

July 2007

Students and Parents,

PLEASE READ THE STUDENT/PARENT HANDBOOK AND THE DAILY SCHEDULE HIGHLIGHTS GIVEN TO YOU ON REGISTRATION DAY, SIGN, AND RETURN THIS TO YOUR CHILDREN'S TEACHERS.

I HAVE READ AND AGREE TO BE GOVERNED BY THE RULES, REGULATIONS, AND POLICIES IN THE OWENSBORO CATHOLIC ELEMENTARY SCHOOLS PARENT/STUDENT HANDBOOK AND THE DAILY SCHEDULE HIGHLIGHTS.

I UNDERSTAND THAT THE SCHOOL SYSTEM RESERVES THE RIGHT TO AMEND THE RULES, REGULATIONS, OR POLICIES FOR JUST CAUSE AND THAT I WILL BE NOTIFIED OF SAID CHANGES AS THEY OCCUR.

STUDENT SIGNATURE _____ Grade _____

STUDENT SIGNATURE _____ Grade _____

STUDENT SIGNATURE _____ Grade _____

Parent Signature

Date

The Owensboro Catholic Elementary PTO will be printing a school directory. One directory will be given to the oldest child in each family, free of charge. The information used in the directory will be: Parent name, student name(s), address, home telephone number, grade, and homeroom of the student(s).

Yes, I give my permission to use all of the family information listed above in the the school directory.

No, please do not include the following circled information in the school directory:

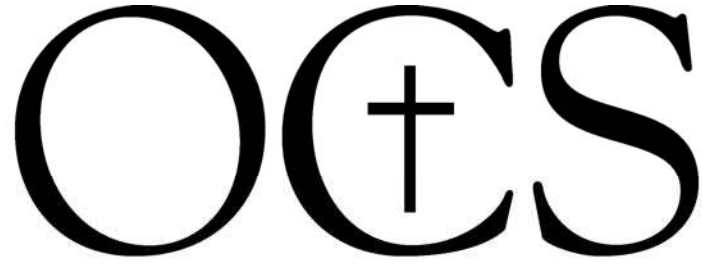
Parent Name _____

Student Name _____ Grade _____

Address _____

Home Telephone Number _____

▶ Parent Signature _____ Date _____



Owensboro Catholic Schools

2007-2008

Faith
IN EDUCATION

**OWENSBORO CATHOLIC SCHOOLS
ELEMENTARY PARENT/STUDENT HANDBOOK**

Central Office
1524 West Parrish Avenue
Owensboro, KY 42301
Phone: 270-686-8896

The Owensboro Catholic Schools share in the mission of the Church in cooperation with families to provide a religious and academic education which prepares students to become responsible members of family, Church, and community.

A member of the National Catholic Education Association and fully accredited by the Kentucky Department of Education.

Elementary
K-3 Campus 4-6 Campus
4017 Frederica Street
Owensboro, KY 42301
Phone: 270-684-7583

Elementary
525 East 23rd Street
Owensboro, KY 42303
Phone: 270-683-6989

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1) PHILOSOPHY

The philosophy of the Owensboro Catholic Schools is one centered on the total development of the Christian child: spiritual, moral, intellectual, social, cultural, emotional and physical. It is our belief that the function of the educator is to nurture this development of students as persons of the community, supporting and building on the faith-life of the child which is begun in the home. We believe in the importance of a stable environment in which each member of the school family will be comforted and challenged by the Gospel message.

2) GOALS AND OBJECTIVES

The philosophy of the Owensboro Catholic Schools will be implemented by the following goals and objectives:

Goal 1: Students' spiritual and moral development will be nurtured.

Objective: Educators will design and teach formal religion classes, prepare, direct, and evaluate student participation in liturgical and para-liturgical prayer, and their Christian service projects.

Goal 2: Students' intellectual, social, and cultural growth will be promoted.

Objective: Educators will prepare and teach the academic curriculum and when appropriate will adjust curriculum to meet the individual needs of students, will provide co-curricular experiences, and will encourage extra-curricular activities.

Goal 3: Students' physical and emotional growth will be fostered.

Objective: Educators will organize and direct activities which aid in the development of physical and mental health.

3) SACRAMENTS AND LITURGY

All students (Grades K-6) will attend Eucharistic Liturgies regularly. Students will have the opportunity to receive the Sacrament of Reconciliation during the first and fourth quarters of the school year.

The sacramental program begins in the second grade with reception of Reconciliation and Holy Eucharist. Primary preparation will occur at the parish. During daily religion classes, teachers of the second grade will enrich students preparation. Parents must assist children in learning the required prayers, as well as review basic Catholic doctrine. These sacraments will be celebrated in the individual parishes.

4) STATEMENT OF NON-DISCRIMINATION

The Owensboro Catholic Schools admit students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate in the administration of its educational policies, admissions policies, or athletic and other school-administered programs. Students who are active members of the Roman Catholic faith will be accepted before non-Catholic students when establishing class sizes.

5) ASBESTOS POLICY

In compliance with regulations established by the Environmental Protection Agency (EPA), parents are hereby notified that asbestos is present in all of the schools of the Owensboro Catholic School System. Each school has an Asbestos Management Plan on file in the school office. This file is available for inspection by parents at any time. The Plan shows the location of asbestos in the school and contains other pertinent information.

6) PEST CONTROL

The schools meet the regulations for pest control set forth by the State of Kentucky in December 2001. Parents are notified at the beginning of each semester of these regulations and given the option to receive 24-hour notification prior to any pest control application made on the school property.

7) CHILD ABUSE POLICY

School officials are required by law to report to proper authorities any suspected cases of child abuse or neglect. Such reports are recorded and kept on file. School officials will follow all requests issued by the proper authorities regarding these matters.

8) ADMISSION POLICY

Any child who is five years old on or before October 1 is eligible to enroll in kindergarten. A student must successfully complete kindergarten before entering first grade.

Kentucky state law requires the following documents of all students enrolling for the first time:

- a) Certified copy of birth certificate
- b) Physical examination
- c) Up-to-date immunization
- d) Social security card
- e) Eye examination

In addition, the school requires a baptismal certificate (if applicable).

Students entering the sixth grade are required to have a physical examination.

Students are required to have a TD Booster at age 11 or 5 years after completing initial series prior to the start of the fall term, if not previously received.

In addition, a yearly athletic physical on the KHSAA form is required of any student participating in sports.

9) SCHOOL CLOSING

The Owensboro Catholic Schools follow the Daviess County School Calendar. If the county calls a closing day because of bad weather, be it a full or partial day, our schools also will be closed. Radio and TV Stations announce this information at 6:00 a.m. on the morning in question.

When there is an opening delay announced due to bad weather, the school doors will be opened on the same time delay as well as the serving of breakfast will also be delayed. (e.g. one hour delay - doors will open at 8 AM, breakfast at 8 AM). Two-hour delay - the doors will open at 9 AM and NO breakfast will be served.

10) ATTENDANCE/TARDY

When a child is absent from school, the parent/guardian must call the school office to verify and give the reason for such before 8:30 a.m.

When the child returns to school, parents are asked to send a written explanation of the absence for the school files. Students who are absent must make up all incomplete assignments or tests.

Children having unexcused absences will be required to complete the assignments missed; however, teachers have the right not to count these assignments toward the class grade depending on the circumstances of the unexcused absence.

When a student is not present at the time classes begin, the student is tardy. Once a student has accumulated five tardies, release times, and/or early dismissals, whether excused or unexcused, the student is no longer eligible for a perfect attendance award. Excessive tardies may have a direct impact on a student's academic evaluation and promotion to the next grade.

11) RELEASE OF PUPILS

For the protection of the child, no student shall be permitted to leave the school grounds during the school day unless officially signed out by his/her parent or designee.

All appointments involving a student should be scheduled outside of school hours. Students leaving during school hours will be marked absent for a partial day, depending on the amount of time out of the classroom.

If a child must leave school during the day, the following procedure must be observed: Sign the early dismissal book in the school office and receive a written pass to remove the child from class (or a staff member will bring your child to the office).

When parents or guardians request a change in the student's dismissal plan, the school must be notified by a parent written note or phone call to the school office. School personnel may check the authenticity of the phone message by calling the telephone number listed for the students' parents or guardian.

Release of Pupils - continued

When it is necessary to send a student home because of illness or for some other important reason, school personnel will first notify the parents or guardian by telephone to make suitable arrangements.

When it becomes necessary for a child to be picked up instead of riding the bus home, or any other changes in student's pick up instructions, parents are asked to notify the office **no later than 1:50 PM**. Because school personnel are occupied with student dismissal the phone will not be answered or messages taken between 1:50 and 2:30PM.

Parents are asked not to take their children from bus lines.

The school has the right to refuse to dismiss a student when any doubt exists about whether the student should be dismissed to a particular adult, especially in situations involving custody of a minor.

12) BUS TRANSPORTATION

Bus drivers have a serious responsibility in transporting students to and from school. Students who ride buses must comply with the regulations set down by the Daviess County School System. Early in the school year, these regulations are given to the parents of students who are eligible to ride the buses.

13) BREAKFAST/LUNCH PROGRAM

Owensboro Catholic Elementary Schools participate in the National School Lunch Program and Special Milk Program. We ask parents to encourage their children to eat in the cafeteria. A well-fed student is happier, calmer, and more physically able to do productive work. Students are expected to eat a nutritional breakfast and lunch.

NO FAST FOOD OR SOFT DRINKS MAY BE BROUGHT INTO THE SCHOOL CAFETERIA FOR THE STUDENT OR FOR THE VISITOR.

If a special situation requires a student to have a special diet, a doctor's note is required to be presented to the school office. The principal, in consultation with the school nurse, will notify the cafeteria manager and all appropriate school personnel.

BREAKFAST/LUNCH PROGRAM - continued

Children from families whose income is at or below the scale on the application for free or reduced lunches are eligible for free milk and free meals or meals at a reduced price. Even though your income is greater than shown, if you have had unusually high medical bills, shelter costs in excess of 30% of your income, special education expenses due to a mental or physical condition of a child, or disaster or casualty losses due to these hardships which could not have reasonably been anticipated or controlled, your child may still be eligible.

If a family member becomes unemployed or if the family income and/or size changes and you wish to apply during the year, contact the school and file an application. This change may make your children eligible for reduced or free meals.

All information given on an application is confidential and will be used only for the purpose of determining eligibility for free meals and free milk or reduced priced meals. **ALL CHILDREN ARE TREATED THE SAME REGARDLESS OF ABILITY TO PAY.**

Not only does the child benefit from eating in the cafeteria, but the school cafeteria is reimbursed on all regular paid, free and reduced lunches.

FEDERAL GUIDELINES MANDATE THAT STUDENTS MUST BUY SCHOOL LUNCH IN ORDER TO PURCHASE EXTRAS.

The school breakfast/lunch program is on a computerized system. This system allows for payment in advance for meals and extras. Students and adults will only be allowed three outstanding charges. We encourage you to prepay meals if you are not already doing so. Our system is such that we can keep an accurate balance to date.

14) FIELD TRIPS

Every field trip is academically oriented with planned goals and follow-up activities. Written permission of the parents must be obtained before a child may go on any field trip. Approval for any field trip must be made by the principal. Buses must be used for all field trips unless permission is obtained by the principal for an alternate means of transportation. Appropriate bus behavior is expected from all students.

Students who lose or forget their permission slips may not receive permission over the telephone. See Appendix I for a sample permission slip. Should a student forget or lose a permission slip, parents may copy the form, sign it and send it or fax it to the office as an acceptable permission slip. A note simply stating a child has permission to go will not be acceptable.

FIELD TRIPS - continued

It is important to remember that a field trip is a privilege and as such each student must earn the right to go by appropriate conduct, behavior, attitude and expected academic performance throughout the year.

A student with continued misbehavior or excessive incomplete/missing assignments, as determined appropriate for each grade, may be denied the privilege of going on field trips. Parents will be notified if their student is having difficulty with any of these areas.

Field trips are limited to 75 miles one way unless approved by the OCS School Board.

No candy, gum, toys, etc. are allowed on field trips.

Students are directed by the teacher as to the appropriate attire for each field trip.

Students participating in field trips are required to follow all other school/teacher directed rules.

Students are not permitted to purchase souvenirs during field trips without teacher permission.

Chaperones must be at least 25 years of age, or must be a parent or guardian. They must agree to the guidelines for serving as a chaperone. These guidelines will be given by the school official. Chaperones must follow the Diocesan Sexual Abuse Policy for volunteers. (See "Volunteer Services" section 32).

FOR THE SAFETY OF ALL, NO YOUNGER CHILDREN MAY ACCOMPANY A PARENT / CHAPERONE WHEN THEY ARE CHAPERONING FIELD TRIPS.

On out-of-town field trips, parents are not permitted to take their children home early after the parent has chaperoned a field trip.

15) PARTY REGULATIONS

State law requires that teachers spend a specified amount of time teaching each day. It is very important that instruction not be interrupted. However, each class may have a Christmas party on the day prior to the beginning of the holiday break. Homeroom parents may provide assistance in planning and coordinating the function.

No birthday parties are permitted except for kindergarten.

Parents are asked not to bring, or have delivered, balloons, flowers, etc. to students during school hours.

Birthday invitations are not to be brought to school and distributed unless all members of the same gender in the classroom are invited.

16) COMMUNICATION WITH COMMUNITY

Communication among all facets of the Owensboro Catholic School community is vital to the spiritual and educational growth of students. The schools within the system communicate with the home, the church, and the community-at-large in the following ways: newsletters, open houses, parent/teacher meetings, parent/teacher/student conferences, news media, and church bulletins. From time to time, pictures and names of students will be put on the Internet, web page, etc. If any parent/guardian objects, he/she must notify the principal in writing.

17) MEDICATION POLICY

Prescription and Over the Counter Medication

Medication should be given at home whenever possible. If it is necessary to give medication at school the following guidelines must be adhered to.

The school will provide Tylenol, Tums and cough drops. The parent/guardian must sign a medication consent form each school year for each child in order to administer these medications when needed. The parent/guardian will be notified prior to administering these over the counter medications by the school nurse, the health assistant or other designated school personnel.

- All medication must be brought into the health room or school office by the parent/guardian. This includes all over-the counter and prescription medication.
- Medication will not be accepted if it is brought in by a student.

MEDICATION POLICY - continued

- **All medication must be in the original bottle with label intact. Prescription medications will be counted by the health assistant or other designated trained staff along with the parent/guardian if necessary.**
- **Prescription medications must have the pharmacy label that includes the student's name, dosage, and time to be administered.**

Any other over the counter medication other than Tylenol, Tums or cough drops may be kept at school for no longer than 3 days if approved by the school nurse. If a medication is to be left at school for an "as-needed-basis", the school must have a written order from the student's physician.

These guidelines follow state mandated regulations and laws. They are in place to provide a safe environment for all our students. All medications are kept in a locked secure place. If you have any questions regarding your child and medication or health concern, please feel free to contact the nurse, Kathryn Crowe, by calling your child's school.

18) PERSONAL ITEMS

Toys, including stuffed animals, dolls, etc., Game Boys, IPODS, personal DVD and CD Players, cameras, camera phones, and technology of this nature are not permitted at school without special permission from the principal. Items may not hang from the outside of the backpacks. These include, but are not limited to key chains, beanie babies, Pokemon, toys, etc. This is to ensure the safe learning environment of every child. Neither the school nor the school system accepts any liability if items brought from home by a student are lost, stolen, damaged, etc.

19) PAGERS/CELL PHONES

Student pagers or cell phones are not permitted in school during regular school hours. If students need these for special circumstances, arrangements need to be made with the school administration. If students bring these items onto the school grounds without permission, they will be confiscated and sent to the school office.

20) STUDENT WITHDRAWAL

If a student is to be withdrawn, the school should be notified as soon as possible. Withdrawal procedures are handled through the school office.

21) EMERGENCY DRILLS

Each school conducts fire, earthquake, tornado, and lock-down drills in accordance with state law.

22) RESPECT FOR PROPERTY

Students are expected to show respect for all property, both the school's and that which belongs to other students. Books issued to a student are the responsibility of that student. If a book is lost, damaged, or defaced, the student to whom the book was issued will be expected to pay the cost of replacement.

23) DISCIPLINE POLICY

The goal of Christian discipline is self-discipline. In freely choosing one form of behavior over another, a student must learn to accept the consequences of that behavior. The student who chooses a specific action which violates the rights of the school community must be dealt with in Christian justice.

A partial listing of serious offenses follows:

- Threatening anyone with physical harm
- Stealing
- Drugs/Alcohol/Tobacco
- Harassing or bullying other students and faculty physically, verbally or non-verbally or sexually
- Fighting
- Flagrant disrespect including use of sarcasm towards school personnel
- Gang related activities/behaviors
- Urinating on walls or floors or on others
- Persistent violation of school rules or disruptive classroom behavior
- Possession of any potentially dangerous objects such as projectiles, knives, matches, lighters, etc.

DISCIPLINE POLICY - continued

-Possession or sale of unacceptable, vulgar magazines and/or pictures.

A partial listing of less serious offences follows:

- Defacing books, desks, property, any teaching material, art tables, bathroom stalls or cafeteria utensils
- Use of recording devices, special pens, etc. without permission
- Refusal to conform to uniform regulations
- Spitting on walls or floor or on others
- Chewing gum is not permitted at any time
- Habitual tardiness
- Use of profanity (this includes "crap" and using the Lord's name in vain.)
- Lying
- Cheating on assignments, quizzes, or tests
- Improper use of facilities in the rest room, cafeteria, school buildings and grounds.

EACH OF THE ABOVE WILL BE HANDLED TAKING THE UNIQUE CIRCUMSTANCES OF EACH INDIVIDUAL INCIDENT INTO CONSIDERATION. THE PRINCIPAL IS THE FINAL RECOURSE IN DISCIPLINARY MATTERS AND MAY WAIVE OR ASSIGN ANY DISCIPLINARY REGULATIONS FOR GOOD CAUSE AT THE PRINCIPAL'S DISCRETION.

24) HARASSMENT POLICY

Owensboro Catholic Elementary Schools do not condone any form of harassment. All students and employees are to be treated with dignity and respect.

Harassment is anything that makes teachers, staff, or students feel uncomfortable or unsafe and interfere with a student's learning and enjoying school.

Harassment at school can take many forms: The following are only examples of harassment. This list may not be all inclusive.

1. Physical

- Bumping into another or brushing up against them on purpose, assault
- Standing in someone's way or standing too close or deliberate impeding or blocking movements
- Patting, hugging, kissing without permission
- Grabbing, unwanted physical touching, pinching

HARASSMENT POLICY - continued

2. Verbal

- Threatening or belligerent words
- Insults, derogatory comments
- Comments about a person's body
- Sexual jokes, suggestions, slurs, or remarks
- Sexual stories or rumors
- Notes, letters or graffiti
- Pressure to go out on a date or to an activity
- Whistles, catcalls, rude noises

3. Visual

- Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, novelties or gestures

4. Nonverbal

- Staring at another's body
- Mimicking or pantomiming in an insulting way
- Gestures or looks, winking, licking lips or suggestive body movement.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the Church.

HARASSMENT IN ANY FORM IS UNACCEPTABLE AND ILLEGAL!

1. If harassment occurs, the incident should be reported to an appropriate school official (teacher, principal) IMMEDIATELY.
2. Upon receipt of the complaint, the principal and/or school official will initiate an investigation of the complaint, including a meeting with related parties. Written documentation will be made at the time of the conference.
3. Based on the results of the investigation, the principal will report to all parties involved an opinion and conclusion as to whether the harassment occurred, as well as other relevant information. A conference may be set up to further discuss the incident if so desired.
4. The principal, with the consultation of teacher(s) and/or school official, will decide what, if any, disciplinary action is warranted.

Owensboro Catholic Elementary Schools do not condone any form of harassment and will pursue the necessary measures to create a safe and productive environment for all students and employees.

25) THREATENING BEHAVIOR

Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures, or actions intended to cause harm to another and/or damage to property.

Homicidal Threats : If a homicidal threat is made, the steps in the diocesan handbook are to be followed, and the police are to be contacted. The student(s), who have been threatened, as well as their parents, are to be notified as soon as possible.

False Threats : Any student falsely reporting threatening behavior is subject to disciplinary action, which may include suspension and/or dismissal from school.

26) SEARCH & SEIZURE

Participants at school-sanctioned activities have a responsibility to follow rules and respect the authority of adults whose jobs are to ensure a safe and enjoyable experience for many and not just one individual. Therefore, in order to maximize the protection of person and property to the fullest extent possible, OCS will follow the Diocesan search and seizure policy.

27) GRADING CRITERIA AND SCALE

The Owensboro Catholic Schools use the following criteria and scale for letter grades:

- A** Superior knowledge and use of skills and subject matter
Superior reasoning skills
Thoroughness and punctuality in required work
Worthwhile contributions to class discussions
Ability to work independently
Consistently high test grades
A+ = 100% - 99%
A = 98% - 95%
A- = 94% - 93%
- B** Good knowledge and application of skills and subject matter
Good reasoning skills
Thoroughness and punctuality in required work
Worthwhile contributions to class discussions
Ability to work independently
Above average test grades
B+ = 92% - 91%
B = 90% - 87%
B- = 86% - 85%
- C** Adequate knowledge of subject matter
Completion of required work
Ordinary development in attitudes and study habits
Average test grades
C+ = 84% - 83%
C = 82% - 79%
C- = 78% - 77%
- D** Insufficient knowledge of subject matter
Assignments below standard
Participation in class discussions only when called upon
Low test grades
D+ = 76% - 75%
D = 74% - 72%
D- = 71% - 70%
- F** Unsatisfactory knowledge of subject matter
Assignments unacceptable
Inadequate participation in class discussions
Below 70% test grades
F = 69% - 0%

28) STUDENT DUE PROCESS RIGHTS

Students or parents have the right to appeal any disciplinary action to the principal. In the event that they are dissatisfied with the action of the principal, they may appeal to the Director of OCS. Should they be dissatisfied with the action of the Director, they may then appeal to the OCS Board.

29) POLICY FOR HANDLING CONCERNS BETWEEN PARENT AND TEACHER

If there is a question or concern regarding your child and a teacher, the procedure to follow is:

- a) Always talk with the teacher first.
- b) Meet with the teacher and your child, if not resolved.
- c) Meet with the principal and teacher, if not resolved.
- d) Meet with the director, principal, and teacher. Resolution should happen at this level if not before.

30) PROGRESS REPORTS

The chief purpose of the report card is to inform parents of their children's progress. Report cards are distributed four (4) times a year. Parents are encouraged to contact teachers immediately when there is concern about academic progress, student behavior, or when they feel a grade has been miscalculated.

Midway through each quarter, mid-term and/or deficiency notices may be sent to parents to inform them of their child's lack of progress in specific subject areas. This should provide sufficient time for the student to improve grades before the distribution of report cards.

Parent/Teacher/Student Conferences are to be considered the primary source of communication between parents and teachers. The student may be present at the conference to complete the flow of the discussion. A required conference is scheduled at the completion of the first quarter grading period. Other mutually arranged conferences may be scheduled.

31) HOMEWORK

Home study is an integral component of the total life experience of the student. Motivation for home study lies in the cooperative efforts of home and school in support of the learner. Each day, students should set aside a block of time outside of school hours for home study. During this time, students should review and practice skills learned in school and complete assigned work.

The amount of homework will vary each day according to grade level and subject matter. If a child never brings home any homework or a parent has questions about homework, the teacher should be contacted.

When a student is absent, all assigned class work is the responsibility of that student. Parents will make arrangements to pick up the student's homework or have it sent home by another student.

The following blocks of time are suggested for home study:

Primary Level: 15-30 minutes

Intermediate Level: 30-60 minutes

Students who do not use their time wisely during schools hours will have unfinished class work and could have additional time for home study.

32) TESTING PROCEDURES

The superintendent of schools is responsible for choosing the testing program used in our schools. The testing program measures the growth and progress of students. It helps to identify the needs of all students and provides direction in relation to the curriculum and to instruction. Achievement test will be administered in grades K-6 every year. The Assessment of Catechesis and Religious Education (ACRE) is used with the fifth grade to assess the effectiveness of our religious education program.

33) STUDENT INSURANCE

The purchase of school insurance is optional and is offered at the beginning of the school year.

34) TELEPHONE USAGE

Children may go to the office to use the phone with the written permission of the teacher. This permission must be shown to the secretary or the principal before the call is made.

35) UNIFORM POLICY

**Shorts may be worn in the fall through October 15 and in the spring beginning April 16.

Girls: K-6

- Solid navy twill box pleat or the knife pleat skirts and jumpers
- Long or short sleeve white blouses/polo; material of oxford cloth, broadcloth, or knit; collars to be round, pointed, or button down.
- Solid Bermuda length navy twill shorts** or slacks. Cargo pockets are not allowed. (Length of skirts and shorts: when kneeling, no more than five (5) inches from the floor.)
- Skorts are not permitted.
- Belts must be worn if shorts or slacks have loops.
- Solid navy or white sweaters (cardigans, V-neck, or sleeveless vest).
- Crew neck sweatshirts with OCS logo, purchased through the school, may be worn.
- Turtlenecks, if worn, must be solid white and worn under sweater, sweatshirt and/or blouse.
- Solid white or navy socks must be worn and visible above the shoe. Tights and knee length socks permitted in wintertime.
- Shoes with lace ties must be tied securely to the foot at all times. Sandals, clogs, flip-flops, shoes with wheels, etc. are never permitted.
- Earrings may be worn, but may not extend below the earlobe.
- No gaudy or inappropriate jewelry is permitted.
- Make-up is not permitted.
- Except for the OCS sweatshirt, logos, brand names, or monograms are not permitted on any uniform clothing.
- Artificial nails are not permitted.
- Hair should be neat, clean, well-groomed, and should in no way cover the eyes. Only natural hair colors are permitted. Hair that is distracting to the learning environment will not be allowed.

Boys: K-6:

- Solid navy twill slacks or Bermuda-length shorts** must be worn. Cargo pockets are not allowed.
- Long or short sleeve white shirts/polo. Material of oxford cloth, broadcloth or knit. Collars are to be round, pointed, or button-down.
- Belts must be worn if slacks or shorts have loops.
- Solid navy or white sweaters (cardigans, V-neck, crew neck, or sleeveless vest).
- Crew neck sweatshirts with OCS logo, purchased through the school, may be worn.
- Turtlenecks, if worn, must be solid white and worn under sweater, sweatshirt and/or shirt.
- Solid white or navy socks must be worn and visible above the shoe.

UNIFORM POLICY - continued

- Shoes with lace ties must be tied securely to the foot at all times. Sandals, clogs, flip-flops, shoes with wheels, etc. are never permitted.
- Earrings are not permitted.
- Except for OCS sweatshirt, logos, brand names, or monograms are not permitted on any uniform clothing.
- Hair should be neat, clean, well-groomed, and should in no way cover the eyes. Only natural hair colors are permitted. Hair that is distracting to the learning environment will not be allowed.

The uniform is to fit properly and be worn in the proper fashion; shirts tucked in, pants worn at the proper waist level. Sweatshirts, sweaters, or jackets may not be tied around the waist.

Students' uniforms are expected to be clean and in good repair (zippers fixed, buttons attached, holes in knees repaired, and hems in). Uniforms need to be replaced as needed for proper fit.

ONLY plain white T-shirts are permitted under the uniform shirt.

No jackets, hoodies, or non-uniform sweaters worn during school hours.

The purpose of the uniform policy is to list the permitted clothing. It cannot be a list of clothing not permitted.

A student may be asked to remove any accessory to his/her uniform dress if, in the opinion of the building principal, the accessory is potentially distracting or disruptive to the education process.

Even though non-uniform dress is allowed from time to time, students are expected to wear clothing appropriate for school. Clothing such as short-shorts, tank tops, spaghetti strap blouses, T-shirts that promote violence, etc. are not suitable for the school environment.

Dress for all students is to be modest in length, appearance, and style at all times. Styles that are too short, tight fitting or too revealing, or otherwise inappropriate for school are not permitted. Questions about particular styles should be made ahead of time. All decisions related to proper dress will be made by the Administration.

36) VOLUNTEER SERVICES

Through the generous giving of time and effort by volunteers we are able to provide greater opportunities of spiritual and educational development for our students. Volunteers are utilized in the following areas: cafeteria, library, homeroom, office, field trip chaperone, etc.

The Diocese of Owensboro requires all employees and volunteers to fulfill the four requirements of the United States Catholic Conference of Bishop's document, *Charter for the Protection of Children and Young People*:

1. Read, accept, and sign acknowledgment of the Diocesan Sexual Abuse Policy (this includes a proper overview presented by a qualified staff member.)
2. Submit information for a criminal background check.
3. Attend a Safe Environment Program for Adults.
4. Accept and sign the Adult Code of Conduct.

Forms for volunteers are available at the time of registration and at any other time in the office.

37) PARENT-TEACHER ORGANIZATION

All parents are encouraged to be members of and to actively support the Owensboro Catholic Schools PTO. The purpose of this organization is to support parents in their effort as the primary educators of their children, and to support teachers as co-educators.

38) PARENT VISITS

Parents are always welcome at the school. Conferences with teachers can be held during school time if mutually prearranged.

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the nametags and sign out at the time of departure.

39) AFTER SCHOOL CARE

Each of the elementary sites in the Owensboro Catholic School System provides an after school care program, which is open until 5:30 p.m. each day that school is in session. Contact your child's school for details.

40) DISASTER/CRISIS READINESS

By state law, each public and private school in Kentucky must have a disaster/crisis plan on file. These plans will be fully implemented over time, and schools will advise parents about the level of readiness and the parents' role if a disaster/crisis occurs. Copies are available at school site or OCS Central office.

41) SPORTS PROGRAM

The Owensboro Catholic Schools provide a variety of sports activities for both boys and girls. Information and rules regarding the various programs are contained in a separate Sports Handbook. A yearly sports physical on the KHSAA form is required for any student participating in the athletic program(s).

Dear Parent,

The School Health Services and the Owensboro Catholic Schools have mandated procedures in the way student medication is handled and administered by the school personnel.

Prescription Medication

1. The medication must be sent to school in its original container with the prescription label attached, including the physician's directions for dispensing the medication.
2. The prescription label must include the student's name, date, medication dosage, strength, and directions for use - which includes frequency, duration, prescribing physician, and pharmacy name and address.
3. The medication must be accompanied by the "Consent and Release ?" form (see attachment) and given to the school secretary. The "Consent and Release ?" form may be copied as needed.
4. Prescription medications, such as antibiotics, directed to be given two or three times a day should be administered entirely at home.
5. Prescription medications must be brought to school by a parent/guardian (never the student) and given to office personnel. MEDICATION IS NOT ALLOWED ON THE DAVIESS COUNTY BUSES AT ANY TIME.
6. Controlled substances will be counted when brought to school and both the parent and designated school personnel will initial the count.

Non-Prescription Medication

1. Medication provided by the parent in its original container and accompanied by the "Consent and Release ?" form (see attachment) must accompany the medication.
2. Some medication may be available at the school. The consent form attached allows appropriate administration staff to give over the counter medications as needed during the current school year.
3. No products containing aspirin (ASA, Acetylsalicylic acid) will be given without a physician's order.

All medication to be administered at school will be given by health assistants. The medicine and the above mentioned documentation must be taken to school's office as it is brought into the school building.

We have instructed school personnel not to administer any medication unless these guidelines are precisely followed. If not according to the guidelines, the medication will be returned to you with a copy of these guidelines attached. This should serve as a reminder to you that the guidelines have not been followed and that the medication has not been dispensed.

It is very important that you are aware of these procedures. If you have any questions, please feel free to call Kathryn Crowe, 684-3215.

Sincerely,
Kathryn Crowe, RN, School Nurse
Tracy S. Conkright, Principal
Lori Whitehouse, Principal

Owensboro Catholic Schools
CONSENT AND RELEASE
FOR ADMINISTERING
PRESCRIPTION AND NON-PRESCRIPTION MEDICATION AT SCHOOL

The undersigned parent/guardian, requests the designated medication administration person to administer medicine to the hereinafter named student:

Student _____

Birth Date _____

Phone: _____

Emergency Phone _____

Name of Medication: _____

Dosage (mg): _____

Known Drug Allergies:

Time(s) medication is to be given while student is at school

Special instructions/side-effects to be noted (also note if self-administered):

Diagnosis or reason for medication:

Prescribing physician (if prescription medication):

Controlled substance number counted and initialed: _____ (_____)

I understand the policies and procedures on administering medication.

I hereby agree to release and hold the staff free and harmless for any claims, demands, or suits for damages from any injury or complications that may result from such treatment.

I have read this consent form and understand all its terms. I execute it voluntarily and with full knowledge of its significance.

I give my permission for Owensboro Catholic Elementary Schools and the attending physician to exchange information concerning my child's medical records and related information.

Parent/Guardian Date