



Owensboro Catholic Schools

**2015-2016**

**Faith**  
IN EDUCATION

**OWENSBORO CATHOLIC SCHOOLS  
ELEMENTARY 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 communion with families and parishes to provide excellence in Catholic faith formation and academics which prepare 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.

**Elementary K-3 Campus**

4017 Frederica Street  
Owensboro, KY 42301  
Phone: 270-684-7583

**Elementary 4-6 Campus**

525 East 23rd Street  
Owensboro, KY 42303  
Phone: 270-683-6989

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### 1) PHILOSOPHY

The philosophy of the Owensboro Catholic Schools is one 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 in the home. We believe in the importance of a stable environment in which each member of the school family will be comforted and challenged by the Gospel message.

### 2) CODE OF CONDUCT

The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

Diocese of Owensboro Catholic Schools

Form D-3 300:9 Revised 1/04

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. 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 other objects.
- I understand 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 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.

### **3) 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 their Christian service projects.

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

Objective: Educators will prepare and teach the academic curriculum and when appropriate will adjust curriculum to meet the individual needs of students, will provide co-curricular experiences, and will encourage extra-curricular activities.

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

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

### **4) SACRAMENTS AND LITURGY**

All students (Grades K-6) will attend Eucharistic Liturgies regularly. Students will have the opportunity to receive the Sacrament of Reconciliation during the fall and spring semester of the school year.

The sacramental program begins in the second grade with reception of Reconciliation and Holy Eucharist. Primary preparation will occur at the parish. During daily religion classes, teachers of the second grade will enrich student's preparation. Parents must assist children in learning the required prayers, as well as review basic Catholic doctrine. These sacraments will be celebrated in the individual parishes.

### **5) STATEMENT OF NON-DISCRIMINATION**

The Owensboro Catholic Schools admit students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate in the administration of its educational policies, admissions policies, or athletic and other school-administered programs. Students who are active members of the Roman Catholic faith will be accepted before non-Catholic students when establishing class sizes.

## **6) ASBESTOS POLICY**

In compliance with regulations established by the Environmental Protection Agency (EPA), parents are hereby notified that asbestos is minimally present in all of the schools of the Owensboro Catholic School System. Each school 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.

## **7) CHILD ABUSE POLICY**

School officials are required by law to report to proper authorities any suspected cases of child abuse or neglect. Such reports are recorded and kept on file. School officials will follow all requests issued by the proper authorities regarding these matters.

## **8) ADMISSION POLICY**

Any child who is five years old on or before October 1 is eligible to enroll in kindergarten. A student must successfully complete kindergarten before entering first grade.

Kentucky state law requires the following documents of all students enrolling for the first time:

- a) Certified copy of birth certificate
- b) Physical examination
- c) Up-to-date immunization
- d) Social security card
- e) Eye examination
- f) Dental Screening

In addition, the school requires a baptismal certificate for all Catholic students.

Students entering the sixth grade are required to have a physical examination.

Students are required to have a TD Booster at age 11 or 5 years after completing initial series prior to the start of the fall term, if not previously received.

In addition, a yearly athletic physical on the KHSAA form is required of any student prior to participating in sports.

## **9) SCHOOL CLOSING**

The Owensboro Catholic Schools follow the Daviess County School Calendar. If the county calls a closing day because of bad weather, be it a full or partial day, our schools also will be closed. Radio, TV Stations and ONE-Call Now announce this information at 6:00 a.m. on the morning in question. If school is dismissed early, after school programs will be closed.

When there is an opening delay announced due to bad weather, the school doors will be opened on the same time delay as well as the serving of breakfast will also be delayed. (e.g. one hour delay – doors will open at 8 AM, breakfast at 8 AM). Two-hour delay - the doors will open at 9 AM and NO breakfast will be served.

## **10) ATTENDANCE/TARDY**

### Philosophy

Owensboro Catholic Elementary Schools 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, the student is expected to be on time and present for school.

### Absences

- The attendance of our students is a responsibility shared between OCES and the parent/guardian of the student. Students are expected to attend school regularly and to be on time. 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 8:30 a.m.
- If a student is absent & the parent/guardian does not call the school, someone from the school office will call the home to insure the child's safety.
- After a maximum of 3 parent notes per semester, a doctor's note will be required

- After 5 unexcused absences per semester, not verified by a doctor's note, will receive a letter requiring a doctor's note for subsequent absences to be excused.
- Students who are absent must make up all incomplete assignments or tests. Students with unexcused absences will be required to complete the assignments missed; however, teachers have the right not to count these assignments toward the class grade depending on the circumstances of the unexcused absence.

## Excused Absences Criteria

- 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, or brother, or members of a student's household.
- Orders from the court
- School Sanctioned activities
- Other valid reasons established by the Principal **PRIOR NOTICE REQUIRED**: When a student must be absent from school for reasons other than the above reasons, it is required that parents provide the school office in advance, with a note to prearrange the absence in order to determine whether time out of school is excused or unexcused. The school reserves the right to make judgment about the validity of each request.

## Doctor's Excuses

Chronic medical conditions that result in excessive absences or require frequent visits to the doctor will require a medical release form signed by the student's doctor and a school plan of care developed by a school health care review committee. The review committee may include, but not limited to: the principal, school nurse, school health tech, child's teacher, child's parent, and child's doctor.

## Tardy

A student arriving after the 7:45 bell is tardy. Excessive tardiness results in lost instruction time, therefore after 5 unexcused tardies a letter will be sent to parents addressing this issue. After 10 unexcused tardies, a conference may be held with the principal, teacher, student, and parent to address this issue. After the conference, if improvement isn't seen the city/county Director of Student Services may be notified.

## **11) RELEASE OF PUPILS**

For the protection of the child, no student shall be permitted to leave the school grounds during the school day unless officially signed out by his/her parent or designee.

All appointments involving a student should be scheduled outside of school hours. Students leaving during school hours will be marked absent for a partial day, depending on the amount of time out of the classroom.

If a child must leave school during the day, the following procedure must be observed: Sign the early dismissal book in the school office and receive a written pass to remove the child from class (or a staff member will bring your child to the office).

When parents or guardians request a change in the student's dismissal plan, the school must be notified by a parent written note or phone call to the school office. School personnel may check the authenticity of the phone message by calling the telephone number listed for the students' parents or guardian.

When it is necessary to send a student home because of illness or for some other important reason, school personnel will first notify the parents or guardian by telephone to make suitable arrangements.

When it becomes necessary for a child to be picked up instead of riding the bus home, or any other changes in student's pick up instructions, parents are asked to notify the office **no later than 1:50 PM**. Because school personnel are occupied with student dismissal the phone will not be answered or messages taken between 1:50 and 2:30PM.

Parents are asked not to take their children from bus lines.

The school has the right to refuse to dismiss a student when any doubt exists about whether the student should be dismissed to a particular adult, especially in situations involving custody of a minor.

## **12) BUS TRANSPORTATION**

Bus drivers have a serious responsibility in transporting students to and from school. Students who ride buses must comply with the regulations set down by the Daviess County School System. Early in the school year, these regulations are given to the parents of students who are eligible to ride the buses.

## **13) BREAKFAST/LUNCH PROGRAM**

Owensboro Catholic Elementary Schools participate in the National School Lunch Program and Special Milk Program. We ask parents to encourage their children to eat in the cafeteria. A well-fed student is happier, calmer, and more physically able to do productive work. Students are expected to eat a nutritional breakfast and lunch. **Please note** that some students **who ride the bus** may not get to school in time to eat breakfast at school. These students can often make arrangements to eat at their transfer school, or they should eat breakfast before leaving home.

**NO FAST FOOD OR SOFT DRINKS MAY BE BROUGHT INTO THE SCHOOL CAFETERIA FOR THE STUDENT OR FOR THE VISITOR.**

If a special situation requires a student to have a special diet, a doctor's note is required to be presented to the school office. The principal, in consultation with the school nurse, will notify the cafeteria manager and all appropriate school personnel.

Children from families whose income is at or below the scale on the application for free or reduced lunches are eligible for free milk and free meals or meals at a reduced price. Even though your income is greater than shown, if you have had unusually high medical bills, shelter costs in excess of 30% of your income, special education expenses due to a mental or physical condition of a child, or disaster or casualty losses due to these hardships which could not have reasonably been anticipated or controlled, your child may still be eligible.

If a family member becomes unemployed or if the family income and/or size changes and you wish to apply during the year, contact the school and file an application. This change may make your children eligible for reduced or free meals.

All information given on an application is confidential and will be used only for the purpose of determining eligibility for free meals and free milk or reduced priced meals. **ALL CHILDREN ARE TREATED THE SAME REGARDLESS OF ABILITY TO PAY.**

Not only does the child benefit from eating in the cafeteria, but the school cafeteria is reimbursed on all regular paid, free and reduced lunches.

**FEDERAL GUIDELINES MANDATE THAT STUDENTS MUST BUY SCHOOL LUNCH IN ORDER TO PURCHASE EXTRAS.**

The school breakfast/lunch program is on a computerized system. This system allows for payment in advance for meals and extras. Students and adults will only be allowed three outstanding charges. We encourage you to prepay meals if you are not already doing so. Our system is such that we can keep an accurate balance to date.

**14) FIELD TRIPS**

Every field trip is academically oriented with planned goals and follow-up activities. Written permission of the parents must be obtained before a child may go on any field trip. Approval for any field trip must be made by the principal. Buses must be used for all field trips unless permission is obtained by the principal for an alternate means of transportation. Appropriate bus behavior is expected from all students.

A standardized field trip permission form is signed by parents at Registration giving students permission for school planned field trips. Parents will always be notified via newsletter prior to every field trip.

It is important to remember that a field trip is a privilege and as such each student must earn the right to go by appropriate conduct, behavior, attitude and expected academic performance throughout the year.

A student with continued misbehavior or excessive incomplete/missing assignments, as determined appropriate for each grade, may be denied the privilege of going on field trips. Parents will be notified if their student is having difficulty with any of these areas.

Field trips are limited to 75 miles one way unless approved by the OCS School Board.

No candy, gum, toys, etc. are allowed on field trips.

Students are directed by the teacher as to the appropriate attire for each field trip.

Students participating in field trips are required to follow all other school/teacher directed rules.

Students are not permitted to purchase souvenirs during field trips without teacher permission.

Chaperones must be at least 25 years of age, or must be a parent or guardian. They must agree to the guidelines for serving as a chaperone. These guidelines will be given by the school official. Chaperones must follow the Diocesan Sexual Abuse Policy for volunteers. (See "Volunteer Services" section 32).

**FOR THE SAFETY OF ALL, NO YOUNGER CHILDREN MAY ACCOMPANY A PARENT / CHAPERONE WHEN THEY ARE CHAPERONING FIELD TRIPS.**

On out-of-town field trips, parents are not permitted to take their children home early after the parent has chaperoned a field trip.

## **15) PARTY AND SNACK REGULATIONS**

State law requires that teachers spend a specified amount of time teaching each day. It is very important that instruction not be interrupted. However, each class may have a Christmas party on the day prior to the beginning of the holiday

break. Homeroom parents may provide assistance in planning and coordinating the function.

No birthday parties are permitted at either the K-3 Campus or the 4-6 Campus. Due to the increase in food allergies, and in order to ensure the safety of all students absolutely NO food may be brought in for a child's birthday. Knowing that birthdays are special for young children, teachers will ensure that each child has a special day at school. Students at the Elementary 4-6 Campus will receive a non-uniform day for his/her birthday.

Parents are asked not to bring, or have delivered, balloons, flowers, etc. to students during school hours.

Birthday invitations are not to be brought to school and distributed unless all members of the same gender in the classroom are invited.

All snacks brought to school, must be individually wrapped OR in an individual baggie. Students MAY NOT bring in snacks for anyone other than themselves. In order to protect all children with food allergies, we ask that parents refer to the [www.snacksafely.com](http://www.snacksafely.com) website to find nutritional and safe snacks. Teachers will send home a list of approved snacks.

## **16) COMMUNICATION WITH COMMUNITY**

Communication among all facets of the Owensboro Catholic School community is vital to the spiritual and educational growth of students. The schools within the system communicate with the home, the church, and the community-at-large in the following ways: email newsletters, newsletters, open houses, parent/teacher meetings, parent/teacher/student conferences, news media, and church bulletins. From time to time, pictures and names of students will be put on the Internet, web page, etc. If any parent/guardian objects, he/she must notify the principal in writing.

## **17) MEDICATION POLICY**

### **Prescription and Over the Counter Medication**

Medication should be given at home whenever possible. If it is necessary to give medication at school the following guidelines must be adhered to.

Please refer to 'Medication Consent & Release' and the 'Non-Rx Medication Consent' forms.

OCS guidelines follow state mandated regulations and laws. They are in place to provide a safe environment for all our students. All medications are kept in a locked secure place. If you have any questions regarding your child and medication or health concern, please feel free to contact the OCS nurse by calling your child's school.

### **18) PERSONAL ITEMS**

Toys, including stuffed animals, dolls, etc., Game Boys, IPODS, personal DVD and CD Players, cameras, phones, and technology of this nature are not permitted at school without special permission from the principal. Items may not hang from the outside of the backpacks. This is to ensure the safe learning environment of every child. Neither the school nor the school system accepts any liability if items brought from home by a student are lost, stolen, damaged, etc.

### **19) CELL PHONES**

Student cell phones are not permitted in school during regular school hours. If students need these for special circumstances, arrangements must be made with the school administration. If the student brings these items onto the school grounds without permission, they will be confiscated and sent to the school office.

If the parents feels there is a need due to special circumstances, a written request must be made yearly to the school principal. The Principal will determine if the circumstances warrant the need to have the phone at school.

### **20) STUDENT WITHDRAWAL**

If a student is to be withdrawn, the school should be notified as soon as possible. Withdrawal procedures are handled through the school office.

### **21) EMERGENCY DRILLS**

Each school conducts fire, earthquake, tornado, and lock-down drills in accordance with state law.

### **22) RESPECT FOR PROPERTY**

Students are expected to show respect for all property, both the school's and that which belongs to other students. Books issued to a student are the responsibility of that student. If a book is lost, damaged, or defaced, the student to whom the book was issued will be expected to pay the cost of replacement.

### **23) DISCIPLINE POLICY**

The goal of Christian discipline is self-discipline. In freely choosing one form of behavior over another, a student must learn to accept the consequences of that behavior. The student who chooses a specific action which violates the rights of the school community must be dealt with in Christian justice. Parents are partners and should work with the school to design a plan to help each child be successful. The development of this plan may involve the parent, classroom teacher, guidance counselor, differentiated learning specialist, and/or principal. If after a reasonable amount of time and a variety of individual plans- the child's behavior does not improve, it could lead to his/her dismissal from the Owensboro Catholic School system.

A partial listing of serious offenses follows:

- Threatening anyone with physical harm
- Stealing
- Drugs/Alcohol/Tobacco
- Harassing or bullying other students and faculty physically, verbally or non-verbally or sexually
- Fighting
- Flagrant disrespect including use of sarcasm towards school personnel
- Gang related activities/behaviors
- Urinating on walls or floors or on others
- Persistent violation of school rules or disruptive classroom behavior which keeps other students from being able to learn
- Possession of any potentially dangerous objects such as projectiles, knives, matches, lighters, etc.
- Possession or sale of unacceptable, vulgar magazines and/or pictures.

A partial listing of less serious offences follows:

- Defacing books, desks, property, any teaching material, art tables, bathroom stalls or cafeteria utensils
- Use of recording devices, special pens, etc. without permission
- Refusal to conform to uniform regulations
- Spitting on walls or floor or on others
- Chewing gum is not permitted at any time
- Habitual tardiness
- Use of profanity (this includes "crap" and using the Lord's name in vain.)
- Lying
- Cheating on assignments, quizzes, or tests

- Improper use of facilities in the rest room, cafeteria, school buildings and grounds.

EACH OF THE ABOVE WILL BE HANDLED TAKING THE UNIQUE CIRCUMSTANCES OF EACH INDIVIDUAL INCIDENT INTO CONSIDERATION. THE PRINCIPAL IS THE FINAL RECOURSE IN DISCIPLINARY MATTERS AND MAY WAIVE OR ASSIGN ANY DISCIPLINARY REGULATIONS FOR GOOD CAUSE AT THE PRINCIPAL'S DISCRETION.

## 24) BULLYING POLICY

Owensboro Catholic Elementary Schools do not condone any form of harassment and will pursue the necessary measures to create a safe and productive environment for all students and employees.

The following guidelines are address by the principal and 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 included)
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 (Verbal and/or Written)
- B. Loss of Activity
- C. Persistent bullying may result in one or more of the following:
  1. Loss of Activity
  2. Parent/Principal conferencing
  3. In-School Suspension
  4. 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. Students exhibiting threatening behavior is removed from the situation and placed under 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 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.

## **25) SEARCH & SEIZURE**

Participants at school-sanctioned activities have a responsibility to follow rules and respect the authority of adults whose jobs are to ensure a safe and enjoyable experience for many and not just one individual. Therefore, in order to maximize the protection of person and property to the fullest extent possible, OCS will follow the Diocesan search and seizure policy.

## **26) GRADING CRITERIA AND SCALE**

The Owensboro Catholic Schools use the following criteria and scale for letter grades:

**A** Superior knowledge and use of skills and subject matter

- Superior reasoning skills  
Thoroughness and punctuality in required work  
Worthwhile contributions to class discussions  
Ability to work independently  
Consistently high test grades  
A+ = 100% - 98%  
A = 97% - 95%  
A- = 94% - 93%
- B** Good knowledge and application of skills and subject matter  
Good reasoning skills  
Thoroughness and punctuality in required work  
Worthwhile contributions to class discussions  
Ability to work independently  
Above average test grades  
B+ = 92% - 90%  
B = 89% - 87%  
B- = 86% - 85%
- C** Adequate knowledge of subject matter  
Completion of required work  
Ordinary development in attitudes and study habits  
Average test grades  
C+ = 84% - 82%  
C = 81% - 79%  
C- = 78% - 77%
- D** Insufficient knowledge of subject matter  
Assignments below standard  
Participation in class discussions only when called upon  
Low test grades  
D+ = 76% - 75%  
D = 74% - 72%  
D- = 71% - 70%
- F** Unsatisfactory knowledge of subject matter  
Assignments unacceptable  
Inadequate participation in class discussions  
Below 70% test grades  
F = 69% - 0%

## **27) STUDENT DUE PROCESS RIGHTS**

Students or parents have the right to appeal any disciplinary action to the principal. In the event that they are dissatisfied with the action of the principal, they may appeal to the Director of OCS. Should they be dissatisfied with the action of the Director, they may then appeal to the OCS Education Council.

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

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

- a) Always talk with the teacher first.
- b) Meet with the teacher and your child, if not resolved.
- c) Meet with the principal and teacher, if not resolved.
- d) Meet with the director, principal, and teacher. Resolution should happen at this level if not before.

## **29) PROGRESS REPORTS**

The chief purpose of the report card is to inform parents of their children's progress. Report cards are distributed four (4) times a year. Parents are encouraged to contact teachers immediately when there is concern about academic progress, student behavior, or when they feel a grade has been miscalculated.

Midway through each quarter, mid-term and/or deficiency notices may be sent to parents to inform them of their child's lack of progress in specific subject areas. This should provide sufficient time for the student to improve grades before the distribution of report cards. Student grades should be reviewed regularly by the parent using the INOW Web-based Computer Program available through the OCS website. Anyone without computer access may request a hard copy of their child's grades through the school office.

Parent/Teacher/Student Conferences are to be considered the primary source of communication between parents and teachers. Communication between parents and teachers is vital to the success of the student. A required conference is scheduled at the completion of the first quarter grading period. Other mutually arranged conferences may be scheduled.

## **30) 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. Each day, students should set aside a block of time 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 each day according to grade level and subject matter. If a child never brings home any homework or a parent has questions about homework, the teacher should be contacted.

When a student is absent, all assigned class work is the responsibility of that student. Parents will make arrangements to pick up the student's homework or have it sent home by another student.

The following blocks of time are suggested for home study:

Primary Level: 15-30 minutes

Intermediate Level: 30-60 minutes

Students who do not use their time wisely during schools hours will have unfinished class work and could have additional time for home study.

### **31) TESTING PROCEDURES**

The superintendent of schools is responsible for choosing the testing program used in our schools. The testing program measures the growth and progress of students. It helps to identify the needs of all students and provides direction in relation to the curriculum and to instruction. Achievement test will be administered in grades 3-6 every year. The Assessment of Catechesis and Religious Education (ACRE) is used with the fifth grade to assess the effectiveness of our religious education program.

### **32) STUDENT INSURANCE**

The purchase of school insurance is optional and is offered at the beginning of the school year.

### **33) TELEPHONE USAGE**

Children may go to the office to use the phone with the written permission of the teacher. This permission must be shown to the secretary or the principal before the call is made.

### **34) UNIFORM POLICY**

#### **Girls: K-6**

- Solid navy twill box pleat or the knife pleat skirts\* and jumpers

- Long or short sleeve white blouses/polo; material of oxford cloth, broadcloth, or knit; collars to be round, pointed, or button down.
- Solid Bermuda length navy twill shorts, capris or slacks. Cargo pockets are not allowed.
- \*Length of skirts and shorts: when kneeling, no more than three (3) inches from the floor.
- Skorts are not permitted.
- Belts must be worn if shorts or slacks have loops.
- Solid navy or white sweaters (cardigans, V-neck, or sleeveless vest).
- Crew neck forest green sweatshirts with OCS logo, purchased through the school, may be worn.
- Turtlenecks, if worn, must be solid white and worn under sweater, sweatshirt and/or blouse.
- Socks must be worn and visible above the shoe. Tights and knee length socks permitted in wintertime.
- Shoes with lace ties must be tied securely to the foot at all times. Sandals, clogs, flip-flops, shoes with wheels, etc. are never permitted.
- Earrings may be worn, but may not extend below the earlobe.
- No gaudy or inappropriate jewelry is permitted.
- Make-up is not permitted.
- Except for the OCS sweatshirt, logos, brand names, or monograms are not permitted on any uniform clothing.
- Artificial nails are not permitted.
- Hair should be neat, clean, well-groomed, and should in no way cover the eyes. Only natural hair colors are permitted. Hair that is distracting to the learning environment will not be allowed.

**Boys: K-6:**

- Solid navy twill slacks or Bermuda-length shorts\* must be worn. Cargo pockets are not allowed.
- \*Length of shorts: when kneeling, no more than five (5) inches from the floor.
- Long or short sleeve white shirts/polo. Material of oxford cloth, broadcloth or knit. Collars are to be round, pointed, or button-down.
- Belts must be worn if slacks or shorts have loops.
- Solid navy or white sweaters (cardigans, V-neck, crew neck, or sleeveless vest).
- Crew neck sweatshirts with OCS logo, purchased through the school, may be worn.
- Turtlenecks, if worn, must be solid white and worn under sweater, sweatshirt and/or shirt.
- Socks must be worn and visible above the shoe.
- Shoes with lace ties must be tied securely to the foot at all times. Sandals, clogs, flip-flops, shoes with wheels, etc. are never permitted.
- Earrings are not permitted.

- Except for OCS sweatshirt, logos, brand names, or monograms are not permitted on any uniform clothing.
- Hair should be neat, clean, well-groomed, and should in no way cover the eyes. Only natural hair colors are permitted. Hair that is distracting to the learning environment will not be allowed.
- Writing or drawing on skin poses a health hazard and is not permitted.

The uniform is to fit properly and be worn in the proper fashion; shirts tucked in, pants worn at the proper waist level. Sweatshirts, sweaters, or jackets may not be tied around the waist.

Students' uniforms are expected to be clean and in good repair (zippers fixed, buttons attached, holes in knees repaired, and hems in). Uniforms need to be replaced as needed for proper fit.

ONLY plain white T-shirts are permitted under the uniform shirt.

No jackets, hoodies, or non-uniform sweaters worn during school hours.

The purpose of the uniform policy is to list the permitted clothing. It cannot be a list of clothing not permitted.

A student may be asked to remove any accessory to his/her uniform dress if, in the opinion of the building principal, the accessory is potentially distracting or disruptive to the education process.

Even though non-uniform dress is allowed from time to time, students are expected to wear clothing appropriate for school. Clothing such as short-shorts, tank tops, spaghetti strap blouses, T-shirts that promote violence, etc. are not suitable for the school environment.

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.

### **35) VOLUNTEER OPPORTUNITIES**

Through the generous giving of time and effort by volunteers we are able to provide greater opportunities of spiritual and educational development for our students. Volunteers are utilized in the following areas: cafeteria, library, homeroom, office, field trip chaperone, etc.

The Diocese of Owensboro requires all employees and volunteers to fulfill the four requirements of the United States Catholic Conference of Bishop's document, *Charter for the Protection of Children and Young People*:

Read, accept, and sign acknowledgment of the Diocesan Sexual Abuse Policy (this includes a proper overview presented by a qualified staff member.)

1. Submit information for a criminal background check.
2. Attend a Safe Environment Program for Adults.
3. Accept and sign the Adult Code of Conduct.
4. Forms for volunteers are available at the time of registration and at any other time in the office.

### **36) PARENT-TEACHER ORGANIZATION**

All parents are encouraged to be members of and to actively support the Owensboro Catholic Schools PTO. The purpose of this organization is to support parents in their effort as the primary educators of their children and to support teachers as co-educators. There is ONE Consolidated PTO for Grades K-8. There are two meetings per year. All parents are encouraged to attend the meetings and also to contact the Vice President/Volunteer Coordinator from the school site to find ways they can volunteer.

### **37) PARENT VISITS**

Parents are always welcome at the school. Conferences with teachers can be held during school time if mutually prearranged.

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the nametags and sign out at the time of departure.

### **38) EXTENDED SCHOOL DAY CARE**

Each of the elementary sites in the Owensboro Catholic School System provides an Extended School Day program, which is open until 5:30 p.m. each day that school is in session. Due to limited enrollment, registration is required. After maximum enrollment has been reached, students will be placed on a waiting list in case there are any openings that occur. Contact your child's school for details.

### **39) DISASTER/CRISIS READINESS**

By state law, each public and private school in Kentucky must have a disaster/crisis plan on file. These plans will be fully implemented over time, and schools will advise parents about the level of readiness and the parents' role if a disaster/crisis occurs. Copies are available at school site or OCS Central office.

#### **40) SPORTS PROGRAM**

The Owensboro Catholic Schools provide a variety of sports activities for both boys and girls. Information and rules regarding the various programs are contained in a separate Sports Handbook. A yearly sports physical on the KHSAA form is required for any student before participating in the athletic program(s).

The sports program does not take precedence over the academic program. It is expected that each student who participates in athletics maintains a C or better in all academic areas as well as a S- or above in conduct. Failure to do so will result in suspension for a period of one week, from Monday through Sunday following grade review. At the end of the suspension period, reinstatement will be determined by the principal and teacher on the basis of the student's effort. Review of grades will be conducted weekly during the athletic season.

The above grading policy also pertains to co-curricular activities such as Academic Team.

#### **41) PHOTOGRAPH RELEASE**

I hereby consent to the use of a photograph/video/interview of my son/daughter for the purpose of publication.

#### **42) INTERNET AND COMPUTER USE POLICY**

I recognize computers have the potential to make either a positive or a negative impact on the world. As a member of Owensboro Catholic Schools, 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 not limited to the suspension of computer privileges.

### 43) EMERGENCY PLANS

Our Emergency Plan provides for response to all types of emergencies.

Depending on the circumstance of the emergency, our elementary school sites will use one of the following protective actions:

- *Immediate evacuation:* Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc. In case of inclement weather, we may then proceed indoors at a neighbor's.
- *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Evacuation:* Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility.

Elementary K-3 Campus	Elementary 4-6 Campus
Emergency relocation is Lourdes Parish Hall 4029 Frederica Street <b><u>If you're not sure how to get there, please</u></b>	We currently have 2 available, they are: <ul style="list-style-type: none"> <li>• Emergency Relocation Facility A at Blessed Mother Parish Center 601 East</li> </ul>

<p><b><u>ask for directions before there is an emergency.</u></b></p>	<p><u>23<sup>rd</sup> Street</u></p> <ul style="list-style-type: none"> <li>• And Emergency Relocation Facility B at <u>Buena Vista Baptist Church 119 West 24<sup>th</sup> Street</u></li> </ul> <p>If it ever becomes necessary to relocate, a sign will be posted on the door stating which facility we've gone to (A or B).</p> <p><b><u>If you're not sure how to get there, please ask for directions before there is an emergency.</u></b></p>
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*Modified Operation:* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.

- Please listen to “One Call” for announcements relating to any of the emergency actions listed above.
- We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.
- The form designating persons to pick up your child was included at the time you registered your child in our Extended School Day Program. This information will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.
- I realize that emergency circumstances may require changes to your plans, but I urge you to not attempt to make different arrangements if at all possible. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, we ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact the school site principal.