

O†GORMAN  
HIGH SCHOOL



**SIOUX FALLS CATHOLIC SCHOOLS**

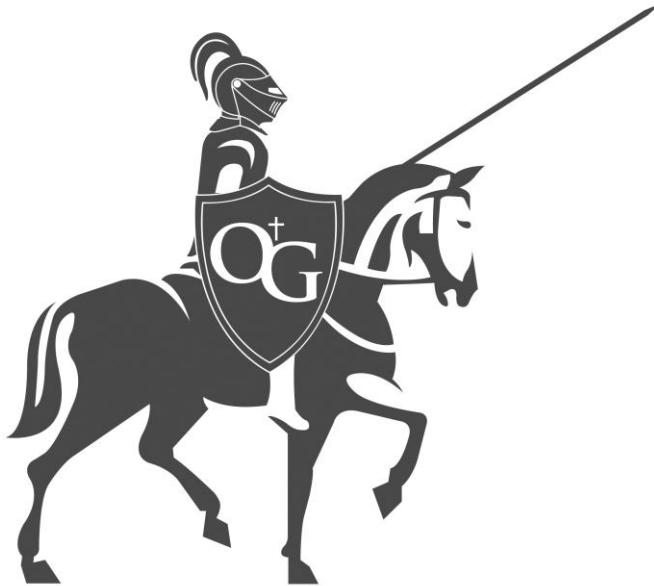
3201 SOUTH KIWANIS AVENUE  
SIOUX FALLS, SD 57105  
[www.sfcss.org](http://www.sfcss.org)

IMPORTANT PHONE NUMBERS

Attendance	575-3310	Business Office	335-6557
Administration	336-3644	OGHS Fax	336-9272
Guidance	575-3320	Guidance Fax	575-3303
Activities	575-3300	Activities Fax	575-3398
Superintendent	336-6241	Development	336-6354

# OUR MISSION

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



*Oh, Cheer for the White and the Blue;  
Cheer for those brave, valiant Knights of O'Gorman  
So noble, so gallant, so true  
For O'Gorman's glory sing.*

*We'll fight till the battle is won.  
And our flag over all is proudly flying.  
With fanfare of bugle and drum,  
O'Gorman Knights, O'Gorman Knights,  
To victory rising.*

# Diocese of Sioux Falls

## Parental Covenant

*Since as parents we are the primary educator of our children, we will participate in the education of our children by:*

- ...recognizing that all that we are and have is a gift from God
- ...promoting positive attitudes toward school at home and in the community
- ...bringing concerns about our child directly to the teacher
- ...showing respect for the teacher as a professional person working for the well-being of our child
- ...following the policies of the school
- ...attending Mass on weekends and holy days with our children (Catholics)
- ...participating in the sacramental life of the church regularly (Catholics)
- ...promoting family prayer and faith traditions at home
- ...volunteering and giving service to the school and parish (place of worship)
- ...witnessing Gospel values in our everyday life

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# FACULTY

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**ADMINISTRATION**

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**SCHOOL RESOURCE OFFICER**

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# 2011-2012 CALENDAR

August 15.....	Teacher Pre-Service
August 18.....	First Day of School – Orientation/FUD
August 19.....	Early Dismissal (noon)
September 5 .....	No School – Labor Day
September 23 .....	Fall Reporting Period #1
October 7 .....	No School – Teacher In-Service Day
October 10 .....	No School – Native American Day
October 26 .....	Fall Reporting Period #2
October 27 .....	No School – PK-12 Conferences
October 28 .....	No School – Vacation Day
November 23 .....	Early Dismissal (noon)
November 24 .....	No School – Thanksgiving Holiday
November 25 .....	No School – Thanksgiving Vacation
December 22.....	End of Fall Semester – Early Dismissal (noon)
December 23.....	No School – Christmas Vacation Begins
January 2.....	No School – New Year’s Holiday
January 3.....	No School – Vacation Day
January 4.....	No School – Teacher In-Service Day
January 5.....	School Resumes
February 3.....	All School Mass @ 10am – Elmen Center (no classes)
February 15.....	Spring Reporting Period #1
February 16.....	No School – PK-12 Conferences
February 17.....	No School – President’s Break
February 20.....	No School – President’s Break
March 15.....	No School – Teacher In-Service Day
March 16.....	No School – Vacation Day
April 4.....	Spring Reporting Period #2
April 5.....	Early Dismissal (noon-Holy Thursday)
April 6.....	No School – Good Friday
April 9.....	No School – Easter Monday
April 10.....	No School – Vacation Day
May 4.....	No School
May 18.....	End of Spring Semester / Last Day of School
May 20.....	O’Gorman Graduation @ 6 pm – Elmen Center

# GENERAL INFORMATION

*O’Gorman High School is a general co-educational Catholic High School providing instruction in grades nine through twelve. It was established in 1961 under the direction of the Bishop of the Diocese of Sioux Falls, South Dakota, to provide an opportunity for those who wish to add a faith dimension to their education. It is financed by student tuition and fees, donations, and the nine Catholic parishes of Sioux Falls.*

## **RIGHT TO AMEND**

The Administration of O’Gorman High School reserves the right to amend the student handbook when necessary.

## **THE NAME O’GORMAN**

O’Gorman High School honors the memory of Bishop Thomas O’Gorman. Bishop O’Gorman, a man dedicated to the cause of Christian education, was Bishop of the Diocese of Sioux Falls, SD from 1898 to 1921. As Bishop of the diocese, he encouraged the building of eighteen parochial schools.

## **ACCESS/VISITORS**

The school will be locked during school hours except for entrance A. All visitors must check in at the Administration Office.

## **ASBESTOS COMPLIANCE**

As required by federal law and in accordance with the Environmental Protection Agency (EPA) guidelines, all SFCS school buildings are examined by a state approved asbestos inspection company. All schools are in compliance with applicable safety regulations. Copies of inspection reports and management plans are on file in school offices. Questions or concerns can be directed to the Superintendent’s Office where the SFCS master plan is on file.

## **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 they 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 activity card, a new card can be purchased for \$5 in the Guidance office.

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 from 7:30 to 10:00 a.m. in the cafeteria. Students will need to supply their student ID number along with their check or cash deposit. Breakfast items are served from 7:30 - 8:00 a.m., and lunch is served over four lunch periods from 10:50 a.m. - 12:35 p.m. on a regular schedule day. The cafeteria should be kept neat and orderly at all times. Students will place waste items in the proper receptacles. Gum is not allowed on serving trays or lunch tables.

All students must eat in the cafeteria; no food or beverages other than water are permitted outside the cafeteria, including classrooms, with the exception of the Family/Consumer Science room and/or students with eight full class periods. Locker rooms will be locked and off limits during the lunch periods.

## 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, e-mails, written and oral reports, electronic newsletters and Parent Portal (Infinite Campus) during the school year. Parent Portal can be accessed at [www.sfcss.org](http://www.sfcss.org). Parents should immediately contact the school or teachers with questions, concerns and suggestions regarding their children or the school program.

For the safety and well-being of your child, please notify the school of any changes that might affect his or her life at school (i.e., change of address and/or 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 call the school office and leave a message, and the teacher will return your call. You may also e-mail faculty members. See e-mail addresses on pages 5-6.

## CONCERN/COMPLAINT PROCEDURE

In keeping with the school-parent partnership, Sioux Falls Catholic Schools attempts to address concerns in a confidential, informed and timely manner. How concerns are communicated is important to building 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 subsidiarity (i.e., address a concern or resolve the difference first at the level of origin). The following steps should be applied.

- A parent should first discuss the concern with the teacher/coach with the objective of resolving the concern informally.
- If the concern is not resolved with the teacher/coach, the concern may be communicated to the school principal/activities director with the objective of resolving the concern informally. A written response will be furnished to the parent if requested.
- If the concern is still not addressed, the parent may communicate the concern to the superintendent.

Our goal with regard to the above referenced steps is to provide an opportunity to resolve issues in the most responsive way while ensuring that SFCS students, families and employees are represented in an honest and fair way at every level. By maintaining timely and effective communication, we hope to build on your trust. Trust evolves from each attempting to discern, in a safe manner, what is best for everyone while maintaining confidentiality and respect.

## CLOSED CAMPUS

O’Gorman High School is a closed campus. Once students arrive, they are to remain in the school building. The only exceptions to this are senior open campus and semester finals. Senior open campus is offered to qualifying seniors during the last nine weeks of the school year. Senior open campus allows seniors to leave campus only during their lunch period and study halls. On special occasions, parents may check their student out during the student’s lunch period, provided that prior notice has been obtained through the Attendance Office. **During the fall & spring semester exam schedules, all students are allowed to utilize open campus.**

## 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 your school 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.

### **FAITH COMMUNITY**

To be a faith community is our call and our mission at O’Gorman High School. Students, parents, teachers, pastors and parishioners are called to be in a relationship rooted in the Gospels. We do this through teaching theology, nurturing community, promoting service, and multiple prayer and liturgy opportunities.

The celebration of the Eucharist is at the heart of our Catholic Christian life and is central to our life at O’Gorman. Liturgies invite us to celebrate with one another, the events in our lives and God in our midst.

Daily mass is celebrated in the Chapel. A schedule of masses and prayer services is posted. Large group liturgies are celebrated each week, usually on Wednesdays, at which time no classes are in sessions. Freshmen are required to attend this weekly mass. All other students may choose to participate in the liturgy or to study in a supervised study situation, but are not allowed to leave the building. The all-school liturgies with faculty and students in attendance are celebrated once a month on occasions such as Homecoming, Thanksgiving, Christmas, and Ash Wednesday.

Sacrament of Reconciliation is celebrated communally during Advent and Lent. This sacrament is also available during other regularly scheduled times during the week as well as by appointment.

Students assist in the preparation and planning of Mass and communal reconciliation. Students are also encouraged to participate through the many roles in the liturgy such as lector, prayers of the faithful, cantor, altar servers, and gift bearers.

### **GUARDIANSHIP**

Students must be living at home with a parent or legal guardian in order to attend O’Gorman High School. Any situation, which deviates from this guideline, must be brought to the attention of school administration so determination can be made regarding the school status of the student. Action could include removal from school.

### **GUESTS OF STUDENTS**

Students are allowed to have guests visit O’Gorman High School with prior administration approval. The host student must seek permission from the Administration Office. The request must be made in writing and completed by the visiting student’s parent/guardian, the host student’s parent/guardian, and returned to the

Administration 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 this 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.*

### **LIBRARY**

The library facilities provide the necessary materials for reading, reference, Internet and computer work. The library is open each school day at 7:30 a.m. and closes at 4:00 p.m. Library use is a privilege. The following guidelines apply when checking out library resources:

- All library materials needed for use outside the library must be checked out at the librarian's desk.
- All materials may be checked out for a period of four weeks. Patrons may renew them for another four weeks if they are not in demand.
- Magazines may be checked out overnight. Older issues are available through Internet access to magazine databases.
- Overdue notices will be sent to the students to remind them to turn in their books before the end of the semester. Fines will be charged at the end of the school year for an overdue book.
- If a book is not returned by the end of the semester, it will be considered lost, and the student will be fined accordingly and assessed a charge for full replacement of damaged or lost material.
- Students who do not return library materials and/or pay their fines will not be allowed to take their semester exam finals until their account is in good standing.

### **LOCKERS**

Each student has an assigned locker in which to keep books and outdoor garments. Each student will be responsible for the cleanliness of his/her locker. Each locker has a special combination. Student should not reveal the combination to others. Generally, lockers should be used only between periods with a minimum of noise and disturbance. Lockers remain the property of the school. Administration reserves the right to remove inappropriate postings on lockers. *All lockers at O'Gorman High School are subject to search.*

### **O'GORMAN STUDENT BODY**

The student body of O'Gorman High School consists of Catholic high school students from Sioux Falls and surrounding areas. Many students of various faiths also attend and enrich our faith community.

### **PARENT ADVISORY BOARD**

O'Gorman's Parent Advisory Board (PAB) consists of three parent representatives from each parish, and two at-large non-Catholic representatives. The focus of each monthly meeting is to discuss various events, topics, provide input, and to be a "sounding board" to the principal. The PAB is a non-policy making board. Representatives are chosen by their parish priests. Additional information is available on the OGHS website.

### **PARKING AND VEHICLES**

Driving and parking on school grounds is considered a privilege. Students are expected to operate their vehicles in a safe and cautious manner. Actions contrary to this expectation could result in revocation of driving privileges.

Students are to park their vehicles in student designated areas and leave them immediately. Loitering and littering on school grounds or reckless driving are not allowed. Students who park in areas other than student designated parking will receive a \$25 fine for first time offense and a \$50 fine for each subsequent offense. Cars parked illegally (fire lane, handicap, etc.) will be ticketed by the School Resource Officer.

*Any/All vehicles parked on the campus of O'Gorman High School are subject to search.*

## **PURCHASES FOR STUDENT ACTIVITIES**

No student shall purchase any item for or in the name of O’Gorman High School, or charge anything to the school.

## **SCHOOL CLOSINGS & LATE STARTS (WEATHER RELATED)**

O’Gorman 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

## **SECURITY CAMERAS**

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

## **SERVICE HOURS**

### **Purpose:**

The purpose of the service program for students at O’Gorman High School, by virtue of their baptismal call, is putting faith into action, words into deeds and reinforcing the gospel message that Jesus, our model, came not to be served but to serve. It is our hope that our students learn that love of God cannot be separated from love of neighbor, and that the habit of service will last a lifetime. The following service program is required of all freshmen, sophomores & juniors who are enrolled in a Theology course.

### **Program Options:**

The goal of the service program is to highlight the good stewardship already happening in our lives, emphasize the corporal works of mercy and to encourage our students to consistently continue service as a way of life. To earn service hours, parents/guardians and students could consider options such as:

- Parish activities
- School activities (*School provides supervision*)
- Diocesan activities
- Volunteering at agencies that assist the poor in our community (e.g. The Banquet, St. Francis House, etc.)
- Volunteering at a nursing home or hospital
- Other areas (Students are required to confer with their Theology teacher prior to any service opportunity that is questionable in its eligibility to qualify for service hours.)

### **Expectations:**

Aside from being a core Gospel value, serving those within our community is part of what it means to be Christian, and part of who we are as a Catholic educational institution. For these reasons, parents/guardians and students will abide by the expectations and guidelines established by O’Gorman High School.

*Parents and students are responsible for verifying both the location of the service and the level of safety and supervision provided by the supervisor, the type of Christian service being performed and transportation for their student outside of school sponsored service opportunities.*

### **Guidelines:**

1. Students will track their service hours by recording the date, location, hours of service, description of work, phone number and a signature of the supervisor for that particular service opportunity. **Parents are required to sign the Christian Service verification form prior to the beginning of any service.** (Someone other than parents/guardians must serve as the supervisor)
2. Students will be required to earn 10 hours of service per semester. Each semester the service hours will constitute 10% of the Theology grade.
3. Service means that you receive no payment for your services for non-profit organizations. Service to student's immediate family will not be accepted. No more than two hours per semester may be counted toward extended family service.
4. O'Gorman High School will post school sponsored service activities on the O'Gorman website. Outside service opportunities (non-school sponsored) can be found on the website as well. Go to [www.sfcss.org](http://www.sfcss.org) and then click on "schools", click on "OGHS", click on "Faith" for service opportunities, service verification forms and service guidelines & expectations.
5. Because we want to encourage a variety of activities, service should not exceed four hours per event.
6. For freshman, service hours may be started anytime after the first day of school. Summer hours will not be accepted.
7. For sophomores & juniors, 5 hours of summer service may be applied to the fall semester.

### **STUDENT COUNCIL**

The Student Council is the student voice of O'Gorman High School. Through the Student Council, the students of the high school are able to bring ideas, suggestions, and recommendations to the administration and staff of the school. The officers and members of the Student Council consist of three freshmen, three sophomores, three juniors, and nine seniors. Once a student is elected that person may remain on the council through their senior year. Elections are held in February. All interested students must fill out an application, submit a recommendation and have a signed petition from twenty-five of their peers. They are then put on a ballot for a general election.

All members must conform to the student conduct contract. Any violations of this contract can result in immediate removal from the council. Meeting times will be set and announced. Meetings are generally in the morning. Failure to attend TWO or more meetings may result in the removal from the council. If the student does not plan to attend all of the meetings and activities they should strongly reconsider running for Student Council. All members will be assigned a community service project to chair.

Examples of committee assignments are community service, activities, and school improvement. The success of the council depends solely on the initiatives and efforts put forth. The Student Council is the students' tool for a better school. It is only by bringing ideas, suggestions, recommendations and issues to the Student Council that it can operate effectively for the students.

### **TELEPHONE CALLS/ANNOUNCEMENTS**

Telephone messages for students will be delivered from the Administration Office throughout the school day. Messages will be delivered at the end of the class period to minimize disruptions. Students will be called from class only in emergencies. General school announcements will be made at the beginning or end of Period 7.

## **TUITION AND FEES POLICY**

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

	<b><u>Cash Rates</u></b>	<b><u>CC Rates</u></b>
• Catholic student registered at one of Sioux Falls parishes	\$3,835	\$3,989
• Catholic student from other than nine Sioux Falls parishes	\$4,185	\$4,353
• Student of other faiths and denominations	\$4,510	\$4,691
• International students	\$5,200	\$5,408

### **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 \$6,390.00). 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.

	<b><u>Cash</u></b>	<b><u>Credit Card</u></b>
• Freshmen	\$145	\$151
• Sophomores	\$155	\$162
• Juniors	\$165	\$172
• Seniors	\$180	\$188

## **O’GORMAN WORK PROGRAM**

Students may apply for the work program and if eligible, will be assigned work to pay part of the tuition and fees. Applications are made through Tuition Aid Data Services (TADS). This form may be requested on the tuition agreement, picked up in the Guidance Office or at the SFCS Business Office. TADS applications may also be filled out online at [www.tuitionaid.com](http://www.tuitionaid.com). Students interested in the work program must apply / reapply each year.

## **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 High School 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.

*Credits, semester exams, and diplomas are not issued until all financial obligations to the school are satisfied.*

### **TUITION AND FINAL FEES**

No semester exam finals 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. All students must have all final tuition payments made or sign a payment plan agreement in the SFCS Business Office before final semester exams can be taken.

### **EMERGENCY SITUATIONS AND TUITION PAYMENTS**

If a financial emergency (e.g., illness, unemployment) arises during the school year, parents are asked to contact the Business Office to sign a payment plan agreement.

## **ACADEMICS**

### **ACADEMIC ACCOMMODATIONS**

O’Gorman High School is committed to providing educational services to students with diagnosed learning challenges. To the extent that it is possible, O’Gorman High School is committed to accommodating/modifying coursework as deemed appropriate through a student’s individualized educational plan (IEP). Individuals identified as needing accommodations or modifications will usually be instructed in a regular classroom setting, with adjustments made to meet the students’ needs and abilities. A meeting will be conducted with parents, administration and appropriate school personnel to determine if the student will receive accommodations or modifications.

### **ACTIVITIES AND ELIGIBILITY**

- Students must have passed at least four subjects in the semester preceding an activity to be eligible for the activity. If this South Dakota High School Activities Association regulation is not met, the remainder of this policy is not necessary.
- If a student has passed four subjects in the previous semester, he/she must continue to pass at least four subjects AND not be failing in more than one subject at each of the reporting periods to continue participating in an activity.
- The activity eligibility reporting periods will be at the completion of each six-week reporting period. The Guidance Department will provide the Activities Director & Principal with an eligibility list. The list will be reviewed by the Administration Team, and appropriate action will be recommended.
- The student will have three days to comply with the academic eligibility rule. If the student does not comply, he/she will be ineligible in the activity until the teacher(s) of the failing course(s) notifies the Administration/Activities Director of the student’s passing status. At the end of each semester, the state rule will apply.
- Junior high eligibility requirements are determined by the O’Gorman Junior High Petitioning Up procedures. (See Procedures)
- Transfer Rules (Athletics) — Any student requesting to transfer to or from O’Gorman High School is subject to the Open Enrollment requirements of the SDHSAA (South Dakota High School Activities Association). Contact the Activities Office or Guidance Office for more information.

## **ACADEMIC PROGRESS**

Class grades and grade points are issued based on percentage ranges listed as follows:

<b><u>Grade</u></b>	<b><u>Percent</u></b>	<b><u>Grade Points</u></b>
A	93 - 100	4.0
B	85 - 92	3.0
C	77 - 84	2.0
D	69 - 76	1.0
F	68 - below	0.0

**Class grades and grade points include mathematical rounding based on the percentage ranges listed above. Special considerations may be made for students under specialized individual programs.**

## **COLLEGE ADMISSION POLICY**

The ACT and SAT are most often used for college admission. Both are tests of academic achievement and scholastic aptitude. They attempt to measure acquired knowledge in various subject areas and general ability to do academic work. The tests are one of the requirements universities and colleges use for admission. The results are also used to aid in placing the student in various courses or in varying levels of a course. College entrance tests are administered six times during the year. It is generally recommended that they be taken in the spring of the junior year or early in the senior year. Registration materials and information about the tests can be obtained from the Guidance Office.

## **COURSE REQUIREMENTS FOR GRADUATION**

See the course description book or guidance office for more detailed information. Additional information can be found on the OGHHS website.

## **DUAL ENROLLMENT**

On occasion students attending O’Gorman High School may make arrangements to attend, part-time, a second school (Roosevelt, Washington or Lincoln High Schools, Volunteers of America, technical institutes, or local college or university). Dual enrollment must be coordinated through the guidance office **prior** to enrolling.

Students enrolled under the Dual-Enrollment program are subject to the regulations of both O’Gorman High School and the cooperating school. Students must provide their own transportation between O’Gorman High School and the cooperating school.

### **Attendance requirements include:**

- Students must attend classes at O’Gorman High School even though the cooperating school might not have classes in session;
- Students must attend classes at the cooperating school even though O’Gorman High School might not have classes in session;
- Students will be excused from attending classes at cooperating school only on O’Gorman’s Homecoming Day, or day of retreat.
- Other scheduling conflicts must be addressed before the date of the conflict.

## **EARLY GRADUATION**

Any student who wishes to graduate in less than four years must meet the same requirements as all other students and must make application through the Guidance Office in the academic year prior to the planned graduation date. This is essential since special academic planning is required in order to accommodate early graduation. Final decisions on early graduation requests lie with the Administration.

## **GRADUATION**

Seniors are able to participate in graduation ceremonies if they are within 1/2 credit of O’Gorman’s graduation requirements. Administration reserves the right to evaluate extenuating circumstances that may affect a senior’s ability to participate in the graduation ceremony.

## **GUIDANCE PROGRAM**

The Guidance program aims to make a vital contribution to O’Gorman High School. Guided by the needs of the students and the objectives of Christian education, it strives to provide maximum benefits to the students, the school administrators, the guidance counselors and all staff members. Service that is student-oriented is the primary aim of the guidance program. The major service areas of information, student appraisal, counseling and placement are coordinated in order to help the individual student.

## **INCOMPLETES**

Students must finish their incomplete work within two weeks. The two weeks begin at the end of the last semester exam day. Special circumstances may warrant extensions with administrative approval. Students must complete work within designated time constraints. Incomplete work will be reflected in final grades.

## **NATIONAL HONOR SOCIETY**

Juniors and seniors with a cumulative grade point average of 3.6 (weighted or unweighted) are eligible for selection to National Honor Society. The selection process is based on ratings of service, leadership, and character with a great emphasis placed on scholastic aptitude. Additional information regarding the NHS guidelines can be found on the OGHS website.

## **PRESIDENT’S EDUCATION AWARDS**

Seniors who have a 3.5 cumulative grade point average and score at the 85th percentile or better in math or reading on standardized testing (PLAN, PSAT, ACT, SAT) are eligible and receive this award.

## **PROGRAM PLANNING**

### **Student and Parent Responsibilities:**

The first step in program building each year is the creation of the master schedule. The student course selections are used to begin the building process. Class sections are scheduled to minimize conflicts. Because of the large number of course offerings, some conflicts are inevitable. However, conflicts can be kept at a minimum if accurate information about student choices is obtained before scheduling begins. For this reason, student course changes occurring after registration will be restricted. If a student ignores this requirement and later wishes to withdraw from the course, they may have difficulty finding a substitute course, which will fit his/her schedule. When registering for courses, students must meet course pre-requisites and/or have teacher permission/recommendation.

The information in the preceding paragraphs illustrates **how important it is for students and parents to study and discuss the program choices before final registration is complete.** Guidance personnel and teachers are available to assist parents and students.

### **Schedule Changes (drops & adds):**

If a student does request a schedule change or requests to add a course after final registration, he/she must be aware of the following items:

- The request may not be honored.
- A note from parents may be required.
- A counselor must approve the request.
- A \$20.00 fee must be paid for such a change.

The policy will be modified under the following circumstances:

- A student fails a course, which is a prerequisite of the one for which he/she registered.
- A teacher recommends the change because of a situation which develops after registration.
- There is a medical excuse.

\* If one of the above situations exists, no fee will be assessed.

\*\*If a student requests a drop or add after classes have begun, he/she follows the same procedures as explained above with these additional requirements: He/she must have the consent of the teachers involved, and there must be an opening in the course being added.

Students often believe that dropping a course presents no problem. If several students drop from a small section, a teacher may end up with a section of four or five students absorbing a disproportionate amount of teaching time. Furthermore, a student who registers for a course and then drops is not developing a sense of responsibility. In view of this, the following procedures will be used:

- A student who drops a course after classes have begun must have his/her counselor's approval, parental approval in some circumstances, and must pay a \$20.00 fee. The deadline for this procedure is typically the first full week of classes.
- During the first six weeks, a student who withdraws will have it noted on his transcript as a Withdraw (W). This policy will be modified if there are health problems or other special circumstances which merit consideration.
- After the first reporting period, any drop will be recorded on the transcript as a W/F, no credit will be received, and it will be calculated in the grade point average. Administration may consider special circumstances before recording an W/F for the course.
- Occasionally a student desires to take a course against the recommendation of the school. A form is available through the guidance office which requires a signature from the student and parent. The above schedule change policy will apply in this situation. For more information contact the guidance office.

### **RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS**

Congress passed legislation in 2002 requiring local education agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, access to secondary school students and directory information on those students. Both the No Child Left Behind (NCLB) Act of 2001 and the National Defense Authorization Act for fiscal year 2002 reflect these requirements. Student directory information provided to recruiters will be used specifically for armed services recruiting purposes. Students may receive mail or a telephone call regarding what the military has to offer in terms of scholarships, military academies, and education opportunities. The law states that information contained in the school directory is subject to disclosure to the military. Please note that directory information consists of student names, address, and telephone number.

If you do not wish to have your information released to military recruiters, you must notify the school's registrar in writing by the last school day in August. Written notification may be sent to O'Gorman High School, Attn: Registrar, 3201 S Kiwanis Ave Sioux Falls, SD 57105.

### **REPORTING PERIODS (6-WEEK) / REPORT CARDS / TRANSCRIPTS**

Students will receive a progress report approximately every 6 weeks during a semester. Students will receive three progress reports each semester with the third report being their final semester grade. The progress grades are based on their work at that given moment during a semester. A progress grade is a snapshot of a student's progress in a given class. Progress grades are based on various assessment tools and multiple recorded and graded assignments/evaluations. Final letter grades and grade points for achievement will be recorded and computed on the transcript at the end of each semester.

## **REQUIREMENTS FOR COLLEGE ENTRANCE**

College admission requirements vary from college to college and from one area of the country to another. Because of this variation, it is important that students and parents begin early to investigate the admission policies of colleges in which they are interested. The responsibility of planning a high school program, which will meet these requirements, rests with students and their parents. School Guidance Office personnel will furnish information and provide guidance when interest in a particular college is indicated. Parents and students should be aware that college entrance requirements are continually changing. Also, particular schools or departments (such as Science or Engineering) within a university may have their own entrance requirements. The following are the requirements that will be necessary for admission to a four-year program at a state supported school in South Dakota:

English (4 credits)	Science (3 credits)
Fine Arts (1 credit)	Social Science (3 credits)
Math (3 credits-courses must be Algebra I level or above.)	

Students considering out-of-state colleges should consult college catalogs. Additional information is available in the Guidance office.

## **SCHOOL/STUDENT RECORDS**

Official school records are kept in the protection of the school unless a student transfers to another school and an official transfer slip signed by a parent is submitted to release records. Parents may view records at any time in the Administration Office. Parents are asked to make an appointment prior to such a visit.

In certain circumstances, parents have been restricted from viewing such records due to court order. The Administration Office should possess appropriate legal documentation if this situation occurs with an individual student. Official transcripts will not be released to another school or college if there is outstanding tuition due unless specific arrangements have been made with the administration/business office. As a Catholic school, SFCS does not have to adhere to the Family Educational Rights and Privacy Act (FERPA).

## **SENIOR WORK RELEASE/INTERNSHIP**

This program provides an opportunity to attend work outside the school only during the last scheduled period of the day. Thus, the senior's schedule must accommodate this arrangement. This privilege helps students learn about the world of work and assists in the support of the student while attending O'Gorman High School. Work release is treated as a privilege, not a right. The program is available to seniors only. Juniors are not eligible unless circumstances deem work release to be appropriate, and then administration must approve. In order to participate each student must:

- complete the Work Release/Internship form and obtain signatures from the employer and parents/guardians;
- be passing all courses at each reporting period;
- renew each semester
- adhere to any additional requirements deemed necessary by the Administration.

After it is determined that the work will not conflict with the student's class schedule, application forms may be picked up in the Guidance Office. If a student changes jobs, they must obtain a work schedule and signature from the new employer. If the student quits or is dismissed from the job, they must inform the Guidance Office. Continued participation in the program is subject to six-week reports on academic performance and employer satisfaction.

## **SOUTH DAKOTA OPPORTUNITY SCHOLARSHIP**

Students that meet the Regents Scholar criteria, have a 24 ACT composite and attend a South Dakota accredited post secondary institution are eligible. For more information, contact the Guidance Office or go

the Board of Regents web site at [www.sdbor.edu](http://www.sdbor.edu). Students must continue to monitor scholarship criteria for possible changes.

### **SOUTH DAKOTA REGENTS SCHOLARS**

Seniors who have completed the following in core courses with no final grade below a C and a grade point average no lower than a 3.0 are eligible; 4 credits of English, Mathematics (Algebra I and above) and Science; 3 credits of Social Studies; 2 credits of the same World Language, 1 credit of Fine Arts and 1/2 credit of computer studies.

### **WEIGHTED GRADING OPTION**

Students have the option of requesting transcripts that reflect weighted grades. The sole purpose of this option is for scholarships, college applications, and National Honor Society consideration. Weighted grades are not considered in the establishment of O’Gorman High School’s Honor Roll.

## **ATTENDANCE**

### **ATTENDANCE POLICIES**

Regular attendance at school is absolutely necessary if students are to obtain the maximum benefit from their educational experience. An excuse for missing a school day or early dismissal on any given day is granted only for serious reasons. Students who miss school for unnecessary reasons not only hamper their education, but also hinder school efforts to educate the student. Make-up work must be completed and is the responsibility of the student.

### **ABSENCES**

Parents/guardians of absent students are to notify the Attendance Office (575-3310) each day of absence. Absences will be considered excused for reasons of serious illness, injury, medical or dental appointments that cannot be scheduled outside of school hours, weddings in the family, family emergencies, death in the family and when students are official representatives of the school at school sponsored activities. Students will be released from lunch or study halls only for the most serious of reasons and students must have approval from the Administration.

### **APPOINTMENTS**

Parents are requested to schedule student appointments outside of the school day whenever possible. However, if it is necessary for a student to be excused during the school day, the parent/guardian should call or send a note with the student **at least one day prior to this absence** stating the reason and time for the early dismissal.

- Parent/Guardian should call or send a note with the student stating the requested time to be absent and the Attendance Office will issue a Permit to Leave the Building once the information is received.
- The student needs to return the permit to the Attendance Office and sign out. This permit serves as the pass back to class upon return.

### **EXTENDED ABSENCES**

**Parents are requested to schedule student vacations and trips when school is not in session.** However, if it is necessary for a student to be absent for one or more days, the parent/guardian should call or send a note with the student **at least one day prior to the absence** stating the reason and time for the dismissal. With this permission, the student must obtain an Extended Absence slip which must be signed by the teacher of each class. The student must turn this slip in to the Attendance Office and sign out before leaving the building. This slip alerts teachers of the upcoming absence, allows the student to receive assignments in advance, and

serves as the pass for the student to leave class. Students who fail to obtain and return the Extended Absence slip may receive a detention and/or suspension.

**Homework:**

Parents should make arrangements to get schoolwork when their child is absent for more than 2 days.

- Homework assignments are available on the classroom teacher’s website and there is an email link for additional questions.
- If internet access is not available, parents may call the Administration Office by 9 a.m. to request homework.

**EXCESSIVE ABSENTEEISM / LOSS OF CREDIT**

*Ten (10) or more absences from a class in any one semester may result in loss of credit for that class.*

Reissuing credit with the appropriate grade earned will be contingent on the student adhering to the attendance policy and meeting the expectations of the Administration. Medical exceptions with a written doctor’s statement or unusual circumstances cleared with the Administration will be taken into consideration. Unusual circumstances such as prolonged illness, emergencies, etc., will also be taken into consideration. In determining loss of credit in a course, emphasis is placed on unexcused absences, excessive vacation days, or abusive patterns of behavior. Academic concerns should be directed to the specific teacher. School related absences are NOT included in Excessive Absence Reports and are NOT considered when determining loss of credit in a course; however, excessive absences of any kind can have a detrimental effect on academic achievement. Excessive absences of any kind may prevent students from attending future school related events that require students to miss school. *Excessive absenteeism has been shown to be an indicator of potential at-risk behaviors. If deemed necessary and appropriate, additional requirements for attendance may be requested by Administration.*

**FIELD TRIPS/EDUCATIONAL ABSENCES**

Educational absences may be given with the approval of the Administration when the absence constitutes a true educational experience. Permission will require a written signature from the parent/guardian.

**With all educational absences, it must be remembered that:**

- Students represent O’Gorman High School. Conduct should reflect the high ideals of the school.
- Students will be expected to dress appropriately.
- Chaperones approved by the school shall accompany students.
- Students must go and return in the same group. No permission will be granted to leave the assigned group except when parents request of the chaperone **directly in charge**, that a student accompany the parents in the parents’ car.
- Students will report promptly to the designated place at the assigned times.
- Students should consult faculty sponsors before trips when any question arises as to proper attire, transportation and other arrangements.
- Permission forms obtained in the Administration Office must be signed by parents prior to the student attending any school-sponsored trip.

**ILLNESS**

Students who become ill during the school day should report to the Attendance Office for assistance.

Students who are ill will be released once a parent/guardian contact has been made. In the event a parent/guardian cannot be reached, an attempt will be made to contact the persons indicated on the Emergency Medical Form for permission to release the student. Updating emergency medical information is critical for the health and well being of the student in the event of an emergency. ***Students who are absent for more than four periods may not participate in school events that same day or evening.***

## **SCHOOL HOURS**

The school day begins at 8:05 a.m. and ends at 3:20 p.m. Exceptions to these times may occur due to staff meetings, special events, or inclement weather. The Superintendent of Sioux Falls Catholic Schools determines cancellation of school due to inclement weather or emergency situations. Announcements regarding school cancellation can be heard on local radio or viewed on television stations. (See page 11 for weather related school closings & late starts)

## **SCHOOL RELATED ABSENCES**

**College Visits**—Juniors and Seniors are allowed **two** school days per year to visit colleges. These absences are recorded as “school related absences” and are not recorded on a student’s transcript. Please notify the Attendance Office of these visits so that they may be recorded accordingly. Documentation may be requested. Additional days may be granted with administrative approval. These days may be limited if the student has exhibited habitual patterns of absenteeism or tardiness.

**Retreats**—During the course of the year, senior, junior, and sophomore students are offered special opportunities for spiritual formation. Seniors begin the year with a day that focuses their leadership role in the school and faith community. Two optional “Senior Time Retreat” days are offered which address specific concerns during the transition from high school to college.

Juniors participate in a day-long retreat held at Broom Tree Retreat Center & Youth & Family Camp. The day addresses gender-specific topics related to baptismal identity as sons and daughters of God, the gifts of masculinity and femininity, and the challenges of living as Catholic men and women in the world.

Sophomores participate in a service retreat during the last week in Lent. Preparation begins with classroom instruction, discussion, and reflection on the meaning of Christian Service. The retreat culminates in a day of service in the Sioux Falls parishes and Catholic grade schools.

Other small group spiritual formation opportunities are provided for members of the student body. These vary from year to year and class to class.

## **TARDINESS**

Students are expected to be on time for all classes. Students who are tardy at the start of school should report to the Attendance Office to sign in and obtain a “Tardy Admit”. **First period tardiness is unexcused.** Students are allowed one unexcused first period tardy per six week reporting period with no penalty. Each subsequent first period tardy will result in detention. All tardies during the school day will result in detention. Students have two (2) school days to serve detention(s). Detention starts at 7:25 a.m. on specified days.

***Excessive Tardiness*** will be referred to the Administration - *Five (5) or more tardies from a class in any one semester may result in loss of credit for that class.* If the class involved is a study hall, the Administration will recommend appropriate disciplinary action. Reissuing credit with the appropriate grade earned will be contingent on the student adhering to the attendance policy.

## **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\* and referral to the Student Assistance Team for appropriate intervention.
- **Third consequence:** 3 days Out-of-School Suspension\* and continued monitoring by the Student Assistance Team.
- **Fourth consequence:** alternative placement.

*\*All Out of School Suspensions require communication between the parent(s) and Administration before a student will be allowed to return to class.*

## STUDENT CONDUCT

### *EXPECTATIONS OF CONDUCT AND CITIZENSHIP*

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 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.

People 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 students should experience caring and success. In order for students to achieve high standards, they must experience a series of smaller successes. Adults must create real opportunities for students to achieve successes, which continuously move students toward achieving their maximum ability. While a lack of success discourages students, acceptance of poor effort or inappropriate behavior enables students to settle for less than they are able to achieve. When students do not meet standards, it becomes necessary to take additional action (intervention) to assist students in learning behavior that will lead to success.

As students mature, they are expected to take increasing responsibility for their actions. In the school setting, the teacher is the primary intervener. Furthermore, 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 achievement, effort and behavior. SFCS has established procedures for evaluating and communicating student actions that do not meet established standards. Classroom teachers, counselors, academic service teachers, and administrators comprise Student Assistance Teams (SAT), which are convened to determine strategies and interventions for individual students as deemed necessary. 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.

#### **ACCEPTABLE USE POLICY: TECHNOLOGY**

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.

*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.*

**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. However, students can submit assignments to their teachers' e-mail accounts. This practice decreases the threat of viruses that can damage O'Gorman'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 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. Parents are cautioned to be aware of the online sites visited by their children.

**CONDUCT AND ACTIVITIES**

A student whose conduct is such as to make him/her unworthy to represent the ideals, principles and standards of his or her school may be ruled ineligible to participate in activities. The determination of ineligibility and the period of ineligibility is the responsibility of the Principal/Activities Director.

A student is further and more specifically subject to being declared ineligible for the reasons given in the following:

- In the event a student comes under the jurisdiction of any court for juvenile delinquency or is charged with a crime, except minor traffic violations, he/she may be declared ineligible to participate in activities.
- In the event a student violates the Code of Conduct, they will be declared ineligible for participation in activities according to the code. (See Code of Conduct)
- A student is NOT eligible — If he/she does not have a physical exam issued after April 1st of the previous school year, or if he/she is twenty years of age or over.

### **CODE OF CONDUCT**

To foster growth and development consistent with SFCS philosophy and to promote the general welfare of our faith community, the following Code of Conduct shall be considered binding for all students who choose attendance at O’Gorman High School and O’Gorman Junior High School. Students and parents should be familiar with this policy before signing the agreement. A signed copy of this agreement will be placed on file for each academic year and will serve as a prerequisite for participation/attendance.

In addition to O’Gorman High School’s Code of Conduct, the following South Dakota Codified Law (SDCL 13-32-9) may impact a student. “Suspension from extracurricular activities for controlled substances violation - Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any substances, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to sixty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program.” For further explanation please refer to SDCL 13-32-9.

*It is understood and agreed that the use and/or being in the presence of alcohol, tobacco, or the use, possession, purchase or distribution of any illegal substance is prohibited by age as well as law. It is the position of the Sioux Falls Catholic Schools that any student found in violation of law is also considered in violation of SFCS Code of Conduct policy concerning alcohol, tobacco, and other substances.*

*In addition to criminal prosecution, the Sioux Falls Catholic Schools reserve the right to discipline those students violating this agreement for illegal use in the following manner:*

- **First violation:** Student will be directed to perform 10 hours of consequential duties to the Sioux Falls Catholic School system. Students may lessen consequential duty hours by agreeing to take part in counseling.
- **Second violation:** Student will be directed to perform 30 hours of consequential duties to the Sioux Falls Catholic School system and comply with the system’s policy which requires administration consultation regarding counseling.
- **Third violation:** Students will be suspended with re-admission upon completion of the administration’s recommended counseling through O’Gorman’s Prevention Program.

*In addition, any O’Gorman High School student participating in athletics, activities, or leadership position will also be suspended from that activity in the following manner:*

- **First violation:** Student will be suspended from the next scheduled activity following the infraction.

- **Second violation:** Student will be suspended from the next three scheduled activities following the infraction.
- **Third violation:** Student will be terminated from all activities for a calendar year. The student may apply for re-admission upon completion of an approved program.

\*Only the third violation will carry over to the following school year.

*“Evidence” of a violation may be the result of any of the following.*

- Information received from law enforcement or court services personnel, which provides reasonable cause to believe that an infraction has occurred.
- A student found guilty, pled guilty, or enters a no contest plea in either juvenile court or adult criminal court.
- Self-reporting by the parent and/or student.
- An observed violation reported by a staff member.

The following steps must be taken prior to terminating a student from activities:

- The coach/advisor must meet with the student to discuss the specific problem.
- The intended termination must be reviewed with the Activity Director, and/or Principal.
- The Coach, Activity Director, and/or Principal will meet with the parents to discuss the specific problem.

*It should be noted that further consequences, as outlined in the Sioux Falls Catholic Schools Respect and Protect policy, shall also be in effect. The Administration at O’Gorman High School reserves the right to use their best judgment on an individual basis.*

**OFF-CAMPUS CONDUCT** – O’Gorman 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.

In situations in which cyber bullying originates from a non-school computer, but is brought to the attention of administration, disciplinary action will be based upon whether the administration determines that the conduct is substantially disruptive to the education process so that it interrupts or impedes the day to day operations of a school or hinders a student from feeling safe and secure to attend school.

*It should be noted that conduct, whether inside or outside the school (or program), which is detrimental to the reputation of the school, may result in disciplinary action.*

### ***HARASSMENT / BULLYING POLICY***

**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, Guidance Counselors or Administration. 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.

### **SCHOOL SAFETY:**

At O’Gorman High School we are committed to creating a school culture where everyone is treated with dignity and respect. To make this possible, we recognize that one of our most important responsibilities is to create and sustain a safe school environment so our students can enjoy learning and focus on their work.

### ***APPROPRIATE / INAPPROPRIATE BEHAVIOR***

#### **ALCOHOL / ILLEGAL DRUG**

Drinking, possession of alcohol or being under the influence of alcohol on school property or at any event sponsored by the school is forbidden. Possession or use of illegal drugs or drug paraphernalia on school property or any event sponsored by the school is forbidden. **Consequences for violation of this policy are outlined in the Code of Conduct.**

#### **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 8:05—3:20. 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 administration reserves the right to review information on electronic devices brought into the school including cell phones, laptops, etc. A phone for student use is located in front of the Attendance Office window.

### **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 administration reserves the right to review information on electronic devices brought into the school.

### **FALSIFICATIONS**

A student who misrepresents the truth may receive five detentions and/or suspension. A student who has someone other than his/her parent/guardian call or write a note excusing the student for the day or dismissing the student from school will receive a suspension. A student who alters parent/guardian correspondence or has someone else alter parent/guardian correspondence will receive a suspension. Along with a school suspension, the student may be placed on a behavior contract. A student who alters any official school document, i.e., work study time cards, passes, etc., will receive five (5) detentions. The student may also face suspension and/or removal from the work study program.

### **MARRIAGE**

O’Gorman High School respects the character of the Sacrament of Matrimony. Students are expected to gain an appreciation of marriage, which will lead them to accept and follow the guidelines of the Catholic Church in preparing for marriage. Thus, no one can be a student at O’Gorman who has entered a union considered invalid by the Catholic Church.

### **SCHOOL DANCES**

**Guests** – Students desiring to bring guests must obtain a “guest pass” from the Administration Office.

A record of the name of the guest and the O’Gorman host student will be available at the door during the dance. Each student is limited to one guest. Guest passes are only issued for the Winter Formal Dance. Guests may not be older than one year removed from high school and must provide a photo ID (driver’s license / school activity card). No students younger than high school will be allowed at dances.

**Student dress** must be appropriate for the occasion. Administration/Faculty supervisors will determine appropriateness of attire. Students will not be allowed to attend the event if their dress is deemed inappropriate by administration and/or faculty.

**Inappropriate behavior** – Students dancing or behaving in a manner deemed inappropriate by school personnel will be removed from the dance, and parents will be notified.

**Alcohol consumption, use of drugs or tobacco products** – Any student caught using any restricted items will immediately be referred to the administrator/faculty advisor in charge of the dance. The violating student will be retained and parents will be asked to come and pick up the student immediately. Penalties will be enforced as previously explained. Legal authorities may be involved in certain situations.

### **SCHOOL PROPERTY**

O’Gorman students, appreciating the sacrifices and generosity of many people, are encouraged to develop pride in the 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 semester finals begin or transcripts and diplomas are presented.

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

### **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 physically harm another student or staff member will warrant investigation, administration review, and disciplinary action. Legal authorities may be involved in cases of threats of violence toward students or staff. Referral for psychological evaluation may be required prior to re-admittance of the student.

### **TOBACCO**

O'Gorman students are not permitted to smoke or chew tobacco anywhere on the school property or at any activity in which the school is involved. Students are not permitted to have tobacco products in their possession while on school property. **Consequences for violation of this policy are outlined in the Code of Conduct.**

It is understood and agreed that the use and/or being in the presence of alcohol, tobacco, or the use, possession, purchase or distribution of any illegal substance is prohibited by age as well as law. It is the position of the Sioux Falls Catholic Schools that any student found in violation of law is also considered in violation of SFCS Code of Conduct concerning alcohol, tobacco, and other substances. In addition to criminal prosecution, the Sioux Falls Catholic Schools reserve the right to discipline those students violating this policy.

### **WEAPONS**

Weapons of any type are absolutely prohibited on the school grounds. Students caught with any type of weapon on the school grounds will face possible suspension/expulsion from school. Legal authorities may be involved depending on circumstances.

## ***CONSEQUENCES / INTERVENTIONS***

### **BEHAVIOR CONTRACT**

Consequences are issued for infractions of the policies as outlined in the Respect and Protect Intervention System. Violations are recorded in Infinite Campus. Students that have chronic behavior issues will be placed on a behavior contract for a specified amount of time. The Administration holds discretionary power in regard to penalties imposed.

### **DETENTION**

A detention may be recommended as a disciplinary consequence for inappropriate behavior. Detention begins at 7:25 a.m. All detentions must be served within two (2) school days following the infraction. Failure to serve the detention in two (2) school days will result in further consequences.

## **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 High School. Defiance of authority, violent or threatening behavior, verbal or non-verbal harassment of any kind, vandalism, theft, possession or use of weapons, cheating or overt disrespect for the laws of attendance may demand permanent expulsion. Any student found in the possession of, dealing with, or under the influence of drugs or alcohol on school property, or at any school-sponsored activity off campus may demand permanent expulsion. Administration holds discretionary power in regard to expelling a student.

## **HALL PASSES**

Students are required to have hall passes when in the halls during any class period. Responsibility lies with the student to secure a pass from his/her teacher. Failure to have a pass may result in detention.

## **IN-SCHOOL SUSPENSION**

The student will be removed from his/her regular schedule and will spend the day in a designated area in the administration office. Make-up work must be completed and is the responsibility of the student.

## **OUT-OF-SCHOOL SUSPENSION**

A student is not to be in the school building or on school property during the suspension including school sponsored, evening, or weekend activities. Make-up work must be completed and is the responsibility of the student.

*\*All Out of School Suspensions require communication between the parent(s) and Administration before a student will be allowed to return to class.*

# **ACADEMIC INTEGRITY**

## **ACADEMIC INTEGRITY/PLAGIARISM**

At O’Gorman 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.

O’Gorman 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 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.

As a responsible member of the O’Gorman student body, you must understand the mission of O’Gorman High School. Therefore, you accept the responsibility of living the Gospel values in our academic and faith community. By placing your name on any assignment, you indicate that the work is your own.

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

## **UNIFORM POLICY**

The development of the following uniform policy reflects the input from students, parents, and staff. At the heart of its design lies the mission and philosophy of Sioux Falls Catholic Schools.

In addition, the elimination of competition in dress and fashion, the idea that a uniform policy demonstrates a visible sign of self-respect, and the minimization of distractions which can get in the way of learning, was central to the development of this goal. Ultimately, the uniform policy allows students and faculty the opportunity to focus on our mission.

The uniform policy will be successful only to the extent that students, parents and faculty each accept responsibility for enforcement of policy. Administration and faculty appreciates everyone’s efforts toward that goal.

### **HAIRSTYLES**

The intent of this guideline will be for students 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 the individual. Hair must be neat and clean in appearance and must not be a distraction to others. Students are not allowed to have words, insignias, etc., shaved in any part of their hair. Boys must keep hair length above the eyes and not touching the collar. Sideburns must not extend below the ear lobe.

### **PANTS**

Colors for pants may range from light tan to brown, those colors typically considered KHAKI. This does not include black, gray, 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 uniform policy. 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. Any pants that have belt loops must be worn with a belt. Pants must not be altered by removing belt loops.

## **SHIRTS**

Long and short sleeve polo shirts will be considered the primary shirt. Polo 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 and logos. Sweaters may be worn if a polo shirt with a collar or a turtleneck is worn underneath. Turtleneck sweaters will be allowed without a polo or other shirt underneath only if they are appropriately sized and long enough to expose no midriff upon sitting, walking, or standing.

## **SHOES**

**The intent of this guideline is to have a dress type shoe.** Students are to wear dress shoes with a solid brown or black, leather or synthetic leather upper. Open-back shoes that comply with the intent of the guideline will be allowed. Shoes must have a hard sole and be intended for outdoor wear. No webbed or canvas top shoes are allowed. Shoes must be fully laced and tied at all times. Shoes must be kept clean and in good condition at all times. Sandals, flip flops, shoes with open toe, or similar products are not allowed. Boots of any kind are not allowed. Solid brown or black ballet type flats are acceptable. All students must wear socks.

## **SPECIAL EVENTS WEAR**

On various occasions students (athletes, cheerleaders, fine arts, etc.) may wear an approved activity shirt during the school day. This special events wear applies to shirts only. Other regular uniform policy rules apply. Coaches and advisors are responsible for coordinating the special events wear for their group. Outerwear of any kind (including warm-up jackets and/or hooded sweatshirts) is not acceptable for special events wear. The administration must be notified of and approve any special events wear. Teams not adhering to these guidelines will forfeit the privilege to wear activity shirts for their organization or team.

## **OVERALL APPEARANCE**

Being unable to list all exceptions to the uniform policy, students and parents are asked to cooperate by wearing clothing styles congruent with the *intended* uniform policy. Some specific exceptions include:

- Males are 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, tongue rings, and/or body piercing for either gender are not allowed.
- Tattoos must be concealed.

## **ALTERNATIVE DRESS OPPORTUNITIES**

On specified occasions, students have the option of dressing down or dressing up from the regular uniform policy. These days will be announced in advance and must be pre-approved. Prior to scheduling a “Dress Down/Up Day,” a faculty supervisor must contact Administration for approval. The following regulations apply to these days:

**Dress Up Days & Casual Dress Days:** Dress attire must be modest and appropriate for the school environment.

**The following are examples of inappropriate dress for the school environment:**

- Bare shoulders or midriffs
- Offensive writing on shirts
- Frayed, tattered or torn clothing
- Caps or bandanas
- Exposed cleavage
- Short skirts or shorts

# RESPECT & PROTECT

	<b>Expected Behavior</b>	<b>Inappropriate Behavior</b>	<b>Intervention/Staff Action</b>	<b>Alternative Action</b>	<b>How Recorded</b>
<b>L E V E L 1</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>• Follow the school dress code</li> <li>• Speak respectfully to others</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 gesturing &amp; language</li> <li>• Dress code violation</li> <li>• Teasing/Taunting</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> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Record in Student Management System</li> </ul>
<b>L E V E L 2</b>	<ul style="list-style-type: none"> <li>• Display controlled behavior</li> <li>• Speak with courtesy and respect</li> <li>• Treat others with courtesy and respect</li> <li>• Be honest and respectful of other's possessions</li> <li>• Be honest in your learning/academic integrity</li> </ul>	<ul style="list-style-type: none"> <li>• Continued behavior listed in Level 1</li> <li>• Showing, Vulgarity / swearing</li> <li>• Defiance of authority</li> <li>• Harassment (physical, verbal, visual, or sexual)</li> <li>• Inappropriate use of technology</li> <li>• Cheating</li> </ul>	<ul style="list-style-type: none"> <li>• Stop the behavior</li> <li>• Correct inappropriate 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</li> <li>• Appropriate penalty. Loss of privileges (optional)</li> <li>• Possible suspension to include co-curricular activities</li> <li>• Peer mediation (optional)</li> <li>• Community service (one or all of the above)</li> <li>• Behavior Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Record in Student Management System</li> </ul>
<b>L E V E L 3</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 behavior listed in Level 2</li> <li>• Swearing at a teacher</li> <li>• Fighting</li> <li>• Property vandalism</li> <li>• Alcohol / drugs</li> <li>• Stealing</li> </ul>	<ul style="list-style-type: none"> <li>• Stop the behavior</li> <li>• Referral to office</li> <li>• Behavior recorded</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• Possible loss of privileges</li> <li>• Out of school suspension to include co-curricular activities</li> <li>• Peer mediation</li> <li>• Community service (one or all of the above)</li> <li>• Behavior Contract</li> <li>• Outside Referral: Emotional/Behavioral Assessment Performed (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Record in Student Management System</li> </ul>
<b>L E V E L 4</b>	<ul style="list-style-type: none"> <li>• Treat others with courtesy and respect</li> <li>• Display controlled behavior</li> <li>• Weapons are not allowed in school</li> <li>• Follow the school policy regarding weapons on school grounds</li> </ul>	<ul style="list-style-type: none"> <li>• Continued behavior listed in Level 3</li> <li>• Threats to staff</li> <li>• Assaulting staff</li> <li>• Weapons</li> <li>• Extortion</li> <li>• Sexual assault</li> <li>• Accessing teacher gradebooks</li> <li>• Manipulation of teacher/student data</li> </ul>	<ul style="list-style-type: none"> <li>• Stop the behavior</li> <li>• Referral to office</li> <li>• Behavior recorded</li> <li>• Parent conference</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>• Behavior Contract</li> <li>• Possible involvement of Law Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Record in Student Management System</li> </ul>

# SCHEDULES

<b>DAILY</b>	
1	8:05-8:55
2	9:00-9:50
3	9:55-10:45
4A	10:50-11:13
4B	11:17-11:40
5C	11:45-12:08
5D	12:12-12:35
6	12:40-1:30
7	1:35-2:25
8	2:30-3:20

<b>MASS</b>	
1	8:05-8:45
2	8:50-9:30
3	9:35-10:15
Mass	10:20-11:15
4A	11:20-11:43
4B	11:47-12:10
5C	12:15-12:38
5D	12:42-1:05
6	1:10-1:50
7	1:55-2:35
8	2:40-3:20

<b>LATE START (with Mass)</b>	
Staff Mtg	7:30-9:00
1	9:05-9:35
3	9:40-10:10
Mass	10:15-11:10
4A	11:15-11:38
4B	11:42-12:05
5C	12:10-12:33
5D	12:37-1:00
2	1:05-1:35
6	1:40-2:10
7	2:15-2:45
8	2:50-3:20

# CAMPUS MAP (2011-2012)

# O<sup>+</sup>GORMAN HIGH SCHOOL

