

3201 SOUTH KIWANIS AVENUE

SIOUX FALLS, SD 57105

[www.ogknights.org](http://www.ogknights.org)

**IMPORTANT PHONE NUMBERS**

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Academic Services	605-575-3321
Administration	605-336-3644
Business	605-335-6557
Counseling	605-575-3320
Development	605-336-6354
Food Service	605-575-3338
OGHS Fax	605-336-9272
President	605-336-6241
Tuition / Financial Aid	605-575-3367

**OUR MISSION ...**

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

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

## FACULTY

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## 2023-2024 OGHS CALENDAR

August 17.....	First Day of School – Orientation
September 4.....	No School – Labor Day
October 18.....	No School – Conferences
October 19.....	No School – Teacher In-Service
October 20.....	No School – Vacation Day
November 22.....	Early Dismissal (noon)
November 23.....	No School – Thanksgiving
November 24.....	No School – Vacation Day
December 20.....	Final Day of Semester
January 4.....	School Resumes
January 15.....	No School – Martin Luther King Day
February 2.....	All City Catholic Schools Mass
February 15.....	No School – Conferences
February 16.....	No School – Teacher In-service
February 19.....	No School – President’s Holiday
February 20.....	No School – Vacation Day
March 28.....	Early Dismissal (noon, Holy Thursday)
March 29.....	No School – Good Friday
April 1.....	No School – Easter Monday
April 22.....	No School – Vacation Day
May 18.....	OGHS Graduation @ 7 pm

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### GENERAL INFORMATION

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

*OGHS is a co-educational Catholic high school providing instruction in grades nine through twelve. It was established in 1961 under the direction of Bishop Lambert Hoch, to provide an opportunity for those who wish to add a faith dimension to their education. It is financed by student tuition and fees, donations, and the nine Catholic parishes of Sioux Falls.*

#### **RIGHT TO AMEND**

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

#### **ACCESS / VISITORS**

The school will be locked during school hours. All visitors must check in at the administration office. School hours are 8:05 a.m. to 3:20 p.m.

#### **ACTIVITIES CLASSIFICATION**

O’Gorman High School activities consist of four categories: Activities (Athletic / Performing Arts); Clubs and Organizations; O’Gorman High School Club Sports; and outside organizations in which O’Gorman

High School students 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.

**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. Any fundraising that occurs must be approved by Bishop O’Gorman Catholic Schools. 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.

## **ADMISSIONS**

O’Gorman High School strives to educate students who desire a Catholic education within the parameters of our general and college prep curriculum. Bishop O’Gorman Catholic Schools does not discriminate on the basis of race, sex, color or national origin. Bishop O’Gorman Catholic Schools does not discriminate on the basis of disability if the student can meet the academic and behavioral requirements of O’Gorman High School with reasonable accommodations and/or modifications.

## **ASBESTOS COMPLIANCE**

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

## **CAFETERIA / ID CARDS**

Breakfast items are served from 7:30 - 8:00 a.m., and lunch is served over four lunch periods from 10:50 a.m. - 12:35 p.m. on a regular schedule day.

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

The Bishop O’Gorman Catholic Schools system 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. **Fast food, candy, soda and high energy drinks are not allowed in the cafeteria for students or adults.** Students will not be allowed to leave school for lunch without parental permission and a parent accompanying them. 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. Replacement ID cards may be obtained from OGHS administration office at a cost of \$5.00.

The following information pertaining to the lunch program can be found on the website.

- Menus
- Food Allergies
- Meal Prices
- Free & Reduced Lunch Information/Applications
- Meal Charge Standard Practice
- Wellness Policy

## **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 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, FDIPIR, 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 complete 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 this 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 the 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 to keep them positive.

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 student’s lunch account and the student will need to bring a lunch from home until the account is positive.

### **CAMPUS MINISTRY**

OGHS Campus Ministry seeks to engage students with an authentic experience of Christ’s love through community, prayer, sacraments, and service. Campus Ministry works in conjunction with the theology department and builds off the foundations of faith that are created in the classroom. Campus Ministry strives to offer a wide variety of faith events and formation for our students.

**Mission Statement:** Inviting O’Gorman students into an authentic and flourishing relationship with Jesus Christ and His Church, modeling the Gospel and equipping them for a lifetime of Christ-centered and Holy Spirit led discipleship and friendship.

**Retreats:** Two optional retreats are held each year, one per semester. They take place over the

course of a weekend. These are organized by the campus minister.

**The Well:** The Well is a high energy and engaging faith event held each month. Activities include praise and worship, prayer, games, snacks and a welcoming and fun environment. Available to any student at O’Gorman, the Well is held on a weekend evening at rotating parishes in the city.

**Small Groups:** Formation opportunities are available to the student body through a number of small group activities such as: Endow, Men’s and Women’s Nights, Bible Studies, Etc.

## **CHRISTIAN SERVICE**

**Purpose:** The purpose of the Christian Service program is to recognize the vulnerable and, by serving them, to cultivate a spirit of lifelong, joyful service that provides the opportunity to experience a change of heart by encountering Jesus in our neighbors. It is our hope that students learn that the love of God cannot be separated from the love of neighbor and that the habit of service will last a lifetime. The following service program is required of all students who are enrolled in a theology course.

**Program Options:** The goal of the Christian Service program is to highlight the service already happening in our lives and direct students to focus on the corporal and spiritual works of mercy. The hours will be divided into two categories. Examples of applicable types of service follow the categories, but the list is not exhaustive:

*Category 1 (form includes specified service locations)*

- **Soup Kitchen (Banquet, St. Francis House, Bishop Dudley Hospitality House)**
- **Hospitals**
- **Special Needs (LifeScape, Special Olympics, Horse Power)**

*Category 2*

- **Assisting with parish liturgies (lecturing, Extraordinary Minister of Holy Communion, Serving, Ushering)**
- **Assisting with parish meals**
- **Assisting with diocesan events**

**Expectations:**

- **Students are required to have at least five hours of service per semester**
- **Hours may be any combination of categories 1 & 2**
- **Students will complete a verification form that must be signed by a supervisor and parent**
- **Parents and students are responsible for verifying the location and the level of safety and supervision provided, and the transportation of their students outside of school-sponsored activities.**
- **School-sponsored and school approved opportunities are posted on the website under the ‘Faith’ Section.**
- **Hours will serve as a portion of the students’ grade for the class**
- **Freshmen may not complete summer hours for credit**
- **Sophomores, juniors, and seniors, can complete their service hours in the summer before the fall semester**

## **COMMUNICATION**

We seek to actively involve parents in the education of their children. As partners in education, the school will communicate with parents and students through conferences, e-mails, written and oral reports, electronic newsletters, Google Classroom and the Parent Portal on Infinite Campus during the school year. The Parent Portal can be accessed on our website. Parents should immediately contact the school or teachers with questions, concerns and suggestions regarding their children or the school program.

For the safety and well-being of your child, please notify the school of any changes that might affect his or her life at school (i.e., change of address and/or phone number, death of a loved one, change in family

status, parents out of town, etc.). We are a team, and we can work best when we keep each other informed.

If you wish to contact a staff member, you may call the school office and leave a message, and the staff member will return your call. You may also e-mail staff members. E-mail addresses are listed in the front of the handbook or are available on our website.

## **CONCERN / COMPLAINT PROCEDURE**

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

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

During the course of a school year, administrators and staff members receive numerous written correspondences either by e-mail or mail. As a school we will only respond to communication that is signed and/or in person. School administrators will decide if circumstances warrant a different response.

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

## **CLOSED CAMPUS**

O’Gorman High School is a closed campus. Once students arrive, they are to remain in the school building. Senior open campus is offered to qualifying seniors during designated times throughout the year. During the fall and spring semester exam schedules, all students are allowed to utilize open campus.

## **FAITH COMMUNITY**

To be a faith community is our call and our mission at O’Gorman High School. Students, parents, staff members, pastors and parishioners are called to be in a relationship rooted in the Gospels. We do this through teaching theology, nurturing community, promoting service, and by providing multiple prayer and liturgy opportunities. See “Campus Ministry” or “Christian Service” for more information on those activities.

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

Daily mass is celebrated in the chapel. A schedule of masses and prayer services is posted. Mass is celebrated each week, usually on Wednesdays, at which time no classes are in sessions.

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

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



## **FINANCIAL AID**

Families may apply for financial assistance by completing the Financial Aid tab in the TADS family account. Numerous scholarships are also available through the Bishop O’Gorman Catholic Schools Foundation. The deadline each year to apply for financial aid and scholarships is April 1. If you are experiencing a financial difficulty, contact the admissions office at 575-3358 to discuss assistance options.

## **GUARDIANSHIP**

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

## **GUESTS OF STUDENTS**

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

## **Immunization/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.

## **INSURANCE / LIABILITY**

Parents are advised that students are not covered and/or provided 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, if they wish, through an insurance company of their choosing. Parents are responsible for all medical expenses for their child (including ambulance calls, if warranted).

Prior to their child’s participation in a field trip or special activity, parents may be required to sign a consent/liability waiver form (agreeing to hold harmless Bishop O’Gorman Catholic Schools with regard to any claim in connection with any illness, injury, or cost of medical treatment arising from or as a result of their child’s participation or attendance at the event).

## **LIBRARY/MEDIA CENTER**

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

- All library materials needed for use outside the library must be checked out at the librarian's desk.
- Online databases are available for research and may be accessed from the South Dakota State Library website. More information is available through the school librarian.
- Students who do not return library materials and/or pay their fines will not be allowed to take their semester exam finals until their account is in good standing.

## **LOCKERS**

Each student has an assigned locker in which to keep school supplies and personal belongings. Each student will be responsible for the cleanliness of his/her locker. Each locker has a unique combination, and students should not share the 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. Administration reserves the right to remove inappropriate postings on lockers. *All lockers at O'Gorman High School are subject to search.*

## **PARENT ADVISORY BOARD**

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

## **PARKING AND VEHICLES**

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

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

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

## **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 Bishop O'Gorman Catholic Schools business office. A detailed list of all payment policies is published on the Tuition Agreement Terms and Conditions.

## **POSTERS / SIGNS**

Before being posted, all materials must receive approval from administration.

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

O'Gorman High School will announce any school closings and/or late starts due to weather through the local media and by way of the School Messenger notification system. School Messenger is an automated calling system that allows administrators to communicate important or urgent messages to designated parent phone numbers and/or emails. It is our goal to have a decision made by

approximately 5:30 a.m.; however, a decision might be made later if the weather forecasts are not clear. Bishop O’Gorman Catholic Schools will notify local radio and television stations.

## **SECURITY CAMERAS**

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

## **STUDENT HEALTH & MEDICATION ADMINISTRATION**

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 drugs and over-the-counter medicine should, whenever possible, be dispensed by a parent or guardian. However, Bishop O’Gorman Catholic Schools permits the dispensing of 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. Bishop O’Gorman Catholic Schools reserves the right to refuse to administer medication.** 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 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 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
  - 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 by school, a copy of the report will also be sent to the president’s office (e.g. stitches, concussion, broken bones).
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.

## **SUPERVISION AFTER SCHOOL**

The school day begins at 8:05 a.m. and ends at 3:20 p.m. Exceptions to these times may occur due to staff meetings, special events, or inclement weather.

At the conclusion of our school day, high school students who are not involved in an activity need to have a plan for leaving campus. Students who are not in activities and remain in the school building after 4:00 p.m. must remain in the lower foyer area outside of the administration office. Students who find themselves in this situation will be expected to adhere to our expectations. They may leave this area only when their ride arrives. No supervision will be provided after 5:00 p.m., and students will be expected to leave the school building.

## **TELEPHONE CALLS / ANNOUNCEMENTS**

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

## **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. Parents volunteering once do not need to complete the volunteer paperwork.

# **ACADEMICS**

## **ACADEMIC SERVICES**

O'Gorman High School is committed to providing educational services to students. An Academic Services Coordinator with additional certified teachers 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 and/or modifications. This meeting will also determine how accommodations and modifications will be carried out in the classroom.

## **ACTIVITIES AND ELIGIBILITY**

- Students must have passed at least four subjects in the semester preceding an activity to be eligible for the activity. If this South Dakota High School Activities Association regulation is not met, the remainder of this policy is not necessary.
- If a student has passed four subjects in the previous semester, he/she must continue to pass at least four subjects AND not be failing in more than one subject at each of the reporting periods to continue participating in an activity.
- The activity eligibility reporting periods will be at the completion of each six-week reporting period. The counseling department will provide the activities director and principal with an eligibility list. The list will be reviewed by the administration team, and appropriate action will be recommended.
- The student will have three days to comply with the academic eligibility rule. If the student does not comply, he/she will be ineligible in the activity until the teacher(s) of the failing course(s) notifies the

administration/activities director of the student's passing status. At the end of each semester, the state rule will apply.

- Junior high eligibility requirements are determined by the O'Gorman Junior High Petitioning Up procedures. (See Procedures)
- Transfer Rules (Athletics) — Any student requesting to transfer to or from O'Gorman High School is subject to the open enrollment requirements of the SDHSAA (South Dakota High School Activities Association). Contact the activities office or counseling office for more information.

### **AP / DUAL CREDIT**

Advanced Placement (AP) and dual credit courses are available for interested students. Specific information on these courses is found in the course description book, which is available on the O'Gorman High School website. Student interest, past performance, and appropriate placement are primary considerations to enroll in these courses.

### **COUNSELING PROGRAM**

The counseling program seeks to serve the whole student, meeting them where they are and supporting them in that place to grow in coping, character, and Christian education. Emotional, social, academic, career, and college needs are met through services such as individual counseling, group counseling, college advising, referral resources, and family consultations.

### **COURSE REQUIREMENTS FOR GRADUATION**

Course requirements for graduation are outlined in the course description book which can be found on our website.

### **DUAL ENROLLMENT**

On occasion students attending O'Gorman High School may make arrangements to dual enroll at a second school. The expectation is that all core curriculum courses will be completed at O'Gorman. Students are allowed to dual enroll only for courses that are not offered at O'Gorman or in a situation where a student's schedule does not allow for the course to be taken at O'Gorman. Dual enrollment requests will be evaluated on a case by case basis and must be coordinated through the counseling office prior to enrolling. Students enrolled under the dual-enrollment program are subject to the regulations of both O'Gorman High School and the cooperating school. Students must provide their own transportation between O'Gorman High School and the cooperating school.

#### **Attendance requirements include:**

- Students must attend classes at O'Gorman High School even though the cooperating school might not have classes in session;
- Students must attend classes at the cooperating school even though O'Gorman High School might not have classes in session;
- Scheduling conflicts must be addressed before the date of the conflict.

### **EARLY GRADUATION**

Any student who wishes to graduate in less than four years must meet the same requirements as all other students. A plan for early graduation must be in place by the start of junior year and approved by the counseling office. Final decisions on early graduation requests lie with the administration.

### **GRADING SCALE**

Class grades and grade points are issued based on the percentage ranges listed below:

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

## **GRADUATION**

Seniors are able to participate in graduation ceremonies if they are within .5 credit of O’Gorman’s graduation requirements. Administration reserves the right to evaluate extenuating circumstances that may affect a senior’s ability to participate in the graduation ceremony. Students who satisfactorily complete the graduation requirements of O’Gorman High School, including all financial obligations, will be granted a diploma, will be allowed to participate in graduation ceremonies, and will be included on the class composite. In addition, a student must be enrolled fulltime at O’Gorman High School for a minimum of the spring semester of their senior year in order to earn an O’Gorman diploma full-time is defined as six or more classes with all core classes being taken at O’Gorman.

### **Guidelines for Part-time Students**

Students must be enrolled full-time at O’Gorman High School in order to have their photo included in the class section of the school yearbook for each school year (full-time is defined as six or more classes each semester with all core classes being taken at O’Gorman).

Part-time students may have their photo included in the activities section of the yearbook with the activity(s) in which they participate.

Students must be enrolled full-time at O’Gorman High School and meet all the other established criteria in order to be considered for selection to National Honor Society.

## **INCOMPLETES**

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

## **NATIONAL HONOR SOCIETY**

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

## **COURSE REGISTRATION**

The counselors and freshmen theology teachers will assist the students each year to choose course requests for the following year. Each student updates their four-year plan annually to ensure students remain on track for graduation and proper course placement.

**Schedule Changes (drops & adds):** Schedule change requests will be handled on a case by case basis depending on 1) number of students in the class requested 2) ability to fit the change into the student’s schedule. All schedule change requests require a \$20.00 course change fee. Students may make schedule changes during the add drop period of each semester. If a student needs a course due to a failing grade or a teacher recommendation there will be no fee assessed.

**Withdrawal:** During the first six weeks, a student who withdraws will have it noted on his transcript as a Withdraw (W). This policy will be modified if there are health problems or other special circumstances which merit consideration. After the first reporting period, any drop will be recorded on the transcript as a W/F, no credit will be received, and it will be calculated in the grade point average. Administration may consider special circumstances before recording a W/F for the course.

**Going Against Recommendation:** Occasionally a student desires to take a course against the recommendation of the school. A form is available through the counseling office which requires a signature from the student and parent. The above schedule change policy will apply in this situation. For more information, contact the counseling office.

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

Congress passed legislation in 2002 requiring local education agencies receiving assistance under the

Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, access to secondary school students and directory information on those students. The National Defense Authorization Act for fiscal year 2002 reflect these requirements. Student directory information provided to recruiters will be used specifically for armed services recruiting purposes. Students may receive mail or a telephone call regarding military offerings in terms of scholarships, military academies, and education opportunities. The law states that information contained in the school directory is subject to disclosure to the military. Please note that directory information consists of student names, addresses, and telephone numbers.

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

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

Students will receive three progress reports, one approximately every six weeks during a semester with the third report being their final semester grade. The progress grade is a snapshot of the student's progress at that point in the semester. Final letter grades and grade points for achievement will be recorded and computed on the transcript at the end of each semester.

### **SCHOOL / STUDENT RECORDS**

Official school records are kept in the protection of the school unless a student transfers to another school. Parents may view records at any time in the counseling office. Parents are asked to make an appointment prior to such a visit.

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

### **SENIOR WORK RELEASE**

This program provides an opportunity for seniors to attend work during the last scheduled period of the day. Students must complete the work release form from the counseling office and obtain signatures from the employer and parents/guardians. The senior's schedule must accommodate this arrangement, the student must be passing all courses at each reporting period, and be employed by a person or business that is not run or owned by an immediate family member.

## **ATTENDANCE**

### **ATTENDANCE POLICIES**

Regular attendance at school is absolutely necessary if students are to obtain the maximum benefit from their educational experience. **Students should only be excused from school for serious reasons.** Students who miss school for unnecessary reasons not only hamper their education, but also hinder school efforts to educate the student. Make-up work must be completed and is the responsibility of the student.

### **ABSENCES**

Parents/guardians of absent students are to notify the attendance office (575-3310) each day of absence. Absences will be considered excused for reasons of the following: serious illness, injury, medical or dental appointments that cannot be scheduled outside of school hours, weddings in the family, college visits, family emergencies, death in the family and when students are official representatives of the school at school sponsored activities.

#### **Homework:**

- It is the responsibility of the parent/student to make arrangements to get homework when a student is absent by either contacting the school or accessing assignments on Google Classroom.



- See “School Related Absences” for specific guidelines regarding homework procedures.

## **APPOINTMENTS**

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

- Once the information is received by the attendance office, a permit to leave the building will be issued. Students should stop by the attendance office to pick up their permit.
- The permit to leave the building serves as a pass to leave class. At the designated time, the student needs to bring the permit to the attendance office and sign out. This permit also serves as the pass back to class after the student has signed in upon returning to school.
- Students are expected to return to school immediately following the appointments.
- After five absences, documentation from the provider is required for any absence for appointment.

## **EXTENDED ABSENCES**

Parents are requested to schedule student vacations and trips when school is not in session. However, if it is necessary for a student to be absent for one or more days, the parent/guardian should call or send a note with the student to the attendance office **at least two days prior to the absence** stating the reason and time for the dismissal. An extended absence form will be issued to the student. It allows the student to receive assignments in advance, and serves as the pass for the student to leave class at the appropriate time. It must be signed by the teacher of each class. The student must bring the completed form to the attendance office and sign out before leaving the building. Failure to follow attendance policies and procedures may result in consequences including detention and/or suspension.

## **EXCESSIVE ABSENTEEISM / LOSS OF CREDIT**

*Ten (10) or more absences from a class in any one semester may result in loss of credit for that class.* Reissuing credit with the appropriate grade earned will be contingent upon the student adhering to the attendance policy and meeting the expectations of the administration. Medical exceptions with a written doctor’s statement or circumstances cleared with the administration will be taken into consideration. Unusual circumstances such as prolonged illness, emergencies, etc., will also be taken into consideration. In determining loss of credit in a course, emphasis is placed on unexcused absences, excessive vacation days, or abusive patterns of behavior. School related absences are NOT included in Excessive Absence Reports and are NOT considered when determining loss of credit in a course; however, excessive absences of any kind can have a detrimental effect on academic achievement. Excessive absences of any kind may prevent students from attending future school related events that require students to miss school.

## **ILLNESS**

Students who become ill during the school day should report to the attendance office for assistance. Students who are ill will be released once a parent/guardian has been contacted and gives approval. In the event a parent/guardian cannot be reached, we will try to get permission from the student’s emergency contact(s). Updating emergency medical information is critical for the health and well-being of the student in the event of an emergency. ***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.***

## **SCHOOL RELATED ABSENCES**

**Make-up Work for School-Related Activities:** Students who will miss school for school-related activities are responsible for communication with their teachers regarding work they will miss. The expectation is that students will make up, *in advance*, any tests or quizzes that will be missed due to the activity absence. Students are responsible for having missed homework completed *upon their return*.

**College Visits:** Juniors and Seniors are allowed two school days per year to visit colleges. These absences are recorded as “school related absences” and are not recorded on a student’s transcript.

Please notify the attendance office at least 2 days in advance of these visits so that they may be recorded accordingly. Documentation may be requested. Additional days may be granted with administrative approval. These days may be limited if the student has exhibited habitual patterns of absenteeism or tardiness. See "Extended Absences" for more information about homework and procedures.

### **SCHOOL SPONSORED OFF CAMPUS EVENTS**

Students representing O'Gorman at school sponsored events off campus should display conduct reflecting the high expectations of the school. Students should consult faculty sponsors before trips regarding proper dress and other arrangements. The Bishop O'Gorman Catholic Schools' permission form must be signed by parents and returned to the teacher/advisor prior to the student attending. Students must go and return in the same group. No permission will be granted to leave the assigned group except when parents request of the chaperone directly in charge that a student accompany parents in the parents' vehicle.

### **TARDINESS**

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

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

### **TRUANCY / UNEXCUSED CLASS ABSENCE**

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

- **First consequence:** 1 day of in-school suspension.
- **Second consequence:** 1 day out-of-school suspension\* and referral to the Student Assistance Team for appropriate intervention.
- **Third consequence:** 3 days out-of-school suspension\* and continued monitoring by the Student Assistance Team.
- **Fourth consequence:** alternative placement.

\*All out of school suspensions require communication between the parent(s) and administration before a student will be allowed to return to class.

## **STUDENT CONDUCT**

### **EXPECTATIONS OF CONDUCT AND CITIZENSHIP**

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

People are able to grow more positively when they believe and feel that they are lovable and capable. These beliefs result most often when they are surrounded by adults who are caring and able to help

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

As students mature, they are expected to take increasing responsibility for their actions. In the school setting, the teacher is the primary intervener. Furthermore, other school personnel, parents, and outside experts often have roles in assisting students to better achieve or to correct inappropriate behavior. In most instances, report cards and parent-teacher conferences will communicate achievement, effort and behavior. O’Gorman High School has established procedures for evaluating and communicating student actions that do not meet established standards. Levels of inappropriate behavior have been listed to establish appropriate communication and consequences for students’ behavior. Consequences are meant to be corrective and not simply punitive.

### **ACADEMIC INTEGRITY / PLAGIARISM**

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

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

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

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

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

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

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,

augmentations 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 and adopt 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 School 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 AUP while on 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/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

### **ALCOHOL / ILLEGAL DRUGS**

Drinking, possession of alcohol or being under the influence of alcohol on school property or at any

event sponsored by the school is forbidden. Possession or use of illegal drugs or drug paraphernalia on school property or any event sponsored by the school is forbidden. **Consequences for violation of this policy are outlined in the Code of Conduct.**

## **CODE OF CONDUCT - ILLEGAL SUBSTANCES**

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 agreement. A signed copy of this agreement will be placed on file for each academic year and will serve as a prerequisite for participation/attendance.

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

*It is understood and agreed that the use and/or being in the presence of alcohol, tobacco, nicotine, 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.*

*The Bishop O’Gorman Catholic Schools reserve the right to discipline those students violating this agreement for illegal use in the following manner:*

- **First violation:** Student will be directed to perform 10 hours of community service and comply with the system’s policy which requires administration consultation regarding counseling.
- **Second violation:** Student will be directed to perform 30 hours of community service and comply with the system’s policy which requires administration consultation regarding counseling.
- **Third violation:** Students will be suspended with re-admission upon completion of the administration’s recommended counseling through O’Gorman’s Prevention Program.

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

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

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

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

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

- An observed violation reported by a staff member.

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

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

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

### **OFF-CAMPUS CONDUCT INVOLVING TECHNOLOGY**

O’Gorman High School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats.

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

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

### **CELL PHONES /WEARABLE TECHNOLOGY**

Students are not to carry cell phones or wearable devices on their person during the school day. The school day runs from 8:05 – 3:20. These devices can be distracting, can cause academic integrity issues, and have a potential to be dangerous in cases dealing with school emergencies. If students are found to be carrying a cell phone or other wearable technology with them, it will be confiscated and held by the administration for one week. Parents may retrieve the phone or wearable technology at any time during this week by paying a \$25 fine. Multiple offenses will result in detention or suspension. The O’Gorman administration reserves the right to review information on electronic devices and wearable technology brought into the school including cell phones, laptops, etc. A phone for student use is located in front of the attendance office window.

Headphones/earbuds are allowed for school use only and only under the direct supervision of a teacher. Any violation will result in the headphones/earbuds being taken away and held for one week. Parents may retrieve the headphones/earbuds at any time during the week by paying a \$25 fine.

### **COMMUNITY BUILDING EXPECTATIONS**

We will:

- Treat all students with respect
- Help students who are not being treated with respect
- Work to include students who are left out
- Tell an adult if you know someone is not being treated with respect

### **CONDUCT AND ACTIVITIES**

A student whose conduct is such as to make him/her unworthy to represent the ideals, principles and standards of O’Gorman High School, may be ruled ineligible to participate in activities. The determination of ineligibility and the period of ineligibility is the responsibility of the administration. Extracurricular participation is a privilege, not a right, and students may be suspended for on- or off-campus violations.

A student is further and more specifically subject to being declared ineligible for the following



reasons:

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

## **FALSIFICATIONS**

A student who misrepresents the truth may receive detentions and/or suspension. A student who has someone other than his/her parent/guardian call or write a note excusing the student for the day or dismissing the student from school will receive a suspension. A student who alters parent/guardian correspondence or has someone else alter parent/guardian correspondence will receive a suspension. Along with a school suspension, the student may be placed on a behavior contract. A student who alters any official school document may receive detentions and/or suspension.

## **HARASSMENT/BULLYING POLICY**

It is the policy of Bishop O'Gorman Catholic Schools that each school maintains an environment free from unlawful harassment and/or bullying. For the purpose of this policy harassment and bullying are defined below.

### **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:

- Verbal harassment includes derogatory comments and jokes as well as threatening words spoken to another person.
- 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.
- Visual harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, and gestures.
- 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:

- Verbal bullying includes teasing, name-calling, inappropriate sexual comments, taunting or threatening to cause harm.
- 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.
- Physical bullying includes hitting, kicking, pinching, spitting, tripping, pushing, blocking access, taking or breaking someone's things, making mean or rude hand gestures.
- 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.

### **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 School Title IX Coordinator.

### **MARRIAGE**

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

### **SCHOOL DANCES**

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

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

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

**Alcohol consumption, use of drugs or tobacco and nicotine products:** Any student caught using any restricted items will immediately be referred to the administrator/faculty advisor in charge of the dance. The violating student will be retained and parents will be asked to come and pick up the student

immediately. Penalties will be enforced as previously explained. Legal authorities may be involved in certain situations.

## **SCHOOL/PARENT/STUDENT CHROMEBOOK AND EQUIPMENT RESPONSIBILITIES**

### **School Responsibilities**

Bishop O’Gorman Catholic Schools has implemented numerous safeguards to help protect your child and the issued device.

- Each Chromebook is registered to our domain ([www.ogknights.org](http://www.ogknights.org)) through the Google Suite for Education Management Console.
- Every effort is being made to verify that material accessed on the network is appropriate; therefore, Internet traffic on the Chromebooks routes through the Bishop O’Gorman Catholic Schools internet filter, which means that regardless of what WiFi the student is using to access the Internet, our filters will still apply to the content. Please understand that no filter method is 100% effective.
- In addition to filtering, the device usage is logged.
- During the school day, teachers within the school have the ability to monitor and restrict student use.
- Students have access to install approved apps/extensions deemed necessary by teachers for classroom use.
- Students are provided a GSuite account to use for internal communication and resources deemed necessary by teachers.
- Emails are monitored and filtered for content.

### **Parent Responsibilities**

Your child has been issued a Chromebook device, which will be used on a daily basis by various teachers to enhance the overall learning experience. This endeavor is a team effort, and we anticipate the following of parents:

- I will supervise my child’s use of the Chromebook at home.
- I will supervise my child’s use of the Internet.
- I will report to the school any problems with the Chromebook and will not attempt to repair the Chromebook.
- I will make sure that my child recharges the Chromebook battery nightly.
- I will ensure that my child brings the Chromebook to school each day.
- I understand that if my child comes to school without his/her Chromebook, I may be called to bring it to school.
- I agree the Chromebook will be returned to the school when requested or upon my child’s withdrawal from the system.
- I am financially responsible for any physical damage to the Chromebook.

### **Student Responsibilities**

Your Chromebook is an essential learning tool and will be used in the majority of your classes on a daily basis. You are required to accept the following responsibilities:

- It is anticipated that this Chromebook will be reissued to me annually until I graduate or leave the system. It is my responsibility to care for this device and make every attempt to prevent any damage to it while under my care.
- The usage of the Chromebook, both in-school or off-premises, is for educational purposes. All usage will follow the guidelines outlined in the Bishop O’Gorman Catholic Schools Acceptable Use Policy, as well as, state, national, and federal laws.
- I will not modify any software on the device.
- I will bring the Chromebook to school and every class each day.

- I will recharge the Chromebook battery each night.
- I will leave the Chromebook in its protective case at all times.
- I will notify the IT department of any functional issues or damage to the Chromebook immediately.
- I will secure the device to prevent theft/vandalism when it is not in my possession.
- I will return the Chromebook when requested or upon my withdrawal from the system.

### **Chromebook Use and Handling**

- Keep the Chromebook dry at all times and protected from rain, snow, and any liquid.
- Do not eat or drink near the Chromebook.
- Do not use the Chromebook as a folder to store papers as this can cause strain and damage to the device's hinges.
- Do not insert anything, especially metal objects, wrappers, or gum, into the openings or ports of the Chromebook.
- Avoid placing items on top of the Chromebook, as it is not built to handle a lot of weight and doing so could cause damage to the screen.
- Avoid exposing your device to extreme heat or cold or drastic temperature changes as this can negatively impact the battery life/performance, processing speed, and potentially cause water damage and corrosion to the device.
- To prevent theft and/or damage from the elements, do not leave the Chromebook in an unsecured location including, but not limited to, vehicles, buses, and locker rooms.
- To prevent overheating, vents should not be covered or obstructed from airflow. This is how the Chromebook breathes and cools itself.
- Chromebooks may be cleaned with electronics wipes and soft, dry, anti-static, or micro-fiber cloths. Do not use water or other cleaning solutions on the Chromebook.
- Do not touch the screen with your fingers or anything that will leave a mark or scratch on the screen.
- Insert cords/cables carefully to prevent damage to ports and pins.
- Be careful not to jerk/pull/twist your Chromebook around when the cables are attached.
- Do not transport your Chromebook with any cords or peripheral devices plugged in or with the lid open.
- Shut your Chromebook down on a daily basis to ensure that it is properly updated and ready for use.

### **SCHOOL PROPERTY**

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

Students will pay a fine or replacement for damaged or lost textbooks before semester finals begin or transcripts and diplomas are presented.

### **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.

## **THEFT / VANDALISM**

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

## **THREATS OF VIOLENCE**

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

## **TOBACCO AND NICOTINE**

O’Gorman students are not permitted to use or have in their possession tobacco, any device or product that contains nicotine, or any device that is used for inhaling or ingesting nicotine, chemicals, 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, nicotine, 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.*

## **WEAPONS**

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

# **CONSEQUENCES / INTERVENTIONS**

## **BEHAVIOR CONTRACT**

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

## **DETENTION**

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

## **EXPULSION**

Expulsion is an extreme, but sometimes, necessary disciplinary measure for the common good. Any student will be subject to expulsion for conduct which is of such a nature as to jeopardize the good name of the school community or which is detrimental or harmful to any member of O’Gorman High School. Examples include but are not limited to defiance of authority, violent or threatening behavior, verbal or non-verbal harassment of any kind, vandalism, theft, possession or use of weapons, cheating or overt disrespect for the laws of attendance may demand permanent expulsion. Any student found in the possession of, dealing with, or under the influence of drugs or alcohol on school property, or at any school-sponsored activity off campus may demand permanent expulsion. Administration holds discretionary power in regard to expelling a student.

## **IN-SCHOOL SUSPENSION**

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

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

A student is not to be in the school building or on school property during the suspension. They are also not allowed to attend or participate in any school activity during the suspension. Make-up work must be completed and is the responsibility of the student.

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

## **UNIFORM POLICY**

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

A uniform policy demonstrates a visible sign of self-respect and minimizes distractions which can get in the way of learning and also helps eliminate competition in dress and fashion. Ultimately, the uniform policy allows students and faculty the opportunity to focus on our mission.

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

### **HAIRSTYLES**

The intent of this guideline will be for students to keep their natural hair color with only minimal tinting allowed. Students are allowed to style and tint hair within the realm of normal hair color for the individual. Hair must be neat and clean in appearance and must not be a distraction to others. Extreme haircuts and hair styles will not be allowed. Students are not allowed to have words, insignias, etc., shaved in any part of their hair. Males must keep hair length above the eyes and not touching the collar. As the uniform policy is scheduled for a full review in the 2023-24 school year, an exemption based on race, religion or national origin will be considered for hair length for the 2023-24 school year. Contact administration for the exemption process. Sideburns must not extend below the ear lobe. Males are not allowed to have their hair in a ponytail or bun.

### **PANTS**

Colors for pants may range from light tan to brown, those colors typically considered khaki. This does not include black, gray, rust, pink, maroon or green. In addition, pants that contain extra zippers or pockets will not be in compliance. Cargo pants do not comply with the O’Gorman uniform policy. The intended style of pants is that of a dress pant with a flat or pleated front. Pants must be the appropriate size for the individual and will be worn at the waist. Leg length must also be appropriate for the individual. Pants must be hemmed. Pants with frayed ends on the legs are not allowed. Acceptable dress pants may be purchased anywhere. Any pants that have belt loops must be worn with a belt. Pants must not be altered by removing belt loops. Shorts are not part of the O’Gorman dress code.

### **SHIRTS**

Long and short sleeve polo style shirts will be considered the primary shirt. Polo style shirts must have a true collar and must be of sufficient length to be tucked in while sitting, standing, or walking. Polo style shirts must have sleeves and cannot have writing on them beyond small insignias and logos. Sweaters may be worn if a polo shirt with a collar or a turtleneck is worn underneath. Turtleneck sweaters will be allowed without a polo or other shirt underneath only if they are appropriately sized and long enough to not expose any midriff upon sitting, walking, or standing. A blue or grey crewneck sweatshirt is available for purchase in the fall. This special ordered OGHS sweatshirt does not require a polo shirt to be worn underneath.

### **SHOES**

Students are to wear solid colored black, brown, or grey dress shoes with only minimal accenting. Tennis shoes, sneakers, athletic shoes, open-toe shoes, moccasins, crocs, flip-flops, boots, and slippers are not allowed. Shoes are to be clean and neat. If shoes have laces, they must be fully laced.

## **ACTIVITY WEAR**

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

## **DRESS UP DAYS**

Activity groups may request the opportunity to dress up on a day prior to state competition or a state qualifying competition. The activity director/coach must request permission from administration in advance for the opportunity to dress up. Dress up guidelines for these days include the following expectations:

1. Shoes will be dress code or better (no sneakers, tennis shoes, etc.)
2. Dresses or skirts will be knee length or longer.
3. Shirt will be either a dress shirt or polo shirt and will be tucked in.
4. Pants will be dress code or better.
5. No bare shoulders or midriffs.

## **DRESS DOWN DAYS**

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

Dress attire must be modest and appropriate (size and nature of the clothing) for the school environment.

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

- Bare shoulders or midriffs
- Offensive writing or symbols on clothing
- Frayed, tattered or torn clothing
- Hats/caps or bandanas
- Exposed cleavage
- Short skirts/dresses/shorts
- Spandex workout pants (yoga pants) or leggings unless worn under a dress or tunic
- Pajamas (unless specifically mentioned)
- Regular dress code guidelines apply to piercings and facial hair on these days

## **OVERALL APPEARANCE**

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

- Males are to be clean shaven and are not allowed to have beards, or mustaches.
- Only females are allowed to wear earrings. Excessive ear piercings are not allowed.
- Items such as nose rings, tongue rings, and/or body piercing for either gender are not allowed.
- Tattoos must be concealed.
- Platform shoes/boots & fishnet stockings are not allowed.

# RESPECT & PROTECT

	Level 1	Level 2
Expected Behavior	<ul style="list-style-type: none"> <li>• Display controlled behavior</li> <li>• Speak with courtesy and respect</li> <li>• Conduct oneself with courtesy and respect</li> <li>• Follow the school dress code</li> <li>• Speak respectfully to others</li> </ul>	<ul style="list-style-type: none"> <li>• Display controlled behavior</li> <li>• Speak with courtesy and respect</li> <li>• Treat others with courtesy and respect</li> <li>• Be honest and respectful of other's possessions</li> <li>• Be honest in your learning/academic integrity</li> </ul>
Inappropriate Behavior	<ul style="list-style-type: none"> <li>• Name calling</li> <li>• Gossiping / rumors (verbal or written)</li> <li>• Classroom / Mass misbehavior</li> <li>• Inappropriate gesturing &amp; language</li> <li>• Dress code violation</li> <li>• Teasing/Taunting</li> </ul>	<ul style="list-style-type: none"> <li>• Continued behavior listed in Level 1</li> <li>• Shoving, Vulgarity / swearing</li> <li>• Defiance of authority</li> <li>• Harassment (physical, verbal, visual, or sexual)</li> <li>• Inappropriate use of technology</li> <li>• Cheating</li> </ul>
Intervention / Staff Action	<ul style="list-style-type: none"> <li>• Stop the behavior</li> <li>• Correct inappropriate behavior</li> <li>• Teach appropriate behavior</li> <li>• Put student on notice that inappropriate behavior will not be tolerated</li> </ul>	<ul style="list-style-type: none"> <li>• Stop the behavior</li> <li>• Correct inappropriate behavior</li> <li>• Put student on notice that inappropriate behavior will not be tolerated</li> <li>• Referral to office</li> <li>• Behavior recorded</li> <li>• Parent notified</li> </ul>
Alternative Action	<ul style="list-style-type: none"> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Appropriate penalty. Loss of privileges (optional)</li> <li>• Possible suspension to include co-curricular activities</li> <li>• Peer mediation (optional)</li> <li>• Community service (one or all of the above)</li> <li>• Behavior Contract</li> </ul>



How Recorded	<ul style="list-style-type: none"> <li>Record in Student Management System</li> </ul>	<ul style="list-style-type: none"> <li>Record in Student Management System</li> </ul>
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## RESPECT & PROTECT

	Level 3	Level 4
Expected Behavior	<ul style="list-style-type: none"> <li>Treat others with courtesy and respect</li> <li>Display controlled behavior</li> <li>Treat property and equipment 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>Treat others with courtesy and respect</li> <li>Treat property and equipment with courtesy and respect</li> <li>Display controlled behavior</li> <li>Weapons are not allowed in school</li> <li>Follow the school policy regarding weapons on school grounds</li> </ul>
Inappropriate Behavior	<ul style="list-style-type: none"> <li>Continued behavior listed in Level 2</li> <li>Swearing at a teacher</li> <li>Fighting</li> <li>Property vandalism</li> <li>Use of alcohol / drugs / nicotine</li> <li>Stealing</li> </ul>	<ul style="list-style-type: none"> <li>Continued behavior listed in Level 3</li> <li>Threats to staff</li> <li>Assaulting staff</li> <li>Weapons</li> <li>Extortion</li> <li>Sexual assault</li> <li>Accessing teacher grade books</li> <li>Manipulation of teacher/student data</li> <li>Distribution of illegal substances</li> </ul>
Intervention / Staff Action	<ul style="list-style-type: none"> <li>Stop the behavior</li> <li>Referral to office</li> <li>Behavior recorded</li> <li>Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>Stop the behavior</li> <li>Referral to office</li> <li>Behavior recorded</li> <li>Parent conference</li> <li>Notify President</li> </ul>
Alternative Action	<ul style="list-style-type: none"> <li>Possible loss of privileges</li> <li>Out of school suspension to include co-curricular activities</li> <li>Peer mediation</li> <li>Community service (one or all of the above)</li> </ul>	<ul style="list-style-type: none"> <li>Out of school suspension to include co-curricular activities</li> <li>Probable expulsion</li> <li>Behavior Contract</li> <li>Possible involvement of Law Enforcement</li> </ul>

	<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• Outside Referral: Emotional/Behavioral Assessment Performed (optional)</li> <li>• Possible Expulsion</li> <li>• Assessment &amp; service from Prevention Counselor</li> </ul>	
How Recorded	<ul style="list-style-type: none"> <li>• Record in Student Management System</li> </ul>	<ul style="list-style-type: none"> <li>• Record in Student Management System</li> </ul>

## SCHEDULES

DAILY						
1	8:05-8:55					
2	9:00-9:50					
3	9:55-10:45	MASS				
4A	10:50-11:13	1	8:05-8:45			
4B	11:17-11:40	2	8:50-9:30			
5C	11:45-12:08	3	9:35-10:15	LATE START (with Mass)		
5D	12:12-12:35	Mass	10:20-11:15	Staff Meeting	7:30-9:00	
6	12:40-1:30	4A	11:20-11:43	1	9:05-9:35	
7	1:35-2:25	4B	11:47-12:10	2	9:40-10:10	
8	2:30-3:20	5C	12:15-12:38	Mass	10:15-11:10	
		5D	12:42-1:05	4A	11:15-11:38	
		6	1:10-1:50	4B	11:42-12:05	

			<b>7</b>	<b>1:55-2:35</b>		<b>5C</b>	<b>12:10-12:33</b>
			<b>8</b>	<b>2:40-3:20</b>		<b>5D</b>	<b>12:37-1:00</b>
						<b>3</b>	<b>1:05-1:35</b>
						<b>6</b>	<b>1:40-2:10</b>
						<b>7</b>	<b>2:15-2:45</b>
						<b>8</b>	<b>2:50-3:20</b>