

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

*Bishop O’Gorman Catholic Schools will be a Christ-centered community providing a financially viable, world class education for an increasing number of children.*



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2022-2023

## **Student-Parent Handbook**

3100 West 41st Street  
Sioux Falls, South Dakota 57105

### IMPORTANT PHONE NUMBERS

OGJH ADMINISTRATION/ATTENDANCE – 988-0546

OGJH COUNSELING OFFICE – 575-3386

ACTIVITIES – 575-3300

ACTIVITIES FAX – 575-3398

BUSINESS OFFICE – 335-6557

DEVELOPMENT – 336-6354

FOOD SERVICE – 575-3356

TUITION/FINANCIAL AID – 575-3367

## **DIOCESE OF SIOUX FALLS PARENTAL COVENANT**

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

*...recognizing that all we are and have is a gift from God and meant to be shared for the common good*

*...promoting positive attitudes toward school at home and in the community*

*...bringing concerns about our child directly to the teacher in a timely manner with honesty and integrity*

*...showing respect for school personnel as professionals working for the well being of our children*

*...supporting the policies of the school*

*...attending Mass on weekends and holy days with your children (Catholics)*

*...participating in liturgical and sacramental life of the parish (Catholics)*

*...promoting family prayer and faith traditions at home*

*...volunteering, giving service and financial support to the school and parish (place of worship)*

*...witnessing gospel values in our everyday lives*

*...working together to share gifts and talents to build a strong faith community through hospitality, service and outreach.*

## **SCHOOL SONG**

*Oh, Cheer for the White and the Blue;*

*Cheer 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 riding.*

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### **RIGHT TO AMEND**

This handbook will serve as a general reference for school information. It is not exclusive in content and is subject to interpretation by the administration. For additional clarification or questions, check with your principal. The administration of O’Gorman Junior High School reserves the right to amend the student handbook when necessary.

## **ACADEMIC INTEGRITY/PLAGIARISM**

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

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

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

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

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

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

## **ACADEMIC SERVICES**

O’Gorman Junior High School is committed to providing educational services to students. An Academic Services Coordinator and additional staff provide a variety of services to students and act as a resource for faculty and administration. The main purpose of Academic Services is to offer support to students so they may achieve to their potential and have a positive learning experience. A three-tiered approach is used to provide support for students in the classroom. If a student does not respond to the support being given, a recommendation is made for the student to be tested to determine if a formal plan is needed. If a student is diagnosed with a disability or medical condition that impacts learning, the student is eligible for an Accommodation Plan or Personalized Service Plan. A meeting will be conducted with parents and appropriate school personnel to determine if the student will receive accommodations or modifications (see below). This meeting will also determine how accommodations and modifications will be carried out in the classroom. Some students receiving accommodations may receive additional help in the Study Center in place of study hall.

### **MODIFIED CURRICULUM**

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

### **ALTERNATE CURRICULUM**

One that differs from designated Bishop O’Gorman Catholic Schools grade level curriculum. This is designed with classroom teacher, relevant support staff and other relevant parties to accommodate student academic growth.

## **ACADEMIC PROGRESS**

### **OGJH GRADING SCALE**

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

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

Students will receive mid-term grades 4½ weeks into each quarter and formal grades every nine weeks. Mid-term grades may be given to students at school and a note will be in the planner informing parents that mid-terms had been issued.

## **ACHIEVEMENT ACADEMY**

The Achievement Academy is a supplemental academic program for Bishop O’Gorman Catholic Schools’ students PK-12 that offers families enrichment or remedial options to broaden and strengthen student achievement, skills, knowledge and success. The program utilizes assessment, proven methods of instruction and a dedicated staff to design and implement individualized learning programs for each child. The program’s goal is to assist parents and schools in educating students to their highest potential. Because this program is supplemental, these services are not covered under normal tuition plans. The Achievement Academy Director oversees and/or coordinates all programs.

Services available through the Achievement Academy:

- Assessments: A variety of testing tools are available to identify individual student’s academic or developmental areas that would benefit from additional remediation and/or enrichment.
- Summer Programs: Camps, educational services, and enrichment programs are available during the summer.

## **ADMISSIONS**

A certified copy of the student’s birth certificate, an affidavit submitted by the Department of Health, or an I-94 Form to confirm identification must be provided. Bishop O’Gorman Catholic Schools also requires a copy of the Baptismal certificate (if Catholic) and a copy of all required immunizations (See immunizations). Bishop O’Gorman Catholic Schools’ enrollment and tuition contracts are completed online annually and require a digital signature. A one-time new student registration fee will be charged the first year a student is enrolled in Bishop O’Gorman Catholic Schools.

## **ANNOUNCEMENTS**

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

## **ARRIVING AND LEAVING SCHOOL**

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

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

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

## **ATTENDANCE**

It is important that habits of regular attendance be developed in junior high in order to prepare students for high school and future responsibilities. Students and parents must understand that students miss a vital part of their education when they are absent from school. Activities take place in the classroom are an integral part of the teaching/learning process and the discussion that takes place between teacher and student cannot be duplicated. Because of this, students are strongly encouraged to take full advantage of the educational program provided. Absences will be closely monitored throughout the school year by the office. A letter and official school documentation will be mailed at five, nine, and twelve days of a student being absent during the year. Additionally, there may be attendance meetings arranged between school personnel and the student and/or parents. If a student misses up to fifteen days of school, the president is notified.

If your child will be absent:

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

A letter and official school documentation will be mailed at five, nine, and twelve days of a student being tardy for school during the year.

If your child is tardy:

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

A letter and official school documentation will be mailed at five, nine, and twelve days of a student leaving early from school (after 1:00 PM) during the year.

If your child needs to leave school early:

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

Students may not participate in school events if they are absent for more than four periods on that same day or evening as the event.

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

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

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

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

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

### **BACKPACKS/PURSES**

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

### **BIRTHDAY CELEBRATIONS**

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

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

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

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

### **BOOKS**

The school provides textbooks for student use. Books may be required to be covered at teacher discretion. Fines and replacement costs will be assessed for damaged, lost, or stolen books.

Although not the official curriculum, textbooks play an important part in our academic program and serve as a guide for instruction and learning. Depending upon the grade level expectations and core standards of a particular subject area, textbooks, technology, or other resource materials will be used to varying degrees. Teachers may use parts of chapters, skip some chapters, and/or utilize other supplementary materials such as technology tools.

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

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

### **CAFETERIA**

Bishop O’Gorman Catholic Schools provides a well-balanced, nutritional hot lunch program for students, staff and guests, and adheres to the Bishop O’Gorman Catholic Schools Wellness Policy and USDA requirements. Students and adult visitors may bring their own lunch from home and milk is available for purchase. **Fast food, candy, soda and high energy drinks are not allowed in the lunchroom for students or adults.** Students will not be allowed to leave school for lunch without parental permission. Parents are encouraged to find a time outside the school day to celebrate birthdays and other special occasions with friends.

Students use their ID cards to purchase items at breakfast and lunch. If they do not have their card for the day, they are asked to go to the end of the lunch line. This ensures the lines go through quickly. Replacement ID cards may be obtained in OGJH school office at a cost of \$5.00.

**Free and Reduced Price Lunches:** A new application needs to be completed every year. All Families are encouraged to apply. Instructions and the application for Free and Reduced Lunches are available on the 4 Bishop O’Gorman Catholic Schools website, at the central office or

your school office. Parents may apply at any time during the year if the household size increases, income decreases, or if the family qualifies for SNAP, FDPIR, or TANF. If parents are temporarily laid off or temporarily disabled and cannot work, children may be able to get free or reduced price meals during that time.

**Special Diet Request:** Bishop O’Gorman Catholic Schools will make reasonable accommodations for students whose allergies restrict their diets and parents are asked to be cooperative and supportive of any needed adjustments to ensure the safety of students. Parents of students with food intolerances/allergies must have a physician completed and sign the Health Services Request Form C – Food Intolerance/Allergy Action Plan. This form is available in the school office or on the Bishop O’Gorman Catholic Schools website and must be completed annually. Students with special diets must let their teacher know if they are eating school lunch that day. Accommodations are not made for students who do not eat pork. Interactive menus identifying potential allergens will be available on the website. The food service does not have control over manufacturer changes of ingredients prior to delivery and therefore cannot guarantee the information.

### **Lunch Balances**

All families must set up an account on MySchoolBucks.com to have email notifications sent for low balances and to view transactions. To set up an account, go to the Bishop O’Gorman Catholic Schools website and click on Lunch Program in the upper left-hand corner to find the link for MySchoolBucks. Payment reminders will not be sent home with students. Parents should monitor accounts closely.

At the end of the school year, lunch balances are rolled over with the student to the next grade or roll over to a sibling. If the student is not returning to Bishop O’Gorman Catholic Schools, a balance of \$10.00 or greater will be refunded. Please contact the Food Service Department to receive a refund on a balance less than \$10.00.

**Account Payments:** Payments can be made through MySchoolBucks using electronic check payments, credit, or debit cards. Payments of up to \$120.00 per student can be deposited into the account for a convenience fee per transaction. Payments after 9:00 a.m. may not reflect until the following day. Lunch payments can also be made with cash or checks and sent to the school where the student receives lunch. Credit or debit cards are not accepted at the schools. All student accounts are individual, there are no family accounts. Separate checks must be written to each school for families with students at more than one location.

For families with multiple students at one location, one check may be sent to the school. Checks should be made payable to Bishop O’Gorman Catholic Schools and sent to the school where the student receives lunch (note the child’s first and last name and/or student id number in the memo line). The check will be split evenly unless otherwise indicated for each student’s account. It is best to send a check, but if cash is sent, please make sure that the child’s first and last name and/or student ID number are written on the envelope.

In the event of a non-sufficient funds check, the amount of the check plus a \$30.00 fee will be taken out of the students lunch account and the student will need to bring a lunch from home until the account is positive.

### **USDA Non-Discrimination Statement**

*Revision Release Date: 1/31/21*

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

- 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;*
- 2. fax: (202) 690-7442; or*
- 3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*This institution is an equal opportunity provider.*

### **CELEBRATIONS**

With administrative approval, teachers may initiate contact with room parents about celebrations throughout the year. Families may be contacted to help with these parties.

Any collection of money for gifts for any reason must be cleared through the administrator.

### **CELL PHONES & WEARABLE TECHNOLOGY**

Cell phones and wearable technology are not to be used from 7:30 AM until 3:15 PM. Students are not to carry cell phones or any wearable technology on their person during the school day. The school day runs from 8:15 AM to 3:15 PM. Students who are present in the after school study hall will be required to abide by all school day cell phone/wearable technology expectations. 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 a cell phone or wearable technology with them, a \$25.00 fine will be charged for the return of the phone. In lieu of the fine, the cell phone will be confiscated and held by the administration for one week. Multiple offenses may result in detention or suspension. The O’Gorman Junior High School administration reserves the right to review information on electronic devices brought into the school including cell phones, laptops, etc.

## **CHROMEBOOKS**

Each student is issued a Chromebook to be used during the school day. Chromebooks are checked out during morning homeroom and are turned in at the end of the school day during homeroom. The Chromebook is a learning tool and is to be used for educational purposes only.

\* Students are responsible for the Chromebook throughout the year.

\*Chromebooks should never be put in or on top of student lockers.

\*Any student leaving early from school must return the Chromebook to the cart in the homeroom teacher’s room or the school office prior to leaving.

\*Students may be responsible for any damage that occurs to the Chromebook during the school year.

\* All Internet requests are routed through the system’s content filtering software. Additionally, teachers and staff have access to device monitoring software in which they are able to view the screens and of the students.

\*For more information regarding proper use of all technology in the school, please refer to the section titled, “Technology Acceptable Use Policy”.

## **CLASSROOM VISITATION**

Parents are always welcome and encouraged to visit school. However, it is required that parents call ahead and arrange a time with the office. All visitors must check in at the office.

## **CODE OF CONDUCT**

To foster growth and development consistent with Bishop O’Gorman Catholic Schools’ 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 following 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.

It is understood and agreed that the use and/or being in the presence of alcohol, tobacco, nicotine, 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 Bishop O’Gorman Catholic Schools that any student found in violation of law is also considered in violation of system policy concerning alcohol, tobacco, and other substances. In addition to criminal prosecution, the Bishop O’Gorman Catholic Schools reserve the right to discipline those students violating this agreement for illegal use in the following manner:

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

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

1. **First violation:** Students will be suspended from the next scheduled activity following the infractions
2. **Second violation:** Students will be suspended from the next three scheduled activities following the infraction.
3. **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:**

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

### **The following steps must be taken prior to termination a student from activities:**

- A. The coach/advisor must meet with the student to discuss the specific problem.
- B. The intended termination must be reviewed with the activity director and the principal.
- C. 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 Bishop O’Gorman Catholic Schools’ Respect and Protect Policy shall also be in effect. The administration at O’Gorman High Junior High School reserves the right to use their best judgment on an individual basis.*

## **COMMUNICATION**

We seek to actively involve parents in the education of their children. As partners in education, the school will communicate with parents and students through conferences, written reports, phone calls, email, Google Classroom, the school website, and the Parent Portal on Infinite Campus. Parents should immediately contact the school/teachers with questions, concerns and suggestions regarding their child or the school program. It is important, however, that as students mature, that increased responsibility lies with the student to advocate and communicate for themselves.

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

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

## **CONCERN PROCEDURES**

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

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

## **COUNSELING**

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

## **CURRICULUM**

The core curriculum includes the following areas: Theology, English Language Arts, Mathematics, Social Studies, and Science. Enriched versions of Mathematics and English Language Arts at both grades are available to students who qualify. Health/PE, Technology, Automation and Robotics, and exploratory classes are also offered, along with music classes (band, chorus, and orchestra). In the 8<sup>th</sup> grade, a foreign language course may be offered (in lieu of the exploratory classes) to students who qualify.

## **DISCIPLINE**

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

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

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

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

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

**Behavior Contract:** Students that have chronic behavior issues may be placed on a behavior contract for a specified amount of time. The administration holds discretionary power regarding the contract and the penalties imposed.

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



## **EMERGENCY**

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

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

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

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

## **FAITH COMMUNITY**

At its core, the purpose of O’Gorman Junior High School is to form in each of the students a Catholic mind and heart. Catholic teachings and worldview are integrated throughout the course offerings. Additionally, each student receives theology instruction on a daily basis and participates in service projects throughout the year. Adoration and the sacrament of Reconciliation are offered on a weekly basis. The celebration of the Eucharist is at the heart of Catholic life and is central to our life at O’Gorman Junior High School. Liturgies invite us to celebrate with one another, the events in our lives, and God in our midst. Mass is celebrated on Wednesday each week in the gymnasium. Students assist in the preparation and planning of Mass and are encouraged to participate in the liturgy as a lector, altar servers, cantors, and gift bearers. Parents are encouraged to join us at these celebrations. Additionally, OGH Campus Ministry activities and faith formation opportunities nurture the spiritual and religious needs of our students, parents, and junior high community.

## **FIELD TRIPS**

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

## **FINANCES**

Families confirm next year’s enrollment by completing the online Bishop O’Gorman Catholic Schools enrollment and tuition contract through their SchoolAdmin account for each child in their family attending Bishop O’Gorman Catholic Schools. Tuition payment arrangements are set up through the SchoolAdmin account.

### **PAST DUE TUITION**

Delinquent accounts may be charged late fees, accrue interest, and may impact continued enrollment and restrict participation in academic and/or extra-curricular programs, testing, special ceremonies, and access to report cards, diplomas, transcripts and Infinite Campus student portals. Students with past due balances of tuition or other fees (textbook, library books, activity equipment/clothing, fines, etc.) at the end of each semester will not be allowed to continue enrollment in Bishop O’Gorman Catholic Schools until arrangements have been made with the Bishop O’Gorman Catholic Schools Business Office for full payment of past due tuition and fees. Families who experience financial hardship are encouraged to contact the school office or the Bishop O’Gorman Catholic Schools’ Business Office. A detailed list of all payment policies is published in the Tuition Contract Terms and Conditions.

### **FINANCIAL ASSISTANCE**

Families may apply for financial assistance by completing the financial aid application in TADS at the time of enrollment ([www.TADS.com](http://www.TADS.com)). Numerous scholarships are also available through the Bishop O’Gorman Catholic Schools’ Foundation. The deadline each year to apply for financial aid is April 1.

Should your family experience a situation throughout the year that makes paying tuition difficult, please contact the Admissions Office at 575-3358 to discuss your options.

### **PROGRAM CHANGES**

Parents who wish to make program changes after filing initial enrollment and tuition agreement (e.g., add/remove band or orchestra) may do so by contacting the school office and completing an addendum.

Questions or concerns regarding tuition, payments or program charges/changes should be directed to the Bishop O’Gorman Catholic Schools Business Office at 335-6557 or Accounts Receivable at 575-3367.

## **GUESTS OF STUDENTS**

Students are allowed to have guests visit O’Gorman Junior High School **with prior administrative approval. The visiting student must comply with all policies as outlined in the handbook.** The school retains the right to deny this request. It is recommended that guests be invited only in special circumstances and not as a social event for students.

## **HARASSMENT/BULLYING**

### **HARASSMENT**

Harassment consists of physical, verbal or written conduct related to an individual’s age, religion, race, creed, color, national origin, disability, gender, sexual orientation or other differences including appearance or personality when the conduct is so severe or pervasive that it:

- Creates a school environment that is hostile or intimidating or
- Interferes unreasonably with a students’ academic performance depriving the student of access to educational opportunities.

Harassment can occur any time as a single incident or as multiple incidents. It includes but is not limited to, any of the following behaviors:

1. Verbal harassment includes derogatory comments and jokes as well as threatening words spoken to another person.
2. Physical harassment refers to unwanted physical touching, contact, assault, deliberate impeding or blocking movements, as well as any intimidating interference with normal work or movement.
3. Visual harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, and gestures.
4. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication that causes a person to feel threatened, patronized, humiliated, embarrassed or uncomfortable. Sexual harassment may be deemed to have occurred whether the communication is verbal, physical, pictorial, written, or electronic.

Specific examples of sexual harassment include, but are not limited to, the following: making unsolicited sexual advances and propositions; using sexually degrading words to describe an individual or an individual’s body; displaying sexually suggestive objects or pictures; telling inappropriate or sexually-related jokes; making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

### **BULLYING**

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. It is repeated or has the potential to be repeated over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying includes, but is not limited to, any of the following behaviors:

1. Verbal bullying includes teasing, name-calling, inappropriate sexual comments, taunting or threatening to cause harm.
2. Social bullying includes leaving someone out on purpose, telling others not to be friends with someone, spreading rumors about someone or embarrassing someone in public.
3. Physical bullying includes hitting, kicking, pinching, spitting, tripping, pushing, blocking access, taking or breaking someone’s things, making mean or rude hand gestures.
4. Cyberbullying is bullying that takes place using electronic technology. It includes mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

This policy shall be in effect while students are on school property, while on school-owned or school-operated/leased vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management of the school and welfare of both the students and the school.

### **REPORT/COMPLAINT PROCEDURE:**

Bishop O’Gorman Catholic Schools’ employees, the School Resource Officer, and students are responsible for maintaining a working and learning environment free from harassment and bullying. If a student feels that he/she has been bullied or harassed, the student should tell the individual causing the bullying or harassment to stop.

#### **1. Reporting**

- If the behavior continues, the student should report the behavior to a teacher, counselor, or administrator. All reported student to student incidents will be thoroughly investigated by the building principal and subject to disciplinary action. Confidentiality consistent with due process will be maintained.
- All allegations will be carefully scrutinized. Students found to have filed false charges will also be subject to disciplinary action.
- Reports of harassment that suggest a Title IX violation will be handled by the Bishop O’Gorman Catholic Schools’ Title IX Coordinator.

## **HOMEWORK**

**Make-up work due to illness:** Make-up homework due to illness should be completed as soon as possible. Students who are gone due to illness should communicate with their teachers during and/or upon return from the illness. **Homework is posted by 4:00 daily on the OGJH website by our teachers.** If requested by 12:00 noon, assignments may be picked up at 3:15 PM the same day. If you have additional needs please call

the school office.

***Make up work due to vacations/other planned absences including school-related and outside-of-school activities:*** Parents are encouraged not to take vacations or extended trips during the school year. Students who will miss school for vacations, school-related activities, or outside-of-school activities are responsible for communication with their teachers regarding work they will miss. Students are responsible for having missed homework completed upon their return.

## **HOMEWORK GUIDELINES**

### ***Homework components:***

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

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

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

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

- Make homework a priority (monitor extra curricular commitments and influences)
- Provide a quiet study area and necessary supplies
- Reinforce with praise and support
- Set aside appropriate time
- Counter children's attempts to avoid homework
- Communicate with teacher
- Encourage children to do their own work
- Reinforce meeting homework deadlines

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

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

### ***Homework Amount:***

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

## **HONOR ROLL**

The Honor Roll at O'Gorman Junior High School recognizes students who have performed well academically in each quarter. In order to qualify, a student must maintain the following grade point average for a quarter:

Gold: 4.0-3.75

Silver: 3.74-3.5

Bronze: 3.49-3.0

## **ICU**

ICU stands for Intensive Care Unit, just like in a hospital. ICU is an academic support system for students and a communication tool for teachers and parents and is built around a school-wide electronic database that tracks missing assignments. All students completing all assignments is the foundation of this program. ICU system is a system of support and practice, not a system that is punitive or related to school discipline.

Students with missing or poor quality assignments have their names placed on an ICU list that can be viewed by all staff members. Names are removed from the ICU list when assignments are completed and quality work has been done.

It is crucial that parents, teachers, and administrators are all on the same page and convey the message that "All students will complete all assignments and do quality work."

If your student's name is placed on the ICU List:

- Parents will receive a separate text and an email message for EACH missing assignment on the first day of the school week (typically Monday).
- Your student will be given an opportunity to complete the assignment(s) on his/her own on the evening of the first day of the school week (typically Monday evening).
- If the work remains unfinished, the student is required to attend Morning ICU at 7:50 a.m. until 8:20 a.m. (Tuesday through Thursday) and After School ICU (Tuesday through Thursday) until 3:45 p.m.
- As soon as the student has sufficiently completed all the work that was placed on the ICU List, students will no longer be required to attend ICU. Parents will receive a text message and an email message once a particular missing assignment is completed and turned in. Parents, if you do not receive a completion text/email message for EACH missing assignment that was texted/emailed at the beginning of the week, please assume that the student needs to be at school by 7:50 a.m. and will need to stay until 3:45 p.m.

## **IMMUNIZATIONS/HEALTH RECORDS**

In light of a proper Christian concern for personal health, the health of children and others who are vulnerable, public health, and the common good, consistent with South Dakota Codified Law section (13-27-7.1), a parent/guardian acting on behalf of their child and prior to enrolling their child at Bishop O’Gorman Catholic Schools for the first time shall present to school administration a SD Certificate of Immunization Form (Form) that their child has received or is in the process of receiving immunization from certain illnesses, as designated by the Department of Health through the Administrative Rule (44:81). Form is available in the doctor’s office, school office or online at <https://doh.sd.gov/documents/Family/Immunize/CertificateOfImmunization.pdf>.

A completed SD Immunization Form (Form) must comply with the following:

1. Child’s name must be legible.
2. The Form must be signed by a physician, nurse or school health authority.
3. The Form must be submitted before the first day of school. Failure to comply with this requirement will exclude your child from attending school until all the immunizations are completed, and the Form submitted to school administration.
4. If the child is eligible to claim an exemption as noted and recognized on the Form, the parent will need to complete the information and submit the Form.
5. The dates of immunization must include month, day and year (“series complete” or check marks are not acceptable)
6. No other form except the Form will be accepted.

Students entering 6<sup>th</sup> grade are required to provide an updated SD Certificate of Immunization Form with the additional vaccinations as designated by the Department of Health.

## **INSURANCE**

Parents are advised that students are not covered and or provide with insurance through Bishop O’Gorman Catholic Schools for injuries (including dental) caused by accidents while at school or attending a school activity. Parents may seek private accident insurance through an insurance company of their choosing. Parents are responsible for all medical expenses for their child (including ambulance calls if warranted during the school day).

## **LIBRARY/MEDIA CENTER**

The library is available for student use during the school day. The library provides the necessary materials for reading, reference, and collaboration. All library materials needed for use outside the library must be checked out with the librarian.

## **LOCKERS**

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

## **MEDICAL INFORMATION**

In the event a child becomes ill or seriously injured during school, an immediate effort will be made to contact the parent and/or person indicated on the emergency file. In the event of serious injury or illness, and failure to reach a responsible party, the principal or adult supervisor will exercise reasonable judgment with reference to contacting emergency service (per the student’s emergency/medical form information). It is critical that each student’s emergency information be kept current.

Parents/guardians of students with ongoing health conditions should complete and keep current a Health Services Request Form/Student Medical Care Plan, which will be kept on file in the school office. This form must be on file for any student requiring medication. The school office and teachers should be made aware of any unusual or serious health conditions that a child possesses (as noted on a Health Services Request Form/Student Medical Care Plan).

## **DISPENSING OF MEDICATION:**

Prescription non-prescription medication should, whenever possible, be dispensed by a parent or guardian. However, Bishop O’Gorman Catholic Schools will permits the dispensing of only FDA-approved <sup>1</sup>prescription and non-prescription medication by school designated

personnel and sports medicine personnel who have successfully completed medication administration training by a licensed health care professional and when the medication is administered in accordance with this policy/administrative regulation. **Bishop O’Gorman Catholic Schools acknowledges that its personnel have limited knowledge of administering medication to students and reserves the right to refuse to administer medication at its full discretion.** Students with food allergies, asthma, diabetes or other medical conditions that may require a medical care plan or who depend on medication in order to stay in school, and whose parents/guardians cannot be present to dispense it, must follow the procedures as deemed appropriate.

#### **CONDITIONS REQUIRING A MEDICAL CARE PLAN AND/OR PRESCRIPTION DRUGS/OVER THE COUNTER MEDICATIONS:**

1. Parents/guardians requesting that staff be aware of a specialized medical care plan for their child that does not require staff to administer medication, complete the *Health Services Request Form A – Student Medical Care Plan*.
2. Parents/guardians 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/guardians must bring the medication in to the office.
  - a. Prescribed medication must be FDA-approved and in a container provided by the pharmacy with a label which includes date, student name, doctor name and dosage. Prescription medication must be brought to the Administration Office in the morning, and the student should return when it is time to take the medication.
  - b. Non-aspirin products (ex. Acetaminophen/ibuprofen) will be administered to students upon parent/guardian or student request, provided permission has been granted as indicated on the online re-enrollment platform. Any other medications should be brought to school only when they are accompanied by a parent’s/guardian’s written orders and should be submitted in its original container.
  - c. No medication shall be administered by any school personnel except on the written orders of the parent/guardian. All medications shall be kept in the office in a locked cabinet/drawer and managed by school personnel trained in medication administration.
  - d. Any student with asthma or anaphylaxis may possess and self-administer prescription medication while on school property or at a school-related event or activity if:
    - o The prescription medication has been prescribed for that student as indicated by the prescription label on the medication; and
    - o The self-administration is done in compliance with the prescription or written instructions from the student’s physician or other licensed health care provider.
3. If a food intolerance and/or food allergy is involved, the parent/guardian must also complete *Health Services Request Form C – Food Intolerance/Allergy Action Plan*, which will be shared with staff and food service personnel and followed as prescribed by physician.
4. All Health Services Request Forms are available in the school office.

#### **CONDITIONS REQUIRING STAFF ADMINISTRATION OF AN EPINEPHRINE AUTO-INJECTOR TO A STUDENT:**

1. Prior to administering an epinephrine auto-injector made available by the school, each qualified staff member (including sports medicine personnel) shall be trained by a licensed health care professional to:
  - a. Recognize the symptoms of a severe allergy or anaphylactic reaction;
  - b. know the procedure for the administration of an epinephrine auto-injector;
  - c. know the procedure for storage of an epinephrine auto-injector; and
  - d. know the emergency care and aftercare for a student who has an allergic or anaphylactic reaction. Emergency medical services will be activated for any student who receives Epinephrine.
2. Qualified staff members (including sports medicine personnel) may administer an epinephrine auto-injector to a student in accordance with a prescription specific to that student.
3. Qualified staff members (including sports medicine personnel) may administer an epinephrine auto-injector to any student during school hours or at a school event if they believe that the student is experiencing anaphylaxis.

#### **MISUSE OF ALL MEDICATION:**

1. A student is prohibited from transferring, delivering or receiving any medication to or from another student.
2. If any student uses the medication in a manner other than prescribed, the medication will be confiscated, and the student may be subject to disciplinary action by the school and will no longer be allowed to carry and self-administer medication.

#### **CONDITIONS INVOLVING AN ILLNESS OR ACCIDENT:**

1. No student will be allowed to go home from school because of illness without first notifying the parents and principal or his/her designee.
2. Students will only be excused from a gym class with a written note given to the physical education instructor, stating the timeframe and reason why the student is unable to participate.
3. Every accident or injury that occurs on Bishop O’Gorman Catholic Schools property and causes bodily harm must be reported to the principal and parent/guardian. If treatment is needed other than what can be provided at school, a copy of the report will also be sent to the president’s office (e.g. stitches, concussion, broken bone).
4. Children occasionally contract communicable diseases or conditions, which require that they be excluded from school. In the event a child contracts a communicable disease or condition (chicken pox, impetigo, head lice, scabies, strep infections, pink eye, ring worm, etc.), the parent/guardian should notify Bishop O’Gorman Catholic Schools. In order for students to return to school, please refer to the SD Department of Health website regarding infectious disease facts: <http://doh.sd.gov/diseases/infectious/diseasefacts>
5. If your child contracts a contagious disease, please inform school personnel so they can take preventative measures at school. If a “pandemic” situation arises, school officials will work closely with officials from the South Dakota Department of Health, City of Sioux Falls, and the Diocese of Sioux Falls to keep parents updated, advised and informed.

## **OFF-CAMPUS CONDUCT**

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

## **PARENTAL INVOLVEMENT**

Parental involvement is welcomed and encouraged at O’Gorman Junior High. Parents may become involved in the school in numerous activities during the school year. They may help in the library, drive for field trips, volunteer to help in Academic Services, bake, be room parents, etc. A **Parent Advisory** has been established at O’Gorman Junior High. Anyone who wishes may volunteer to be a member of this committee. The functions of the Principal Advisory will include, but not be limited to, advisory to administration, planning and executing community functions for students and their families, networking for parents, and helping with fundraising.

## **PARENT PORTAL**

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

## **PLANNERS**

All OGJH students are required to use a planner that the school orders. Planners need to be taken to every class every day as it is to be used when a student checks out of class. Students are expected to record assignments in their planner daily. Students are to get their planner signed daily by their parents/guardians. If a student loses his/her planner, the student is to report to the office to purchase a new one.

## **PROMOTION/RETENTION**

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

## **SAFE SCHOOL ENVIRONMENT**

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

Each school has an asbestos inspection plan on file in the school office. Anyone wishing to view the plan should contact the principal.

**Alcohol and other drugs:** The health, safety and well-being of all students are a concern of O’Gorman Junior High School. Of particular concern are: Alcohol, tobacco and other drug abuse problems. O’Gorman Junior High recognizes that the use, possession, distribution or sale of alcohol, tobacco or other dangerous, illegal or controlled substances constitutes a hazard to students and a disruptive effect to the school. Thus the student’s use, possession, distribution, or sale of alcohol, tobacco or other dangerous, illegal or controlled drugs or drug paraphernalia is prohibited in school, on school grounds, at school-sponsored activities, on student trips, or when students are being transported in vehicles dispatched by the school. Students selling, in possession of, or under the influence of any of the above will be subject to suspension with the possibility of expulsion. Legal authorities will be involved in the case of possession of illegal drugs. Students may be required to provide documentation verifying they have received professional counseling regarding substance abuse as a condition of remaining in school.

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

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

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

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

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

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

## **SCHOOL ACTIVITIES CLASSIFICATION**

Bishop O’Gorman Catholic Schools activities consist of four categories: Bishop O’Gorman Catholic Schools (School Sponsored) Activities (Athletic / Performing Arts); Bishop O’Gorman Catholic Schools and school associated Clubs & Organizations; Club Sports; & outside organizations in which Bishop O’Gorman Catholic Schools Student’s participate. Each category is different in how it receives approval, budget, fundraising, supervision, use of facilities, insurance and requirements for volunteers (safe environment training). For more information please contact our Activities Office.

## **SCHOOL SPONSORED ACTIVITIES**

### **SPORTS**

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

### **MUSIC**

Band (Concert and Jazz), Choir (Concert and Show), Orchestra, Worship Team

## **SCHOOL ASSOCIATED CLUBS AND ORGANIZATIONS**

Lego League/Robotics, Quiz Bowl, Drama Club, Students For Life, Student Council, Art Club

Clubs and organizations must be school approved. These groups are responsible for funding themselves as they are not part of the Bishop O’Gorman Catholic Schools Operating Budget. If students qualify for nationals, parents are expected to pay for the trip. Any fundraising that occurs must be approved by Bishop O’Gorman Catholic Schools. The registration fee and coach/supervisor fee are the only items that can be fundraised. Any contracts for event expenses may be negotiated in the name of Bishop O’Gorman Catholic Schools and signed by approved designated Bishop O’Gorman Catholic Schools employees only. Facility use must be approved by the administration and must have a Bishop O’Gorman Catholic Schools staff member present during the use of the facility.

## **SCHOOL ACTIVITIES ACADEMIC REQUIREMENT**

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

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

- A. Minimum grade requirement: All students must maintain a passing grade in all classes. Grades will be checked at all mid-term reporting periods. Any student not meeting the minimum grade requirement (the student may not have a failing or incomplete grade) at the reporting periods, will be ineligible to compete in practices and games. If the grade becomes passing, the student must notify the site coordinator and upon verification, the student immediately becomes eligible to compete in practices and games. If the grade requirement is not met, the student will remain ineligible for that particular activity until the beginning of the next quarter.
- B. The principal, at his/her discretion, may remove a student from participation in any activity based on a student’s conduct in school or at any school activity.
- C. Excessive absences or detentions due to infractions may lead to suspension of participant from games or that particular season/activity.

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

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

## **SCHOOL ATHLETIC PROGRAM PHILOSOPHY**

The OGJH athletic program has established the following goals:

- **PARTICIPATION:** to provide an enjoyable and meaningful experience focusing on:
  - Christian values of fair play
  - Respect for appropriate authority, teammates and opponents
  - Grace in victory and dignity in defeat
  - Consistent effort and positive attitude
  - Playing time that is determined by practice attendance, attitude, in addition to ability, grades and behavior
- **SKILL DEVELOPMENT:** to provide training and encouragement to develop knowledge and skills and to determine team placement based on the following:
  - Ability level, attitude and effort demonstrated at the beginning of the season

- Assessment (If athletes demonstrate in competition that they are not playing at the level of competition appropriate to their ability, they may be reassigned at the discretion of the athletic staff.
- COMPETITION: To field teams at all levels of play while maintaining a healthy team-oriented perspective by emphasizing:
  - Improvement of skill level to advance to the next level of competition
  - Enjoyment of participation, attitude, effort and personal growth

## **SCHOOL RECORDS**

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 stop at the school and view records 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 a court order. If this situation occurs with a student, the administrative office should possess appropriate legal documentation. Bishop O’Gorman Catholic Schools complies with state accreditation reporting requirements. As a Catholic school, Bishop O’Gorman Catholic Schools is not required to comply with The Family Education Rights and Privacy Act (FERPA).

## **SCHEDULE CHANGES**

If a student or parent requests a change in schedule at any time, it must be understood that the final decision of placement and scheduling lies with the administration. Teacher requests will not be honored as the belief of the school is that all employed staff are qualified professionals capable of serving the needs of our students. Students who have elected to take band, choir, and/or orchestra are enrolled in these classes for the entire year. Students may only drop band, choir, or orchestra at semester time with a written request from the parent to administration.

Further schedule changes will only be granted if:

1. A teacher, principal, or counselor recommends the change.
2. There is a medical situation that indicates a change is in the best interest of the student.

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

## **SCHOOL PROPERTY**

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

The student will pay a fine or replacement for damaged or lost texts before their final report card is mailed.

## **SENDING MONEY TO SCHOOL**

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

## **SNACK PROGRAM**

O’Gorman Junior High School utilizes a controlled “bring-your-own-nutritional-snack” program. The intent behind the program is for the students to have a mid-morning snack in order for them to continue to learn at an optimal level throughout their school day.

- Snacks that are brought to school must be **individually packaged, sealed,** a **snack-sized portion** and labeled with a first and last name.
  - **Individually Packaged:** Items should not be brought to school in bulk. Snacks should be brought daily as lockers should not be used to store future snack items. No eating utensils should be used.
  - **Sealed:** Must be either pre-packaged or sealed in a snack-sized Ziploc baggie.
  - **Snack-Sized:** Pre-packaged= 1 to 2 oz; Ziploc: 6 ½” x 3 ¼”
- Snacks will be limited to the following options:
  - Fruit Snacks/Dried Fruit/Raisins (No candy)
  - Crackers: Animal Crackers, Club, Ritz, Cheeze Nips, Cheez-Its, Goldfish, Triscuits, Wheat Thins, saltines (No Chips)
  - Fruits: Limited to grapes, bananas, and apples
  - Vegetables: Limited to baby carrots and celery sticks
  - Nutri-grain Bars (No granola bars)
  - Whole grained cereal
  - Pre-popped, non-buttered popcorn
  - String cheese
  - Pretzels



- Graham Crackers: Teddy Grahams, Cinnamon Grahams, Honey Maid Grahams
- Beef stick/jerky

This list was formulated by certified physicians, parents, and educators. Many factors were considered in the formation of this list including nutritional value, cleanliness (especially around electronic devices), not requiring refrigeration, etc. Additionally, while OGJH is not a peanut free school, we encourage snacks that are free of peanuts, tree nuts and eggs to protect students with allergies. Thus, this list is comprised of commonly available snacks free of those ingredients. Many of the above snacks can be purchased through our school cafeteria from 7:30-8:00 a.m. Teaching and learning will still occur during the time the student consumes the snack. If procedures and expectations are not followed, the teacher and administration reserves the right to disallow this privilege from a student.

## **SOCIAL MEDIA**

Engagement in social media may result in disciplinary actions if the content of the student's 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 and the social media used by their children.

## **STUDENT PERSONAL PROPERTY**

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

## **TECHNOLOGY ACCEPTABLE USE POLICY**

Bishop O’Gorman Catholic Schools will provide a technologically robust educational environment which develops responsible, ethical members of the learning community, promotes cultural awareness and compassion for world citizens, instills an understanding and appreciation for protecting intellectual property, augments and deepens student learning, and promotes critical thinking and problem solving.

Today, students are raised in a digital society. Bishop O’Gorman Catholic Schools is prepared to provide a network that will meet the demands of our educational programming. Technology, specifically digital and mobile technology, is changing how we live, work, and learn. As a result, Bishop O’Gorman Catholic Schools will strive to adapt and integrate these technologies to create well-designed, age/grade appropriate educational material that maximize teaching effectiveness and student learning through classroom activities, research, career development and high quality self-discovery activities.

All users connected wirelessly or wired must abide by the Bishop O’Gorman Catholic Schools’ Acceptable Use of Technology Policy (AUTP). Users are required to make safe, efficient, and ethical utilization of the network resources.

Bishop O’Gorman Catholic Schools offers Internet access for students, faculty, and guest users; however, the use of Bishop O’Gorman Catholic Schools owned technology is a privilege, not a right. This privilege comes with personal responsibilities and may be revoked and/or suspended. Bishop O’Gorman Catholic Schools retains the right to suspend service, accounts, and access to data, including employee/student files and any other stored data, without notice to the employee, student, or guest.

It shall be the policy of Bishop O’Gorman Catholic Schools that teachers provide proper guidance and instruction to students in the appropriate use of electronic/digital resources. Electronic/digital information research skills are fundamental to preparation of educated citizens and future employees. The AUTP should make it possible for students to conduct research and obtain information that will assist them as they strive to achieve the standards, benchmarks, and grade level/course level expectations of Bishop O’Gorman Catholic Schools. Independent student use of electronic/digital information and resources will be permitted unless a written request by a parent/guardian of minor students (under age 18) is made denying access. Parents/guardians are expected to be aware of the electronic/digital resources their children are using. Staff and parents/guardians of students who are assigned school-owned devices must sign the AUTP agreement and assume responsibility for the equipment and appropriate use.

### **1.0 Internet Safety**

- Bishop O’Gorman Catholic Schools utilizes current technology protection measures that filter access to questionable Internet material. These measures will restrict access by adults and minors to inappropriate content, including visual depictions that are abusive, obscene, profane, sexually explicit, threatening, illegal, pornographic, or harmful.
- In compliance with the Children’s Internet Protection Act (CIPA), Bishop O’Gorman Catholic Schools reserves the right to monitor, limit, or deny access and usage of all devices.
- While the Bishop O’Gorman Catholic Schools filtering system establishes some parameters for appropriate use within our buildings, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, outside the school grounds.
- Security is a high priority. Users are responsible for immediately bringing all known security vulnerabilities and violations to the attention of a teacher, administrator, or a member of the Information Technology (IT) department.
- If a security breach is detected, it should be reported immediately to the school administrator. A user should not demonstrate the problem to others. It is a violation to search for security problems or to attempt to bypass security.
- All users are responsible for complying with the AUTP and all other Bishop O’Gorman Catholic Schools policies defining computer and network security.

## **2.0 Digital Citizenship**

All users will abide by the accepted rules of network etiquette (netiquette). These include but are not limited to the following:

- Respect and protect the privacy of yourself and others
- Respect and protect the intellectual property of others
- Report threatening or obscene material to a teacher, school administrator, or school resource officer
- Comply with copyright laws and software licensing agreements
- Be responsible at all times for the proper use of technology, including access privileges
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses
- Abide by the policies and procedures of networks and systems linked by technology

The following are prohibited on all devices and software provided by the Bishop O’Gorman Catholic Schools to students, including those issued within the 1:1 program. These include but are not limited to the following:

- Cyberbullying/Cyberstalking/Cyber-extortion
- Providing personal information regarding oneself or others such as username, passwords, and other identifying information
- Producing, posting, sending, or displaying material that is offensive by nature, including but not limited to obscene, discriminatory, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language and pornographic images
- Impersonating or pretending to be someone else when accessing resources and when sending/receiving messages
- Installing software on any Bishop O’Gorman Catholic Schools device without permission of the Director of IT
- Transmitting illegal material, spam, or malware, including viruses, spyware, and keyloggers
- Vandalizing devices, including any malicious attempt to destroy data or hardware by downloading or creating a computer virus or intentionally disabling or bypassing security measures on the network
- Infringing on the intellectual property of others (plagiarism), including trademark and copyrighted material
- Hacking or attempting to access other students’ accounts or the Bishop O’Gorman Catholic Schools network and resources
- Connecting to proxy servers or other web services to bypass monitoring and web filters

## **3.0 Ethical Use - Communication**

Ethical behavior requires staff and students show consideration and respect whenever using computers or electronic communication/technology/devices/resources. When interacting with each other, staff and students will:

- Communicate respectfully online, demonstrating the same level of ethical and professional conduct as is expected in face-to-face or written communication
- Understand email and network files are not private; network administrators may review files and communications to maintain system integrity and monitor responsible use
- Maintain confidentiality by not disclosing, using, or disseminating unauthorized personal information of another person
- Distinguish between personal social networking sites and professional social networking sites; staff should not invite or accept current Bishop O’Gorman Catholic Schools students, except for their own relatives, into any personal social networking sites
- Evaluate all information for its accuracy, reliability, and authority

## **4.0 Personal Devices**

- Personal devices (including but not limited to mobile phones, wearables, etc.) should comply with the AOTP while on the school grounds. Bishop O’Gorman Catholic Schools reserves the right to require students remove wearable technology and/or confiscate equipment that presents a distraction or disruption. (See Cell Phone and Wearable Devices)
- With principal permission, personal devices may be allowed in a classroom for educational or health purposes. Network access for these devices must be granted by the Director of IT.

## **5.0 Departure Procedures**

Upon graduating from or exiting Bishop O’Gorman Catholic Schools, students’ G-Suite accounts will be disabled and deleted. Google accounts will be inaccessible to graduates after September 1 of that same year and to former students (other than graduates) upon departure.

## **6.0 Disciplinary Action**

Discipline actions for infractions and misuse of Bishop O’Gorman Catholic Schools network, internet connection, software, and/or hardware may include but are not limited to the following:

- Temporary or permanent loss of privileges
- Account restrictions including increased filtering or time use restrictions
- Loss of device or ability to take a device home
- Community Service
- In or out-school suspension or expulsion
- Legal action

The school will cooperate fully with local, state, and federal officials in any investigations related to illegal activities conducted on school property or through school technologies. School administrators have the right to confiscate and temporarily possess personally owned technology devices that are in violation or used in violation of school policies.

Bishop O’Gorman Catholic Schools reserves the right to respond to each infraction on an individual basis, taking into account the severity of the infraction and the intentions behind the infraction.

## **7.0 COPPA/CIPA**

Congress enacted the Children’s Online Privacy Protection Act (COPPA) in 1998 with amendments in 2012. School districts, such as Bishop O’Gorman Catholic Schools, are authorized to provide consent to the collection of personal information on behalf of all its students. Your acknowledgement of this handbook constitutes your consent for Bishop O’Gorman Catholic Schools to provide personal identifying information of your child such as first name, last name, email address, username, and other details as required by the website and/or software/app owners or the operators of any web based educational programs and service Bishop O’Gorman Catholic Schools may use or add during the upcoming academic year. Your acknowledgement also releases the school from any claims and liabilities that may arise out of or in connection with the use of the technology and/or software as described.

Bishop O’Gorman Catholic Schools utilizes several computer software applications and web-based services created, operated and serviced by third parties. Some common tools that your child may encounter and use include but are not limited to the following:

- Educational social networks
- Online apps
- Electronic textbooks and learning tools, websites, applications, and extensions
- Podcasts and videos

Children’s Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. Bishop O’Gorman Catholic Schools is in compliance with the CIPA by making every effort to do the following:

- Block or filter internet access to materials that are harmful to minors
- Provide internet safety and digital citizenship instruction

## **TELEPHONE**

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

## **THEFT - VANDALISM**

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

## **THREATS OF VIOLENCE/STUDENT RESTRAINT**

Any expression by a student of intentions to harm another student or staff member will warrant investigation, administrative review and disciplinary actions. Any student who poses an imminent danger of serious physical harm to self or others may be physically restrained and/or placed in seclusion by school personnel in accordance with applicable laws and regulations. Legal authorities may be involved in cases of threats of violence/assaults on students, staff or Bishop O’Gorman Catholic schools. Parents/guardians will be informed as soon as possible after any such incident.

## **TOBACCO/NICOTINE**

O’Gorman Junior High students are not permitted to use or have in their possession tobacco, any device or product that contains nicotine, chemicals, or any device that is used for inhaling or ingesting nicotine or any illegal substance while on the school property, at any activity in which the school is involved or off-campus. 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. It is the position of the Bishop O’Gorman Catholic Schools that any student found in violation of law is also considered in violation of Bishop O’Gorman Catholic Schools Code of Conduct policy concerning alcohol, tobacco, nicotine, and other substances.*

## **VOLUNTEERS**

Parents wishing to volunteer should contact the school office to complete appropriate paperwork and the volunteer orientation process, which includes a background check, completing a sexual misconduct form and online training, and information regarding responsibilities. Volunteer drivers will also need to submit insurance information and complete the driver’s form. Volunteers must sign in and out in the administrative office for their safety (evaluations, emergencies, fire drills, etc.) and the safety of students. Parents volunteering once do not need to complete the volunteer paperwork.

## **WEAPONS**

Weapons of any type are absolutely prohibited on 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.

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

O’Gorman Junior High School will announce any school closings and/or late starts due to weather through the local media and by way of the School Messenger notification system. School Messenger 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 as early as possible. Bishop O’Gorman Catholic Schools will give notices to media outlets. The final decision lies with the parents on whether or not a student should go to or leave school for inclement weather.

**THE ADMINISTRATION RESERVES THE RIGHT TO AMEND THE STUDENT HANDBOOK WHEN NECESSARY. THIS HANDBOOK WILL SERVE AS A GENERAL REFERENCE FOR SCHOOL INFORMATION, IT IS NOT EXCLUSIVE IN CONTENT, AND IS SUBJECT TO INERPRETATION BY ADMINISTRATION. FOR ADDITIONAL CLARIFICATION OR QUESTIONS, CHECK WITH ADMINISTRATION.**

# O’Gorman Junior High School

## UNIFORM POLICY

### Hair

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

### Pants

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

### Shorts/Skirts

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

### Capris

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

### Shirts

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

### Sweaters

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

### Uniform Sweatshirt

A designated O’Gorman Junior High sweatshirt is also part of the normal school uniform (optional). If the uniform sweatshirt is worn, a uniform shirt with a collar must be worn underneath.

### Shoes

Shoes must have a hard sole and be intended for outdoor wear. Shoes must be fully laced and tied at all times. Sandals, flip flops, boots, and clogs are not allowed. All students must wear socks.

### Physical Education Clothing

Shirts may be any white or light gray O’Gorman t-shirt. PE uniform shorts must be purchased through O’Gorman Junior High School. These shorts are also worn for students involved in athletics for game competitions. Socks and tennis shoes are required.

### Activities Wear

On various occasions, students may wear an approved activity shirt/jersey during the school day. The activity shirt/jersey worn must be the same from all students involved in that particular activity and can only be worn during the set activity season. Shirts worn underneath special event wear must be white or navy blue. Depending on the nature of the shirt/jersey, students may be required to tuck the shirt/jersey in. Other regular dress down rules apply. Coaches and advisors are responsible for coordinating the special events wear for their group and must receive administration approval for any special events wear.

### Alternative Dress Opportunities/Dress Down Days

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

- Socks must be worn
- No bare shoulders, midriffs, or cleavage
- No offensive writing or symbols on clothing
- No frayed, tattered or torn clothing
- No hats/caps or bandanas
- Shorts length (Only during designated seasonal times of the year) In determining appropriate length, a student may hold their arms at their sides; the length of the garment must be at least to the bottom of the student’s longest finger.
- No spandex workout pants (yoga pants) or leggings
- Shirts that include buttons must be fully buttoned even if worn with a camisole or undershirt
- Pajamas are not allowed unless it is specifically mentioned.

### General

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

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

# RESPECT AND PROTECT

## Progressive Discipline/Intervention Plan

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

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

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

# O’Gorman Junior High School

## DAILY SCHEDULES

### REGULAR SCHEDULE

Homeroom	8:15-8:25	
Period 1	8:28-9:10	
Period 2	9:13-9:54	
Period 3	9:57-10:39	
Period 4	10:42-11:23	
Period 5	11:26-12:09	
Period 5A		11:26-11:46
Period 5B		11:49-12:09
Period 6	12:12-12:55	
Period 6A		12:12-12:32
Period 6B		12:35-12:55
Period 7	12:58-1:40	
Period 8	1:43-2:24	
Period 9	2:27-3:09	
Homeroom	3:12-3:15	

### MASS SCHEDULE — WEDNESDAYS

Homeroom	8:15-8:25	
Period 1	8:28-9:02	
Period 2	9:05-9:39	
Period 3	9:42-10:15	
Period 4	10:18-10:52	
Period 5	10:55-11:38	
Period 5A		10:55-11:15
Period 5B		11:18-11:38
Period 6	11:41-12:24	
Period 6A		11:41-12:01
Period 6B		12:04-12:24
Period 7	12:27-1:00	
Homeroom	1:03-1:08	
Mass	1:10-1:55	
Period 8	1:58-2:33	
Period 9	2:36-3:09	
Homeroom	3:12-3:15	

### TWO HOUR LATE START

Homeroom	10:15-10:25	
Period 1	10:28-10:52	
Period 2	10:55-11:20	
Period 5	11:23-12:06	
Period 5A		11:23-11:43
Period 5B		11:46-12:06
Period 6	12:09-12:52	
Period 6A		12:09-12:29
Period 6B		12:32-12:52
Period 3	12:55-1:19	
Period 4	1:22-1:46	
Period 7	1:49-2:14	
Period 8	2:17-2:42	
Period 9	2:45-3:09	
Homeroom	3:12-3:15	

### TWO HOUR LATE START -- WEDNESDAYS

Homeroom	10:15-10:22	
Period 1	10:25-10:43	
Period 2	10:46-11:04	
Period 5	11:07-11:50	
Period 5A		11:07-11:27
Period 5B		11:30-11:50
Period 6	11:53-12:36	
Period 6A		11:53-12:13
Period 6B		12:16-12:36
Period 3	12:39-1:00	
Homeroom	1:03-1:08	
Mass	1:10-1:55	
Period 4	1:58-2:13	
Period 7	2:16-2:31	
Period 8	2:34-2:50	
Period 9	2:53-3:09	
Homeroom	3:12-3:15	