

# Oakland Catholic High School

## Student/Parent Handbook

### 2011-2012



144 North Craig Street  
Pittsburgh, PA 15213  
[www.oaklandcatholic.org](http://www.oaklandcatholic.org)

Main Office	412-682-6633
Fax	412-682-2496
Business Office	412-682-6633
Development Office	412-682-6877
Guidance Office	412-682-6631
Athletic Director's Office	412-682-3806

The Oakland Catholic High School seal reflects the school's distinctive history as the only Catholic high school for young women in Pittsburgh. The two school colors of burgundy and silver appear prominently in the seal. The date of the founding of Oakland Catholic resides squarely at the top of the seal in Latin. The three symbols on the shield - mind, heart, and spirit - reflect the school's mission. Academics (the book) combine with service to others (the heart) in the context of the Catholic faith (the cross).



### ***Oakland Catholic Alma Mater***

*All Hail, Alma Mater, your praises we sing  
In truth, love, and honor the Spirit takes wing.*

*Within these strong walls, a faith stronger still,  
Which nurtures in each the path of God's will.*

*Our Savior has giv'n His life as the Way.  
Grown strong in His image we face the new day!*

*The fire kindled here to serve those in need,  
Will carry us forth in promise and deed.*

*As eagles take flight to soar the unknown  
We hail, Oakland Catholic, our journey, our home!*

# Oakland Catholic High School

## 2011-2012 Student/Parent Handbook

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## **WELCOME**

On behalf of the Administration, Faculty, Staff and Board of Directors, welcome to the 2011-2012 school year. By enrolling in Oakland Catholic High School, you become part of the rich history of women's education in the largest girls high school in the Diocese of Pittsburgh.

Statements of our expectations and policies are presented to you in this handbook. They are an outgrowth of what we believe about ourselves as a school community. The Mission Statement and the Philosophy and Goals are what we believe. Read them and capture the spirit of Oakland Catholic High School.

Be part of the life and tradition of Oakland Catholic. Participate fully in the programs and activities offered to you. You will be better for the experience as you make your own contribution to the tradition of educating young women in the Diocese of Pittsburgh for all of those who will come after you.

Let us pray for each other in this endeavor.

## **MISSION STATEMENT**

Oakland Catholic High School is a Christ-centered college preparatory school for young women of diverse backgrounds. The Oakland Catholic community is committed to an environment that promotes spiritual formation, excellence in education, a wide range of activities and athletics and service to others. Formed under the patronage of St. Joan of Arc, Oakland Catholic is dedicated to teaching young women to lead lives of faith, courage, and commitment as they lay the foundation for their future as responsible and respected global leaders.

## **PHILOSOPHY AND GOALS**

Oakland Catholic High School, a Roman Catholic school, dedicates itself to providing a value-oriented, college preparatory education for young women in an atmosphere that regards the Church's values as catalysts for action. We serve several constituencies: The Bishop and the Diocese of Pittsburgh, the students and parents, and the broader community. Aware of the dignity of students in our care, we fulfill our mission by developing their spiritual, intellectual, and personal potential.

Set in the heart of the city's academic, cultural and healing center, Oakland Catholic offers students opportunities that come in today's urban setting while inspiring them to prepare for tomorrow's global needs. We offer a variety of courses that challenge each student to achieve her fullest potential. We develop the analytical and independent thinking skills that are needed for a lifetime of learning. We teach decision-making grounded in morality. We promote a respect for God, self, and others through retreats, liturgy, prayer, and service opportunities.

Rooted in Gospel values, the Oakland Catholic community holds itself and its students accountable for the development of healthy, creative, and expressive women who are encouraged to use their God-given talents in pursuits that satisfy both personal and communal needs.

## **NON-DISCRIMINATION POLICY**

Oakland Catholic, as listed in the Official Directory of Catholic Schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at Oakland Catholic. It will not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

## **RIGHT TO AMEND HANDBOOK**

The Principal retains the right to amend the Handbook for just cause. Parents and students will be given prompt notification if changes are made.



# Oakland Catholic High School

144 N. Craig Street

Pittsburgh, PA 15213

School Office Hours: 7:00 a.m. -- 3:30 p.m. Phone 412-682-6633 Fax 412-682-2496

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

## BOARD OF DIRECTORS

Dr. Mary Catherine Conroy Hayden,  
*Chair*

Very Rev. Lawrence A. DiNardo, JCL,  
*Vice Chair*

Karl C. Kimmich, *Treasurer*

Penny McKenna, *Secretary*

Katherine D. Freyvogel,  
*Asst. Treasurer/Asst. Secretary*

Jay T. Carson

Joseph T. Doyle

Sister Patrice Hughes, SC

Dr. Maureen G. Marsteller

Christopher S. McMahon

Shirley Novak, Esq.

Dr. Robert L. Paserba

Ronald M. Petnuch, Esq.

Madelyn A. Reilly, Esq.

Joseph E. Rockey

## ADMINISTRATION

Mrs. Katherine D. Freyvogel,  
*President*

Dr. Maureen G. Marsteller, *Principal*

Mrs. Sharyn Zalno, *Assistant Principal*

## FACULTY & STAFF

### English

**Mrs. Jean Ann Streiff**

Ms. Kelly Coleman

Mr. Jonathan McDonald

Ms. Letitia Marsico

Ms. Cindy McNulty

Mrs. Lynn Riale

Mrs. Judith Riegelneegg

Ms. Kristen Weader

### Fine Arts

**Mrs. Ruth Gentile**

Ms. Bonnie Nichol

### Guidance

#### School Counselors

**Ms. Emily Bechtel**

Ms. Nicole Marchese

Ms. Lauren Spang

#### Guidance Coordinator

Mrs. Patty Just

### Health/Physical Education

**Ms. Mary Mosley**

Mrs. Mary Pat Bielich

Ms. Nancy White

## Mathematics

**Mrs. Colleen Ladd**

Ms. Karisa Decker

Ms. Melissa McKamish

Mrs. Christine McKenna

Ms. Jennifer Powell

Mrs. Jennifer Stathopolous

Mrs. Deborah Stephen

## Modern & Classical Languages

**Mrs. Mary Claire Kasunic**

Ms. Meghan Friday

Mrs. Cindy Lu Goodman

Mr. Adam Kear

Dr. Giovanni Puppo

Mrs. Isabelle Schetley

Ms. Melissa Teeters

## Natural Science

**Mrs. Loraine Benedik**

Mr. Eric Huber

Mrs. Melissa Kavanshansky

Mr. James Lear

Mrs. Olivia Heeter

## Religion

**Mr. Jeff Patrizio**

Ms. Maria Colonna

Fr. Robert George

Mr. Kenneth Griswold

Ms. Karen Lehman

Mr. Francis Sullen

## Social Studies

**Mr. Dennis DeFilippo**

Mr. Patrick Finnegan

Mr. Jeff Flohr

Mrs. Catherine Fratto

Mr. Daniel Kornosky

Ms. Karen Lehman

Ms. Cindy McNulty

Mr. George Rudolph

## Admissions Director

Mrs. Colleen Gornick

## Athletic Director

Mr. George Rudolph

## Assistant Athletic Director

Mrs. Mary Pat Bielich

## Cafeteria Manager

Mrs. Judy Febbraro

## Campus Minister

Ms. Amy Farrell

## Chaplain

Fr. Robert George

Fr. Nicholas Vaskov

## Crossroads Coordinators

Ms. Stephanie Brown

Sr. Sandy Kiefer, CSJ

Mr. Charles Shealey

## Mission Advancement

Ms. Karen Marner, *Vice President*

Mrs. Karen Ferrari

Mrs. Mary Jo Goldcamp

Ms. Marie Marner

Ms. Margaret O'Malley

Mrs. Mary Beth Werner

## Intermediate Unit

Mr. Robert O'Mara

## I.T. Coordinator

Mr. Andrew Heinzer

## Librarian

Mrs. Milana Sopko

## Maintenance and Cleaning

Quality Services

## Office Staff

Mrs. Deborah Ceponis

Mrs. Mary Alice Devinney

Mrs. Caitlin Marchiano

Sr. Veronica Mary Szalajko, SC

## Business Office

Mrs. Margie Moran

Mrs. Joyce Wilson-Windsor

## School Nurse - Ann Hoist

## P.T.G. OFFICERS

*Please refer to website for most recent  
PTG officers.*

*Email addresses and phone  
extensions can be found on the  
Oakland Catholic website:  
[www.oaklandcatholic.org](http://www.oaklandcatholic.org)*



## ACADEMICS

### School Day Schedules

Regular Schedule	
7:45	Warning Bell
7:50 - 7:57	HR
8:02 - 8:41	Period 1
8:46 - 9:25	Period 2
9:30 - 10:09	Period 3
10:14 - 10:53	Period 4
10:58 - 11:37	Period 5
11:42 - 12:21	Period 6
12:26 - 1:05	Period 7
1:10 - 1:49	Period 8
1:54 - 2:33	Period 9

### Snow/2-Hour Delay

9:45	Warning Bell
9:50 - 9:57	HR
10:02 - 10:27	Period 1
10:32 - 10:57	Period 2
11:02 - 11:27	Period 3
11:32 - 11:58	Period 4
12:03 - 12:29	Period 5
12:34 - 1:00	Period 6
1:05 - 1:31	Period 7
1:36 - 2:02	Period 8
2:07 - 2:33	Period 9

### LiturgY or Assembly Schedule

7:45	Warning Bell
7:50 - 7:57	HR
8:02 - 8:31	Period 1
8:36 - 9:05	Period 2
9:10 - 9:39	Period 3
9:44 - 10:13	Period 4
10:18 - 10:47	Period 5
10:52 - 11:21	Period 6
11:26 - 11:54	Period 7
11:59 - 12:27	Period 8
12:32 - 1:00	Period 9

### Schedule for 1/2 day

7:45	Warning Bell
7:50 - 7:57	HR
8:02 - 8:20	Period 1
8:25 - 8:43	Period 2
8:48 - 9:06	Period 3
9:11 - 9:29	Period 4
9:34 - 9:52	Period 5
9:57 - 10:15	Period 6
10:20 - 10:38	Period 7
10:42 - 11:00	Period 8
11:05 - 11:23	Period 9

*Following Period 9, students return to homeroom.*

## MINIMUM GRADUATION REQUIREMENTS (26.25 credits)

To be eligible for graduation each student must meet the following requirements:

Religion.....	4	Modern & Classical Language.....	2
English.....	4	Fine Arts (Music & Art Appreciation).....	1
Social Studies.....	4	Physical Education.....	1
Mathematics.....	3	Health.....	0.5
Science.....	3	Electives.....	3.5
		Senior Research Project.....	0.25

***\*All students must carry a minimum of 6 courses each semester.***



## RECOMMENDED SEQUENCE

<u>Freshman</u>		<u>Sophomore</u>		<u>Junior</u>		<u>Senior</u>	
Religion	1	Religion	1	Religion	1	Religion	1
English	1.5	English	1	English	1	English	1
Social Studies	1	Social Studies	1	Social Studies	1	Social Studies	1
Math	1	Math	1	Math	1	Electives	3
Science	1	Science	1	Science	1	Phys. Ed.	0.25
Language	1	Language	1	Language	1	Research Proj.	0.25
Fine Arts	1	Health	0.5	Electives	0.5		
Phys. Ed.	0.25	Phys. Ed.	0.25	Phys. Ed.	0.25		
<b>Total</b>	<b>7.75</b>	<b>Total</b>	<b>6.75</b>	<b>Total</b>	<b>6.75</b>	<b>Total</b>	<b>6.50</b>

### ADVANCED PLACEMENT COURSES

The curriculum for the Advance Placement (AP) Courses is determined by the College Board. All students enrolled in AP classes are required to take AP examinations for each class as a course requirement. The AP exams are administered in May and there is a fee for each exam. The fee for the 2011-2012 school year is \$89.

### COLLEGE EQUIVALENCY COURSES

The curriculum for College Equivalency (CE) Courses is determined by the college or university granting credit for the course. All students who enroll in a CE course must enroll for college credit. To receive college credit a student must meet the requirements of the course and pay a fee as determined by the college or university.

### COURSES

Throughout the year, counselors meet with the students in an effort to advise them on the appropriate selection of courses to fulfill their needs and goals. Effort is made to provide students with the most appropriate counseling available. In addition to the school counselor, students are advised to consult with individual subject faculty, parents, professionals in the world of work and college representatives.

Course selections will be made in the Spring of each year.



Students are given a Course Description Catalogue plus a Course Selection sheet. After appropriate consultation with classroom teachers and others, courses are selected for the next year. Teachers, parents, and a counselor must approve the

request for courses. The administration will intervene in course selection conflicts where any of the parties deem it necessary. Course selections will be reviewed at the end of the school year to ensure proper student placement.

### COURSE/SCHEDULE CHANGES

Changing courses after the year has begun is a difficult process and may adversely affect planned class size and teaching assignments. However, there are circumstances that arise which may necessitate a course change. A schedule change may occur if a teacher decides that a student has been placed incorrectly in a class. If that occurs, the teacher will initiate the course change and give the student a Course Change Form. The student will secure the necessary signatures and return the form to the office. The Principal or Assistant Principal must approve the change. If a student requests a course change, the following procedure must be followed:

- \* Student must obtain a Course Change Form from the office or the Guidance department.
- \* Change must be discussed with the Guidance Dept.
- \* Reasons for change must be stated on the form.
- \* Parent and /or Guardian must sign the form.
- \* Current teacher must be in agreement with change and sign the form.
- \* The form must be returned to the office.
- \* The Principal or Assistant Principal must approve the change.

Changes may only occur during the **first 2 weeks** of each semester. Schedule changes will not be made in order to accommodate a student's work schedule, arrival or departure from school, or preference for a teacher or time of class.

If a request is made to drop a class after two weeks, the request will be reviewed by the administration. If the request is honored a (W) for withdrawal will be recorded on the student's transcript, no credit will be granted for the course, and a \$50 fee will be assessed.

## GRADE SCALE - WEIGHTED

	College Equivalency/ Advanced Placement	Honors High School	College Preparatory
A	100 - 95	6.000	4.000
A-	94 - 93	5.625	3.750
B+	92 - 90	4.875	3.250
B	89 - 87	4.500	3.000
B-	86 - 85	4.125	2.750
C+	84 - 82	3.375	2.250
C	81 - 77	3.000	2.000
C-	76 - 75	2.625	1.750
D+	74 - 73	1.875	1.250
D	72 - 71	1.500	1.000
D-	70	1.125	0.750
E	69 - 0	0.000	0.000
P	Pass		
F	Fail		
I	Incomplete		
W	Withdraw		

## GRADING POLICIES

1. An "I" (incomplete) on the report card will automatically change to an "E" (failure) if the student has not made up the work within 3 weeks after the start of the next grading quarter unless other arrangements have been made with the teacher and approved by the administration.
2. A failure in any required course must be made up in summer school prior to the next school term.
3. A final grade in a semester course is an average of the 1st and 2nd quarter grades and the final exam.
4. A final grade in a full-year course is an average of the 1st and 2nd semester grades.
5. Any student who fails three courses may be asked to leave Oakland Catholic.
6. Except for extenuating circumstances, any student who misses 36 or more class periods in a year long course or 18 or more in a semester course will not receive a passing grade.
7. A senior with three full-credit failures or the equivalent, cannot receive an Oakland Catholic diploma.
8. No student receives a cap and gown or participates in graduation ceremonies for Oakland Catholic High School unless she has earned a passing grade in all courses required for her graduation.

## GRADING SYSTEM

1. Grades will be used to determine weighted grades and honor roll.
2. Courses will be placed in one of four categories to

determine their weight. These categories are "Advanced Placement," "College Equivalency," "Honors," and "College Preparatory."

3. The placement of a course within a particular category is based on the requirements of the course in relation to what is expected of the average (i.e., the numerical norm) high school student. For example, the college prep student is expected to take Religion, English, two years of a Foreign Language, Social Studies, Mathematics and Science. Accordingly, those courses would fall under the category College Prep. Courses that have requirements which exceed what is expected of the college prep student would be placed in the Honors category. Finally, those courses which require work that is equivalent to work expected of a college student, or courses for which college credit is granted such as an AP or CE course would receive the designation College Equivalency.



## HONOR ROLL

The Honor Roll is published and certificates are distributed at the end of each quarter. To qualify for the Honor Roll, a student must have attained all of the following based on the weighted grading scale. Grade point averages are truncated, not rounded up.

Highest Honor:

1. A 4.0 grade point average
2. A minimum of 70% in any subject

High Honor:

1. A 3.75 grade point average
2. A minimum of 70% in any subject

Honor:

1. A 3.5 grade point average
2. A minimum of 70% in any subject

***Honor Roll and Final GPA are computed differently.***

## Computing Honor Roll

For Honor Roll purposes, each grade is weighted according to category. To calculate honor roll, add grade points for each course and divide by the number of courses

Courses	Grades	Grade Points
Senior Rel.	93	3.75
World Lit, CP	92	3.25
Am Gov't/ Econ,CP	93	3.75
French Hon	95	5.00
AP Biology	92	4.875
Physics,Hon	84	2.813
<b>TOTAL</b>		<b>23.438</b>

The total is: 23.438, divide by 6 (number of courses) for 3.906. The Honor Roll Average = 3.9

$$\frac{23.438}{6} = 3.906 \text{ (3.9)}$$

## Computing Final GPA

To calculate the final GPA:

- \*Multiply grade points by credit value
- \*Add the result
- \*Divide by the number of credits
- \*Truncate the results

Courses	Final Gr.	Gr. Pts.	Cred.	Gr.Pt.XCred
Senior Rel.	88	3.0	1	3.0
World Lit II, CP	90	3.25	.5	1.625
Creative Writing	95	4.0	.5	2.0
Amer.Govt, CP	91	3.25	1	3.25
Chem II, Hon	89	3.75	1	3.75
AP Calculus	87	4.5	1	4.5
CE French	86	4.125	1	4.125
PE	100	4.0	.25	1.0
Interdisciplinary	92	3.25	.25	.8125
<b>TOTAL</b>			<b>6.5</b>	<b>24.0625</b>

The total is: 24.0625, divide by the number of credits (6.5) for 3.701. The truncated result is 3.7. This is the Final GPA.

$$\frac{24.0625}{6.5} = 3.701 \text{ (3.7)}$$



## ACADEMIC PROBATION

A student with a failing grade at the end of a grading period will be placed on academic probation until the next quarter's Progress Report. During this time, the student is encouraged to improve grades. Students on academic probation will be suspended from all extracurricular activities until a probation review at the time of the next quarter's Progress Report.

## COMMUNICATION WITH THE SCHOOL

Parents are encouraged to monitor their daughter's progress and, if necessary contact teachers by either voice mail or e-mail. Please allow a teacher 24 hours to respond. RenWeb, described below under "Progress Reports/Report Cards", is designed to optimize parent/teacher communication.

## GRADUATION HONORS

The Valedictorian, Salutatorian, and Honors designation at graduation will be based on a cumulative GPA after the 3rd quarter of the senior year.

## GRADUATION REQUIREMENTS

The student has successfully completed a minimum 26.25 credits. Tuition has been paid in full. All fees have been paid, and all books have been returned.

## MIDTERM AND FINAL EXAMS

Please refer to the school calendar for the dates when Midterm and Final exams are scheduled. Please do not plan vacations or doctor appointments for these days. Students must take exam on scheduled day unless absent due to an illness.

## **PARENT/TEACHER CONFERENCES**

Parent-teacher conferences are available by appointment only after the first grading period. The date and time of the conference day is on the school calendar.

## **PROGRESS REPORTS/REPORT CARDS**

Students' grades can be accessed on RenWeb, Oakland Catholic's electronic grading system. Activation codes will be distributed to parents/guardians and students at the beginning of the school year. Access will be given to families who are in good financial standing. Parents may request to have printed progress reports indicating poor progress mailed to their home if computer access is unavailable.

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks. No student will have access to RenWeb or receive a Progress Report or Report Card if tuition, academic or athletic financial responsibilities are in arrears.

## **READMISSION POLICY**

It is the policy of the secondary schools of the Diocese of Pittsburgh not to accept a student for readmission or transfer during the school year when that student has previously withdrawn from the school and transferred to another school. Such readmission may be considered at the beginning of a school year. Students who fail out of Oakland Catholic will not be readmitted.

## **STUDENT RECORDS**

Records are kept confidential. Requests to examine them must be submitted in writing to the guidance counselor. Without written authorization by the student or her parent/guardian, no information regarding a student will be given to anyone except administrators and faculty members.

## **STUDY HALLS**

Students are assigned to a quiet study hall when they don't have a scheduled class. Students are to report to study hall on time and are to bring homework or reading material to the study hall. Using a cell phone or iPod, listening to a CD, and playing games/cards is not permitted. Students, after signing-in with the teacher or proctor, may go to the library or guidance center. No student should be in the hallways during study hall without a pass. Students may not leave the school grounds during study hall or any class time.

## **SUMMER SCHOOL**

1. No student may return to Oakland Catholic with a failing grade on her record. The student must attend summer school to remediate failures.
2. A tutoring option will be granted only if the Administration agrees that there is sufficient reason for this and approval is given in writing before the first day of summer school. Tutors must possess a valid State Teaching Certificate and must present notarized documentation to the school that the equivalent of 60 hours of combined instruction and student-generated assignments have been completed satisfactorily.
3. A Senior who has permission to complete make up work for a course failure through an approved tutor or other accredited summer school will be issued her diploma upon completion.
4. Any student who fails summer school, or an approved alternative, is not permitted to return to Oakland Catholic.

## **TEXTBOOKS**

All textbooks, except those for religion, are furnished by the school and are issued at the beginning of the year. Any student who loses or damages a book issued to her is financially responsible for it. Transcripts and/or report cards will be withheld due to outstanding payment. The student must present the given textbook/or payment in order to sit for the midterm or the final exam.

## **TRANSFER POLICY**

All grades from previous schools will be weighted on College Prep, Honors or AP values. Credit values for graduation will be evaluated on an individual basis. When a student is transferring to another school, an official withdrawal form must be completed and returned to the office. All books must be returned and all debts must be paid before transcripts will be forwarded.

## **WITHDRAWAL**

An official withdrawal form must be completed and returned to the Main Office before the withdrawal process will be completed. Since tuition payments begin on July 1st of the current academic year, students transferring from Oakland Catholic to another school after this date will be required to pay tuition due to date, plus an additional month's tuition as a transfer fee before records will be forwarded.



## JOAN OF ARC SOCIETY OF SCHOLARS

### PROGRAM CRITERIA FOR INVITATION

Initial consideration will be based on a composite score of 90% or higher on the Oakland Catholic Scholarship Exam or a composite score of 95% or higher on an elementary school national standardized exam such as the IOWA's or TERRA NOVA's. All candidates must exhibit a strong grade school academic record and be recommended and registered for honors courses across the core curriculum (English, Math, Social Studies, and Science). The first round of invitations will be mailed with acceptance packages during a candidate's 8th grade year. If a candidate wishes to accept the invitation, she must respond to the program director as directed. A second and final round of invitations will be sent to those freshmen who are enrolled in honors courses in the Core Curriculum and have achieved the minimum weighted GPA necessary for membership. *Please refer to our website for more specific details.*

### PROGRAM CRITERIA FOR CONTINUED MEMBERSHIP

- Agreement to meet with the Director of the Scholars Program as deemed necessary by the director.
- Annual contribution to "Forte", OC's art/literacy publication.
- Completion of a minimum of 16 credits in Honors, College-Equivalency, or Advanced Placement (AP) level courses by the end of senior year.
- Maintenance of a minimum of 4.2 overall weighted GPA at the end of ninth grade, a 4.3 at the end of tenth grade, and a 4.4 at the end of eleventh grade with no final grade lower than a "B". (GPAs are truncated, not rounded up.)
- Maintenance of a minimum of 7 credits each year with core courses taken at the honors level or higher.
- Minimum of three consecutive years of a foreign language at Oakland Catholic.
- Participation in a summer seminar prior to each year of study at Oakland Catholic High School. Attendance at a minimum of 2 "JOA events" per semester according to brochure.
- Commitment to service to the community via volunteer activities.

***\*Scholars will be automatically dismissed, regardless of GPA, if involved in cheating, situations of questionable academic integrity, or acting contrary to school policies.***



## NATIONAL HONOR SOCIETY

**SELECTION FOR NATIONAL HONOR SOCIETY** according to the "National Honor Society Handbook":

New members will be selected for the National Honor Society from among qualifying juniors and seniors. In order to be considered for membership in the National Honor Society, juniors and seniors shall have a cumulative grade point average of 3.5 or above. ***Effective with the Class of 2013, the applicant must have a cumulative GPA of 3.75 or above.*** In addition, a student shall have demonstrated qualities of good character, leadership, and service as evidenced through co-curricular activities, and /or work experience. A faculty committee will meet to review activity forms and teacher evaluations to select new members. Membership in the National Honor Society is an honor bestowed upon a student. Selection for membership is by faculty committee and is based on outstanding *scholarship, character, leadership and service.*



### SCHOLARSHIP

Eligible candidates must achieve a cumulative scholastic average of at least 3.5. While the academic criterion is important and is considered first, membership will not be granted on the basis of grades alone. The faculty council will then evaluate the NHS candidate for leadership, service and character.

### CHARACTER

The student who demonstrates character:

- takes criticism willingly and accepts recommendations graciously.
- constantly exemplifies desirable qualities of personality.
- upholds principles of morality and ethics.
- cooperates by complying with school regulations.
- demonstrates high standards of honesty and reliability.
- shows courtesy, concern and respect for others.

## *National Honor Society continued*

- observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
- has powers of concentration and sustained attention as shown by perseverance and application to studies.
- manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- actively helps to rid the school of bad influences.

### **LEADERSHIP**

The student who exercises leadership:

- is resourceful in proposing new problems, applying principles, and making suggestions.
- demonstrates leadership in promoting school activities.
- exercises influence on peers in upholding school ideals.
- contributes ideas that improve the civic life of the school.
- is able to delegate responsibilities.
- exemplifies positive attitudes.
- inspires positive behavior in others.
- demonstrates academic initiative.
- successfully holds offices, positions, responsibility, or conducts business.
- efficiently and effectively, and is reliable and dependable without prodding.
- demonstrates leadership in the classroom, at work, and in school activities.
- is thoroughly dependable in any responsibility accepted.

### **SERVICE**

The student who exercises service:

- is willing to uphold scholarship and maintain a loyal school attitude.
- participates in some outside activity: Girl Scouts, church groups, volunteer services, family duties, etc.
- volunteers dependable and well-organized assistance, is gladly available and willing to sacrifice her time.
- works well with others and is willing to take on difficult or inconspicuous responsibilities.
- cheerfully and enthusiastically renders any requested service to the school.
- is willing to represent the class or school in inter-class and interscholastic competition.
- does committee and staff work uncomplainingly.
- shows courtesy by assisting visitors, teachers and students

### **THE PROCESS IS:**

1. Candidates qualified on the basis of academic merit, will be invited to apply for membership by completing a form in which they provide general information, list work experiences, services and activities in which they held a position of responsibility, including a statement which specifically indicates that one is a person of good character.
2. The completed application is then submitted for review for selection by a committee of faculty and administrators.
3. Each area of the application is reviewed and should the applicant score at least a 3.5 average in each category of leadership, service, and character, she will be invited to be inducted into the National Honor Society. ***Effective with the Class of 2013, the applicant must score at least a 3.75.*** Once selected, members have the responsibility to continue to demonstrate and uphold the above described qualities.

Dismissal from National Honor Society may occur if:

1. The student's academic average falls below the standard used for selection.
2. The student is in violation of school policies, is on disciplinary probation, or is in violation of civil/criminal laws.
3. The student does not fulfill their NHS obligations or duties.

***\*\*Members who resign or are dismissed are never again eligible for membership or its benefits.***

# ATTENDANCE POLICY & PROCEDURES

Oakland Catholic High School is responsible for all students registered to attend Oakland Catholic during school hours. Therefore, the following procedures have been instituted in order to ensure the safety and well-being of all students. The cooperation of students and parents/guardians is expected. Consistent, punctual, daily attendance is essential to the learning process. Any absence from class jeopardizes the acquisition of skills, the development of mature understanding, and knowledge that evolves from interaction between students and teachers and from student to student. For these reasons, Oakland Catholic High School, in accordance with the Department of Education for the State of Pennsylvania, establishes the following policies concerning attendance:

1. Students absent 20 or more days may be required to attend summer school before being promoted or awarded a diploma. A student who misses 36 or more periods per year (18 for a semester course) may fail that course and must attend summer school. Exceptions to attendance policy due to special circumstances may be made only by the Administration.
2. If a student is absent from school for any reason, she may not participate in sports or extra-curricular events that may be scheduled that afternoon or evening. **This includes activities at Central Catholic, such as, but not limited to, Masque and Marching Band.**
3. All students must be present for every class and study hall to which they are assigned. All absences, regardless of the circumstances, become a part of the student's permanent record. This document, including the attendance record, is used when providing references to colleges and prospective employers.
4. If a student is absent for 3 or more consecutive days a doctor's excuse must be presented when she returns to school.
5. After five absences in one quarter, a student will be considered for referral to the Student Assistance Program (SAP).
6. The Administration will review the attendance records of all students with ten (10) absences. When medical documentation cannot be verified, the administration will notify the parents or guardian regarding the attendance record of their child. If the absences continue without medical documentation, the parents or guardians will be required to meet with the administration.

## PROCEDURE

- To report an absence a parent or guardian must call the school's attendance secretary at 412.682.6633 (ext. 224) before 9:00am.
- A parent/guardian contact will be initiated if a call is not

made by 9:00am in order to verify a student's well being and safety.

If no parent/guardian contact has been made by 10:00am to report a legal absence, the absence will be noted as unexcused.

Upon returning to school, the student must bring a medical note or a note written and signed by a parent/guardian to her homeroom teacher. The note must give the student's first and last name, the date and the reason for absence. Absences are recorded as either excused, unexcused, or illegal.

## ABSENCE - Excused

Although all absences are considered serious, the school recognizes that certain circumstances may prevent a student from attending school. The following are considered excused absences:

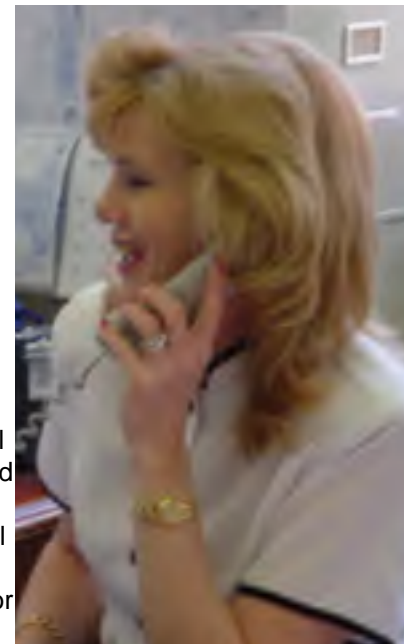
- Death in the family
- Family trips that have an educational value and that are pre-approved by the Principal
- Illness, hospitalization
- Impassable roads
- Three College visits for Seniors - must present verification from college.
- \*One College visit for Juniors - must present verification from college.
- \*Absences due to student participation in activities/events in which the student represents Oakland Catholic.

## ABSENCE - Unexcused

An absence is considered to be UNEXCUSED if the reasons for the absence are other than the reasons previously stated. The following are considered unexcused absences:

- Car Problem
- Class Cut Day
- Employment
- Missing the bus
- Oversleeping
- Parent neglect
- Unapproved family trip

If proper procedure for reporting the absence is not followed, or if the administration does not give permission for the absence, the absence will be recorded as unexcused on the student's record and disciplinary action will be taken as a result. A detention will be issued for each day of unexcused absence. Students who are Absent Unexcused forfeit the opportunity to make up missed work.



## ABSENCE - Illegal

An absence is considered to be ILLEGAL if a student does not report to school and the parent/guardian is unaware that she is not in attendance or if the student falsifies a note or a call. The following are considered illegal absences:

- Falsifying a note or phone call
- Truancy

Truancy violates Pennsylvania law and is a major violation of Oakland Catholic policy. Repeated truancy will be reported to the student's local school district truant office and may be cause for dismissal from Oakland Catholic. Students will not be given the opportunity to complete academic work/tests due to truancy.

If a student is absent illegally, the student will serve an In-School Suspension.

Students will not be given the opportunity to complete academic work/tests due to truancy.

## ABSENCE - Vacation

Trips and vacations during the school year are discouraged, especially during midterm and final exam weeks. If it is necessary for a student to be absent due to vacation, the parents should put their request in writing and submit it to the office at least two weeks in advance. The Principal will review each vacation request. Only approved vacations will receive excused absence designation.

Teachers are not required to give assignments prior to vacations. Each student upon returning to school following a vacation has the responsibility to meet with her teachers to arrange for make-up work, tests, and to develop a schedule for the completion of her work.

## ABSENCE - College Visits

Seniors are encouraged to schedule college visits on free days but are permitted three excused absences to visit prospective colleges. Juniors are permitted one excused absence for a college visit. The student must present verification from the college of her visit.

## ASSEMBLIES

Assemblies are scheduled during the regular school day. Early dismissals will only be granted under special circumstances. *Please refer to Senior Privileges on page 30 for additional information regarding assembly and Liturgy attendance.*

## ASSIGNMENTS WHEN ABSENT

If a student is absent **three or more days** due to illness, a parent/guardian should request assignments by calling the main school office. Please provide the period of time the student is expected to be absent and indicate the person to whom the work is to be given. The office needs two full working days to process the request. *If a student is ill less than three days, assignments should be obtained through a friend or classmate.* Each student, upon returning to school following an absence has the responsibility to meet

with her teachers to arrange for make-up work, tests and to develop a schedule for completion of work. Students who are absent have one day for each day of an absence to make up any missed work. For example, a student who was absent three days would be given three school days to complete the missed work. Students who are absent due to truancy forfeit the opportunity to make up missed work.



## BUS PASSES

Bus passes will be distributed in homeroom by the homeroom teacher on the days closest to the beginning of each month. If a student is absent, her bus pass will be sent to the office. She may receive her bus pass from the attendance secretary upon her return to school.

## EARLY DISMISSAL

Early dismissals are strongly discouraged and will only be granted for verifiable reasons, which are the same as for excused absences. Parents are encouraged to schedule non-emergency medical/dental appointments after school hours. If an early dismissal is required, a student must present to the Attendance Secretary a written note containing the following information:

- Name of student
- Date and time of the early dismissal
- Reason for early dismissal
- Name and number of doctor/dentist, if applicable
- Signature of parent
- Phone number of parent to verify information

Students must sign out in the office prior to leaving school. Also, upon returning to school after an early dismissal on the same day, a student is required to sign in with the Attendance Secretary. Verification of the appointment should accompany the student upon her return to school. Students must follow proper procedures when requesting such release from school, or permission may be denied. Students who miss four periods will be marked absent for half a day. Students who miss more than four periods will be marked absent for the entire day. Students will not be granted an early release on the day of a Liturgy or assembly without special permission from Administration.

**UNDER NO CIRCUMSTANCES MAY A STUDENT LEAVE SCHOOL AT ANY TIME WITHOUT PERMISSION FROM PARENT/GUARDIAN THROUGH THE ADMINISTRATION.**

If a student becomes ill during the day, she must report to the office. If she is to be sent home, the office will call her parent/guardian and arrange for permission and dismissal. On particular days, a school nurse is available and will be in contact with parents. *Students may not call their parents without permission from the office.*

**EARLY DISMISSAL - Sports**

In the event that students are dismissed early from class to leave for a scheduled school sponsored game/match, they should change into their sport uniforms and remain in the building until the arrival of the bus for transport. At no time will students be permitted to leave the premises while awaiting the bus. The time for sport early dismissals will be announced. Students may not leave a class before the announced time. Students are responsible for work that is missed due to an early dismissal.

**LATE ARRIVAL - Tardy**

Students arriving after the 7:50am bell must first report to the office. The student will use her key tag to record her time of arrival. Students will be given a Tardy admission slip indicating the time of arrival. No student may go to a classroom or a locker without first reporting to the office. Failure to follow this procedure will result in an after school detention.

If a late arrival is required for a medical, dental or optical appointment, the student must submit a written request from the parent and a doctor's excuse prior to or following the visit.



If a late arrival is due to illness, an emergency, crisis or impassable roads, a note is also required. Upon late arrival to school, the student must immediately report to the office with her note. This is the procedure whether she currently belongs in class, study or homeroom. She will be issued a pass to admit her to class, study hall or homeroom. This is an excused tardy.

**Students who arrive after 11:00am will not be eligible to participate in extra-curricular activities or athletic events for that day.**

Tardiness is recorded as unexcused when students fail to submit an excuse for the tardy or if the reason for the late arrival does not meet the criteria listed under the ABSENCE-Excused policy.

One demerit is assessed for each unexcused tardy if the arrival is during homeroom. A student will be assessed one detention for each class period missed and one demerit for each partial class period missed due to an unexcused tardy. Three demerits result in an after-school detention. Chronic lateness will result in more severe disciplinary action.

Students who are tardy for school five times in one quarter will lose their parking permit and/or will be referred to the Student Assistance Program (SAP).

**SCHOOL CLOSING/DELAY**

Severely inclement weather or mechanical breakdown may necessitate school closing, delayed starting time, or early dismissal. Such emergencies will be announced and posted to the websites of the following stations: KDKA, WTAE and WPXI. Please follow the information that is given for Oakland Catholic High School. ***(Please Note: We do not follow Central Catholic's or the Pittsburgh Public Schools schedules for closing and delays).***

The information will also be posted to the Oakland Catholic website.

If your school district closes, and Oakland Catholic is open or delayed, your daughter is not obligated to attend school. However, she will be required to make up all her work. If there is a delay rather than a closure, follow Oakland Catholic's delayed schedule. If a conflict occurs between what Oakland Catholic has announced and what your school district has announced, follow the schedule announced by your public school district. If no report is given, school will be in session. ***PLEASE DO NOT CALL THE SCHOOL.***

# CODE OF CONDUCT

## BEHAVIOR IN GENERAL

The Student Code of Conduct reflects the core values of Oakland Catholic High School expressed in the Mission and Philosophy of the school. Within this code are expectations for behavior that are consistent with the highest Christian and ethical standards in both academic and non-academic areas. It is required that this Code of Conduct is understood, accepted, and followed by all members of the Oakland Catholic community. Both in and out of school, students are required to show respect for and protect the good name and reputation of the school itself, other students, and the faculty, staff, and administration. Students who defame or portray in a negative light the school or members of the school community will be subject to disciplinary action including verbal reprimand, parent notification, demerits, detentions, suspension, and/or expulsion.

At the end of the school year, a review of all student discipline records is made. As a result of that review, a student may not be invited to continue her education at Oakland Catholic High School or a student's return may be made probationary.

**Off-Campus Conduct** - The administration of Oakland Catholic High School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

## CARE OF SCHOOL PROPERTY

Students are encouraged to take pride in Oakland Catholic High School. We expect that students cooperate in keeping the cafeteria, desks, books, and all school property in good order.

## CELL PHONES/ELECTRONIC DEVICES

Cell phones/electronic devices may not be visible or used during the school day; this includes study hall and lunch periods. Cell phones/electronic devices should be turned off and kept in the student's locker. Violations of this policy will result in the cell phone/electronic device being confiscated and disciplinary procedures will be enforced. Repeated violations will result in more severe disciplinary action.

## CHEATING

Oakland Catholic High School students are expected to maintain the highest standards of honesty and integrity in all academic areas. The school looks upon cheating on any test and all other class assignments or plagiarizing the work of others as extremely serious offenses. Cheating and plagiarism are unjust, dishonest, and in a very real sense, stealing. If a student is discovered to have carried out the dishonest action of cheating or plagiarism on any test or class assignment, the following steps will occur:

1. The teacher or faculty member who discovers the dishonesty will inform the student and the administration of her/his findings.
2. Notification will be given to the parent/guardian by the teacher.
3. Three (3) demerits will automatically be issued and one detention served.
4. The minimum penalty for cheating/plagiarism is a grade "0" (zero) on the test or for the work covered by the assignment.
5. Cheating/plagiarism will result in dismissal from NHS or the JOA Society of Scholars.
6. Repeated incidence of cheating will result in further disciplinary action by Administration.

Cheating includes, but is not limited to, the following:

- \*The use of "cheat sheets" in any form at any time. This includes the use of calculators, cell phones, or other electronic devices to secretly store and use improper information during a test.
- \*Any form of communication between students during a test or quiz.
- \*Providing answers or questions of a test or quiz to a student who has not yet taken her test or quiz.
- \*Copying material from other students, whether the test is copied directly or altered by changing selected words. This is also true for homework assignments, quizzes, or tests.
- \*Any type of plagiarism including downloading material from the Internet and submitting it as one's own work.
- \*Adding a name to a group project of an individual who has not made significant contribution to the development of the project.
- \*Taking course material from a teacher's desk, computer files, file cabinet, etc.
- \*Assisting another student to cheat in any way.
- \*Tampering with a teacher's computer system to steal material, alter grades, etc.

## CLASS TRIPS

During the school year, students will have the opportunity to go on a variety of out-of-town trips with their classmates. It is a privilege to participate in these class trips. Students guilty of the following school violations will, normally, not be permitted to attend class trips:

1. Students who are delinquent in tuition payments.
  2. Students who have been suspended during the year.
  3. Students who have been excessively absent from school.
  4. Students involved in the consumption, possession, and/or sale of drugs or alcohol.
  5. Students who have had serious, consistent and/or gross violation of school disciplinary policy.
- Students consuming or found to be in possession of drugs or alcohol while on a class trip will have their parents

notified and will be sent home from the class trip at parents' expense. All disciplinary policies will apply.

## **CUTTING CLASS**

Students who cut class forfeit the opportunity to make up missed work.

## **DANCES**

Student Council organizes and sponsors school dances. At any time during the dance, should the student's behavior be inappropriate, the parent/guardian will be called to take the student home. The student will be asked to leave the dance. Oakland Catholic adheres to Diocesan policy regarding possession/use of illegal substances.

## **FIELD TRIPS**

The uniform is appropriate dress for school-sponsored events. Exceptions may be determined by the school sponsor. For field trips, parental permission slips (official diocesan forms) must be submitted three days prior to the event. A student may not attend a school-sponsored event without an official permission slip.

## **FIGHTING OR HARASSMENT**

Fighting, verbal threats, or any form of harassment between students is a serious infraction. This behavior will not be tolerated during the school day, to or from school, at school functions, or as a member of an identifiable group from Oakland Catholic participating in outside activities. A student shall not act or behave in such a manner that could cause physical or psychological injury to another person. This behavior can include, but it is not limited to, physical, verbal, written threats to another person, a person's property, or to a relative of the person. Dependent upon the seriousness of the actions, discipline can result in suspension or expulsion as determined by the Administration.

## **GUM**

Students are not to chew gum in the building, this includes during lunch time. Students that violate this policy will be subject to disciplinary action.

## **LOCKERS**

Each student will be assigned a locker at the beginning of the school year. **ALL LOCKERS MUST BE SECURED WITH A LOCK AT ALL TIMES.** Locker combinations or extra keys must be given to the homeroom teacher. All lockers are the property of Oakland Catholic, not the student. Students are not permitted to switch lockers with other students without the approval from the Administration. Lockers will be checked periodically by homeroom teachers and/or school administration. Care of the lockers and of personal property is the responsibility of the individual student. The school is not responsible for the loss of property stored in lockers. Students caught tampering with another person's lock or locker will face serious disciplinary measures. The Administration reserves the right to inspect lockers at any time.

Lockers may be decorated for birthdays. Administration retains the right to remove decorations at any time.

## **OBSCENITY/PROFANITY**

A student shall not use profanity or obscene language, either written or verbal, in communicating with another student, staff member, or visitor. This includes, but it is not limited to obscene gestures, signs, pictures, publications, and any willful and/or grievous verbal and/or physical disrespect toward another student, staff member, or visitor. This behavior can result in suspension, assignment of demerits, or dismissal from school property.

## **PROM/DATE DANCE DRESS**

Dresses are to be modest and within the boundaries of Catholic moral principles. Sheer material, dresses that reveal a great deal of skin, low-cut dresses, bare midriff, and high slits are considered unacceptable. Dresses with cut-out sections on the front, back, or side are not permitted. Students will be required to bring in a picture of the dress, or try it on in the office for approval.

## **SMOKING**

According to State Law, it is not only illegal to **SMOKE** tobacco in schools, but it is also illegal to **POSSESS** tobacco products in the school. The use of **ALL TOBACCO** products is prohibited on campus and at all school sponsored events. This policy will apply to all students who are in the building, on the grounds, or within the vicinity of the building or grounds. A call may need to be made to the local legal authorities to report the incident. At any time, any administrator/faculty/staff member may confiscate any tobacco products or any other illegal substance. The policy is as follows:

1st Offense: 3 demerits, parental notification, \$50.00 fine, and mandatory Smokeless Saturday.

Additional offenses will result in additional consequences, as determined by the school administration.



# DEMERIT/DISCIPLINE POLICIES

The policies at Oakland Catholic are designed to help students develop responsibility and have respect for oneself and respect for others. Students are expected to know and abide by the policies and procedures contained in this handbook. If infractions occur, demerits may be issued by faculty, staff and/or administration.

## DEMERITS

Each time a student earns one (1) demerit, a written notice will be given to the student in homeroom and a notice will be sent home.

When a student accumulates three (3) demerits, a one-hour, before or after school detention is served. Notification is sent to the student in homeroom and to the parent/guardian by mail.

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### LEVEL 1 INFRACTIONS

*Assignment of 1-3 Demerit(s)*

- Chewing gum
- Disruptive behavior
- Dress Code Violation
- Eating/drinking outside cafeteria
- Failure to follow cafeteria policy
- Failure to present written excuse within 24 hours of absence
- Inappropriate behavior in general
- In hallway without a pass while classes are in session
- Littering
- Loitering in lavatory
- Misbehaving at assemblies
- Public display of affection
- Talking during prayer/announcements
- Unexcused tardy to class, study hall, activity, or detention

### LEVEL 2 INFRACTIONS

*Minimum of 3 Demerits*

- Cheating, plagiarism, or copying work (See policy, p.13.)
- Cutting class, study hall, or required activity (Tardy over 15 minutes)
- Disrespectful toward teachers/staff
- Failure to fulfill private penalties assigned by a teacher or administrator
- Failure to report for detention
- Falsifying a phone call or message
- Forgery of note/excuse
- Parking in school lot without a permit
- Profanity
- Removal from classroom, study hall, or school activity due to inappropriate behavior
- Tobacco, possession or usage (See policy, pages 14,18.)
- Use of an electronic device (cell phone, beeper, pager, CD player, Ipod, etc.; see handbook, page 13.)

### LEVEL 3 INFRACTIONS

*No number of demerits is assigned to this level because consequences are more severe. Infractions will result in parents/guardians being notified. Administration will determine proper action.*

- Assault: Physical, Psychological and/or Verbal
- Destruction or defacement of school property
- Fighting (Verbal or Physical)
- Hazing/Harassment - verbal, physical, or written
- Leaving campus during school hours without permission from school office
- Loitering in restricted areas
- Possessing and/or transmitting obscene material
- Possession, distribution, or use of controlled substance, including alcohol and drugs
- Possession or use of weapon
- Theft
- Threat
- Truancy

STUDENTS WHO EARN A SUSPENSION ARE AUTOMATICALLY PLACED ON DISCIPLINARY PROBATION. ALL GUIDELINES FOR DISCIPLINARY PROBATION MUST BE FOLLOWED.

#### DISCIPLINE REVIEW/GENERAL COMPORTMENT:

At the end of the school year, a review of all student discipline records is made. As a result of that review, a student may not be invited to continue her education at Oakland Catholic High School or a student's return may be made probationary.

**Off-Campus Conduct** - The administration of Oakland Catholic High School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

## DETENTIONS

Detentions are normally held two afternoons per week from 2:30 to 3:30pm or in the morning from 7:00 to 7:45am with the Assistant Principal. Unexcused “cuts” from detention will result in an additional detention. A detention must be served at the assigned time unless arrangements have been made, and approved by, the Assistant Principal or Principal. *Detention takes precedence over appointments, practices, lessons, tutoring, sports activities, etc.* After the third detention in a Grading Quarter, a parent conference may be requested. A fourth detention results in an in-school suspension.

Those offenses which could result in major or lasting harm to members of the school community are considered deserving of the most severe penalties while those with lesser negative effects on the learning environment would normally result in less severe punishments, notably the issuance of demerits. The administration and school faculty will be the sole judge regarding the specific punishment to assign a student, depending upon the unique circumstances surrounding each case.

## DISCIPLINARY PROBATION

A student who has accumulated four (4) detentions or has received an in-school suspension in a grading quarter may be placed on disciplinary probation. This means that:

- A parent conference is required.
- A student may become ineligible or possibly forfeit membership in National Honor Society, Student Council, JOA, Student Ambassadors or other positions of leadership.
- The student may be ineligible to participate in all extracurricular activities including athletics, clubs, and social functions while on disciplinary probation.
- A student will remain on disciplinary probation for a **minimum** of 10 school days from the date of notification.

## SUSPENSION

Depending on the severity of the infraction(s), students may be suspended by the Administration. Depending on the type of infraction committed, a suspended student may or may not be given the opportunity to make-up tests, quizzes, and homework. If a student receives an In-School Suspension, she must report to the school office before 7:50am on the day of the suspension. She will be given assignments and work by her teachers which must be completed during the school day. If a student receives an Out-of-School Suspension, a meeting will take place between the Administration and the family, and the student will be responsible for all academic material that is covered during the time of the suspension. Any exams, tests, or quizzes given during the time of the suspension, and permitted to be made up, must be made up within three days following her return to school. *While under suspension, a student is absolutely not permitted to attend or participate in any school-related activity.* **No prior notice to parents is needed for a suspension.** Students receiving a suspension will be placed on disciplinary probation.

## EXPULSION FROM SCHOOL

Expulsion is a permanent separation of student from attendance at Oakland Catholic due to persistent and willful disregard of school rules or a single serious incident or event or situation: The following examples are illustrative but not exhaustive: chronic undesirable conduct detrimental to the physical and/or moral well-being of self or other students; continued malicious disobedience or disrespect for school authority; or continued refusal by parents and/or student to comply with school policies.

Single serious incident or event or situation: An expulsion may also be necessary for a single serious incident or event or situation involving disregard for or a clear violation of a school rule or regulation. The following examples are illustrative but not exhaustive: selling or using drugs or alcohol, arson, theft, indecent behavior, physical abuse of other students or staff or violation of the Weapons Policy.

An expulsion is a severe punishment and will only be applied in very serious circumstances. Every attempt will be made during earlier offenses, if any, to provide guidance and counseling to the student and parents under the direction of the administration.

# DIOCESE OF PITTSBURGH POLICIES

## Applicable to Oakland Catholic High School, Inc.

### ANTI-BULLYING POLICY

All members of the Catholic School Community are expected to use non-violent means to resolve conflict as reflected in the Gospel values. Bullying behaviors contradict Gospel values and may contribute to both short-term problems (i.e. change in behavior, drop in grades, frequent absences) and long-term psychological problems (i.e. depression, dropping out, suicide ideation) for the victims if persistent. In addition, bullying may contribute to involvement in other antisocial activities such as alcohol/drug abuse or gangs, while threatening the physical safety of others. Bullying contributes to a negative school climate, which interferes with spiritual development, academic learning, and social responsibility. In keeping with the teachings of Christ, Oakland Catholic High School will provide a safe, caring, and supportive school environment, free of bullying, for all members of the school community.

**Bullying** shall mean an intentional electronic, written, verbal, or physical act, or a series of acts that

- is directed at another student or students;
- occurs in a school setting
- is severe, persistent or pervasive; and
- has the effect of doing any of the following: substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of a school

**“School Setting”** shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school. *A school entity shall not be prohibited from defining bullying in such a way as to encompass acts that occur outside a school setting if those acts meet the other requirements specified in the definition of bullying.*

**Cyber bullying** includes but is not limited to, the following misuses of technology: Harrassing, intimidating, threatening, or terrorizing another student or personnel employed by the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs and social network sites such as facebook). **All** forms of cyber bullying are unacceptable and to the extent such actions are disruptive of the educational process of the school, offenders shall be the subject of appropriate consequences *regardless of the setting in which the cyber bullying takes place.*

#### **Catholic Schools and Staff are expected to:**

- a.) provide a supportive environment that upholds Gospel values and encourages positive relationships between students, staff, and parent.
- b.) increase awareness and understanding of the dynamics of bullying and develop a plan to implement anti-bullying strategies within their schools.
- c.) maintain an environment where bullying will be addressed age appropriately in a manner characterized by respect and civility.
- d.) use resources that will assist in developing appropriate social skills, positive relationships and discourage bullying as unacceptable behaviors.
- e.) encourage students to report incidents of bullying and support them in dealing with conflict resolution.
- f.) support, monitor, and act upon all reported incidents of bullying to ensure the safety of all students.
- g.) model appropriate language and actions for students.
- h.) emphasize intervention strategies that are preventative in nature.
- i.) recognize that some bullying behaviors may be more serious and require more comprehensive intervention.
- j.) keep open lines of communication between the home, school, and parish.

#### **Students are expected to:**

- a.) promote a positive and caring environment for all by developing an awareness of bully issues.
- b.) refuse to bullying others or to be a bystander to acts of bullying.
- c.) report all acts of bullying that they may experience or observe to appropriate school personnel.
- d.) assist and cooperate in the implementation of school-wide anti-bullying initiatives.

#### **Parents/Visitors are expected to:**

- a.) promote a positive and caring environment for all by developing an awareness of bullying issues.
- b.) inform the school if bullying is suspected.

- c.) encourage students to discuss any incidents of bullying and reinforce the need to speak out.
- d.) support the school when resolving identified incidents of bullying.
- e.) support the school through Catholic School Councils or the Student Assistance Programs (SAP) in promoting local school anti-bullying initiatives.

**Any student who participates in bullying behavior shall be subject to appropriate disciplinary action which may include among other measures:**

- a.) Counseling within the Intermediate Unit or school.
- b.) Parental conference.
- c.) Loss of school privileges.
- d.) Transfer to another school building, classroom, or school bus.
- e.) Exclusion from school-sponsored activities.
- f.) Detention.
- g.) Suspension.
- h.) Expulsion.
- i.) Counseling/Therapy outside of the Intermediate Unit or school
- j.) Referral to law enforcement officials.

*In keeping with the teachings of Christ, Oakland Catholic High School will provide a safe, caring, and supportive school environment, free of bullying, for all members of the school community.*

## **ANTI-HAZING POLICY**

Hazing has no place in the Catholic school experience. It is the antithesis of the purpose and mission of Catholic education where students are called to grow in their commitment to God, one another, the Church and the wider community. Hazing is defined as any intentional, knowing or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights, or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team sponsored or supported by any parish, elementary or secondary school in the Diocese of Pittsburgh. It does not matter whether such hazing practices were mandatory or voluntarily entered into by any student or organization in question.

The following are examples of hazing and may not only be limited to these offenses:

- Recklessly or intentionally endangering the physical health, mental health, safety, or dignity of a person.
- Willful destruction or removal of public or private property for the purpose of initiation or admission into affiliation with, or as a condition of continued membership in any organization.
- Forcing or requiring the drinking of alcohol or any other substance.
- Forcing or requiring the eating of food or anything an individual refuses to eat.
- Calisthenics such as push-ups, sit-ups, jogging, and running as an initiation ritual.
- Paddling or striking in any manner.
- Treasure or scavenger hunts, road trips.
- Marking, branding, or shaving the head or body hair.
- Preventing/restricting normal personal hygiene.
- Sexual harassment, indecent exposure or nudity at any time.
- Physical harassment such as pushing, cursing, shouting, etc.
- Requiring uncomfortable, ridiculous, or embarrassing dress.
- Requiring the carrying of items.
- Requiring personal service or acts of servitude.
- Treating a person in a degrading or demeaning manner.
- Requiring New Members to practice periods of silence.
- Conducting "interrogations" or any other types of questioning.

It is the responsibility of students and supervising adults not to stand silently if they observe hazing. Silence condones these activities and may make the observer just as guilty as the hazers themselves. If a hazing incident is witnessed by a student or supervising adult, it is his/her responsibility to report the incident to the Principal. Individuals or groups found in violation of this policy will be subject to disciplinary action that could include suspension or expulsion from the school.

## **CHILD ABUSE POLICY**

This policy approved by the Members of the Oakland Catholic High School Inc. corporation concerns the reporting of child abuse and neglect in accordance with the provisions of the Child Protective Services Law of the Commonwealth of Pennsylvania, Act No. 124 of 1975 and the Regulations thereunder. It is the purpose of the Act and this policy to encourage and foster more complete reporting of suspected child abuse so as to ensure the child's well-being and to preserve and stabilize family life wherever appropriate.

Any employee of any School in the Diocese of Pittsburgh, including Principals, Educational Consultants, Teachers and other professional staff including Federal or State Government personnel who have reason to believe that a child coming before them in their professional or official capacity is an abused child shall immediately report such case to the Principal and to the Child Abuse Hotline. *It is not the responsibility of any employee of the Catholic School or Federal or State Government personnel to prove that the child has been abused or neglected or to determine whether the child is need of protection.*

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

Access to student records by parents and/or students is governed by policies in effect within the Diocese of Pittsburgh which is in compliance with the State Board of Education Regulations on Pupil Records and consistent with the Family Educational Rights and Privacy Act of 1974 (Buckley Act). Please contact the school for further information.

## **SUBSTANCE ABUSE**

As a secondary educational institution within the Diocese of Pittsburgh, we recognize and affirm that we are a community of faith, responding to the love of God revealed in Jesus Christ. We recognize that every person is uniquely created in the image and likeness of God, redeemed and enlivened by the Spirit. Therefore, we recognize that chemical abuse and dependency seriously impair the ability of individuals to develop their full potential. We also recognize that problems created by chemical dependency have an adverse effect on the ability of all members of each school community to achieve personal and educational goals within the diocese.

Our policy is based on the belief that chemical dependency is a life threatening illness that affects individuals in all areas of their lives. Because it is our conviction that chemical dependency is a treatable illness, the following policy is in effect:

The guidelines incorporated in this policy have been formulated for the effective enforcement of this policy in a fair and consistent manner. Recognizing that chemical use and abuse may be indicative of the disease process of chemical dependency, every effort will be made to offer the student the help and assistance she would receive for any other illness. Early identification and referral of a student evidencing problems with chemical use, abuse or dependency will be the primary goal. Disciplinary procedures will be administered with the best interests of the student and student body in mind. Due consideration has been given to the legal rights and responsibilities of the school administration, staff, students and parents. These shall include but are not limited to: Section 1317 of the Pennsylvania School Code, which gives the school the "loco parentis" power, and the Civil Immunity Bill, Section 2, Title 42 as amended, which gives civil immunity to school officers and employees relating to drug and alcohol abuse.

Recognizing that chemical abuse is a serious problem, it is imperative that students must be chemically free to develop in the most productive and healthy manner. It is therefore, the diocesan schools' policy to prevent and to prohibit the possession, use, sale, distribution and/or intent of distribution of any designer, illegal or controlled mood-altering medication or chemical. These are prohibited on school property, at any school-sponsored events, on school buses and en route to and from school by any mode of travel, (including both Oakland Catholic AND Central Catholic events). Such prevention and/or prohibition shall occur through a program of education, prevention, intervention and aftercare, as the need dictates.

Violations of this policy may result in the following consequences:

1. appropriate disciplinary response consistent with the philosophy and policies of Oakland Catholic High School.
2. notification of parents.
3. notification of municipal authorities when appropriate.
4. suspension or expulsion from school.
5. referral of student to the appropriate drug and alcohol agency or professional counselor/psychologist.

Any student suspended for violations of the above policy or whose behavior patterns lead to a reasonable suspicion of chemical dependency will be required to be evaluated by a certified drug/alcohol specialist or agency. A documented report of the evaluation and verification of treatment must be sent to the school counselor before a student may return to

Oakland Catholic. Student/Parent must follow through with recommendation of treatment specialist. This policy will be implemented through the cooperative efforts of administration, faculty, parents/guardians, staff, students and community agencies. The Schools of the Intermediate Unit Consortium and the Diocese of Pittsburgh, recognizing that chemical abuse is a serious problem, adopt the position that students must be chemically free to develop in the most productive manner.

It is therefore, the intent of this policy to prevent and to prohibit the possession, use, sale, distribution and/or intent of distribution of any illegal or controlled mood-altering medication or chemical. These are prohibited on school property and at any school sponsored-event.

Violations of this policy may result in the following consequences:

1. appropriate disciplinary response consistent with each individual school's philosophy.
2. notification of parent/guardian.
3. notification of municipal authorities when appropriate.
4. suspension or expulsion from school
5. referral of student to appropriate drug and alcohol agency.

This policy will be implemented through the cooperative efforts of administration, faculty, parent/guardian, staff, student and community.

### **WEAPONS POLICY**

No weapon may be brought onto school property, including, but not limited to, the school building, outdoor areas, outdoor facilities, or school buses, or to any school related activity. A weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, rifle or any other tool, instrument or implement capable of inflicting bodily injury, which is possessed under circumstances not manifestly appropriate for lawful uses which it may have. This includes firearms which are not loaded or lack a clip or other component to render it immediately operable. A person in possession of a weapon on school property violates state criminal statutes and school regulations, and shall be subject to the following discipline and penalty:

1. Parents will be immediately notified.
2. The local police may be called.
3. The student may be expelled.



**POLICY STATEMENT**

**Substance Abuse policy**

The Department for Catholic Schools recognizes that chemical abuse is a serious problem. Our policy is based on the belief that chemical dependency is a life threatening illness that affects individuals in all areas of their lives, emotionally, spiritually, intellectually, socially, and physically.

Situations	Action	Investigation	Notify Parents	Notify Police	Student Disposition	Discipline	Substance Disposition
1. A staff member is concerned about possible D/A abuse.	Refer to administrator	Refer to CORE Team for appropriate investigation.	Contact will be made.		Refer to CORE Team for appropriate referral and recommendation	If D/A abuse is substantiated, the student will be expected to attend D/A education classes provided by a licensed D/A agency. The CORE Team will follow-up with the student/parents and recommend alternatives to the administration if the student/parents do not cooperate.	
2. A student is currently under the influence of drugs or alcohol	Report to administrator who will call parents and the school nurse. Student is searched.	The administrator will request that the student empty all pockets and/or purse. The student's locker, desk, and all personal property will be searched. The student will not be left alone for any reason.	Parents are contacted and asked to come to school immediately.	In accordance with the law, proper authorities will be contacted when: <ul style="list-style-type: none"> <li>* a substance is located</li> <li>* a deal is witnessed</li> <li>* notes relating to sale of drugs is found.</li> </ul>	Same.	1. Suspension in accordance with school policy with possible request for immediate withdrawal from school. 2. Arrangements for an assessment with a licensed drug and alcohol agency will be made within five days. 3. Students and parents must comply with the recommendations of agency prior to student's readmission. 4. There will be follow-up consultations between agency and school to determine compliance with recommendations. 5. Refusal to comply with school's recommendations may result in immediate withdrawal.	1. Immediately take the substance to the administrator. 2. Place the substance in a sealed bag and label with the date and time of day. 3. Place the bag in a locked cabinet. 4. Police should immediately be called by the administrator.
3. A student is caught with drugs or alcohol	School personnel will confiscate the substance. Summon an administrator or escort the student to an administrator's office.	Same.	Parents are contacted.	Same.	Same.	Same.	Same.
4. A student is found using, in possession of, or suspected to be under the influence at any school event	The group sponsor or administrator will be notified. An anecdotal written report is filed.	Same.	Parents are contacted and will be requested to transport the student home. If unwilling, police or emergency police will transport the student.	Same.	Same.	Same.	Same.
5. A student is found in possession of any apparatus connected with the use of drugs (e.g., papers, pipes)	Refer to situation 3.	Same.	Parents are contacted.	Same.	Same.	Same.	Same.
6. A student is caught in the process of distributing drugs to anyone.	Refer to situation 3.	Same.	Parents are contacted.	Same.	Same.	Expulsion.	Same.

## DRESS CODE

The dignity of each student is of the utmost importance at Oakland Catholic. The dress code exists to help maintain and foster this intention and focus. Students are expected to be in complete uniform at 7:50am.

### SHIRTS

- White, button-down collared OXFORD blouse in long or short sleeves.
- White POLO shirt (long or short sleeves) with official Oakland Catholic logo purchased from Schoolbelles. This shirt has a banded bottom.
- White TURTLENECK may be worn under long-sleeved polo or oxford shirt.
- Plain **white** T-shirts only are permitted under shirts.

### SHOES

- Solid color dress shoes (black, brown, navy blue, grey, or tan) that are below the ankle and **non-athletic** may be worn. NO OPEN TOED OR BACKLESS SHOES ARE PERMITTED. SHOES MUST HAVE A FULL BACK. NO STRIPES OR DESIGNS ARE PERMITTED ON SHOES. If there is a medical reason that prohibits a girl from wearing the required shoe, she must present a current note from a doctor stating:
  - Length of time that the student needs to wear alternate shoes.
  - Why student is unable for medical reasons to wear the required shoes.
  - Type of shoe that student is to wear.

Please note: If a student does not wear the required shoes and does not present a doctor's excuse, she will be assessed one demerit for each day that she is out of uniform. A doctor's excuse is valid for only one semester.

### SKIRTS

- Plaid, Double Pleated Skirt from Schoolbelles.
- Solid grey, Double Pleated Skirt from Schoolbelles.
- Skirts are to be hemmed to the top of the knee and worn at that length. Please allow for growth over four years.

### SLACKS

- Khaki, flat-front pants purchased from Schoolbelles only. No other slacks will be permitted.

### SOCKS

- Knee socks in solid grey or solid navy are permitted. (No patterned socks)
- Tights (not pantyhose) in solid grey or solid navy.
  - White crew socks (4 inches or more above the ankle).

### SWEATERS

- Cardigan sweater (navy blue) with Oakland Catholic logo from Schoolbelles.
- V-neck pullover sweater (navy blue with grey trim) with Oakland Catholic logo from Schoolbelles.
- V-neck sweater vest (navy blue) with Oakland Catholic logo from Schoolbelles.

### BLAZER (Optional)

- Navy blue blazer (optional). Blazer may be worn either with skirt or with the khaki slacks.

### NOT TO BE WORN:

*The list of what is not to be worn includes but is not limited*

*to the following:*

- Any socks below the ankle.
- Body piercing other than ears.
- Boxers longer than skirt length.
- Face piercing, including, but not limited to nose, lips, tongue and eyebrows.
- Hair of unnatural color.
- Hats, hair curlers, head or neck scarves, or any head covering.
- High heeled shoes that constitute a safety hazard.
- Jewelry with metal studs or spikes.
- Necklaces (except a simple chain or Kairos necklace).
- Outerwear (sweatshirts, jackets, etc.) are not to be worn in the classroom, cafe, or inside a building unless exiting for a class in the other building.
  - \* Pins or patches.
- Sandals, open toed shoes, or athletic shoes of any kind, and any shoe or boot that rises above the ankle.
- Sweatshirts of any kind.
  - \* T-shirts with inappropriate messages that include but are not limited to drugs, alcohol, or sexuality.
    - Tight-fitting or suggestive clothes.
- Visible tattoos.
- Writing or doodling on hands or any other body part.
  - \* Writing or drawing on skirts or pants.
    - Yoga pants.

NO SWEATSHIRTS ARE PERMITTED AS PART OF THE OAKLAND CATHOLIC HIGH SCHOOL UNIFORM.

## CLOTHING FOR ALTERNATIVE DRESS DAYS

*Modesty is the focus for alternative dress days.*

Clothing for Dress Down Days is to be appropriate, neat, clean, and of proper fit and length. Jeans and Capri pants are acceptable as long as they are not too tight, low rise, or ripped/torn. BASKETBALL OR BERMUDA SHORTS THAT GO TO THE KNEE are the only acceptable shorts for a dress down day. Dresses/skirts must be no shorter than 3 inches above the knees.

Examples of inappropriate dress are: tight or suggestive clothes, sleeveless shirts, halter tops, low cut shirts, exposed midriff, pajama bottoms, flannel pants, yoga pants, any shorts other than those above, short dresses/skirts (even with tights), hats/scarves of any kind.

Clothing for Dress Up Days is to be of the type worn to a dress up event. Jeans and shorts are NOT permitted on a Dress Up Day. Above restrictions also apply.

*If a student violates the dress code for an alternative dress day, she will receive the appropriate disciplinary action and will forfeit her participation in any future dress down days for the remainder of the semester in progress.*

## PROM/DATE DANCE DRESS

Dresses are to be modest and within the boundaries of Catholic moral principles. Sheer material, dresses that reveal a great deal of skin, low-cut dresses, bare midriff, and high slits are considered unacceptable. Dresses with cut-out sections on the front, back, or side are not permitted. Students will be required to bring in a picture of the dress, or try it on in the office for approval.



## EXTRACURRICULAR ACTIVITIES

Oakland Catholic High School provides students with varied opportunities to support and broaden the educational process. With approximately 16 sports and numerous clubs, there is something for everyone at OC. Students have the opportunity to:

- Develop leadership skills including self-awareness and self confidence, flexibility, acceptance of responsibility, acceptance of diversity, and ability to plan, execute, and evaluate projects.
- Foster good working relationships among all members of the Oakland Catholic community.
- Strengthen the relationship between the school and the greater community.
- Enrich the learning process at work in the classroom.

If a student is absent from school for any reason, she may not participate in athletic or extracurricular events that may be scheduled for that afternoon or evening. This includes activities that occur at Central Catholic, such as Band and Masque. Students who arrive after 11am are considered absent for the day and are not eligible to participate in any extracurricular activities for that day.

### **Financial Obligations:**

All families are expected to pay tuition and academic fees (including but not limited to: AP fees, lost book fees, library fees, fundraiser balances) as required. Non-payment may result in the following:

1. Seniors will not receive a cap and gown, diploma, nor will they participate in Baccalaureate and Commencement exercises.
2. No student receives a report card.
3. No transcript of grades for any transfer or for college applications.
4. No attendance of the Date Dance, Prom or any extended school trips.
- 5. Student will be suspended from participating in sports and/or activities.**
6. No transfer of grades issued at any time in the future.
7. No return to Oakland Catholic without fulfilling financial obligations of the previous year.

## ATHLETIC PROGRAM

Oakland Catholic High School is a member of the Pennsylvania Interscholastic Athletic Association (PIAA), and District 7 in the Western Pennsylvania Interscholastic Athletic Association (WPIAL). The purpose of the Interscholastic Program at Oakland Catholic High School is to cooperate with the other areas of the school in working toward the total development of each student in keeping with the student's interest and ability. It is our belief that competitive sports present an athlete with numerous opportunities for growth and maturity. The prime purpose of our athletic program is to instill in those participating the qualities of a complete Christian person. Students may participate a maximum of four seasons in each sport during grades nine through twelve. Students lose eligibility when they have reached the end of their fourth consecutive year beyond the eighth grade. If a student repeats a grade after eight, they become ineligible as a senior.

**Athletic Director: George Rudolph** phone: 412-682-3806 email: [grudolph@oaklandcatholic.org](mailto:grudolph@oaklandcatholic.org)  
**Assistant A.D.: Mary Pat Bielich** phone: 412-682-6633 x2742 email: [mpbielich@oaklandcatholic.org](mailto:mpbielich@oaklandcatholic.org)

### Sport

Varsity Basketball/JV Basketball  
Freshman Basketball  
Cheerleading  
Crew  
Cross Country  
Fencing  
Field Hockey  
Golf  
Indoor Track  
Lacrosse  
Soccer  
Softball  
Swimming  
Tennis  
Track  
Ultimate Frisbee  
Volleyball

### Coach

Shannon Boyle  
Melissa McKamish  
Melissa Teeters  
Joseph Mariuzza  
George Rudolph  
Charles Murphy  
Keith Franz  
Jim McBride  
Bill Hahn  
TBA  
Richard Mader  
Jack Stout  
Jim Skirbol  
Mark Paull  
George Rudolph  
Jeff Patrizio  
Karisa Decker

## MEDICAL AUTHORIZATION/PHYSICAL

All students participating in athletics must have the proper medical authorization. **NO STUDENT WILL BE ADMITTED TO PRACTICE WITHOUT THIS AUTHORIZATION IN PLACE.** Students who participate in more than one sport will be required to turn in a new medical authorization form for each new season.



## CLUBS

Clubs at Oakland Catholic cover a broad range of interests from politics to service to film production to journalism, and much, much more. Initial meetings are typically held in September of each school year. Each club will determine how often and when it will meet according to the club's purpose, the moderator's schedule, and the students' enthusiasm. The best way to truly experience Oakland Catholic is by getting involved!



### Club/Activities

Band  
Bookstore Club  
Campus Ministry  
Chess Team  
Color Guard  
Environmental Club  
Extraordinary Ministers  
Film Club  
Forensics  
French Club  
Italian Club  
Latin Club  
Forte (Literary Magazine)  
Joan of Arc Society Scholars  
M.A.P.S.  
Masque  
Media Club  
National Honor Society  
Newspaper  
OCCR  
PA Jr. Academy of Science  
Prom Committee  
Spanish Club  
Student Ambassadors  
Student Council  
Yearbook

### Moderator

Mr. Wilson  
Ms. Decker  
Ms. Farrell  
Mr. Flohr  
Ms. Johnson  
Ms. Teeters  
Fr. George  
Mrs. Kasunic  
Ms. Coleman  
Mrs. Schetley  
Dr. Puppo  
Mr. Kear  
Mrs. Kasunic  
Mrs. Kasunic  
Ms. Bechtel/Ms. Spang  
Mr. McGrail  
Dr. Puppo  
Dr. Puppo  
Mr. Finnegan  
Ms. Lehman  
Mrs. Benedik  
Ms. Teeters  
Ms. Teeters  
Mrs. Marchiano  
Mrs. Benedik/Ms. Marchese  
Ms. Decker

## FUNDRAISERS

Fundraisers are limited to school activities only. All fundraisers must be pre-approved by the Administration.

## SERVICE/VOLUNTEER ACTIVITIES

Oakland Catholic High School encourages all students to share their blessings with those in the community who are in need. We ask that students give of their time and talent as volunteers in community/civic or parish programs. Information is available to students through religion classes, campus ministry, and through a roster of volunteer opportunities for students in the office of the Campus Minister. Interested students are encouraged and welcome to use these resources. Twenty-five hours of service are required during the junior year.

## STUDENT COUNCIL

Student Council, the official student government of Oakland Catholic High School, provides students with an opportunity to participate in all aspects of the Oakland Catholic Experience. The Executive Board and Class Officers each consist of a President, Vice-President, Secretary, and Treasurer. Elections for these positions are held in May of the preceding school year for the next year's sophomore, junior, and senior classes. Each class also has a group of Senators who represent their class at weekly Student Council meetings and all Student-Council-sponsored events. Elections for Class Officers and Senators for the freshman class are held each year in late September or early October. **Students must abide by the By-Laws of the organization.**

### STUDENT COUNCIL/CLASS OFFICERS

Moderators: Mrs. Loraine Benedik/Ms. Nicole Marchese

#### Executive Board:

President: Angelina Ciocco  
Vice President: Kathleen Philbin  
Secretary: Allison Gloninger  
Treasurer: Emily Boltey  
Historian: Kailey Joyce

#### Senior Class Officers/Senators:

Moderator: *Mr. Dan Kornosky*  
President: Brianna Street  
Vice President: Jada Pannell  
Secretary: Isabella Bergstein  
Treasurer: Erin Deasy

#### *Senator:*

Allie McCarthy  
Abby Lesko  
Rachel Vigliotti

#### Junior Class Officers/Senators:

Moderator: *Mrs. Christine McKenna*  
President: Jasmine Gross  
Vice President: Fallon Pulford  
Secretary: Ashley Foley  
Treasurer: Allison Walker

#### *Senators:*

Leah Adams  
Maddie McDowell  
Olivia DiMaio  
Andrea Joyce  
Laurel Cratsley  
Anna Evashavik  
Andie Seabrooke  
Carolyn Wehner  
Charlotte Hardin  
Lana Marucci  
Karlie Kirk  
Sarah O'Connor  
Megan Lenaghen

#### Sophomore Class Officers/Senators:

Moderator: *Mrs. Olivia Heeter*  
President: Ally Ayoob  
Vice President: Abby Annear  
Secretary: Maria Deluliis  
Treasurer: Christine Parrish

#### *Senators:*

Stephanie Franciscus  
Katherine Mastandrea  
Olivia Belechak  
Olivia Knight

**Freshman Class Officers and Senator Elections will be held in September.**

Moderator: *Ms. Kelly Coleman*



# FINANCIAL POLICY

## FINANCIAL AID

Financial Aid is available for the Catholic student in need of financial assistance. Application must be made in March for the following school year to a Diocesan financial aid service.

## FUNDRAISERS

Fundraisers are limited to school activities only. All fundraisers must be pre-approved by the Administration.

Non-payment of a fundraiser balance may result in the same penalties as for non-payment of any financial obligation. (See below.)

## TUITION/PAYMENT OPTIONS FOR 2011-2012:

Catholic Student (Registered member of a Catholic Parish):	\$ 9,220.00
Non-Catholic Student:	\$10,250.00
Senior Fee:	\$ 250.00
Activity/Technology Fee:	\$ 250.00
Late Fee	\$ 35.00 per month

### Payment Options:

All families must enroll in the Ren Web tuition payment plan.

Payments must be made in full, paid by semester, or deducted on a monthly basis from a bank account.

Late fees will be assessed at \$35.

### Financial Obligations:

All families are expected to pay tuition and various fees (including but not limited to the following fees: AP, lost book, library, athletic) as necessary. Non-payment may result in the following:

1. Seniors will not receive a cap and gown, diploma, nor will they participate in Baccalaureate and Commencement exercises.
2. No student receives a report card.
3. No transcript of grades for any transfer or for college applications.
4. No attendance of the Date Dance, Prom or any extended school trips.
5. Student will be suspended from participating in sports and/or activities.
6. No transfer of grades issued at any time in the future.
7. No return to Oakland Catholic without fulfilling financial obligations of the previous year.

## WITHDRAWAL

An official withdrawal form must be completed and returned to the Main Office before the withdrawal process will be completed. Since tuition payments begin on July 1st of the current academic year, students transferring from Oakland Catholic to another school after this date will be required to pay tuition due to date, plus an additional month's tuition as a transfer fee before records will be forwarded.

# GENERAL POLICIES

## ANNOUNCEMENTS

Announcements must be written on the printed forms provided in the Main Office, signed by the faculty moderator or the assistant principal, and submitted to the office by 3:00pm the day before the announcement is to be made. Announcements will not be repeated more than twice in one week. All announcements appear on the four large screens located for the students' convenience throughout the main building. Since only emergency announcements are read over the P.A. system, it is important that students make time each day to review the announcements recorded on the screens. These announcements run continuously all day.

## ASSEMBLIES/LITURGIES

Assemblies are scheduled during the regular school day. Early dismissals will only be granted under special circumstances. *Please refer to Senior Privileges on page 30 for additional information regarding assembly and Liturgy attendance.*

## BOOKSTORE

Supplies and OC clothing are available in the bookstore. The bookstore is located on the 1st floor of the main building just outside the Donahue Pavilion. Bookstore hours will be posted at the beginning of the school year. *Please refer to our website for order requests and inventory/prices.*

## BUS PASSES

Bus passes will be distributed in homeroom by the homeroom teacher on the days closest to the beginning of each month. If a student is absent, her bus pass will be sent to the office. She may receive her bus pass from the attendance secretary upon her return to school.

## CAFETERIA

The cafeteria is open for breakfast from 7:00-7:45am. Lunch hours are from 10:14-12:21pm. While in the cafeteria, it is expected that students will be respectful towards each other, the cafeteria staff, and the cafeteria furnishings. Rude or discourteous behavior will not be tolerated; nor will any defacement or destruction of school property. Students are expected to:

- Put all refuse in the proper container.
- Return all trays to proper places.
- Eat only in the cafeteria.
- Remain in the cafeteria during the lunch period.
- Maintain the SAME DRESS CODE regulations that are in effect for class time.

Water in containers is permitted in the cafeteria only. Bottles or containers of any kind are not permitted unless directed by a doctor's note. Food and drink are not permitted in classrooms.

## CARE OF SCHOOL PROPERTY

Students are encouraged to take pride in Oakland Catholic High School. We expect that students cooperate in keeping the cafeteria, desks, books, and all school property in good order.

## CELL PHONES/ELECTRONIC DEVICES

Cell phones/electronic devices may not be visible or used during the school day; this includes study hall and lunch periods. Cell phones/electronic devices should be turned off and kept in the student's locker. Violations of this policy will result in the cell phone/electronic device being confiscated and disciplinary procedures will be enforced. Repeated violations will result in more severe disciplinary action.

## CLASS TRIPS

During the school year, students will have the opportunity to go on a variety of out-of-town trips with their classmates. It is a privilege to participate in these class trips. Students guilty of the following school violations will, normally, not be permitted to attend class trips:

1. Students who are delinquent in tuition payments.
2. Students who have been suspended during the year.
3. Students who have been excessively absent from school.
4. Students involved in the consumption, possession, and/or sale of drugs or alcohol.
5. Students who have had serious, consistent and/or gross violation of school disciplinary policy.

Students consuming or found to be in possession of drugs or alcohol while on a class trip will have their parents notified and will be sent home from the class trip at parents' expense. All disciplinary policies will apply.

**Off-Campus Conduct** - The administration of Oakland Catholic High School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

## COMMUNICATION WITH THE SCHOOL

Parents are encouraged to monitor their daughter's progress and, if necessary contact teachers by either voice mail or e-mail. Please allow a teacher 24 hours to respond.

## DANCES

Student Council organizes and sponsors school dances. At any time during the dance, should the student's behavior be inappropriate, the parent/guardian will be called to take the student home. The student will be asked to leave the dance. OC adheres to Diocesan policy regarding possession/use of illegal substances.

## DELIVERIES

Flowers or other gifts may not be sent to students at school. Deliveries for students will not be accepted by the office regardless of the holiday or event.

## **DISTRIBUTION OF MEDICATION**

The faculty/staff of Oakland Catholic is prohibited from distributing medication to students. Should parents have special needs they must contact the Assistant Principal and make known the special needs and concerns of the student. The Assistant Principal, with the permission of the parent, will make the necessary arrangements for the student to attend to her need regarding medication as specified by the physician.

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Office in the container received from the pharmacy and must have on its label the following information:

- Student's name
- Name of doctor prescribing the student's medication
- Frequency
- Dose
- Date

All non-prescription medication should be taken to the School Office with the following information:

- Student's name
- Frequency
- Dose

Only the nurse or office personnel may oversee the administration of medication.

## **EMPLOYMENT CERTIFICATES**

In order to obtain an employment certificate, the applicant must:

- be at least 14 years of age
- have a promise of employment (verbal promise is sufficient)

The office has applications for the students that live in the City of Pittsburgh. Students who reside in school districts other than Pittsburgh should contact their district for procedures on obtaining employment certificates. *Oakland Catholic does not issue employment certificates; only the student's public school district does.*

## **FIELD TRIPS**

The uniform is appropriate dress for school-sponsored events. Exceptions may be determined by the school sponsor. For field trips, parental permission slips (official diocesan forms) must be submitted three days prior to the event. A student may not attend a school-sponsored event without an official permission slip.

## **FUNDRAISERS**

Fundraisers are limited to school activities only. All fundraisers must be pre-approved by the Administration.

## **GUM**

Students are not to chew gum in the building, this includes during lunch time. Students that violate this policy will be subject to disciplinary action.

## **LOCKERS**

Each student will be assigned a locker at the beginning of the school year. **ALL LOCKERS MUST BE SECURED WITH A LOCK AT ALL TIMES.**

Locks may be purchased at the school bookstore. Locker combinations or extra keys must be given to the homeroom teacher. All lockers are the property of Oakland Catholic, not the student. Students are not permitted to switch lockers with other students without the approval from the Administration. Lockers will be checked periodically by homeroom teachers and/or school administration. Care of the lockers and of personal property is the responsibility of the individual student. The school is not responsible for the loss of property stored in lockers. Students caught tampering with another person's lock or locker will face serious disciplinary measures. The Administration reserves the right to inspect lockers at any time. Lockers may be decorated for birthdays. Decorations are to be removed after 2 weeks.

Administration retains the right to remove decorations at any time. Lockers must be cleaned by the last day of school or report cards will be held and seniors will not receive their caps and gowns.

## **LOST AND FOUND**

Students are requested to report losses to the Main Office. Students are asked to turn in found items to the Main Office. Items remain in "Lost and Found" for 30 days. After 30 days, items are donated to charity.

## **OBSCENITY/PROFANITY**

A student shall not use suggestive, profane, or obscene language either written or verbal, in communicating with another student, staff member, or visitor. This includes, but it is not limited to obscene gestures, signs, pictures, publications, and any willful and/or grievous verbal and/or physical disrespect toward another student, staff member, or visitor. This behavior can result in suspension, assignment of demerits, or dismissal from school property.

## **PARENT VISITATION**

To protect the privacy of students, parents may not sit in on classes. If an emergency situation arises, the parent should report to the office and advise the staff of the problem. If necessary, the student will be called to the office. Items that must be given to the student are to be left at the office. Parents may not pull a student from class other than an emergency or pre-approved arrangement.

## **PHONE CALLS**

If a parent/guardian needs to reach a student in an emergency situation only, they may do so by calling the Main Office. We will notify the student as soon as possible. Students may not use their cell phones to contact parents during the school day. They may use the office phone with permission from the office staff or administration. Parents should not call or text message the students during the school day.

## **POSTERS AND SIGNS**

All posters and signs must be approved in the office before they are posted. There is a limit of five signs per event or activity. The signs may not be hung on dry wall. After the event all signs must be removed within 2 school days.

## SCHOOL CLOSING/DELAY

Severely inclement weather or mechanical breakdown may necessitate school closing, delayed starting time, or early dismissal. Such emergencies will be announced and posted to the websites of the following stations: KDKA, WTAE and WPXI. Please follow the information that is given for Oakland Catholic High School. ***(Please Note: We do not follow Central Catholic's or the Pittsburgh Public Schools schedules for closing and delays).***

The information will also be posted to the Oakland Catholic website. If your school district closes, and Oakland Catholic is open or delayed your daughter is not obligated to attend school. However, she will be required to make up all her work. If there is a delay rather than a closure, follow Oakland Catholic's delayed schedule. If a conflict occurs between what Oakland Catholic has announced and what your school district has announced, follow the schedule announced by your public school district. If no report is given, school will be in session. PLEASE DO NOT CALL THE SCHOOL.

## SENIOR PRIVILEGES

USE OF THE COURTYARD IS A SENIOR PRIVILEGE ONLY. Seniors may begin to use this privilege in the fall and spring (weather permitting). Date and time will be announced by the administration. Underclassmen do not have this privilege. Seniors are not permitted to invite underclassmen to sit outside in the courtyard with them.

### EARLY RELEASE

As a privilege, any senior who has a study hall during the last period of the school day may leave the school grounds at the beginning of that period, provided that there is no liturgy or assembly scheduled at that time. A note from the parent/guardian allowing the senior to exercise this senior privilege must be on file in the office.

Seniors may not assume that they are free to leave the building in the event that the teacher is absent.

EARLY RELEASE PRIVILEGE IS RESCINDED ON DAYS OF SCHOOL LITURGIES OR ASSEMBLIES.

The Early Release privilege will be reviewed and may be revoked for the following reasons:

- Student is on Academic Probation.
- Student has chronic unexcused absences.
- Student has 3 or more unexcused tardies.
- Student has received 3 or more detentions.
- Student has received an in-school or out of school suspension.
- Student is on Disciplinary Probation.

If a senior chooses to stay IN the school building for an after-school activity, she must report to a study hall.

***\*\*Seniors must have parental permission for Early Release.***

## STUDY HALLS

Students are assigned to a quiet study hall when they do not have a scheduled class. Students are to report to study hall on time and are to bring homework or reading material to the study hall. Using a cell phone, listening to a CD, and playing games/cards is not permitted. Students, after signing-in with the teacher or proctor, may go to the library or guidance center. No student should be in the hallways during study hall without a pass. Students may not leave the school grounds during study hall or any class time.

## TEXTBOOKS

All textbooks, except those for religion, are furnished by the state and are issued at the beginning of the year. Any student who loses or damages a book issued to her is financially responsible for it. Transcripts and/or report cards will be withheld due to outstanding payment. The student must present the given textbook/or payment in order to sit for the final exam.

## WITHDRAWAL

An official withdrawal form must be completed and returned to the Main Office before the withdrawal process will be completed. Since tuition payments begin on July 1st of the current academic year, students transferring from Oakland Catholic to another school after this date will be required to pay tuition due to date, plus an additional month's tuition as a transfer fee before records will be forwarded.

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## SECURITY / SAFETY CONCERNS

Oakland Catholic High School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to, My Space.com(trademark), Xanga(trademark), Friendster(trademark), Facebook(trademark), 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 parish.

## **DIOCESAN POLICIES**

Please refer to pages 17-22 for diocesan policies on anti-bullying, anti-hazing, child abuse, substance abuse, and weapons.

## **EVACUATION PROCEDURES**

In case of an emergency that requires partial or complete evacuation of the campus, procedures have been put in place and explained in detail to all faculty, staff, and students to ensure the safety of the Oakland Catholic community. Evacuation procedures will be drilled at specific times during the school year. It is imperative that students react calmly, quietly, and quickly to any safety directives issued by the adult overseeing them at the moment of evacuation.

## **FIRE DRILLS**

An alarm will sound when Oakland Catholic is holding a fire drill. Each classroom or area of the school is equipped with Fire Drill Instructions posted by the entrance/exit of that particular room or area. Students are to leave from and return to the classroom, cafeteria, or library in single file and in absolute silence. Students are to obey any requests or directives given by an administrator, faculty member, or staff personnel during the drill. Drills are held on a monthly basis. Fire drills are considered to be serious operations and are to be treated as such by students. Disruptive behavior during a drill will result in disciplinary action.

## **KEY TAGS**

Students, faculty, and staff are required to wear their identification key tags at ALL times during the school day. Key tags will be issued at the start of each school year and are essential to each student's safety and security. The entire school is locked at all times; key tags provide students with quick and easy entrance to all approved doors/entrances to the building. **At no time is it appropriate for a student to open a door for someone trying to enter the building, to share her key tag with someone else, or to prop open a door for easy access later on.**

Key tags are also necessary when a student arrives to school late, whether excused or unexcused, since it is the key tag that records the time of the student's arrival and patches this information immediately into the Attendance System. Whenever a key tag is used, the name of the holder and time of entry is recorded in the computer system. (Video cameras at the entrances of the building and in the interior of the building also record entry to and activity in and around the building.) Should a student lose or misplace her key tag, she should notify the office immediately since she will be held responsible for any misuse of the tag as long as it is activated in her name. There is a \$5 replacement fee charged for any missing key tag to cover the new tag, the deactivation of the old tag, and the new activation.

Students can access both the Main Building and the J-Building with their key tags during the following hours:

<b>Main Building</b>	6am-9:30pm, M-F	8:30am-6pm, Sat-Sun
<b>J-Building</b>	7am-4pm, M-F	10am-12noon, Sat-Sun

IF YOU ATTEMPT TO ACCESS THE BUILDING AT A TIME OTHER THAN THE ABOVE TIMES, YOU WILL TRIGGER THE ALARM SYSTEM. (YOUR NAME AND THE TIME WILL BE NOTED IN THE COMPUTER SYSTEM.)

## **LOCKDOWN PROCEDURE**

In case of an emergency that requires a lockdown of the campus, procedures have been put in place and explained in detail to all faculty, staff, and students to ensure the safety of the Oakland Catholic community. Safety procedures will be drilled at specific times during the school year. It is imperative that students react calmly, quietly, and quickly to any safety directives issued by the adult overseeing them at the time.

## **REMOVAL OF A STUDENT**

If it becomes necessary to remove a student from a school area due to a danger to her, others, or property, that student will be treated safely and respectfully. The student's parents/guardians will be notified in a timely manner.

## **TRESPASSER**

All approved visitors **MUST** enter the school building/campus via the Main entrance on Craig Street. Under **NO** circumstances should students open any door to guests/visitors. If a student sees a person without an official ID key tag or a Visitor's Badge, she should go directly to the nearest faculty or staff member and report the incident. She should **NOT** approach the individual.

## **VIDEO SURVEILLANCE**

A recorded video system utilizing video cameras that are stationed in the parking lot, at entrances, and throughout the school building to ensure the safety of all students and visitors is in effect 24 hours/7 days a week.

## **VISITORS**

It is school policy that all visitors to the school must enter the school via the Main entrance on Craig Street and report to the Main Office immediately upon their arrival. They are expected to leave when their business is completed. All visitors, whether routine or occasional, must sign in and receive a Visitor's Badge before proceeding to any other area of the campus. In the case of student visitors, permission must be obtained from the Assistant Principal in advance of the visit. A student must obtain a permission form from the Main Office and return the completed form to the Assistant Principal the day BEFORE the guest will be attending Oakland Catholic. Permission from the student's parent/guardian must be on file for the visit. If a student has a guest with her for the day, the visitor must be dressed appropriately and must follow Oakland Catholic's policies and procedures. Student Visitors are only permitted to shadow a student for the purpose of enrollment. The prospective student's parent/guardian must contact the main office to obtain a suitable date for a shadow visit.

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## **STUDENT SERVICES/PERSONAL INTERACTION**



## GUIDANCE:

Ms. Emily Bechtel  
Director of School  
Counseling

Ms. Nicole Marchese  
School Counselor

Ms. Lauren Spang  
School Counselor

Mrs. Patty Just  
Coordinator, Guidance  
Services

Phone: 412-682-6631

Fax: 412-682-1056



It is important that students take advantage of the consultation services available. These services, available to both students and parents, are listed below. Students may make appointments to see their counselor through the Guidance Coordinator and/or with a counselor personally. Appointments should be scheduled, if possible, during a study hall period.

Visiting the guidance office without an appointment and during a scheduled class may be considered an unexcused absence or class cut. During the first semester, counselors will meet with Seniors and Freshmen. During the second semester, counselors will meet with Sophomores and Juniors.

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## ACADEMIC SERVICES

Certified counselors serve the needs of students and parents through class and individual consultation pertaining to the following areas:

- Course selection
- Academic deficiencies
- Standardized test results
- College admissions
- Career planning

## PERSONAL SERVICES

Personal services are provided to the student by certified counselors and may consist of:

- Student Assistance
- Drug and alcohol prevention
- Referrals to outside agencies
- Liaison between outside agencies and the family
- Provide individual and/or group counseling

## TESTING PROGRAM

**Ninth Grade:** IOWA Test of Basic Skills  
Interest Inventory

**Tenth Grade:** IOWA Test  
Preliminary National Merit Scholarship Aptitude Test (PSAT) on an elective basis

**Eleventh Grade:** Preliminary Scholastic Aptitude Test  
National Merit Scholarship Qualifying Test (PSAT/NMSQT)  
and SAT I, SAT II, ACT and Achievement Tests  
on an elective basis

**Twelfth Grade:** SAT I and SAT II on an elective basis;  
Advanced Placement Exams

## STUDENT ASSISTANCE PROGRAM

### PHILOSOPHY

The Secondary Education System within the Diocese of Pittsburgh incorporates a group of concerned faculty in each high school who have received training in recognizing behaviors that inhibit the educational process. The primary function of the program is to identify the student whose behavior causes reason for concern and to begin a positive plan of intervention.

Concerns that may impact behavior could include but are not limited to: Social Impairment, Suicidal Thoughts, Disruptive Behavior, Eating Disorders, Anxiety, Drug and Alcohol, Depression, Family Problems, Chronic Tardiness, and Chronic Absentism.

The purpose of the program is to assist the student in dealing with a wide variety of behaviors which impair spiritual, emotional, physical, intellectual and social growth and development. This assistance may utilize available resources within the larger community as well as within the school.

Through the Student Assistance Program, each high school within the diocese, in cooperation with the family, will strive to assure that our young people are educated to assume responsibility for becoming holistic individuals living in society. The Student Assistance Team is composed of teachers, counselors, and administrators who are trained through the Office of Drug and Alcohol Programs, Department of Education of the Commonwealth of Pennsylvania. The team follows the procedures of the Oakland Catholic High School Student Assistance Program, approved by the Diocese of Pittsburgh and the guidelines mandated by the state.

## SERVICES OF THE STUDENT ASSISTANCE PROGRAM

- Be a resource for parents who are experiencing difficulty with their daughter and do not know where to turn
- Facilitate communication among concerned parties
- Intervene in a crisis
- Listen to and help students resolve problems
- Obtain teacher's observations of student behavior and academic progress
- Refer students to in-school services, or to community resources for individual or family counseling when appropriate.

## TO SEEK HELP

Students, parents, or teachers can personally contact a guidance counselor to discuss concerns.

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## HEALTH SERVICES FOR THE STUDENT

A registered nurse is available to OC students through the Board of Education by the City of Pittsburgh once weekly. She is able to assess needs and take care of appropriate referrals. All changes in health records or special directives from physicians should be sent in writing to the main office. It is the parent's responsibility to notify the school of a student's health concerns.

## MEDICATION

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Office in the container received from the pharmacy and must have on its label the following information:

- Student's name
- Name of doctor prescribing the student's medication
- Frequency
- Dose
- Date

All non-prescription medication should be taken to the School Office with the following information:

- Student's name
- Frequency
- Dose

***Only the nurse or office personnel may oversee the administration of medication.***

## ILLNESS DURING THE SCHOOL DAY

Should a student become ill during the course of the day, she should be sent/report to the main office.

Parent/guardian will be called to determine course of action. ***Under no circumstance should a student call her parents from her cell phone, nor should she leave to go home without permission from the Administration.***

## PHYSICALS

Physicals are required for students entering the ninth grade. They are also required for athletic participation. No student will be admitted to practice for a sport without a physical evaluation on file in the school.

## LIBRARY

- The library is a QUIET area for students to work on school assignments, research, and silent reading. Failure to work in a quiet and efficient manner may result in student restrictions of library privileges.
- Students must have a pass from their study hall/classroom teacher to enter the library.
- Students must sign the sign-in sheet located on the circulation desk when they enter the library or may be considered cutting a class.
- Computers are not to be used for games of any kind, instant messaging, or chat rooms. Students must have permission from the librarian to use email. Only the retrieval of school projects/papers will be a legitimate use of email. Failure to follow this rule will result in dismissal from the library. Copy/printing charges are 10 cents per page.
- Fines are 10¢ per day per book, \$1.00 per day per video and reference book. The student is expected to pay the fine when the book is returned.
- All materials that have been checked out of the library must be returned by the first day of finals. This applies to all students in all grades. Students will continue to be able to access materials for in-library use for the remainder of the school year.
- Report cards/transcripts will be held until all library obligations are met. Seniors must pay all outstanding fines in order to graduate. Non-payment of fines/library fees will result in the same consequences as non-payment of any financial obligation. (See page 26 of this handbook.)



## Parking Guidelines 2011-2012

The school parking lot is used primarily for the faculty and staff of Oakland Catholic High School. There are a limited number of parking places available to the students. Any student who possesses a valid driver's license by August 23, 2010 may be eligible for an Oakland Catholic parking permit. Permits will be awarded in the following order: senior, junior, sophomore. Permits will be awarded based on the following criteria:

- \*Student lives more than 10 miles from Oakland Catholic and the Public School District in which the student resides does not provide transportation.
- \*Student lives between 2 and 10 miles from Oakland Catholic and the Public School District in which the student resides does not provide transportation.
- \*Public transportation is not available or timely.



The intent of the criteria is to allow those students who have no transportation provided by their public school district to attend Oakland Catholic.

If you qualify to apply for a parking permit based on the above criteria, you must fill out a Parking Permit Application. The completed application must be submitted to the office by July 29, 2011.

If you receive a parking permit, you will be notified by August 23 at which time a yearly fee of \$100 will be assessed. The \$100 must be paid before the first day of school.

Students are expected to abide by the following parking policies:

- Permits must be properly displayed (hanging from the rear view mirror).
- Permits may not be given or shared with another student without permission from the office.
- Students are required to park in their designated spaces.
- Students are not permitted to go to their vehicles during the school day.



Parking in the lot is a privilege and may be denied if school policies are not followed. The following are causes for revocation of the parking permit:

- Failure to abide by school policies.
- Violations of the above parking policies.
- Leaving school campus without permission.
- Habitual late arrival and absences (We want the students to be safe therefore we make some allowances for weather and traffic conditions).
- Five unexcused tardies during a semester.
- Being placed on Disciplinary Probation

Students may not park in the school lot without a valid parking permit. Vehicles without permits or vehicles that are parked in an unauthorized area will be tagged or towed at the owner's expense and students will be subject to disciplinary action.

The Administration reserves the right to inspect cars parked in the school's lot. Disciplinary actions will result if contraband material is found in a car during a routine inspection.

# TECHNOLOGY POLICY

In support of our mission to nurture young women capable of “meeting the challenges of a technological and global society”, Oakland Catholic High School provides many technological advantages to its students across the curriculum. The following policies, in conjunction with our Code of Conduct and General Policies, are intended to guide the usage of the technology available to all Oakland Catholic students.

## INTERNET USAGE POLICY

The Diocesan Policy on Internet Usage was designed to ensure the appropriate use of the internet for all elementary and secondary schools under the jurisdiction of the Diocese of Pittsburgh. In accordance with this policy, all students and teachers are required:

- \*To be polite when sending written messages to others
- \*To use appropriate language in all messages
- \*To avoid anything pertaining to illegal activity which is expressly forbidden
- \*To reveal access information, personal or otherwise
- \*To not disrupt others’ use of internet access
- \*To remember that deleted materials can be retrieved

This policy includes, but is not limited to, the following areas:

- \*Information and news from a wide variety of sources and research institutions
- \*Public domain and shareware software of all types
- \*Discussion groups and internet social networks
- \*Access to any educational institutions and libraries

The following actions, which are not inclusive, are considered unacceptable actions, and may be handled according to the discipline procedures determined by the school administration and/or the Diocese of Pittsburgh:

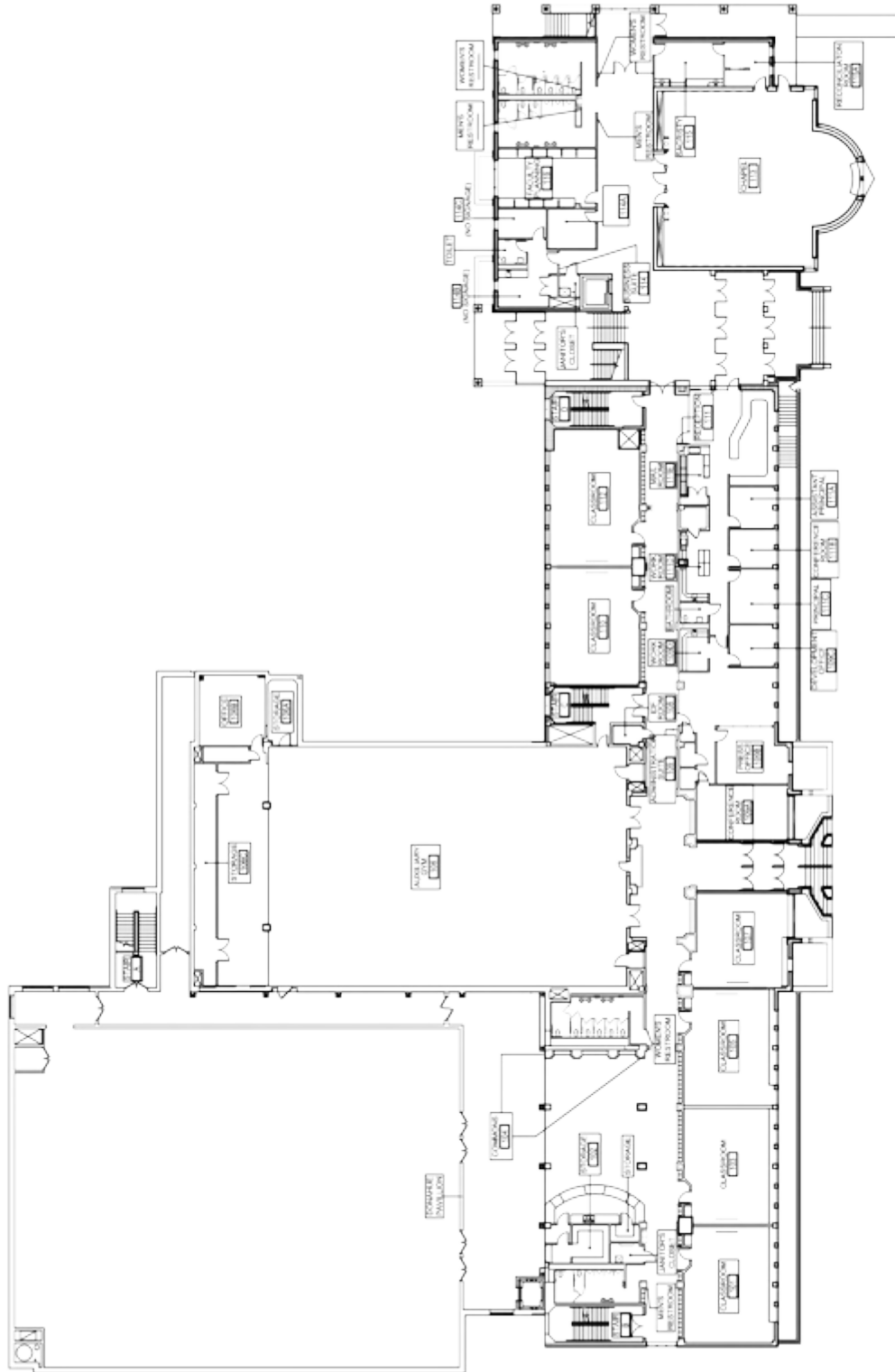
- \*Placing unlawful information on the Internet
- \*Using the Internet for non-school related activities
- \*Sending messages that are likely to result in loss of the recipients’ work or systems
- \*Using the Internet for commercial purposes
- \*Sending or receiving copyrighted material without permission
- \*Plagiarism
- \*Using the Internet to send or receive pornographic material, inappropriate file text, files dangerous to the integrity of the system, violent or threatening material or messages
- \*Circumventing security measures on school or remote computers or networks
- \*Vandalism
- \*Falsifying one’s identify
- \*Using the Internet to harass another person or engage in personal attacks, including prejudicial or discriminatory attacks

Students’ parent(s) and/or guardian(s) are required to review these guidelines with their child(ren) and complete and return a parent/guardian consent form.

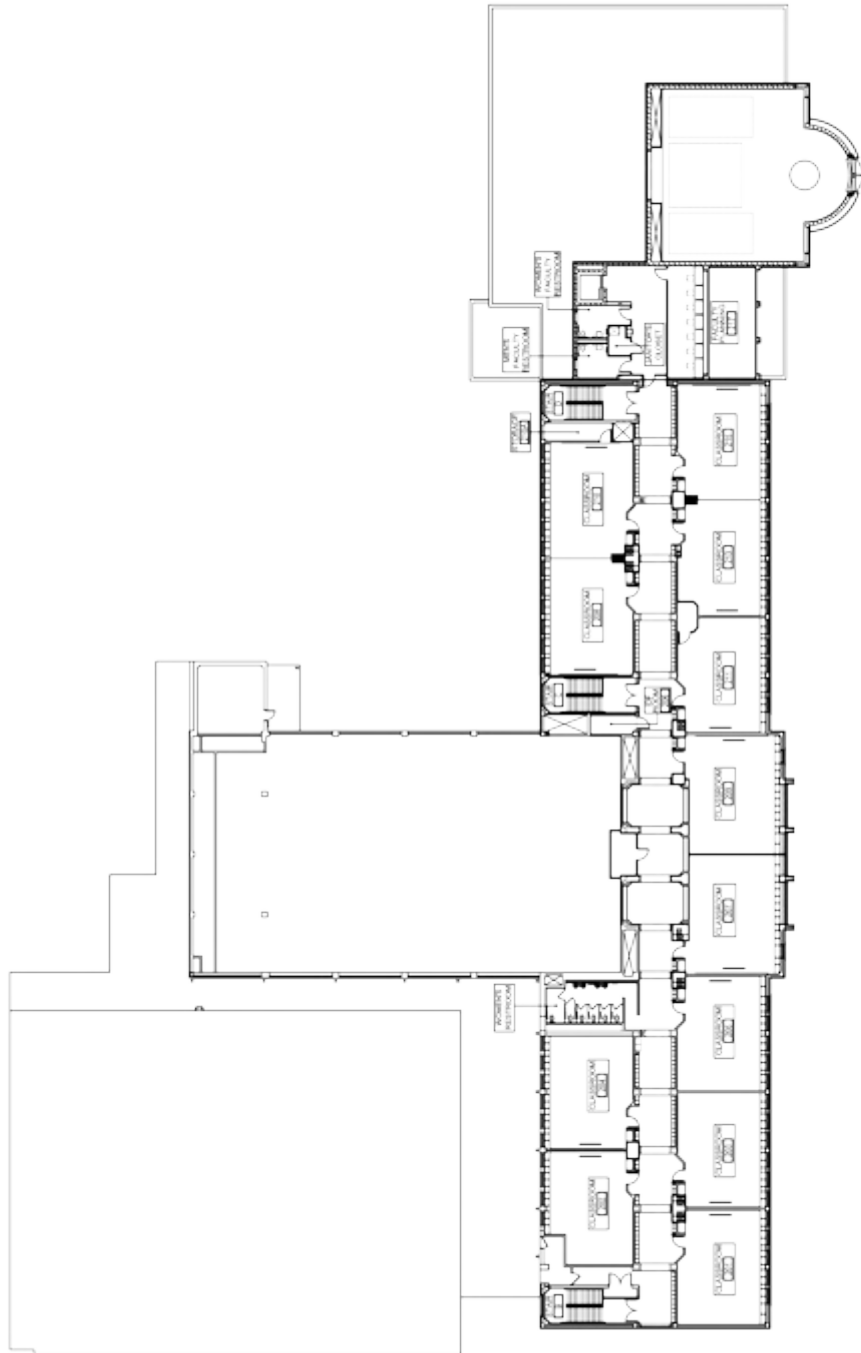




# OCHS MAIN BUILDING: FIRST FLOOR LAYOUT



**OCHS MAIN BUILDING:  
SECOND FLOOR LAYOUT**



**OCHS J-BUILDING  
LAYOUT**

Stage Area	J-003	J-002	J-001	Ground Floor
			Music Room	

Auction Room	Bathroom		J-102	First Floor
		Main Entrance		
Development Space	Stairwell	J-101		

J-202	Girls' Bathroom	J-203		Second Floor
Stairway			Office	
J-201	Stairwell	J-204		

J-302	Girls' Bathroom	J-303		Third Floor
Stairway			Office	
J-301	Stairwell	J-304		

# STUDENT-PARENT HANDBOOK AGREEMENT 2011-2012

*Please review the contents of this handbook and return this signed agreement as indication of your understanding and agreement with all information contained within this handbook.*

The Principal retains the right to amend this handbook for just cause. Parents and students will be given prompt written notification if changes are made.

Since this handbook is part of the contract existing between Oakland Catholic High School and the parents/guardians/students, it is essential that both parents/guardians and students read the handbook and agree to be ruled by it. Failure to be informed will not be an acceptable excuse for violations.

I have read and agree to be governed by all rules and policies in this handbook.

\_\_\_\_\_  
Parent(s)/Guardian(s) Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please return this form to the main office before  
Wednesday, September 8th, 2011.

# BELL SCHEDULES

## Regular Schedule

7:45	Warning Bell
7:50 - 7:57	Homeroom
8:02 - 8:41	Period 1
8:46 - 9:25	Period 2
9:30 - 10:09	Period 3
10:14 - 10:53	Period 4
10:58 - 11:37	Period 5
11:42 - 12:21	Period 6
12:26 - 1:05	Period 7
1:10 - 1:49	Period 8
1:54 - 2:33	Period 9

## LiturgY or Assembly Schedule

7:45	Warning Bell
7:50 - 7:57	Homeroom
8:02 - 8:31	Period 1
8:36 - 9:05	Period 2
9:10 - 9:39	Period 3
9:44 - 10:13	Period 4
10:18 - 10:47	Period 5
10:52 - 11:21	Period 6
11:26 - 11:54	Period 7
11:59 - 12:27	Period 8
12:32 - 1:00	Period 9

*Following Period 9, students return to homeroom.*

## Snow/2-Hour Delay

9:45	Warning Bell
9:50 - 9:57	Homeroom
10:02 - 10:27	Period 1
10:32 - 10:57	Period 2
11:02 - 11:27	Period 3
11:32 - 11:58	Period 4
12:03 - 12:29	Period 5
12:34 - 1:00	Period 6
1:05 - 1:31	Period 7
1:36 - 2:02	Period 8
2:07 - 2:33	Period 9

## Schedule for 1/2 day

7:45	Warning Bell
7:50 - 7:57	Homeroom
8:02 - 8:20	Period 1
8:25 - 8:43	Period 2
8:48 - 9:06	Period 3
9:11 - 9:29	Period 4
9:34 - 9:52	Period 5
9:57 - 10:15	Period 6
10:20 - 10:38	Period 7
10:42 - 11:00	Period 8
11:05 - 11:23	Period 9



*Back-to-School Picnic,  
Fall 2010*

# Oakland Catholic

H i g h   S c h o o l

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