

# O†Gorman Junior High School



2011-2012  
Student-Parent Handbook

3100 West 41st Street  
Sioux Falls, South Dakota 57105  
[www.sfcss.org](http://www.sfcss.org)

## IMPORTANT PHONE NUMBERS

ADMINISTRATION/ATTENDANCE – 988-0546  
OGJH FAX – 336-9839  
ACTIVITIES – 575-3300  
ACTIVITIES FAX – 575-3398  
BUSINESS OFFICE – 335-6557  
DEVELOPMENT – 336-6354



*"A choice for faith and excellence"*

## ***MISSION STATEMENT . . .***

*. . . to form a community of faith and learning by promoting a Catholic way of life through Gospel values and academic excellence.*

## ***PHILOSOPHY STATEMENT***

*The Sioux Falls Catholic Schools system is a juridically constituted entity responsible to the Bishop of the Sioux Falls Diocese and contracted with the consortium of Sioux Falls parishes whose pastors and lay representatives serve as members of the board of trustees in order to assure appropriate oversight and support. The Sioux Falls Catholic Schools are committed to the full human and spiritual development of students by promoting excellence in all academic and co-curricular areas. The Sioux Falls Catholic Schools system integrates a community of faith and a community of learners in which all persons are valued and regarded with dignity. The purposes of the Sioux Falls Catholic Schools are to help students achieve spiritual, intellectual and cultural literacy and synthesize faith and life from which students learn to penetrate the world with the life of the Gospel.*

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# OGJH FACULTY

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## **ACADEMIC INTEGRITY/PLAGIARISM**

At O’Gorman Junior High School, we strive to form a community of faith and learning through Gospel values and academic excellence. Academic integrity involves gospel values of honesty and respect. Honesty is a value that holds each person to the truth, to tell the truth, and to defend the truth. Honesty results in fairness for each member of our faith community. Integrity is firm adherence to our values with and without the presence of others. Respect is treating others as we would like to be treated. In an environment of respect, work we turn in as our own is our own. Responsibility is the quality of being accountable for our actions and accepting the consequences of our actions.

OGJH students should seek to be totally honest in their dealing with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

Cheating is any dishonest or deceptive act by which students represent the labor or knowledge of another person as their own to gain an unfair advantage. At O’Gorman Junior High School, we consider cheating to include the following:

- **Submitting work that is not original.** Students may not obtain work, assignments, projects, or writing from others (parents, siblings, students, tutors, etc.). Plagiarism is failing to credit original sources for words or ideas. This includes information from the Internet or other print sources. Students should not “borrow” phrases, sentences, paragraphs, or ideas without appropriate citation. Casual paraphrasing does not make the work original.
- **Violating the integrity of examinations.** Obtaining or providing answers from any source during a quiz or test is prohibited. Sharing information with anyone who has not taken the quiz or test is also viewed as cheating.
- **Unacceptable collaboration.** Teacher guidelines regarding collaboration on assignments must be followed. Work should be completed independently unless specifically instructed otherwise.
- **Lying or misrepresenting facts.** Altering or omitting the truth to gain academic advantage is unacceptable. This includes altering documents, forgery, lying to avoid taking a test or turning in an assignment or accepting a consequence.

Responsible members of the OGJH student body understand the mission of O’Gorman Junior High School. Students accept the responsibility of living the Gospel values in our academic and faith community.

Students violating academic integrity guidelines are subject to disciplinary action by teacher and/or Administration. Administration will receive and document all academic integrity infractions.

## **ACADEMIC SERVICES**

The Sioux Falls Catholic Schools attempt to provide appropriate educational services for all students. Academic, organizational and transitional support is offered to students so they may achieve to their potential and have a positive learning experience. Academic Services personnel collaborate with parents, teachers and in some cases, another school, to design a program or accommodation plan to meet the individual needs of students. These students utilize the Study Center in place of a regular study hall.

### **SAT (Student Assistance Team)**

Meetings may be scheduled in order for parents and teachers to meet together as a group to discuss student needs and/or progress.

### **MODIFIED CURRICULUM**

Significant adaptations in instruction or materials, as determined by the SAT team, to enable a student to succeed without altering the objectives for that curriculum area. This may include modification in presentation, form, time consideration, etc.

### **ALTERNATE CURRICULUM**

One that differs from designated SFCS grade level curriculum. This is designed with classroom teacher, relevant support staff and other relevant parties to accommodate student academic growth.

Referrals are made by parents, teachers or students and may be initiated by contacting the Academic Services Coordinator, counselor or administrator.

## **ACADEMIC PROGRESS**

### **OGJH GRADING SCALE**

100%-99%	A+	84-83%	C+
98-95%	A	82-80%	C
94-93%	A-	79-77%	C-
92-91%	B+	76-75%	D+
90-88%	B	74-72%	D
87-85%	B-	71-69%	D-
		68-0%	F

If an incomplete is given, the work must be made up within two weeks or the incomplete automatically becomes the appropriate letter grade earned.

Report Cards and Midterm Progress Reports are issued to all students. Reports will be given to students and a note will be in the planner informing parents. The Report cards will be issued to parents at parent-teacher conferences at the end of the first quarter and at third quarter midterm.

## **ADMISSIONS**

Every child entering SFCS for the first time must have the following immunizations before enrolling in school:

- Four or more doses of diphtheria-tetanus-pertussis vaccine (DTP/DtaP/DT/Td).
- Four or more doses of polio vaccine (OPV/IPV).
- At least two doses of measles-mumps-rubella (MMR) vaccine.
- One does of Varicella (Chickenpox) vaccine.

## **ANNOUNCEMENTS**

The announcements are read daily in homeroom. You may access these announcements each day on the O’Gorman Junior High website. In addition to the daily announcements, individual messages will be delivered to students twice daily: at the end of fourth and ninth periods. Arrangements for after school rides, events, etc., should be made before the students leave home in the morning.

## **ARRIVING AND LEAVING SCHOOL**

School will start promptly at 8:15 AM and end at 3:15 PM. The school doors will open at approximately 7:00 AM. Students may enter and leave through the following entrances: Entrance A (south side of building) and Entrance F (north side of the building). Entrance B (east side) may only be used by students who have a sibling who utilizes the parking lot between the two schools (Recreation Center Parking Lot). All other entrances will be locked before, during, and after school.

Students are expected to go home directly after dismissal unless they are participating in a school-sponsored activity. Students who are not involved in an activity and have not been picked up by 3:35, will report to an after school study hall at that time. They will be expected to adhere to all study hall rules. They may leave this area when their ride arrives. After school supervision (other than activities) is provided until 5:00 PM.

All visitors must sign in and out at the office and enter through Entrance A (south side of the building).

## **ATTENDANCE**

It is important that habits of regular attendance be developed in junior high in order to prepare students for high school and future responsibilities. Students and parents must understand that students miss a vital part of their education when they are absent from school. Activities take place in the classroom are an integral part of the teaching/learning process and the discussion that takes place between teacher and student cannot be duplicated. Because of this, students are strongly encouraged to take full advantage of the educational program provided. Absences will be closely monitored throughout the school year by the office.

If a pattern of irregular attendance is recognized, it will be essential that students and parents communicate and work with school personnel to support regular daily attendance. Doctor’s notes are encouraged especially after consecutive absences (excused or unexcused) of three or more days, or when total absences reach ten days. Depending on the circumstances, an attendance meeting may also be called to further discuss the student’s attendance.

If your child will be absent:

- Call the school office prior to 8:30 AM to report your child’s absence.
- Students are responsible for making up all assignments missed for that day.
- If you know of an absence ahead of time, please send a note to school or call the school explaining your child’s absence.

If your child is tardy:

- S/he must report immediately to the school office.
- The child will be marked “unexcused” unless she presents a written note from a parent with an explanation of the tardy.
- The child will be issued a hall pass where s/he will be allowed to go to the locker and directly to his/her class.

If your child needs to leave school early:

- S/he must present a written note to his/her homeroom teacher in the morning of the day s/he needs to leave school early.
- The child should report to the school office to sign out and wait for his/her parent.
- Students will not be permitted to leave the school grounds without accompaniment of his/her parent.

**SDCL 13-27-16. Requirement that school inform parents that school children must attend regularly.** Each school board shall warn parents or persons in control of children of compulsory school age that the children must enter school and attend regularly, and shall report the parents or persons in control of the children if the warning is not heeded. All school board members, superintendents, and teachers shall cooperate in the enforcement of the school attendance laws.

### **Truancy/Unexcused Class Absence**

Students who are absent from school or a particular class without parent/guardian or administrative permission will be considered truant. Students may not leave the classroom or fail to attend a class without direct permission from their teacher. In addition, students may not leave school property unless they have prior parent/guardian permission or permission from the administration. If a student is found to have left a classroom, skipped a class, or left the school property unexcused, he/she may expect the following consequences:

- **First consequence:** 1 day of In-School Suspension.
- **Second consequence:** 1 day Out-of-School Suspension
- **Third consequence:** 3 days Out-of-School Suspension

*\*All Out of School Suspensions require communication between the parent(s) and Administration.*

### **BACKPACKS/PURSES**

Students will not be allowed to carry backpacks from class to class. Backpacks will not be allowed in the classroom. Students will be allowed to stop at their locker in between classes to exchange books or put books away. Purses will not be allowed in classrooms.

### **BIRTHDAY CELEBRATIONS**

Many students still enjoy bringing treats to school for their birthdays. This is not a requirement. We ask that you not send gum or seeds of any kind.

Students need to make arrangements with their 9th period teacher at least one day prior to the planned celebration.

OGJH has a closed campus. We encourage parents to find a time outside of the school day to celebrate birthdays with friends. **Students will not be allowed to leave school for lunch unless accompanied by “his/her own parent.”**

*Invitations to parties and special activities outside of school should not be sent to or passed out in school.*

### **BOOKS**

The school provides textbooks for student use. Books need to be covered all year. Fines and replacement costs will be assessed for damaged, lost, or stolen books.

### **BULLETIN BOARDS / POSTERS / SIGNS**

Bulletin boards in the hallways, foyer, lobbies or corridors will be maintained and supervised by administration and activity moderators. All materials posted must receive approval from Administration before it can be posted.

### **CAFETERIA/ID CARD**

Students will utilize activity cards throughout the school year to make cafeteria purchases for breakfast, lunch, and/or ala carte. If a student loses their card, they must purchase a new one.

Students may bring their own sack lunches from home, or they may buy food in the school cafeteria. Money may be deposited into a student’s lunch account by sending money in an envelope to the homeroom or office. Please mark envelopes with the student name (first and last), amount, and homeroom teacher’s name.

Breakfast items are served from 7:30 AM to 8:05 AM. Lunch is served over 4 periods from 11:30 AM to 1:00 PM.

The Sioux Falls Catholic School System provides a well-balanced, nutritional lunch program for all students. Free/reduced lunches are available for families who qualify under federal guidelines.

No fast food/drinks are allowed in the gym for any meal.

Students will not be allowed to leave school for lunch unless accompanied by his/her parent. Lunch period is closed campus.

## **CELEBRATIONS**

Room parents and teachers coordinate three classroom celebrations a year, Halloween, Christmas and St. Patrick's Day. Families may be contacted to help with these parties.

Any event beyond the three scheduled parties must be cleared through the teacher and the administrator. Any collection of money for gifts for any reason must be cleared through the administrator.

## **CELL PHONES**

Students are not to carry cell phones or pagers of any kind on their person during the school day. The school day runs from 8:15 to 3:15. These devices can be distracting, can cause academic integrity issues, and have a potential to be dangerous in cases dealing with school emergencies. **If students are found to be carrying any of these devices with them, they will be confiscated and held by the administration for one week.** Multiple offenses will result in detention or suspension. The O'Gorman Junior High administration reserves the right to review information on electronic devices brought into the school including cell phones, laptops, etc

## **CLASSROOM VISITATION**

Parents are always welcome and encouraged to visit school. However, it is recommended that you call ahead and arrange a time with the teacher to ensure that you visit during a non-test day. All visitors must check in at the office.

## **COMMUNICATION**

We seek to actively involve parents in the education of their children. As partners in education, the school will communicate with parents and students through conferences, written reports, phone calls, email, Infinite Campus, and newsletters during the school year. Parents should immediately contact the school/teachers with questions, concerns and suggestions regarding their child or the school program.

For the safety and well being of your child, please notify the school of any changes that might affect his/her life at school (i.e. change of address and phone number, death of a loved one, change in family status, parents out of town, etc.). We are a team and we can work best when we keep each other informed.

If you wish to contact a teacher, you may email a note, or call the school office and leave a message and the teacher will return your call.

## **COMPUTER POLICY**

Sioux Falls Catholic Schools offers Internet access for student and faculty use. Students and parents must abide by the policy guidelines.

The Internet is an electronic highway connecting millions of computers all over the world and individual computer operators. We believe that Internet access is available to our students and teachers to promote research, resource sharing and communication. This access will offer vast, diverse and unique resources to both students and teachers such as connecting and accessing other libraries, government agencies, universities, discussion groups, software and technical information. This network has been established in the Sioux Falls Catholic School system for an educational purpose. The term "educational purpose" includes classroom activities, research, resource sharing, career development and high quality self-discovery activities.

With access to computers and individuals all over the world also comes the availability of material that may not be of educational value in the context of the school setting. Every attempt has been made to assure that only appropriate material will be available for viewing.

The use of the Internet and all technology in the SFCS schools is a privilege, not a right. Inappropriate use will result in a cancellation of the privileges. Transmission of any material in violation of any national or state regulation is prohibited. These guidelines are provided so that students and parents are aware of responsibilities associated with use. Users are required to make efficient and ethical utilization of the network resources. If a user violates any of these provisions, his or her account will be terminated and future access may be denied.

**Students and parents must consent to the following guidelines:**

- The use of Internet accounts must be in support of research and education and consistent with the mission of SFCS. SFCS reserves the right to prioritize use and access to these resources and the right to access and read e-mail and any other files distributed through or stored on the school's network and/or equipment.
- There is an expectation that the student will abide by the accepted rules of network etiquette and behave in an ethical and legal manner that is consistent with SFCS mission. These include, but are not limited to, the following: a) be polite, b) use appropriate language, c) do not reveal personal addresses or phone numbers of students or colleagues, d) academic integrity (not copying others' work to claim as your own), e) comply with copyright laws, f) research appropriate sites and materials.
- Security is a high priority. If a security breach is detected, notify an administrator. Do not go looking for a security problem. Do not demonstrate the problem to others. Attempts to bypass security will result in cancellation of privileges.
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy any data, hardware or software including the uploading or creation of a computer virus or loading unauthorized data or programs on machines will result in disciplinary action which may include financial remuneration, suspension or expulsion.
- Students do not have access to e-mail services at O†Gorman Junior High. However, students can submit assignments to their teachers' e-mail accounts. This practice decreases the threat of viruses that can damage O†Gorman Junior High's software & hardware.
- SFCS network & communications are not private, and may be reviewed by SFCS personnel, or by someone appointed by them, to ensure that all guidelines are followed. Failure to comply with any of the guidelines listed above will be cause for disciplinary action and will result in revocation of Internet access privileges. Any questions about the network should be directed to the SFCS Network Administrator at [help@sfccs.org](mailto:help@sfccs.org). These guidelines will be followed without exception.

### **BLOGS, SOCIAL NETWORKS & VIRTUAL REALITY SITES**

Engagement in online blogs and social networks such as, may result in disciplinary actions if the content of the student's blog or wall posting includes defamatory comments regarding the school, the faculty, other students or the parishes.

### **CONCERN PROCEDURES**

In keeping with the school-parent partnership, SFCS attempts to address concerns in a confidential, informed, and timely manner. From time to time, disagreements might occur. How disagreements and concerns are communicated is important to guiding a true faith community. Respect for students, parents, and school personnel, as individuals made in the image of Christ, is paramount. We come together to resolve issues, not to win or lose. SFCS has in place a process based on the law of subsidiary (i.e., communication to express a concern or resolve a difference must first be addressed at the level of origin). The following steps should be applied:

1. A parent should first discuss the concern with the teacher/coach/director with the objective of resolving the concern informally.
2. If the concern is not resolved with the teacher/coach/director, the concern should be communicated to the school principal/acting director with the objective of resolving the concern informally. A written response will be furnished to the parent if requested.
3. If the concern is still not satisfied, the parent may take their concern to the superintendent.

### **CURRICULUM**

The basic curriculum includes the following areas: Religion, Language Arts, Mathematics, Social Studies, Science, Music, Art, Health, Physical Education, Technology Education, and Foreign Language.

### **DISCIPLINE**

Together, the administration, teachers, and parents work to bring each student to the point where s/he freely accepts his/her responsibilities as a Christian. The ultimate aim of the SFCS discipline program is to help students mature as responsible decision makers. SFCS strives to guide the children in courtesy, kindness, and respect to a healthy inner self-discipline. Each child deserves to be in an excellent and safe learning environment, and SFCS strives for a consistency of expectations and consequences working together to achieve our goal. SFCS stresses warmth and positive support for appropriate behavior emphasizing inner discipline and self-control.

**Infractions:** Students who violate areas of the discipline policy may be subject to an infraction. The categories included are uniform violation, unexcused tardy to class, not having materials for class, and inappropriate behavior. Students who have more than two infractions in any one category on a quarterly basis are subject to disciplinary action.

**Detentions:** The student will be assigned a 30 minute detention to be served during lunch, before school, or after school.

**In-School Suspension (ISS):** The student will be assigned to a closed study hall. Make-up work must be completed during that time. Student may face a loss of grades.

**Out-of-School Suspension (OSS):** The student is not to be in the school building or on school property during this suspension, including school sponsored evening or weekend activities. Make-up work must be completed and is the responsibility of the student. The student may face a loss of grades.

**Expulsion:** Expulsion is an extreme, but sometimes necessary, disciplinary measure for the common good. Any student will be subject to expulsion for any conduct which is of such a nature as to jeopardize the good name of the school community or which is detrimental or harmful to any member of O†Gorman Junior High School. Defiance of authority, overt disrespect for the laws of attendance, drinking, drug use, vandalism, theft, or possession of weapons may demand permanent expulsion. The Administration holds discretionary power in regard to expelling a student.

### **ELECTRONIC DEVICES (Other Than Cell Phones)**

The possession and use of Electronic Devices (E-Devices) other than cell phones/pagers and not requiring Internet access are allowed. The ability to use one of these approved E-Devices is a privilege, not a right. The school may revoke the privilege of possessing and using E-Devices at anytime. While there are many types of E-Devices, we are focusing on E-Devices used to read text and/or information which shall include, but not be limited to, e-readers (Nook, Kindle, Tablet Reader, Sony etc.), iPads, TI calculators. The school is not responsible for lost or stolen E-Devices or any damage to the E-Device, its programs or its contents. **IPods, MP3 players, laptops, portable music players, CD players, game players, cameras, video cameras, GPS, and other electronic music/games devices are prohibited.** The O’Gorman Junior High administration reserves the right to review information on electronic devices brought into the school.

### **EMERGENCY**

**Fire drills** are practiced at least two times per school year so students are aware of proper procedures. Teachers will inform and practice the following with their students:

- Assigned exit.
- Class assembling area.
- Silence in order to hear directions.
- Windows and doors closed, lights off.

**In the event of a tornado warning:** Students are taken to designated areas in the school. If a tornado watch is in effect at the time of dismissal, students will be dismissed at the regular time. If a tornado warning is in effect at dismissal time, students will be kept in school until it is safe to leave or until picked up by their parent.

**Lock Down Drills:** Lockdown drills will be practiced at least twice per year. It is our intent is to prepare everyone for the unexpected with a commitment to ensuring the safety of our students.

### **FAITH COMMUNITY**

Each student at O†Gorman Junior High receives religious instruction on a daily basis and participates in service projects throughout the year. In addition, the celebration of the Sacrament of Reconciliation occurs twice a year. The celebration of the Eucharist is at the heart of Catholic life and is central to our life at O†Gorman Junior High. Liturgies invite us to celebrate with one another, the events in our lives, and God in our midst. Mass is celebrated on Wednesday each week in the gymnasium. Students assist in the preparation and planning of Mass and are encouraged to participate in the liturgy as a lector, altar servers, and gift bearers. Parents are encouraged to join us at these celebrations.

### **FIELD TRIPS**

- Field trips provide a learning experience for students.
- Teachers will inform parents, in writing, about field trips. Parents are asked to sign and return the permission slip to school immediately.
- School personnel determine participation in field trips.
- Students will be required to leave and return to school in the same vehicle unless the school administrator has issued permission beforehand.
- Parents are asked not to bring drinks or treats for students on field trips unless arrangements have been made beforehand. Parents are also asked not to stop anywhere to pick up “treats” during field trip unless permission has been prearranged with the principal.

## **FINANCES**

### **TUITION AND FEES POLICY**

#### **Tuition—Cash & Credit Card Rates**

	<u>Cash Rates</u>	<u>CC Rates</u>
• Catholic student registered at one of Sioux Falls parishes	\$2,875	\$2,990
• Catholic student from other than nine Sioux Falls parishes	\$3,275	\$3,406
• Student of other faiths and denominations	\$3,750	\$3,900

#### **Standard Payment Plans for Tuition:**

Tuition payments are due on the dates listed below, based on the payment plan chosen, but may be made more often if desired.

#### **Cash Plans**

*Plan A)* One payment due August 20

*Plan B)* Two payments due August 20 and January 20

*Plan C)* Ten auto pay withdrawals the 1st or the 16th of each month (August through May)

#### **Credit Card Plans**

*Plan D) One* Credit Card Payment August 17th

*Plan E) Two* credit card payments on August 17th and January 17th

*Plan F) Ten* credit card payments on the 17th of each month (August through May)

A 4% cash discount has been applied to above cash rates. *Late payments are charged a 1-1/2% per month finance charge. Any account 90 days in arrears will be required to sign a payment plan agreement in the SFCS Business Office.*

Tuition is the minimum amount that must be paid toward the total cost of educating each student (average cost to educate is \$4,377). If it is within your capability to contribute more, you are encouraged to do so. Any amount contributed above the designated tuition rate is tax deductible.

**Fees** - fees are billed in conjunction with the tuition payment plan.

	<u>Cash</u>	<u>Credit Card</u>
• Book Fee	\$90	\$94
• Band Fee	\$150	\$156

### **PAST DUE TUITION**

If tuition payments are not made according to the selected schedule, the party responsible for tuition payment will be notified. If, after notification, payment is still past due, the student may be suspended from classes. No student or member of a family who owes tuition for past years will be admitted to O†Gorman Junior High until all tuition is paid in full or until an approved payment plan agreement is signed in the SFCS Business Office. All payment plan agreements must be signed prior to the first day of the school year. However, if a payment plan agreement is not signed, the same policy of non-admittance will be applied.

### **TUITION AND FINAL REPORT CARD**

No report card will be administered to students until all outstanding fees, textbooks, library books, detentions, and all activity equipment or clothing have been returned and/or fines paid.

### **GUESTS OF STUDENTS**

Students are allowed to have guests visit O†Gorman Junior High **with prior administrative approval**. The host student must obtain a "Visitor Registration Form" from the Administrative Office. This form must be completed by the visiting student's parent/guardian, the host student's parent/guardian, and returned to the Administrative Office on the school day prior to the visit. **The visiting student must be dressed in accordance with school dress code and must comply with all policies as outlined in the handbook.** The school retains the right to deny this request. It is recommended that guests be invited only in special circumstances and not as a social event for students.

### **GUIDANCE**

The school has a certified school counselor on staff. The counselor is involved in large and small group guidance and counseling, as well as offering opportunities for individual students to meet with the counselor

## **HARRASSMENT/BULLYING**

It is SFCS policy that any type of harassment or bullying is unacceptable, in some cases illegal, and shall not be tolerated. Per administrative discretion, any student violating this policy shall be subject to disciplinary action (e.g., detention, suspension, expulsion) including the possible involvement of law enforcement.

**Harassment/Bullying:** Repeated and intentionally harmful contact made by one or more students directed towards another student by phone or computer, as well as verbal or written threats made against the physical or emotional well-being of any individual, are taken very seriously. Outward threatening behavior, cyber-bullying, (i.e., instant/text messaging, facebook or other social networks), or other such intimidation tactics are considered unacceptable in the school setting. Students making such threats (seriously, in jest or online) face disciplinary action. Examples:

- ▶ Direct or indirect, blatant or subtle, threats involving an imbalance of power through repeated and intentional actions.
- ▶ Any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment
- ▶ Isolation of the victim by making them feel rejected by his/her community.
- ▶ Malicious gossip and rumor spreading
- ▶ **Physical** – harmful actions against another person’s body (e.g., hitting, kicking, pushing, invading another’s personal space).
- ▶ **Verbal** – Speaking to a person or about a person in an unkind or hurtful way (e.g., profanity, name-calling, teasing, taunting, mocking, spreading rumors)
- ▶ **Visual** – providing visual evidence of material meant to harm an individual (e.g., sexting, e-mail, text messaging, internet, pictures, notes)
- ▶ **Sexual** – any unwelcome sexual advance, solicitation or sexual activity (e.g., sexual activity with promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks or physical sexual assaults). This conduct has the effect of unreasonably interfering with an individual’s academic performance or of creating an intimidating, hostile or offensive educational environment regardless of intent.

### **REPORTING:**

Students/Parents should report such incidents to teachers, administration and/or the guidance counselor. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained. If a Student or Parent is dissatisfied with the handling of the complaint, he/she may file a written complaint and utilize any applicable grievance procedures.

School system employees, School Resource Officer, and students are responsible for maintaining a working and learning environment free from harassment/bullying. All allegations will be carefully scrutinized. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available in the administration office.

## **HOMEWORK**

**Make-up work:** Students will be given two days for each day absent to make up missed assignments due to illness. Homework is posted daily on the OGHJ website by our teachers. If requested, worksheets and hand-outs may be picked up at 3:15 PM the same day. If you have additional needs please call the school office.

**Vacations/other absences:** Parents are encouraged not to take vacations or extended trips during the school year. Make up work will be given upon the return of the student. Limited advance assignments may be given no more than three days prior to leaving on a trip, depending on the subject and time of year.

## **HOMEWORK GUIDELINES**

### **Homework components:**

- Assessment (evaluation tool)
- Preparation and Reinforcement (application of concepts learned)
- Bridge (parental awareness and involvement)
- Responsibility (independence and time management)

### **Homework should reflect authentic guided practice...**

- Of concepts introduced in class (flash cards, review sheets, independent reading, test preparation)
- Of work not completed in class (makeup work)
- That is developmentally appropriate (special projects, research experience, development of creativity, etc.)
- Of skills taught (memorization of facts and concepts taught in content areas).
- That provides an opportunity for parental involvement and support
- Of mastery expectations (revision of work)
- Within appropriate completion timeline

### **Parents should...**

- Make homework a priority (monitor extra curricular commitments and influences)

- Provide a quiet study area and necessary supplies
- Reinforce with praise and support
- Set aside appropriate time
- Counter children's attempts to avoid homework
- Communicate with teacher
- Encourage children to do their own work
- Reinforce meeting homework deadlines

***Students should....***

- Complete all assignments to the best of their ability and skill levels (according to directions)
- Complete assignments in a timely manner (missed/incomplete assignments due to illness/vacation, etc.)
- Submit work that is done neatly (legibly)
- Complete their own work, seeking help as appropriate
- Recognize homework as a growth opportunity
- Maximize use of study time (test preparation, daily work)
- Demonstrate ownership of homework (necessary materials, time management, attention to detail)
- Develop age appropriate organizational skills (planner, assignment notebooks, time budgeting of schoolwork and activities)

***Homework Amount:***

To the greatest extent possible, homework should reflect a reasonable amount of work that will vary by age, ability, course, content standards or expectations, student initiative/motivation, and use of school time. Parent should contact the teachers with any concerns.

**INSURANCE**

Accidental Dental Insurance is available to all students after the first day of school. Please pick up a form in the office.

**LIBRARY**

The library is available for student use during the school day. Our librarian is available daily to help students with their questions.

**LOCKERS**

Each student has an assigned locker in which to keep books. Each student will be responsible for the cleanliness of his/her locker. Each locker has a special combination. Student should not reveal the locker combination with others. Generally, lockers should be used only between periods with a minimum of noise and disturbance. Lockers remain the property of the school. If a student mistreats his/her locker, he/she will lose the privilege of using it and have to carry items from to class. At the end of the year, he/she will be financially responsible for any mistreatment of a school locker. Students are not allowed to hang anything on the outside of the lockers. *All lockers at O’Gorman Junior High School are subject to search.*

**MEDICAL INFORMATION**

In the event that your child becomes ill or seriously injured during school, an immediate effort will be made to call the parent or person indicated on the emergency file. In the event of serious injury or illness, and failure to reach a responsible party, the principal or adult supervisor will exercise reasonable judgment with reference to contacting emergency service. Consistent efforts will be made during this time to contact parents.

O’Gorman Junior High is privileged to have nurses on staff from 9:00—1:00 each day. These nurses are volunteers. During their time here they provide medical care and advice to our students and their parents.

**DISPENSEMENT OF MEDICATION**

Prescription drugs and over-the-counter medicine should, whenever possible, be dispensed by a parent or guardian. Sioux Falls Catholic Schools acknowledges that its personnel have limited or no knowledge of administering medications to students. Sioux Falls Catholic Schools can refuse to dispense medications to students. First aid materials can be found in the Administration Office. Students with a medical condition requiring a medical care plan or who depend on medication in order to stay in school, and whose parents cannot be present to dispense it, will follow this procedure:

- Parents requesting that staff be aware of a specialized medical care plan for their child which does not require staff to administer medication, complete the **Health Services Request Form A – Student Medical Care Plan.**
- Parents requesting that staff administer medication during the school day for their child need to fill out **Health Services Request Form B—Administration of Medication During the School Day**
- Parents who have students who have both food intolerances and/or food allergies with a specialized diet prescription, will be requested to attend a conference session to discuss specific procedures and instructions following the completion of the **Health Services Request Form C—Food Intolerance/Allergy Action Plan.**

**NOTE: If you need one of these forms, please contact the O’Gorman Junior High Office.**

- Prescription medication must be brought to the Administration Office in the morning, and the student may return when it is time to take the medication.
- Non-aspirin products will be dispensed to students upon request, provided permission has been granted as indicated on the school emergency card or the student's code of conduct form.
- Students prescribed an inhaler for asthma are able to carry them on their person throughout the school day.

## **OFF-CAMPUS CONDUCT**

O†Gorman Junior High School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats. While our filtering system establishes some parameters for appropriate use within our building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home. *IT SHOULD BE NOTED THAT FURTHER CONSEQUENCES, WHETHER INSIDE OR OUTSIDE THE SCHOOL (OR PROGRAM), WHICH IS DETRIMENTAL TO THE REPUTATION OF THE SCHOOL, MAY RESULT IN DISCIPLINARY ACTION.*

## **PARENTAL INVOLVEMENT**

Parental involvement is welcomed and encouraged at O†Gorman Junior High. Parents may become involved in the school in numerous activities during the school year. They may help in the library, drive for field trips, volunteer to help in Academic Services, bake, be room parents, etc. Be sure to fill out the Volunteer Form being sent home the first day of school, and in your August newsletter. You may also view the form online at [www.sfcss.org](http://www.sfcss.org) Your involvement makes a difference to your child and to the school.

**A Parent Advisory** has been established at O†Gorman Junior High. Anyone who wishes may volunteer to be a member of this committee. Volunteers for the steering committee will be taken until mid September. The first meeting is set for early October. The functions of the Principal Advisory will include, but not be limited to, advisory to administration, planning and executing community functions for students and their families, networking for parents, and helping with fundraising. Each advisory member will serve on an ad hoc committee.

## **PARENT PORTAL**

Parent portal provides instant access to accurate, current and confidential information on your child(ren)'s school attendance, grades, class assignments and more. For more information regarding the portal and how to sign up, please call the school.

## **PLANNERS**

All OJH students are required to use a planner that the school orders. They may be purchased from the school for a nominal fee. Planners need to be taken to every class every day as it is to be used when a student checks out of class. Students are expected to record assignments in their planner daily. Students are to get their planner signed daily by their parents/guardians.

**If a student loses his/her planner, the student is to report to the office to purchase a new one.**

## **PROMOTION/RETENTION**

Promotion is essentially a matter of placing a student where s/he can work most effectively. If for some reason acceptable progress is not made by the student, the parent, teacher, academic services representative and principal will confer and if at all possible, reach a consensus on proper placement of the child. The administration retains final authority in regards to retaining any student for low achievement.

## **SAFE SCHOOL ENVIRONMENT**

The school environment, including the buildings, playground and parking lot must be a place of safety and security of everyone. Weapons and instruments that could do bodily harm to another person or be used for intimidation purposes may not be brought onto the premises. Students caught with any type of weapon on the school grounds will face possible suspension/expulsion from school. If the laws of the State of South Dakota or Federal government also forbid the possession of the weapon or instrument, school authorities are required to report the incident to local law enforcement authorities. SFCS administration reserves the right to search desks, lockers, book bags and coats.

Each school has an asbestos inspection plan on file in the school office. Anyone wishing to view the plan should contact the principal. **Alcohol and other drugs:** The health, safety and well being of all students are a concern of O†Gorman Junior High School. Of particular concern are: Alcohol, tobacco and other drug abuse problems. O†Gorman Junior High recognizes that the use, possession, distribution or sale of alcohol, tobacco or other dangerous, illegal or controlled substances constitutes a hazard to students and a disruptive effect to the school. Thus the student's use, possession, distribution, or sale of alcohol, tobacco or other dangerous, illegal or controlled drugs or drug paraphernalia is prohibited in school, on school grounds, at school-sponsored activities, on student trips, or when students are being transported in vehicles dispatched by the school. Students selling, in possession of, or under the influence of any of the above will be subject to suspension with the possibility of expulsion. Legal authorities will be involved in the case of

possession of illegal drugs. Students may be required to provide documentation verifying they have received professional counseling regarding substance abuse as a condition of remaining in school.

**Canine Searches:** Another precautionary measure for the safety of our student body is canine searches of our campus and lockers. These will be unannounced searches by trained dogs. Teachers will be notified just prior to any search. There will be an announcement over the intercom about the search and classroom doors will be closed. Teachers and students will discuss what is happening. Students and teachers will be asked not to leave their rooms until an all-clear announcement is made. After searches, if there is an occurrence, the necessary people will be informed.

**School Resource Officer (SRO):** SFCS and OGJH will have access to a School Resource Officer (SRO). The SRO is a liaison police officer provided by the city of Sioux Falls to:

- Assure the safety of students
- Advise faculty and administration
- Help educate students and parents

A SRO may meet with a student and or/parent regarding inappropriate behavior.

**Searches:** Administration reserves the right to search desks, lockers, book bags and coats, etc.

**Security Cameras:** O’Gorman Junior High School believes that the safety of students and staff is a top priority. Security cameras are placed in the building to assist with this goal.

## **SCHOOL ACTIVITIES**

### **7<sup>TH</sup> & 8<sup>TH</sup> GRADE SPORTS**

<u>Fall: (August-October)</u>	<u>Early Winter: (November -January)</u>	<u>Late Winter (January-March)</u>	<u>Spring: (March-May)</u>
Cross Country	Girls’ Basketball	Boys’ Basketball	Track and Field
Football	Gymnastics (HS)	Gymnastics (HS)	Girls’ Golf (HS)
Boys’ Golf (HS)	Wrestling		Boys’ Tennis (HS)
Volleyball			
Girls’ Tennis (HS)			
Cheer (HS)			
Dance (HS)			

**Other Activities Include:**

Jazz Band, Math Counts, Praise Band, Show Choir, Student Council, Students for Life, WorshipTeam.

**Clubs Include:**

Chess Club, Lego League

## **O†GORMAN JUNIOR HIGH SCHOOL CO-CURRICULUM/ACADEMIC REQUIREMENT**

Co-curricular activities supplement the academic and faith community program in the growth of students. Participation in co-curricular activities is voluntary and subject to the eligibility rules of the South Dakota Activities Association and O†Gorman Junior High School. To foster a growth consistent with O†Gorman Junior High philosophy and the general welfare of the participants and teams, the following code of conduct will be enforced.

### **I. Co-curricular Activity Eligibility**

- A. Minimum grade requirement: All students must maintain a passing grade in all classes. Grades will be checked at mid-term and quarter breaks. Any student not meeting the minimum grade requirement will be given two weeks to meet the grade requirement and will be suspended from practice and games for a mandatory two days. If the grade is raised prior to the end of the two-week period, the student must notify the site coordinator who will assist the student in returning to the activity. If the grade requirement is not met, the student will remain ineligible for that particular activity.
- B. The principal, at his/her discretion, may remove a student from participation in any activity based on a student’s conduct in school or at any school activity.
- C. Excessive absences or detentions due to infractions may lead to suspension of participant from games or that particular season/activity.

### **II. The following steps must be taken prior to terminating a student from activities:**

- A. The intended termination must be reviewed with the athletic director/coach and/or the principal.
- B. The coach, athletic director, and/or principal will contact or meet with the parent/guardian to discuss the problem.

## **SCHEDULE CHANGES (DROPS & ADDS)**

If a student or parent requests a change in schedule at anytime, it must be understood that the final decision of placement lies with the administration. The belief of the school is that all employed staff are qualified professionals capable of serving the needs of our students. It is often assumed that a change in schedule presents no problem. However, if several students drop or change from a small section, a teacher may end up with a section of four to five students absorbing a disproportionate amount of teaching time.

This policy will be modified under the following circumstances:

1. A teacher, principal, or counselor recommends the change.
2. There is a medical excuse.

Occasionally a student desires to take an enriched or a high school credit earning course against the recommendation of the school. A form is available through the guidance office which requires a signature from the student and parent. For more information contact the guidance office.

## **SCHOOL PROPERTY**

O†Gorman Junior High students, appreciating the sacrifices and generosity of many people, are encouraged to develop pride in the junior high school building and its grounds. They are asked to cooperate to keep the school neat, clean, and attractive. A student(s) who defaces or causes deliberate and wanton damage to school property (e.g. furniture, walls, equipment, buildings, or anyone's personal property) will be obligated to pay the full amount of repairs and labor or replacement.

Textbooks borrowed to the student must have a proper book cover. No writing in borrowed textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before their final report card is mailed.

**All incidences should be reported to the Administration Office immediately. Disciplinary action will be taken.**

## **SENDING MONEY TO SCHOOL**

When sending money to school, please place it in an envelope marked with the student's first and last name, grade, homeroom teacher, and the purpose for the money written clearly on the outside of the envelope. Money is generally taken by the homeroom teacher at the beginning of the day.

## **STUDENT PERSONAL PROPERTY**

Items that may distract or disturb others should not to be brought to school. Such items include, but are not limited to, I-pods, cell phones, recorders, radios, cameras, rubber bands, laser pointers, toys, and pets. School staff may confiscate these items. **Do not leave items of value** (i.e. jewelry, clothing) where others have easy access to them. Nothing of value should ever be left in book bags. **During physical education and after-school activities, check items in with a teacher or coach or lock them in an assigned locker.** In the event of a theft, notify the office. Proper action will be taken which may include notification of the police.

## **TELEPHONE**

Students who need to make necessary calls during the school day, must call from the school office with the teacher's permission. Student cell phones should be turned off and left in their lockers during the school day.

## **THEFT - VANDALISM**

The acts of theft and vandalism are not congruent with the school mission or philosophy. Acts such as these demonstrate an overt disrespect for others and violate privacy and property rights. These actions are unacceptable and will bring serious consequences that will include school-suspension with possibility of permanent expulsion.

## **THREATS OF VIOLENCE**

Any expression by a student of intentions to harm another student or staff member will warrant investigation, administrative review, and disciplinary action. Legal authorities may be involved in cases of threats of violence toward students, or staff of OGJH.

## **WEATHER RELATED SCHOOL CLOSINGS AND LATE STARTS**

O†Gorman Junior High School will announce any school closings and/or late starts due to weather through the local media and by way of the School Reach notification system. School Reach is an automated calling system that allows administrators to communicate important or urgent message to designated parent phone numbers and/or emails. It is our goal to have a decision made by approximately 5:30 a.m.; however, a decision might be made later if the weather forecasts are not clear. Sioux Falls Catholic Schools will give notices to the following media outlets: Television stations— KELO, KSFY, KDLT; Radio stations—KNYC, KIKN, KXRB, KKLS, KYBB, KSOO, KELO, KKRO, WSN, KTWB. The final decision lies with the parents on whether or not a student should go to or leave school for inclement weather.

**THE ADMINISTRATION RESERVES THE RIGHT TO AMEND THE STUDENT HANDBOOK WHEN NECESSARY**

# O'Gorman Junior High School

## UNIFORM POLICY

### Hair

Students are to keep their natural hair color with only minimal tinting allowed. Students are allowed to style and tint hair within the realm of normal hair color for that individual. Hair must be neat and clean in appearance and must not be a distraction to others. Boys may not have braided hair or ponytails. Rat-tails, mohawks, or similar styles are not allowed. Students are not allowed to have words, insignias, etc. shaved in any part of their hair. Boys must keep hair above the collar. Sideburns must not extend below the earlobe.

### Pants

Colors for pants may be khaki or navy blue. This does not include black, grey, rust, maroon, or green. In addition, pants that contain extra zippers or pockets will not be in compliance. Cargo pants do not comply with the O'Gorman Junior High Dress Code. The intended style of pants is that of DRESS PANTS, flat, or pleated front. Pants must be the appropriate size for the individual and will be worn at the waist. Leg length must also be appropriate for the individual. Pants must be hemmed. Pants with frayed ends on the legs are not allowed. Acceptable dress pants may be purchased anywhere. All pants must have belt loops. Belts must be worn at all times. Small logos will be allowed on pants.

### Shorts/Skirts

Khaki or navy blue walking shorts of twill may be worn from the starting date of school to October 31 and from April 1 through the last day of school. In determining appropriate length, a student may hold their arms at their sides; the length of the garment must be at least to the bottom of the student's longest finger. Shorts must be the appropriate size for the individual and will be worn at the waist. All shorts must have belt loops. Belts must be worn at all times. Girls may wear the uniform skirt at any time during the year. The uniform skirt must be purchased through Dennis Uniform Company.

### Capris

Girls may wear khaki or navy blue capris from the starting date of school to October 31 and from April 1 through the last day of school. All other "pants" guidelines apply regarding capris. Belts must be worn at all times.

### Shirts

Solid navy and white collared shirts are part of the uniform at O'Gorman Junior High. Shirts must have a true collar and must be of sufficient length to be tucked in while sitting, standing, or walking. Polo shirts must have sleeves and cannot have writing on them beyond small insignias or logos. T-shirts worn underneath shirts/blouses must be white or navy blue. Shirts must be fully buttoned regardless if an undershirt/camisole is worn. Small logos will be allowed on polo shirts.

### Sweaters

Solid navy sweaters will be part of the school uniform. Crew neck, v-neck, cardigan sweaters and sweater vests may be worn. If a sweater is worn, a uniform shirt with a collar must be worn underneath.

### Sweatshirts

The navy blue school sweatshirt with a white OGJH logo may be worn. If a sweatshirt is worn, a uniform shirt with a collar must be worn underneath.

### Fleece Jackets

A designated O'Gorman fleece jacket purchased through O'Gorman Junior High School will also be part of the normal school uniform. If the fleece jacket is worn, a uniform shirt with a collar must be worn underneath.

### Shoes

All students must wear socks. Most shoe types are allowed. Shoes must be fully laced and tied at all times. Sandals and clogs with straps are allowed. Hiking boots are allowed. Boots that resemble military apparel or work-type boots, and shoes with no backs are not allowed.

### Physical Education Clothing

Shirts may be any white or light gray O'Gorman t-shirt. Any blue, black, or navy shorts must be worn. In determining appropriate shorts length, a student may hold their arms at their sides; the length of the garment must be at least to the bottom of the student's longest finger. Socks and tennis shoes are required. The SFCS P.E. uniforms may also be worn for 7<sup>th</sup> and 8<sup>th</sup> graders. These uniforms can be purchased at the Knight Locker at O'Gorman High School.

### Special Events Wear

On various occasions students (athletes, school-sponsored organizations, etc.) may wear an approved activity shirt during the school day over top of the required collared shirt. This special events wear applies to shirts only. Other regular dress code rules apply. Coaches and advisors are responsible for coordinating the special events wear for their group. The administration must be notified and approve any special events wear.

### Alternative Dress Opportunities/Dress Down Days

On specified occasions, students have the option of dressing down from the regular dress code. These days will be announced and must be pre-approved. Student attire must be modest and appropriate for the school environment. Alternative clothing will be provided if the spirit of the dress-down day is not honored.

- No bare shoulders, midriffs, or cleavage
- No offensive writing on shirts
- No frayed, tattered or torn clothing
- Shorts length (Only during designated seasonal times of the year) In determining appropriate length, a student may hold their arms at their sides; the length of the garment must be at least to the bottom of the student's longest finger.
- Shirts that include buttons must be fully buttoned even if worn with a camisole or undershirt

### General

- Males are expected to be clean shaven and are not allowed to wear beards, mustaches, or earrings.
- Females are allowed to wear earrings, although excessive ear piercings are not allowed.
- Items such as nose rings or tongue rings for either gender are not allowed.

**Being unable to list all exceptions to the uniform code, students and parents are asked to cooperate by wearing clothing styles congruent with the *intended* dress code. Alternative clothing will be provided if there is a violation of the uniform code.**

## **SFCS Procedures for Interventions that Assist Student Achievement or Correct Inappropriate Behavior**

Sioux Falls Catholic Schools (SFCS) believes that students should be educated in an environment which best allows them to grow spiritually and academically. ALL students are to be treated with the respect and the dignity of one who is made in the likeness of God. Students' actions or behavior can be labeled, but at no time should the students themselves be labeled negatively. Clear spiritual, academic, and behavior standards must be established and maintained to accomplish desired learning, skill, attitude, and behavioral development.

Humans are able to grow more positively when **they believe and feel that they are lovable and capable**. These beliefs result most often when they are surrounded by adults who are caring and able to help them achieve success. ALL children should **experience caring and success**. In order for children to achieve high standards, they must experience a series of smaller successes. Adults must create real opportunities for children to achieve successes which continuously move children toward achieving at their maximum ability. While a lack of success discourages children, acceptance of poor effort or inappropriate behavior enables students to settle for less than their capability. When students do not meet the standards, it becomes necessary to take additional action (intervention) to assist students in learning behavior which will lead to success.

As students mature, they are expected to take increasing responsibility for their actions. In the school setting the teacher is usually the primary intervenor, but other school personnel, parents, and outside experts often have roles in assisting students to better achieve or to correct inappropriate behavior. In most instances, report cards and parent-teacher conferences will communicate ordinary achievement, effort, and behavior. SFCS has established procedures for evaluating and communicating student actions that do not meet ordinary standards. Classroom teacher, counselors, academic services personnel, and administrators comprise student assistance teams (SAT) which are convened, when necessary, to determine how best to meet students' needs. Levels of inappropriate behavior have been listed to establish appropriate communication and consequences for students' behavior. Consequences are meant to be corrective and not simply punitive.

# RESPECT AND PROTECT

## Progressive Discipline/Intervention Plan

*Applicable Areas: Classroom hallway, school grounds, lunchroom, church, field trip, sporting events, bus, and bathrooms.*

Level	Expected Behavior	Inappropriate Behavior	Intervention/Staff Action	Alternative Action	How Recorded
<b>I</b>	<ul style="list-style-type: none"> <li>• Display controlled behavior</li> <li>• Speak with courtesy and respect</li> <li>• Conduct oneself with courtesy and respect</li> <li>• Speak respectfully to others</li> <li>• Follow the school dress code</li> <li>• Arriving to class on time</li> <li>• Prepared for class</li> </ul>	<ul style="list-style-type: none"> <li>• Name calling</li> <li>• Gossiping / rumors (verbal or written)</li> <li>• Classroom / Mass misbehavior</li> <li>• Inappropriate gestures and language</li> <li>• Teasing / Taunting</li> <li>• Dress code violation</li> <li>• Away from assigned area</li> <li>• Unprepared for class</li> <li>• Gum chewing</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal reminder of expected behavior</li> <li>• Stop the behavior</li> <li>• Correct inappropriate behavior</li> <li>• Teach appropriate behavior</li> <li>• Put student on notice that inappropriate behavior will not be tolerated</li> </ul>	<ul style="list-style-type: none"> <li>• Infraction</li> <li>• Detention or loss of privileges</li> <li>• Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>• Infraction: Not recorded unless 3rd or subsequent infraction in a quarter; record in student management system of incidents three infractions and beyond including detention</li> </ul>
<b>II</b>	<ul style="list-style-type: none"> <li>• Display controlled behavior</li> <li>• Speak with courtesy and respect</li> <li>• Conduct oneself with courtesy and respect</li> <li>• Speak respectfully to others</li> <li>• Be honest in learning</li> <li>• Be honest and respectful of other's possessions</li> </ul>	<ul style="list-style-type: none"> <li>• Continued inappropriate behaviors in Level I</li> <li>• Shoving, Vulgarity / swearing</li> <li>• Defiance of authority</li> <li>• Harassment (physical, verbal, visual, sexual)</li> <li>• Cheating</li> <li>• Inappropriate technology use</li> </ul>	<ul style="list-style-type: none"> <li>• Stop the behavior</li> <li>• Correct inappropriate behavior</li> <li>• Teach appropriate behavior</li> <li>• Put student on notice that inappropriate behavior will not be tolerated</li> <li>• Referral to office</li> <li>• Behavior recorded</li> <li>• Parent notified</li> </ul>	<ul style="list-style-type: none"> <li>• Detention or loss of privileges</li> <li>• Possible suspension</li> <li>• Behavior contract</li> </ul>	<ul style="list-style-type: none"> <li>• Record in Student Management System</li> </ul>
<b>III</b>	<ul style="list-style-type: none"> <li>• Treat others with courtesy and respect</li> <li>• Display controlled behavior</li> <li>• Treat property with courtesy and respect</li> <li>• Follow the school policy regarding the use of any alcohol or drugs</li> </ul>	<ul style="list-style-type: none"> <li>• Continued inappropriate behaviors in Level II</li> <li>• Swearing at a teacher</li> <li>• Property vandalism</li> <li>• Stealing</li> <li>• Fighting</li> <li>• Alcohol/drug misuse/violation</li> </ul>	<ul style="list-style-type: none"> <li>• Stop the behavior</li> <li>• Behavior recorded</li> <li>• Principal referral</li> <li>• Parent conference</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Detention or loss of privileges</li> <li>• Suspension to possibly include co-curricular activities</li> <li>• Referral to the counselor</li> <li>• Outside referral: Emotional/behavioral assessment performed</li> <li>• (optional)</li> <li>• Behavior contract</li> </ul>	<ul style="list-style-type: none"> <li>• Record in Student Management System</li> </ul>
<b>IV</b>	<ul style="list-style-type: none"> <li>• Treat others with courtesy and respect</li> <li>• Display controlled behavior</li> <li>• Follow the school policy regarding weapons on school grounds</li> </ul>	<ul style="list-style-type: none"> <li>• Continued inappropriate behaviors in Level III</li> <li>• Assaulting others</li> <li>• Weapons</li> <li>• Extortion</li> <li>• Sexual assault</li> <li>• Threats to others</li> <li>• Continued serious misbehaviors</li> <li>• Manipulation of teacher/student data</li> </ul>	<ul style="list-style-type: none"> <li>• Stop the behavior</li> <li>• Parent referral</li> <li>• Parent conference</li> <li>• SAT</li> <li>• Behavior contract</li> <li>• ISS/OSS</li> <li>• Notify Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>• Out-of-school suspension to include co-curricular activities</li> <li>• Probable expulsion</li> <li>• In-school suspension</li> <li>• Possible involvement of law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Record in Student Management System</li> </ul>

**These are example behaviors and interventions and are not meant to be all inclusive. The frequency and severity of inappropriate behavior will determine intervention/consequence. The building administrator has the latitude to enforce other reasonable disciplinary action found to be warranted by the situation.**

# O†Gorman Junior High School

## DAILY SCHEDULES

### REGULAR SCHEDULE

Homeroom	8:15-8:30	
Period 1	8:33-9:16	
Period 2	9:19-10:00	
Period 3	10:03-10:44	
Period 4	10:47-11:28	
Period 5	11:31-12:14	
Period 5A		11:31-11:51
Period 5B		11:54-12:14
Period 6	12:17-1:00	
Period 6A		12:17-12:37
Period 6B		12:40-1:00
Period 7	1:03-1:44	
Period 8	1:47-2:28	
Period 9	2:31-3:15	

### MASS SCHEDULE — WEDNESDAYS

Homeroom	8:15-8:25	
Period 1	8:28-9:03	
Period 2	9:06-9:41	
Period 3	9:44-10:19	
Period 4	10:22-10:57	
Period 5	11:00-11:43	
Period 5A		11:00-11:20
Period 5B		11:23-11:43
Period 6	11:46-12:29	
Period 6A		11:46-12:06
Period 6B		12:09-12:29
Period 7	12:32-1:07	
Homeroom	1:10-1:15	
Mass	1:15-2:00	
Period 8	2:03-2:38	
Period 9	2:41-3:15	

### LATE START

Staff Meeting	7:30-9:00	
Homeroom	9:15-9:25	
Period 1	9:28-9:58	
Period 2	10:01-10:31	
Period 3	10:34-11:03	
Period 5	11:06-11:49	
Period 5A		11:06-11:26
Period 5B		11:29-11:49
Period 6	11:52-12:35	
Period 6A		11:52-12:12
Period 6B		12:15-12:35
Period 4	12:38-1:07	
Homeroom	1:10-1:15	
Mass	1:15-2:00	
Period 7	2:03-2:25	
Period 8	2:28-2:51	
Period 9	2:54-3:15	

# O'Gorman Junior High School

## 2011-2012 CALENDAR

### AUGUST

- 18 7th Grade Orientation: 8:15-12:00 Noon  
No school for 8<sup>th</sup> grade students
- 19 8th Grade Orientation: 8:15-12:00 Noon  
No school for 7<sup>th</sup> grade students
- 22 8th Grade Football Begins  
OGJH Parent Open House: 6:30-8:15 PM
- 23 Seventh Grade Football Begins  
Junior High Volleyball Begins
- 24 Junior High Cross Country Begins
- 31 School Pictures--Casual Dress

### SEPTEMBER

- 5 No School—Labor Day
- 7 One Hour Late Start at OGJH
- 13 Jazz Band Begins
- 10 Dakota Bowl at Howard Wood Field: 8:00 PM
- 28 School Picture Retakes
- 30 OGHS Homecoming  
OGJH Pregame Celebration in OGJH gym: 3:15 PM

### OCTOBER

- 3 Song of O'Gorman (Concert Choir for grades 7-12)  
at OGHS Recreation Center: 7:00 PM
- 7 No School—Teacher In-Service
- 10 No School—Native American Day
- 21 End of First Quarter  
OGJH Fall School Dance: 6:00-8:00 PM
- 25 Math Counts Begins
- 27 No School—PK-12 Conferences
- 28 No School—Vacation Day
- 31 Girls Basketball Begins

### NOVEMBER

- 2 One Hour Late Start at OGJH
- 8 OGJH Chorus Concert at OGHS Performing Arts  
Center: 7:00 PM
- 14 Junior High Wrestling Begins
- 15 OGJH Band Concert at OGJH: 7:00 PM
- 23 Early Dismissal: 12:00 Noon
- 24 No School—Thanksgiving
- 25 No School—Vacation Day
- 30 Advent Reconciliation

### DECEMBER

- 1 Show Choir Practice Begins
- 2 8th Grade Retreat—Hartford
- 22 End of Second Quarter  
Early Dismissal: 12:00 Noon
- 23 No School—Christmas Vacation

### JANUARY

- 4 No School—Teacher In-Service
- 5 School Resumes
- 16 Boys Basketball Begins
- 20 Junior Achievement in a Day: All Day
- 23 8<sup>th</sup> Grade Visit to OGHS: 1:00 PM-3:00 PM
- 26 6<sup>th</sup> Grade Visit to OGJH: 1:00 PM-2:40 PM
- 29 Catholic Schools Week Begins
- 30 Academic/Activities Fair at  
OGHS: 7:00 PM

### FEBRUARY

- 2 Incoming Freshman Registration at OGHS: 3:30 PM-  
7:30 PM
- 3 All School Mass at the Elmen Center: 10:00 AM;  
Early Dismissal: 12:00 Noon
- 7 6th Grade Parent Night at OGJH: 7:00 PM
- 8 Incoming Freshman Registration at OGHS: 3:30-7:30  
PM
- 14 Chorus Concert at OGHS Performing Arts Center:  
7:00 PM
- 16 No School—PK-12 Conferences
- 17 No School—Vacation Day
- 20 No School—President's Day
- 27 OGJH Music Tour to Elementary Schools

### MARCH

- 8 Seventh Grade Health Screenings
- 9 End of 3<sup>rd</sup> Quarter
- 14 Lenten Reconciliation
- 15 No School—Teacher In-Service
- 16 No School—Vacation Day
- 19 Track Begins
- 20 OGJH Band Concert at OGJH: 7:00 PM
- 27 Final Show Choir Concert at OGHS Performing Arts  
Center: 7:00 PM

### APRIL

- 5 Early Dismissal: 12:00 Noon
- 6 No School—Good Friday
- 9 No School—Easter Monday
- 21 OGJH Band Solo Festival: 8:00AM-4:00 PM
- 27 OGJH Spring School Dance: 6:00PM-8:00 PM

### MAY

- 4 No School for OGJH & OGHS—O'GHS Track  
Invitational at McEaney Field
- 14 OGJH Chorus Concert at OGJH: 7:00 PM
- 15 OGJH Band Concert at OGJH: 7:00 PM
- 16 Awards Program: 1:00 PM
- 17 7<sup>th</sup> Grade Early Dismissal: 12:00 Noon  
8<sup>th</sup> Grade Graduation: 2:00 PM
- 18 Last Day of School; Early Dismissal: 10:00 AM

\*\*Activity start dates are subject to change\*\*