



Policy Handbook

The policies stated in this handbook are subject to change at the sole discretion of Owensboro Catholic Schools (OCS) – as are all other policies, procedures, or programs OCS. From time to time, you may receive updated information concerning changes in policy. However, OCS has the right to add, delete, or revise any policy or procedure with or without notice. This handbook is not a contract, expressed or implied, and none of the policies or provisions should be construed as such. If you have any questions about OCS policies, please contact OCS.



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.

Approved by the Episcopal Vicar – April 27, 2015
Endorsed by the OCS Education Council – April 27, 2015

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1000 COMMUNITY RELATIONS

- 1100 Parental/guardian cooperation is essential for the welfare of students. If the administration considers that parent/guardian behavior seriously interferes with the teaching/learning process, the Episcopal Vicar, the director of OCS, and the site principal may require parents/guardian to withdraw their children and sever the relationship with the school. This type of action is very drastic and will be undertaken only after other attempts at conflict resolution have failed.
- 1200 Tobacco Free Policy
(See Addendum F)
- 1400 Request Permission to Distribute Materials
(See Addendum J)

2000 ADMINISTRATION

2100 Release of Student Record Information

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

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

2110 Students are not allowed to graduate until they have met the guidelines as outlined in the OCS Tuition Policy (See Addendum A).

2200 Families may register for the coming year if all guidelines as outlined in the OCS Tutiion Policy (See Addendum A), or upon mutual agreement among parent(s), pastor, Episcopal Vicar and director.

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

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

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

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

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

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

2400 Section of KRS Chapter 527

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

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

3000 BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

- 3100 If at any time, any parish falls behind in their assessment to OCS by 15% of their annual assessment, the Director of OCS will contact in writing the pastor and parish council president requesting that they become current in their payments. If at any time a parish is two months in arrears in their assessment, OCS will request that the Chancery Office review said parish.
- 3200 Each school site may have one fund-raiser, per school year, involving the total student body, to be sponsored by the PTO or school. Cooperation with other school organizations is expected. Parent written permission is required for grades K-6 students to participate. Safety recommendations/regulations are printed in the Owensboro Catholic Schools Parent/Student Handbooks.
- 3210 No school sponsored activities (including sporting events and practices) shall be scheduled on Sunday prior to 12:00 PM and after 5:30 PM or on the following days: Holy Thursday, Good Friday, Holy Saturday, Easter, Mother's Day, and Christmas.
- 3300 OCS Tuition Policy
(See Addendum A)
- 3310 For Parish Sponsored families, the following will occur:
1. A graduated parental tuition scale based on family size will be implemented.
 2. Parental tuition will be waived after the third student when a family has four or more students enrolled in OCS in the current year.
- 3324 Employee Rate – All full-time OCS employees who are not members of an OCS sponsoring parish whose children attend Owensboro Catholic Schools are eligible to receive tuition at the Parish Sponsored Rate.
- 3326 Employee Tuition Discount – All OCS full-time employees are eligible to receive a 25% tuition discount for their children who attend Owensboro Catholic Schools. The discount is calculated after tuition assistance (if applicable) has been subtracted from total amount of tuition owed.
- This discount will also be granted to the following:
1. Full-time employees of the 15 sponsoring parishes (Blessed Mother Parish, Blessed Sacrament Chapel, Immaculate Parish, Our Lady of Lourdes Parish, Precious Blood Parish, St. Alphonsus Parish, St. Anthony Parish, St. Augustine, St. Elizabeth Parish, St. Martin Parish, St. Mary Magdalene Parish, St. Peter of Alcantara Parish, St. Pius X Parish, St. Stephen Cathedral Parish, Sts. Joseph & Paul Parish) whose children attend Owensboro Catholic Schools.
 2. Full-time employees who work at the Diocese of Owensboro Catholic Pastoral Center whose children attend Owensboro Catholic Schools.
 3. Full-time Cafeteria Staff (employees of the Diocese of Owensboro) who work in an OCS school cafeteria whose children attend Owensboro Catholic Schools.
- 3330 Tuition Assistance Policy

(See Addendum B)

3400 OCS will not assume financial responsibility for transportation cost to and from school for the regular school day.

3500 Competitive bids will be sought for all purchases in excess of one thousand dollars (\$1000.00).

3600 All OCS organizations (K-12) shall enact the following procedures to ensure that sound financial controls are in place.

Receiving Funds:

1. All cash received by the organization should be receipted and go through the school site.
2. Cash should be counted and deposits prepared at the school.
3. Deposits should be taken to Central Office or the bank on frequent and regular basis.

Expenditures:

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

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

3700 Credit Card Usage

The preferred payment method is through vendor invoices and school system checks. This method allows for budget compliance and insures that the school system gets certain discounts and does not pay sales tax. However, in some cases, this is not feasible for a variety of reasons. As such, select people are provided with school system credit cards. Only personnel specifically authorized by the Director or the Director of Business Affairs are provided school system credit cards.

School System Credit Cards:

1. Use of the Card – The school system credit cards should only be used for school system purposes. Use of the card for personal purposes is strictly prohibited.
 - Under no circumstance shall a school system credit card be used for the following purchases: any expense for private use; alcoholic beverages; lavish meals (in excess of \$35 per person requires OCS Director or Director of Business Affairs approval); controlled substances; cash advances; capital equipment; items or service that can otherwise be paid for using a school system check; or any other items deemed inconsistent with the OCS Mission.
 - For Internet purchases, care should be taken to purchase only from secure and reputable sites.

- For every credit card transaction, a receipt must be obtained. The receipt must contain a detailed breakdown of what items were purchased. The purchaser must then attach the receipt to a completed OCS Credit Card Approval Form. The signed receipt must include a written description of the purpose and the appropriate accounting code (if known). The OCS Credit Card Approval Form with all receipts and the credit card must be returned to the school principal, school secretary, or the Business Office.
 - When a credit card is utilized for meals and/or entertainment, the OCS Credit Card Approval Form must include the names of all persons involved in the purchase, and brief description of the business purpose of the purchase, in accordance with Internal Revenue regulations.
 - No purchases shall be made for amounts not included in the entity's budget.
 - For all single purchases exceeding \$1,000 the Credit Card Approval Form must include the signature of the OCS Director.
 - School principals shall have a total credit limit of \$2,500.
2. **Reconciliation of Credit Card Statement** – The Director of Business Affairs will email each individual their section of the monthly statement to be reconciled against appropriate receipts. Each cardholder should verify that each line item on the statement agrees with the appropriate receipts. Reconciled copies of the statement along with the Credit Card Approval Forms with original receipts and approval of the user and/or school principal are then forwarded to the Director of Business Affairs for approval and payment. The Central Office section of the credit card bill must be signed off by the user, the OCS Director, and Director of Business Affairs. All reconciliations should be performed as soon as possible to avoid any late fees.
 3. **Sales Tax** – Cardholders should make every effort to ensure that purchases do not include sales tax. Tax-exempt certificates are available via the OCS Business Office. Sales tax may be paid for minimal expenditures from one-time vendors who refuse the exemption, but sales tax should not be paid where purchases are for more substantial expenditures or are repetitively incurred.
 4. **Control of Card** – A log should be maintained to record when the credit card is removed from the storage location. Each log entry should indicate the date the card is checked out, the name of the person checking out the card, the signature of the person checking out the card, the initials of the person who released the card to be checked out, the date the card was returned and the initials of the person receiving the card when returned. A log should be maintained for each individual credit card along with the original receipt for the purchase.

Secure Card Storage – Credit cards at each site should be stored in a secure location, such as a lockable cabinet. Access to this storage location should be limited. At school sites, the Principal and the school secretary should be the only individuals with access to the credit card storage location.

4000 PERSONNEL

- 4100 A Cafeteria Plan for employee benefits will be established in accordance with Internal Revenue Code Section 125, enacted in 1978.
- 4200 Within twenty (20) days of the opening day of school, Principals shall not release a teacher from his/her contract without prior written approval of the Council.
- 4400 The Director will assign principals to a particular school on the basis of his/her evaluation. Ten years teaching experience for principalship is preferred (for new principals entering the system) with two (2) years of administrative experience included.
- 4500 Employees are not permitted to use a mobile device while operating an OCS owned vehicle or transporting students. If an employee needs to use a mobile device, they should safely pull their vehicle off the road, place their phone call, or send a text or an email message.
- 4700 Drug Free Workplace
(See Handbook for Catholic Schools, Diocese of Owensboro/OCS 4700)
- 4701 Sexual Harassment
(See Handbook for Catholic Schools, Diocese of Owensboro/OCS 4701)
- 4800 Policy on Acceptable Use of Technology and Social Media
(See Addendum G)
(See Handbook for Catholic Schools, Diocese of Owensboro/OCS 4800)

5000 STUDENTS

- 5100 Students within OCS will have a general uniform dress code. Both boys and girls should be required to wear the uniform.
- 5110 Field trips for grades K-8 students are limited to a mileage of 75 miles one way (the trip must depart and return within the hours of the regular school day). Chaperones must be 25 years of age, or a parent or a guardian. Modifications to the faculty handbook will be made so the statement for chaperones will read: "I AM OVER 25 YEARS OF AGE, OR A PARENT OR A GUARDIAN WITH A VALID DRIVER'S LICENSE." Upon request and with recommendation of principal and Director the Council may vote to waive this policy in particular situations.
- 5123 Conduct and Discipline
(See Handbook for Catholic Schools, Diocese of Owensboro/OCS 5123)
- 5128 Policy regarding suspected child abuse or neglect
(Also see Handbook for Catholic Schools, Diocese of Owensboro/OCS 5128)
1. The student's teachers will be directed to be on the lookout for any signs of abuse or neglect. These signs should be immediately reported to the Department of Social Services. Document all information. It would be helpful for follow-up to give this information to the Guidance Office and/or building principal.
 2. School personnel who have contact with students coming back to school after an absence are to be alert to bruises, broken bones, and/or to excuses presented. If there are any questions in the mind of the secretary regarding the excuse or the appearance of the student, the guidance counselors and/or building principal should be alerted to this promptly. ASAP.
 3. Physical education teachers will be especially alerted to these cases and will be asked to carefully observe the students in question . Any evidence of abuse will be reported immediately to the Department of Social Services. Document all information. It will be helpful for follow-up to give this information to the Guidance Department and/or building principal.
 4. The counselor or principal will check out the referral or suspicion if any information is not personally and definitively known to the above persons.
 5. If evidence of physical or sexual abuse is known or present, the case is to be reported directly and immediately to the Department of Social Services for Child Welfare, Family and Adult Services.
 6. If a student presents a personal or peer report of alleged abuse or neglect, the guidance office or principal will record this information and take appropriate action as outlined above.
 7. The guidance office or principal will do follow-up with the Department of Social Services.

5129 Drug and Alcohol Use

(See Handbook for Catholic Schools, Diocese of Owensboro/OCS 5129)

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

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

(See Handbook for Catholic Schools, Diocese of Owensboro)

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

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

5219 Pregnancy Policy

(See Addendum C)

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

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

1. For events designated by the school, students attending shall be required to present written permission from a parent or guardian which shall require that the student be under direct supervision of the designated staff person.
2. No student without the above written permission will be permitted to attend the planned activity on his/her own account unless other arrangements are made with the Principal or Dean of Students.

3. Students not honoring this policy will be subject to disciplinary penalties provided in the Demerit section of the Student Handbook under "other serious misconduct."

5400 Driver's License

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

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

- 5600 No student shall wear or display any bias related apparel, sign, or symbol which reasonably appears to offend, victimize, or intimidate another based on race, color, religion, sex, age, national origin, or disability, and/or which disrupts or interferes with the educational setting and/or process. This act also includes the wearing of gang clothing or paraphernalia and the use of gang signs and symbols.

5700 Search and Seizure

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

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

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

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

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

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

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

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

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

5800 Health and Wellness Policy
(See Addendum D)

5900 Social Media Policy for Students
(See Addendum H)
(See Handbook for Catholic Schools, Diocese of Owensboro/OCS 5900)

5950 Student E-Mail Acceptable Use Policy
(See Addendum I)

6000 INSTRUCTION

6100 Library Materials Selection Policy
(See Addendum E)

6200 Priests from the sponsoring parishes will celebrate Mass at the OCES K-3 Campus, the OCS 4-6 Campus and OCMS on a rotating basis. All students (K-6 and OCMS) will attend scheduled Mass celebrations. Parents are invited to attend. Parents will be notified if weekly Mass is not being celebrated because of a priest availability due to scheduling conflicts or an emergency.

Mass is offered **regularly** at OCHS. Mass is offered with individual groups and with the total student body on special occasions. All students will attend scheduled Mass celebrations.

An all-school Mass will be held at all sites on Holy Days.

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

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

7000 NEW CONSTRUCTION

8000 INTERNAL EDUCATION COUNCIL OPERATIONS

9000 BYLAWS OF THE EDUCATION COUNCIL

9100 The By-Laws for the Owensboro Catholic Consolidated School System (OCS) are available via the OCS website (www.owensborocatholic.org) and upon request from the OCS Central Office.

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

The Davies-Brickle Codification System contains these categories:

1000	Community Relations
2000	Administration
3000	Business and Non-Instructional Operations
4000	Personnel
5000	Students
6000	Instruction
7000	New Construction
8000	Internal Education Council Operations
9000	Bylaws of the Council
Addendum A	Tuition Policy
Addendum B	Tuition Assistance Policy
Addendum C	Pregnancy Policy
Addendum D	Health and Wellness Policy
Addendum E	Library Materials Selection Policy
Addendum F	Tobacco Free Policy
Addendum G	Policy on Acceptable Use of Technology and Social Media
Addendum H	Social Media Policy for Students
Addendum I	Student E-Mail Acceptable Use Policy
Addendum J	Request Permission to Distribute Materials



TUITION POLICY

INTRODUCTION

We believe that a family's tuition payment is an investment in their child(ren)'s education and religious formation. Families are required at the time of Registration to submit a completed Tuition Contract. In the contract, the family is required to choose one of the tuition payment options listed below.

Therefore, the OCS Education Council in consultation with the OCS Finance Committee accepts responsibility for recommending policies concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Council to insure that adequate financial resources are available for the school and that tuition is as affordable as possible for all families.

TUITION AND TUITION PAYMENT

- I. Tuition rates will be set annually by the OCS Education Council for the following enrollment types:
 - A. **Parish Sponsored:** Families must be a participating member of an OCS sponsoring parish (Please see Addendum 1 for list of OCS sponsoring parishes). The actual tuition will be calculated per family based on the number of children in attendance. Each family must submit a Parish Voucher from one of the 15 OCS sponsoring parishes. Each family shall receive the benefit of a reduced rate of tuition. The 2nd child's tuition will receive an 18% discount off the base tuition rate for one enrolled student and the 3rd child a 40% discount. Tuition will be waived after the third student when a family has four or more students enrolled in OCS in the current year. An Elementary Book Fee will be added to the base tuition rate for students enrolled in grades K-8. A High School Surcharge will be added to the base tuition rate for students enrolled in grades 9-12.
 - B. **Catholics from a Non-OCS Sponsoring Parish:** Tuition for Catholic families not from an OCS Sponsoring Parish shall be calculated for each child in attendance per grade level. Each family must provide a Parish Membership Verification Form from their parish.
 - C. **Non-Parish Sponsored:** Tuition for families that do not fit into either A or B shall be calculated based on the total cost of educating each child in attendance per grade level.
- II. All families shall be expected to make tuition payments according to one of the following payment plans. Options for payment shall include:
 - A. **Full Payment.** Under this plan, the entire amount of net tuition, less a 3% discount must be paid on or before July 15. This payment is made directly to the OCS Business Office. Families who make a Full Payment after July 15 will not receive the 3% discount.

- B. Payment via the FACTS Tuition Management Plan (FACTS).** Families not paying in full are required to pay via FACTS using one of the methods outlined below. All FACTS accounts must be set-up and activated prior to May 31.
- 1. Monthly Payments.** Under this plan the entire amount of tuition is paid monthly over a twelve (12) month period beginning in June through FACTS. This plan is an automatic payment plan made through a checking or savings account via ACH. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS on one of four dates each month (the 1st, the 5th, the 15th or the 20th).
 - 2. Quarterly Payments.** Under this plan the entire amount of tuition is paid quarterly over a twelve (12) month period beginning in June through FACTS. This plan is an automatic payment plan made through a checking or savings account via ACH. Those choosing this plan will authorize their financial institution to make automatic payments to FACTS on one of four days in June, September, December and March (the 1st, the 5th, the 15th or the 20th).
 - 3. Semi-Annual Payments.** Under this plan the entire amount of tuition is paid semi-annually over a twelve (12) month period beginning in June through FACTS. This plan is an automatic payment plan made through a checking or savings account via ACH. Those choosing this plan will authorize their financial institution to make automatic payments to FACTS on one of four days in June and December (the 1st, the 5th, the 15th or the 20th).
 - 4. Payments via Credit Cards.** Under this plan families can choose to pay their tuition via a credit card through FACTS. A convenience fee of 2.5% of the total amount charged will be assessed with each credit card transaction by FACTS. MasterCard, Discover and American Express are accepted; VISA cards are not accepted. Payments can be made via credit card monthly, quarterly or semi-annually.
- C. Request for Exemption.** In the event that a family cannot choose one of the payment plan options (1 - 4), the family is required to meet with the Director or a member of the OCS Business Office staff so that suitable arrangements can be made and monitored.
- D. Final Tuition Deadline.** A penalty of 2% of the net tuition owed (tuition minus tuition assistance and any discounts) will be added to the net tuition charge for any family who has not paid in full, set-up a current FACTS account or made suitable billing arrangements with the Business Office by August 1. Students may not be permitted to enroll until suitable arrangements are made with the OCS Business Office.
- E. Service Fee.** A Service Fee of \$50 will be charged on any tuition account not fulfilled through the payment options noted above, including those who work out arrangements to pay a portion of their tuition via FACTS.

LATE REGISTRATIONS

- A.** Families registering after the Registration event in March shall be expected to fulfill their tuition obligation according to the tuition policy stated above.
- B.** Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance.

TUITION ASSISTANCE

Please see the OCS Tuition Assistance Policy.

DELINQUENT PAYMENTS

It shall be the responsibility of each school family to keep the OCS Business Office informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policies will apply when tuition payments are received late.

- I. **Full Payment.** Any full payments for tuition made after July 15 will not receive the 3% discount. For those families not able to pay in full, the family will be expected to make all tuition payments through the FACTS.
- II. **Monthly Payments.** School families who choose the twelve (12) month payment plan and miss a monthly payment due to insufficient funds will be assessed a missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS two additional times before it is turned over to OCS for collection. A missed payment fee is charged by FACTS for each attempt.

In addition, school families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be allowed to participate in athletics or extra-curricular activities. Students will be permitted to complete academic course requirements, take mid-term exams and final exams. Progress reports and report cards (Quarter, Semester and End-of-Year) and permanent records will not be released. These consequences will be in effect until the family's account is current or suitable arrangements have been made with the OCS Business Office. After 3 months of delinquency, the parent/guardian may be asked to withdraw their child(ren) from OCS.

- III. **Quarterly or Semi-Annual Payments.** School families who choose a quarterly or semi-annual payment plan and miss an automatic payment due to insufficient funds will be assessed a missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS two additional times before it is turned over to OCS for collection. A missed payment fee is charged by FACTS for each attempt.

In addition, school families who have missed two payment attempts and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be allowed to participate in athletics or extra-curricular activities. Students will be permitted to complete academic course requirements, take mid-term exams and final exams. Progress reports and report cards (Quarter, Semester and End-of-Year) and permanent records will not be released. These consequences will be in effect until the family's account is current or suitable arrangements have been made with the OCS Business Office. After 3 months of delinquency, the parent/guardian may be asked to withdraw their child(ren) from OCS.

- III. **Payments with a Credit Card.** Families can choose to pay part or all of their tuition with a credit card via FACTS. A convenience fee of 2.5% of the total charged will be assessed with each credit card transaction. Visa cards are not accepted.

School families who choose to pay with a Credit Card via FACTS and miss a monthly payment due to insufficient funds will be assessed a missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS two additional times before it is turned over to OCS for collection. A missed payment fee by FACTS is charged for each attempt.

In addition, school families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be allowed to participate in athletics or extra-curricular activities. Students will be permitted to complete academic course requirements, take mid-term exams and final exams. Progress reports and report cards (Quarter, Semester and End-of-Year) and permanent records will not be released. These consequences will be in effect until the family's account is current or suitable arrangements have been made with the OCS Business Office. After 3 months of delinquency, the parent/guardian may be asked to withdraw their child(ren) from OCS.

- V Tuition balances are to be paid in full by May 31st of each year. Any tuition balance outstanding on May 31st will be assessed a 3% service fee.
- VI Owensboro Catholic Schools reserves the right to collect outstanding and/or past due tuition by other legal means as deemed necessary by the OCS Finance Committee in consultation with the OCS director and Episcopal Vicar. A serious and charitable effort will be made by the OCS Business Office to collect tuition before any legal process is pursued.

NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY

School families failing to pay tuition according to the agreement which they have made with OCS or who have been unwilling to make suitable alternative arrangements will be informed that their child(ren) may not be readmitted.

All families must be current in their payment of tuition:

By August 1st:

If not, students may not be admitted on the first day of school.

By December 1st

If not, students may not be readmitted on the first day of class in January. Students will be permitted to complete academic course requirements and take 1st semester exams. Report cards and permanent records will not be released.

By April 20th:

If not, seniors may not receive caps and gowns or be allowed to graduate on stage. 8th graders may not be permitted to participate in the 8th grade Graduation program. Students will be permitted to complete academic course requirements and take final exams. Report Cards and permanent records will not be released.

DELINQUENT TUITION/OUTSTANDING BALANCES FROM PREVIOUS YEAR(S)

All previously unpaid tuition and other outstanding balances must be paid by August 1 if a student is to be readmitted on the first day of class for a new school year. Payments can be made directly to OCS or via FACTS. If payment is not possible, suitable arrangements must be made with the OCS Business Office. Any tuition balance outstanding on May 31st will be assessed a 3% service fee.

SPLIT TUITION BILLS

In the event that a divorced or separated family would like to split their tuition bill, OCS will accommodate and establish multiple tuition accounts. With multiple tuition accounts, an equal number of SCRIP accounts will be established, with SCRIP goals adjusted accordingly. Each tuition account will be treated individually, subject to its own tuition assistance award and its own payment plan. However one parish voucher and one pre-registration fee will be accepted for the children involved. In the event that one parent is not meeting their tuition payment obligation, OCS will treat the situation just as any other delinquent tuition account as stated above, including SCRIP goal, extended school day fees, school fees and/or fines, or any other amount owed to OCS for any reason. In addition, unless a payment plan is implemented to pay the outstanding balance in full, the child(ren) may not be readmitted to school as per the OCS Tuition Policy.

TUITION REFUNDS

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. After the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance.

Families Withdrawing During the School Year

Report cards and permanent records will not be released for families who withdraw during the school year with an outstanding balance until the family is current. Any tuition balance outstanding on May 31st will be assessed a 3% service fee. Payments can be made directly to OCS or via FACTS.

Families who have paid in full or have paid more than the prorated amount of tuition owed, will be provided a refund for the amount they have overpaid.

Addendum 1

OCS Sponsoring Parishes

1. Blessed Mother Parish
2. Blessed Sacrament Chapel
3. Immaculate Parish
4. Our Lady of Lourdes Parish
5. Precious Blood Parish
6. St. Alphonsus Parish
7. St. Anthony Parish
8. St. Augustine Parish
9. St. Elizabeth Parish
10. St. Martin Parish
11. St. Mary Magdalene Parish
12. St. Peter of Alcantara Parish
13. St. Pius X Parish
14. St. Stephen Cathedral
15. Sts. Joseph and Paul Parish



Tuition Assistance Policy

Owensboro Catholic Schools is committed to providing a quality faith-based education at an affordable cost. OCS understands that many families simply cannot make a commitment to pay the full cost of tuition. A need-based tuition assistance program has been established to address the unique circumstances of each family.

Families who seek need-based tuition assistance are required to complete a Student Aid Form supplied to OCS families by the Private School Aid Service (PSAS). PSAS, an Ohio-based company that has been providing needs analysis services to private schools since 1975, provides the expertise to objectively and equitably administer an aid program. The Student Aid Form is mailed, sent via the internet or faxed by OCS families directly to PSAS with the required documentation (detailed copies of all pages and Schedules of the previous year's Federal Income Tax Form 1040, 1040S or 1040EZ; copies of W-2 Wage and Tax Statement Forms; all 1099/1099R for Interest Dividends, Pension/Annuities and other Misc. Income Forms for individuals listed in Sections A and B; documentation of Total Amounts received for all Non-Taxable Income) and the non-refundable application fee. Based on an analysis of the information provided, PSAS will suggest a need-based award amount. Following a review by the OCS Tuition Assistance Committee, a letter detailing the aid award and net tuition charge will be mailed from the OCS Business Office. All financial information will be kept in the strictest of confidence.

Tuition Assistance Committee

The OCS Tuition Assistance Committee is a sub-committee of the OCS Finance Committee. The committee consists of the OCS Director (Chair), the OCS Director of Business Affairs and two members of the OCS Finance Committee (assigned by the Chair of the OCS Finance Committee). Members of the Ocs Tuition Assistance Committee will annually sign a confidentiality agreement. Duties include:

1. Annual review and oversight of the OCS Tuition Assistance Policy.
2. Participation in the annual discussion with PSAS concerning the awarding formula utilized to determine tuition assistance awards once a family's need is calculated.
3. Oversight of all awarding processes, including:
 - A. Review and approval of initial awards.
 - B. Review and approval of appeal awards.
 - C. Review and approval of all awards provided via outside resources (i.e. Diocesan Aid for Catholic High School Students and other extraordinary donor supported efforts).

Tuition Assistance Policy

1. OCS believes that the primary responsibility of financing a child's education rests with the family and trusts that families will make this education a priority in the budgeting of their financial resources.

2. OCS will not discriminate in the awarding of need-based tuition assistance because of race, color, religion, national origin, sex or age in violation of existing state or federal regulations.
3. OCS will publish the Tuition Assistance Policy and make it available to families via print, the web and other avenues.
4. OCS will communicate with families annually information about tuition cost and procedures to be followed when applying for tuition assistance.
5. OCS will award available tuition assistance as determined by PSAS to families demonstrating financial need.
6. OCS does not give awards based on merit (academic awards, athletic awards, community service awards, etc.). All OCS awards are need based.
7. Tuition assistance will be awarded via PSAS from the following sources: Parish-sponsored subsidy, OCS Endowment, OCHS Endowment, OCHS Tuition Assistance Fund and grants provided by such foundations as the Michael E. Horn Family Foundation.
8. OCS expects that every family pay something toward tuition. The actual amount will be set annually by the OCS Education Council during the budgeting process.
9. The financial need calculation will be based on the tuition charge (Base Tuition) minus any tuition discount approved by the OCS Education Council (i.e. new family discount/grant).
10. The OCS Business Office is committed to safeguarding the confidentiality of all financial information provided to PSAS. A family's private information will not be shared with any other outside agency, including banking, finance, and loan institutions. It is expected that recipients of tuition assistance will refrain from publicly discussing or sharing with others information about their tuition assistance award.
11. OCS will comply with all reporting regulations for student-athletes receiving tuition assistance as stipulated by the KHSAA in Bylaw 11, Sec 3. As a member of the KHSAA, we agree to annually report all required detailed information to the KHSAA.
12. The OCS full-time employee discount shall be based on the tuition amount generated after any tuition assistance has been awarded (Actual Tuition).
13. The tuition assistance award will meet as much need, as calculated by PSAS, as possible. Awards levels are controlled by available funds set aside in the OCS Budget as determined by the OCS Finance Committee, Education Council and Episcopal Vicar.
14. The following time-line will be in place to insure that families understand their out-of-pocket cost prior to being asked to pre-register for the next academic year:

Approved OCS Episcopal Vicar – April 27, 2015

Endorsed by the OCS Education Council – April 27, 2015

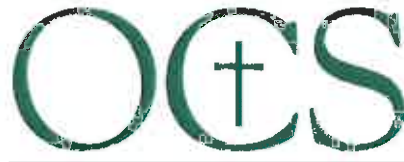
Endorsed by OCS Finance Committee – November 17, 2014

Addendum B

- A. The tuition scale for the next academic year will be established and approved by the OCS Education Council in early January.
 - B. Tuition rates and the Student Aid Form from PSAS will be mailed no later than January 15th.
 - C. Those who file the Student Aid Form and all necessary documentation (noted in the introduction section of this policy statement) prior to February 15th should be notified of their award amount by March 15th (to coincide with Pre-Registration). The majority of the financial aid dollars available will be awarded to those who have completed the tuition assistance process via PSAS by February 15th.
 - D. A portion of the aid pool will be reserved to assist those who file after February 15th. Forms mailed by April 15th should have a response prior to May 15th. Forms filed later in the summer should have an answer before the start of school.
15. Families who believe their tuition assistance award is insufficient or who experience a change in their family financial condition during the year may appeal the award decision. The Financial Aid Decision Appeal Form (obtained in the OCS Business Office) must be completed and forwarded to PSAS along with any/all supporting documentation. The appeal must fully address the facts or situation necessitating reconsideration.
- A. PSAS will reanalyze the family's situation. Each family will be informed by the OCS Business Office via letter as to the outcome of the appeal and its impact on the potential for additional tuition assistance.
 - B. The amount of aid awarded will depend on the total aid pool available at the time of the re-award.
 - C. As a part of the appeal, PSAS may be authorized to discuss a family's specific circumstances with the OCS Tuition Assistance Committee.
 - D. Based on the family circumstance, as outlined by PSAS and the family's discussion with members of the OCS staff, the Tuition Assistance Committee may award a tuition assistance appeal award larger than that determined by PSAS according to the OCS awarding formula. The award amount cannot be larger than the family's need as assessed by PSAS and cannot exceed the amount of tuition owed at the time of the appeal.
16. In the event that a family cannot pay the required application fee due to financial hardship, fee vouchers are available in the OCS Business Office.
17. Each year the Diocese of Owensboro may ask OCS/OCHS for nominations to receive need based aid from the Diocesan Aid for Catholic High School Students. Once the letter arrives announcing the award amount to be provided to families whose students attend Owensboro Catholic High School, the OCS Director or his designee will provide a list of high school students whose families have met the requirements noted below. The committee will nominate candidates for the Diocesan Aid for Catholic High School Students. The suggested award amount, once added to the family's tuition assistance award from OCS, cannot be larger than the need as assessed by PSAS. Once the check arrives from the Diocese, a revised Tuition

Assistance Award will be mailed to the family of the recipients. The following restrictions are placed on the nomination by the Diocese:

- A. The amount each Catholic high school in the Diocese is to receive is based on the enrollment as reported on the first official monthly attendance of the previous year.
 - B. Some financial aid from this fund may be available each year. However, the amount may vary dependent upon the distribution from the trust and other entities (e.g. stock market, etc.).
 - C. The amount allocated to each high school must be used for student(s) who have proven need,
 - D. The completed diocesan forms for the student(s) selected for this financial aid (or other means of supplying aid) must be sent to the Diocesan Catholic Schools Office before the check for the specific amount will be sent directly to the Catholic high school.
18. Periodically, donors provide resources they want to be utilized to help families in need. Please note the following:
- A. By IRS regulation, a donor cannot restrict the gift to pay the tuition of or provide tuition assistance to a specific family or student.
 - B. When accepting the donation for need based tuition assistance, any/all awarding restrictions should be noted in writing and signed off by both the donor and the representative of Owensboro Catholic Schools.
 - C. Utilizing these restrictions, the Director or his designee will provide a list of families who might benefit from the restricted donation to the Tuition Assistance Committee for review and approval. The suggested award amount, once added to the family's tuition assistance award from OCS, cannot be larger than the need as assessed by PSAS. Once the committee has agreed on the recipient(s), a letter will be mailed to the recipient(s).
19. Many OCS parishes have funds available to be used to help families in need. Families who have additional need are encouraged to contact their pastor concerning the availability of these funds. As a part of the review process, the parish is encouraged to consult with the OCS Business Office concerning the following: family's tuition assistance award and need as assessed by PSAS.
- A. To see if the family applied for tuition assistance via PSAS.
 - B. If the family did apply, the amount of tuition assistance awarded by OCS.
 - C. The level of need as assessed by PSAS.
20. Families who have questions or concerns with the tuition assistance policy outlined above are encouraged to contact the OCS Director and/or the Director of Business Affairs at (270) 686.8896.



Owensboro Catholic Schools

Pregnancy Policy

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

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

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

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

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

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

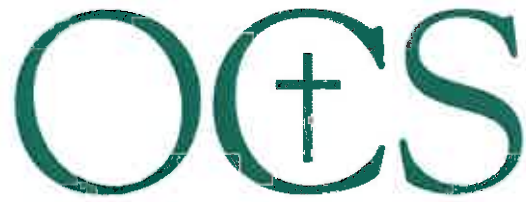
OCH Pregnancy Policy Guidelines

Female Students

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

Male Students

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



Owensboro Catholic Schools

Health and Wellness Policy

The Mission of the Owensboro Catholic Schools Health and Wellness Committee is to enhance learning by having a healthy OCS community (students, parents, faculty, & staff) and to assist in the establishment of lifelong learning practices. Our healthy school environment encompasses physical health, emotional health, and the social climate and culture of the school.

The Owensboro Catholic Schools will maintain a system-wide Health and Wellness Committee. The committee will consist of a group of stakeholders representing the OCS community, and may include parents, students and representatives of the school food service program, members of the OCS Education Council, school administrators, teachers, health professionals, and members of the community. The OCS Health and Wellness Committee will be chaired by the OCS School Health Coordinator and will report to the OCS Director. The policy will be assessed via the Wellness School Assessment Tool – WellSAT. Education and public health professionals find the WellSAT an effective tool for evaluating the quality of existing wellness policies.

Section 1: Nutrition Education and Wellness Promotion

1. Nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level (K-12).
2. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.
3. Students will receive nutrition and health education that fosters the adoption and maintenance of wellness and healthy eating habits.
4. Staff will be encouraged to model healthy eating and physical activity as a valuable part of daily life.
5. OCS will link wellness promotion and nutrition education activities with the coordinated school health program.
6. Nutrition education will be provided to parents in the form of handouts, the school website, articles and information provided in district or school newsletters, presentations that focus on nutrition and healthy lifestyles, and through any other appropriate means available to reach OCS families and the community.
7. The healthiest choices, such as salads and fruit, will be prominently displayed in the cafeterias to encourage students to make healthy choices.
8. Education materials shall be free of brands and illustrations of unhealthful foods.
9. The OCS Health and Wellness Committee shall include stakeholders and shall meet a minimum of two times annually to monitor and evaluate the implementation of the policy.

Approved by the Episcopal Vicar – 10.26.2015

Endorsed by the OCS Education Council – 10.26.2015

Endorsed by the Bylaws & Policies Committee – 3.24.2015

Endorsed by the OCS Health and Wellness Committee – 2.24.2015

Addendum D

Section 2: Standards for School Breakfasts and Lunches

1. All schools will provide breakfast and lunch meals to students utilizing all USDA Final Rule Nutrition Standards in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP).
2. Promote the consumption of fruits and vegetables by offering extra servings at no additional cost.
3. Students will be prohibited from leaving school for lunch unless approved by the principal or an individual authorized by the principal.
4. Students will be provided adequate time to eat lunch.
5. Shall ensure that professional development in the area of food and nutrition is provided for food service managers and staff.
6. Appropriate supervision shall be provided in the cafeteria and rules for safe behavior shall be consistently enforced.
7. Will provide upon request information about the nutritional content of meals with students and parents.

Section 3: Nutrition Standards for Competitive and Other Foods and Beverages

1. From midnight the night before a scheduled school day until 30 minutes after the official school day, no sale of food or beverage may take place except as part of the NSLP and the SBP. Vending machines shall be inoperable during this time period and cannot be activated until 30 minutes after the official school day until midnight prior to the next scheduled school day.
2. All food and beverages sold will strive to support OCS's healthy eating guidelines.
3. Nutrition guidelines that require the use of products that are high in fiber, low in added fats, sugar, sodium, and served in appropriate portion sizes consistent with USDA standards shall be established for all foods offered by OCS and its food service partner, the Diocese of Owensboro.
4. A. Food items brought into school must be in individual **packages**.
B. No edible treats shall be brought in for birthdays and other holiday celebrations without the permission of the principal or an individual authorized by the principal.
5. Dry snacks sold at OCS, during the school day, shall follow NSLP guidelines minimizing the content of sugar during the school day.
6. Competitive foods and beverages may not be sold on OCS school campuses.
7. OCS will encourage students to make nutritious food choices and will ensure that the sale or serving of foods high in fat, sodium and sugars is regulated during the school day.
8. Individually sold snack items shall not exceed the NSLP guidelines during the school day.
9. Grains served will meet the NSLP guidelines during the school day.
10. Food rewards or incentives shall not be used in classrooms to encourage student achievement or desirable behavior.
11. Beverages with added sugars are not allowed during the school day
12. Only milk, water, and 100% juice will be available during the school day.
13. Milk sold by OCS will only be low-fat and skim milk.
14. OCS will follow the NSLP guidelines concerning beverage serving sizes.
15. Students will be provided access to drinking water throughout the day.
16. Require administrative approval for all fundraisers.

Section 4: Physical Education and Physical Activity

Approved by the Episcopal Vicar – 10.26.2015
Endorsed by the OCS Education Council – 10.26.2015
Endorsed by the Bylaws & Policies Committee – 3.24.2015
Endorsed by the OCS Health and Wellness Committee – 2.24.2015
Addendum D

1. All students in grades K-6 will be scheduled for physical activity in accordance with state law. All students in grades 7-9 may participate in physical education. Physical education in grades 10-12 is an elective.
2. Provide time for physical activity each day for students.
3. Provide the opportunity for PE instruction in the OCMS curriculum.
4. Provide the opportunity for PE instruction in the OCHS curriculum.
5. Physical education classes will have the same student/teacher ratios used in other classes.
6. Provide adequate and equipment for PE instruction that conforms to all necessary and applicable safety standards.
7. Physical education will be taught by appropriate staff.
8. Provide professional development opportunities to PE instructors.
9. A. Schools shall not give physical education credit to student involved in sports.
B. Sports and academic activities may not take the place of physical education.
10. Physical activity opportunities shall be offered daily during the school day.
11. Participation in intramural sports shall be an option for all students.
12. When available, the use of school facilities is allowed outside of school hours for physical activity programs offered by community based organizations.
13. A. Staff members shall not deny participation in recess or other physical activity opportunities as a form of discipline or punishment.
B. Staff members shall not deny participation in recess or other physical activity for any student unless the safety of student(s) is in question.
14. All elementary school students shall have daily recess.

Section 5: Counseling, Psychological & Social Services

1. Guidance Counselor Services are available to all students.
2. OCS works in conjunction with OPS and DCPS for testing and assessment services for students.
3. Campus Ministers are available at OCMS & OCHS.
4. Priests from sponsoring parishes visit classrooms weekly at the OCES K-3 Campus, the OCES 4-6 Campus and OCMS.

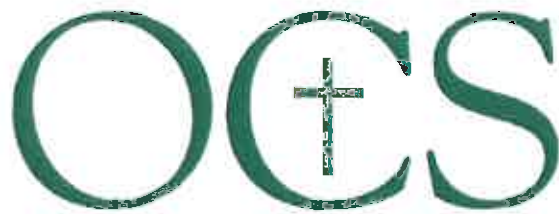
Section 6: School Health Services

1. Through a partnership with Owensboro Health, a School Health Coordinator (a Registered Nurse) coordinates all OCS Health Services.
2. Each school has a Health Tech that provides basic first aid.
3. Medications are administered under the supervision of the School Health Coordinator.
4. AEDs are in each school. Teams are trained in the use of the AEDs.
5. EPI pins are stocked in all schools as allowed by the Commonwealth of Kentucky. Staff members in each school are trained in the use of the EPI pins.
6. The Owensboro Catholic Schools will promote a healthy staff through assessment, education, prevention, and screenings. This program will be designed to maintain and improve the health and well-being of the OCS staff, who serve as role models for students and their families.

Section 7: Evaluation

1. Establishes a plan for policy implementation.

2. The Health and Wellness Committee shall meet bi-annually to discuss nutrition & physical activity policies, evidence on student health impact, and effective programs and program policies.
3. Minutes of the Health and Wellness Committee shall be made available upon request.
4. The Health and Wellness Policy shall be reviewed and revised periodically by the OCS Health and Wellness Committee.



Owensboro Catholic Schools

Library Materials Selection Policy

Philosophy

The Owensboro Catholic School System is here to assist students in their growth of faith and their growth in developing their individual God given talents. The Media Center in each school exists to provide a wide variety of materials and resources necessary to meet the curricular needs of the school. Our philosophy acknowledges the uniqueness of each student and strives to provide materials that will meet those individual student's independent study and recreational reading needs. The administration, teachers and media specialists support the principles of intellectual freedom inherent in the Constitution of the United States and expressed in the *School Library Bill of Rights* of the American Association of School Librarians.

Objectives for Each School Site

1. To provide a comprehensive collection of instructional materials selected in compliance with the basic written selection principles and to provide maximum accessibility to these materials.
2. To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served.
3. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
4. To provide parents with a set of guidelines for understanding the process of selection of all materials and a procedure for complaints and challenges relative to library materials.

Responsibility for Selection of Materials

The school's media specialist in consultation with faculty, administrators, and students selects library materials. The responsibility for coordinating and recommending the selection and purchase of library materials rests with the professionally trained media specialist.

General Criteria for Selecting Educational Materials

Our mission as a Catholic faith-based system, along with the needs of the school and the content of the existing collection are important criteria used when selecting new educational materials. Materials for purchase are considered on the basis of:

- Authority

- Scope
- Format and Technical Quality
- Authenticity
- Treatment and Arrangement
- Aesthetic Considerations
- Price
- Special Features
- General Suitability and Age Appropriateness

Selection Procedures

In selecting materials, the Media Specialist will evaluate available materials in relationship with curricular needs. Reputable, unbiased, professionally prepared selection aids will be consulted to aid the process. Several periodicals, books and online resources are available that will provide valuable information about materials. The actual materials will also be examined whenever possible.

Recommendations for purchases will be encouraged from teachers, students, parents, and administrators. Additional suggestions may come from other library reading lists, professional exhibits and displays, and promotional offers. All suggestions will also be evaluated using the same criteria set forth in this policy.

The Media Specialist will also handle specific areas as follows:

1. Multiple items of outstanding media that may be in high demand are purchased as needed.
2. Worn or missing items are replaced periodically.
3. Sets of materials will be purchased on the basis of demonstrated need.

Gifts

Acceptance of gifts will be determined by the Media Specialist on the basis of their suitability to the library's purposes and needs, and in accordance with the library's stated selection policy. The media specialist will determine use or disposal of gift material. It is understood that gift collections will be integrated into the general collection and do not warrant special housing. Gifts will only be accepted if there are no strings attached.

The media specialist may accept commercially sponsored materials provided they meet the same criteria as those applied to the selection of other materials.

Re-evaluation of Collection

The selection process begins with the evaluation of materials before purchase and is completed with the evaluation of materials before discarding them. Weeding is the process of clearing the collection in the library of those materials that have outlived their usefulness. The same aids used in selection of materials should be consulted to determine which materials are still recommended. The needs of the school and professional opinions as to the value of the material are of utmost importance.

When discarding materials, the following criteria will be considered:

1. Materials unused over a period of five to seven years.
2. Books that are unattractive because of fine print, yellowed paper or narrow margins.

3. Materials that are out of date, with information that is no longer current, especially in the fields of science and social science.
4. Dilapidated books whose covers are loose and pages are beyond mending-or even missing.
5. Mediocre materials that are of low standard.
6. Materials beyond the comprehension of the library users or too simple to have real appeal.
7. Textbooks that are not useful for reference.
8. Magazines that are no longer of any value for reference or class use.
9. Relevancy of material to curriculum and student interests in the school.

Reconsideration of Materials

Occasional objections to library materials may be made despite the quality of the selection process. In the event of a formal complaint, the following review procedures will apply:

1. The complainant will be informed to the selection procedures. No commitments will be made at this time.
2. The complainant will be asked to submit a formal "Request for Reconsideration of Library/Media Center Materials."
3. The principal of the school, the director of the system, and any other appropriate personnel will be informed.
4. Challenged materials will be kept in circulation during the reconsideration process.
5. Within five school days of the receipt of the formal complaint, an ad hoc committee will be assigned by the principal to evaluate the materials. Members should include the principal, media specialist, two teachers, and a parent representative from the school site.
6. The review committee will take the following steps after receiving the challenged materials:
 - a. Read, view, or listen to the material in its entirety.
 - b. Check general acceptance of material by reading reviews and consulting recommended lists.
 - c. Complete the appropriate "Checklist for School Media Advisory Committee's Reconsideration of Instructional Material", judging the materials for its strength and value as a whole and not in part.
7. At a subsequent meeting, the complainant may be given the opportunity to share his/her views and expand on the information of the Reconsideration Form. At this meeting, the committee shall make its decision in a closed session. This decision shall be one of the following:
 - a. The material is compatible with the philosophy and criteria of this policy and should not be restricted or removed.
 - b. The material is not compatible with the philosophy and criteria of this policy and should be restricted or removed.
 - c. The material should be limited to conditions specified by this committee.
8. The principal shall forward the committee's decision to the director of OCS. The director will then notify the complainant of the decision in writing.

Policy Review

This policy will be reviewed every five years with a view toward updating or otherwise revising.

Request for Reconsideration
of Library/Media Center Materials

School _____

Date _____

Please check the type of material:

_____ Book

_____ Periodical

_____ Video/DVD

_____ Audio Recording

_____ Other

Title _____

Author _____

Publisher/Producer(if known) _____

Copyright Date _____

Person Requesting Reconsideration _____

Address _____

City _____ State _____ Zip _____

Telephone _____

BEFORE COMPLETING THIS FORM, YOU MUST READ, VIEW OR LISTEN TO THE WORK IN ITS ENTIRETY.

1. To what in the material do you object? (Be specific, cite pages, scenes, counter #,etc.)

2. Have you read/observed the material in its entirety? _____Yes _____No

3. What do you feel might be the result of a student using this material?

4. Is there anything worthwhile in this material? Any redeeming qualities? If so what?

5. Have you become familiar with any judgments of this material by literary critics?

Yes _____ No _____ If yes, please list the sources of the reviews and names of the critics.

6. _____

7. For what age group would you recommend this material? _____

8. What would you like to see done with this material? _____ Do
not assign or lend it to my child.

_____ Withdraw it from all readers/students.

_____ Place restrictions on the use of the material.

9. In its place, what material would you recommend of the same subject and format?

Signature of Complainant

Date _____

Checklist for School Media Committee's Reconsideration of

School Material: Nonfiction

Date _____

School _____

Type of Material _____

Title _____

Author _____

Purpose:

1. What is the overall purpose of the material? _____

2. Is this purpose accomplished? _____ Yes _____ No

Authenticity:

1. Is the author competent and qualified in the field? _____ Yes _____ No

2. Is the material up-to-date? _____ Yes _____ No

3. Are information sources well documented? _____ Yes _____ No

Appropriateness:

1. Does the material support the educational goals and objectives of the curriculum in the school in which the material is located? _____ Yes _____ No

2. Is it appropriate for the level of instruction intended? _____ Yes _____ No

3. Are the illustrations appropriate to subject and age levels? _____ Yes _____ No

Content:

1. Is the content of this material well presented by providing adequate scope, range, depth, and continuity? _____ Yes _____ No
2. Does the material present information not otherwise available? _____ Yes _____ No
3. Does the material give a new dimension or direction to its subject?
_____ Yes _____ No

Reviews:

1. Source of review _____
Favorably Reviewed _____ Unfavorably reviewed _____
2. Does this title appear in one or more reputable selection aids? _____ Yes _____ No
If the answer is yes, please list the titles of selection aids.

Additional Comments:

**Recommendation by the School Media Advisory Committee
for Treatment of Challenged Material**

School _____

Title _____

Author _____

_____ The material is compatible with the philosophy and criteria of this policy and should not be restricted or removed.

_____ The material is not compatible with the philosophy and criteria of this policy and should be removed.

_____ The material should be limited to following conditions:

Signatures of Media Advisory Review Committee Members--Date _____

_____	_____
_____	_____
_____	_____
_____	_____

**Checklist for School Media Committee's Reconsideration of
School Material: Fiction and Other Literary Forms**

Date _____

School _____

Type of Material _____

Title _____

Author _____

Purpose:

1. What is the purpose, theme, or message of the material? _____

2. If the material is fantasy, does it have imaginative appeal for: (Check any that apply.)
Grades K-3 _____ 4-6 _____ 7-8 _____ 9-12 _____ ?
3. Is the material age appropriate for: (Check any that apply.)
Grades K-3 _____ 4-6 _____ 7-8 _____ 9-12 _____ ?
4. Will reading/viewing/listening to this material result in more compassionate understanding of human beings? _____ Yes _____ No
5. Does the material offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of human beings? _____ Yes _____ No
6. Are any questionable elements of the material an integral part of a worthwhile theme or message? _____ Yes _____ No

Content:

1. If about modern times, does the material give a realistic picture of life as it is now? _____
yes _____no
2. Does the material avoid an oversimplified view of life, one that leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless? _____ yes
_____no
3. When factual information is part of the material, is it presented accurately? _____
yes _____no
4. Are concepts presented appropriate to the ability and maturity of the potential reader?
_____ yes _____no
5. Do characters speak in language true to the period and section of the country in which they live? _____ yes _____no
6. Is there preoccupation with sex, violence, cruelty, brutality and aberrant behavior that would make the material inappropriate for the specified age group? _____ yes
_____no
7. If there is use of offensive language, is it appropriate to the purpose of the text for the specified age group? _____ yes _____no
8. Is the material free from derogatory names and epithets that would offend minority groups?
Take setting and time period of story into account. _____ yes _____no
9. Is the material well written or produced? _____ yes _____no

10. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion or philosophy in an adverse way? _____ yes

_____no

11. Does the material make a significant contribution to the history of literature or ideas? _____

yes _____no

12. Are the illustrations appropriate and in good taste? _____ yes _____no

13. Are the illustrations realistic in relation to the story? _____ yes _____no

Reviews:

Source of review _____

Favorably Reviewed _____Unfavorably reviewed _____

Does this title appear in one or more reputable selection aids? _____Yes _____No

If the answer is yes, please list the titles of selection aids.

Additional Comments:

School Library Bill of Rights for School Library Media Center Programs

The American Association of School Librarians reaffirms its belief in the Library Bill of Rights of the American Library Association. Media personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end the American Association of School Librarians asserts that the responsibility of the school library media center is:

- I. To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles and to provide maximum accessibility to these materials
- II. To provide materials that will support the curriculum, taking into consideration the individual's needs, varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served
- III. To provide materials for teachers and students that will encourage growth in knowledge and that will develop literary, cultural and aesthetic appreciation and ethical standards
- IV. To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments
- V. To provide a written statement, approved by the local Boards of Education, of the procedures for meeting the challenge of censorship of materials in school library media centers
- VI. To provide qualified professional personnel to serve teachers and students



Tobacco-Free Policy

Rationale

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

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

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

Use and Possession Prohibitions

Owensboro Catholic Schools, inclusive of all its buildings and athletic facilities, strives to be tobacco-free.

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

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

The use of tobacco products by all visitors to OCS is prohibited in all OCS buildings and athletic facilities.

Advertising of tobacco products is prohibited in school buildings, on OCS property, at school functions and in all school publications. This includes clothing that advertises tobacco products.

Prevention Education

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

Communications to Students, Staff and Public

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

Definitions

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

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

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

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



Diocese of Owensboro

POLICY ON ACCEPTABLE USE OF TECHNOLOGY AND SOCIAL MEDIA

In order to serve the needs of the People of God in the Diocese of Owensboro ("the Diocese") and to be responsible stewards of the gifts given to the Diocese, the Bishop of the Diocese issues the following policy. This policy regulates the use of Technology and Social Media for all employees and volunteers of the Diocese and all diocesan parishes and other diocesan entities ("personnel").

The goals of the Diocese in using Technology are to improve communication among diocesan and parish personnel; to provide pertinent information to a larger audience; and to allow both parish and diocesan personnel to have access to the wealth of appropriate and necessary information available on Technology.

Technology and social media should be viewed as tools to further the purposes and goals of the Diocese, which purposes and goals must always conform to the mission and work of the universal Roman Catholic Church. It is, therefore, imperative that personnel, whether they are employees or volunteers, conduct themselves in a responsible, ethical, and polite manner while using Technology.

The intent of this Diocesan *Policy on Acceptable Use of Technology and Social Media* is to ensure that all uses of Technology by personnel are consistent with the purposes and mission of the Diocese. This policy does not attempt to articulate all required or proscribed behavior by personnel. Personnel utilizing technology and social media, either for ministerial or personal use, must be vigilant in representing themselves as ministers of the Catholic Church in all interactions that can be viewed publicly. Anything that could cause scandal to the ministry should be avoided. Such may include mention of inappropriate use of alcohol, advocacy of inappropriate music/movies, inappropriate language, inappropriate dress, or the expression of opinions that are contrary to the teachings of the Catholic Church. One's personal social networking, blog, websites, and other online activities and communications are public in nature, and employees and volunteers give up any expectation of privacy when they engage in public online activity and communication. Employees and volunteers are role models for the faithful and young people of the Church. The Diocese expects employees and volunteers to conduct themselves accordingly both while on-duty and off-duty from an employed or volunteer position. Therefore personnel are to use good judgment and abide by the following:

1. All use of Technology for diocesan or parish ministry, such as a website and e-mail, social networking, video sharing, message board and blog accounts ("diocesan accounts") must be in support of the work of the church and the diocese.
2. Any use of Technology through diocesan accounts for illegal purposes, or in support of illegal activities, is prohibited.

3. Any use of Technology through diocesan accounts to communicate threatening, abusive, derogatory, sexually oriented/explicit or obscene language or material is prohibited. Communications should be professional and are being rendered on behalf of the parish or Diocese.
4. Each website, social networking, video sharing, message board and blog site used for diocesan or parish ministry must be registered with the Diocesan Communication Office and must have at least two adult administrators who can access and monitor the site. Administrators are to ensure the site complies with this and all Diocesan policies and codes of conduct.
5. Any use of diocesan accounts for commercial purposes is prohibited.
6. Any use of diocesan accounts for partisan political lobbying is prohibited.
7. Any use of Technology in a manner that serves to disrupt the use of the network by other users is prohibited.
8. All material viewed on web sites should be considered copyrighted and not available for reproduction, unless specifically stated otherwise or unless specific permission is granted for reproduction. All parishes, schools and offices operating under the auspices of the Owensboro Diocese may reproduce all original material on the diocesan web site, www.rcdok.org, excluding material that is hyperlinked from an outside URL. Permission should be received before a user posts information released by other individuals or parishes. Users should also make every effort to validate information and sources before posting information, and to list sources when passing along information received.
9. Diocesan accounts should be used only by the personnel who are authorized user(s) of the account, and only for the authorized purpose. Passwords should be used only by authorized personnel.
10. Personnel are required to maintain virus protection software on their computers used for telecommunications, after consulting their respective IT expert.
11. Diocesan entities that allow children to have access to Technology must have safeguards to ensure that children cannot access inappropriate material.

Any violation of this or any other Diocesan policy via technology should be brought to the attention of the Pastor/Parish Life Coordinator or the Diocesan Communications Director immediately. This may be done anonymously. Violators are subject to action, up to and including, termination of employment.

For policy regarding the use of Technology and social media in communications with minors and vulnerable adults, see ***DIOCESE OF OWENSBORO POLICY REQUIREMENTS GOVERNING DIOCESAN, PARISH, and AND SCHOOL MINISTRIES INVOLVING MINORS AND VULNERABLE INDIVIDUALS.***

Approved by Diocese of Owensboro Priests' Council 5-21-12



Diocese of Owensboro

SOCIAL MEDIA POLICY FOR STUDENTS

In order to establish guidelines for students' use of social media, the Diocese of Owensboro Catholic Schools Office promulgates the following policy. The intent is to ensure that students' use of social media is consistent with the purpose and mission of Catholic school education.

This policy does not attempt to articulate all required or proscribed behavior by students. Students must understand that one's personal use of social media is public in nature, and individuals give up any expectation of privacy when they engage in electronic communication. Students using social media, either for school or personal use, must be vigilant in representing themselves as responsible members of the Catholic school community when taking part in electronic communication that can be viewed publicly.

Guidelines for the use of social media by Catholic school students:

1. Students are expected to be respectful toward their peers when using social media. Bullying, harassment, disrespect, or threatening statements toward other students through social media will be addressed as a disciplinary issue if it has a negative effect on the safe and orderly environment of the school.
2. Students are expected to be respectful toward school personnel and other adult members of the school community when using social media. Communication that is disrespectful toward school personnel or other adult members of the school community will be addressed as a disciplinary issue.
3. School personnel are discouraged from accepting students as "friends" on a social networking site such as Facebook, and vice-versa.
4. Students should not post photos or videos of other members of the school community on social networking sites without their permission. Inappropriate graphics and/or images should never be posted by students on social networking sites. If activity of this nature interferes with the safe and orderly environment of the school, it will be addressed as a disciplinary issue.

In the Gospel of Mark, Jesus is asked, "Which commandment is the most important of all? Jesus replied, The most important one is this: 'Listen, Israel! The Lord our God is the only Lord. Love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.' The second most important commandment is this: 'Love your neighbor as you love yourself.' There is no other commandment more important than these two." (Mark 12.28-29)

The Catholic schools of the Diocese of Owensboro are committed to fostering a school environment based on Gospel values. Proactively teaching students about the appropriate boundaries of social media is a critical part of establishing and maintaining a truly Christian school environment.

Adopted by the Diocese of Owensboro – September, 2012

Approved by the OCS Episcopal Vicar - 04272015

Endorsed by OCS Education Council – 04272015

Addendum H



Student Email Acceptable Use Policy

Owensboro Catholic Schools will provide for every student an OCS E-Mail Account. The distribution of login information to students is determined directly by the principal at each student's school site.

The OCS Student E-Mail Account is provided with the following guidelines:

All Diocese of Owensboro and Owensboro Catholic Schools student handbook and technology acceptable use policies are always in effect when utilizing OCS Student E-Mail Accounts.

- OCS Student E-Mail Accounts are to be used only for educational and school related communication.
- School e-mail accounts are monitored by the OCS Director of Technology and the school site technology coordinator who will report inappropriate usage to the school administration for disciplinary follow-up.
- Communication through e-mail must be appropriate at all times. The following are not permitted: sending, displaying or receiving offensive messages or pictures, harassing, insulting or attacking others through technological means; chat groups for entertainment purposes.
- OCS Student E-Mail Account will not be used to harass or bully others.
- OCS Student E-Mail Accounts will not be used to send out "chain" email, mass email (5 or more recipients) and/or surveys that have not been approved by faculty or staff.
- OCS Student E-Mail Accounts will not be used to express profanity and vulgarities in any method.
- OCS Student E-Mail Accounts will not be used to share any personal information about you or any student or school personnel to anyone via the Internet without permission from an OCS faculty or staff member.

Users are assigned unique email and login usernames and passwords to protect the information in the OCS Student E-Mail Accounts. **All users are to respect the need for this security and confidentiality.** Do not access or use other people's email accounts.

- Passwords must not be shared with any other person. OCS faculty and staff, and parents are the only exceptions.
- If a student suspects that his/her password has been discovered, that student must immediately report this concern to a faculty member.
- Students are responsible for all actions taken under a student's username and password. If a student receives any inappropriate e-mail, he/she must report it to an OCS faculty or staff member immediately.
- Students should always use their OCS email address or username when utilizing online resources for digital storage or collaboration.

- Electronic communication between faculty, staff and students through email must utilize the OCS email system.

The OCS Student E-Mail Accounts are not the property of the students. As such, the students shall not expect privacy within their accounts. OCS personnel may access these accounts at any time. Parents, as the primary teachers of their children, will also be given access to see the accounts if they provide a written request. Students are responsible for the information in their accounts, but the accounts are the property of OCS.

Any violations of the Owensboro Catholic Schools Student E-Mail Acceptable Use Policy will have consequences as made available through the Student Handbook at the school site which the student is enrolled.

Student Agreement:

I agree to abide by the requirements of the Owensboro Catholic Schools Student E-Mail Acceptable Use Policy.

Printed Name	Signature	Date
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Parent/Guardian Agreement

I agree for my student, _____, to have an Owensboro Catholic Schools Student E-Mail Account. I have read the Owensboro Catholic Schools Student E-Mail Acceptable Use Policy and agree that my student will abide by the policy.

Printed Name	Signature	Date
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Request for Permission to Distribute Materials

All requests from outside not-for-profit organizations and school/community partners for permission to distribute materials to students, parents, and staff members of the Owensboro Catholic Schools require approval from the OCS Director/Designee. Only materials consistent with the values, vision and mission of the Owensboro Catholic Schools will be considered for approval.

Owensboro Catholic Schools will not distribute flyers, advertisements, coupons or information from any for-profit business or organization.

To be considered for approval, an electronic version of what is to be considered must be sent to the OCS Director/Designee – via fax at 270.686.8997 or email at ken.rasp@owensborocatholic.org. The requesting party must provide the following information:

- Name of organization requesting distribution of materials
- Contact person, daytime telephone number and email address
- Copy of material(s) being considered for distribution

Note:

- Requests for distribution of materials must be submitted at least one week prior to the desired date of distribution.
- Materials delivered directly to schools by outside organizations without being reviewed and approved by the Director/Designee will be discarded.
- Once approved, all materials MUST be copied and subdivided into groups of 25 and delivered to the school for distribution.
- Indicate audience for the materials to be distributed.
- Indicate date to be distributed.

Owensboro Catholic Schools 2014-2015 (as of 12.31.2014)

Owensboro Catholic Elementary K-3 Campus
4017 Frederica Street
Owensboro, KY 42301

- 396 students
- 34 staff members

Owensboro Catholic Elementary 4-6 Campus
525 East 23rd Street
Owensboro, KY 42303

- 282 students
- 21 staff members

Owensboro Catholic Middle School
2540 Christie Place
Owensboro, KY 42301

- 207 students
- 20 staff members

Owensboro Catholic High School
1524 W. Parrish Avenue
Owensboro, KY 42301

- 441 students
- 59 staff members