

O^tGorman High

2018-2019



SIOUX FALLS CATHOLIC SCHOOLS

3201 SOUTH KIWANIS AVENUE
SIOUX FALLS, SD 57105
www.sfcss.org

IMPORTANT PHONE NUMBERS

Activities	575-3300
Attendance	575-3310
Academic Services	575-3321
Administration	336-3644
Business	335-6557
Counseling	575-3320
Development	336-6354
Food Service	575-3338
OGHS Fax	336-9272
SFCS President	336-6241
Tuition / Financial Aid	575-3367

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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Diocese of Sioux Falls

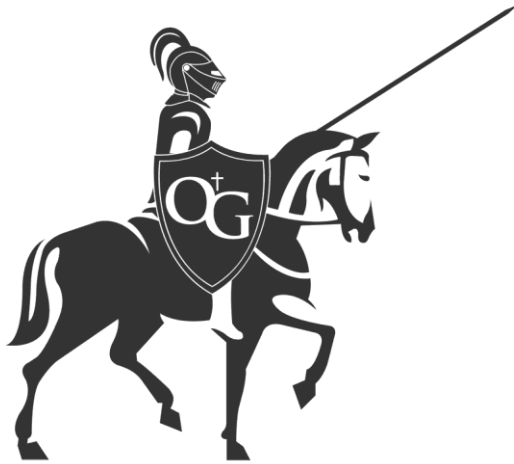
Parental Covenant

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

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

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.*

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Art Hagg	Assistant Principal/Counseling Director	ahagg@sfcss.org
Steve Kueter	Activities Director	skueter@sfcss.org
Fr. Shaun Haggerty	Chaplain	shaggerty@sfcss.org

SUPPORT STAFF

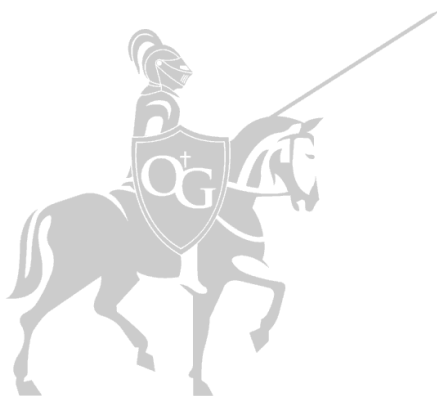
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Rose Rueb	Activities Administrative Assistant	rrueb@sfcss.org

2018-2019 OGHS CALENDAR

August 20	First Day of School – Orientation/FUD
September 3	No School – Labor Day
September 28	Fall Reporting Period #1
October 23	Fall Reporting Period #2
October 24	No School – Conferences
October 25	No School – Teacher In-Service
October 26	No School – Vacation Day
November 21	Early Dismissal (noon)
November 22	No School – Thanksgiving
November 23	No School – Vacation Day
December 21	Semester Ends / Christmas Break Begins
January 2	No School – Teacher In-Service
January 3	School Resumes
January 21	No School – Martin Luther King Day
February 1	All SFCS Mass – Early Dismissal
February 13	Spring Reporting Period #1
February 14	No School – Conferences
February 15	No School – Vacation Day
February 18	No School – President’s Holiday
March 14	No School – Teacher In-Service
March 15	No School – Vacation Day
April 2	Spring Reporting Period #2
April 18	Early Dismissal (noon, Holy Thursday)
April 19	No School – Good Friday
April 23	No School – Easter Monday
May 17	End of Spring Semester (No School)
May 18	OGHS Graduation @ 7pm – Elmen Center

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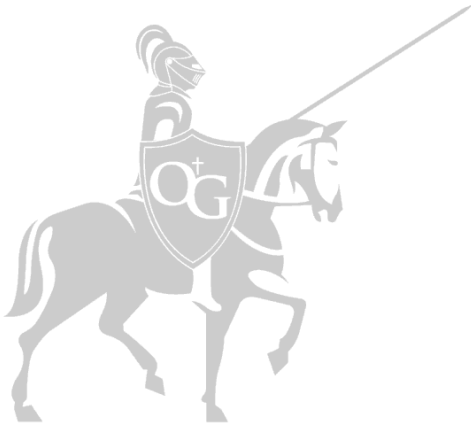
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LET US DO THE WORK FOR YOU!

No need to update this page, we will do it for you!
 When you're finished with your handbook updates,
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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

Sioux Falls Catholic School’s activities consist of four categories: SFCS Activities (Athletic / Performing Arts); SFCS Clubs & Organizations; Club Sports; & outside organizations in which SFCS 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 SFCS Operating Budget. If students qualify for nationals, parents are expected to pay for the trip. Any fundraising that occurs must be approved by SFCS. The registration fee and coach/supervisor fee are the only items that can be fundraised. Any contracts for event expenses may be negotiated in the name of SFCS and signed by approved designated SFCS employees only. Facility use must be approved by the administration and must have an SFCS staff member present during the use of the facility.

ADMISSIONS

Sioux Falls Catholic Schools (SFCS) strives to educate students who desire a Catholic education within the parameters of our general and college prep curriculum. O’Gorman High School is committed to providing education services to all students as deemed appropriate through a student’s Individualized Education Plan (IEP). SFCS does not discriminate on the basis of race, sex, color or national origin. SFCS 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 SFCS school buildings are examined by a state approved asbestos inspection company. All schools are in compliance with applicable safety regulations. Copies of inspection reports and management plans are on file in school offices. Questions or concerns can be directed to the President’s Office where the SFCS master plan is on file.

BULLETIN BOARDS / POSTERS / SIGNS

Before being posted, all materials must receive approval from Administration

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

The SFCS system provides a well-balanced, nutritional hot lunch program for students, staff and guests, and adheres to the SFCS Wellness Policy and USDA requirements.

Students and adult visitors may bring their own lunch from home, and milk is available for purchase. **Fast food, candy, soda and high energy drinks are not allowed in the cafeteria for students or adults.** Students will not be allowed to leave school for lunch without parental permission. Parents are encouraged to find a time outside the school day to celebrate birthdays and other special occasions with friends.

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

You can find information on the SFCS website at, www.sfcss.org, by clicking on the Lunch Program link in the upper left corner.

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

Special Diet Request: SFCS will make reasonable accommodations for students whose allergies restrict their diets and parents are asked to be cooperative and supportive of any needed adjustments to ensure the safety of students. Parents of students with food intolerances/allergies must have a physician completed and sign the Health Services Request Form C – Food Intolerance/Allergy Action Plan. This form is available in the school office or on the SFCS 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. The menu will notate which items contain pork.

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 SFCs website and click on Lunch Program in the upper left-hand corner to find the link for MySchoolBucks. Payment reminders will not be sent home with students. Parents should monitor accounts closely 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 SFCS, a balance of \$5.00 or greater will be refunded. Please contact the Food Service Director to receive a refund on a balance less than \$5.00.

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 SFCS and sent to the school where the student receives lunch (note the child's first and last name and/or student id number in the memo line). The check will be split evenly unless otherwise indicated for each student's account. It is best to send a check, but if cash is sent, please make sure that the child's first and last name and/or student ID number are written on the envelope.

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

USDA Non-Discrimination Statement

Revision Release Date: January 2016

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

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

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

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

This institution is an equal opportunity provider.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

CAMPUS MINISTRY

Our faith community has its foundation in Theology classes and education, prayer and spirituality, liturgy and sacraments and service as a way of life. Our goal follows the philosophy of O’Gorman High School in implementing the statement of the US Catholic Bishops on Education; “To Teach as Jesus Did”. The fourfold purpose is to know the message of hope revealed by God, to experience fellowship in community based on the message, and to celebrate the message through worship and service.

Retreats: A day of retreat is scheduled each spring for all classes. Each grade level will meet at a separate location and focus on a different topic related to their spiritual growth. Mass is celebrated and our parish priests as well as the entire staff participate in the retreats.

Senior Leadership Day is a voluntary retreat that encourages the senior class to embrace their role as Christian servant leaders for their senior year, beginning with Freshman Unity Day. We want them to recognize and appreciate that they are the face of O’Gorman and that they have a responsibility to inspire our freshman to greatness.

Spiritual Formation Opportunities are available to the student body through a number of small group activities such as Guys Group, Endow, and Catholic Culture. These vary from year to year.

COMMUNICATION

We seek to actively involve parents in the education of their children. As partners in education, the school will communicate with parents and students through conferences, e-mails, written and oral reports, electronic newsletters and Parent Portal (Infinite Campus) during the school year. Parent Portal can be accessed at www.sfcss.org. 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 webpage.

CONCERN / COMPLAINT PROCEDURE

In keeping with the school-parent partnership, Sioux Falls Catholic Schools attempts to address concerns in a confidential, informed and timely manner. How concerns are communicated is important to building a true faith community. Respect for students, parents and school personnel, as individuals made in the image of Christ, is paramount. We come together to resolve issues, not to win or lose. SFCS has a process in place based on the law of subsidiary (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 SFCS students, families and employees are represented in an honest and fair way at every level. By maintaining timely and effective communication, we hope to build on your trust. Trust evolves from each attempting to discern, in a safe manner, what is best for everyone while maintaining confidentiality and respect.

CLOSED CAMPUS

O’Gorman High School is a closed campus. Once students arrive, they are to remain in the school building. Senior open campus is offered to qualifying seniors during the last nine weeks of the school year. **During the fall & spring semester exam schedules, all students are allowed to utilize open campus.**

STUDENT HEALTH & MEDICATION ADMINISTRATION

ADMINISTRATIVE REGULATION:

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.

All Sioux Falls Catholic Schools (SFCS) have access to a registered nurse, however, a nurse is not always present in each building. In addition, the health program at SFCS is serviced by the University of Sioux Falls and Augustana University student nurses, under the supervision of their nursing instructors and includes various health screenings. If health concerns are detected, a referral form will be sent home to the parent/guardian. This form should be signed and returned to the school. 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. A Health Services Request 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, SFCS 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 and regulation. **SFCS acknowledges that its personnel have limited knowledge of administering medication to students. SFCS 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 permission form. 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:
 - 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. To recognize the symptoms of a severe allergy or anaphylactic reaction;
 - b. To know the procedure for the administration of an epinephrine auto-injector;
 - c. To know the procedure for storage of an epinephrine auto-injector; and
 - d. To 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. Parents/guardians are asked NOT to request that teachers keep a child indoors at recess. If a child is not well enough to play outside, he/she should be kept home. In special cases, permission will be granted, with written request from a physician.
3. 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.
4. Every accident or injury that occurs on SFCS property and causes bodily harm must be reported to the principal and parent/guardian. The teacher or supervisor should complete an accident report on the same day that it occurs. Notification should be sent to the SFCS President's Office once all parties have been contacted.
5. 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 SFCS. 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>

6. 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 government, health and other authorities to keep parents updated, advised and informed.

FAITH COMMUNITY

To be a faith community is our call and our mission at O’Gorman High School. Students, parents, teachers, pastors and parishioners are called to be in a relationship rooted in the Gospels. We do this through teaching theology, nurturing community, promoting service, and by providing multiple prayer and liturgy opportunities. See “Campus Ministry” or “Service Hours” 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. Large group liturgies are celebrated each week, usually on Wednesdays, at which time no classes are in sessions. Freshmen are required to attend this weekly mass. All other students may choose to participate in the liturgy or to study in a supervised study situation, but are not allowed to leave the building. The all-school liturgies with faculty and students in attendance are celebrated once a month and on occasions such as Homecoming, Thanksgiving, Christmas, and Ash Wednesday.

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.

GUARDIANSHIP

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

GUESTS OF STUDENTS

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

INSURANCE / LIABILITY

Parents are advised that students are not covered and/or provided with insurance through SFCS 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 during the school day).

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 SFCS with regard to any claim in connection with any illness or injury or cost of medical treatment arising from or as a result of their child’s participation or attendance at the event).

LIBRARY

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

- All library materials needed for use outside the library must be checked out at the librarian’s desk.

- Books may be checked out for a period of up to two weeks. Students can renew them if they are not in demand.
- Online databases are available for research and may be accessed from school and home with the school's login and password information. This information is available through the school librarian.
- Overdue notices will be sent to students on a regular basis, and as a reminder to turn in their books before the end of the year. Fines will be charged at the end of the school year for full replacement of lost or damaged material.
- Students who do not return library materials and/or pay their fines will not be allowed to take their semester exam finals until their account is in good standing.

LOCKERS

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

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 & 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.

PURCHASES FOR STUDENT ACTIVITIES

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

SCHOOL CLOSINGS & LATE STARTS (WEATHER RELATED)

O’Gorman High School will announce any school closings and/or late starts due to weather through the local media and by way of the School 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. Sioux Falls 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 to assist with this goal.

CHRISTIAN SERVICE HOURS

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 neighbor.* It is our hope that our students learn that love of God cannot be separated from love of neighbor and that the habit of service will last a

lifetime. The following service program is required of all freshmen, sophomores, juniors, and seniors 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 three categories. Examples of applicable types of service follow each category listing, but the list is not exhaustive.

Category 1 (Form includes specified service locations)

- Soup kitchens (The Banquet, St. Francis House, Bishop Dudley Hospitality House, etc.)
- Hospitals
- Special Needs (LifeScape, Special Olympics, HorsePower, etc.)

Category 2

- Assisting with the parish liturgies (lectoring, Extraordinary Minister of Holy Communion, serving, ushering)
- Assisting with parish meals
- Assisting with diocesan events

Category 3

- O’Gorman activities (assisting with O’G liturgies, supervising events, etc.)
- Helping elderly/disabled neighbors

Expectations: As Catholic Christians, we are called to serve our neighbor as Christ served us. We desire to “go to the peripheries” as Pope Francis encouraged us. Parents and students are responsible for verifying both the location of the service and the level of safety and supervision provided for the supervisor, the type of Christian service being performed and transformation for their students outside of school sponsored service opportunities.

Guidelines:

- Students are **required to have at least 5 hours from the Category 1** section. However, they can choose to have all 10 hours come from this category. These hours must adhere to stricter requirements and are specifically listed on the Christian Service form for Category 1 hours. If students/parents know of another service site that would meet our requirements that we have not included on the list, they can submit the site for review to the Theology Department for review. If accepted, it will be available as a service site the following semester.
- Students are **permitted to have up to 5 hours** come from the Category 2 section.
- Students can have **up to 2 hours, but no more, but the Category 3 section.**
- Students will track their service hours by recording the date, location, hours of service, description of work, phone number and a signature of the supervisor for that particular service opportunity. **Parents/guardians are required to sign the Christian Service verification form prior to the beginning of any service.** (Someone other than parents/guardians must serve as the supervisor.) **Students will be required to earn 10 hours of service per semester. Each semester the Christian service hours will constitute 10% of the Theology grade.**
- Service means you receive no payment for your services for non-profit organizations. Service to student’s immediate family will not be accepted.
- O’Gorman High School will post school-sponsored and school-approved (but not school-sponsored) Christian service opportunities on the O’Gorman website under the “Faith” section. The service opportunities page also include downloadable Christian service verification forms.
- Because we want to encourage a variety of activities, service should not exceed four hours per event per day.
- For freshman, service hours may be started any time after the first day of school. Summer hours will not be accepted.
- For sophomores, juniors, and seniors, 5 hours of summer service may be applied to the fall semester.

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. This is unstructured time and can create issues if not addressed. Students who are not in activities and remain in the school building after 4:00 p.m. must remain on the steps in our front lobby located outside of the Administration Office. Our school facility is too large to allow unsupervised students to wander throughout the building. 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. General school announcements will be made at the beginning of Period 7.

TUITION POLICY

Families confirm next year's registration by completing the online SFCS enrollment and tuition agreement through their TADS (Tuition Aid Data Services) account for each child in their family attending SFCS. Tuition payment arrangements are set up through the TADS account.

Tuition

- Catholic student registered at one of the nine Sioux Falls parishes \$5,325
- Catholic student from other than the Sioux Falls parishes \$5,750
- Student of other faiths and denominations \$6,300
- International students \$9,500

Tuition is the minimum amount that must be paid towards the total cost of educating each student. If it is within your capability to contribute more, you are encouraged to do so. Any amount contributed above the designated tuition rate is tax deductible.

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 SFCS until arrangements have been made with the SFCS Business Office for full payment of past due tuition and fees. Families who experience financial hardship are encouraged to contact the SFCS Business Office. A detailed list of all payment policies is published on the Tuition Agreement Terms and Conditions.

FINANCIAL ASSISTANCE

Families may apply for financial assistance, including the Work Program, by completing the Financial Aid tab in the TADS family account. High school students who qualify will participate in the Work Program; students who work may further qualify for additional grant dollars. Numerous scholarships are also available through the SFCS 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.

VOLUNTEERS

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

ACADEMICS

ACADEMIC PROGRESS

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

Grade	Percent	Grade Points
A	93 - 100	4.0
B	85 - 92	3.0
C	77 - 84	2.0
D	69 - 76	1.0
F	00 - 68	0.0

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

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 or modifications. This meeting will also determine how accommodations and modifications will be carried out in the classroom.

ACHIEVEMENT ACADEMY

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

Services available through the Achievement Academy:

- **Tutoring:** SFCS has developed a school year and summer tutoring program staffed by SFCS faculty members. Families seeking the additional assistance of a tutor for their child should visit with their principal or Achievement Academy Director. Tutoring takes place in the schools at times arranged between the tutor and the family. Tutoring may focus on (1) curriculum content (supporting classroom assignments), (2) specific skills (reading, writing, phonics, math) or (3) time management/work completion.
- **Special Assessments:** A variety of testing tools are available to identify individual student’s academic or developmental areas that would benefit from additional remediation and/or enrichment.

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 & 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 SFCS website. Student interest, past performance, and appropriate placement are primary considerations to enroll in these courses.

COUNSELING PROGRAM

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

COURSE REQUIREMENTS FOR GRADUATION

See the course description book or Counseling Office for more detailed information. Additional information can be found on the OGHS website.

DUAL ENROLLMENT

On occasion students attending O'Gorman High School may make arrangements to attend, part-time, a second school (Roosevelt, Washington or Lincoln High Schools, CTE Academy, technical institutes, a local college or university or an online vendor). 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;
- Students will be excused from attending classes at cooperating school only on O'Gorman's Homecoming Day, or day of retreat.
- Other scheduling conflicts must be addressed before the date of the conflict.

EARLY GRADUATION

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

GRADUATION

Seniors are able to participate in graduation ceremonies if they are within .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.

INCOMPLETES

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

NATIONAL HONOR SOCIETY

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

PRESIDENT'S ACADEMIC AWARD

President's Academic Award is a distinction given to graduating seniors who have a 3.5+ GPA and have scored in the 85th percentile or higher in math or reading on a standardized exam such as the ACT or SAT.

PROGRAM PLANNING

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

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

Schedule Changes (drops & adds): If a student does request a schedule change or requests to add a course after final registration, he/she must be aware of the following items:

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

The policy will be modified under the following circumstances:

- A student fails a course, which is a prerequisite of the one for which he/she registered.
 - A teacher recommends the change because of a situation which develops after registration.
 - There is a medical reason for the change.
- * If one of the above situations exists, no fee will be assessed.

**To drop or add after classes have begun students will follow the same procedures as explained above but with these additional requirements: They must have the consent of the teachers involved, and there must be an opening in the course being added.

Students often believe that dropping a course affects only them. That is not the case; if several students drop from a class, a teacher may end up with a very small section which uses a disproportionate amount of teaching time. Furthermore, a student who registers for a course and then drops is not developing a sense of responsibility. In view of this, the following procedures will be used:

- A student who drops a course after classes have begun must have his/her counselor's approval, parental approval in some circumstances, and must pay a \$20.00 fee. The deadline for this procedure is typically the first full week of classes.
- During the first six weeks, a student who withdraws will have it noted on his transcript as a Withdraw (W). This policy will be modified if there are health problems or other special circumstances which merit consideration.
- After the first reporting period, any drop will be recorded on the transcript as a W/F, no credit will be received, and it will be calculated in the grade point average. Administration may consider special

circumstances before recording a W/F for the course.

- Occasionally a student desires to take a course against the recommendation of the school. A form is available through the 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 3 progress reports, one approximately every 6 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.

REQUIREMENTS FOR COLLEGE ENTRANCE

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

The following are the requirements that will be necessary for admission to a four-year program at a state supported school in South Dakota:

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

Other considerations for admission include ACT / SAT scores, class rank and grade point average. Additional information is available in the Counseling Office.

SCHOOL / STUDENT RECORDS

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

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

SENIOR WORK RELEASE / INTERNSHIP

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

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

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

SOUTH DAKOTA OPPORTUNITY SCHOLARSHIP

Students who meet the Regents Scholar criteria, have a 24 ACT composite and attend a South Dakota accredited post secondary institution are eligible. The curriculum requirements are not required for any student who has received a composite score on the ACT of at least a 28 and meets the college readiness benchmark scores equaling or exceeding 18 for English, 22 for Reading, 22 for Math, and 23 for Science.

For more information, contact the Counseling Office or go the Board of Regents website at www.sdbor.edu. Students must continue to monitor scholarship criteria for possible changes.

SOUTH DAKOTA REGENTS' SCHOLAR

South Dakota recognizes seniors who have completed a rigorous curriculum with a minimum GPA. Criteria for obtaining that distinction is:

No final grade lower than a C, a cumulative GPA of 3.0 on a 4.0 scale, and

- 4 units of English
- 4 units of algebra or higher mathematics
- 4 units of science including 3 units of approved laboratory science
- 3 units of social studies
- 2 units of the same modern or classical language (includes American Sign Language)
- 1 unit of Fine Arts (art, music, theater)

WEIGHTED GRADING OPTION

Students have the option of requesting transcripts that reflect weighted grades. The sole purpose of this option is for scholarships, college applications, and National Honor Society consideration. See the course description booklet for further explanation.

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, family emergencies, death in the family and when students are official representatives of the school at school sponsored activities.

Homework:

Parents should make arrangements to get homework when their child is absent for two or more days.

- Homework assignments are available on Google Classroom.
- If internet access is not available, parents may call the Administration Office by 9 a.m. to request homework which will be available after school.
- 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 Attendance, 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.

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 alert teachers of the upcoming absence. It also 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. Students who fail to obtain and return the Extended Absence form could receive a 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. *Excessive absenteeism has been shown to be an indicator of potential at-risk behaviors. If deemed necessary and appropriate, additional requirements for attendance may be requested by Administration.*

FIELD TRIP GUIDELINES

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

student attending any school-sponsored trip.

ILLNESS

Students who become ill during the school day should report to the Attendance Office for assistance. Students who are ill will be released once a parent/guardian 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.

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. **First period tardiness is unexcused.** Students are allowed one unexcused first period tardy per six week reporting period with no penalty. Each subsequent first period tardy will result in detention. All tardies during the school day will result in detention. Students have two (2) school days to serve detention(s). Detention starts at 7:25 a.m.

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

TRUANCY / UNEXCUSED CLASS ABSENCE

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

- **First consequence:** 1 day of In-School Suspension.
- **Second consequence:** 1 day Out-of-School Suspension* and referral to the Student Assistance Team for appropriate intervention.
- **Third consequence:** 3 days Out-of-School Suspension* and continued monitoring by the Student Assistance Team.
- **Fourth consequence:** alternative placement.

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

STUDENT CONDUCT

EXPECTATIONS OF CONDUCT AND CITIZENSHIP

Sioux Falls Catholic Schools (SFCS) believes that students should be educated in an environment which best allows them to grow spiritually and academically. All students are to be treated with the

respect and dignity of one who is made in the likeness of God. Students' actions or behavior can be labeled, but at no time should the students themselves be labeled negatively. Clear spiritual, academic, and behavior standards must be established and maintained to accomplish desired learning, skill, attitude, and behavioral development.

People are able to grow more positively when they believe and feel that they are lovable and capable. These beliefs result most often when they are surrounded by adults who are caring and able to help them achieve success. All students should experience caring and success. In order for students to achieve high standards, they must experience a series of smaller successes. 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. SFCS has established procedures for evaluating and communicating student actions that do not meet established standards. Counselors, academic service teachers, and administrators comprise Student Assistance Teams (SAT), which are convened to determine strategies and interventions for individual students as deemed necessary. Levels of inappropriate behavior have been listed to establish appropriate communication and consequences for students' behavior. Consequences are meant to be corrective and not simply punitive.

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

ACCEPTABLE USE POLICY: TECHNOLOGY

ADMINISTRATIVE REGULATION:

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

Today, students are raised in a digital society. SFCS 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, SFCS 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 SFCS Acceptable Use of Technology Policy (AUTP). Users are required to make safe, efficient, and ethical utilization of the network resources. SFCS offers Internet access for students, faculty, and guest users; however, the use of SFCS owned technology is a privilege, not a right. This privilege comes with personal responsibilities and may be revoked and/or suspended. SFCS 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 SFCS 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 SFCS. Independent student use of electronic/digital information 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 encouraged 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

- SFCS 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), SFCS reserves the right to monitor, limit, or deny access and usage of all devices.
- While the SFCS 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, especially in the home.
- 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, 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 SFCS 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 SFCS 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 SFCS 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 SFCS 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 SFCS 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. SFCS 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 purposes. Network access for these devices must be granted by the Director of IT.

5.0 Departure Procedures

Upon graduating from or exiting SFCS, 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 SFCS 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. SFCS 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 SFCS, 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 SFCS 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 SFCS 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.

SFCS 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. SFCS 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

SCHOOL/PARENT/STUDENT CHROMEBOOK AND EQUIPMENT RESPONSIBILITIES

School Responsibilities

Sioux Falls Catholic Schools has implemented numerous safeguards to help protect your child and the issued device.

- Each Chromebook is registered to our domain (sfcss.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 Sioux Falls 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 SFCS 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.

BLOGS, SOCIAL MEDIA & VIRTUAL REALITY SITES

Engagement in online blogs and 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.

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.)

CODE OF CONDUCT

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

In addition to O'Gorman High School's Code of Conduct, the following South Dakota Codified Law (SDCL 13-32-9) may impact a student. "Suspension from extracurricular activities for controlled substances violation - Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any substances, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to 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 Sioux Falls Catholic Schools that any student found in violation of law is also considered in violation of SFCS Code of Conduct policy concerning alcohol, tobacco, and other substances.

The Sioux Falls Catholic Schools reserve the right to discipline those students violating this agreement for illegal use in the following manner:

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

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

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

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

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

"Evidence" of a violation may be the result of any of the following.

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

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

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

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

Off-Campus Conduct: O'Gorman High School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology 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.

HARASSMENT / BULLYING POLICY

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

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

- Direct or indirect, blatant or subtle, threats involving an imbalance of power through repeated and intentional actions.
- Any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Isolation of the victim by making them feel rejected by his/her community.
- Malicious gossip and rumor spreading
- Physical – harmful actions against another person's body (e.g., hitting, kicking, pushing, invading another's personal space).
- Verbal – Speaking to a person or about a person in an unkind or hurtful way (e.g., profanity, name-calling, teasing, taunting, mocking, spreading rumors)
- Visual – providing visual evidence of material meant to harm an individual (e.g., sexting, e-mail, text messaging, internet, pictures, notes)

- Sexual – any unwelcome sexual advance, solicitation or sexual activity (e.g., sexual activity with promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks or physical sexual assaults). This conduct has the effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment regardless of intent.

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

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

SFCS follows the Sexual Misconduct Policy of the Catholic Diocese of Sioux Falls. Reports of abuse are handled first at the school level with the assistance of the SFCS Title IX Coordinator. Access to the full policy can be found on the Diocesan website at www.sf catholic.org.

SCHOOL SAFETY

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

APPROPRIATE / INAPPROPRIATE BEHAVIOR

ALCOHOL / ILLEGAL 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.**

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.

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, i.e., work study time cards, passes, etc., may receive detentions and/or suspension.

MARRIAGE

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

SCHOOL DANCES

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

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

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

Alcohol consumption, use of drugs or tobacco 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 PROPERTY

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

Textbooks borrowed to the student must have a proper book cover. No writing in borrowed textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before semester finals begin or transcripts and diplomas are presented.

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

THEFT / VANDALISM

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

THREATS OF VIOLENCE

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

TOBACCO 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 or any illegal substance while on the school property, at any activity in which the school is involved or otherwise.

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 Sioux Falls Catholic Schools that any student found in violation of law is also considered in violation of SFCS Code of Conduct policy concerning alcohol, tobacco, and other substances.

WEAPONS

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

CONSEQUENCES / INTERVENTIONS

BEHAVIOR CONTRACT

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

DETENTION

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

EXPULSION

Expulsion is an extreme, but sometimes, necessary disciplinary measure for the common good. Any student will be subject to expulsion for any conduct which is of such a nature as to jeopardize the good name of the school community or which is detrimental or harmful to any member of O'Gorman High School. Defiance of authority, violent or threatening behavior, verbal or non-verbal harassment of any kind, vandalism, theft, possession or use of weapons, cheating or overt disrespect for the laws of attendance may demand permanent expulsion. Any student found in the possession of, dealing with, or under the influence of drugs or alcohol on school property, or at any school-sponsored activity off campus may demand permanent expulsion. Administration holds discretionary power in regard to expelling a student.

HALL PASSES

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

IN-SCHOOL SUSPENSION

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

OUT-OF-SCHOOL SUSPENSION

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

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

ACADEMIC INTEGRITY

ACADEMIC INTEGRITY / PLAGIARISM

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

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

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

- **Submitting work that is not original:** Students may not obtain work, assignments, projects, or

writing from others (parents, siblings, students, tutors, etc.). Plagiarism is failing to credit original sources for words or ideas. This includes information from the Internet or other print sources. Students should not “borrow” phrases, sentences, paragraphs, or ideas without appropriate citation. Casual paraphrasing does not make the work original.

- **Violating the integrity of examinations:** Obtaining or providing answers from any source during a quiz or test is prohibited. Sharing information with anyone who has not taken the quiz or test is also viewed as cheating.
- **Unacceptable collaboration:** Teacher guidelines regarding collaboration on assignments must be followed. Work should be completed independently unless specifically instructed otherwise.
- **Lying or misrepresenting facts:** Altering or omitting the truth to gain academic advantage is unacceptable. This includes altering documents, forgery, lying to avoid taking a test or turning in an assignment or accepting a consequence.

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

UNIFORM POLICY

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

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. Students are not allowed to have words, insignias, etc., shaved in any part of their hair. Boys must keep hair length above the eyes and not touching the collar. Sideburns must not extend below the ear lobe.

PANTS

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

SHIRTS

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

SHOES

The intent of this guideline is to have a dress type shoe. Students are to wear solid black or brown dress shoes with only minimal accenting allowed. Open-back shoes that comply with the intent of the guideline will be allowed. Shoes must have a hard sole and be intended for outdoor wear. No webbed or canvas top shoes are allowed. Shoes must be fully laced and tied at all times. Shoes must be kept clean and in good condition at all times. Sandals, flip flops, tennis shoes, shoes with open toe, or

similar products are not allowed. Boots of any kind are not allowed. All students must wear socks.

SPECIAL EVENTS WEAR

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

OVERALL APPEARANCE

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

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

ALTERNATIVE DRESS OPPORTUNITIES

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

Dress Up Days & Casual Dress Days: Dress attire must be modest and appropriate (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 shirts
- Frayed, tattered or torn clothing
- Caps or bandanas
- Exposed cleavage
- Short skirts
- Short shorts
- Spandex workout pants (yoga pants) or leggings
- Pajamas (unless specifically mentioned)
- Regular dress code guidelines apply to piercings and facial hair on these days

RESPECT & PROTECT

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

RESPECT & PROTECT

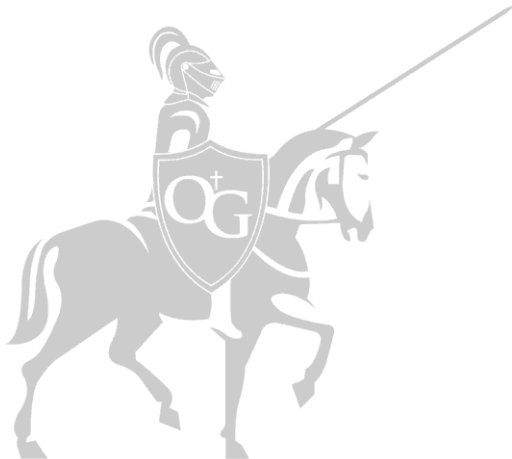
	Level 3	Level 4
Expected Behavior	<ul style="list-style-type: none"> • Treat others with courtesy and respect • Display controlled behavior • Treat property and equipment with courtesy and respect • Follow the school policy regarding the use of any alcohol or drugs 	<ul style="list-style-type: none">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

SCHEDULES

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

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

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



O⁺GORMAN HIGH SCHOOL

