

2022-2023  
**STUDENT / PARENT**  
*Handbook*



# TABLE OF CONTENTS

WELCOME.....	1
ACADEMICS.....	3
BELL SCHEDULES.....	3
JOAN OF ARC SOCIETY OF SCHOLARS.....	11
NATIONAL HONOR SOCIETY.....	12
ATTENDANCE POLICY & PROCEDURES.....	14
CODE OF CONDUCT.....	19
DEMERIT/DISCIPLINE POLICIES.....	24
DIOCESE OF PITTSBURGH POLICIES.....	27
DRESS CODE.....	34
EXTRACURRICULAR ACTIVITIES.....	36
ATHLETIC PROGRAM.....	36
CLUBS/ACTIVITIES.....	38
STUDENT COUNCIL.....	39
FINANCIAL POLICY.....	40
GENERAL POLICIES.....	42
SECURITY/SAFETY.....	47
STUDENT SERVICES.....	49
TECHNOLOGY POLICY.....	52
MISSION FORWARD.....	53
STUDENT-PARENT HANDBOOK AGREEMENT.....	59

The 2022-2023 Student/Parent Handbook was last updated August 2022.

## Dear Parents/Guardians and Students,

By choosing Oakland Catholic School High School, a Center of Excellence in academics, research-based learning, technology, and faith formation, you have demonstrated a commitment to the value of a unique educational experience and a desire to support a philosophy and environment that promotes Spirituality, Scholarship, and Service in each student entrusted to our care.

The Student/Parent Handbook reflects the policies of Oakland Catholic High School. Please read and review them carefully with your daughter. Once you have reviewed it together, we ask the parent/guardian and daughter complete the form on the last page by September 2, 2022. Your signature indicates that you understand, uphold, and will abide by the policies of Oakland Catholic High School, and a break with these policies will result in the consequences outlined in the handbook.

The Administration, Faculty, and Staff of Oakland Catholic High School look forward to working with you as we ensure a safe, healthy, and nurturing environment that fosters positive academic, spiritual, and social development grounded in the teachings of the Catholic Church.

**"Train the young in the way they should go; even when old, they will not swerve from it."**

— PROVERBS 22:6

*Nicole Powell*

**Nicole Powell**  
Principal

*Sarah B Kumar*

**Sarah Butterfield Kumar**  
Assistant Principal



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) combined with service to others (the heart) in the context of the Catholic faith (the cross).



# WELCOME

On behalf of the Administration, Faculty, Staff and Board of Directors, welcome to the 2022-2023 school year. By enrolling in Oakland Catholic High School, you become part of the rich history of women's education in the largest all 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, 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, 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 High School, as listed in the Official Directory of Catholic Schools, admits all students. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs.

## **Equity Statement**

Rooted in our Catholic faith and in our mission to educate young women from diverse backgrounds to become competent, confident, ethical global leaders, Oakland Catholic High School values diversity, equity, and inclusion as an integral element of both the OC community and the OC educational experience. We believe that each person is created in the image of God, and we commit ourselves to foster an awareness that impels us to act in the interests of equity and justice for all.

In accordance with our faith and mission, we strive to advance understanding and respect among people of all cultures, religions, and races. We endeavor to honor this commitment by facilitating dialogue, training inclusive student and adult leaders, and highlighting in multiple ways the benefits of diversity to a faith-filled, academic experience. Oakland Catholic's understanding of diversity is not limited to race and ethnicity, but instead recognizes that all individuals experience the world through various dimensions, such as age, nationality, gender, mental/physical abilities, individual characteristics, and socioeconomic status.

We endeavor to support and increase our community's awareness, understanding, inclusion, cooperation, and celebration of all its members. These efforts are rooted in our mission and the fundamental values of our Catholic faith. We adamantly believe that every individual has the right to live in dignity and to enjoy respect, regardless of race, gender, religious belief, ethnicity, national origin, age, ability, or socioeconomic status. Diversity, equity, and inclusion work is about community, and we are fully committed to building, educating, embracing, and supporting a strong OC community.

## **Right to Amend Handbook**

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

# ACADEMICS

## Bell Schedule

Review full bell schedule offerings:

REGULAR		2-HOUR DELAY		LITURGY		CCW SCHEDULE		ASSEMBLY	
7:50	Bell	9:50	Bell	7:50	Bell	7:50	Bell	7:50	Bell
7:55–8:34	Period 1	9:55–10:20	Period 1	7:55–8:05	Period 1/HR Homebase	7:55–8:29	HR / Period 1	7:55–8:00	Homebase
8:34–8:41	Homeroom	10:20–10:27	Homeroom	8:05–9:15	Mass	8:34–9:03	Period 2	8:00–8:30	Assembly
8:46–9:25	Period 2	10:32–10:57	Period 2	9:20–9:51	Period 1	9:08–9:37	Period 3	8:35–9:10	Period 1
9:30–10:09	Period 3	11:02–11:27	Period 3	9:56–10:27	Period 2	9:42–10:22	CCW	9:15–9:50	Period 2
10:14–10:53	Period 4	11:32–11:58	Period 4	10:32–11:01	Period 3	10:27–11:07	CCW	9:55–10:30	Period 3
10:58–11:37	Period 5	12:03–12:29	Period 5	11:06–11:36	Period 4	11:12–11:42	Period 4	10:35–11:10	Period 4
11:42–12:21	Period 6	12:34–1:00	Period 6	11:41–12:11	Period 5	11:47–12:17	Period 5	11:15–11:50	Period 5
12:26–1:05	Period 7	1:05–1:31	Period 7	12:16–12:46	Period 6	12:22–12:52	Period 6	11:55–12:30	Period 6
1:10–1:49	Period 8	1:36–2:02	Period 8	12:51–1:21	Period 7	12:57–1:26	Period 7	12:35–1:10	Period 7
1:54–2:33	Period 9	2:07–2:33	Period 9	1:26–1:57	Period 8	1:31–2:00	Period 8	1:15–1:50	Period 8
				2:02–2:33	Period 9	2:05–2:33	Period 9	1:55–2:33	Period 9

## Minimum Graduation Requirements (26 Credits)

To be eligible for graduation, each student who attends Oakland Catholic all four academic years must meet the following requirements. All students must carry a minimum of 6 courses each semester.

REQUIREMENTS			
Religion	4	Modern & Classical Language	2
English	4	Fine Arts (Music & Art)	1
Social Studies	4	Physical Education	0.5
Mathematics	3	Health	0.5
Science	3	Electives	4

## Recommended Course Sequence

FRESHMAN		SOPHOMORE		JUNIOR		SENIOR	
Religion	1	Religion	1	Religion	1	Religion	1
English	1	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	3.5
Science	1	Science	1	Science	1	<b>TOTAL:</b>	<b>6.5</b>
Language	1	Language	1	Language	1		
Fine Arts	0.5	Health	0.5	Electives	0.5		
Phys. Ed	0.5	Fine Art Elective	0.5	<b>TOTAL:</b>	<b>6.5</b>		
<b>TOTAL:</b>	<b>7</b>	<b>TOTAL:</b>	<b>7</b>				



## Advanced Placement Courses

The curriculum for the Advanced 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 exam fee is to be turned into the School Counseling office in September.

## College Equivalency Courses

The curriculum for College Equivalency (CE) Courses is determined by the college or university granting credit for a 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. See course catalogue for more information on course fees.

## Courses

Throughout the year, school 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, and professionals in the world of work and college representatives.

Course selections will be made in the spring of each year. The course selection process occurs online following presentations by the school counselors. After appropriate consultation with classroom teachers and others, courses are selected for the next year. Teachers make recommendations for classes based on academic and class performance. The Administration will intervene in course selection conflicts where any of the parties deem it necessary.

## 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 (technical error, course needed for graduation requirement, add additional elective, etc.)

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 contact the school counselor and complete the online Course Change Form.

Schedule changes will not be made in order to accommodate a student's work schedule, extracurricular activities, arrival or departure from school, preference for a teacher or time of class. Schedule changes initiated by the student or parent(s) should occur within the first two weeks of a semester. The student will input the necessary information and submit an online Course Change Form.

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 withdrawal (W) will be recorded on the student's transcript. No credit will be granted for the courses from which a student withdraws.

## Grade Scale — Weighted

		COLLEGE EQUIVALENCY/ ADVANCED PLACEMENT	HONORS HIGH SCHOOL	COLLEGE PREPARATORY
A	100–95	6.000	5.000	4.000
A-	94–93	5.625	4.687	3.750
B+	92–90	4.875	4.063	3.250
B	89–87	4.500	3.750	3.000
B-	86–85	4.125	3.437	2.750
C+	84–82	3.375	2.813	2.250
C	81–77	3.000	2.500	2.000
C-	76–75	2.625	2.187	1.750
D+	74–73	1.875	1.563	1.250
D	72–71	1.500	1.250	1.000
D-	70	1.125	0.937	0.750
E	69–0	0.000	0.000	0.000
P	Pass			
F	Fail			
I	Incomplete			
W	Withdraw			

## Grading Policies

- 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.
- A failure in any required course must be made up in summer school prior to the next school term.
- A final grade in a semester course is an average of two quarter grades and the final exam for the courses.
- A final grade in a full-year course is an average of the 1st and 2nd semester grades. The semester average is determined by 40% weighted average of 1st semester, 40% weighted average of 2nd semester, 10% weighted average of midterm exam, and 10% weighted average of final exam.
- Any student who fails three or more courses for the year may not be permitted to return to Oakland Catholic.
- 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.
- 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.
- A senior with three full-credit failures or the equivalent, cannot receive an Oakland Catholic diploma.



Grading System

- Grades will be used to determine weighted grades and honor roll.
- Courses will be placed in one of four categories to determine their weight. These categories are "Advanced Placement" (AP), "College Equivalency" (CE), "Honors" (HON), and "College Preparatory" (CP).
- 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 Preparatory. Courses that have requirements which exceed what is expected of the college prep student would be placed in the Honors category. Finally, those courses that 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/Advanced Placement.

Honor Roll

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

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.

HONOR ROLL SCALE

Highest Honor

4.0 grade point average  
Minimum of 70% in any subject

High Honor

3.75 grade point average  
Minimum of 70% in any subject

Honor

3.5 grade point average  
Minimum of 70% in any subject

Note: Honor Roll GPA and Final (cumulative weighted) GPAs are computed differently.

COMPUTING HONOR ROLL

Senior Religion	93	3.75
World Lit, CP	92	3.25
Amer. 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  
23.438/6 = 3.906 (3.9)



## Computing Final GPA for a Particular Year

To calculate the final GPA:

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

COURSES	FINAL GRADE	GRADE PTS.	CREDITS	GR.PT. XCRED
Senior Religion	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. Gov't, 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 for a particular year.*

$$24.0625/6.5 = 3.701 (3.7)$$

## Academic Probation

A student with a failing grade at the end of a grading period will be placed on academic probation for two weeks after grades are released. After two weeks, grades will be reviewed. During this time, the student is encouraged to improve grades. The school may employ a number of different strategies to support the student's academic success, including meetings with the school counselor, Academic Resource teacher and/or family.

Students on academic probation will be suspended from all extracurricular activities until a probation review is conducted. Students who participate in a sport must pass, at minimum, 4.5 credits. Grades will be reviewed weekly for eligibility.

## Communication With The School

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

## **Honors Convocation Ceremony**

Students who have achieved academic and scholarship awards through various organizations, colleges, and universities are recognized at Honors Convocation, a ceremony usually held in April. This is not a recognition ceremony for achieving Honor Roll status at Oakland Catholic High School.

GPA recognition at Honors Convocation for the JOA Society of Scholars is cumulative GPA, meaning a GPA that represents grades achieved across all years calculated after the 3rd quarter senior year.

## **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. Students completing at least three years at OCHS will be considered for Valedictorian and Salutatorian.

## **Graduation Requirements**

The student must successfully complete a minimum of 26 credits. Tuition must be paid in full, all fees paid, and all athletic uniforms, laptop, and books 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 exams on the scheduled day unless absent due to an illness. Administration must give approval for rescheduling an exam at least 2 weeks prior to the scheduled test for extenuating circumstances.

## **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. Conferences after subsequent grading policies can be requested by teachers/parents/school counselors.

## **Progress Reports/Report Cards**

Students' grades can be accessed on the PowerSchool Parent Portal, Oakland Catholic's electronic Student Information System (SIS). Activation information 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.

Grades are important tools for communication. Quarter grades will be issued electronically four (4) times during the academic school year, or every nine (9) weeks. No student or parent will have access to the PowerSchool Portal if tuition, academic or athletic financial responsibilities are in arrears.

## **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 Records

Records are kept confidential. Requests to examine them must be submitted in writing to the School 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

Freshmen, Sophomores and Juniors 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, watching streaming services, listening to music, and playing games/cards are not permitted.

Students, after signing-in with the teacher or proctor, ask permission to go to the School Counseling or College Counseling Office. No student should be in the hallways during study hall without an E-Hall pass. Students may not leave the school grounds during study hall or any class time.

Seniors are not assigned a specific study hall teacher, but are required to remain in the designated senior study areas.

## Textbooks

All textbooks are furnished by the school and are issued at the beginning of the year. Check the OC Course Description Catalog for detailed materials needed for each course.

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.

## Transfer/Withdrawal 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. Student transcripts for transfer into Oakland Catholic will be reviewed on an individual basis.

When a student is transferring to another school, an official withdrawal form must be completed in person in the School Office. All books and laptops including cords, sleeves and tags must be returned, and all debts must be paid before transcripts will be forwarded.

See Withdrawal Policy on page 41 for more details.





# 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 or TerraNova. 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 eighth grade year. If a candidate wishes to accept the invitation, she must respond to the program director as instructed. A second and final round of invitations will be issued at the end of ninth grade to those who keep 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.
- 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 seven credits each year with core courses taken at the honors level or higher.
- Minimum of three consecutive years of the same foreign language at Oakland Catholic at the honors level, when possible.
- Participation in a summer seminar prior to each year of study at Oakland Catholic High School. Attendance at a minimum of four "JOA events" per year according to instructions of the Director.
- Commitment to service to the community via volunteer activities.

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

*JOA Scholars who resign or are dismissed are not eligible for re-entry into the program.*

*Students who transfer in during their sophomore year will be reviewed by Administration to ensure an invitation is offered if applicable.*

# NATIONAL HONOR SOCIETY

## Selection Process for National Honor Society

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 weighted average 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 council will review candidate forms to select new members. Membership in the National Honor Society is an honor bestowed upon a student.

Selection for membership is by faculty council and is based on outstanding ***scholarship, character, leadership, and service***. Students who transfer to Oakland in junior year will be evaluated on an individual basis for eligibility.

## Scholarship

Eligible candidates must achieve a cumulative scholastic average of at least 3.75. 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 evidence of leadership, service and character.

## Character

The student who demonstrates character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior and personal responsibility.
- Cooperates by complying with school regulations and code of student conduct.
- Demonstrates high standards of honesty, reliability, and academic integrity.
- Shows courtesy, concern and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.

## Leadership

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates initiative in promoting school activities.
- Exercises positive 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 or positions of responsibility; conducts business.
- Efficiently and effectively; demonstrates reliability and dependability.
- Demonstrates leadership in the classroom, at work, and in school activities.
- Is thoroughly dependable in any responsibility accepted.

## Service

The student who serves:

- Participates in some outside activity: Girl Scouts, church groups or volunteer services for the elderly, poor, or disadvantaged.
- 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.

## Membership Obligations for National Honor Society

Members of the National Honor Society are expected to maintain good standing by consistently displaying the highest standards of scholarship, leadership, service, and character. Additionally, they are expected to comply with chapter requirements for service and tutoring.

### ***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 her NHS obligations or duties.

*Members who resign or are dismissed from the National Honor Society 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 excused or unexcused 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.
4. If a student is absent for three or more consecutive days a doctor's excuse must be presented when she returns to school.
5. After five unexcused absences in one quarter, a student will be considered for referral to the Student Assistance Program (SAP) and parent(s) must come in to meet with Administration.
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/guardian must utilize **SafeArrival**. With **SafeArrival**, you are asked to report your child's absence in advance using any of these three convenient methods:

1. Using your mobile device, download and install the **SchoolMessenger** app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>). The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence.
2. Use the SafeArrival website, <https://go.schoolmessenger.com>. The first time you use the website, select Sign Up to create your account. Select Attendance then Report an Absence.
3. Call the toll-free number (833) 456-8309 to report an absence using the automated phone system.

These options are available 24 hours/day, seven days a week. Future absences can be reported at any time.

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 the School Office. The note must give the student's first and last name, the date and the reason for absence. Absences are recorded as excused, unexcused, or illegal. Notes received after 36 hours upon return will not be accepted and the absence will remain unexcused.

## **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 with two weeks prior notice
- Illness, hospitalization
- Impassable roads
- College visits; three for Seniors, two 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
- Traffic
- 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.

## **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. 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.

## **Absence – Vacation**

Trips and vacations during the school year are discouraged, especially during mid-term and final exam weeks. If it is necessary for a student to be absent due to vacation, the parents should fill in the Student Vacation Request form on the Oakland Catholic website at least two weeks in advance. The Principal will review each vacation request. Only approved vacations will receive excused absence designation.

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 two excused absences for a college visit. The student must present verification from the college of her visit.

## **Assignments when Absent**

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/tests. 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 or make up tests. Students who are absent due to truancy forfeit the opportunity to make up missed work. This does not apply to vacation absences.

## **Bus Passes (Port Authority ConnectCard)**

Students who live two miles or more away from the school and who are residents of the City are eligible for a ConnectCard. They are distributed to students the first week of school and reloaded every month by Port Authority's Business Web Portal.

If the card is lost or stolen, the student must report it immediately to the School Office at Oakland Catholic. The replacement cost is \$5.00 and takes up to two weeks to be replaced by Port Authority.

## **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, please submit request via SafeArrival.

Students must sign out in the School 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 DURING SCHOOL HOURS AT ANY TIME WITHOUT PERMISSION FROM PARENT/GUARDIAN THROUGH THE ADMINISTRATION.**

If a student becomes ill during the day, she must report to the School Office or Nurse when onsite. If she is to be sent home, the office staff 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 or text their parents without permission from the School 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 7:55am bell must first report to the School Office. No student may go to a classroom or a locker without first reporting to the office. Failure to follow this procedure will result in a 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/phone call/email is also required. Upon late arrival to school, the student must immediately report to the School Office. This is the procedure whether she currently belongs in class, study or homeroom. She will be issued an E-hall 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.

Chronic lateness will result in more severe disciplinary action. Students who are tardy, excused or unexcused for school five times in one quarter will lose their parking permit and/or will be referred to the Student Assistance Program (SAP). After four unexcused tardies (after homeroom) in a given quarter students will serve an after school detention with the Assistant Principal. Tardiness is excused in cases of illness, doctor appointment, bus delays, or extreme emergencies as determined by the principal, and should be accompanied by documentation from a parent or guardian. Failure to submit a tardy excuse within three days of the tardy will be considered an unexcused tardy.

### **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 automatically follow Central Catholic High School'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 your school district is delayed, follow your district'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.

### Vacation Make-Up Work Policy

All class assignments given during any vacation day absence are the student's responsibility to ascertain. Class teacher shall determine assignment due dates. A paper or long-term assignment due during the time of the vacation must be submitted prior to the vacation. All tests, quizzes, and labs must be made up within one week of the student's return. It is the student's responsibility to return to school prepared to continue with class work as if no absences occurred. The student must notify teachers at least two class periods before departure.





# CODE OF CONDUCT

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.

## 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, including, but not limited to Apple watch, Samsung watch, etc., may not be used during the school day unless requested by the instructor. Electronic devices may not be used during the lunch periods or in the restroom. Cell phones must be turned off and kept in the student's backpack.

- 1st violation of this policy will result in a lunch detention.
- 2nd violation of this policy will result in an after-school detention.
- 3rd violation of this policy will result in a meeting between student, parent, and the Assistant Principal.

### ***Inappropriate use of a cell phone may include, but is not limited to the following:***

- Placing/receiving a call/text/other communication during instructional time.  
Note: Parents are encouraged to call the School Office for emergency situations rather than attempting to contact their daughter directly.
- Use in locker room, restroom, or other areas where an individual would have reasonable privacy.
- Taking, storing, disseminating, transferring, viewing, or sharing of obscene, inappropriate, or illegal images/videos.
- Using any electronic device for purposes which are in direct violation of the Code of Conduct such as bullying, cheating, or harassment.

\*Teachers reserve the right to issue any student in their presence a detention. This includes, but is not limited to classroom, hallway, cafeteria, Academic Resource Center, Chapel, etc.

# ACADEMIC INTEGRITY

## Cheating/Plagiarism

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.

The Administration, in consultation with the school counselor and teacher, shall determine whether a violation has occurred and whether the act falls into the category of Behavioral Warning or Academic Offense.

## **Behavioral Warning**

A Behavioral Warning is given to a student whose first-time violation of academic integrity occurs out of ignorance.

### **Procedure for a Behavioral Warning**

The teacher addresses the infraction himself or herself. The Behavioral Warning is reported to and tracked by the Administration, along with the appropriate school counselor. In consultation with the teacher, a resulting action is determined which may include:

- A meeting with the student, teacher and a member of the Administration.
- Notifying the parent/guardian.
- Tutoring the student to help her understand proper citations or clear up areas of confusion.
- An initial grade of no credit (0) with one of the following:
  - Giving the student an additional or alternative assignment for credit.
  - Giving the student an opportunity to resubmit the assignment for credit.

The teacher notifies the student as to which of the above actions have been taken.

## **Academic Offense**

An Academic Offense is one in which the student has intentionally and/or repeatedly committed a violation of academic integrity.

### **Procedure for an Academic Offense**

An Academic Offense is reported to and tracked by the Administration, who conducts any necessary investigation and manages any resulting action with the cooperation of the teacher of the course.

- In all cases of an Academic Offense, the Administration will immediately meet with the student and the teacher and decide a course of action.
- The student and parent/guardian will be informed of a course of action, which may include any or all of the following:
  - The student may receive a zero (0) on the assignment (first offense) or F for the marking period (second offense).
  - The student may be removed from a currently held leadership position within the school for a specified period of time.
  - The student will revise the assignment or re-take the test or quiz; the teacher will determine the length of time she will have to re-submit the assignment or re-take the test or quiz and what partial credit she will receive.
  - Should a student be found guilty of committing a third Academic Offense, more serious consequences will be determined by administration.

## **Cheating/Plagiarism 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 (whether virtual or in-person).
- Sharing or receiving answers or questions of a test or quiz prior to the student taking the test or quiz.
- Copying material from other students, whether the test is copied directly or altered by changing select words. This is also true for research papers, quizzes, or homework.
- Any type of plagiarism including downloading or copying 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.
- Using foreign language translator applications contrary to a teacher’s directions.

## **Homework**

Cheating on homework includes, but is not limited to the following violations:

- Copying another student’s work and/or giving work to another student to copy on a subjective homework assignment. This includes utilizing a collaborative document such as Google Docs to exchange answers. Homework is usually done individually. To avoid confusion, the teacher will notify the students if the work is “group work” so that students may know when they may consult other students for advice on completing assignments. This included copying directly or altering by changing select words.
- A teacher witnesses a student copying work from another student.

For both offenses above, a zero will be given for the assignment and the teacher must notify administration within 24 hours of grading the paper. All parties involved in the incident will receive a zero for the assignment—until they resubmit the assignment for partial credit.

## **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, typically, not be permitted to attend class trips:

- Students who are delinquent in tuition payments.
- Students who have been suspended during the year.
- Students who have been excessively absent from school.
- Students involved in the consumption, possession, and/or sale of drugs or alcohol.
- 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. Cutting class is a Level 2 infraction.

## Cyber Harassment

Cyberbullying is now a criminal offense under PA Act 26 (Cyber harassment). PA Act 26 makes it a criminal offense for a person to:

- Intend to harass, annoy or alarm a child.
- Use electronic means to directly address a child or indirectly through Social Media.
- Reposting without permission.
- Engage in a continuing course or conduct which either:
  - Makes a seriously disparaging statement or opinion about the child's:
    - Physical characteristics
    - Sexuality
    - Sexual activity
    - Mental or physical health
    - Racial or other disparaging comments
  - Threatens to inflict harm on the child.

Cyber harassment is considered a third-degree misdemeanor. Cyberbullying complaints should be directed to law enforcement in the area where the child lives. Oakland Catholic will contact the police and advise of any cyber harassment occurring on school grounds and will refer the victim's family to do the same.

## Dances

Student Council organizes and sponsors school dances. At any time during the dance, should the student's behavior or attire be inappropriate, the parent/guardian will be called to take the student home. The student will be asked to leave the dance.

## Electronic Learning Devices

School issued Mac laptops will be used during the school day. Sites used must be appropriate for educational research. Audio and video recordings are prohibited, except as pedagogically indicated. Use of electronic devices in an inappropriate manner will be subject to disciplinary action by the Administration. Refer to Acceptable Use Policy.

## 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. Depending upon the seriousness of the actions, discipline can result in suspension or expulsion as determined by the Administration.

## 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, faculty or staff member, or visitor. This behavior can result in assignment of demerits, suspension, or dismissal from school property.



## Smoking/Vaping

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 including vaping products is prohibited on campus and at all school sponsored events. Electronic cigarette or vapes are defined as battery-operated products designed to deliver nicotine flavor and other chemicals by turning the substance into a vapor that is inhaled by the user which simulates smoking. The term shall include any such devices and partial devices (ex. charger), whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vapes, or under any other product name or descriptor.

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 possession: 1 day in-school suspension
- 1st offense use: 3 day in-school suspension
- Repeated violations will result in more severe disciplinary action, 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. This includes all technology policies and Oakland Catholic's Acceptable Use Policy (AUP).

## Demerits

Each time a student earns one (1) demerit, a notice will be logged in our student information system. When a student accumulates three (3) demerits, a one-hour, before or after school detention is served.

### Level 1 Infractions: *Assignment of 1-3 Demerit(s)*

- Chewing gum
- Disruptive behavior
- Dress Code Violation, including not having your school ID
- Eating/drinking outside cafeteria (other than water)
- Failure to follow cafeteria policy
- Inappropriate behavior in general
- In hallway without an E-Hall pass while classes are in session
- Littering
- Loitering in restroom or other unapproved area
- Misbehaving at assemblies
- Public display of affection
- Talking during prayer/announcements
- Unexcused tardy to class, study hall, activity, or detention
- Lying

### Level 2 Infractions: *Minimum of 3 Demerits*

- Cutting class, study hall, or required activity (Tardy over 10 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
- Minor Offense of the Technology Acceptable use Policy
- Parking in school lot without a permit
- Profanity
- Removal from classroom, study hall, or school activity due to inappropriate behavior
- Tobacco, e-cigarette, vapes, vaping material, etc. possession or usage (See policy, page 23)
- Use of an electronic device (page 19)
- Violation of school attendance policies

## 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.**

**Students who earn a suspension are automatically placed on disciplinary probation. All guidelines for disciplinary probation will be followed.**

- Abuse: physical, psychological and/or verbal
- Bullying: verbal, written, social media
- Destruction or defacement of school property
- Fighting (verbal or physical)
- Hazing/Harassment: verbal, physical, written, or through social media (Refer to Cyber Harassment, page 22)
- Leaving campus during school hours without permission from School Office
- Loitering in restricted areas
- Major offense of technology Acceptable Use Policy
- Possessing and/or transmitting obscene material
- Possession, distribution, or use of controlled substance, including alcohol and drugs
- Possession or use of weapon
- Racial discrimination (on campus or off campus including school related events). Examples include, but are not limited to intimidating gestures, threats of injury due to person's race/ethnicity, derogatory comments about a person's physical appearance or cultural background, racist jokes/slurs.
- Theft
- Threat

## Detentions

Detentions are normally held before or after school or during lunch. 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, work, 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.

## 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 (including behavior on social media accounts) 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/harassment/racial discrimination.

## 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 7:55 a.m. 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 and must be documented on the Common Application for college admission.

## 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, 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, event, or situation: An expulsion may also be necessary for a single serious incident, 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: harassing, 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 cyberbullying 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 bullying 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 Program (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 who 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 her/his responsibility to report the incident to the Assistant 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, Assistant 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 in need of protection.

All school employees are mandated reporters and must report any suspected child abuse immediately.

## **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:

- a.) Appropriate disciplinary response consistent with the philosophy and policies of Oakland Catholic High School.
- b.) Notification of parents.
- c.) Notification of municipal authorities when appropriate.
- d.) Suspension or expulsion from school.
- e.) 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 the recommendation of a 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, school buses, or to any school related activity. A weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchuck 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.

## SUBSTANCE ABUSE POLICY: DIOCESE OF PITTSBURGH

### SITUATION: A STAFF MEMBER IS CONCERNED ABOUT POSSIBLE D/A ABUSE.

**Action:** Refer to Administrator.

**Investigation:** Contact will be made.

**Notify Parents:** Parents are contacted.

**Notify Police:** N/A

**Student Disposition:** Refer to SAP Team for appropriate referral and recommendation.

**Discipline:** If D/A is substantiated, the student will be expected to attend D/A education classes provided by a licensed D/A agency. The SAP Team will follow-up with the student/parents and recommend alternatives to the Administration if the student/parents do not cooperate.

**Substance Disposition:** N/A

### SITUATION: A STUDENT IS FOUND IN POSSESSION OF ANY APPARATUS CONNECTED WITH THE USE OF DRUGS (E.G., PAPERS, PIPES).

**Action:** School personnel will confiscate the substance. Summon an Administrator or escort the student to an Administrator's Office.

**Investigation:** 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.

**Notify Parents:** Same as above.

**Notify Police:** In accordance with the law, proper authorities will be contacted when; a substance is located, a deal is witnessed, and/or notes relating to sale of drugs is found.

**Student Disposition:** Same as above.

**Discipline:** Same as above.

**Substance Disposition:** Immediately take the substance/apparatus to the Administrator. Place the substance in a sealed bag and label with the date and time. Place the bag in a locked cabinet. Police should immediately be called by the Administrator.

### SITUATION: A STUDENT IS FOUND USING, IN POSSESSION OF, OR SUSPECTED TO BE UNDER THE INFLUENCE AT ANY SCHOOL EVENT.

**Action:** The group sponsor or Administrator will be notified. An anecdotal report is filed.

**Investigation:** Same as above.

**Notify Parents:** Parents are contacted and will be requested to transport the student home. If unwilling, police or emergency personnel will transport the student.

**Notify Police:** Same as above.

**Student Disposition:** Same as above.

**Discipline:** Same as above.

**Substance Disposition:** Same as above.

# SUBSTANCE ABUSE POLICY: DIOCESE OF PITTSBURGH

## SITUATION: A STUDENT IS CAUGHT WITH DRUGS OR ALCOHOL.

**Action:** School personnel will confiscate the substance. Summon an Administrator or escort the student to an Administrator's Office.

**Investigation:** 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.

**Notify Parents:** Parents are contacted and will be requested to transport the student home. If unwilling, police or emergency personnel will transport the student.

**Notify Police:** In accordance with the law, proper authorities will be contacted when; a substance is located, a deal is witnessed, and/or notes relating to sale of drugs is found.

**Student Disposition:** Refer to SAP Team for appropriate referral and recommendation.

**Discipline:** If D/A is substantiated, the student will be expected to attend D/A education classes provided by a licensed D/A agency. The SAP Team will follow-up with the student/parents and recommend alternatives to the Administration if the student/parents do not cooperate.

**Substance Disposition:** Immediately take the substance/apparatus to the Administrator. Place the substance in a sealed bag and label with the date and time. Place the bag in a locked cabinet. Police should immediately be called by the Administrator.

## SITUATION: A STUDENT IS CAUGHT IN THE PROCESS OF DISTRIBUTING DRUGS TO ANYONE.

**Action:** Same as above.

**Student Disposition:** Same as above.

**Investigation:** Same as above.

**Discipline:** Same as above.

**Notify Parents:** Parents are contacted.

**Substance Disposition:** Same as above.

**Notify Police:** Same as above.

## SITUATION: A STAFF MEMBER IS CURRENTLY UNDER THE INFLUENCE OF DRUGS OR ALCOHOL.

**Action:** Refer to Administrator for further assessment.

**Student Disposition:** N/A

**Investigation:** The Administrator will investigate as necessary.

**Discipline:** N/A

**Substance Disposition:** N/A

**Notify Parents:** N/A

**Notify Police:** In accordance with the law, proper authorities will be contacted. If deemed necessary.

# 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 7:55 a.m.

## Shirts

- White, button-down collared OXFORD blouse in long or short sleeves, tucked in.
- White POLO shirt (long or short sleeves) with banded bottom purchased from Schoolbelles.
- Plain white T-shirts only are permitted under shirts.

## Shoes

- Dress shoes that are below the ankle, and non-athletic may be worn such as loafers or flats in a solid color (black, brown, blue). Shoes must be made of leather or leather-like material. No canvas, moccasins, slippers, open-toed, or backless type shoes are permitted. Examples of unacceptable shoes include, but are not limited to: Converse, Vans, shoes with fur.
- Boots are permitted during inclement weather. An announcement will be made when students can begin to wear boots and when Dress Code shoes must be worn in the Spring.
- If there is a medical reason that prohibits a student 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 gray, double pleated skirt from Schoolbelles.
- Skirts are to be hemmed to mid-thigh or lower and worn at that length and allow for growth over four years.

## Pants

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

## Socks

- Leggings or tights (not pantyhose or fishnets), in gray, navy or black without writing or logos are permitted.
- Socks must be 4 inches or more above the ankle. No ankle or "no show" socks permitted.
- Socks may be any color or pattern, but may not be profane or inappropriate.

## Sweaters

- Cardigan sweater, V-neck pullover sweater, and/or V-neck sweater vest (navy blue) with Oakland Catholic logo from Schoolbelles.



## 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/shorts longer than skirt length.
- Face piercing, including, but not limited to nose, lips, tongue and eyebrows.
- Hair of unnatural color (left up to the discrimination of Administration).
- Hats (baseball cap, snow cap, etc.), hair curlers, bandanas, or scarves.
- High heeled shoes that constitute a safety hazard.
- Jewelry with metal studs or spikes.
- 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 (aside from boot weather).
- Sweatpants under skirts.
- Sweatshirts/Hoodies 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.
- Excessive makeup.

## Clothing For Alternative Dress Days

Modesty is the focus for alternative dress days.

**Dress Down Days:** Clothing is to be appropriate, neat, clean, and of proper fit and length. Jeans and cropped pants are acceptable as long as they are not too tight, low rise, or ripped/torn above the knee. Dresses/skirts must be mid-thigh or longer. Shorts are only to be worn on designated days, which will be announced.

**Dress Up Days:** Clothing 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.

**Inappropriate Dress Examples:** Tight or suggestive clothes, sleeveless shirts, halter tops, low cut shirts, shirts with cut-outs, exposed midriff, pajama bottoms, flannel pants, yoga pants, leggings, any shorts, short dresses/skirts (even with tights), hats of any kind.

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/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. Transparent or mesh material is not permitted. Students are required to submit photos wearing the proposed dress for approval.

# EXTRACURRICULAR ACTIVITIES

Oakland Catholic High School provides students with varied opportunities to support and broaden the educational process. With approximately 17 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 11:00 a.m. (11:30 a.m. on days with inclement weather) are considered absent for more than half the day and are not eligible to participate in any extracurricular activities for that day. If students do not meet financial obligations, they will not be able to participate or compete in any extracurricular activities or sports.

## 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 Programs at Oakland Catholic High School is to build on the school's mission in working toward the total development of each student in keeping with their interest and ability.

It is our belief that competitive sports present a student-athlete with numerous opportunities for growth and maturity. The prime purpose of our athletic programs are 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 eighth and plays that academic year, they become ineligible as a senior. See additional information regarding athletics in the Student/Parent Athletics Handbook.

### ATHLETIC DIRECTOR

**Dr. Karen Hall**

khall@oaklandcatholic.org

### ASSISTANT A.D.

**Mary Pat Bielich**

mpbielich@oaklandcatholic.org

#### **Varsity Basketball/JV Basketball:**

basketball@oaklandcatholic.org

#### **Cheerleading:**

cheerleading@oaklandcatholic.org

#### **Cross Country:**

crosscountry@oaklandcatholic.org

#### **Fencing:**

fencing@oaklandcatholic.org

#### **Field Hockey:**

fieldhockey@oaklandcatholic.org

#### **Golf:**

golf@oaklandcatholic.org

#### **Indoor Track:**

indoortrack@oaklandcatholic.org

#### **Lacrosse:**

lacrosse@oaklandcatholic.org

#### **Soccer:**

soccer@oaklandcatholic.org

#### **Softball:**

softball@oaklandcatholic.org

#### **Swimming:**

swimming@oaklandcatholic.org

#### **Tennis:**

tennis@oaklandcatholic.org

#### **Track:**

track@oaklandcatholic.org

#### **Volleyball:**

volleyball@oaklandcatholic.org

### CLUB SPORTS

#### **Crew:**

crew@oaklandcatholic.org

#### **Step:**

step@oaklandcatholic.org

#### **Ultimate:**

ultimate@oaklandcatholic.org





## 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/ACTIVITIES

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! Please refer to the website—[oaklandcatholic.org](http://oaklandcatholic.org)—for moderator information.

### CLUBS

**Band**

**Black Student Union**

**Campus Ministry**

**Asian Cultures Club**

**Color Guard**

**Data Jam**

**English Festival**

**Environmental Club**

**Female Empowerment  
Union**

**Film Club**

**Forte  
(Literary Magazine)**

**French Club**

**Global Competence  
Initiative (GCI)**

**OC Garden Club**

**Guatemala Club**

**Italian Club**

**Latin Club**

**St. Benedict the  
Moor Club**

**Masque/Stage Crew**

**Model United Nations**

**National Honor  
Society**

**Newspaper  
(OC Eagle Eye)**

**OC Theatre Group**

**PA Jr. Academy  
of Science**

**Pittsburgh Mission**

**Prom Committee**

**Quiz Bowl**

**Radio OC**

**Science Fiction  
Fantasy Club**

**Ski Club**

**Speech/Debate**

**Stand Together**

**Student Ambassadors**

**Student Council**

**Yearbook**



# 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.

## EXECUTIVE BOARD

**President:** Morgan Phillips  
**Vice President:** Hannah Werner  
**Secretary:** Jaylee Witcher  
**Treasurer:** Madison Cigna  
**Public Relations Officer:** Deirdre Doyle  
  
**Moderators:** Ms. Grob, Ms. Pazzaglia,  
and Mr. Scholle

## SENIOR CLASS

**President**  
Chloe Shovlin  
  
**Vice President**  
Christen Olson  
  
**Senators**  
Vivian Bui  
Sheradina Davis  
Charlotte Devlin  
Mia Lowry  
Meredith McCalmont  
Lauren Rajasenan  
Bridget Shaver  
Aibreann Shovlin

## JUNIOR CLASS

**President**  
Eliza Bell  
  
**Vice President**  
Carley Freeman  
  
**Senators**  
Channing Brook  
Caroline Diegelman  
Alexis Hammerling  
Sabrina Leffler  
Christine O'Toole  
Taylor Pauley  
Paige Perkins  
Maeve Shaughnessy

## SOPHOMORE CLASS

**President**  
Morgan McCray  
  
**Vice President**  
McKenzie Morrison  
  
**Senators**  
Mia Capriotti  
Janiyah Cooper  
Lauren Gallo  
Olivia Hill  
Corinna Martella  
Kiersten Olesinski  
Gabriela Palmieri  
Sienna Stern  
Isabella Siegel

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

# FINANCIAL POLICY

Financial Aid is available for students with demonstrated need. Oakland Catholic High School uses FACTS for the third-party application and analysis processes to determine the level of a family's financial need.

Various factors are taken into account, including income from different sources, savings, debt, number of dependents, etc. Applications must be submitted to FACTS by March 15th for the following school year via the FACTS financial aid grant application. A link to the application is sent to all current and newly accepted students as soon as it is made available to the Business Office. Once an application is submitted to FACTS, and supporting documents such as tax return, Schedule C, paystubs, etc. have been uploaded to FACTS, a family's financial aid status will be reviewed and verified so that an award can be determined. Notification of financial aid awards occurs in late April/early May.

NOTE: Families are encouraged to apply for financial aid; many named scholarships stipulate that there must be some level of documented financial need in order for a student to be considered for the scholarship.

Financial aid packages are built with funds from the school's internal budget, EITC/OSTC contributions to the school, the Bishop's Education Fund, Sponsor-A-Student funds, and scholarship awards.

## Payment Options

All families must enroll in the FACTS Tuition Management System. Tuition can be paid in full, by semester, or deducted from a bank account or charged to a credit card on a monthly basis over 10 or 12 months. Monthly payments begin in July and run through June for 9th, 10th, and 11th graders. Seniors must elect a 10-month payment plan if they are not paying in full or by semester. All senior tuition and financial obligations must be paid by the end of April. Late fees will be assessed at \$35.00 per month as noted above.

\*Please note that FACTS will charge a convenience fee for utilizing credit card payment.

## Financial Obligations

All families are expected to pay tuition and fees in a timely manner. Fees include, but are not limited to, AP exam fees, lost book/equipment fees, computer repair fees, athletic fees, lost athletic uniforms, cafeteria purchases, activity and field trip costs, etc. Non-payment will result in the following loss of privileges at any time during the school year:

1. Seniors will not receive a cap and gown, diploma, nor will they walk in Baccalaureate and Commencement exercises if there are outstanding fees at the end of their senior year. **NOTE: All financial obligations for Seniors must be met by the end of April. After April, only cash or a money order will be accepted as payment for tuition balances and outstanding fees.**
2. Parent/Student Portal access will be restricted; no grades or report card will be issued until financial obligations have been met.
3. No transcript of grades for transfer or for college applications will be issued at the time of the request, or any time in the future, until financial obligations have been met.

## TUITION FOR 2022–2023

### Domestic Student:

\$16,800

### International Student:

\$18,000

### Senior Fee (Seniors Only):

\$375

### Activity/Technology Fee:

\$450

### Administrative Fee

#### (Annual Fee):

\$50

### Late Fee:

\$35 per month  
if payment is late

4. No attendance at the semi-formal dance, prom, or extended school trips including Mission trips will be permitted. **NOTE: When a student makes application for a dance, service trip, or travel abroad, acceptance is contingent on financial obligations having been met at the time of application; participation in the activity or trip is contingent on financial obligations having been met at the time of the event or departure for the trip.**

5. Student will not be permitted to participate in sports and/or extracurricular activities.

6. A student return to Oakland Catholic without fulfilling financial obligations of the previous year.

## Withdrawal Policy

It is our hope that any student enrolled at Oakland Catholic High School remains and graduates from Oakland Catholic. To that end, students and parents are encouraged to seek assistance from teachers, coaches, School Counseling, the Athletic Director, the Director of Mission Integration, Administration, and the Business Office when a concern arises. Early communication permits everyone to make decisions in an informed and collaborative manner, with the best interests of the student in mind.

If the only plausible resolution is for the student to transfer to another educational institution, the process below is followed:

1. A parent contacts the School Principal and requests an official withdrawal form. This withdrawal form must be completed in person at the School Office before any other steps are initiated.

2. The Business Office reviews all financial obligations and, depending on the time of the withdrawal request, assesses a withdrawal/transfer fee. Tuition is prorated on a monthly basis, meaning that tuition must be paid in full through the end of the month that the withdrawal request was made. Financial aid is awarded across the entire year and cannot be used to frontload tuition obligation in a withdrawal process. (In other words, the expected monthly tuition payments constitute the tuition obligation on the part of the individual responsible for tuition.) A final invoice is issued and must be paid in full prior to the release of any records. \*Please see below for details regarding the withdrawal/transfer fee.

3. The Principal or Assistant Principal schedules an exit interview with the student and parent(s). This interview may be conducted in person or via phone/Zoom as agreed upon by the Administration and Parent(s).

4. Once all of the above has been handled, and not before, a transcript and other pertinent records will be sent to the educational institution indicated on the withdrawal request form.

## Withdrawal/Transfer Fee Policy

The following stipulations apply to the assessment of a withdrawal/transfer fee:

a) If a returning student withdraws prior to July 1, no withdrawal fee will be assessed.

b) If a new ninth grade or transfer student decides to not attend Oakland Catholic prior to August 1, no withdrawal fee will be assessed.

c) If a student withdraws at the request of Oakland Catholic High School for financial, academic, and/or disciplinary issues, no withdrawal fee will be assessed.

d) If a student elects to withdraw from Oakland Catholic and transfer to another school after July 1 for continuing students and after August 1 for new students, the family will be required to pay all tuition due to date, plus an additional month's tuition as a transfer fee. This withdrawal/transfer fee will be noted on the final invoice statement issued by the Business Office at the time of the withdrawal request. No records will be forwarded until this and all other financial obligations have been met.

# GENERAL POLICIES

## Announcements

Announcements will be emailed to students every Sunday. Students are responsible for checking their email to be aware of upcoming club meetings and activities, and general school announcements for the week.

## 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 45 for additional information regarding assembly and Liturgy attendance.

## Cafeteria

Lunch hours are from 10:14 a.m.–12:21 p.m. The cafeteria will close with ten minutes left in each period to allow cafeteria staff to clean/replenish food for the next period. 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:

- Report to cafeteria for their assigned lunch period.
- 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.
- Have ID for all transactions.
- Utilize PayForIt.net to load funds onto account—cash will not be accepted.
- No student may purchase a lunch with a balance of \$10 or more.

## 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.

## Change of Address

Parents must notify the School Office of any change of address during the school year. Transportation should be notified several weeks before a move.

## CCW (Collaborative Community Wednesday)

CCW's are on the school calendar. Students are to report to school at regular time on these days and are required to sign up for two sessions each week.

## Communication and Feedback

Oakland Catholic High School values input from both parents and students. In order to continue to foster a strong academic environment, we encourage both positive and constructive feedback regarding our program and our faculty and staff.



Students and parents who wish to communicate about a particular course should first directly contact the teacher of the course.

When appropriate, after speaking with the teacher, compliments and concerns can be directed to the department chairperson if the issue is relative to the course content and then, when appropriate or necessary, the school's Assistant Principal.

Non-content concerns should be directed to the school's Principal, Mrs. Nicole Powell, after first speaking with the teacher. Students and parents who wish to communicate about a staff member should first contact the staff member directly. When appropriate, after speaking with the staff member, compliments and concerns can be directed to the Principal, or the President.

Parents who would like to meet with administrators, counselors, or teachers should please call or email in advance to schedule an appointment. NO WALK-IN VISITS.

## **How Do I Advocate for My Daughter?**

### **I. Define the issue.**

Talk with your daughter to assure that you have a clear understanding of the situation (academic, behavioral or administrative.) Work together with her to identify specific elements such as the names of parties involved and the timeline of events.

### **II. Review Oakland Catholic policies and procedures.**

Review the Student and Parent Handbook, policies, student code of conduct and administrative procedures to help you clarify the issue at hand.

### **III. Communicate the issue.**

Once you have clearly outlined the issue and decided if a specific policy may have been violated, it is time to communicate your concerns to the appropriate individual. By utilizing the protocol below, start by reaching out to the initial contact on the list. By skipping this step, it may take a longer time to address your concerns, as information will have to be given to and received from the initial contact by those farther along the list. Please allow 24 hours notice for an email or phone response, not including weekends/holidays/days when school is not in session.

## **Where to Go if You have a Concern:**

### **If your concern involves a student class schedule:**

- School counseling administrative assistant
- School counselor
- Assistant Principal
- Principal

If your concern involves the code of conduct including but not limited to bullying:

- School Counselor
- Assistant Principal
- Principal

If your concern involves school transportation (district provided):

- School Bus Driver
- School Bus Company
- Oakland Catholic Transportation Coordinator
- Assistant Principal
- Principal

**If your concern involves attendance (absence/tardy):**

- Administrative Assistant for Attendance
- Assistant Principal
- Principal

**Deliveries**

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

**E-Hall Pass**

Students are required to use the E-Hall pass system for traveling from place to place during the school day. Teachers will set classroom expectations of using E-Hall pass.

**Elevator Usage Policy**

The elevator is to be used by students who have injuries/disabilities that prevent them from using the stairs. A doctor's note must be turned into the School Office and an elevator pass will be given to that student. Students without elevator passes may NOT ride the elevator during school hours.

**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. Verbal permission from a parent will be accepted in an emergency.

**Lockers**

School lockers are the property of Oakland Catholic High School, Inc. The use of the lockers is a privilege, not a right. Students shall have no exception of privacy therein as the school retains the right to conduct both announced and unannounced locker searches. Discovery of illegal materials in a school locker may result in discipline up to and including expulsion and/or referral to appropriate authorities.

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. Students should provide their own locks for gym lockers.

Students are not permitted to switch lockers with other students without approval from 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. Oakland Catholic is not responsible for lost or stolen items.

Lockers must be cleaned out by the last day of school or report cards will be held and seniors will not receive their caps and gowns.

Lockers may be decorated for birthdays. Balloons are not permitted as decorations. Administration retains the right to remove decorations at any time. Decorations may remain up for one week.

## **Lost and Found**

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

## **OC EagleWear Store**

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

## **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 School 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 Welcome Center. Parents may not pull a student from class other than for an emergency or pre-approved arrangement.

## **Parking**

Parking is available to seniors and juniors who meet the qualifications. For more information, please visit the Oakland Catholic website: [www.oaklandcatholic.org/student-life/transportation](http://www.oaklandcatholic.org/student-life/transportation).

## **Phone Calls**

If a parent/guardian needs to reach a student in an emergency situation only, they may do so by calling the School 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 School Office phone with permission from the office staff or Administration. Parents should not call or text message the students during the school day, as this is violation of the cell-phone use policy.

## **Posters and Signs**

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

## EARLY RELEASE PRIVILEGE IS RESCINDED ON DAYS OF SCHOOL LITURGIES OR ASSEMBLIES SCHEDULED FOR THE END OF THE DAY.

### Senior Privileges

**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. This does not apply to any other free period scheduled. A note from the parent/guardian allowing the senior to exercise this senior privilege must be on file in the School Office.

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

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

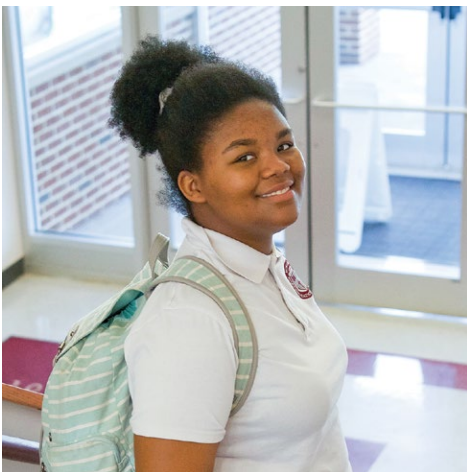
If a senior chooses to stay IN the school building for an after-school activity, she must report to a silent study area.

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

**Silent Study Area:** Seniors who have a free period may use a designated Silent Study Area, provided that there is sufficient seating in the Silent Study Area.

Silent Study areas are located in the space outside the Academic Resource Center, and the study tables outside the Donahue Pavilion.

Students are not permitted to eat outside of the Cafeteria. If a student is disruptive to the learning environment, the silent study area privilege may be removed for the remainder of the semester.





# SECURITY/SAFETY

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 in jest or online) face detention, suspension, and/or expulsion.

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

Engagement in online blogs or social media platforms such as, but not limited to,, Facebook™, Instagram™, Snapchat™, Twitter™, etc. may result in disciplinary actions if the content of the student's blog/page includes defamatory comments regarding the school, the faculty, staff or other students or the Oakland Catholic community at large.

## Evacuation/Lockdown 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.

**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.

## Fire, Evacuation, And Other Emergency Drills

An alarm will sound or announcement will be made when Oakland Catholic is holding a drill. Each classroom or area of the school is equipped with Fire Evacuation Instructions posted by the entrance/exit of that particular room or area. Students are to leave from and return from their assigned area at the time of the drill 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. 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 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.

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 School 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 Oakland Catholic buildings with their key tags during the school year during the hours listed to the right. Hours for the summer will be adjusted to the times that the School Office is open.

## Potential Danger

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual threat or act.

## 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.

## 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 Welcome Center on N. Craig Street. 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. Student Visitors are permitted for the purpose of potential enrollment. These visits should be arranged through the Admissions Office. If a student from a different school wishes to visit for another reason other than enrollment, permission must be obtained from Administration. Any student visitor must be dressed appropriately and must follow Oakland Catholic's policies and procedures. 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.

## BUILDING HOURS

**Main Building:**  
Monday through Friday  
6:00am-5:00pm

**J Building:**  
Monday through Friday  
7:00am-4:00pm



# STUDENT SERVICES

## Philosophy

Aligned with the mission of Oakland Catholic High School, the School Counseling Office is committed to supporting students in the academic, personal/social, career, and college domains so that she can reach her potential and develop into a competent, ethical, and globally conscious leader.

Comprehensive in scope, the school counseling program focuses on what all students, 9th through 12th grade, should know, understand, and be able to do in the three domains of student development: academic, personal/social, and career. With a focus on academic success, the program is designed to impart skills that lead a student to good decision-making, appropriate conflict resolution, and a structured timeline of instruction and consultation that complements a student's growth and development.

Through class instruction, small group meetings, individual consultations, parent programs, and engagement with faculty, staff, and the outside community, the School Counselors at Oakland Catholic High School strive to provide a supportive and structured program that permits each student to develop a foundation of self-awareness, confidence, and critical decision-making ability that will pave her way to success in all domains.

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 Counseling Coordinator and/or with a counselor personally. Appointments should be scheduled, if possible, during a study hall or lunch period.

## 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/Instructional Support Plan (ISP)
- Standardized test results
- College admissions
- Career planning

## Social/Emotional 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

## SCHOOL AND COLLEGE COUNSELING

### Director of College Counseling

Mrs. Jennifer Warden

### College Counselor

Mrs. Kammy Kemmer

### Office of School Counseling Coordinator

Mrs. Kimberly Pavlick

### School Counselor

Mrs. Samantha Conley

### School Counselor

Mrs. Angela Orbin

## Student Assistance Program (SAP)

### Philosophy

The Secondary Education System within the Diocese of Pittsburgh incorporates a group of 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 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 absenteeism.

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. 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 school counselor to discuss concerns.





## Health Services for the Student

A registered nurse is available to OC students through the Board of Education by the City of Pittsburgh twice 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 School Office. It is the parent's responsibility to notify the school of a student's health concerns.

### 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.

### 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 School Office. If the nurse is on campus, the School Office will defer to the nurses' recommendation. If not, the parent/guardian will be called to determine course of action. Under no circumstance should a student call or text her parents from her cell phone, nor should she leave to go home without permission from the School Office.

### 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.

# 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.

# MISSION FORWARD

## Acceptable Use Policy

New technology is always on the horizon. An attempt to identify all technologies and list possible misuses of them is impossible. Therefore, throughout this technology handbook, the term "technology" will be used to reference all existing and new devices or systems that are now used or that will be invented in the future. Such technologies now include computers, handheld devices, cell phones, iPods, iPads, smart watches, and digital cameras. What is to come is unknown. The policies and procedures in this handbook all apply to any form of technology whether it is specifically mentioned or not.

The school cannot be held responsible for any damages, injuries, or claims resulting from student violations of responsible use of technology as outlined herein. Additionally, staff maintains the right to make amendments to classroom policy and procedure based on technology in order to maintain academic excellence.

At Oakland Catholic High School, students are expected to uphold the Code of Conduct and the Honor Code. Many of the rules and regulations at OC are created toward that end and are necessary to simply maintain an atmosphere that is pleasant, orderly and conducive to learning. When in doubt about what is the right thing to do, there are two basic rules that students should keep in mind:

- Have respect and concern for the rights, feelings, property, and personal spaces of others.
- Behave in a manner that demonstrates respect for yourself, your family, and your school.

Oakland Catholic High School recognizes how valuable the appropriate use of technology is to improving teaching and learning. Accordingly, Oakland Catholic has made a significant commitment to integrating technological advances into the school program to enhance students' learning experiences. OC provides access to the school's file servers, specific printers and Internet services from every computer connected to our network. Understanding and following Oakland Catholic High School's Acceptable Use Policy (AUP) allows us to maintain a respectful, effective, and safe learning environment.

Oakland Catholic recognizes that issues such as fairness and network capacity limitations require a policy concerning the appropriate use of all technology. Oakland Catholic network resources are considered the property of Oakland Catholic. Laptop access to OC's network services will be provided throughout the school via a wireless network. Oakland Catholic blocks websites and web-based services that the Administration deems to pose a threat to the safety, security, and well-being of its community members, facilities, network, and resources.

Categories that are blocked include: pornography and sexually explicit material, criminal and illegal activities, weapons and extreme violence, computer hacking, spyware and malicious software, and certain video streaming sites. Oakland Catholic will continue to take precautions for this type of material on all equipment that is part of the school's network.

Any actions performed or initiated through the network must reflect the integrity and honesty expected of an Oakland Catholic student, as described in the Honor Code, and be compliant with all rules of conduct, as set forth in the Student Handbook. All network traffic will be logged by Oakland Catholic, and those logs will be monitored for inappropriate use. Oakland Catholic also monitors laptops for the installation of applications that are in violation of this AUP.

Students will be held responsible for actions initiated on their laptops, regardless of whether they were using their computer at the time of the infraction. Therefore, students may only use the laptop they have been issued or one provided in the event of repair.

As a rule, Oakland Catholic will protect students' privacy and will treat students' electronic information as it treats any other student property.

However, the school reserves the right to randomly search students' personal belongings, laptops (personal and school-issued) and school-issued accounts in accordance with policies to be stated in the Oakland Catholic Student/Parent Handbook. Violations of the Acceptable Use Policy fall into two broad categories: "Minor Offenses" and "Major Offenses." A Major Offense of the AUP is also a Major Code of Conduct Violation.

## Minor Offenses

A minor offense is an action or behavior that violates a rule that has been put in place to maintain the strength, integrity, and sustainability of our technology program. Students who demonstrate a pattern of minor offenses will be referred to the Assistant Principal who will administer the appropriate disciplinary action as outlined in the Student/Parent Handbook. Minor offenses include, but are not limited to, the following:

### Laptop Usage

- Forgetting to bring the laptop to school or a not fully charged laptop.
- Using personal laptops, phones, or tablets while at school except for special circumstances outlined by each department or communicated by the Administration.
- Using software and services whose use may be deemed inappropriate for the teaching and learning approach of a specific course or subject. (e.g., language translation services, literature summary sites, online calculators not approved by department).
- Using technology during instructional time when not advised by the teacher (e.g., internet searches, chat, social media, etc.).

### Laptop Maintenance

- Transporting or using the laptop without the protective case originally issued with the laptop; not purchasing and using at all times the required hard-shell case and cord keeper.
- Placing stickers directly on the laptop. (Appropriate vinyl decals are acceptable).
- Not addressing needed repairs (e.g., cracked screen, inoperable trackpad or keyboard, missing keys) in a timely fashion and according to the protocol established by the Director of Academic Technology, IT Department, and Administration.
- Creating secondary accounts for the laptop (e.g., for a friend or parent).
- Installing operating systems other than those installed by the OC Tech Department.
- Removing applications installed by the OC Tech Department.
- Upgrading the Mac Operating System beyond the currently installed version until told to do so.
- Changing the following settings in the System Preferences:
  - Sharing: Changing the Computer Name
  - Sharing: Disabling or changing settings for Remote Login
  - Sharing: Disabling or changing settings for Remote Management
  - Security: Enabling the Firewall

### Network Access (Minor)

- Using personal laptops or tablets instead of school issued laptop.
- Sending chain emails, inappropriate broadcast messages or any other information that may cause undue network congestion.
- Using the network for commercial purposes. The school will not be responsible for any financial obligations resulting from school provided laptops, technology or access to the Internet.
- Installation of third-party firewalls, VPNs, anonymizers or proxies.



## Major Offenses

A major offense is a serious violation of the standards of the community and poses a threat to the safety and security of the school's network, infrastructure, students, faculty, and greater community. Major Offenses to the AUP also count as Major Offenses to the Code of Conduct and therefore are subject to consequences outlined for such violations. Major offenses include, but are not limited to, the following:

### Privacy, Property, & Community

- Accessing or deleting any OC administrative account
- Vandalizing the laptop or other network resources. This includes defacing, engraving, coloring, painting, etching, and using marker on the laptop itself. It also includes deliberately removing keys or deforming the original shape of the laptop and its components.
- Accessing laptops, accounts, and files of others without permission. This includes going on to someone else's computer and accessing any web page, social network, application without the owner's knowledge or permission.
- Recording, filming, or photographing teachers or other students without express permission to do so. If teachers or other students have given permission to record, the student who receives permission is expected to respectfully and responsibly use and manage the recorded material. Sharing or publicly posting captured material without permission is also prohibited.
- Using the laptop and its applications or the school network either in or out of school to harass, disparage, or intimidate another person or the school itself.
- Sending or posting messages that are detrimental to the reputation of Oakland Catholic by virtue of the sender's address or other means of identification.

### Illegal Activity

- Installing or using software intended to obtain pirated or other copyrighted materials (e.g. BitTorrent, Popcorn Time).
- Using the network in support of illegal activities or businesses or for gambling.
- The school will not be responsible for any financial obligations resulting from school-provided laptops, technology or access to the Internet.

### Network Access (Major)

- Placing, creating, or accessing sexually explicit, violent, obscene or unlawful material.
- Attempting to get around network security or to impair functionality of the network.
- Attempting to bypass restrictions set by the network administrators.
- Using a computer for distribution of inappropriate or illegal material including text, audio, images, or video.
- Providing billable services to others for the use of your laptop or OC network resources.

## Repairs, Insurance and Claims

Procedures for reporting issues related to your MacBook Air will be discussed with students during orientations and class meetings at the start of each school year. It is imperative that all issues with the computer are reported immediately and according to the protocol established. Some issues may be resolved on site, but some may need to be sent for repair and a loaner computer will be issued.

Oakland Catholic High School maintains a self-insurance fund. This fund is extensive, but not exhaustive. The fund does not cover loss or cosmetic damage. The fund offers limited coverage on power cords. The fund does cover theft but only if a police report is filed within 24 hours and the police report indicates clear evidence of break-in and/or malicious intent. Examples of these situations are fully explained at the required parent/student Mission Forward orientation for all new students. The same explanation is repeated annually to all returning students at the start of each school year.

If a laptop or power cord is damaged for any reason, and that damage interferes with the functioning of the laptop or presents a danger, the student is to email or see the Director of Academic Technology, explaining what the issue is, how it occurred, when, and where. The Director of Academic Technology will follow up with the student the next day that school is in session. The student should bring all parts to the Director of Academic Technology on that day.

**Manufacturer Defects:** Defects to general hardware or problems not caused by accidental damage.

- Can include battery, keyboard, trackpad, logic board, or general failure.
- Never a charge.

**Accidental Damage:** Liquid spills and cracked screens are most common. If a student reports accidental damage or accidental damage is determined while the computer is being repaired then:

- First claim: \$50 charge
- Second claim: \$100 charge
- Third claim: \$150 charge. Student would not be permitted to take loaner computer home while waiting for repairs.
- Subsequent claims: \$500-student would not be permitted to take loaner computer home while waiting for repairs.

**Intentional Damage:** Includes loss or theft not reported or no evidence of vandalism.

- Never covered by insurance and will be the cost of repair or the cost to replace the computer (\$500-\$1,500).

**Power Cords:** Power cords that stop functioning and have no visible damage (no fraying) are covered in full and a replacement will be issued. Power cords that stop functioning due to normal wear and tear or accidental or intentional damage are not covered. (Any fraying, visible kinks, or exposed wire). A new charger must be purchased. Approximately \$80.

Normal wear and tear is to be expected with regard to small dings to the laptop or some fraying of the burgundy neoprene sleeve over the course of a student's time at Oakland Catholic High School. By requiring the purchase of a hard case covering and that the laptop always be transported in its sleeve, Oakland Catholic High School hopes to minimize the amount of normal wear and tear.

If more extensive cosmetic damage is incurred due to the student's negligence (large dents, scratches, slashes, or other permanent damage in conflict with the expectations outlined in this AUP), but this damage does not interfere with the functionality of computer and is therefore not covered by the insurance fund, a fee of \$100 will be assessed the student and her family upon the return of the laptop to the school as a means to cover the cost of these cosmetic repairs prior to reissuing the computer to an incoming student.

In order for a student to receive a laptop, a parent/guardian must electronically sign the Student/Parent Pledge via the online form emailed to you, as well as the Insurance Acknowledgment that states that if a computer is lost, stolen, or damaged in some manner not covered by the insurance fund or under the cosmetic damage policy stated above, the person financially responsible for the student must pay Oakland Catholic High School \$1,500 as a replacement fee for the computer and the software associated with the computer.

# IMPORTANT POLICY STATEMENTS FROM OAKLAND CATHOLIC HIGH SCHOOL AND THE DIOCESE OF PITTSBURGH

## COVID-19

The novel coronavirus (COVID-19) has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and spread mainly person to person through respiratory droplets. COVID-19 can cause long-term medical problems and death, regardless of age.

Therefore, the Oakland Catholic has implemented a Health and Safety Plan in compliance with the most recent guidance from Centers for Disease Control and Prevention, PA Departments of Education and Health, Allegheny County Department of Health, American Academy of Pediatrics, and Children's Hospital of PA Policy Lab in an effort to reduce the risk associated with COVID-19. As a condition of enrollment and participation in in-person instruction and school extracurricular activities, all members of the Oakland Catholic community understand and agree that they shall act in full compliance with the terms of the Health and Safety Plan.

School community members likewise understand and agree that the Oakland Catholic cannot completely mitigate the transfer of a communicable disease when involved in in-person instruction or extracurricular activities and acknowledge and accept any risk associated with the same.

## Disruption of School Operations

Parents/Guardians acknowledge and agree that events beyond the Oakland Catholic's control, including but not limited to fire, power outage, act of God, war, governmental action, acts of terrorism, pandemic, and epidemic, may disrupt school operations, and that such disruption does not relieve Parents/Guardians of their financial obligations to Oakland Catholic or entitle Parents/Guardians to a refund.

In response to such events, Oakland Catholic may, but is not required to, modify, relocate, reschedule and/or cease its operations in full or in part, and/or continue certain operations through alternative means (for example, the school may choose to extend or shorten the School Year; extend, shorten or reschedule breaks; and/or institute distance learning).

## STUDENT/PARENT PLEDGE

Please take the time to read each item carefully and initial that you have done so on the line provided.

- \_\_\_\_\_ 1. We will take proper care of the MacBook Air Laptop Computer that has been assigned to me, including but not limited to keeping it clear of food and beverages, keeping it in the school case when not in use, not stacking objects on it, not leaving the laptop outside or near water, and being accountable for the laptop at all times.
- \_\_\_\_\_ 2. We understand and will adhere to school policies, procedures, and fees as outlined in the Student Handbook and Oakland Catholic High School's Acceptable Use Policy.
- \_\_\_\_\_ 3. We understand that I am responsible for all damage or loss caused by neglect or abuse. If I lose the laptop or the damage incurred is not covered by the insurance policy, we understand that we will be required to pay for a replacement laptop or for the repair of damage beyond normal wear and tear that may not be covered by the warranty or insurance.
- \_\_\_\_\_ 4. We will not leave the laptop in an unlocked locker.
- \_\_\_\_\_ 5. We will not loan the laptop or charger and cords to others.
- \_\_\_\_\_ 6. We will notify the school immediately in the case of theft, vandalism or other violation. We will file a police report within 24 hours in the case of theft or vandalism, and submit a copy of that report to the school for insurance purposes.
- \_\_\_\_\_ 7. We will not disassemble any part of the laptop nor attempt repairs.
- \_\_\_\_\_ 8. We will not remove school-required applications.
- \_\_\_\_\_ 9. We will not deface the serial number, manufacturer labels or school labels on the laptop and I will not place any distinguishing decorations on the laptop that cannot be safely removed.
- \_\_\_\_\_ 10. We agree to return the laptop, case and power cords in good working order by the date set by Administration when requested for service or when I leave the school for any reason. We understand that failure to do so will result in the replacement fee of \$1,500 being added to our financial account with Oakland Catholic High School.
- \_\_\_\_\_ 11. We understand my laptop is subject to inspection at any time without notice and remains the property of Oakland Catholic High School.
- \_\_\_\_\_ 12. We understand that the laptop and all parts of the power cords are to be returned to Oakland Catholic High School upon my departure from Oakland Catholic High School.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# STUDENT-PARENT HANDBOOK AGREEMENT 2022–2023

*Please review the contents of this handbook and complete this 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.

Student Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

***Please fill this form out before Friday, September 2, 2022.***



Oakland Catholic

H i g h S c h o o l

*Spirituality, Scholarship, Service*

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