



OLDENBURG ACADEMY OF THE IMMACULATE CONCEPTION

2009-2010 STUDENT HANDBOOK

Welcome to Oldenburg Academy of the Immaculate Conception! This handbook outlines your responsibilities as a member of the Oldenburg Academy community. As students we expect you to be your best. Our campus ministry motto is "Be Christ to others, and let others be Christ to you." This is your responsibility throughout your time at Oldenburg Academy.

This student handbook provided guidance that will help you achieve academic success, spiritual growth and personal responsibility. Understanding the Mission Statement, Guiding Principles, academic structure, service program, dress code, and conduct codes are critical in achieving excellence as a student.

Be proud of being a student of Oldenburg Academy for we celebrate with you your successes and will assist you in achieving greatness. May the 2009-2010 school year be one of many blessings for you, your friends, classmates and family.

1 TWISTER CIRCLE
P.O. BOX 200
OLDENBURG, IN 47036
812-934-4440 (PHONE)
812-934-4838 (FAX)
WEBSITE: WWW.OLDENBURGACADEMY.ORG

THIS PLANNER BELONGS TO:

Address: _____ Home Phone: _____
_____ Cell Phone: _____

E-mail: _____

In case of emergency, please contact:

Name: _____ Relationship: _____
Phone Number: _____ Cell Phone: _____

PARENTAL/GUARDIAN STATEMENT SUPPORTING OLDENBURG ACADEMY POLICY AND REGULATIONS ACCEPTANCE AGREEMENT

Sign and return this page to the school office no later than Friday, August 14, 2009.

Indiana State Law requires student's parent/legal guardian as well as any student in grade 7-12, to acknowledge in writing that they have received a copy of the school handbook containing the disciplinary policy.

For and in acceptance of the student named below, we hereby agree to accept and abide by all rules, regulations, policies, and procedures adopted or implemented by Oldenburg Academy.

We also understand our duty as parents/guardians are to model the conduct that Oldenburg Academy expects of our sons and daughters.

By signatures, we also hereby acknowledge that we have been furnished with a copy of the Student Handbook for Oldenburg Academy for the 2009-2010 school year, that we have read, and that this Agreement has been entered into of our own free will and accord.

We understand that we am responsible for the payment of all financial obligations such as tuition, class fees, and lost or damaged books resulting from my son's/daughter's attendance at Oldenburg Academy.

Student (Please Print): _____
Student Signature: _____
_____/____/2009

Father/Legal Guardian (Please Print): _____
E-mail Address: _____
Signature: _____ _____/____/2009

Mother/Legal Guardian (Please Print): _____
E-mail Address: _____
Signature: _____ _____/____/2009

Notice of Nondiscriminatory Policy

Oldenburg Academy does not discriminate on the basis of race, color, creed, or ethnic origin in the administration of educational and admission policies, financial aid, and other school administered programs. We are a Catholic school; nevertheless, we welcome students of any religious faith.

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One copy is issued per student. If your copy has been lost replacement books must be purchased from the office for \$15.00.

VISION STATEMENT

Oldenburg Academy of the Immaculate Conception will be the outstanding co-educational Catholic college preparatory high school in southeastern Indiana where students of diverse backgrounds are embraced and celebrated.

We will build and support an active campus ministry program, continue to develop a challenging academic curriculum, sustain our premier fine arts program, and offer a wide selection of athletic and other co-curricular activities. Technology will be incorporated throughout the curriculum and campus.

We will provide a positive working environment that employs a well-qualified and highly committed faculty and staff.

We will maintain a strong partnership with our sponsors, the Sisters of St. Francis, as well as community members and alumni. We will promote good stewardship of our resources to ensure the financial stability of the Academy.

PHILOSOPHY OF EDUCATION

Oldenburg Academy of the Immaculate Conception is keenly aware of its role in the education and formation of each student in the school. As a Catholic institution the Academy strives to instill in each student Christian attitudes and values and to provide a curriculum and activities that will educate the whole person – spiritually, intellectually, emotionally, socially, culturally, and physically – and prepare that student for a place in a complex and changing world. The Academy believes that in fulfilling this purpose it will best aid in the development of complete, well-adjusted Christian adults.

HISTORY OF OLDENBURG ACADEMY

Oldenburg Academy of the Immaculate Conception opened its doors in 1852 when the Sisters of St. Francis assumed operation of the village school and boarded young girls from the local area. Catholic education was non-existent and the ladies were admitted as boarders at the convent. The first commencement was held in 1862 with an elaborate program, and in 1885, the Academy of the Immaculate Conception was officially chartered in the state of Indiana, offering both elementary and secondary education. In 1941, the elementary grades were discontinued. In 1999, Oldenburg Academy became a co-educational institution welcoming young men for the first time into its freshmen class. Today, Oldenburg Academy continues the tradition of offering a quality Catholic secondary education in southeastern Indiana.

OLDENBURG ACADEMY 2009-2010 SCHOOL CALENDAR

Thursday/Friday, August 6 th - 7 th , 2009	First faculty day back!
Monday, August 10, 2009	Freshmen Orientation Day
Tuesday, August 11, 2009	All students in attendance
Thursday, August 13, 2009	Meet the Teacher 6:00-8:00
Monday, September 7, 2009	Labor Day (no school)
Wednesday, September 9, 2009	Midterm
Friday, October 9 th , 2009	Quarter 1 ends
Wednesday, October 14 th , 2009	Parent/teacher conferences 3:30-6:30
Friday, October 23, 2009	Fall break (no school)
Wednesday, November 11 th , 2009	Midterm
Thursday, November 19, 2009	Open House 6:00 –8:00
Thursday & Friday, November 26-27, 2009	Thanksgiving break (no school)
Wednesday, December 9 th , 2009	Advent faculty/staff in-service (release at 2:05)
Wednesday-Friday, December 16 th -18 th , 2009	Final exams
Friday, December 18 th , 2009	Semester 1 ends
December 21 st -January 1 st , 2009	Christmas break
Monday, January 4, 2010	Second semester (students in attendance)
Monday, January 18, 2010	Martin Luther King (possible snow make up)
Wednesday, February 3 rd , 2010	Midterm
Wednesday, February 10 th , 2010	Faculty in-service (release at 2:05)
Monday, February 15, 2010	President's Day (possible snow make up)
Friday, March 5, 2010	Quarter 3 ends
Wednesday, March 17 th , 2010	Lenten faculty/staff in-service (release at 2:05)
March 22-26, 2010	Spring break
Thursday, April 1 st , 2010	Holy Thursday (release at 2:05)
Friday, April 2, 2010	Good Friday (no school)
Monday, April 5, 2010	Easter Monday (possible snow make-up)
Wednesday, April 14, 2010	Midterm/faculty in-service (release at 2:05)
Wednesday-Friday, May 19 th -21 st , 2010	Final exams
Tuesday, May 25, 2010	Last student day and semester 2 ends
Sunday, May 30, 2010	Graduation (1:00 p.m.)

- Some events subject to change

OLDENBURG ACADEMY CLASS SCHEDULE

Normal Bell Schedule

First Bell	8:00 AM
1 st period	8:05 AM – 8:55 AM
2 nd period	8:59 AM – 9:49 AM
3 rd period	9:53 AM – 10:43 AM
OA Today announcements	10:43 AM – 10:58 AM
4 th period	10:58 AM – 12:22 PM
A period: lunch	10:58 AM – 11:28 AM
class	11:32 AM - 12:22 PM
B period: class	10:58 AM – 11:48 AM
lunch	11:52 AM – 12:22 PM
5 th period	12:26 PM – 1:16 PM
6 th period	1:20 PM – 2:10 PM
7 th period	2:14 PM – 3:04 PM

2009-2010 Class Moderators

Mrs. Denise Pecha	Freshmen
Mrs. Annie Miller	Sophomores
Mrs. Amy Grills	Juniors
Ms. Alicia Tilly	Seniors
Mrs. Amy Grills	Student Council

2009-2010 Student Council Officers

Jason Strasemeier	President
Olivia Eckstein	Vice-President
Andrew Kolb	Secretary
Catie Cates	Treasurer

FACULTY

Mr. John Armbruster	Chemistry/Physics	Ext. 295
Mr. Aurelio Ausere	Spanish	Ext. 254
Mrs. Elizabeth Beiersdorfer	Music	Ext. 236
Ms. Pamela Burroughs	Art	Ext. 224
Mrs. Susan Dietz	Pre-engineering	Ext. 293
Mrs. Amy Grills	Mathematics	Ext. 257
Mrs. Rebecca Klusman	Mathematics	Ext. 243
Mr. Gary Moorman	English / PE / Health	Ext. 255
Mrs. Annie Miller	Biology	Ext. 295
Mrs. Brigitte Ochynski	German	Ext. 292
Mrs. Denise Pecha	Religion	Ext. 241
Mrs. Gail Richardson	English/Journalism	Ext. 292
Mrs. Alice Janey Stephens	English	Ext. 258
Ms. Alicia Tilly	Religion/Campus Ministry	Ext. 254
Mrs. Sue Waechter	Spanish	Ext. 238
Ms. Kris Wampler	Music	Ext. 234
Mrs. Charlene Weberding	Social Studies	Ext. 256
Mrs. Deb Whitehair	English/Social Studies	Ext. 249

ADMINISTRATIVE TEAM

Sr. Therese Gillman, OSF	President	Ext. 250
Mrs. Bettina Rose	Principal	Ext. 223
TBA	Guidance Director	Ext. 229
Mrs. Annette Hunger	Admission Director	Ext. 231
Mr. Tim Boyle	Athletic Director	Ext. 228
Mrs. Sarah Lamping	Alumni Relations/ Major Gifts	Ext. 240
Mr. Mark Fledderman	Business Operations	Ext. 297
Mr. Mark Klein	Information Technology Director	Ext. 232

STAFF

Mrs. Rebecca Boyle	Marketing Director	Ext. 244
Mrs. Jackie Fitzgerald	School Secretary	Ext. 221
Mrs. Barbara Hettesheimer	Advancement Specialist/ Cafeteria	Ext. 302
Mrs. Geraldine Kuntz	Finance Manager	Ext. 225
Mrs. Deb Lamping	Advancement Specialist	Ext. 239
Mrs. Cynthia Nurrenberg	Administrative Assistant	Ext. 222
Mrs. Linda Nichols	Library / Admin Support	Ext. 227
Mr. Ray Ronnebaum	Maintenance	Ext. 235
Mrs. Lisa Simmermeyer	Environmental Services	Ext. 233
Mrs. Becky Wahman	Cafeteria Manager	Ext. 237

FRANCISCAN PEACE PRAYER

Lord, make me an instrument of Your peace.
Where there is hatred, let me sow love.
Where there is injury, pardon,
Where there is doubt, faith,
Where there is despair, hope,
Where there is darkness, light
And where there is sadness, joy.

O Divine Master, grant that I may
Not so much seek to be consoled, as to console;
To be understood, as to understand;
To be loved, as to love;
For it is in giving that we receive.

It is in pardoning that we are pardoned
And it is in dying that we are born to eternal life.

SPIRITUAL LIFE

Central to accomplishing the mission of Oldenburg Academy is the spiritual development of the student. By graduation, the student should have a basic knowledge of the major doctrines and faith practices of the Catholic Church. Our school, as a community, offers individuals the opportunity to explore their faith response to God recognizing that faith cannot be imposed. The school has two ultimate aims: instilling Christian values that provide the basis for the moral formation of the student and fostering the student's social responsibility. A religious dimension thus permeates the entire educational process.

Though Oldenburg Academy welcomes students of all religious persuasions, the school remains Roman Catholic, more specifically, Oldenburg Academy is Franciscan in philosophy and orientation; therefore, requirements in the area of religion education are the same for non-Catholics as they are for Catholics. These requirements include fulfillment of academic credits, participation in retreat programs, and attendance at liturgical celebrations and religious assemblies that are held periodically for the entire school community.

Retreats: Students are expected to participate and attend class retreats. If a student is absent from retreat, the retreat class fee is still applicable.

CAMPUS MINISTRY

Campus Ministry fosters a religious dimension to permeate the entire educational process. We work together to offer individuals the opportunity to explore their faith response to God. Campus Ministry provides opportunities for prayer and worship, faith sharing and discussion groups, service, leadership development, pastoral care and community life. A high priority is given to the retreat experience. Together, we embark on a common journey in search of wisdom to live the life to which God has called us each. Our mission is to enable students, faculty, and staff:

- to grow in a personal understanding of Franciscan spirituality and come to know the face of God,
- to develop a sense of belonging and participation in the Catholic Christian community,
- to cultivate a spirit of Franciscan service,
- to recognize the need for lifelong commitment to spiritual growth.

Service and Volunteer Requirements

In keeping with the Franciscan philosophy of living our lives in service of others and keeping with our mission statement of developing leaders committed to social responsibility, 40 hours of service and 20 hours of volunteer activities are expected of all students who graduate from Oldenburg Academy. The required 20 hours of volunteer activities begin with the class of 2013. Fulfillment of service and volunteer hours are noted on the high school transcript.

“Be Christ to others, let others be Christ to you.”

Service

- “Lord, make me an instrument of your peace.” At the heart of St. Francis was the challenge to be a joyful instrument of God’s kingdom, through servant leadership. Our very posture and identity is challenged, so that we find ourselves moving beyond “doing for” to “doing with” in regards to the poor and marginalized of society. The Gospel of Matthew (35: 31-46) proclaims the Good News that our concern for our fellow brothers and sisters is constitutive of our very identity as Church. The example of St. Francis also challenges us to evaluate ourselves, “How am I poor, and how am I vulnerable?” The long history of Catholic social teaching provides a springboard for action.

Service Requirement: 40 hours for the 4-year duration. Any student who reaches 100 hours will be recognized with a centennial service award.

- Service activities can include but are not limited to: soup kitchen, food pantry, volunteering at a shelters serving those in need, nursing home visits, volunteering at a hospital, tutoring students sponsored through National Honor Society, and participating in mission trips.

Volunteerism

- As members of the Oldenburg Academy Community, we are called not only to servant leadership among the poor but also to live for and with each other. This companionship calls us to "Be Christ to others, let others be Christ to us." We do this through our volunteer efforts in supporting the Oldenburg Academy mission.
- **Volunteer Requirement:** Beginning with the class of 2013, students are expected to complete 20 volunteer hours in support of the Oldenburg Academy mission. Volunteer activities can include but are not limited to: assisting with promotion of fundraising activities, participation with Oldenburg Academy Students In Sport (OASIS) activities, and participation in Musik Booster Club. These activities are in addition to regular club meeting times and in addition to class times. Volunteer hours should not take place during academic class time.
- Matthew (35: 31-46) proclaims the Good News that our concern for our fellow brothers and sisters is constitutive of our very identity as Church. The example of St. Francis also challenges us to evaluate ourselves, “How am I poor, and how am I vulnerable?” The long history of Catholic social teaching provides a springboard for action.

SCHEDULING CLASSES

Second semester each student meets with the director of guidance to select classes and plan for the coming school year. Students' schedules must be approved by their parents/guardians. Every attempt will be made to schedule students in courses that meet both their academic needs and interests. This may not always be possible. When there are questions or concerns, it is the student's responsibility to discuss these with the guidance counselor.

Registration Procedure: Registration takes place at the beginning of the second semester and concludes in March. Students who do not register during this time may not receive the classes of their choice. A non-refundable registration fee of \$50.00 (\$100 after April 15th) and a \$300.00 enrollment deposit are due upon registration. The enrollment deposit is credited to the next year's tuition.

Schedule Changes: A \$50.00 fee is required for schedule changes after the first full day of school. Students should report to the guidance counselor to discuss schedule changes. Request for schedule changes must be accompanied by written permission from the parent/guardian. A rescheduling form must be completed and signed by the parent/guardian, student, and guidance counselor. A student who wishes to request a schedule change may do so within the first 10 academic days of the semester.

ACADEMIC PROGRAM

Graduates from Oldenburg Academy must fulfill all requirements of Oldenburg Academy, the Archdiocese of Indianapolis, and the state of Indiana.

GRADUATION REQUIREMENTS

Religion	8 credits
English	8 credits
Lab Science	6 credits
Mathematics	6 credits
Social Studies	6 credits
Chorus/Music & Art Appreciation	2 credits
Physical Education	2 credits
Foreign Language	4 credits
Health (1 semester)	1 credit
Electives	8 credits

Total Required Credits (including electives): 51 credits

- College requirements may exceed the basic requirements. See COLLEGE REQUIREMENTS in the handbook.
- Graduates from Oldenburg Academy must take required courses. All academic courses must be taken at the Academy unless approved by the guidance counselor and principal.
- Students must earn a passing grade for each semester to receive full credit for a course.
- Ordinarily, students cannot earn credit twice for a repeated class.

CREDITS REQUIRED FOR INDIANA ACADEMIC HONORS DIPLOMA

English/Language Arts	8 credits
Social Studies	6 credits
World History	
U.S. History	
Government / Economics	
Mathematics	8 credits
Algebra I	(6 credits if Algebra I if completed in the 8 th grade)
Geometry	
Algebra II	
Discrete Math	
Pre-Calculus	
AP Calculus	
Science	6 credits
Biology I	
Biology II	
Chemistry I	
Chemistry II	
Physics	
Geology	
AP Biology	
AP Chemistry	
Foreign Language	6 or 8 credits
(3 years of the same foreign language or 2 years of 2 different languages)	
Fine Arts	2 credits
Chorus	
Music Electives	
Orchestra	
Private Music Lessons	
Art	
Health	1 credit
Basic Physical Education	2 credits

Note: Students must earn a “C” or above in all courses to be eligible for an Academic Honors Diploma. Additionally, students are required to have a cumulative grade point average of “B” (3.0) or above.

Note: The State of Indiana requires students entering high school in 2006-2007 and beyond must meet additional requirements for the Academic Honors Diploma. See the guidance office for more information.

CORE 40 COLLEGE REQUIREMENTS

Students enrolled at Oldenburg Academy are expected to meet Core 40 requirements. The Indiana Association of College Admissions Counselors requires the following academic program for acceptance in a four-year college program within the State of Indiana. The class of 2010 and beyond is required by the State of Indiana to meet Core 40 requirements.

College Preparatory English	8 credits
Grammar	
Literature	
Composition	
College Preparatory Math	6 – 8 credits
Algebra I	
Geometry	
Algebra II	
Discrete Math	
Pre-Calculus	
AP Calculus	
Laboratory Science	6 credits
Biology I	
Biology II	
Chemistry I	
Chemistry II	
AP Chemistry	
Physics	
Geology	
Social Studies	6 credits
U.S. History	
World History	
World Geography	
Government	
Economics	

The 40 credits are from the above list and/or from the options below:

- Foreign Language (2 to 3 years are recommended by most colleges)
- Fine Arts (art and/or music)
- Computers/Technology
- Physical Education/Health
- Electives

GRADING SYSTEM

Oldenburg Academy uses a numerical grading system based on the following scale.

A	100-95	B	90-88	C	83-80	D	75-72
	4.000		3.000		2.000		1.000
A-	94-93	B-	87-86	C-	79-78	D-	71-70
	3.667		2.667		1.667		0.667
B+	92-91	C+	85-84	D+	77-76	F	Below 70
	3.333		2.333		1.333		

Student grade point average (GPA) is figured and evaluated on a 4.0 scale. It is possible to accumulate a grade point average above a 4.0 by choosing classes from the list of weighted courses. Courses taken for Advanced Placement (AP) credit are considered a weighted course, and graded on a 5.0 scale.

Weighted Courses:

Humanities

German IV (AP)
Spanish IV (AP)
English (AP)
US History (AP)

Math/Science

Pre-Calculus*
Calculus (AP)
Chemistry (AP)
Physics*
Biology (AP)

Fine Arts

Art: AP Portfolio
Music Theory (AP)
Advanced Applied Music*
Advanced Music Theory(AP)

Beginning with the graduating class of 2012, only Advanced Placement courses will be considered weighted class. Pre-Calculus, Physics, and Advanced Applied Music will no longer be weighted classes.

ADVANCED PLACEMENT COURSES

Advanced Placement courses offer our students the opportunity to complete college level work while still in high school. These courses are available to qualified, academically-oriented students. Upon completion of the AP courses, students take the national Advanced Placement Examinations administered in May. According to their performance on this examination, students may receive college credit hours for each examination where they score a 3 or above. Advanced Placement examinations may be offered in the following areas at Oldenburg Academy.

U.S. History

Music Theory

Art: Portfolio

English

German

Spanish

Calculus

Biology

Chemistry

A fee may be charged for each AP examination. The State of Indiana pays the fee for Biology, Calculus, and Chemistry exams.

AP Scheduling Criteria: The curriculum of advanced placement courses includes a vast amount of material that must be covered before the national AP exams are administered in May. Therefore enrollment in these classes requires meeting several criteria that include:

- Evidence of student motivation and commitment to academic achievement,
- All students must take the AP exam,
- Administration determines AP classes offer normally there must be between 12 – 15 students enrolled,
- Ordinarily students may only be enrolled in three AP classes at one time,
- GPA of “B+” or above,
- An understanding and acceptance of the time commitment of the course both in terms of study time and homework,
- Approval of AP teacher,
- Acceptance performance on academic achievement tests,
- Parental/guardian signed approval and support prior to enrollment in the class.

HONOR ROLL

The Honor Roll, published each quarter, has the following requirements based on grade point average (GPA):

First Honors	3.75 and above
Second Honors	3.0 and above

To be eligible for either Honor Roll a student can have no more than two “Cs” and/or no grade lower than a “C”. Additionally, a student may not have more than five (5) conduct points for the semester to be eligible.

TRANSCRIPTS

The OA Guidance Office maintains current students’ transcripts. Alumni requesting a transcript must send a written request along with \$15.00 processing fee to the school office. **Transcripts are issued only if all school financial obligations are met.**

SUMMER SCHOOL

Ordinarily, all classes are taken at Oldenburg Academy. A student who fails any subjects required for graduation must make them up through an accredited summer school program or during the school year if the course can be worked into the daily schedule.

Note: All students must take all the required junior and senior level courses at Oldenburg Academy. In extreme cases, a student can petition the principal for a waiver from this rule.

ACADEMIC PROBATION

In order to support the student who is struggling with academic achievement, the ACADEMIC PROBATION system has been developed. This status will be applied to the student who:

1. has failed two (2) or more courses during the prior school year, or
2. has failed two (2) or more courses in a quarter in the current school year.

As a means of adequately supporting the future success of the student, OA will provide:

- Continued counselor guidance for related issues as appropriate
- Ongoing communication with parents/guardians, teacher(s), and student
- Tutoring assistance through the National Honor Society Tutoring Program.
- Parents /Guardians will be sent a letter of notification.

Likewise, it is expected that parents/guardians will:

- Support the academic program,
- Provide an environment for quiet study at home,
- Engage in communication with teachers,
- Utilize extra tutoring when appropriate,
- Schedule a conference with the principal and guidance counselor when deemed necessary.

TESTING

The following tests are given each year at the grade level indicated. Results aid in assessing student ability and/or achievement in each subject area.

HSPT: High School Placement Test is given to incoming 8th graders

ECA: End of Course Assessment administered at the end of Algebra I and English 10. A passing score is required for graduation.

PSAT: Administered to all sophomores and juniors.

SAT I or

ACT: Taken by college bound junior and seniors. These tests are administered by other entities.

AP Exams: Taken by juniors and seniors enrolled in those classes

FAITH 2000: Religion Archdiocesan Assessment taken by all juniors

Consult the guidance office for additional information about testing sites, application deadlines, and interpretation of results.

STUDENT RECORDS

Records of students' academic grades and standardized test scores are kept in the guidance office. Faculty, co-curricular moderators, and/or coaches may request to see a student's record. Disciplinary records are kept in the school office.

MID-TERM AND END OF THE YEAR EXAMS

Exams are administered to students at the end of the first semester (mid-term) and again at the end of the second semester. Exam grades are reported separately on the report card and count as one-fifth of each semester average. Seniors who have a 95% or above for each quarter of the second semester are exempt from the final exam. Parents/guardians are expected to do everything they can to be sure their children are in attendance for exams. If an emergency merits missing an exam, arrangements must be made through the principal.

REPORT CARDS

Report cards are mailed to parents/guardians if financial obligations are current.

VALEDICTORIAN AND SALUTATORIAN

The recipients of these awards are determined by the administration. The criteria used to determine the respective recipient is: grade point average, level of courses taken, and longevity at the Academy. In an effort to ensure the integrity of our academic programs at Oldenburg Academy, to be eligible for either Valedictorian or Salutatorian honors, a student must have been enrolled at Oldenburg Academy both semesters of their junior year. Additionally, the process to identify the honorees for the two positions will be calculated out to the 3rd decimal place.

ASSEMBLIES

School assemblies are planned periodically throughout the school year for the purpose of broadcasting student experience and developing school spirit.

FIELD TRIPS

Field trips enrich student learning and reinforce classroom instruction. Participation in field trips is considered an educational privilege for students, not a right. Students may be excluded from field trips for academic or disciplinary reasons. Students participating in a field trip must submit the completed consent form that includes a parent and/or guardian signature.

STUDENT HEALTH

Students report to the school office if an illness occurs during the school day. The secretary will determine the appropriate course of action and determine if it is necessary to call parents/guardians. The student is not to leave school or return home without permission of the parent/guardian and office personnel. Prescription and non-prescription medicines will be dispensed with written parental/guardians permission. Students must leave prescribed medication in the school office in the original vial at the beginning of the school day. Parents/guardians are to identify the medication, reason for use, duration of use, and times during the school day when the medication is to be taken. In case of a prescription the parents/guardians are to identify the prescribing prescription. Such consent shall be valid for no more than one year and shall be kept on file at the school.

STUDENT DRESS CODE

Formal Uniform: worn on special days such as but not limited to mass, fine art performance, concerts, presentations, awards ceremony, etc.

Women: A plaid skirt (available at SchoolBelles) , white oxford shirt, navy sweater vest, sweater or navy blazer. Solid navy or white socks, knee highs, or tights must be worn.

Men: navy pants, white oxford shirt with solid navy necktie, and navy sweater vest, sweater, or navy blazer. **Shoes:** flat-heeled navy, black, or brown dress shoes with socks.

Everyday Uniform: worn every day except on announced formal days, special dress-out days, or spirit days

Women:

Skirt may be worn every day. Skirt is a black watch plaid available through SchoolBelles at 1-888-647-3037.

Pants: Solid colored navy or khaki tailored style pants with belt. No cargo pants.

Shorts and/or capris: navy or khaki walking shorts with belt and skorts or capris can be worn until September 30 and after May 1. No shorter than three inches above the knee. No cargo shorts.

Shirt/Blouse: White oxford shirt (with OA logo if worn without sweater vest). White or navy polo shirts must have OA embroidered logo.

Shoes: Flat heeled shoes. Shoes must cover entire heel and toe and be worn with socks that cover the ankle. Tennis shoes are acceptable.

Men

Pants: Solid colored navy or khaki tailored style pants with belt. No cargo pants.

Shorts: Navy or khaki walking shorts with belt can be worn until September 30 and after May 1. No shorter than three inches above the knee. No cargo shorts.

Shirts: White oxford shirt (with OA logo if worn without sweater vest). White or navy polo shirts must have OA embroidered logo.

Shoes: Flat heeled shoes. Shoes must cover entire heel and toe and be worn with socks that cover the ankle. Tennis shoes are acceptable.

Additional Dress Code Requirements:

1. All **shirttails** must be tucked in during school hours (8 AM to 3:04 PM).
2. No long sleeved t-shirt may be worn underneath shirts/polos.
3. **OA sweatshirts** must be blue, gray, or white and can be worn except on formal uniform days.
4. **Hair** is to be neat and clean. Young men are to be clean-shaven. Faddish styles and/or colors are not acceptable. Men's hair must be above eyebrows and above the collar. Sideburns at or above the earlobes.
5. **Hats** may not be worn in the buildings.
6. **Jewelry and Tattoos** – no offensive jewelry shall be worn. Body piercing is limited to the ears and no visible tattoos are allowed.
7. **Spirit-wear** may be worn on Friday with uniform bottoms only (skirt or pants).

All uniform pieces must be kept in good condition. If an infraction is found a detention may be issued and a letter sent home that states the reason for the dress code violations and require a parent/guardian signature.

ATTENDANCE

It is the responsibility of the parent/guardian to call the school by 8:30 AM to report a student absent (812-934-4440). Attendance is kept on a period-by-period basis. Students must be in school the entire day to participate in any co-curricular activity on that day. If the activity is on Saturday, the student must be in school all day the previous Friday. Exceptions: funerals, planned school activities, college visits, and doctor appointments (must bring a written doctor's note).

Absences: A student who has been absent from school is entitled to make up work missed at full credit **ONLY if the student brings a signed note from a parent/guardian or doctor upon their return. A parent/guardian or physician signed note must be personally presented. E-mail, phone or text messages will not be accepted.**

Excessive Absences: Five absences are detrimental to academic learning and will impact grades awarded. Exceptions to this rule are including but not limited to the following:

- Only two college visits per year during the junior and senior years,
- School related activities,
- Prolonged illness with a physician's note,
- Funeral of family member,

NOTE: At the principal's discretion a rare exception to this rule may be made.

Truancy: Any student absent from school or a class period without consent is truant. This is an unexcused absence, and the student must be readmitted by the principal. Work must be made up but no credit will be earned for the class(es) missed and conduct points will be issued.

Tardiness: Students are expected to be on time and to make transportation arrangements that will guarantee their punctuality. Chronic tardiness (more than three per quarter) result in after-school detention. A student who misses more than half of first period without a parent/guardian excuse will incur an automatic detention. Students late for school must report immediately upon arrival to the school office. Neither a doctor's appointment with a physician's note or inclement weather conditions will result in a tardy.

Leaving the Classroom: Students must have a hall pass if leaving a classroom. The administrator, counselor, or classroom teacher who needs to see the student must write a pass for a conference with that student. Ordinarily, appointment must be made in advance to meet with the director of guidance.

STUDENT CONDUCT

“Be Christ to others, and let others be Christ to you.”

Honor Code: Oldenburg Academy students are expected to uphold the highest standard of integrity and character. All students are expected to live out the campus ministry motto of “Be Christ to others, and let others be Christ to you.” Academy students are to support each other in living out this motto to ensure that respect, trust, and Christian values are a standard of life throughout the Oldenburg Academy community.

Off-Campus Conduct: Although the school cannot assume responsibility for student conduct when outside the school’s jurisdiction, students should remember that at all times they are responsible for the good name of Oldenburg Academy. A student involved in off-campus conduct prejudicial to the reputation of the school is liable to severe disciplinary action, as if the conduct occurred on school property.

Student ID: Each student will receive a picture ID.

Student Housing: Every student is expected to reside with his/her custodial parent/guardian. Any type of different living arrangement must have prior written approval of the custodial parent/guardian and administration.

Sexual Harassment: Any language, behavior, or inappropriate touching that is harassing to another person will not be tolerated. When violations are expressed openly in language or behavior, they are reprehensible. All reports about harassment will be taken seriously and investigated thoroughly. Any student found in violation of this policy will face serious disciplinary consequences up to and including dismissal. Any student filing false or frivolous charges will face similar consequences.

Bullying: Indiana State Law: IC 5-2-10, 1-12 “The Bully Bill” effective July 1, 2005

1. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
2. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
3. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. These include appropriate intervention(s), restoration of a positive climate, and support the victims and others impacted by the violation.
4. Educational outreach and training will provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
5. Oldenburg Academy will encourage engaging students, staff and parents in meaningful discussions about the negative aspects of bullying.

Cheating: Dishonesty in any form will not be tolerated. Cheating is an intentional deception by which students use someone else’s academic work as their own. A student giving or receiving any academic information will automatically receive a zero for that material. The classroom teacher whose class the infraction occurs will contact the student’s parent/guardian and inform them of this academic violation.

Plagiarism: Plagiarism is defined as “appropriating as one’s own the writings, ideas, or thoughts of another without proper documentation.” It is essential that students know that use of all or part of any document or source material without identifying it as such, whether intentionally or accidentally, will be considered plagiarism. A student contract will be issued at the start of the school year and signed by student, parent, and faculty who present the contract.

Detention: One 60-minute detention will be assigned for minor offenses. Every three detentions will result in the assignment of one conduct point. Detention is served from 3:10 to 4:10 PM within five school days from the date the detention is issued. A day’s notice is given in order for students to make appropriate transportation arrangements. Detentions are ordinarily served Tuesday through Thursday. Students will receive a letter requiring parental/guardian signature when a second detention is issued. Students failing to serve the required detention will be issued an additional detention. All detentions must be fulfilled during the school year. A conduct point will be issued for students who repeatedly fail to serve their detentions within the time allotted. Repeated offense may be issued a conduct point.

Conduct Points: The conduct points noted below serve only as a guide. Final decisions in all matters of discipline rest with the principal in consultation with the Discipline Board.

Honor Code Violations:

Actions deemed as inappropriate, or any behavior disturbing the pursuit of education (such as gum chewing, dress code violations, tardiness, public displays of affection, etc.)

Consequence:

Detention

Disruption of class	1-3 points
Failure to cooperate with teacher	1-3 points
Profanity	1-3 points
Misuse of electronic device	3 points
Skipping class	3 points
Disrespect	1-3 points
Cheating (homework, tests, etc.)	3-10 points
Lying	1-5 points
Plagiarism (including internet)	1- 5 points and up

Vandalism	5 points and up
Leaving grounds without permission	5 points and up
Bullying	5-10 points
<i>(Due to the varied levels that bullying can manifest, discipline will range from a written warning to expulsion from school, depending on the severity or repeated nature of the act(s))</i>	
Stealing	1-5 points and up suspension and/or expulsion (restitution required)
Truancy	10 points
Fighting	10 points or expulsion
Threatening to harm	10 points /suspension and/or expulsion

Oldenburg Academy has a zero tolerance policy for any type of school prank or “skip day” by any class, group, or individual.

CONSEQUENCES OF CONDUCT POINTS

1-3 Points	Student receives written warning from Discipline Board; parent/guardians are notified.
6 Points	Student and parents/guardians meet with the Discipline Board within 5 days of incident.
8 Points	Student may not hold school office, participate in co-curricular activities, or be listed on the academic honor roll for the remainder of the school year. Parents/guardians and student meet with Discipline Board. Discipline Probation: A student may be placed on disciplinary probation if they accumulate eight (8) conduct points throughout the year or five (5) conduct points within the last three months of school.
15 Points	Results in suspension (out of school) and forfeiting of daily grades or expulsion. Parents/guardians and student meet with Discipline Board within 5 school days. Students may not be on school property during out-of-school suspension and forfeit grades for the day. Students are required to make up all written work.

NOTE: Conduct points are recorded on the report cards and transcripts.

Discipline Board: Discipline is based on the fact that teachers have the right to teach and students have the right to learn. Faculty is the first point of addressing detention infractions. The role of the Discipline Board is to serve in reviewing potential conduct point infractions. Prior to issuing conduct points, a faculty member presents the infraction to the Discipline Board to review. The final decision rests with the principal.

Discipline Board Responsibilities:

- Addresses all conduct point infractions,
- Meet with concerned student and parent/guardian when necessary,
- Keeps the principal informed of the status of discipline issues.

Right to Appeal: When a student or her/his parent/guardian believes the student is being unfairly treated and/or unjustly denied participation in any educational function of the school or is being subject to an illegal rule or standard, they can present the concern to the principal. This must be done within two school days.

COMPUTERS

Oldenburg Academy provides network access to enhance academic achievement. Student access of any network services is strictly limited to educational purposes. All computer use must comply with local, state, and federal laws and with school policy. A student who thinks her/his computer activity might be interpreted as inappropriate should consult with a member of the computer staff before proceeding. All students must have an Internet and Technology Agreement Policy signed by their parent/guardian before they can access any school computer.

Students using any computer equipment with the school shall refrain from:

- Eating or drinking while using a computer,
- Accessing or attempting to access any unauthorized account, utilities or personal e-mail messages,
- Using the network or e-mail service to harass, threaten, or inconvenience others,
- Duplicating copy-righted software,
- Abusing or damaging any computer equipment or removing equipment from the computer center,
- Attempting to introduce computer viruses or destructive or nuisance programs,
- Making copies of or using illegally copied software,
- Accessing or copying another's files or accessing any material that could be used in an academically dishonest manner,
- Using unauthorized game software in the computer centers,
- Accessing the internet without permission from an instructor,
- Circumventing the security of the internet system,
- Authorizing someone else to use a password or account,
- Harassing or threatening other users; attempting to steal passwords, files, or user/system information; attempting to crash or violate the integrity of or adversely affect those activities of a computer system,
- Posting threats, pictures of themselves drinking, smoking or involved with drugs, or in sexually suggestive poses will face an investigation and possible disciplinary action.

Possible penalties for these activities include, but are not limited to:

- Detention,
- Conduct points,
- Loss of user privileges,
- Prohibition from taking future courses,
- Suspension,

- Expulsion,
- Expulsion with legal involvement in court system,
- Financial responsibility for damages.

All computer files and accounts are subject to monitoring and review by the computer staff. According to Indiana laws 35-43-2-3 and 35-43-1-4, computer trespass is a misdemeanor and computer tampering is a felony.

ELECTRONIC DEVICES

Electronic devices such as cell phones, pagers, beepers, iPods, and music devices with earphones may not be used on the Oldenburg Academy campus during school hours. The only exception to this policy may be use of electronic devices for educational purposes with approval of the instructor. Cell phones must be kept in the student locker during school hours. A student found using a cell phone during the school day (texting messaging, checking voice mail, taking pictures, phone rings during class time, etc.) will have his/her cell phone or electronic device confiscated. Parent/guardian must make arrangements with the principal to personally pick up electronic device that was confiscated. The first offense will result in a warning and electronic device confiscated. Second offense results will a detention, three conduct points and device confiscated. Third offense will result in out-of-school suspension, four conduct points and device confiscated.

INTERNET ETIQUETTE

Students that post something on the internet, on MySpace, FaceBook, Xenga or other comparable web sites, have posted it 'in a public domain,' meaning that at any given time in the day over 75 million people have direct access to what the student posted. If the school becomes aware that a student has posted something that is derogatory to themselves, other students, teachers, the school or others, or indicates that they are engaging in illegal or immoral activities or harassment of others, they will be subject to school discipline which will include suspension and/or expulsion from school.

FOOD AND DRINKS

Creating an awareness of the importance of proper nutrition in maintaining good health is one of our concerns as a school community. Students are encouraged to develop healthy eating habits. Only water in clear containers is permitted.

- ONLY WATER is allowed as a beverage. This is only permitted in the classroom with teacher approval. Drinks are never permitted in the computer lab or music building.
- NO FOOD is permitted outside of the cafeteria or student lounge.

ALCOHOL AND DRUGS

A student who possess, uses, or distributes any alcoholic beverage, illicit drug, a controlled substance, an intoxicating inhalant, a counterfeit controlled substance, or drug paraphernalia:

- on Oldenburg Academy property at any time,
- at any event related to Oldenburg Academy on or off campus ordinarily **will be expelled.**

A student who has not committed the actions above but who **exhibits any sign** of having consumed any alcohol or drug or any substance listed above in any of the contexts listed above will be **subject to expulsion.** If, due to extenuating circumstances, expulsion is not invoked, at the very least the following consequences could be issued:

1. Assessment by a certified drug/alcohol counselor recommended by the school; a written report on the assessment must be filed with the school,
2. Detention and conduct points,
3. Suspension from attendance at the participation in all school events and activities for one semester,
4. Expulsion upon a second violation.

The school reserves the right to search lockers, baggage, and cars parked in Oldenburg Academy designated parking areas at any time. Random law enforcement conducted searches will be performed without notice. **Expulsion from Oldenburg Academy is permanent in the event something is found. A student will not be considered for readmission.**

SMOKING

Smoking and smokeless tobacco are against the law for minors. Smoking/dipping is prohibited on Oldenburg Academy property at all times and at any event related to Oldenburg Academy on or off campus. Students found in possession of a tobacco product on person, in locker, or in vehicle may be turned over to authorities and may be subject to suspension and/or expulsion. School authorities strictly enforce all civil laws.

DRIVING

The privilege of driving to school will be granted to a student upon:

- completion of a Student Driving Permit form,
- payment of \$5.00 for the purchase of a parking permit,
- presentation of a copy of a valid driver's license,
- proof of car insurance coverage.

All students driving to school must register in the office and have their vehicle properly identified when parking on campus. If a vehicle is not properly registered and identified, the driver will have his/her driving privilege revoked for a period of time to be determined by the administration. Any complaints of reckless driving will be handled as such:

1. Student will be notified of complaint.
2. Privilege to drive and park at OA may be revoked for at least two weeks or more depending on the complaint.
3. Parents will be notified in writing of driving suspension.

Repeated violations may result in immediate loss of driving and parking privileges for an indefinite amount of time. **Students may only go to their cars during the day with permission.**

PART-TIME STUDENT POLICY

Home-schooled high school students enrolled in classes on a part-time basis will be charged tuition for that class based on the actual cost to educate. Tuition will be calculated each year. These part-time students will be expected to attend all classes, complete all work, and abide by the policies outlined in the student handbook. The dress code for these students will be the same as expected with Oldenburg Academy students. The only exception is that students do not need to have an OA logo on their shirt or a dress uniform. All other uniform policies apply.

Junior high home-schooled students who enroll in a class at Oldenburg Academy will not receive a grade for the class. Their tuition will be reduced by \$100 per year. Although such students are not taking the class for credit, they will be expected to attend all classes, complete all work, and abide by the policies outlined in the student handbook.

Students enrolled in Catholic feeder elementary schools that rehearse and perform in Oldenburg Academy's orchestra will not be charged tuition or fees, and will not receive a grade in the class.

FOREIGN NATIONAL STUDENTS

Foreign students seeking an I-20 form to study at Oldenburg Academy are excepted to pay the current tuition, fees, and a processing fee for the I-20 form (\$200 for the 2009-10 school year).

EMERGENCY PROCEDURES

Emergency School Closings or School Delay: Oldenburg Academy normally follows Batesville Community School Corporation in closing or delaying school which will be announced through the One Call Now system. When Plan B or a delay is announced, school will begin at 9:30 AM and be dismissed at the regular 3:04 PM dismissal. School closings/delays are broadcast on: WRBI (103.9), WTRE (1330), WCKY (550), and WLW (700) and various television stations.

Emergency and Explosion: The State of Indiana requires that a school have a fire drill once a month and a tornado drill twice a semester.

Fire and Explosion Guidelines:

- Leave windows as they are.
- Evaluate students through designated exit posted in each room. Purses should be carried by student, but books and other personal items should be left in the classrooms.
- If designated exit is blocked, use posted alternate exit.
- Insist on 100% silence to insure that all instructions can be heard.
- Close all doors.
- Take class roll book to designated assembly area and rapidly call roll.
- Report any missing student to the nearest administrator.

Tornado Watch: In event of a tornado watch, an announcement will be made via the public address system. Teachers will remind students of tornado procedures.

A safety plan is available in the school office as well as with each teacher.

ATHLETICS

Sportsmanship Plan:

He said to him, "You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind. This is the greatest and first commandment. The second is like it: You shall love your neighbor as yourself."

Matthew 22:37-39

"Do to others whatever you would have them do to you."

Matthew 7:12

At Oldenburg Academy of the Immaculate Conception, we believe that sportsmanship is an attitude demanded by our very mission as a Catholic school. Our mission to "build a strong Christian foundation for young man and women" requires that we teach our students to love and respect others on and off the playing field.

While gamesmanship boasts, "I am greater than you," sportsmanship says, "We are all God's children, created in his image and likeness." The Gospel message of love must motivate us and guide the way that we behave ourselves while participating in athletic activities. In practicing sportsmanship, we will be giving faithful witness to this message.

Oldenburg Academy coaches, athletes, parents, and fans will demonstrate sportsmanship in the following ways...

- Sportsmanship begins within the team. Athletes must first learn to be good teammates by loving, respecting supporting, and encouraging everyone on the team. The good of the whole will be placed above the desires of the individual.
- We will treat our competitors as fellow human beings, not mortal enemies. We will refrain from any taunting, trash talking, excessive celebrating, or any other behavior that is degrading to our opponents. When we win, we must win with class, and when we lose, we must do so with dignity.
- We will respect the authority, decisions, and personal dignity of all game officials. Heckling, taunting, or verbally abusing officials will not be tolerated.
- We will offer hospitality to all visiting teams.
- We will treat the fans and supporters of opposing teams with respect.
- We will take seriously our responsibility as role models and witnesses of the Christian faith.

The athletic department at Oldenburg Academy is dedicated to making the promotion of sportsmanship its top priority. This will be accomplished by giving proper training to coaches, students, and parents and by complying with all of the requirements of the IHSSA Sportsmanship Program.

ATHLETICS PROGRAMS OFFERED

WOMEN

Fall

Cross Country
Soccer
Golf
Competitive Cheer/Dance
Volleyball

Winter

Swimming/Diving
Basketball
Cheer/Dance

Spring

Tennis
Softball
Track and Field

MEN

Fall

Cross Country
Soccer
Tennis
Competitive Cheer/Dance

Winter

Swimming/Diving
Basketball
Cheer/Dance

Spring

Golf
Baseball
Track and Field

SCHEDULES

All schedules and directions can be accessed via the internet and www.highschoolsports.net.

O.A.S.I.S.

Oldenburg Academy Students In Sports, is a group of parents/guardians and coaches who actively support the athletic program through fund raising and volunteer efforts. Funds raised are used to purchase uniforms and other needed equipment. Through the hard work of members of O.A.S.I.S., funds were raised to purchase a school bus, new gym scoreboards, athletic uniforms, and many other items.

Any parent/guardian who has a student involved in any of the athletic sports is automatically a member of O.A.S.I.S. and is expected to be actively involved to ensure the success of the program and support his/her sport(s). Members have the opportunity to participate in a variety of ways such as: planning and leadership through participation and attendance at monthly meetings, assisting with concessions, donating products to be sold through the concessions, selling admissions tickets, seeking donations for major projects.

ELIGIBILITY OF STUDENT ATHLETES

Part 1: Forms

All students must have an Indiana High School Athletic Association (IHSAA) physical form filled out, signed by a doctor, and turned into the athletic director before the student will be permitted to participate in any athletic events. Student athletes must also have a medical emergency and transportation form signed and returned to the athletic director before that student is permitted to participate in a game or match.

Part 2: Academic Eligibility

- A student's eligibility will be determined according to quarter Grade Point Average (G.P.A.).
- All quarter grades must, when combined, result in a G.P.A. of at least 2.0 on a 4.0 scale.

Part 3: Discipline Eligibility

Any athlete having received eight or more conduct points during an academic year will lose all athletic eligibility for the remainder of the school year. If a student athlete quits a team after the fourth IHSAA official day of practice for any reason, the player may not participate as a member of another team during the same sport season. Normally, any athlete that quits a team will lose eligibility for 50% of the next sport season that athlete participates.

Part 4: School and Attendance

Students must be in school the **entire** day of the contest. Students must be in school all day on Friday, if the contest is held on Saturday, to be eligible for participation. There are exceptions such as but not limited to: funerals, planned school activities, college visits, and doctor appointments. Ultimately, the principal has the final recourse to interpret eligibility.

Part 5: Conduct

Students must abide by all school and IHSAA rules. If you have questions about school rules please contact school personnel or refer to the Student Code of Conduct section of the student handbook. If you have questions about IHSAA rules, please contact the coach of that particular sport.

CANCELLATION OF GAMES &/OR PRACTICES

Practices:

Situation 1: School cancelled in the morning

Guideline: There shall be no AM practices or events held

Situation 2: School is released early due to weather

Guideline: No practices shall be held

Situation 3: School cancelled the night before

Guideline: There shall be no AM practices or events held

Games:

Oldenburg Academy administration and the opposing school will decide the status of all games. Updates will be made on www.highschoolsports.net. Students will also be permitted to use the school's phone to call parents/guardians.

TRANSPORTATION

All Oldenburg Academy student athletes must ride the bus to and from athletic events when the bus is assigned to their sporting event. On days when the bus is not provided, student athletes must ride in their carpool to and from athletic events. Ordinarily, student athletes are not permitted to drive themselves to away sporting events. Exceptions will be made only with written permission prior to the event. All student athletes must have a travel release form on file in the athletic office. Parents/guardians must complete a non-return form if a student is not returning to school after an away athletic event. Parents/guardians are expected to pick up their son/daughter within 15 minutes of the conclusion of practice and/or games. If a chronic problem occurs, the student may be suspended from the team by the athletic director.

FUNDRAISING

Oldenburg Academy's Athletic Department has limited funds. Therefore, we are depended upon fundraising and outside financial help. Your son/daughter will be asked to do some fundraising for their particular sport. Fundraising is determined by the head coach and approved by the athletic director. The athletic director is in communication with the Oldenburg Academy's Office of Advancement.

EQUIPMENT AND SUPPLIES

Students assume responsibility for the care of all school property. Any lost or damage to school property will be at the expense of the student and parents/guardians of the student involved. Failure to submit payment for lost or damaged equipment may result in forfeiture of the privilege of participating in some or all co-curricular activities. Students should not carry or bring large amounts of money or valuables to practices or games. Oldenburg Academy will not be responsible for any lost or stolen items. Locks can be accessed through the athletic director. At no time is Oldenburg Academy equipment or property to be removed from campus without the authorization of the president or principal.

OPEN COMMUNICATION POLICY

Any parent/guardian or student who has an athletic concern should initially address it with the head coach of that particular sport. If the concerned party has further questions or is not satisfied with the response from meeting with the coach, please contact the athletic director. The next recourse for a concerned parent/guardian is to contact the school's principal. The principal's decision in consultation with the school president is final and binding.

AWARDS AND RECOGNITION

Students who receive any athletic award must:

- Be in good standing via the Code of Conduct,
- Be recommended by the coach,
- Complete the season. IF an athlete is injured, the athlete must continue to support the team by attending practices and games in order to complete the season,
- Meet specific qualifications of the particular sport as determined by Oldenburg Academy's Athletic Department.

Athletic Hall of Fame: To qualify for the Oldenburg Academy Hall of Fame athletes must be nominated by coaches. All nominations will be reviewed and voted on by the athletic awards committee. Senior students will be honored at the OA Springs Awards Assembly.

CO-CURRICULAR ACTIVITIES

Academic Team: Competes against Cincinnati and Indianapolis schools

Academy Ambassadors: Promotes the school through various activities such as speaking at middle schools, providing tours at Open House, serving as hosts to visiting students, and participating in the Freshmen Picnic

Academy Singers: Auditions open to sophomores, juniors, and seniors

Adopt-A-Sis: Students 'adopt' a Sister of St. Francis on campus – sharing time and lunch

Art Club: Provides school with special art projects throughout the year

Book Club: Study various literature in depth through group discussion

Campus Ministry: Students involved in planning and facilitation of service projects, student retreats, worship services and promotion of a Catholic presence and Franciscan spirituality

Drama Club: Performs productions throughout the year

Foreign Language Club: Promotes awareness of foreign cultures

Math Club: Students compete in statewide competitions using math concepts

National Honor Society: Students apply and are selected by faculty. Membership is open to qualified juniors and seniors who meet academic, leadership, service and character criteria. Minimum cumulative GPA of 3.5 is required.

National Thespian Society: Students who take their dramatic talents to the highest form are eligible for membership based on points earned through theatrical events.

Poetry Club: Write, read, create!

Promise to Keep: Students speak to area middle school students of their reasons for choosing abstinence and making good decisions for their future

Recyclones: Student committed to preserving our resources by recycling

S.A.D.D.: Student Against Destructive Decisions

Student Council (STUCO): Student governing body – elected positions

Student Athletic Department: Assists the athletic department with various duties

Tri-M Music Honor Society: Recognizing leadership and excellence in music

OA Today News Production: Produces live daily announcements.

CO-CURRICULAR ACTIVITIES CODE OF CONDUCT

At Oldenburg Academy, holding an office in a co-curricular activity is an honor. Students must abide by all Oldenburg Academy rules. If you have questions about school rules please contact school personnel or refer to the Student Code of Conduct section of the student handbook.

ACADEMIC ELIGIBILITY

Academic eligibility standards reflect a greater emphasis on classroom achievement where participation in co-curricular activities is viewed as a privilege. Students' eligibility depends on the following policies:

1. A student's eligibility will be determined according to quarter grade point average (G.P.A.),
2. All grades must, when combined, result in a G.P.A. of at least 2.0 on a 4.0 scale.

DISCIPLINE ELIGIBILITY

Students having **eight or more conduct points** during an academic year will forfeit their club membership and, if a member of Academy Singers and/or drama, will only be allowed to practice with the group(s). Students may not participate in any public performance for the remainder of the school year.

The principal is the final recourse in disciplinary situations and reserves the right to interpret and apply any and all disciplinary rules to their discretion.

STUDENT SERVICES

Computer Lab: Students may use the computer lab with both permission and supervision of a staff or faculty member.

E-Mail: Students are issued an e-mail address. Only First Class accounts may be accessed from computer terminals in the school buildings.

Food Services: The cafeteria offers meals, deli sandwiches, salad bar, beverages, and snacks. Menus are published in the weekly school newsletter. Students are required to use ID cards for all cafeteria purchases.

Guidance Services: The guidance department offers services to students including individual and group counseling, academic and career counseling, testing, scheduling, and life skills training as well as other school-related topics. Assistance is provided to the student and parents in completing college and scholarship applications.

Media Center: The media center is located on the first floor of the ICA Hall.

Auditorium: The use of food and/or drinks is not permitted in the auditorium or in the stage.

PARENTAL/GUARDIAN INVOLVEMENT

Oldenburg Academy recognizes that communication between school and home is essential. Professional studies show that students' success in school is directly related to the degree of parental involvement.

Newsletter: At the end of each week a newsletter is sent to parents/guardians via e-mail and is available on the website.

Close-Up: A monthly publication sent through the mail with detailed information about the events and happenings of Oldenburg Academy.

Parent/Guardian Conferences: Parent/guardian conferences are conducted at the end of first quarter.

Mid-Term Progress Reports: Any student receiving a C- or below in any subject receives a mid-term Progress Report mailed to parents/guardians.

Report Cards: Report cards are mailed out quarterly to families who are current in their financial obligations.

Parent/Guardian Club: The Parents' Club is a service and support organization benefitting the entire Oldenburg Academy community – students, staff, faculty, parents, and families. Each family is assessed a \$5.00 membership fee for Parents' Club on their tuition account.

PowerSchool: PowerSchool is the parent electronic portal to monitoring student academic progress. It is Oldenburg Academy's expectation that parents/guardians monitor their student's academic progress weekly.

Oldenburg Academy Students In Sports (O.A.S.I.S.) Booster Club: Provides support to the various athletic teams and programs of the Academy.

Musik Booster Club: Musik Booster Club provides support to the various music activities.

Visitors: All visitors are required to report to the main office and receive a visitor's badge. This identification must be worn during the duration of the visit.

Student Safety: Students are required to enter and exit only through the front doors of the academic building. The backdoors will be locked.

TUITION

Oldenburg Academy relies heavily on tuition to meet its operating budget. Tuition represents only a percentage of the actual cost of educating a student.

Financial Assistance: We believe any student who demonstrates academic potential should have the opportunity to attend the Academy. Tuition grants are the most common form of financial assistance. Applications for current and new students are obtained from the school office at the beginning of the second semester for distribution the following year. Applications must be filed by the due date or there is risk of not being awarded financial aid. In April, parents/guardians are informed of the tuition assistance granted.

Tuition Payment Plan: An Enrollment Contract is required for each student. The parents/guardians must choose one of the following plans:

Plan 1: One-Payment Plan – Parent/guardian pays tuition in full by June 1, 2009. If paid by the due date, a discount is given.

Plan 2: Two-Payment Plan – Parent/guardian pays 60% of the tuition by June 1, 2009, and 40% by December 1, 2009.

Plan 3: Monthly Payment Plan – Parent/guardian applies for and complies with the monthly tuition payment plan provided by FACTS, an independent tuition management company. Payments are made by automatic withdrawals from the parent/guardian's bank account or credit card. Typically, ten payments are made from August through May.

Additional fees: Private music lessons, special course or lab fees, sports fees, and other miscellaneous fees are billed separately from tuition. All fees must be paid in full or added to the FACTS contract within 30 days of the date billed.

Delinquent Accounts: Per the Enrollment Contract, the school has the right to withhold the academic records of a student whose account is in arrears. This includes progress reports, report cards, transcripts, and access to PowerSchool. The guidance office will not release a student's transcripts to a college or other school if that student's account is not currently paid in accordance with the chosen payment plan. If an account is in arrears, periodic statements will be sent and finance charges will be assessed.

Withdrawal: If a student withdraws or is withdrawn from school during the year, tuition is due for the remainder of the school year.

Fund Raising Responsibilities: Tuition covers approximately 70% of the operating costs of Oldenburg Academy. The remaining amount comes from development and fund raising efforts. Parents are expected to contribute in bridging the 30% financial gap in educating their daughter(s) /son(s). Students and parents are expected to participate in major fund raising activities especially the selling and/or purchasing LUCKY BUCK tickets and in meeting the family WALKATHON sponsorship goal.

MUSIC ISSMA CONTEST

Participation in the Instrumental and/or Vocal Solo and Ensemble Contest is an optional activity coordinated by the Indiana State School Music Association (ISSMA). Student eligibility is offered through Oldenburg Academy Music Department. Participation is intended to enrich music curriculum and expand performance opportunities. Participation has no direct relationship to class grade although preparation and/or participation in the event are taken into consideration for Tri-M Music Honor Society membership and music awards presented to students at the end of the year. According to ISSMA regulations, only students participating in a performance ensemble within their school are eligible to participate in contest.

For OA students, this means they must be a member of Freshmen Chorus, Sophomore Chorus, Concert Choir, Academy Singers, Orchestra, and/or be taking music lessons through the school in order to be eligible to participate. Students that wish to compete in the Indiana Solo and Ensemble Contest for voice/piano or instrumental, must return a parent signed and completed registration form with appropriate registration fee(s) to the student's teacher by the deadline cut-off date.

Note: Fee schedule is determined by ISSMA, Incorporation. Oldenburg Academy **does not** receive any portion of collected fees.

Attendance Policy: In general, contest days are never cancelled due to inclement weather. Transportation to and from contest events is the responsibility of the parent and this leaves parents to decide if attendance is appropriate based on driving conditions. While participation in contest is of value, student life is more important than participation in contest. If attendance is deemed unsafe by parents, students have another opportunity to perform for evaluation at the Rural Alliance for the Arts *Youth Showcase* held in March.