



**Owensboro Catholic Middle School  
Student/Parent Handbook Information  
2011-2012**

We have placed the Student/Parent Handbook in the student planner along with space for assignments throughout the school year. We know it will be a real help for students in achieving academic success. It is provided by OCMS and will be used during the year by students, parents and teachers. If lost, it will have to be replaced. Replacement cost is \$10.00.

Please read the Student/Parent Handbook, any changes from the previous year are highlighted in yellow. Please sign and return this form to your homeroom teacher.

- I have read and agree to be governed by the rules, regulations and policies in the Owensboro Catholic Schools Parent/Student Handbook.
- I understand the school system reserves the right to amend the rules, regulations or policies for just cause and I will be notified of said changes as they occur.



Student Signature \_\_\_\_\_



Parent Signature \_\_\_\_\_



Date \_\_\_\_\_



Owensboro Catholic Schools

**2011-2012**

**Faith**  
IN EDUCATION

OWENSBORO CATHOLIC MIDDLE SCHOOL  
PARENT/STUDENT HANDBOOK

**Central Office**  
**1524 West Parrish Avenue**  
**Owensboro, KY 42301**  
**Phone: 270-686-8896**

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.

**A member of the National Catholic Education Association and fully accredited by the Kentucky Department of Education.**

Owensboro Catholic Middle School  
**2540 Christie Place**  
**Owensboro, KY 42301**  
**Phone: 270-683-0480**

Parents and Students,

Welcome to the Owensboro Catholic Middle School family! With the Holy Family as our example we plan to provide as Joseph and Mary did for Jesus, a safe, Christian 'home' for your child. It is our belief that you as parents are giving your child a lifelong gift by providing a faith-based education here at OCMS.

The sacrament of Confirmation is the culminating spiritual goal for each of our students as they near completion of their middle school education. We hope to teach our students the joy of being servant leaders within the Catholic Church. It is only by sharing our time, talent and treasure with others that we can understand the deep love Jesus has for us and wants us to share with others.

Academic excellence is of utmost importance to the OCMS faculty and staff. Our standards are aligned to the ACT, the college entrance exam of choice in our region.

Please pray for us, the Owensboro Catholic Middle School faculty and staff team, as we partner with you to fulfill our mission. You are always welcome to contact any of us at OCMS if you have any concerns.

*Ann Flaherty*

OCMS Principal

### **MISSION STATEMENT**

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

### **PHILOSOPHY OF OWENSBORO CATHOLIC MIDDLE SCHOOL**

The primary purpose of Owensboro Catholic Middle School is to provide a Catholic education for the young people of our local parishes.

The philosophy of the Owensboro Catholic Schools is centered on the total development of the Christian child: spiritual, moral, intellectual, social, cultural, emotional, and physical. It is our belief that the function of the educator is to nurture this development of students as persons of the community, supporting and building on the faith-life of the child, which is begun and encouraged in the home. We provide a safe faith environment in which each member of the school family will be comforted and challenged by the Gospel message.

### **GOALS AND OBJECTIVES**

The philosophy of the Owensboro Catholic Schools will be implemented by the following goals and objectives:

**Goal 1.** Students' spiritual and moral development will be nurtured.

**Objective:** Educators will design and teach formal religion classes; prepare, direct, and evaluate student participation in liturgical and para-liturgical prayer and service projects.

**Goal 2.** Students' intellectual, social, and cultural growth will be promoted.

**Objective:** Educators will prepare and teach the standards based curriculum, provide co-curricular experiences, and encourage extra-curricular activities.

**Goal 3.** Students' physical and emotional growth will be fostered.

**Objective:** Educators will organize and direct activities that aid in the development of physical and mental health.

## **RELIGION PROGRAM**

Owensboro Catholic Middle School takes pride in the religion program offered to the students. Realizing that the purpose of our existence is the sharing of our Catholic faith, the faculty, staff, and students strive to build a faith community that reflects back into the homes and parishes.

Students at Owensboro Catholic Middle School have religion class each day as a regular class period. Opportunities for planning liturgies, reconciliation services, prayer days etc. will be given to all students. Students will have the opportunity to attend liturgy on a regular basis and on holy days and special feasts throughout the year.

Eighth grade students will prepare for the Sacrament of Confirmation. Confirmation preparation will be in cooperation with individual parish programs.

One-eighth of the academic year will be devoted to the study of the FAMILY LIFE program. Topics included in this study are: personal growth and self-understanding, respect for all aspects of life, Catholic Christian sexuality, and responsibilities of social living.

## **SCHOOL HOURS**

The school building will be open each day from 7:30 a.m. - 3:30 p.m. The only exceptions will be school related activities.

## **MIDDLE SCHOOL DRESS CODE**

### **GIRLS**

- Navy pleated skirt(no more than 3 inches above the knee)
- Navy twill uniform pants  
(or)
- Navy twill Bermuda shorts (no more than 3 inches above the knee)
- Long or short-sleeved white oxford cloth, broadcloth, or knit shirts with collars must be worn. No monograms or logos, other than those of the school, are allowed. **Shirts must be tucked in at all times.**
- No shorts other than uniform shorts can be worn on non-uniform days.
- Navy or white sweaters: (Cardigan, V-neck, crew-neck, pullover or sleeveless vest) Monograms are not permissible.
- **OCS uniform** sweatshirts may be purchased through the school and worn over the uniform shirt. No other sweatshirt/hoodie may be worn.
- A plain white turtleneck, white t- shirt, or white PE t-shirt may be worn under the uniform.
- Only dress type or tennis/athletic shoes may be worn. Open toe shoes or open back shoes are not permitted except on jean days.

- Matching socks must be worn and visible; no leggings are permitted.
- Earrings may be worn. No other body piercings or visible tattoos are permitted. No gaudy or inappropriate jewelry may be worn.
- Modest make-up is permissible.
- Hair must be neat, clean and out of eyes.

## **BOYS**

- Navy twill uniform pants  
(or)
- Navy twill Bermuda length shorts
- Long or short-sleeved white oxford cloth, broadcloth, or knit shirts with collars must be worn. No monograms or logos, other than those of the school, are allowed. **Shirts must be tucked in at all times.**
- No shorts other than uniform shorts can be worn on non- uniform days.
- Navy or white sweater: (Cardigan, V-neck, crew-neck, pullover or sleeveless vest.) Monograms are not permissible.
- **OCS uniform** sweatshirts may be purchased through the school and worn over the uniform shirt. No other sweatshirt/hoodie may be worn.
- A plain white turtleneck, white t-shirt, or white PE t-shirt may be worn under the uniform.
- Only dress type or tennis/athletic shoes may be worn. Open toe or open back shoes are not permitted except on jean days.
- Matching socks must be worn and visible.
- No gaudy or inappropriate jewelry may be worn.
- No earrings, body piercings, or visible tattoos are permitted
- Hair must be neat, clean, no longer than collar length, and out of eyes.
- No facial hair is permitted.
- Hats are not allowed to be worn in the building.

## **DRESS CODE FOR ATHLETIC AND OTHER EXTRA-CURRICULARS**

On Wednesdays during the season of a given team or group: Students may wear their team jerseys or t-shirts, as approved by the coaches or sponsors. (Hoodies, sweatshirts, and sweatpants are not allowed.)

## **RULES FOR WEDNESDAY ATTIRE**

- Students may wear “Wednesday attire” only on Wednesdays during the season of the team or Extra-curricular group (from the Wednesday of their **FIRST GAME** until the Wednesday of the **LAST GAME** – not during pre-season practice). Club sponsors and coaches will define this for their members.
- Faculty will be notified, if/when there are exceptions to the rule.
- The coach or sponsor should make clear to students what they are to wear. The **WHOLE TEAM** must wear the same attire.
- Wednesday attire refers only to clothing from the waist up. It must be worn with uniform shorts, pants, or skirts.

- All students are required to wear school gym shorts and a school t-shirt for gym class. These must be purchased through the school office. All students must dress for class whether or not they participate.
- **ANY DEVIATION OF THE UNIFORM DRESS CODE IS BY THE AUTHORITY OF THE PRINCIPAL.**  
**RULES FOR FRIDAY ATTIRE**

- “Faith- in-Education” T-shirts may be worn with uniform pants, skirts, or shorts.

### **SCHOOL CLOSING**

Owensboro Catholic Schools follow the Daviess County School Calendar. If the county calls a closing day due to inclement weather, be it a full or partial day, Owensboro Catholic Middle School will also close. Notification will be by OCS One Call Now, radio, or television. When early dismissal is deemed necessary, students may be released to parents or authorized designated transporters as soon as it is announced.

### **NON-DISCRIMINATION POLICY**

No person shall be refused admission into or excluded from Owensboro Catholic Middle School because of race, color, national origin, or sex. Students who are active members of the Roman Catholic faith will be accepted before non-Catholic students.

### **SCHOOL COUNSELING DEPARTMENT**

The Owensboro Catholic Middle School guidance counselor will be available to help students in the areas of:

1. course selection, education, and career planning;
2. personal problems and decision making;
3. testing and assessment.

Students may come to the counseling office for help with any problem or concern. Sometime during the school year, an attempt will be made to see each student on an individual basis. The office will be open during the school day. Teachers or parents may also contact the office regarding concerns they may have about their students/children. If the need arises, parents/children may be referred to an appropriate agency or person in the community for additional help. Counselor may consult with teachers, or other related school personnel about specific matters.

### **ASBESTOS MANAGEMENT**

In accordance with regulations established by the Environmental Protection Agency (EPA), parents are hereby notified that asbestos is present in all of the schools of the Owensboro Catholic School System. OCMS has an Asbestos Management Plan on file in the school office. This file is available for inspection by parents at any time. The Plan shows the location of asbestos in the school and contains other pertinent information.

## **PESTICIDE MANAGEMENT**

State regulations require a 24-hour notice to any pest control application made on school property. This information is available to all parents and employees requesting it. Parents and employees may be placed on a list for notification. In order to do so, please come to the OCMS office and sign the notification Registry.

## **WEAPON POSSESSION**

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. Weapons are not allowed on school property.

## **ABUSE PROCEDURE**

If school personnel suspect, or are aware of child abuse or domestic violence in the home, law requires them to report such abuse to the proper authorities. School officials will follow all requests issued by the proper authorities regarding these matters.

Diocesan Safe Environment Policy will be adhered to for all of the OCMS community.

## **SMOKING**

Owensboro Catholic Middle School is a smoke-free environment. Students are never permitted to smoke or use smokeless tobacco on the grounds of Owensboro Catholic Middle School before, during, or after regular school hours, or at any school function. Students who violate this policy must have a parent conference and/or be suspended.

## **RESPECT FOR PROPERTY**

Students are expected to show respect for all property - both the school's and that which belongs to other students and teachers. Failure to do so will be dealt with on an individual basis through the *Discipline and Conduct Code*.

Books issued to a student are the responsibility of that student. Books must be covered and handled with care. If a book is damaged or otherwise defaced, the student to whom the book was issued will be expected to pay the cost of replacement.

## **LOST AND FOUND**

Students are encouraged to be careful with their belongings. In the event that students lose something, they should immediately notify the teacher.

Any items found should be given to the teacher or brought to the office. Students who are missing items should check with the office secretary, as well as each teacher.

## MEDICATION GUIDELINES

### 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 School Office by the parent/guardian.** 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, Advil, etc). Additionally, medication is **NOT** allowed on any Daviess County Public School Bus. However, OCMS students may carry his/her emergency medication such as **Epi-Pen** or **asthma inhaler**, with authorization by the School's Registered Nurse, signed physician's order, signed parental consent, & correct student technique demonstration approved by the School RN or Health Tech. If the student carries his/her Epi-Pen or asthma inhaler, an additional supply **MUST** be kept in the Health Room to ensure it is readily available in case of an emergency.

### 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. Acetaminophen, Ibuprofen, Cough Drops, etc.) A parent/guardian's signed consent form is required before the student will be given any of the optional medications. This consent allows designated staff to administer specific over-the-counter medications as needed without having to contact you each time 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 given no more than 3 consecutive days or at the School RN's discretion. A parent/guardian will need to retrieve these medications within 10 days or they may be destroyed. Non-prescription medications will not be kept at school for "as necessary" use unless accompanied by a written physician's order and signed parent consent form. No products containing aspirin will be given without a written physician order.

### PRESCRIPTION MEDICATION:

Prescription medications will be accepted on an individual basis at the School RN'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 after school closing or at the discretion of the RN.

OCS School Health Staff will not be administering any medications containing narcotics for pain control (i.e. Lortab, Codeine, Tylenol #3, etc.) during the school day except when identified in an individual care plan for chronically ill students. 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 school RN if the student remains at school after 3:00 p.m.

Policies and Procedures regarding other medications or special needs pertaining to asthma, allergies, diabetes, insulin, seizures, etc. are in place. If your child has special concerns please notify the school RN so that a plan can be developed in order to provide a safe and consistent environment for your child.

## IMMUNIZATION REGULATIONS

Immunization certificates **MUST** be kept current. The immunization certificate form required by 902 KAR 2:060 shall be on file within two (2) weeks of a student's enrollment in school.

Immunization certificates must have all age appropriate immunizations on a **signed** Commonwealth of Kentucky Immunization Certificate having a **valid expiration date** & the **administration date of each immunization**. Certificates issued after July 1, 2011 must be on the new Commonwealth of Kentucky Immunization Certificate EPID-230 (Rev 08/2010). Certificates not meeting these requirements will be returned to the parent/guardian for correction from the Healthcare provider.

The following are also considered valid immunization certificates:

- Certificate of Religious Exemption: This certificate must be completed and signed by a physician or Health Department official.
- Certificate of Medical Exemption: This certificate must be completed and signed by a physician or Health Department official.
- Provisional Certificate: A physician or Health Department official completes these certificates. The child is in the process of completing a series of immunizations. The form will have "provisional" typed across the center.

## HEALTH EXAM GUIDELINES FOR TRANSFER STUDENTS

Preventative Health Care Examinations are required for all first time enrollees into Kentucky schools and are required to have:

1. **Kentucky School Physical Exam** on KDE approved form. Please note that this is different than a "Sports Physical" and cannot be accepted as the school entry physical. The Healthcare provider will complete the Sports Physical on a separate form.
2. **Kentucky Eye Exam** by Optometrist or Ophthalmologist on KDE approved form
3. **Kentucky Dental Exam** by a Dentist or trained Health Department RN on KDE approved form
4. **Up-to-date Immunizations on a Kentucky Immunization Certificate--** Shot records may be taken to the Green River District Health Department to transfer immunization information to a KDE approved form. Additionally, students regardless of age or grade level, entering Kentucky schools starting 2011-2012 school year, must be current on all vaccinations according to the new regulation changes. For example, if a student is transferring from out of state into 7<sup>th</sup> grade and beyond, the student will be required to have all the vaccinations that were required when entering 6<sup>th</sup> grade in the state of Kentucky.

In Owensboro, Immunizations may be obtained from or transferred to a KY Certificate **by appointment** from:

1. Green River District Health Department 1600 Breckenridge St. Appointment recommended--call 270-686-7744
2. Foust Health Center at Foust Elementary School -601 Foust Avenue. Appointment required--call 270-683-2193
3. Immunizations are offered at some Pediatrician offices in Owensboro. Call your Pediatrician to find out if immunizations are available in-office.

If you have any questions, please contact your Health Care Provider of Green River District Health Department.

Web-link to the KY Immunization Laws:

<http://www.education.ky.gov/KDE/Administrative%20Resources/Coordinated%20School%20Health/Health%20Services>

## **ATTENDANCE POLICY**

### **PHILOSOPHY**

OCMS personnel hold that there is a direct relationship between class attendance and class success. Those 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 required to fulfill course requirements established by the teacher and school administration and conform to the attendance policy stated herein.

### **OVERVIEW OF ABSENCE POLICY**

- The attendance of our students is a responsibility shared between OCMS and the parent/guardian of the student. Students are 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.
- For absences other than prearranged, EACH day the student will not be in school, a parent/guardian must call the office before 9:15 a.m.
- If a student is absent and the parent/guardian does not call the school, someone from the school office will call the home to ensure the child's safety.
- **PARTICIPATING IN SCHOOL FUNCTIONS ON DATE OF ABSENCE:** Students who are absent from school for 4 or more periods may not participate in any athletic practice or contest or any social or school sponsored event that same day. Violation of this procedure will make the student ineligible for the next scheduled game or event.
- Students who become ill must report to the school nurse. The nurse will determine if the student should go home and will contact parents/ guardian if necessary. Students are not permitted to contact parents by cell phone and request early dismissal for any reason. This will result in a first time warning, followed by detentions and unexcused absences for subsequent violations.

## **EXCUSED ABSENCES**

- Personal illness
- Death in a family
- Severe illness of a member of the immediate family that requires the presence of the student. Immediate family is defined as father, mother, sister, brother, or members of a student's household
- Orders from the court
- School sanctioned activities, with teacher approval
- In order for any absence to be excused, the student must present a written note of explanation to the office before 8:15 a.m. The note should state the student's name, reason for absence, date, and parent or guardian's signature. After a maximum of 5 parent notes per semester, a doctor's note will be required.
- Other valid reasons as determined by the principal, including trips qualifying as educational enhancement opportunities for up to 10 days.
- **PRIOR NOTICE REQUIRED:** When a student must be absent from school for reasons other than the above reasons, it is required that parents/students contact the Office in advance with a note to prearrange the absence in order to determine whether time out of school is excused or unexcused. The students will be given a prearranged absence form that must be signed by the parents, teachers, and Principal. The school reserves the right to make judgment about the validity of each request.

## **UNEXCUSED ABSENCES**

- Students with 3 unexcused absences per semester will meet with the counselor to discuss improving the student's attendance. The Counselor may contact the parent at this time.
- Students who are absent 5 days per semester, not verified by a parent and/or doctor's note, will receive a notification by mail, requiring a doctor's note for subsequent absences to be excused.
- Students with more than 8 unexcused absences per semester will be assigned to the next Saturday school.
- If absence is unexcused, student may not make up missed work.
- Excessive absenteeism results in lost instruction time.

## **TARDY**

- A student arriving after the 8:20 a.m. bell is tardy.
- Attendance will be taken every class period.
- Excessive tardiness results in lost instruction time; therefore, a conference will be held with principal, student and/or parent after 5 unexcused tardies to address this issue.

## **MAKE UP WORK**

- Students are responsible for making up all work they missed due to absences. Students must make arrangements for missed work upon returning to school. Make-up work may be requested after a student has missed more than one day. Requests for work must be made before 9:00 a.m. Failure to complete make-up assignments will be treated the same as failure to do in-class assignments.

## **RELEASE OF PUPILS**

- The school is responsible for students while at school during school hours.
- A student will not be released from school into the custody of any person other than the student's parents, guardian, or person authorized in writing by the parent/guardian. This is for the protection of the student.
- Unless the principal makes exceptions, only a parent may check a child out of school to attend a funeral.
- If your child must leave school during the day, please observe the following:
  1. On the day of early dismissal, the student will bring a written note to the school office prior to 8:15 a.m. Included in this note should be the date, the reason for dismissal, the time for dismissal, the person who will be transporting the child from school, and the appropriate signature.
  2. When arriving at school to pick up your child, come to the school office where a staff member will have you sign the early dismissal book. Your child will then be called to the office for dismissal.
  3. Upon returning to school, the student must check in at the school office.
  4. Please make every effort possible to make doctor appointments after 3:00 p.m. or on Saturday.
- When parents or guardians request by telephone that their child be sent home because of an emergency, the school will check the authenticity of the message by calling the telephone number listed for the student's parents or guardian on the EMERGENCY ADDRESS FORM FOR STUDENT.
- When it is necessary to send a student home because of illness or for some other important reason, the parent or guardian will be telephoned to make suitable arrangements.
- If it is necessary to change transportation for your child, please notify the office at least 30 minutes before dismissal.

## **OCMS ATHLETIC HANDBOOK**

### **CATHOLIC IDENTITY**

- The Owensboro Catholic Middle School (OCMS) sports program, like the school as a whole, is provided for the ultimate purpose of developing student athletes as young Christian men and women. Likewise, the school is governed by the guidelines of our Christian faith as imparted to us by the Catholic Church and the Diocese of Owensboro.

### **SPORTS PHYSICALS**

- A student athlete is not to begin practice for a sport until he/she has turned in a KHSAA physical form to the coach allowing participation in that sport. It is the coach's duty to see that this is enforced.
- For sports programs that require tryouts, a student athlete must have a completed KHSAA physical before athlete may tryout.
- A physical form is good for one calendar year from the date in which the student athlete received the physical. Thus, an athlete who competed in a fall sport does not need a new physical for a winter or spring sport.
- Sports physicals are required for any student participating in an intramural sport at Owensboro Catholic Middle School.

## **RESPONSIBILITIES OF THE STUDENT ATHLETE**

- Student Athletes are also expected to follow a code of conduct befitting the Christian attitude as taught in our Catholic schools.
- Student athletes are to conduct themselves in a proper manner in school. The OCMS principal has the responsibility to suspend or otherwise discipline a student in regard to sports, due to the student's conduct in the classroom or at other school activities.
- It is the responsibility of the student athlete to maintain grades at an acceptable level while participating in a sports program. More specific details are provided in Academic Eligibility Policy.
- Student Athletes are expected to treat their teammates in an appropriate civil manner. Athletes are to compete and practice in an atmosphere that is free from abuse from other teammates.
- Student athletes are to remember that their actions are a reflection of their school, school system and Church, and must therefore conduct themselves accordingly at all team activities.

## **ACADEMIC ELIGIBILITY POLICY**

- Student athletes' grades will be checked every Thursday after 8:15 a.m. during their sports season. If a student has two or more deficiencies (D or F), the student will be listed as ineligible.
- The student will be notified of his/her ineligibility on Friday, and parents will also be sent notification of suspension by letter. The suspension will begin the following Monday and continue through Sunday.
- If after grade check on Thursday of the suspension week, the student has no more than one deficiency, he/she will be eligible again at the end of his/her suspension week.
- Grade Check: Thursday after 8:15a.m.
- Ineligibility Notice: Friday
- Suspension days: Monday – Sunday

## **DEFINITION OF INELIGIBILITY**

- The ineligible student may not participate, or even be present at any practice during his/her suspension.
- The ineligible student may not be present at any game as a player. This includes such things as riding with the team on away trips, being present on the bench (either in uniform or in street clothes) or being in the locker room with the other athletes.
- In an effort to improve his or her grades, the suspended athlete is expected to attend morning study hall that is supervised by the faculty.
- Any reasonable effort to work with teachers, parents, coaches, and administration by the student to improve the student's grades will be encouraged.
- The suspension policy is not meant to be punitive, but rather is meant to encourage the student to succeed academically by using participation in sports as a positive incentive.
- The Athletic Director, under the guidance of the OCMS principal, is the primary enforcer of the eligibility policy.
- This handbook pertains exclusively to competitive school teams and not to intramural sports.

## TRANSPORTATION POLICY

- All student athletes must ride the team bus to any game outside of Daviess County. Student athletes must also ride the bus home from games unless riding home with their own parents (i.e. not grandparents, not brothers or sisters, not family friends and not other student athlete parents). Coaches are to record (sign out) student athletes when parents do take their own children home.

## PROMOTION POLICY

- A student who has an “F” yearly average in two or more classes will not be promoted to the next grade.
- Parents are notified after third quarter if their child is in danger of not being promoted to the next grade.

## HONOR ROLL

- The Owensboro Catholic Middle School Honor Roll will be published at the end of each quarter. Honor Roll will be based on the quarter grades.

## GRADING SCALE

**A+ 100% - 97.5%**  
**A 97.49% - 94.50%**  
**A- 94.49% - 92.50%**

- Superior knowledge of subject matter and application of skills
- Exceptional reasoning skills
- Thorough and punctual in required work
- Worthwhile contributions to class discussions
- Ability to work independently
- Consistent high test grades

**B+ 92.49% - 89.50%**  
**B 89.49% - 86.50%**  
**B- 86.49% - 84.50%**

- Above average knowledge of subject matter and application of skills
- Above average reasoning skills
- Thorough and punctual in required work
- Worthwhile contributions to class discussions
- Ability to work independently
- Above average test grades

**C+ 84.49% - 81.50%**  
**C 81.49% - 78.50%**  
**C- 78.49% - 76.50%**

- Adequate knowledge of subject matter and application of skills
- Average reasoning skills

- Satisfactory completion of required work
- Limited participation in class discussions
- Average study habits
- Average test grades

**D+76.49% - 74.50%**

**D 74.49% - 71.50%**

**D- 71.49% - 69.50%**

- Below average knowledge of subject matter and application of skills
- Below average reasoning skills
- Assignments below standard
- Minimal participation in class discussions
- Below average study habits
- Low test grades

**F 69.49% - 0%**

- Insufficient knowledge of subject matter and application of skills
- Unsatisfactory reasoning skills
- Assignments unacceptable and/or incomplete
- Little or no participation in class discussions
- Poor study habits
- Below 70 in test grades

**Incomplete (I)** - missed class work and tests due to extended absences must be completed within a reasonable time frame (determined by the teacher and/or academic dean) or the grade will be recorded as Incomplete.

## **REPORT CARDS AND PROGRESS REPORTS**

- Report cards are issued every nine weeks. Parents are asked to review report cards. Parents should feel free to contact teachers if there is a need.
- Progress reports are issued mid-quarter. Progress reports serve the purpose of informing parents at the half-way mark of that grading period as to the need for improvement in their child's progress. This should provide sufficient time for the student to improve grades before the distribution of report cards. It is possible for a student's grades to drop, even to failing, after progress reports are issued, if effort and performance are not maintained.
- Grades can be accessed through Parent Portal daily or as often as a parent wishes. Teachers will update grade books by 8:15a.m. Thursday mornings.

## **HOMEWORK**

Home study is an integral component of the total life experience of the student. Motivation for home study lies in the cooperative efforts of home and school in support of the learner. Students should set aside a block of time daily outside of school hours, for home study. During this time, students should review and practice skills learned in school and complete assigned work. The amount of homework will

vary from day to day and subject to subject. However, students can expect the average amount of time to be spent on homework per night to be between sixty and ninety minutes.

Each student is required to take a seven period day. Homework assignments must be turned in on the day due, during the scheduled class period. Credit for late assignments is at the discretion of the teacher. Allowances will be made for the days a student may be out of school, but it is the student's responsibility to find out what work is due and when it must be completed. Since the class material is designed for the students, extra credit work cannot be accepted unless all assigned work is completed satisfactorily and on time.

### **COMPUTER LAB USAGE**

Owensboro Catholic Middle School has two computer labs with Internet access. Each student will be given the opportunity to use the labs as part of regular classes. .

### **TELEPHONE USE**

During school hours students may call home only for serious reasons and with the written permission of the teacher. This permission must be shown to the secretary or the principal before the call is made from the office phone.

### **STUDENT INSURANCE**

During registration, school insurance forms are available to parents. The purchase of school insurance is optional.

### **CAFETERIA REGULATIONS**

All students are expected to bring or buy their lunch each day. A government lunch program is available. Options include the main offering or chef salad with milk or fruit juices. Carbonated drinks are not allowed in the cafeteria during lunch.

Lunch forms for free or reduced lunches are available to qualified families through the cafeteria manager.

### **EMERGENCY DRILLS**

Fire drills are held regularly. Every class is assigned a specific place outside the building to which they must go when the fire alarm sounds.

The students are assigned safe areas within the building in case of a tornado warning.

Earthquake drills are held regularly in each individual classroom. Safety drills and plans are in place for other emergency situations.

### **VISITORS**

Visitors are welcome at any time at OCMS. All visitors must register in the school office upon arrival and departure.

## **POLICY FOR HANDLING CONCERNS BETWEEN PARENT AND TEACHER**

If there is a question or concern regarding your child and a teacher, please follow this procedure:

1. Talk with the teacher first.
  2. Meet with the teacher and your child.
  3. Meet with the principal and teacher.
  4. Meet with the director and teacher.
- Resolution should happen at this level, if not before.

### **DISCIPLINE POLICY** **Parent's Role in Education**

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We at Owensboro Catholic Middle School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – spiritually, intellectually, physically, and emotionally. Your choice of Owensboro Catholic Middle School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his / her life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic / Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into partnership with us at Owensboro Catholic Middle School, we trust you will be loyal to this commitment. During these formative years your child needs constant support from both parents and faculty in order to develop his / her spiritual, intellectual, emotional and physical growth. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his / her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, we ask that you as parents first make an inquiry of the complete incident with the teacher or principal. Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, boundaries and limits provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he / she has earned and be accountable for homework, long-term assignments, major tests, service projects and any other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he / she is capable of becoming.

## **Parents As Partners**

As partners in the educational process at Owensboro Catholic Middle School, we ask parents:

*To* set rules, times, and limits so that your child:

- Gets enough sleep on school nights;
- Arrives at school on time;
- Is dressed according to the school uniform policy;
- Completes class assignments on time;

*To* support the religious and educational goals of the school.

*To* support and cooperate with the discipline policy of the school.

*To* treat teachers with respect and courtesy in discussing student problems.

*To* actively participate in school activities such as the School-Parent Association, Parent-Teacher Conferences, and fundraising.

*To* see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.

*To* notify the school office of any changes of address or important phone numbers.

*To* meet all financial obligations to the school system.

*To* inform the school of any special situation regarding the student's well-being, safety, and health.

*To* complete and return to school any requested information promptly.

*To* read school notes and any other correspondence to show interest in the student's total education.

## **CONDUCT AND DISCIPLINE:**

The goal of Christian discipline is self-discipline. The student chooses one form of behavior over another. Students must learn to accept the consequences of their chosen behavior. Students who choose specific actions which violate the rights of the school community must be dealt with in Christian justice. In order to maintain and promote good order and discipline, students must comply with the regulations listed. Failure to obey the rules will result in disciplinary action.

## **CITIZENSHIP:**

Each student is responsible for displaying the qualities of good citizenship. Students should show their best conduct in the halls, in the cafeteria, in church, in the classroom, or when traveling to or from school. Immaculate Parish and the owners of homes near the school have the right to expect no trespassing on their property. These neighbors are expected to report any action of students that is harmful to their property or to other students. Proper behavior will help the students become better citizens. The staff will place special emphasis on honesty, morality, and courtesy.

### **BUS CONDUCT:**

1. The students must observe the directions of the bus driver as well as obey all bus regulations. All school rules apply to bus behavior as well as the following regulations:
  - A. Students are to conduct themselves at all times according to the rules of behavior established by Daviess County Public Schools and bus driver.
  - B. No one is to change seats after boarding the bus unless requested by a school representative or the bus driver.
  - C. Voices are to be kept to a hushed tone, and when the bus driver requests silence, it must immediately be established.
  - D. Any behavior deemed unacceptable by the driver will be reported to the Principal. Serious misconduct may result in immediate ineligibility to ride the bus.
  - E. Stay back from the bus until it comes to a complete stop and the doors are open. When boarding the bus, students are to be in a single line and wait until each student has stepped onto the bus before the next student starts to board.
  - F. Students should stay seated until the bus stops and then exit the bus slowly and carefully.
2. No food, drinks, candy, or gum are permitted on the bus. No mp3 players, iPods, gameboys, etc. are permitted.

### **CAFETERIA CONDUCT:**

In order to keep the cafeteria clean and attractive as well as a pleasant place to be, appropriate behavior is expected of all students. All school rules, as well as the rules listed below, must be observed in the cafeteria.

1. Students must stay seated. The Principal and Administrative Staff will serve as cafeteria monitors to supervise during the lunch periods. Respect must be shown to the monitor, parent volunteers and to the cafeteria staff.
2. There must be no loud talking, cutting in line, pushing, etc. Students may not throw any objects or food.
3. All food is to be eaten in the lunchroom; not carried out in the hallway or classroom. Students are responsible for their own eating area, which includes the use of napkins and cleaning the area around them. Students should also check the floor space near their places. All trays and silverware are to be deposited in the proper places. Students will be assigned turns to wipe the tables at the end of the lunch period.
4. Students will not be permitted to leave the cafeteria except to use the restroom during their lunchtime. Students must have the permission of the monitor on duty to do so.
5. Restroom use should take place during the scheduled lunch period, not after the lunch bell has rung, to avoid being late for class.

### **CHURCH CONDUCT:**

Proper etiquette is expected of all students while they are in the Church. Acceptable church behavior will be explained in the classroom.

### **CLASSROOM CONDUCT:**

1. Students have the responsibility to conform to the rules of conduct set up by a teacher within a classroom or area of responsibility. Each classroom will have a posted set of rules, which are consistent with the school's general rules.

2. At the start of the school year, the teacher and students will discuss the rules for their classroom. There will also be rules for when the teacher is out of the room. Students are expected to comply with these rules or face the consequences. Consequences are determined by the individual teacher and should conform to the basic discipline philosophy of Owensboro Catholic Middle School.

### **DESTRUCTION OF SCHOOL PROPERTY:**

Recompense for willful or careless destruction of school property or that of another student must be made by the offender. The consequence and/or fine for the defacement or destruction of school property will be determined by the extent of the damage or seriousness of the act. Parents will be notified.

### **PROHIBITIONS:**

1. Possession, use, or distribution of any narcotic substance, alcoholic beverage, controlled drug (other than a drug prescribed for the specific student), or any intoxicant.
2. Student smoking or possessing smoking paraphernalia (Cigarettes, lighters, matches, etc.) on school property or while traveling to and from school
3. Gum chewing on school property
4. Disruptive behavior in halls, classrooms, rest rooms, and library, e.g., running, tripping, pushing, etc.
5. Improper or profane language (verbal or written)
6. Throwing things, such as metal objects, snowballs, paper wads, or any other objects.
7. Stealing and cheating
8. Defacing or destruction of personal property, property of others, or school property
9. Fighting and "rough play" such as pulling and punching, pretend Karate, etc.
10. Being out of class without permission (students must be on time for class unless they have a pass from another teacher).
11. Possession of any unauthorized dangerous instruments, e.g. knives, pocket knives, sharp items, fireworks, firearms, etc.
12. Bringing valuables to school, such as: PDA's, mp3 players, iPod's, etc. to school.
13. Public display of romantic affection.
14. Eating or drinking outside cafeteria unless given permission by Principal.

### **DISCIPLINE PROCEDURES**

#### **GENERAL PROCEDURES**

The classroom teacher is best situated to ensure high standards of behavior in a classroom. He or she will implement procedures to help students realize expected standards of behavior, the mistakes that lead to unacceptable behavior, and alternative behaviors that may prove more successful. Teacher options include, but are not limited to, the following:

1. Verbal corrections
2. Room cleaning
3. Note/phone call/e-mail to parent
4. Extra assignment
5. Change in seating assignment
6. Student/Teacher Conference
7. Loss of privilege
8. Referral to Counselor
9. Repairing/replacing that which is damaged
10. Loss of participation in extracurricular activities

11. Detention (lunch, after school)
12. Temporary Suspension (Supervised Isolation)
13. Referral to office

Parents are an essential element in maintaining the school’s climate. Parents will be alerted to an ongoing problem by the teacher so that parents can encourage their student to become self-disciplined. Teachers should document all student conflicts and parents contacts. Teachers may refer students to the principal for repeated offenses that do not get resolved or for serious offenses. **The principal reserves the right to determine the appropriateness of an action if any doubt arises.**

**SERIOUS OFFENSES:**

- Repeated/chronic violation of school regulations
- Repeated/chronic disruptive classroom behavior
- Cheating of any type (may result in a failing grade)
- Disrespect toward any adult or child on school property
- Bullying behavior towards another student or students
- Fighting or excessive physical aggression against another student
- Sexual harassment
- Immoral behavior
- Possession of firearms, other weapons
- Use/possession of illegal drugs, alcohol, tobacco products, or drug paraphernalia
- Threatening behavior towards an adult or student on school property
- Membership/identification/use of symbols pertaining to gangs

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 for serious offenses, only the Principal or Assistant Principal may actually give these consequences.
3. The following behavior may warrant the following actions:

|  |  |
|--|--|
| Deceit                                 | 2 to 4 Detentions or Saturday school   |
| Cheating on a quiz or minor assignment | 1 Detention and a zero on quiz or assignment   |
| Cheating on major assignment or test   | 2 Detentions and a zero on test or assignment  |
| Fireworks                              | 3 Detentions or Suspension   |
| Stealing or vandalism                  | 3 Detentions, Saturday school, possible suspension or expulsion depending on degree of seriousness |

|  |                         |
|--|-------------------------|
| Fighting-<br>(Causing physical injury) | Suspension to expulsion |
| Possession of weapons                  | Suspension to expulsion |
| Other serious misconduct               | Suspension to expulsion |
| Repeated violation rules               | Discipline Board        |

### **LUNCH DETENTION**

Lunch Detention may be issued for a breach of classroom and /or school rules. Students assigned to lunch detention will eat lunch in a teacher’s classroom or in the cafeteria at the detention table, which is placed away from the other lunch tables. Students are not allowed to talk or socialize while at the detention table. Lunch detention may be assigned for consecutive days.

### **DETENTION**

Detention may be issued for a breach of classroom and / or school rules. Any faculty and/or staff member of Owensboro Catholic Middle School can issue a detention. Parents are given written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. **Detention takes precedence over extracurricular activities, appointments, practices, lessons, etc.**

The purpose of a detention is to help the student identify misbehavior, accept responsibility, and correct it.

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.
2. Students needing to reschedule the detention must see the Principal.
3. If the student fails to take the detention by the date assigned and does not contact the Principal in advance the penalty will be an additional detention(s). Failure to serve these detentions will result in being assigned Saturday School or suspension.
4. Reports of detention will be mailed to parents when their child has earned 5, 8, 12, 16 and 20 detentions.
5. No one will be permitted to serve if they come in late unless they have written permission from the Principal.
6. Students will:
  - a. be in uniform
  - b. work in school or community service or write a reflective essay

When the student has accumulated in one school year:

- 8** Detentions, (1) one Saturday School, parents/guardian notified by letter.
- 12** Detentions, (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 Principal, Assistant Principal, Guidance Counselor, and Pastor (if available) to discuss a program for improved student behavior.
- 16** Detentions, a student is suspended from school for one day and will not be readmitted without a

parent conference.

**20** Detentions in a year, the student will be suspended for two days or until a Discipline/Attendance Board has been held. The Principal 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.

### **TEMPORARY SUSPENSION (Supervised Isolation)**

Temporary suspension is a disciplinary procedure by which a student is removed from the class for a specified period of time within the school day. This gives the student an opportunity to realize that certain aspects of his or her behavior and attitude are unacceptable to the classroom or school community.

### **IN-SCHOOL SUSPENSION:**

In School Suspension is a disciplinary procedure by which a student is kept in school, but is removed from the classroom. Students will be assigned space in the school building for in-school suspension. The teacher(s) will assign sufficient work for the day. The student must stay seated in this area at all times during the day, except for restroom breaks and lunch. Students who are given an In-School Suspension will be required to report to school each day and work with a substitute teacher **paid for by the suspended student's parents**. The student will have no contact with other students during the in-school suspension. Students will not be allowed to participate in any extracurricular activities on the day(s) of the in-school suspension. Parents will be asked to meet with the teacher and principal immediately after the discipline infraction to discuss the arrangements for the in-school suspension.

### **SATURDAY SCHOOL**

Saturday school will be in session from 8:30 a.m. until 11:30 a.m. on scheduled Saturdays. Doors will be open from 8:15 a.m. to 8:30 a.m. No student will be admitted after 8:30 a.m. Tardy students will be required to report to the Principal before 8:15 a.m. on 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 give additional assignments to keep the student busy.
4. Students must be in regular uniform.
5. There will 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 Principal 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 Principal before 8:15 a.m. the following Monday morning for reassignment. If you fail to be in attendance, students put their time at OCMS in jeopardy.

### **PROBATION:**

1. Probation is a disciplinary procedure by which a student who is in school is evaluated with regard to attitude and behavior over a specified period of time by the teacher and the Principal to determine the student's resolve to remain in the school community. When a student is placed on probation, the following procedures are generally followed.

- A. The Principal conferences with the student, parent and teacher to advise of reasons, conditions and length of the probation.
- B. After the period of probation, the Principal, teacher, parent and student meet to decide whether the probation is to be terminated or if any other disciplinary actions are necessary.
- C. If probation continues, expectations and conditions will be reviewed, and either continues or modified as appropriate to meet the goals of the probation. A follow-up parent conference is scheduled.

### **SUSPENSION:**

Suspension is a disciplinary procedure by which a student is removed from the school for a specified period of time to give the student the opportunity to realize that certain aspects of his/her attitude and behavior are unacceptable to the school community. Students who receive a Suspension will not be allowed on the campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work. Students will not be allowed to participate in any extracurricular activities for one week from the date of the incident. The principal will convene a conference with the teacher and student before imposing suspension. Exact reasons for the suspension and conditions to be met before the suspension can be revoked will be detailed in the suspension letter. A copy of the suspension letter is sent to the student's parents. A conference must be conducted with the parents prior to the student's return to school.

### **EXPULSION:**

Expulsion is a disciplinary procedure of last resort. It will be applied only in the most serious of discipline incidents or after all other discipline measures have been applied without success. The Principal, OCS Director and Priest Pastor will confer before a student is expelled. Expelled students may not attend school or receive any school services. Students may be expelled for a one-time event of a very serious nature or a continuous pattern of infractions that prove detrimental to the learning environment. Exact circumstances cannot be determined in advance.

### **BULLYING POLICY**

Owensboro Catholic Middle School has an educational plan to address the problem of bullying behavior in the school. The Counselor will conduct appropriate lessons that deal with identifying bullies, how to deal with a bully, and empowering students observing the bullying to report the behavior or to stand up for the victim. Students will be made aware how they can report bullying behavior confidentially. The following guidelines are addressed by each teacher:

1. Bullying is not allowed in our classrooms.
2. We don't tease, call names, or put people down.
3. We don't hit, shove, kick, or punch.
4. If we see someone being bullied, we speak up and stop it (if we can) or go for help right away.
5. When we do things as a group, we make sure that everyone is included and no one is left out.
6. We make new students feel welcome.
7. We listen to each other's opinions.
8. We treat each other with kindness and respect.
9. We respect each other's property. (School property, too.)
10. We look for the good in others and value differences.

**One or more of the following disciplinary actions when bullying behavior is observed or reported will be followed depending on the severity of the incident:**

- A. Apology
- B. Detention
- C. Persistent bullying could result in one or more of the following:
  - 1. Detention
  - 2. Parent/Principal conferencing
  - 3. In-School suspension
  - 4. Saturday School
  - 5. Out-of-School suspension

### **THREATENING BEHAVIOR (Diocesan Handbook #6141)**

Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures, or actions intended to cause harm to another and/or damage to property.

Behaviors deemed threatening are to be addressed in the following manner.

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student's parent/guardian is notified. OCS Director, Priest/Pastor and Superintendent of Schools are also apprised.
3. It is possible to have a range of penalties that take into consideration the age of the child. Children who make threatening statements may be required to attend a conference in which the student and parent are clearly told that any further threats may result in suspension and a required threat assessment.
4. The school will need professional assurance that the student does not present a danger to him or herself, or to others at the school, the student may be suspended from school and may not attend any school activity or be present on school grounds pending a threat assessment and a final placement decision. The expense of any required counseling will be borne by the parents/guardian.
5. The threat assessment results and recommendations are to be shared with the principal and/or counselor who will make a final placement/reinstatement decision and follow up.

### **HOMICIDAL THREATS**

If a homicidal threat is made, the above steps will be followed, and the police will be contacted. The student(s) who have been threatened, as well as their parents, are to be notified as soon as possible.

### **FALSE THREATS**

Any student falsely reporting threatening behavior will be subject to disciplinary action which may include suspension or expulsion.

### **SEARCH AND SEIZURE**

If a teacher or principal believes that a student is carrying a dangerous, harmful, or restricted item on his or her person, the principal or assistant principal will ask the student for it. If the student refuses, the

student will be asked to empty pockets, book bags, backpacks, purses, etc. If the student does not comply then the parent will be asked to come to school immediately to meet with the principal about the matter. The student will not return to the classroom until the issue is resolved.

**Lockers and desks are school property. Students are granted their use and must care for them properly. School personnel may search lockers or desks at any time without notice.**

### **RESTRICTED ITEMS**

Items such as, but not limited to, gum, candy, questionable books, pictures, magazines, electronic games, radios, compact disc players, iPods, mp3 players, or any electronic listening device, laser lights, palm pilots, CDs, Kindle, I-pads, or anything that will detract from a learning situation, and all items listed under the *Serious Offenses* section of this handbook are not allowed at school. These items are also not allowed on field trips.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items that are taken away from students will be returned only to the parents.**

### **CELL PHONES**

Cell phones must be turned off and remain in the student's locker or backpack during school hours. If a student is found to be using the phone in any manner or if the phone rings during the school day, the phone will be confiscated and kept in the school office until the end of the day at which time the student will be given a detention in exchange for the cell phone.

### **DISCIPLINE BOARD**

The Discipline Board consists of the Principal, Assistant Principal, and Counselor. The committee conducts hearings on major violations of school rules. Using input from teachers and the counselor 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 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.

### **INTERNET POLICY**

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 Elementary Schools are equipped to offer access to the Internet to teachers and to students at the schools. 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 connections both to and from Owensboro Catholic Elementary Schools,
- The ability to communicate locally, nationally, and globally,

- The experience in using a tool that 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 Elementary Schools recognizes and accepts their 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 Elementary Schools have instituted 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 that 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 Elementary Schools. One of our educational goals is to offer programs and curricula that 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.

### **INTERNET AND COMPUTER ACCEPTABLE USE POLICY**

I recognize that computers have the potential to make either a positive or a negative impact on the world. As a member of Owensboro Catholic Middle School, I pledge myself to do all I can to insure that computers influence the world in a positive manner. To that end, I pledge the following:

1. I will honor all files as private property and will refrain from erasing, renaming, or making unusable any file or program that is not my personal property.
2. I will keep my user information – my name and files – confidential, and will share them with no one (except duly authorized faculty and/or staff).
3. I will use the school's computers and /or accounts for educational purposes only.
4. I will honor the privacy of all other users' passwords, never attempting to gain illegal access or use.
5. I will respect copyright protection for all software. I will never copy, change, or transfer any software provided by the school, teachers, or another student without permission from an authorized source. I do understand that copying software without permission is illegal and copying or knowingly using such software is a criminal offense.

6. I will endeavor to keep all systems with which I work safe from any virus (bug, worm, Trojan Horse, or other term). I will never knowingly 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.
7. I will respect all others with whom I communicate through the computer (e-mail, Internet, or other). I will never use the computer to annoy, offend, or threaten others.
8. I will practice good stewardship with all technology systems. I will never intentionally damage any part of the system or resources and information not belonging to me, nor allow others to do so.
9. I will recognize my own limitations and will not tamper with terminals, CPUs, printers, or other associated equipment without explicit direction from teachers or technicians.
10. I will practice good stewardship in my use of telecommunications resources. I will use the school's telecommunication resources only in public places under the supervision of authorized faculty or staff. I will use the school's telecommunication resources only for matters directly related to educational needs.

I understand that my not abiding by the above can result in punishment, including but no limited to the suspension of computer privileges.

### **MIDDLE & HIGH SCHOOL YOUTH CODE OF CONDUCT**

The Offices of Catholic Schools, Religious Education and Youth Ministry provide opportunities that allow young people from all over the Diocese of Owensboro to be educated, grow in their faith, have a fun time, and form Christian friendships. Since all that we do stems from our belief in Jesus Christ and the following of his teachings. Therefore, we have certain expectations of the children, youth and adults who participate. To insure a safe and enjoyable time for everyone, the following guidelines are in effect.

- I will treat everyone with respect, courtesy, dignity, patience, loyalty, and integrity. I will behave in a way that respects the rights of all. If I am being hurt or if I become aware that one of my peers is being hurt verbally or physically, I will notify a supervising adult.
- I will be cooperative, and do those things that promote a good reputation for my school/parish and me.
- I will treat property with care. If I break something, I will tell my supervising adult.
- I will avoid posing any health risk to others ( i.e. fevers or other contagious situations).
- I understand the use of pagers and cell phones is highly discouraged, unless a supervising adult grants permission.
- I will not possess/use/purchase tobacco, alcohol, illegal drugs, weapons, inappropriate videos, reading materials or objects.

I understand that in extreme cases of misconduct my parents/legal guardian and legal authorities will be notified, regardless of the time. Parents/legal guardians will be financially and /or physically responsible for the participant's transportation home from school/event. I understand I am subject to search and seizure guidelines, which are in place (Page 300:11).

If I become aware of any violation of this Code of Conduct by a peer, it is my responsibility to notify my supervising adult as soon as possible.

**PUBLICATION RELEASE**

Regarding school activities, I give permission for my child to be interviewed and or photographed by the school and or news media. I also give permission for the release of the interview and/or photograph for use by the school and/or news media.

**PLEASE SIGN AND RETURN TO  
YOUR HOMEROOM TEACHER.**

**STUDENTS AND PARENTS,**

**PLEASE READ THE 2011/2012 STUDENT/PARENT HANDBOOK, SIGN AND RETURN THIS  
FORM.**

I HAVE READ AND AGREE TO BE GOVERNED BY THE RULES, REGULATIONS, AND  
POLICIES IN THE OWENSBORO CATHOLIC MIDDLE SCHOOL's STUDENT/PARENT  
HANDBOOK.

I UNDERSTAND THAT THE SCHOOL SYSTEM RESERVES THE RIGHT TO AMEND THE  
RULES, REGULATIONS, OR POLICIES FOR JUST CAUSE AND THAT I WILL BE NOTIFIED OF  
SAID CHANGES AS THEY OCCUR.

**STUDENT SIGNATURE** \_\_\_\_\_

**PARENT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_