



## **OWENSBORO CATHOLIC SCHOOLS ELEMENTARY PARENT/STUDENT HANDBOOK**

Central Office  
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Owensboro, KY 42301  
Phone: 270-686-8896

*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 individuals as well as members of their family, Church, and community.*

A member of the National Catholic Education Association and fully accredited by the Kentucky Non-Public School Commission.

### **Owensboro Catholic K-3 Campus**

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

### **Owensboro Catholic 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-2, Revised 5/19*

The Offices of Catholic Schools, Faith Formation and Youth Ministry provide opportunities for young people from all over the Diocese of Owensboro to encounter and follow Jesus Christ, building a community of faith that empowers them to go forth as missionary disciples. With these goals in mind, we have certain expectations of the children, youth, and adults who participate. Young people participating in the Church's youth activities are under the care of supervisory adults, who are responsible for knowing and following diocesan policy.

It is the responsibility of the parent/guardian to explain this Code of Conduct to their child.

1. I will follow the instructions of my adult supervisors to the best of my ability.
2. I will follow established rules of my school/parish and take responsibility for my own actions.
3. I will respect the rights of all. I will treat everyone with respect, courtesy, dignity, and patience. I will treat everyone kindly and not try to hurt them by my words or actions. I will speak truthfully and not tell lies or say hurtful things to anybody or about anybody.
4. I will act in a way that promotes a good reputation for my school/parish/family and me. This includes wearing clothing appropriate to the activity (e.g. modesty, logos, etc.).
5. I will take only what is given to me and not take anything which belongs to others without permission.
6. I will take care of my body. I will avoid posing any health risk to others (i.e. fevers or other contagious situations).
7. I will treat property with care. If something is damaged, I will tell a supervisory adult.
8. I will only use cell phones or other electronic devices if a supervisory adult gives permission and if it is for a good purpose.
9. I will not possess/use/purchase tobacco, alcohol, illegal drugs, inappropriate videos, inappropriate reading materials, or other inappropriate objects.
10. I will not possess, use, or threaten to use any object to injure another person or myself (e.g. knives/sharp objects, guns, weapons). The Diocese has in place a Search & Seizure Policy (available on request and on diocesan website).
11. If I become aware of any violation of this Code of Conduct by another person, 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 in grades 3-6 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) 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.

## 8) ILLEGAL SUBSTANCES

The Owensboro Catholic Schools are a smoke-free and drug-free environment. Consumption, possession, sale, supply or use of alcohol, marijuana (including synthetic), tobacco, vaping products, or any other illegal or dangerous substances on or about the school premises or at any school-sponsored activity, on or off campus, is strictly prohibited and will result in disciplinary action, up to and including expulsion. Possession of essential oil inhalers, vaping devices, or electronic cigarettes (i.e. Monq or JUUL) by students will be seen as suspicion of being under the influence of an illegal substance.

## 9) 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.

## 10) 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.

## 11) ADMISSION POLICY

Any child who is five years old on or before August 1 is eligible to enroll in Kindergarten. Kentucky state law requires the following documents of all students enrolling for the first time:

- Certified copy of birth certificate
- Physical examination
- Up-to-date immunization
- Social security card
- Eye examination
- 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 the 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.

## 12) DRESS CODE

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

The uniform is to fit properly and be worn in the proper fashion.

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.

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

## Girls: K-6

- Solid navy skirts, shorts, and jumpers
  - Skirts, shorts, and jumpers are to be of modest length -- they are to be no more than 5 inches above the floor when kneeling or 2 inches from the top of the knee when standing.
  - Shorts must be worn under uniform skirts and jumpers.
- Long or short sleeve white collared shirt
  - ONLY plain white T-shirts are permitted under the uniform shirt.
  - Turtlenecks, if worn, must be solid white and worn under a sweater, sweatshirt and/or blouse.
  - **Shirts must be tucked in at all times.**
- Trouser style (loose-fitting) solid navy shorts or slacks
  - Jeggings are not permitted.
  - Cargo pockets are not allowed.
- Belts must be worn if shorts or slacks have loops in grades 3-6.
- Solid navy or white sweaters or cardigans may be worn.
- Crew neck forest green sweatshirts with OCS logo, purchased through the school, may be worn.
  - No jackets, hoodies, or non-uniform sweaters/sweatshirts may be worn during school hours.
- Solid white, navy, gray, or black tights may be worn under the uniform skirt or jumper.
  - Colorful or printed tights are not allowed.
- Solid color socks must be worn and visible above the shoe.
- Shoes with lace ties must be tied securely to the foot at all times.
  - Open toe and/or open back shoes, including sandals, clogs, flip-flops, crocs, slippers, and shoes with wheels are never permitted. Closed toe and closed heel shoes must be worn.
- Earrings may be worn but may not extend below the earlobe.
- No other body piercings or visible tattoos are permitted.
- No gaudy or inappropriate jewelry is permitted.
- Artificial fingernails are not permitted.
- Make-up is not permitted.
- Except for the 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.
- No hats, scarfs, bandanas, or head covering shall be allowed once you enter the school. Appropriate headbands to hold hair in place are acceptable.
- Writing or drawing on skin poses a health hazard and is not permitted

## Boys: K-6

- Trouser style (loose-fitting) solid navy shorts or slacks
  - Cargo pockets are not allowed.
  - Shorts are to be of modest length -- they are to be no more than 5 inches above the floor when kneeling or 2 inches from the top of the knee when standing.
- Long or short sleeve white collared shirt
  - ONLY plain white T-shirts are permitted under the uniform shirt.
  - Turtlenecks, if worn, must be solid white and worn under a sweater, sweatshirt and/or blouse.
  - **Shirts must be tucked in at all times.**
- Belts must be worn if slacks or shorts have loops in grades 3-6.
- Crew neck sweatshirts with OCS logo, purchased through the school, may be worn.
  - No jackets, hoodies, or non-uniform sweaters may be worn during school hours.
- Solid color socks must be worn and visible above the shoe.

- Shoes with lace ties must be tied securely to the foot at all times.
  - Open toe and/or open back shoes, including sandals, clogs, flip-flops, crocs, slippers, and shoes with wheels are never permitted. Closed toe and closed heel shoes must be worn.
- Leggings are not permitted to be worn under uniform shorts.
- No earrings, body piercings, or visible tattoos are permitted.
- Except for the OCS sweatshirt, logos, brand names, or monograms are not permitted on any uniform clothing.
- Hair should be neat, clean, well-groomed, no longer than collar length, 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.

### **WEDNESDAY DRESS CODE FOR ATHLETIC AND OTHER EXTRA-CURRICULARS (4-6 ONLY)**

- Students may wear "Wednesday attire" only on Wednesdays during the season of the OCS team or extra-curricular group (from the Wednesday of their FIRST GAME until the Wednesday of the LAST GAME, not during pre-season practice).
- The WHOLE TEAM must wear the same jersey, t-shirt, or sweatshirt. No other shirt may be worn.
- Shirts must remain tucked in.
- Wednesday attire refers only to clothing from the waist up. It must be worn with uniform shorts, pants, or skirt.

***ANY DEVIATION OF THE DRESS CODE IS BY THE AUTHORITY OF THE PRINCIPAL.***

### **GUIDELINES FOR FRIDAY ATTIRE**

“Faith in Education” t-shirts may be worn with uniform bottoms. Faith in Education t-shirts will be provided to all OCS students free of charge at the beginning of the school year.

### **NON-UNIFORM DAY ATTIRE**

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 principal.

- Shorts must be the same length as students’ uniform shorts.
- T-shirts must have no questionable printing or pictures (if in doubt, don’t wear it).
- No sleeveless shirts or dresses without a shirt underneath
- No pajama pants
- Jeans may be worn, but must fit modestly without holes.
- No exposed shoulders or backless attire
- No see-through attire
- No hats
- No yoga/spandex pants or leggings/jeggings

***If rules are not followed, students will be placed in a uniform provided by the school. Parents may be contacted, if needed.***

## 13) ATTENDANCE POLICY

### 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 school office before 8:30 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.
- After a maximum of 3 parent notes per semester, a doctor's note may be required.
- After 5 unexcused absences per semester, not verified by a doctor's note, the student may 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 who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes 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.

Students will follow the homework policy upon return to school. No advance work will be given.

### 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, brother, or members of a student's household.
- Orders from the court
- School sanctioned activities
- Doctor's excuses
- 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.*

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.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the following day as this will not allow for the protection of the entire school community.

## **TARDIES**

A student arriving after the 7:45 a.m. bell is tardy. Excessive tardiness results in lost instruction time; therefore, after 5 unexcused tardies, a letter may 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.

## **PREARRANGED ABSENCE FORM**

Parents are asked to complete a Prearranged Absence Form prior to any vacation or planned trip that will occur during the school year. This form may be obtained from the school office and should be submitted in advance of the absence so teachers and the school office are informed of the student's anticipated time away. While families are responsible for the decision to schedule travel during the academic year, completing this form helps ensure clear communication and allows teachers to provide guidance regarding missed assignments and classroom expectations.

# **14) SCHOOL HEALTH SERVICES**

## **GENERAL POLICY**

Each OCS Health Room is not, nor is intended to be, a full-service clinic or treatment center, or a substitute for the primary health care provider. Rather the primary function is to provide basic first-aid, advanced training for specific health emergency circumstances, and administer approved over-the-counter and select prescription medications. Each OCS Health Room is staffed by a Health Room Assistant who has been trained by the OCS Director of School Health Services, who is a Registered Nurse, to provide this limited scope of service. The OCS Director of School Health Services serves as a health care consultant and might not be the direct care provider, except in circumstances that cannot be delegated to a Health Room Assistant, and directs and supervises School Health Services at each of the OCS Campuses. If your child has special health concerns pertaining to asthma, allergies, diabetes, insulin, seizures, etc, please notify the School RN.

## **KY STATE REGULATIONS FOR IMMUNIZATION AND HEALTH DOCUMENTS**

To attend OCS, Kentucky law requires the following health documents:

1. ***Immunization Certificate:*** All age-appropriate immunizations are required before initial entry into any KY school (i.e. Kindergarten) and again before 6<sup>th</sup> grade entry. The certificate must be on a KDE approved form, kept current at all times, and on file within two (2) weeks of the student's school enrollment or submitted proof of healthcare provider appointment. (KRS 214.034)
2. ***Preventative Health Care Exam:*** Required before initial entry into any KY school (i.e. Kindergarten) and again before 6<sup>th</sup> grade entry. This must be completed and signed by a licensed healthcare provider on a KDE approved form, and may be submitted up to one year prior to initial and sixth grade entry. Note: This is not the same document as a KHSAA Sports Physical. (702 KAR 1:160)
3. ***Kentucky Eye Exam:*** Required before initial entry into any KY school (i.e. Kindergarten) by Optometrist or Ophthalmologist on a KDE approved form. (KRS 156.160)
4. ***Kentucky Dental Screening:*** Required before initial entry into any KY school (i.e. Kindergarten) by a Dentist or eligible provider on KDE approved form. (KRS 156.160)

The healthcare provider's office usually has the required Kentucky forms. Completed forms may be faxed to 270-852-8009, uploaded directly into your student's Magnus account, submitted to your student's school, or emailed to [sherry.krampe@owensborocatholic.org](mailto:sherry.krampe@owensborocatholic.org).

## **MEDICATION GUIDELINES**

OCS follows state-mandated medication administration regulations and laws to ensure the safety of students receiving medication during school hours. All medications to be administered at school will be given by the School Health Assistant, School RN, or designated trained OCS personnel. All medications must be delivered to and picked up from the school by a 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. Medications (prescription & non-prescription) are NOT allowed on the Daviess County School System buses at any time. The exception to this rule is lifesaving or life sustaining medications (asthma, anaphylaxis, diabetes, and seizures) with a healthcare provider's signature.

- **MEDICATIONS BROUGHT FROM HOME (PRESCRIPTION & NON-PRESCRIPTION)**

All medications must be provided by the parent/guardian and in the original over-the-counter or pharmacy container with intact labeling that includes name of student and medication, dosage, directions for use, and expiration date. Labels that have been altered or changed in any way will not be accepted. Products containing aspirin and/or narcotics for pain control (i.e. Lortab, Codeine, Tylenol #3, etc.) will not be administered by OCS School Health Staff except when identified in an individual care plan for chronically ill students with a healthcare provider's signature. 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 health care provider or if the student remains at school after 3:00 p.m. Controlled medication will be counted and verified by both the parent/guardian and designated OCS school personnel when the medication is brought into the school and requires a signature of both parties verifying the correct medication count.

- **EMERGENCY MEDICATIONS (asthma, severe allergies/anaphylaxis, diabetes, or seizure disorders)**

For the safety and well-being of our students, parents/guardians are responsible for providing all prescribed emergency medications in the correct dosage. Medications must be current and not expired, and replacements should be provided on or before the expiration date. A supply of each student's emergency medication must be kept in the Health Room, so it is readily available if needed during the school day (Exception: OCMS and OCHS students who are approved to self-carry an asthma inhaler).

If the required emergency medication is not available in the Health Room or is expired, the student may not be permitted to attend school until an in-date medication is provided. This policy is in place to ensure we can respond quickly and safely to any medical emergency.

## **STUDENT HEALTH REPORTING REQUIREMENTS**

All families are expected to openly share information about their student's behavior, symptoms, exposure to illness, hospitalizations, surgeries, and/or Emergency Room visits. All medical information shared with school staff will remain confidential and is protected by FERPA. OCS Administration and/or Director of School Health Services reserve the right to require a Healthcare Provider's note before a student may return to school and/or to specify any activity restrictions. The right is also reserved to exclude a student from school at OCS' discretion based on symptom(s) of illness, reasonable suspicion of student illness, and/or contagious reportable disease in the home as defined by Commonwealth of KY Cabinet for Health and Family Services. <https://khie.ky.gov/Public-Health/Documents/Table%20of%20Reportable%20Diseases%20and%20Conditions%20in%20Kentucky.pdf>

## ILLNESS GUIDELINES: WHEN TO KEEP STUDENTS HOME & WHEN TO RETURN TO SCHOOL

Stay Home If These Symptoms Are Present:	May Return To School When:
Body rash with fever or behavioral change	Free from rash, itching, and/or fever for 24 hours without fever-reducing medications (i.e. Tylenol, ibuprofen, etc.), or sooner with written release from Health Care Provider
Any "Reportable Illnesses" (i.e. Chickenpox , Hepatitis A, Measles, Mumps, Pertussis, Rubella, etc.)	<b>As directed by State/Local Health Department.</b> (If vaccinated against the disease, the exclusion period may range 5-7 days. If unvaccinated against the disease, exclusion may last at least 21-26 days after the onset of the last person who developed disease symptoms as per Health Dept.)
Covid-19 or Seasonal Flu	Fever-free 24 hours without fever-reducing medications (i.e. Tylenol, ibuprofen, etc.), secretions contained, and symptoms much improved
Diarrhea within the past 24 hours	Free from diarrhea for at least 24 hours
Has symptoms that prevent him/her from participating in school, such as excessive tiredness or lack of appetite	When symptoms improve or resolve, or sooner with written release from Health Care Provider
Hospital Stay, Surgical Procedure &/or ER Visit	With written release by Health Care Provider, including activity restrictions
Active Head Lice	Treated with appropriate lice treatment and cleared by Health Room staff upon returning to school
Productive, continuous disruptive cough	Cough is manageable & under control, on antibiotic for 24 hours (if prescribed), and/or with written release Health Care Provider
Sore throat (non-allergy induced)	Fever-free for 24 hours without fever-reducing medications, (i.e. Tylenol, ibuprofen, etc.), symptoms much improved, student has been on appropriate antibiotic for at least 12 hours (if prescribed) &/or with written release by Health Care Provider
Temperature $\geq 100.4^{\circ}$ F and symptomatic	Fever-free for 24 hours without fever-reducing medications (i.e. Tylenol, ibuprofen, etc) and symptoms much improved
Vomiting 2 times or more within the past 24 hours	Free from vomiting for at least 24 hours

### 15) SCHOOL CLOSING

Owensboro Catholic Schools will utilize a texting service to provide alerts, updates, important announcements, school cancellations, and delays due to inclement weather. You can subscribe to this service through our website. NTI (Non-Traditional Instruction) may be used in the event that we are out of school for any period of time.

### 16) RELEASE OF STUDENTS

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. Written authorization can be in the form of a signed letter or email from the parent/guardian. This is for the protection of the student.

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 student must leave during the day, the student must be signed out in the office.

When parents or guardians request a change in the student's dismissal plan, the school must be notified by a parent's 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 1:00 PM.**

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.

It is the responsibility of the parent to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the school office. In the absence of any court document the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non custodial parents have the right to receive records about their child's academic progress or lack thereof unless there is a court order specifying that there is to be no information given, no visitation at school and/or no release of the child to the non custodial parent. It is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **17) 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 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. Students are expected to abide by their rules, expectations, and consequences.

## **18) FIELD TRIPS**

Written permission of the parents must be obtained before a child may go on any field trip unless noted in FACTS during the registration process. Approval for any field trip must be given 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.

No candy, gum, toys, electronic devices, 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 Opportunities" section 42).

**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.

## **19) BREAKFAST AND LUNCH PROGRAM**

Owensboro Catholic Elementary Schools participate in the National School Lunch Program and School Breakfast 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 work productively. 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 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 meals or meals at a reduced price.

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 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 a computerized system to ensure an accurate account balance for each child. Each child has a unique meal code. This system allows for payment in advance for meals and extras.

Students will only be allowed to charge up to five full breakfast and lunch meals. No charges will be allowed on a la carte items/extras. Once a student has accumulated charges for five breakfasts and five lunches, they may no longer be allowed to receive the menu items that are served until their charges are paid.

## **20) PARTY AND SNACK REGULATIONS**

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 not allowed to bring, or have delivered, balloons, flowers, etc. to students during school hours for any occasion. Birthday invitations are not to be brought to school and distributed unless all members of the same gender in the classroom are invited.

A power break (mid-morning snack) is offered to all students. Students may purchase snacks from the school cafeteria or bring their snacks from home. 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, and students cannot share snacks. Water bottles are permitted with a spill proof top.

In order to protect all children with food allergies, students **CANNOT** bring snacks that contain peanut butter or nuts of any kind. Some children with peanut allergies are very sensitive and if a child has peanut oil on their fingers it could cause an allergic reaction. If your child brings a snack with peanut butter or nuts it will be sent home.

## **21) 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 may be used for social media or digital marketing. If any parent/guardian objects, he/she must notify the principal in writing.

## **22) STUDENT WITHDRAWAL**

If a student is to be withdrawn, the school should be notified as soon as possible. Withdrawal procedures are handled through Central Office. No student records will be released to any parties until business accounts are settled through Central Office.

## **23) EMERGENCY DRILLS**

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

## **24) 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, assistant principal, 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.

## PARENTS AS PARTNERS

As parents in the education process at Owensboro Catholic K-3 and Owensboro Catholic 4-6 Campus, 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 dress code
  - completes class assignments on time
- **To** supervise the use of technology and social media.
- **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 at the PTO, Parent-Teacher Conferences, and fundraising events.
- **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.

## BUS CONDUCT

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:

1. Students are to conduct themselves at all times according to the rules of behavior established by Daviess County Public Schools and bus drivers.
2. No one is to change seats after boarding the bus unless requested by a school representative or the bus driver.
3. Voices are to be kept to a hushed tone, and when the bus driver requests silence, it must immediately be established.
4. Any behavior deemed unacceptable by the driver will be reported to the Principal. Serious misconduct may result in immediate ineligibility to ride the bus.
5. 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.
6. Students should stay seated until the bus stops and then exit the bus slowly and carefully.
7. No food, drinks, candy, or gum are permitted on the bus.

## 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.

***Students should show the same respect to cafeteria employees and volunteers that they show to OCS faculty and staff.***

- Students must stay seated. Respect must be shown to the monitor and to the cafeteria staff.
- There must be no loud talking, cutting in line, pushing, etc.
- Students may not throw objects or food.
- 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 utensils are to be deposited in the proper places.
- 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.

## **CHURCH CONDUCT**

Proper etiquette is expected of all students while they are in the Church. Our Church building is the “House of God” and should be treated that way. 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. Consequences are determined by the individual teacher and should conform to the basic discipline philosophy of the school.

These same rules and procedures apply when there is a visitor or substitute teacher in the classroom.

## **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. 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. Students may have to cover the repair or replacement costs of iPads, Chromebooks, or other school owned technology that is damaged due to student neglect.

## **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, or any intoxicant including vaping devices
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. Possession of any unauthorized dangerous instruments, e.g. knives, pocket knives, sharp items, fireworks, firearms, etc.
11. Bringing valuables to school
12. Public display of romantic affection
13. Eating or drinking outside cafeteria unless given permission by principal

## 25) 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. Note/phone call/email to parent
3. Change in seating assignment
4. Student/Teacher conference
5. Loss of privilege
6. Referral to Counselor
7. Repairing/replacing that which is damaged
8. Loss of participation in extracurricular activities
9. Detention (lunch, after school, recess)
10. Supervised isolation
11. 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 parent 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

A partial listing of serious offenses follows:

- Threatening behavior towards an adult or student on school property
- Stealing
- Use/possession of vaping products, illegal drugs, alcohol, tobacco products, or drug paraphernalia
- Harassing or bullying other students and faculty physically, verbally or nonverbally or sexually
- Fighting or excessive physical aggression against another student
- Membership/identification/use of symbols pertaining to gangs
- 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, sharing of, or sale of pornography
- Use of profane language
- Disrespect toward any adult or child on school property
- Immoral behavior
- Cheating of any type
- 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 un-Christlike language
- Lying
- Improper use of facilities in the restroom, 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.*

### **SUPERVISED ISOLATION**

Supervised isolation 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. Assigned work will be given credit.

### **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. 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.

### **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 and will receive an unexcused absence. All work is expected to be completed and students will receive up to 50% credit. Long-term assignments may be accepted for credit at the discretion of the administration.

Students will not be allowed to participate in any extracurricular activities during the dates of the suspension. Additional consequences may be imposed by the coach/sponsor of an extracurricular activity. The principal will notify the parent of the suspension and a conference may be required for re-admittance to school. Reasons for the suspension and conditions to be met before the student can return to school will be detailed in the suspension letter. A copy of the suspension letter is sent to the student's parents.

### **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 CEO, and Episcopal Vicar 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.

### **DISCIPLINE BOARD**

The Discipline Board may consist of the OCS CEO, Episcopal Vicar, Principal, Assistant Principal, Counselor, and Teacher. The committee conducts hearings on major violations of school rules and 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.

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

## **26) 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 addressed by the principal and each teacher:

- Bullying is not allowed in our classrooms.
- We don't tease, call names, or put people down.
- We don't hit, shove, kick, or punch.
- If we see someone being bullied, we speak up and stop it (if we can) or go for help right away.
- When we do things as a group, we make sure that everyone is included and no one is left out.
- We make new students feel welcome.
- We listen to each other's opinions.
- We treat each other with kindness and respect.
- We respect each other's property. (School property included)
- 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:

- Apology (Verbal and/or Written)
- Loss of Activity
- Persistent bullying may result in one or more of the following:
  - Loss of Activity
  - Parent/Principal conferencing
  - In-School Suspension
  - Out-of-School Suspension

## **27) THREATENING BEHAVIOR**

(Diocesan Handbook #525)

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 are removed from the situation and placed under direct supervision of appropriate school personnel.
2. Student's parent/guardian is notified. OCS CEO, Episcopal Vicar, and Superintendent are also apprised, if the threat is of serious nature.
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 or even expulsion. The school may require that a threat assessment be done with a certified counselor before a student may return to school.
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 mental health assessment completed by a licensed professional and final placement decision. The expense of any required counseling will be borne by the parents/guardian.

5. Mental health assessment results and recommendations completed by a licensed professional are shared with the principal who makes a final decision that may include conditions for reinstatement and follow up. In making the final decision, the principal considers the results of the mental health assessment, the history of problematic behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information.

### **HOMICIDAL THREATS**

If a homicidal threat is made, the above steps will be followed, and the police may 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.

## **28) SEARCH & 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 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.

## **29) RESTRICTED ITEMS**

Items such as, but not limited to, gum, candy, questionable books, pictures, magazines, laser lights, 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.**

## **30) PERSONAL ITEMS**

Toys, all electronics, including but not limited to, cameras, cell phones, and smart watches/devices are not permitted at school without special permission from the principal. 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.

## **31) 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 principal. If the student brings these items onto the school grounds without permission, they will be confiscated and sent to the school office. For the first offense, the phone will be returned to the student at the end of the day. At the second offense, parents must come get the phone.

If the parents feel there is a need for a student to have a cell phone at school, due to special circumstances, a written request must be made annually to the school principal. The principal will determine if the circumstances warrant the need to have the phone at school.

### **32) ELECTRONIC DEVICES**

We recognize the need to use technology ethically and effectively and consider the use of the computer network a privilege, not a right. Student users are personally responsible for their actions in accessing and using the schools' technology resources. Network administrators may review communications and electronic files to maintain system integrity and ensure the appropriate use of the system. Those who do not abide by the Acceptable Use Agreement will be denied access and will be subject to disciplinary action.

### **33) GRADING CRITERIA AND SCALE**

The Owensboro Catholic Schools use the following scale for letter grades in grades K-6:

**Excellent Progress: A 93-100%**

**Above Average: B 85-92%**

**Average: C 78-84%**

**Below Average: D 70-77%**

**Failure: F Below 70%**

### **34) 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 CEO of OCS. Should they be dissatisfied with the action of the CEO, they may then appeal to the Episcopal Vicar.

### **35) 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:

- Always talk with the teacher first.
- Meet with the teacher and your child, if not resolved.
- Meet with the principal and teacher, if not resolved.
- Meet with the OCS CEO, principal, and teacher. Resolution should happen at this level if not before.

### **36) PROGRESS REPORTS**

The chief purpose of the report card is to inform parents of their children's progress. Report cards are published four (4) times per 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 FACTS 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.

### **37) 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 with another student.

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

### **38) TESTING PROCEDURES**

The Diocesan Catholic Schools Office is responsible for choosing the testing program used in our schools in order to best measure the academic growth and progress of students. Testing helps to identify the needs of all students and provides direction in relation to the curriculum and to instruction. MAP testing is administered to all students in grades K-6 three times per year. Student scores will be sent home to parents. The Assessment of Catechesis and Religious Education (ARK) is used with the 2nd-6th grade to assess the effectiveness of our religious education program.

### **39) ACADEMIC SUPPORT & LEARNING PLANS**

If parents have academic concerns about their child, they are encouraged to contact the classroom teacher as the first step so concerns can be addressed collaboratively and in a timely manner. The school works closely with families to monitor student progress and determine appropriate supports when needed.

Please note that a diagnosis alone does not automatically qualify a student for an accommodation plan. To be considered for accommodations, current testing data and class assignments must demonstrate that the diagnosed condition substantially limits the student's learning or educational performance. The school will review all relevant information and work with parents to determine appropriate next steps in accordance with school policies.

### **40) STUDENT INSURANCE**

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

## **41) 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 may be 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. Complete 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.

## **42) PARENT-TEACHER ORGANIZATION**

All parents are encouraged 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.

## **43) PARENT VISITS**

Parents are always welcome at the school. Parents should call before 8:30 a.m. if they want to eat lunch with their child. No fast food or soft drinks may be brought into the school cafeteria for the students or for the visitor.

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.

Visitors may be asked to show identification in the form of a driver's license or other government issued identification upon arrival.

Visitors eating lunch with a child or volunteering in another capacity may not enter a classroom or other areas of the school to see a child during the school day. This is an interruption to the teacher and the educational process.

## **44) 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. All payments are set up and made through the Central Office. Students who do not abide by the rules in the Extended School Day Program may be permanently dismissed from the program.

## **45) 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 K-3 and 4-6 principals have the authority 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. Student athletes' grades will be checked every Thursday during their sport season. If a student has two or more deficiencies (D or F), the student will be listed as ineligible for one week.

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

## **46) INTERNET & ACCEPTABLE USE POLICY**

The Internet is a research tool beneficial to both teaching and learning.

To ensure that we use the Internet in an appropriate and responsible manner, Owensboro Catholic Schools have instituted the following:

- Moral and responsible use of the Internet will be taught along with technical skills.
- Access to the Internet will be allowed only in public places under supervision.
- No individual school accounts will be shared with students.

These are basic measures that will allow our students to enjoy the benefits of the Internet while adhering to the acceptable use policy of Owensboro Catholic Schools.

### **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 ensure 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 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.

## **47) 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 the school site or OCS Central Office.

## **48) EMERGENCY PLANS**

Emergency Plans provide for responses 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.
- *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 sign up for OCS text alerts to receive announcements relating to any of the emergency actions listed above.
  - We ask that you not call the school 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 of registration. This information will be used every time your child is released. Please ensure that only those persons whom you listed attempt to pick up your child.
  - We realize that emergency circumstances may require changes to your plans, but we 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 for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact the school site principal.

***Any issue not covered in this student/parent handbook is addressed on an individual basis by school administration.***