducted in the presence of other students.

Students who fail to cooperate with school authorities when requested to shall be subject to another disciplinary action.

The school and the pupil jointly hold school property, such as lockers and desks. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections items which are school property, such as overdue library books, may be collected. Students should not expect privacy to items left in such locations. A single desk or locker may be searched if responsible grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

Illegal items (e.g. weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others safety and security may be seized by school officials, and may be turned over to the proper legal authorities.

A staff member may temporarily remove items, which may be used to disrupt or interfere with the educational process, from the pupil's possession. Such items may be returned to the pupil by the staff member or through the Principal's office.

All items which have been seized may be turned over to the proper legal authorities or returned to the true owner.

5800 Health and Wellness Policy  
(See Addendum D)

## **6000 INSTRUCTION**

6100 Library Materials Selection Policy  
(See Addendum E)

6200 All students (K-6 and OCMS) will attend mass once a week. Mass is offered regularly at OCHS. Mass is offered with individual groups and with the total student body on special occasions. An all-school Mass will be held at all sites on Holy Days.

6300 All supplemental programs are an integral part of the core curriculum; therefore, participation is required.

6400 An Honor Roll System is in place at each school site.

**7000 NEW CONSTRUCTION**

**8000 INTERNAL EDUCATION COUNCIL OPERATIONS**

**9000 BYLAWS OF THE EDUCATION COUNCIL**

9100 By-Laws for Consolidated School K-12 available upon request.

OWENSBORO CATHOLIC SCHOOLS  
1524 W. PARRISH AVENUE  
OWENSBORO, KY 42301

The Davies-Brickle Codification System contains these categories:

1000	Community Relations
2000	Administration
3000	Business and Non-Instructional Operations
4000	Personnel
5000	Students
6000	Instruction
7000	New Construction
8000	Internal Education Council Operations
9000	Bylaws of the Council
Addendum A	Tuition Policy
Addendum B	Tuition Assistance Policy
Addendum C	Pregnancy Policy
Addendum D	Health and Wellness Policy
Addendum E	Library Materials Selection Policy
Addendum F	Tobacco Free Policy