



Oldenburg Academy of the Immaculate Conception

2018-2019 STUDENT HANDBOOK

This handbook outlines your responsibilities as a member of the Oldenburg Academy community. As students, the expectation is 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 provides guidance that will help 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.

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Oldenburg, IN 47036
812-934-4440 (phone)
812-934-4838 (fax)
Website: www.oldenburgacademy.org



Oldenburg Academy of the Immaculate Conception Academy Policy and Regulations Acceptance Agreement

This should be completed online with other student forms. See website at www.oldenburgacademy.org.

Indiana state law requires a student’s parent/legal guardian to acknowledge in writing that they have received or understand the location of where to obtain a copy of the school handbook containing all policies applicable to student/parent responsibilities while attending Oldenburg Academy.

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 as outlined in the online handbook.

We also understand our duty as parents/guardians is to model the conduct that Oldenburg Academy expects of our son/daughter. We pledge to promote positive choices for our youth and provide support for social issues for which they are faced.

By signing, we also hereby acknowledge that we have been furnished with the location of a copy of the Oldenburg Academy Student Handbook for the 2018-2019 school year, that we have or will read the handbook, and that this agreement has been entered into of our own free will and accord.

We also understand that we are responsible for the payment of all financial obligations such as tuition, class fees, damaged technology, lunch accounts and lost/damaged books resulting from our son’s/daughter’s attendance at Oldenburg Academy.

Student (Please Print): _____

Student Signature: _____ / ____/2018

Father/Legal Guardian (Please Print): _____

E-mail Address: _____

Signature: _____ / ____/2018

Mother/Legal Guardian (Please Print): _____

E-mail Address: _____

Signature: _____ / ____/2018

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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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 ever-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 2000, 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'S DAILY CLASS SCHEDULE

- 40 minute periods
- 30 minute lunch periods

Period	Time	
1	8:00-8:40	
2	8:45-9:25	
REACH / Announcements	9:25-10:00	
3	10:05-10:45	
4	10:50-11:30	
5A	Lunch (11:35-12:05)	Class (12:05-12:45)
5B	Class (11:35-12:15)	Lunch (12:15-12:45)
6	12:50-1:30	
7	1:35-2:15	
8	2:20-3:00	
End of Day Announcements	3:00-3:05	

2018-2019 Class Moderators

Mrs. Annette Hunger	Freshmen
Mrs. Mary Gehring	Sophomores
Mrs. Amy Grills	Juniors
Mr. Jonathon Maple	Seniors

2018-2019 STUCO Officers

Abbigayl Eldridge	President
Lydia Gigrich	Vice-President
Gabe Haverkos	Secretary
Pierce Loneragan	Treasurer

FACULTY

Mr. Troy Cockrum	Director of Instructional Technology	Ext. 232
Sr. Anqi Fan	Mathematics	Ext. 243
Mr. Eric Feller	Social Studies/Business/Math	Ext. 241
Mrs. Mary Gehring	English	Ext. 249
Mrs. Amy Grills	Mathematics	Ext. 257
Mr. Steven Hensley	Science/Computer Science	Ext. 294
Ms. Marshall Kellenburger	World Languages	Ext. 254
Mr. Brian Knueven	Fine Arts	Ext. 236
Mr. Brad Macke	Theology	Ext. 246
Mr. Jonathon Maple	Business / Journalism	Ext. 241
Mrs. Annie Miller	Science	Ext. 295
Mr. Gary Moorman	PE / Health	Ext. 255
Mr. Ryan Murphy	Science	Ext. 242
Mrs. Theresa Murphy	Fine Arts	Ext. 224
Ms. Morgan Vincent	Theology	Ext. 247
Ms. Kris Wampler	Fine Arts	Ext. 234
Mrs. Charlene Weberding	Social Studies	Ext. 256
Mrs. Helen Yane	English	Ext. 258

EXECUTIVE TEAM

Ms. Diane Laake	President	Ext. 250
Mr. Brian McFee	Principal/ Director of Athletics	Ext. 223
Mr. Jonathon Maple	Assistant Principal	Ext. 228
Mrs. Annette Hunger	Dean of Enrollment Management	Ext. 231

STAFF

Mrs. Jackie Fitzgerald	Administrative Assistant/Principal	Ext. 221
Mrs. Laura Geis	Director of Guidance	Ext. 229
Sr. Carolyn Hoff	Administrative Assistant/Guidance	Ext. 227
Ms. Tori Holtel	Graphic Design Specialist	Ext. 244
Mrs. Laura Kraus	Cafeteria Support	
Sr. Jan Kroeger	Administrative Assistant/Guidance	Ext. 227
Mrs. Geraldine Kuntz	Director of Finance	Ext. 225
Mrs. Debbie Lamping	Advancement Specialist	Ext. 239
Mr. Tim Maple	Housekeeping Specialist	Ext. 233
Mrs. Christy Moenter	Advancement Data Specialist	Ext. 297
Mrs. Cindy Nurrenberg	Admin Assistant/ Finance Support	Ext. 222
Mr. Ray Ronnebaum	Maintenance Director	Ext. 235
Mrs. Madeline Sterchi	Guidance Office Assistant	Ext. 227
Mrs. Angie Voegele	Food Services Manager	Ext. 298

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 religious 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.

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. Together, we embark on a common journey in search of wisdom to live the life to which God has called us. 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

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

In keeping with our Catholic mission, lived out in the Franciscan tradition, we are called to respond to God’s love by serving our neighbor. The Church has been meditating on Sacred Scripture since Jesus’ life, and has summarized the ways in which God’s Word, particularly Matthew 25, teaches us to love one another in body and soul – the Works of Mercy (CCC 2447):

The Corporal Works of Mercy

Feed the hungry
Give drink to the thirsty
Clothe the naked
Shelter the homeless
Visit the sick/elderly
Visit the imprisoned
Bury the dead

The Spiritual Works of Mercy

Admonish the sinner
Instruct the ignorant
Counsel the doubtful
Comfort the sorrowful
Bear wrongs patiently
Forgive all injuries
Pray for the living and the dead

As followers of Christ, we necessarily care for all of His beautiful creation especially the very pinnacle of the physical world: men and women. We see this in the life of Saint Francis, when he sent away a beggar empty-handed, then with remorse chased him down to give him alms. The dignity of our brothers and sisters challenges us to *be with* them, to see their dignity and assist them in their needs. Christian Service then, is a response to God’s love and the dignity of our neighbor.

In keeping with our mission statement of developing leaders committed to social responsibility, a total of 60 combined hours of service and volunteerism are expected of all students who graduate from Oldenburg Academy of the Immaculate Conception.

Service vs. Volunteerism

Service is considered any act of love that falls under the Works of Mercy, which are listed above.

Volunteerism is considered any activity assisting a worthy cause that does **not** fall under the list of the Works of Mercy. Work performed to assist Oldenburg Academy of the Immaculate Conception is considered *volunteerism*.

In general, activities done during the school day or for a student club/organization/team are **not** considered service or volunteerism. However, there may be exceptions. Students will receive a handout in Religion class with details on what is required for an activity to be considered

service/volunteerism. Final determination of what is considered service or volunteerism is at the discretion of the Service Coordinator.

Examples of Service and Volunteerism

Service

- soup kitchens
- food/clothing drives
- homeless shelters
- nursing home visits
- help at a hospital
- yard work/housework for needy
- mission trips
- assist at Mass (server, lector)

Volunteerism

- OA fundraising activities
- help with OASIS activities
- participate in Musik Booster Club
- assist with Alumni Homecoming
- aid a sports team (bookkeeping, scoreboard, equipment, etc.)
- help a fire department
- assist with a church festival

Requirement of 60 total hours over the 4-year duration:

- 20 service hours
- 20 volunteerism hours
- 20 “flex” hours (either service or volunteerism)

Fulfillment of service and volunteerism hours is noted on the graduating high school transcript. Any student who reaches 100 combined hours will be recognized with a *Centennial Service Award*. Any student who reaches 500 combined hours will receive the *Franciscan Service Award*.

Tracking Forms are available on the [OA Website under Service and Volunteerism](#). Questions may be directed to Mr. Brad Macke, Campus Minister.

SCHEDULING CLASSES

Second semester each student meets with the Director of Guidance to select classes and plan for the coming school year. Students' course selections 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 Director of Guidance.

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 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 ten days of each semester. Students should report to the Director of Guidance to discuss schedule changes. Requests 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 Director of Guidance. Ordinarily, academic schedule changes are not permitted due to the integrity of the curriculum. Dropping a course after ten days of the semester would result in a W/F (Withdrawal/Failure); therefore, students should choose carefully to ensure their schedule is appropriate.

ACADEMIC PROGRAM

In order to participate in the graduation ceremony, students must fulfill all academic requirements of Oldenburg Academy, the Archdiocese of Indianapolis, and the state of Indiana and uphold the integrity of the school mission.

2015 AND BEYOND GRADUATION REQUIREMENTS

Religion	8 credits
English	8 credits
Lab Science	6 credits
Mathematics	6 credits
Social Studies	6 credits
Fine Arts	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.
- Students attending Oldenburg Academy must take required courses to meet graduation requirements. All academic courses must be taken at the Academy. The following exceptions will be considered:
 1. When a student fails a course and wishes to recover a credit, the course must be preapproved by the Director of Guidance and Principal. Courses must be taken through an

approved institution no later than the immediate next academic semester. There may be a limit of one time that a student can enroll in the course outside of Oldenburg Academy for credit recovery purposes.

2. Students may retake an Oldenburg Academy course offered by the Academy if he/she wants to improve knowledge of specific course content.
3. All grades earned will be factored into the Cumulative Grade Point Average.

DIPLOMA REQUIREMENTS

Oldenburg Academy follows the State of Indiana’s requirements for Core 40 with Academic Honors Diploma.

Area	OA Core 40	OA Core 40 with Academic Honors
Religion	8 credits	8 credits
English	8 credits	8 credits
Mathematics	<p>6 credits</p> <ul style="list-style-type: none"> • 2 credits in Algebra I • 2 credits in Geometry • 2 credits in Algebra II • In addition, all students must earn two credits in a Core 40 math or physics course during their junior or senior year 	<p>8 credits</p> <ul style="list-style-type: none"> • 2 credits in Algebra I • 2 credits in Geometry • 2 credits in Algebra II • 2 additional credits in Core 40 math courses <p>In addition, all students must earn two credits in a Core 40 math or physics course during their junior or senior year</p>
Science	<p>6 credits</p> <ul style="list-style-type: none"> • 2 credits in Biology I • 2 credits in Chemistry I <u>or</u> Physics • 2 credits in any additional core 40 science course 	<p>6 credits</p> <ul style="list-style-type: none"> • 2 credits in Biology I • 2 credits in Chemistry I <u>or</u> Physics • 2 credits in any additional core 40 science course
Social Studies	<p>6 credits</p> <ul style="list-style-type: none"> • 2 credits in World History or World Geography • 2 credits in US History • 1 credit in US Government • 1 credit in Economics 	<p>6 credits</p> <ul style="list-style-type: none"> • 2 credits in World History or World Geography • 2 credits in US History • 1 credit in US Government • 1 credit in Economics
PE	2 credits	2 credits
Health/Safety	1 credit	1 credit
Area	OA Core 40	OA Core 40 with Academic Honors
World Languages	4 credits	6-8 Core 40 World Language credits

		(6 credits from one World Language or 4 credits from each of two different World Languages)
Fine Arts	2 credits	2 credits
Directed Electives	5 credits In any combination of World Language, Fine Arts and/or Career & Technical Education	5 credits In any combination of World Language, Fine Arts and/or Career & Technical Education
Electives	Remaining Credits applied to Electives: Career Academic Sequence Recommended	Remaining Credits applied to Electives: Career Academic Sequence Recommended
Additional Requirements		Complete <u>one</u> of the following: <ul style="list-style-type: none"> • AP courses (4 credits) and corresponding AP exams • Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list • Complete one AP course and one dual credit course • Earn a combined score of 1750 or higher on the SAT (critical reading, mathematics, writing, and a minimum score of 530 on each) • Score a 26 or higher composite on the ACT
GPA Requirements		No semester grades below a "C-" in AHD courses and overall GPA of "B" (3.0) or higher at time of graduation
Total	51 credits required	56 credits required

Note: Students must earn a "C-" or above in all required honors diploma 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 at the time of graduation.

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		

A student's 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.

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, a student can have no more than two "Cs" (2.0) and/or no grade lower than a "C" (2.0). Additionally, a student may not have more than eight (8) conduct points for the year to be eligible.

WEIGHTED 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 AP courses, students are required to take the national College Board Advanced Placement examinations administered in May. According to performance on this examination, students may receive college credit hours for each examination where they score a 3 or above. Additionally, dual credit is offered in numerous courses. Advanced placement examinations may be offered in the following areas at Oldenburg Academy. A fee may be charged.

Weighted Courses:

<u>Humanities</u>	<u>Math/Science</u>	<u>Fine Arts</u>	<u>Computer Science</u>
German (AP)	Biology (AP)	Art: Portfolio (AP)	Principals (AP)
Spanish (AP)	Calculus (AP)	Music Theory (AP)	Applications (AP)
English (AP)	Chemistry (AP)		
US History (AP)	Computer Science (AP)		
	Environmental Science (AP)		

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:

- All students enrolled in AP classes must take the AP exam.
- AP classes offered will be determined by the administration and number of students registered.
- Enrollment in AP is open to all students. The College Board recommended number of AP classes per student is ordinarily three classes.
- Ordinarily, the minimum class size will be 4 students. According to the College Board, the recommended standard is 12-15 students per class.
- Parents and students sign an agreement to the required work load and test expense prior to admission in the class. Stated in the agreement is that no student is guaranteed placement in the AP classes due to potential scheduling conflicts. OA will issue prerequisite guidelines. Exceptions to these guidelines are approved by the teacher, Director of Guidance and Principal.
- Payment must be received prior to AP Testing.

TRANSCRIPTS

The OA Guidance Office maintains current students' transcripts. Electronic transcripts are free; mailed transcripts cost \$3.00. Alumni requesting a transcript must send a written request along with a \$15.00 processing fee to the school office. **Transcripts are issued only if all school financial obligations are met.** To request a transcript, please e-mail guidance@oldenburgacademy.org.

SUMMER SCHOOL

Ordinarily, all classes are taken at Oldenburg Academy. A student who fails any subject required for graduation must make it up during the school year if the course can be worked into the daily schedule or through an accredited summer school program. On-line make-up courses may only be taken once per subject. If the on-line course is not passed, then the student must repeat that course at Oldenburg Academy.

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.

FINAL EXAMS

Exams are administered to students at the end of the first semester 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% average or above for the second semester are exempt from the final exam, with the possible exception of dual credit classes and college requirements. Seniors who have an "A" average in Government and/or Economics can be exempt from the final exam either semester. 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 prior to the absence for credit to be issued.

ACADEMIC PROBATION

In order to support the student who is struggling with academic achievement, the following system has been developed. This status will be applied to any student who falls below a 2.0 cumulative G.P.A. at the end of the semester.

As a means of adequately supporting the future success of the student:

- Academic contracts are issued,
- Continued counselor guidance for related issues as appropriate,
- Ongoing communication with parents/guardians, teacher(s), and student,
- Tutoring assistance through the National Honor Society, and
- 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 Classroom Teacher, Principal and/or Director of Guidance 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 8 th graders (incoming freshmen).
ISTEP+	A passing score is required for graduation in Algebra I and English 10.
ACCUPLACER:	A passing score is required for Ivy Tech Dual Credit.
PSAT:	Administered to all sophomores and juniors.
ASVAB:	Career placement (Juniors only) .
SAT or ACT:	Taken by college bound juniors and seniors.
AP Exams:	Taken by juniors and seniors enrolled in those classes.
WIDA	Taken by International Students.

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

REPORT CARDS

Report cards are mailed to parents/guardians quarterly if all financial obligations are met.

VALEDICTORIAN AND SALUTATORIAN

The recipients of these awards are determined by the administration. The criteria used to determine the respective recipient are 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, a student must have been enrolled at Oldenburg Academy both semesters of their junior and senior year.

AWARDS

- Awards will be presented during the spring awards ceremony by earning first honors through the first three quarters of the school year.
- Perfect attendance is awarded with no absences excused or unexcused.
- 'Straight A' recipients are recognized at the awards ceremony.
- Other awards are issued as merited.

ASSEMBLIES

Informational school assemblies are planned periodically throughout the school year for the purpose of broadening 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 front office will determine the appropriate course of action and determine if it is necessary to call parents/guardians. The student is not permitted to leave school without permission of the parent/guardian and office personnel. Prescription and non-prescription medicines will be dispensed with written parental/guardian permission. **Students must leave all medication in the school office in the original vial at the beginning of the school day.** In the case of a prescription, the parents/guardians are to complete the medication form and identify the prescribing doctor. Such consent shall be valid for no more than one year and shall be kept on file at the school. Students must have on file any and all medicines administered at OA.

ATTENDANCE

Attendance is kept on a period-by-period basis, this includes all school assemblies and mass. Students are expected to be in school while school is in session; families are expected to respect the school calendar when planning vacations. Vacations and/or extended absences must be approved by the school administration one week prior to the first day absent.

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: Anything beyond five days requires a registered licensed physician's note in order to receive credit for missed academic work. Additionally, students have 1 day per day missed to make up work for credit. Missed work will be entered as an 'O' until work is complete. At the Principal's discretion a rare exception to this rule may be made.

A parent/guardian or licensed physician signed note must be personally presented. Phone or text messages will not be accepted as official documentation.

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, and/or
- Funeral of family member.

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

Students are expected to make every effort to obtain a drink and use the restroom during pass periods to be in class at all times.

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 for the class(es) missed and conduct points will be applied to the student's disciplinary record.

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 appointment with a physician's note or inclement weather conditions will result in a tardy.

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. 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.

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.

INTERNATIONAL STUDENTS

International students are welcomed to study at Oldenburg Academy. Contact the Admissions Office for more information.

STUDENT DRESS CODE

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

Women wear a plaid skirt (available at SchoolBelles), white oxford shirt, navy sweater vest, sweater, or navy blazer with the Oldenburg Academy logo. Solid navy or white socks, knee highs, or tights must be worn.

Men wear navy pants, white oxford shirt with solid navy or OA design necktie, and navy sweater vest or sweater with the Oldenburg Academy logo, or navy blazer.

Shoes for both men and women must be flat-heeled navy, black, or brown dress shoes with appropriate leg covering. Dress Shoes/Dress Boots are permitted.

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

Women:

Skirt: Skirt may be worn every day. Skirt is a black watch plaid and is required to be of appropriate length no less than 3" above the knee when standing straight. Skirts are available through SchoolBelles at 1-888-647-3037.

Pants: Solid colored navy or khaki tailored style pants with belt. No cargo pants, jeggings or spandex pants are permitted at any time.

Shorts and/or capris: Navy or khaki walking shorts with belt, or capris may be worn first quarter and fourth quarter only. Shorts shall be no shorter than three inches above the knee. No cargo shorts are permitted.

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

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

Leggings/leg warmers: Must be solid navy, black, gray, hunter green.

Men:

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

Shorts: Navy or khaki walking shorts with belt can be worn first and fourth quarter only. Shorts shall be no shorter than three inches above the knee. No cargo shorts are permitted.

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

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

Additional Dress Code Requirements:

Men and Ladies are required to wear a shirt at all times, including athletic practices. Shirts must cover the mid-drift.

All shirttails must be tucked in during school hours (8 AM to 3:05 PM).

No long sleeved t-shirt may be worn underneath shirts/polos.

Outerwear (defined by garments worn daily in class) must be blue, gray, black or white and must have an OA logo. Sweatshirt/sweater can be worn at all times except on formal uniform days. The OA logo is required on outerwear at all times while in class.

Hair is to be neat and clean. Young men are to be clean-shaven. Men's hair must be above eyebrows and above the collar. Sideburns at or above the earlobes.

Hats may not be worn in the buildings.

Jewelry and tattoos – no offensive jewelry shall be worn. Body piercing is limited to the ears and visible body art is not allowed.

Spirit-wear may be worn on Friday with uniform bottoms only (skirt or pants).

Clothing must be in good condition, e.g. no holes in skirts, tights or frayed jeans on spirit day. If an infraction is found a detention may be issued.

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 ambassadors of

Oldenburg Academy. A student involved in off-campus conduct detrimental to the reputation of the school is liable to severe disciplinary action as if the conduct occurred on school property.

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.

Respecting Persons: The good name, reputation and personal safety of each student, faculty, and staff member are vitally important. In order to protect students, employees, and the school itself, each student is expected to treat the good name and reputation of other students, school employees and the school with dignity and respect. The expectation is not to engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic Christian principles of the school. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as extremely serious, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, iPad or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, text messages, blogging, images, pictures, etc. Any individual found to have participated with others in making any such remarks or actions may be subject to disciplinary action by the school, up to and including expulsion.

Seclusion and Restraint Policy:

Oldenburg Academy believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Bullying Defined

Categories of Bullying for IDOE Reporting Requirements:

- Physical
- Verbal
- Social/Relational
- Electronic or Written Communication

The categories noted above will be used when reporting incidents of bullying to the Indiana Department of Education. Therefore, it may be helpful for Indiana schools to use these categories when identifying bullying behaviors.

What is Bullying?

"Bullying" (per IC 20-33-8-.2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include **physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.**

Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

Social/relational bullying involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

Academic Integrity: 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. According to Webster’s Dictionary, 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 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.

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 and Thursday. 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. Any detentions not served by the end of the school year will be served during summer break as assigned by the Principal. In this case, transcripts and report cards will be withheld until obligations are fulfilled.

Conduct Points: The conduct points noted below serve only as a guide.

Honor Code Violations:	Consequence:
Actions deemed as inappropriate, or any behavior disturbing the pursuit of education (such as gum chewing, dress code violations, tardiness, public displays of affection, profanity, phone ringing, etc.)	Detention
Disruption of class	1-3 points
Failure to cooperate with faculty and staff (disrespect)	1-3 points
Misuse of electronic device Social Media, gaming, instant messaging Inappropriate sites that violate OA values	1-5 points
Skipping class	3 points
Cheating and/or Plagiarism (homework, tests, internet assignments, etc.)	1-5 points
Lying	2 points
Vandalism	5 points and up
Leaving grounds without permission	5 points and up
Bullying, Hazing <i>(Due to the varied levels that bullying can manifest, including instigating and inciting, discipline will range from a written warning, suspension to expulsion from school, depending on the severity or repeated nature of the act(s))</i>	5-10 points
Stealing	5 points and up, suspension, and/or expulsion (restitution required)
Truancy	8 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; parent/guardians are notified.

- 6 Points Student and parents/guardians meet or call with the Principal/Assistant Principal within 5 days of incident as a general timeline.

- 8 Points Student may not hold a school office, participate in co-curricular activities, or be listed on the academic honor roll for the remainder of the school year.
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 May result in a 2-day suspension or expulsion. Students may not be on school property during out-of-school suspension. Students are required to make up all written work.

- 16 Points and up Reserve the right for Seniors not to walk at graduation/ceremony (hold diploma)

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 final decision rests with the President.

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. The Principal’s decision in collaboration with the President is final.

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.

- At no time is food permitted within any computer lab. This is inclusive of art, music, and technology classrooms.

ALCOHOL AND DRUGS

Drugs and alcohol are illegal substances for students attending Oldenburg Academy. The presence of such in the possession of students will not be tolerated on the campus. Furthermore, a site of an event sponsored by Oldenburg Academy, or in which Oldenburg Academy is an official participant, is regarded as an extension of the campus. Oldenburg Academy students who attend events at any school and who violate the “Drug/Alcohol/Smoking Policy” as written for Oldenburg Academy events are in effect on all school grounds. Therefore, the possession, usage or selling of these substances on campus, allied sites, or at another school by any student(s) will be regarded as a punishable offense by the school and possibly law officials.

Oldenburg Academy cannot be responsible for the off-campus activities of its students. Neither will it actively seek out examples of wayward behavior. However, off-campus activities that reflect negatively upon the school must be addressed appropriately. Oldenburg Academy will investigate any verifiable and specific reports of student misconduct off campus.

Penalties will vary because of the circumstances of any infraction. Consequences for violations of the drug and alcohol policy are governed by the Oldenburg Academy Administration and could include the following:

- Expulsion or suspension,
- Law enforcement notified,
- Assessment by a certified drug/alcohol counselor,
- 30 hours on campus community service,
- Disciplinary probation,
- 30% forfeit of participation in all co-curricular activities of their current/next co-curricular season if self reported; 50% if not self reported.
- Second offense would result in a suspension from all co-curricular activities for a period of no less than one year (365 days).
- Student in an elected, selected or earned leadership position or co-curricular activity would be immediately removed for the remainder of the school year. Bylaws of a particular organization are applicable.
- Parents are notified.

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 may be expelled after a ten day suspension and investigation.

The Principal’s decision in collaboration with the President is final.

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

SMOKING

Smoking, smokeless tobacco, and e-Cigs/vaping 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.

DRIVING

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

- completion of a Student Driving Permit form,
- 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.**

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 eNotify system. As always, it is up to parental discretion to send a child to school if there is inclement weather. When a two hour delay is announced, school will begin at 10:00 AM and be dismissed at the regular 3:05 PM dismissal. School closings/delays are broadcast on WRBI (103.9) and various television stations.

CRISIS PLAN

Oldenburg Academy follows the State of Indiana and Indianapolis Archdiocese safety guidelines. **A safety plan is available in the school office as well as with each teacher.**

ATHLETICS

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 men 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 IHSAA Sportsmanship Program.

ATHLETICS PROGRAMS OFFERED

WOMEN

Fall

Cross Country
Soccer
Golf
Volleyball
Cheer/Dance
Archery

Winter

Swimming
Basketball
Cheer/Dance
Archery

Spring

Tennis
Softball
Track and Field
Dance
Archery

MEN

Fall

Cross Country
Soccer
Tennis
Football
Archery

Winter

Swimming
Basketball
Wrestling
Archery

Spring

Golf
Baseball
Track and Field
Volleyball
Archery

SCHEDULES

All schedules and directions can be accessed via the OA website and <https://oldenburgacademy.rschoolteams.com>

OASIS (OLDENBURG ACADEMY STUDENTS IN SPORTS)

Oldenburg Academy Students In Sports, is a group of parents/guardians and coaches who actively support the athletic program through fundraising and volunteer efforts. Funds raised are used to purchase uniforms and other needed equipment. Through the hard work of members of OASIS, funds were raised to purchase a school bus, new gym scoreboard, 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 OASIS 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.

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 Principal/Director of Athletics. The Principal's decision in consultation with the President is final and binding.

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 Director of Athletics 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 Director of Athletics 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.).
- By IHSAA rule, students must receive passing grades in 6 of 8 classes at the end of the quarter in order to be academically eligible.
- In addition, Oldenburg Academy requires that all quarter grades must, when combined, result in a G.P.A. of at least 2.0 on a 4.0 scale.
- If a student becomes ineligible due to academics, he/she may be reconsidered at the midterm if they earn and maintain a 2.0 or above. The final decision will rest with the Principal. If, at anytime, their G.P.A. falls below, the student will be permanently removed for the remainder of the season.
 - Fall Season – midpoint of Q1
 - Winter Season – end of Q2
 - Spring Season – midpoint of Q4

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 must have permission from the Principal and Director of Athletics and may not participate as a member of another team during the same sports season. Any athlete that quits a team once the season has begun must still pay the full participation fee.

Part 4: School and Attendance

Students must be in school the **entire** day of the contest in order to be eligible to play. 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 students 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.

FUNDRAISING

Oldenburg Academy's Athletic Department has limited funds. Therefore, it is dependent upon fundraising and outside financial help. Your son/daughter will be asked to do some fundraising for their particular sport. Fundraising efforts can be organized by the coach and parents, but must first be

approved by the Director of Athletics in consultation with the President. The Director of Athletics is in communication with the Oldenburg Academy's Office of Advancement.

CANCELLATION OF GAMES AND/OR PRACTICES

Practices:

Oldenburg Academy Administration will decide the status of practices.

Games:

Oldenburg Academy administration and the opposing school will decide the status of all games. Updates will be made on <https://oldenburgacademy.rschooteams.com>. Students will also be permitted to use the school's phone to call parents/guardians.

TRANSPORTATION

All Oldenburg Academy student athletes may 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 30 minutes of the conclusion of practice and/or games.**

EQUIPMENT AND SUPPLIES

Students assume responsibility for the care of all school property. Any loss of 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 Director of Athletics. At no time is Oldenburg Academy equipment or property to be removed from campus without the authorization of the President or Principal.

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.

CO-CURRICULAR ACTIVITIES

Academic Team: Compete at Cincinnati State.

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.

Adopt-A-Sis: Students 'adopt' a Sister of St. Francis on campus sharing time at 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 Program: Performs productions throughout the year.

National Business Honor Society: Students are recognized for taking three courses in the business department, maintaining a 3.0 cumulative GPA, and provides evidence of leadership qualities.

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.

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

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

OA Today News Production: Produces live daily announcements.

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.

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 rarely 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.

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 students 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:

- A student’s eligibility will be determined according to quarter grade point average (G.P.A.). Students must receive passing grades in 6 classes at the end of the quarter in order to be academically eligible.
- In addition, Oldenburg Academy requires that all quarter grades must, when combined, result in a G.P.A. of at least 2.0 on a 4.0 scale.
- If a student becomes ineligible due to academics, he/she may be reconsidered at the midterm if they earn and maintain a 2.0 or above. An academic/discipline contract could be established in collaboration with the Principal, Director of Guidance, Director of Athletics, parents, and student to monitor weekly progress based on the students’ past and present academic/discipline history. Therefore, eligibility could be temporarily reinstated on a weekly basis until the student is at the required 2.0 where the contract could be dissolved. The final decision will rest with the Principal. If, at anytime, their G.P.A. falls below, the student will be permanently removed for the remainder of the term.
 - Fall Season – midpoint of Q1
 - Winter Season – end of Q2
 - Spring Season – midpoint of Q4

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 Oldenburg Academy sponsored co-curricular activity 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

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

Twister Café: The café offers meals, deli sandwiches, salad bar, beverages, and snacks. Students are required to use their account number for all cafeteria purchases. A positive balance must be maintained on the student lunch account at all times.

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.

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

PARENTAL/GUARDIAN INVOLVEMENT

Oldenburg Academy recognizes that communication between school and home is essential. Email will be used as the primary source of communication. Professional studies show that students' success in school is directly related to the degree of parental involvement.

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

Parent/Guardian Conferences: Parent/guardian conferences are conducted at the end of first quarter. Additional conferences may be scheduled for the success of the OA student.

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

PowerSchool: PowerSchool is Oldenburg Academy's student information system. 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.

Social Media: Facebook, Twitter, Instagram, School Website

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 back doors 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.

Tuition and Fees 2018-2019

For the 2018-2019 school year tuition for Oldenburg Academy is \$9075 for all students and includes everything but the technology fee and student activity fee. Junior/Senior retreats, graduation fees, music lessons (outside of the school day), athletic participation and extra fees associated with some class requirements are billed separately as well.

Oldenburg Academy does not have a single home school/parish. Oldenburg Academy welcomes students from a variety of schools/parishes in southeastern Indiana and southwestern Ohio. Oldenburg Academy is the designated high school for all Batesville Deanery Catholic elementary schools.

Individuals who are employed full time at an Archdiocesan school or parish are commended for their choice of continuing their promise of educating their child/children from elementary through high school with a Catholic education. Therefore, a tuition discount of 10% per child will be awarded for that commitment.

State funded vouchers are also available to all Oldenburg Academy families dependent upon requirements set forth by the Indiana Department of Education based on family income and household numbers. SGO (Scholarship Granting Organization) financial aid is also available to all families. This opportunity is dependent on family income/household size as well but is governed by the SGO committee. Please contact the OA Finance Department for further information.

Enrollment Policy

It is the mission of Oldenburg Academy to make every effort to limit class sizes to an average ratio of 15 students as indicated on the school profile. In certain circumstances, it could be necessary to allow this limit to be exceeded in order to serve the greater needs of our students. As a result, registration for siblings of family members already enrolled, or immediate family of alumni from the Academy will be given top priority.

Families transferring to the Academy for the first time will initially meet with the Dean of Enrollment Management to cover the following criteria:

1. Outline the reason(s) for the transfer and explain the expectations of Oldenburg Academy.
2. Provide a copy of permanent records from the former school.
3. Determine if space is available in the designated class for enrollment.

After records are received and contact has been made to the former school reviewing the reason for the transfer, eligibility to attend the Academy will be determined by the Dean of Enrollment Management,

the Principal, and approved by the President. Pending the decision, the Dean of Enrollment Management will contact the interested family with any and all decisions made.

Lottery

Students who have met enrollment criteria may have to go through a lottery for selection if there are more applicants than spaces available. Families with more than one child enrolled or alumni relatives are given top priority. Please note this also includes all voucher and SGO students. If necessary, the Oldenburg Academy Lottery date for the following school year will be the last day of April.

Oldenburg Academy respects the personal conscience of individual students and their families. This freedom is recognized in both our mission and the overall Roman Catholic Church. However, as a Catholic school, Oldenburg Academy cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. All students enrolled at Oldenburg Academy are expected to participate in religious instruction and Catholic formation, including service and volunteerism, at OA except those areas specified for only Catholics such as the reception of the sacraments. Any further questions may be directed to the President as the head of Mission Effectiveness.

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 15, 2018

Plan 2: Two-Payment Plan – Parent/guardian pays 60% of the tuition by June 15, 2018, and 40% by December 15, 2018.

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, AP exam 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.**

Fundraising Responsibilities: Tuition covers approximately 70% of the operating costs of Oldenburg Academy. The remaining amount comes from advancement 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 of LUCKY BUCK tickets. Fundraising efforts can be organized by the coach and parents, but must be approved by the Director of Athletics in consultation with the President before they are allowable.

DANCE POLICY

General admission to Oldenburg Academy dances is for Oldenburg Academy students. Students who are on suspension or students who have been expelled are prohibited from attending a school-sponsored dance. Oldenburg Academy students are responsible for the actions of any guests they bring and are subject to suspension and possible expulsion based on the actions of their guest.

Students may arrive no later than one hour after the announced start time of the dance. Students may leave a dance no earlier than one hour prior to the announced ending time of the dance, with exceptions only with parent consent.

All music played must be in good taste and in accordance with a Catholic school atmosphere. All dancing must be in good taste and in accordance with a Catholic school atmosphere. Dancing that is immodest, sexually provocative, or inappropriate will not be tolerated. Any dancing that risks injury (body slamming, body surfing, etc.) will not be tolerated.

Loitering outside the designated areas of the dance is not permitted. All individuals, with the exception of the clean-up volunteers, are to be off school property (or the dance venue) within 15 minutes of the end of the dance.

All policies of the school will be strictly enforced.

DRESS CODE FOR DANCES

Dress code for dances will be As Follows: Any person whose wearing apparel would prove embarrassing to other students, the sponsors or chaperones will not be admitted. Dress that reveals bare midriffs, bare backs or are sheer or see through are not permitted. Dress may not advertise alcohol, tobacco products or drugs. Dress of any offensive nature will not be permitted. Shoes must be worn. Shirts must be buttoned

Any violation to this policy, or the related policies in the student handbook, will result in the individual being asked to leave the dance with a possible call home by the school moderator or administrator. Guests must also adhere to the policies above, so, if you bring a friend, please explain the expectations and know that if they go home, so will the student who brought them.