



Cardinal O'Hara

— HIGH SCHOOL —

STUDENT/PARENT HANDBOOK

AND

ATHLETIC HANDBOOK

2021/2022



WELCOME

The faculty and staff of Cardinal O'Hara High School welcome you to the 2021-2022 school year. New educational opportunities await you and we look forward to helping you grow and learn.

Cardinal O'Hara has, through the years, developed customs, traditions and procedures designed to serve the best interests of all. Essentially these procedures are:

- Represent yourself with confidence and pride;
- Treat people with dignity and respect; and
- Give every learning opportunity your best effort.

Please become familiar with this student handbook. Remember, the contents of this book do not cover every existing situation, but provide general guidelines for being a valued member of the Cardinal O'Hara community.

Be assured that the faculty and staff will make every effort to fulfill their responsibility to you and the community we serve. We in turn, expect your cooperation and support in maintaining the standards of excellence that have led you to choose COHS as your high school.

Prayer of St. Francis of Assisi

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;
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,
It is in dying that we are born to eternal life.

MISSION STATEMENT

Cardinal O'Hara High School, established in 1961, is a Franciscan-based, college preparatory, private high school located on a 17-acre campus in the Town of Tonawanda, NY.

The mission of Cardinal O'Hara High School is to provide a holistic educational environment that addresses the uniqueness of each individual in a total community of learners. We are strongly committed to actively pursuing academic excellence through the inclusion and integration of students who represent different groups, including students of any race, color, disability, religion, national and ethnic origin, and to provide to all students the rights, privileges, programs and activities available at the school.

OUR COMMITMENT

Cardinal O'Hara has a dedicated commitment to academic excellence, and helping students grow intellectually and spiritually so they can realize their full potential. Our co-ed environment prepares our young men and women for real world experiences in life. These values have laid the foundation for the success of our alumni.

NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

Cardinal O'Hara High School admits students of any race, color, disability, national and ethnic origin, and provides to all, the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, disability, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and tuition assistance programs, and athletic and other school-administered programs.

2021/2022 Bell Schedule

Regular

1st Lunch Schedule	Period	2nd Lunch Schedule
7:45 - 7:48	Homeroom	7:45 - 7:48
7:52 - 8:32	1	7:52 - 8:32
8:36 - 9:16	2	8:36 - 9:16
9:20 - 10:00	3	9:20 - 10:00
10:04 - 10:44	4	10:04 - 10:44
10:48 - 11:18	5a	10:48 - 11:28
11:22 - 12:02	5b	11:32 - 12:02
12:06 - 12:46	6	12:06 - 12:46
12:50 - 1:30	7	12:50 - 1:30
1:34 - 2:15	8	1:34 - 2:15
	9	

Am Assembly/ Liturgy

1st Lunch Schedule	Period	2nd Lunch Schedule
7:45 - 7:48	Homeroom	7:45 - 7:48
7:52 - 8:22	1	7:52 - 8:22
8:26 - 9:37	Liturgy	8:26 - 9:37
9:41 - 10:11	2	9:41 - 10:11
10:15 - 10:45	3	10:15 - 10:45
10:49 - 11:19	4	10:49 - 11:19
11:23 - 11:55	5a	11:23 - 11:55
11:59 - 12:31	5b	11:59 - 12:31
12:35 - 1:05	6	12:35 - 1:05
1:09 - 1:39	7	1:09 - 1:39
1:43 - 2:15	8	1:43 - 2:15
	9	

PM Assembly/Liturgy

1st Lunch Schedule	Period	2nd Lunch Schedule
7:45 - 7:49	Homeroom	7:45 - 7:49
7:53 - 8:23	1	7:53 - 8:23
8:27 - 8:57	2	8:27 - 8:57
9:01 - 9:31	3	9:01 - 9:31
9:35 - 10:05	4	9:35 - 10:05
10:09 - 10:39	6	10:09 - 10:39
10:43 - 11:13	5a	10:43 - 11:13
11:17 - 11:47	5b	11:17 - 11:47
11:51 - 12:21	7	11:51 - 12:21
12:25 - 12:55	8	12:25 - 12:55
12:59 - 2:15	Assembly	12:59 - 2:15

GENERAL INFORMATION

HOURS OF OPERATION

The school day begins at 7:45am and continues through 2:15pm. The building opens each morning at 7:00am, at which time students may begin entering the building. All students entering the building prior to 7:30am must sit quietly in the cafeteria until 7:30am. **The cafeteria closes at 7:40am** and students must be seated in homeroom by 7:45am. Students must consume all breakfast items, in the cafeteria, **PRIOR** to 7:40 PM.

After classes end at 2:15pm, a designated period of 45 minutes is provided for students seeking additional academic support. Full-time teachers are available between 2:15 and 3:00pm Monday through Thursday for this purpose. **Students that are not using this time for academic support are expected to leave the campus or work quietly on schoolwork in the cafeteria or library.** The library and computer lab will close at 3:00pm each day. **Students remaining in the building beyond 3:00pm will be required to work quietly in the cafeteria.**

A detailed practice schedule will be provided to any students participating in athletics. Such students are expected to utilize the after school support and/or quiet time while they wait for practice to begin. Disruptive, loud, and/or disrespectful students will be asked to leave. Repeated behavior issues after school may result in the revocation of after school privileges.

CAFETERIA

Lunch is served each school day in the student dining room. Students have the option of purchasing a hot lunch from our menu or they may bring their own lunch to school. Students are not permitted to have food delivered to the school. Students qualifying for a free or reduced-price lunch need to apply at the start of the academic year. In addition to our federal lunch program, a limited breakfast menu is also available each morning from 7:00am through 7:30am. Breakfast items will not be available after this time. Students must finish breakfast, clean up and arrive in Homeroom before 7:45am. Food may not be carried out of the cafeteria at any time.

Students using the cafeteria before and after school or during lunch are expected to clean up after themselves. Papers, trays and beverage cans should be disposed of properly. Food and beverages may not be consumed outside of the cafeteria. Except for lunch periods, the cafeteria will be closed during the school day. Students may not enter the building with coffee, etc., purchased from area restaurants, at any time.

LOCKERS

Students are provided with two personal lockers near their homerooms to store coats and school/personal items. It is the students' responsibility to **keep their lockers locked at all times** and students are advised to not share locker combinations with anyone. **Since Cardinal O'Hara is not responsible for lost or stolen items, students are advised not to bring valuable items to school.** Students are also responsible for keeping their lockers clean and orderly. No decorations or markings are permitted on the inside or outside of lockers. Students will be charged a maintenance fee of \$75.00 for any lockers that are damaged or require cleaning at the

conclusion of the school year. Students are only to store items in their assigned lockers. Any items found in unassigned lockers will be removed and disposed of. Cardinal O'Hara High School retains the right to inspect lockers when necessary. Locks are **strongly recommended** and are for sale in the main office for \$3.00, or you may purchase your own. Locker combinations are to be given to your student's homeroom teacher.

CELL PHONES / ELECTRONIC DEVICES

The use of cell phones, earbuds or electronic devices is strictly prohibited between the hours of **7:30am and 2:15pm**. All cell phones and electronic devices must be turned **off** and out of sight during that time with the exception of lunch. **International Students must use printed or electronic translators, not cell phones to translate.** Students are encouraged to leave all such devices at home, **as Cardinal O'Hara is not responsible for any lost, stolen or damaged items.**

When any violation to this rule occurs, the cell phone or electronic device will be taken from the student and given to the Assistant Principal. It will be returned to the student after serving a detention. In extreme cases, the cell phone will become **property of Cardinal O'Hara High School**. A parent or guardian can claim the cell phone or electronic device at the end of the school year.

Parents cannot call or text their child during the school day. Such actions will serve as a temptation for students to check cell phones and the student will receive detention for cell phone use. **Parents who need to contact their children should call the Main Office.** Be assured that urgent messages will be delivered to your student immediately.

TRANSPORTATION

Cardinal O'Hara High School is comprised of students from many surrounding communities. Since transportation procedures vary for each school district, there is no single transportation policy that applies to all students. Therefore, you should contact your school district to discuss your individual situation. If your district does not provide transportation, please contact our main office for further assistance and information.

SCHOOL CLOSING DUE TO WEATHER

During inclement weather, Cardinal O'Hara High School will follow the closing procedures of the Ken-Ton School District. In the event of a school closing, information will be posted on channels 2, 4 and 7, as well as, several radio stations. Please note: When Ken-Ton Schools are closed, Cardinal O'Hara will also be closed. An e-mail message will also be sent to all students announcing the closing, when possible.

STUDENT SERVICES

GUIDANCE

Our Guidance Office is staffed with NYS certified school counselors who are available to assist students with academic and/or personal issues. Students are encouraged to visit the Guidance Office before and after school or during a study hall period. Students should not visit the Guidance Office during class periods unless it is an emergency. Late passes will not be given otherwise.

CAMPUS MINISTRY

The primary role of our Campus Ministry program is to provide the opportunity for students to grow in an awareness of their faith, to develop a personal relationship with God, and to build a Catholic, Christian community among faculty and students. Among many responsibilities, the Campus Minister coordinates liturgical celebrations for the school community, schedules retreats, and organizes various clothing and food drives in addition to tracking service hours. **REMINDER:** all students must complete 35 hours of community service each year, and submit documentation to the Campus Minister **PRIOR TO MAY 1st**. Failure to do so could result in inability to attend prom or take part in fall sports for the following year.

NURSE'S OFFICE

The school nurse's office is located on the first floor next to the chapel. A school nurse is on staff from 8:00am until 2:30pm to assist students who are ill or require medication. Students who need non-urgent medical attention must get a pass from their classroom teacher to report to the nurse's office. In emergency situations, students should report directly to the nurse. If a student is required to take medication while at school, he or she must bring it to the nurse's office along with specific instructions signed by the prescribing physician. Students are not permitted to possess any type of medication in school, unless it has been previously authorized by a physician and approved by the school nurse. An emergency card for each student must be submitted and kept on file in the Main Office in case a medical emergency occurs. Should emergency treatment become necessary during school hours, school personnel will make the appropriate arrangements for emergency care according to the information provided on this form.

ACADEMIC INFORMATION

ACADEMIC EXPECTATION

It is an expectation that all students display maximum effort in each of their academic courses. This includes attending classes on a regular basis, arriving to class on time with the proper materials (book, notebook, pen, calculator, etc.), completing all in-class and homework assignments in a timely manner, as well as seeking additional academic support when necessary. Failure to fulfill these requirements will negatively impact academic success. Such behavior is unacceptable and may result in a teacher referral, academic probation and/or ineligibility.

ZERO TOLERANCE POLICY FOR MISSING OR INCOMPLETE HOMEWORK

Homework is an integral and required component of the education process of Cardinal O'Hara High School. **Students are expected to complete, on average, between one to two hours of homework per evening.** This time should be spent completing written assignments, re-writing or reviewing notes, reading required course material, and organizing materials for the following day.

When a written assignment is given, it must be completed and turned in by the due date. Homework submitted late or not at all will receive an automatic zero. Should students be absent from school on a day an assignment is due, that assignment will be due the day they return. In addition, it is the student's responsibility to find out the work that is missed due to absence. If a student is absent for an extended period of time (3 or more days), he/she should contact the Guidance Office, and arrange to pick up missed assignments.

DROPPING A COURSE

Students are not allowed to drop a course after June 1st of the previous school year, as these numbers determine required faculty need for instruction during the upcoming year. Please see the course catalog for more details.

COURSE CREDIT

Each course offered at Cardinal O'Hara High School is assigned a value of .5 or 1.0 credit. This value is determined by the number of sessions that a class meets through the academic school year. Typically, courses that meet daily for the entire year will be awarded a value of 1.0 credit, while courses that meet less frequently will be assigned a value of .5 credit.

GRADING SYSTEM

Student grades are calculated on a numeric grading scale with the minimum passing score being 65. Students earning a final grade of 65 or higher will be awarded the appropriate credit for successful completion of that course. Students receiving a grade below 65 in a course will not receive credit for the course, and will have to repeat the course in summer school. If the course is not available in summer school, the student will repeat it during the following academic school year. Students must successfully complete the Regents course and/or final school local exam to be eligible to sit for NYS Regents examination. Students who are illegally absent from the local exam will receive a grade of ZERO for that exam. The local exam counts as 1/5 of final average. Students passing a Regents course, but failing the required Regents exam at the conclusion of the course will be required to re-take the course in summer school. Students that are unsuccessful in summer school will be required to complete a minimum of 15 documented hours of remediation during the 1st semester before re-taking the Regents exam in January.

COURSE WEIGHTING SYSTEM

Cardinal O'Hara offers a variety of courses that range in difficulty level, including: Non-Regents, Regents, Honors, Advanced Placement and Collegiate Level. Accordingly, these courses are weighted based on their pre-determined difficulty level. Below is the weighting formula used for each of these courses.

<u>Course Level</u>	<u>Weighting Formula</u>
Non – Regents	Average x 1.00
Regents	Average x 1.02
Honors	Average x 1.03
Advanced Placement	Average x 1.05
College Level	Average x 1.05

Please note that course weighting is only used in the calculation of final average. The course grade that appears on the report card is the actual grade earned, but the weighted value is reflected in the overall average.

CLASS RANKING

At the conclusion of each semester, a cumulative class rank is calculated for each student in relation to the members of his or her respective graduating class. Final class ranking is determined by each student's weighted cumulative grade point average. In order for a student to rank at the conclusion of his or her senior year, he or she must complete a minimum of four semesters at Cardinal O' Hara High School. Official Senior Class ranking is determined at the conclusion of the third marking period. All students must maintain a minimum of 6.5 credits per school year.

GRADUATION REQUIREMENTS

Cardinal O'Hara is a NYS Regents accredited school offering a rigorous academic curriculum leading to a NYS Regents diploma. Students graduating from COHS must earn a minimum of twenty-six (26) credits. These credits must come from the core academic areas, as listed below:

<i>Subject Area</i>	<i>Credits</i>
English	4
Social Studies	4
Mathematics	3
Science	3
Religion	3 1/2
LOTE	2
Physical Education	2
Health	1/2
Fine Arts	1
Computer	1/2
Electives	2 1/2

In addition, students must pass the five (5) NYS Regents exams listed below with a minimum score of 65.

Exams

English Language Arts
 Global History
 US History
 Integrated Algebra
 Science

Students pursuing the Regents with Advanced Designation diploma are required to complete an additional year of foreign language and pass the following three (3) additional Regents exams.

Exams

Geometry and Algebra 2

Foreign Language Comprehensive (developed locally)

2nd Science

An Advanced Diploma with Mastery in Science and/or Mathematics is awarded to students who earn an 85 or higher on three commencement level Regents exams in Math and/or Science.

An Honors diploma is awarded to those students who achieve a 90 or higher average on the required Regents exams.

ACADEMIC INELIGIBILITY

An Academic Ineligibility policy has been created to ensure that all Cardinal O'Hara students are performing to their maximum potential and that extra-curricular activities are not prohibiting such performance. Academic success is the responsibility of each and every student at COHS and without it, students will not be permitted to participate in any extra-curricular events, including: athletic games and practices, club activities, field trips, as well as any other event or activity that is deemed a privilege. In addition to the social restrictions of academic ineligibility, students will be required to meet specific remediation requirements as stated in their personalized Academic Improvement Contract. These requirements may include: 9th period academic support, peer tutoring and/or weekly progress reports.

Below are the specifics of Academic Ineligibility:

- At the end of each progress report (week 5, 15, 25, and 35) and marking period (every 10 weeks), a student failing two courses will be academically ineligible for a minimum of five weeks. At the end of five weeks, such student must be passing ALL courses to become eligible. Students not passing all courses at the end of week five may request a sign off sheet at the conclusion of week six and/or seven to verify passing grades. A student who is still not passing ALL courses at the conclusion of week seven in any marking period will be deemed ineligible for the rest of that quarter.
- At the end of each progress report and marking period (every 5 weeks), a student failing three or more courses will be ineligible for the ENTIRE quarter. Such students may only become eligible at the start of the next marking period if they are passing ALL courses.
- At the conclusion of the school year, a student failing two courses will be ineligible for a minimum of five weeks into the start of the next school year. This ineligibility period includes any summer activities and practices. Should a student that fails two courses at the conclusion of the school year, repeat and pass both courses in summer school, he or she will become eligible to participate in summer and first quarter activities.
- At the conclusion of the school year, a student failing three or more courses may be ineligible for the entire first quarter of the next school year. This includes any summer activities and practices. Such student may become eligible at the start of the quarter (10 weeks) in which they are passing ALL courses.

SUMMER SCHOOL

Any student failing any academic courses at the conclusion of the school year is required to repeat such course(s) at an approved summer school program, if the course(s) are offered. Should a student elect not to attend a summer school program, he or she will (1) repeat necessary courses the following year; and (2) be academically ineligible for the first quarter (10 weeks) of the following school year.

Students failing three or more core subject courses will be required to repeat the entire grade the following year, and will be academically ineligible for the entire school year, if they are welcomed back for the following school year by the administration.

SERVICE REQUIREMENT

In the spirit of St. Francis, Cardinal O'Hara High School believes in the total development of each student. An essential component of this development is the concern for others and service to community. **Therefore, each student is required to complete a minimum of 140 hours of service in the community over the course of four years.** To achieve this, students **must complete a minimum of 35 hours per year.** Service Completion Forms are available in the Guidance Office, Main Office and Campus Ministry. Forms must be completed by the person(s) supervising service activities and all forms must be turned in to your Campus Minister. All service hours must be up to date by May 1st of each year. Failure to submit all service hours documentation by May 1st could interfere with nominations for service related awards for seniors and underclassmen, and/or with graduation. Failure to complete the required 35 hours will result in the ineligibility to participate in extracurricular activities including, but not limited to sporting events, school functions and dances.

NATIONAL HONOR SOCIETY

Students who are juniors and seniors, will be invited to apply for membership into NHS, beginning in the 2021-2022 school year, based upon a minimum average of 90%. In addition, applicants must have, by the beginning of junior year, a minimum of 75 service hours to the school, and/or community.

The National Honor Society is a nationwide organization of students who have qualified within the definition of the Society and the school as outstanding individuals.

The criteria for membership are:

1. Scholarship: The candidate has earned a cumulative average of at least 90.0 calculated after the first marking period of their Junior year (9 quarters) or, if not inducted as a Junior, after 13 quarters for consideration as a Senior.
2. Character: The candidate demonstrated a high standard of personal character. The candidate respects self, peers, and staff, has NO known instances of cheating or dishonesty, and has little or no discipline history.
3. Service: The candidate is involved in service to the community and/or school.
4. Leadership: The candidate has served in a leadership position in the community and/or at the school or has demonstrated qualities of leadership.

Students are considered for induction during their Junior and/or Senior year. Students who meet the initial qualifications concerning scholarship and character will be required to submit a student activities resume listing all activities and volunteer service and indicate positions of leadership. Those students who were considered in their Junior year and not selected for membership will be considered using the regular selection process during their Senior year in order to give them the opportunity to meet the criteria for character, leadership and service.

Members of the National Honor Society must maintain a cumulative average of at least 90.0, participate in all NHS activities, and maintain high standards of personal character in order to maintain membership. Those who do not will be subject to review by the Faculty Council.

For more information and full criteria, please visit www.nhs.us or see the COHS Chapter Moderator.

STUDENT DRESS CODE

**Revisions to the dress code are possible in the summer months.*

Cardinal O'Hara High School believes that a student's appearance has an impact on his/her attitude and behavior. Respect for oneself, one's peers, and the whole school community is evidenced by dressing appropriately for the proper time and place. Students are to purchase their uniforms from Flynn & O'Hara or the COHS school store.

Students are required to be in dress code when they arrive at school, and remain in proper dress code until they return home. All clothing is to be worn properly, and as intended. All students are expected to dress in clothing that is neat and in an orderly fashion at all times. All articles of clothing that are not part of the dress code are to be placed in lockers prior to the start of homeroom, and must remain there until students are dismissed for the day. Athletes and those participating in after school activities are to remain in proper dress code until the practice or activity begins. Placing your student's name inside the article of clothing will eliminate mix-ups in the event of lost or misplaced items. Please label all clothing, sneakers and shoes.

***PLEASE NOTE THE DRESS CODE IS IN EFFECT DURING
ALL EXAMINATION DATES.**

YOUNG MEN – DRESS CODE:

- Must wear a white button down oxford dress shirt and tie.
- Undershirts may be worn but they must be a plain solid color without any logos or phrases.
- All dress shirts are to be completely buttoned and tucked in with a necktie or bowtie appropriately tightened around collar.
- COHS logo Blazer, embroidered COHS logo cardigan, or COHS v-neck sweater must be worn over dress shirt and tie from November 1 – April 1.
- Khaki colored dress pants – No cargo pants. Pants must be clean and neat, and must fit properly.
- Black or brown dress belt.
- Solid **BLACK** dress shoes - NO sneakers/NO slippers/NO boots/NO Crocs/NO Vans
- Socks must be worn with shoes.

YOUNG MEN – GROOMING:

- Must be clean-shaven with side burns not extending beyond bottom of ear lobe.
- Earrings are permitted, but cannot exceed one per ear and may be no larger than ¼” in size.
- Hair must be of natural color, clean, modestly cut and cannot extend beyond eyebrows in front, or top of collar in back. Hair must be tied back when too long.

YOUNG LADIES – DRESS CODE:

- Must wear a white button down oxford dress shirt or embroidered white or black COHS logo style Polo shirt.
- COHS logo blazer, embroidered COHS logo cardigan or COHS v-neck sweater must be worn over shirts from November 1 – April 1.
- Solid color undershirts are permitted under the Polo.
- Khaki colored dress pants. Pants must be clean and neat, and must fit properly.
- Black or khaki colored COHS skorts, NO SKIRTS (may be no more than 5 inches from knee).
- Solid **BLACK** dress shoes with closed toe and heel, NO sneakers/NO slippers/NO boots/NO Crocs/NO Vans
- Modest heel no more than 2 inches in height.
- Socks/knee-high stockings of a **NEUTRAL** color (black, brown, white, tan) are to be worn at all times. No mismatched socks.

YOUNG LADIES – GROOMING:

- Earrings may be worn, but no more than two per ear and may not be large and/or distracting.
- Hair must be of a natural color, clean and modestly styled.

RESTRICTIONS - ALL STUDENTS:

- Hoodies are not permitted at any time. This includes sports hoodies.
- All footwear must be black and cannot extend beyond ankle.
- Boots of any style or color are not permitted. This includes work boots, hiking boots, military boots, winter boots, fashion boots, etc.
- Sandals, flip-flops, slipper style, open toe and/or open heel shoes, knee high boots, Vans and Crocs are not permitted at any time.
- Distracting or distasteful jewelry or accessories of any kind are not permitted.
- Any type of denim material is not allowed.
- Cargo style pants are not permitted.
- Leggings and yoga pants are not permitted.
- Tank tops of any sort are not permissible at any time during the year.
- Low cut and/or revealing, tight fitting clothing, of any sort is not permitted.
- Extreme hairstyles, unnatural hair colors and/or extreme cuts are not permitted.
- Hats, bandanas and/or headwear are not permitted at any time.
- Gang affiliated headwear/clothing is not permitted at any time.
- Any facial or body piercing (other than ear piercing) and/or tattoos are not permitted.

WARM WEATHER ATTIRE – ALL STUDENTS:

The warm weather dress code begins the 3rd Monday in May. It could begin earlier if the principal deems it appropriate. The principal will also determine in August each year, if warm weather attire is acceptable for the month of September.

Students may wear the following clothing:

- COHS Polo Shirt
- Khaki walking shorts (no cargo shorts) that are no more than 5 inches above the knee.
- Khaki capri dress pants.
- Sneakers, with socks may be worn with shorts and capris. Dress shoes must still be worn with pants and skorts.

GAME DAY ATTIRE - ALL STUDENTS:

- Student athletes may wear game jersey on the day of scheduled game only.
- Jerseys must be tucked in and worn over standard dress code.
- Warm-up uniform is NOT permitted on game day.
- Standard dress code pants and footwear must be worn.
- Warm-up jackets for all sports teams may be worn at any time during their season. These jackets are only available through the administrative assistant to the Athletic Director. Standard dress code must be worn underneath the warm-up jacket.

DRESS DOWN DAY GUIDELINES:

Throughout the year, COHS will designate days for dress down privileges. The purpose of these days is typically to strengthen school spirit, as well as to generate funds for charitable causes. On these days, students are required to dress in a modest and neat manner. All clothing must fully cover mid-section and no undergarments should be visible. No low-cut, revealing or tight-fitting clothing is permitted. Clothing with negative statements/slogans is not permitted. No ripped or

torn jeans, no leggings, no pajama bottoms or sweatpants, and no hats are permitted during dress down days. Lastly, flip-flops, slippers, sandals, boots and/or open-toe/heel shoes are not permitted.

CONSEQUENCES FOR VIOLATING COHS DRESS CODE

Students are expected to arrive at school fully dressed in dress code attire. Students arriving to school out of dress code will be required to get into dress code immediately. If they are unable to promptly get into dress code, they will be sent to the office to call someone to bring them the proper clothing, or may borrow clothing from the office (if available) for that day. Students in violation of the school dress code will receive the following consequences:

1. Teacher warning and phone call/e-mail to parent/guardian
2. Teacher referral to Assistant Principal and parent notification
3. Detention until 3:00 PM
4. In-school suspension until proper clothing is obtained.

**In the case of questionable clothing,
COHS administration reserves the right to make final decisions.**

SENIOR DRESS CODE 2021/2022

Up until Christmas break of senior year, students will wear the standard uniform. This is the same as it has been for grades 9-11.

There will be a year-round “senior option” ¼ zip top for seniors only. This can be worn year-round, at any time, over the shirt and tie or bowtie for young men and over the polo for young women. There will be an order form available in the summer mailing and on the COHS website. There will be a limited supply in the COHS bookstore. Other year-round senior options allowed are black or brown dress shoes, and young men wearing facial hair, neatly groomed.

After Christmas break, which begins on January 3, 2022, there will be full senior dress code privileges. This includes the following:

Young men in their senior year may wear:

- Any color button down dress shirt with necktie or bowtie
- Black, blue, khaki or grey colored dress pant with a belt
- Black or brown dress shoes
- Winter weather attire (November 1 – April 1) requirements include any color blazer or sweater, or the senior option ¼ zip (still must have dress shirt with necktie or bowtie underneath)
- Can have mustache/beard/sideburns, but must be neatly trimmed
- Warm weather attire (begins 3rd Monday in May) includes black, blue, khaki or grey walking shorts. Sneakers may be worn with shorts only. Dress shoes must be worn with pants.

Young ladies in their senior year may wear:

- Any colored button down dress shirt or blouse
- Black, blue, khaki or grey colored dress pant
- Black or brown dress shoes
- Any current styles must be cleared with the Assistant Principal first.
- A dress skirt or dress, no higher than 5 inches above the knee and must **NOT** be form fitting.
- Winter weather attire (November 1 – April 1) requirements include any color blazer or sweater, or the senior option ¼ zip
- Warm weather attire (begins 3rd Monday in May) includes black, blue, khaki or grey walking shorts that are no shorter than 5 inches above the knee, and capris. Sneakers may be worn with shorts and capris only. Dress shoes must be worn with skirts, dresses and pants.
- Low cut and/or revealing, tight fitting clothing, of any sort is not permitted. Shoulders must be covered.

Do not give away or “lose” your uniform after Christmas break!

Violation of senior dress code privileges will result in ONE written warning and a phone call home.

If there is a second offense, the senior student will return to full uniform for the remainder of the school year.

**In the case of questionable clothing,
COHS administration reserves the right to make final decisions.**

STUDENT ATTENDANCE POLICIES

GENERAL GUIDELINES

The Administration of Cardinal O'Hara High School is responsible for all policies regarding student attendance, recording and storing of attendance records and all other regulations as set forth by New York State Education Law. Regular school attendance is essential for the scholastic success and progress of each student. As attendance is recorded on each student's permanent record, a poor attendance record may negatively impact employment opportunities, college acceptances, as well as jeopardize timely graduation.

As a partner in the education of our students, parents are asked not to permit absences from school for trivial purposes. When possible, please schedule medical appointments around school hours and encourage your child to attend classes on a daily basis. Any absence for any purpose other than an illness and/or family emergency will be recorded as an illegal/unexcused absence. In addition, absences from school without written parental consent will constitute truancy.

The school day begins at 7:45am and runs through 2:15pm. Students are required to be seated in homeroom prior to the 7:45am bell. Students arriving to school/homeroom after this time will be recorded as tardy. In addition, New York State Education Law requires that teachers record attendance for each class period throughout the school day. Failure to arrive to class on time will result in a discipline sanction. Students arriving more than fifteen minutes late to class will be marked absent from that class (not tardy). Students arriving late to class by any amount of time, without a pass, will be issued a teacher warning and then a teacher referral to the Assistant Principal. Chronic issues will be dealt with accordingly.

The issuance of course credit is contingent on two factors: 1) students must fulfill all course requirements, including earning a passing average of 65 or higher and 2) students must meet attendance requirement. To meet the minimum attendance requirement, students cannot miss more than 27 scheduled class meetings (there is no differentiation made between excused and unexcused absences). Students not meeting the required seat time will not be awarded any class participation points at the end of that quarter. Students that do not meet the minimum seat requirement at the conclusion of the school year must pass the course and written final examination with a minimum score of 75, in order to receive course credit.

*Please note, students with excessive absences may be denied the right to participate in after school activities, including sports, clubs, dances and/or fieldtrips.

ATTENDANCE / TARDY POLICY

New York State school attendance regulations permits only the following reasons for an excused absence or tardy:

- Personal illness
- Death or illness in the immediate family
- Medical appointment
- Court appearance
- School trip or college visitations that are pre-approved by the Principal
- School approved work program
- Impassable roads

Vacations are considered illegal absences from school. Parents should notify the school as soon as possible regarding planned vacations. The school calendar provides extended weekends and breaks throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a student's learning process. Students are responsible for all work missed when illegally absent from school.

POLICY FOR STUDENT TARDINESS

To account for unforeseen delays in the morning, students are permitted to enter school late up to five times each year without penalty. After a student has exceeded this allowance, he or she must (1) be physically signed-in by a parent or guardian **and** (2) serve a detention on the same day. The length of the detention will be 40 minutes (2:20pm-3:00pm). After a student has exceeded ten tardies, they will be issued one (1) day of in-school suspension and a parent conference may be required before the student is permitted to return to classes. In addition, students with excessive tardiness may be restricted from participation in extra-curricular activities and events.

Ten or more late arrivals or absences will result in consequences unless a note from a physician or a court is provided within 24 hours of the absence or late arrival.

Students arriving late to school due to late school buses and/or extreme weather conditions will not be penalized. The student and parent are responsible for informing the office on the date he/she signs in, if this is the case.

NOTIFYING SCHOOL OF ABSENCE / ILLNESS

A parent/guardian must call our Attendance Office before 8:15am to report a student's absence from school. In addition, a written note signed by the parent/guardian is required on the day the student returns to school. If a written note is not submitted within three (3) days, the absence will be recorded as illegal.

Please note that if a parent does not call in to report an illness, a school representative will attempt to contact the parent after 8:30am to confirm absence.

EARLY DISMISSAL / LATE ARRIVAL FOR MEDICAL PURPOSES

A request for early dismissal must be signed by a parent/guardian and state the reason and time for the dismissal. This note should be turned in to the Main Office prior to the start of homeroom. The school reserves the right to verify medical appointments if excessive dismissals occur. Please attempt to schedule all medical appointments after the school day.

Students entering school late due to a medical appointment must have a written note from the doctor's office, upon entering school.

REQUESTING MISSED WORK DUE TO EXTENDED ILLNESS

In the case of a prolonged student illness (3 days or more), a parent or guardian may contact the Guidance Office to request assignments. Homework requests made before 9:00am will be ready for pick up at 2:30pm in the Guidance Office. For absences shorter than 3 days, students are expected to contact classmates for missed assignments.

It is the responsibility of the student to make arrangements with the teachers on the day they return to make up missed assignments and/or tests/quizzes.

STUDENT CODE OF CONDUCT

One of the most important lessons that education imparts is discipline. It is the foundation from which our society is founded. It is through the development of self-control, character, orderliness and efficiency that we grow as Christians. These traits are essential for good conduct and consideration of others. When a student ignores, violates and/or breaks a school policy, a disciplinary sanction will be enforced.

CONDUCT UNBECOMING OF A COHS STUDENT

1. Use of inappropriate language; spoken, written or any social media posts that are offensive to the reader.
2. Vulgar or lewd behavior; during school, after school, during school events, on or off school grounds.
3. Use of alcohol, drugs, tobacco and/or e-cigarettes.
4. Bullying or harassment, both verbal and physical, of others; in person, on social media, cell phones, etc.
5. Disrespectful behavior towards teachers, staff or administration.
6. Fighting of any kind.

Students who choose to violate the above, or other behaviors deemed inappropriate by the administration, may receive disciplinary including detention, in-school suspension, out-of-school suspension or expulsion.

DANCE POLICY

Throughout the course of the year, there are several planned dances for our students, including Homecoming, Spring Fling, and Prom. We feel these events are an important part of the high school experience. These dances are semi-formal/formal events, so students must dress appropriately. Students arriving in clothing that is inappropriate will not be admitted. Students are permitted to bring one guest of the opposite gender with them. If the guest is from another school, a Guest Permission Form must be completed by an appropriate school official prior to the deadline given by the school. COHS is a drug-free facility and any student found to be in possession of or under the influence of an illegal substance will be detained. Parents and law enforcement will be contacted. Any student displaying inappropriate behavior will be asked to leave the campus and parents will be contacted. Any form of degrading dance is inappropriate and will not be permitted. Students who are absent, suspended, or academically ineligible, may not attend the dances. Students are to vacate school property promptly after the dance concludes.

CHEATING / PLAGIARISM

Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched assignments, or give or receive unauthorized assistance on assignments. Copy/paste directly from any source is unacceptable.

INAPPROPRIATE DISPLAY OF AFFECTION

Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss or demonstrate other similar acts of affection.

HARASSMENT / HAZING

Students shall not engage in verbal, visual or physical behavior intended to degrade, ridicule, or demoralize others. Promoting conflict, intimidation or threatening others, in person or via any other means (notes, internet, e-mails, social media text/voice messages, third parties, etc.), is unacceptable.

SEXUAL HARASSMENT

Students shall not make any unwanted sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct or action of an unwanted nature, with the purpose or effect of having a negative impact on an individual's academic performance, or creating an intimidating, hostile, or offensive educational environment.

CYBERBULLYING

Students shall not use computers, websites, the Internet, cell phones, text messaging, chat rooms, social media, instant messaging or similar to ridicule, harass, intimidate, humiliate, or otherwise bully another student or a school employee.

Students and/or parents should report any incidents of cyberbullying to the Principal or Associate Principal. If cyberbullying is discovered, Cardinal O'Hara will act in accordance with N.Y.S. cyberbullying law: *Dignity For All Students Act*.

INAPPROPRIATE USE OF TECHNOLOGY

Students shall not establish personal websites or social media accounts or participate in "blogs" or similar, containing material or connections to material contrary to the mission and philosophy of Cardinal O'Hara High School. See the acceptable use policy for additional information, beginning on page 22.

THEFT / VANDALISM

Students shall respect the personal ownership rights of others. Students shall not take ownership of items that do not belong to them. Cardinal O'Hara and/or the family affected reserves the right to report any thefts to local authorities. Please DO NOT allow students to bring valuables to school. Cardinal O'Hara High School will not be responsible for those items.

Students shall not cause or attempt to cause damage to school property, including, but not limited to, buses, lockers or school grounds. Students will be required to make monetary restitution for any damages caused by their actions. Cardinal O'Hara reserves the right to report any vandalism to local authorities.

Cardinal O'Hara is not responsible for lost, stolen or damaged items. Students are advised NOT to bring valuable items to school.

MISCONDUCT OUT OF SCHOOL

Misconduct of a serious nature that has a direct or indirect relationship to Cardinal O'Hara High School may result in disciplinary actions, even when the specific conduct does not take place on school property or at a school-related event.

TOBACCO, ELECTRONIC CIGARETTES, NARCOTICS, ALCOHOL DRUGS AND/OR DRUG PARAPHERNALIA

Students shall not be in possession of, use, transmit, conceal, sell, purchase and/or arrange to sell or purchase, possess or use the aforementioned items on school property or at any school event, home or away.

DISCIPLINARY SANCTIONS

As stated above, when a student's behavior and/or conduct is not consistent with the rules and policies set forth by Cardinal O'Hara High School, a disciplinary sanction will be issued. These sanctions will vary in severity depending on the level and frequency of the offense committed. Possible sanctions include issuance of a warning, detention, service detention, in-school suspension, out-of-school suspension and expulsion.

DETENTION / SERVICE DETENTION

Detention is our community's method for disciplining minor breaches of our Code of Conduct. When a detention is issued, it takes precedence over every other non-academic activity. Accordingly, students who have been assigned a detention and/or service detention may not participate in any extra-curricular activity before his/her detention has been served. Those who have an after school job are expected to serve their detention after school, before leaving for work. Depending on the type of detention and length, detention times will vary. Failure to serve detention will result in detention time being doubled. In addition, students failing to complete detention will immediately be placed on Conduct Ineligibility until detention is served.

IN-SCHOOL SUSPENSION

In-School Suspension is assigned when a student's conduct, either in its severity or frequency, warrants a higher disciplinary sanction. Depending on the conduct that resulted in the In-School Suspension, a student will be assigned classroom material to complete and/or be assigned service projects in the building. While serving this suspension, the student is responsible for getting and completing any work that was missed due to suspension. Students will not receive any extension for turning work in and will receive a zero for any work not turned in. Students will serve their In-School Suspension from 7:45am through 2:15pm. In addition, students will not be permitted to participate in any school activities on the day(s) of such suspension(s) and must leave the campus at 2:15pm.

OUT-OF-SCHOOL SUSPENSION

Out-of-School Suspension is reserved for our most extreme behavioral issues. The length of such suspension may range from one to five days, depending on the severity or frequency of offense. Students assigned to an out-of-school suspension are not permitted on the school campus during the course of their suspension and may not participate in any school related event. In addition, students will receive a zero for any tests and/or assignments missed due to suspension. Students may contact classmates and/or teachers for work missed. The disciplinary file of students receiving an Out-of-School Suspension will be reviewed by Administration and such students may be dismissed.

DISMISSAL/EXPULSION

When a student's conduct and/or behavior is found to threaten the safety and/or mission of Cardinal O'Hara High School, such student may be dismissed from COHS. In such cases, students will be recommended to return to their public school district. When a dismissal occurs, the student is barred from attending any and all future Cardinal O'Hara events, including dances, sporting events, graduation festivities, etc.

CONDUCT INELIGIBILITY

In addition to the academic expectations placed on each student, a code of conduct expectation is also placed on each student. Students who exhibit repeated behavioral concerns and/or acts of misconduct will be placed on "Conduct Ineligibility" until such behavior is corrected. Conduct Ineligibility restricts student participation in extra-curricular activities. The length of this ineligibility period, as well as the level of restriction will be determined by the severity of the action(s) and the intent of the student. Each case will be reviewed and monitored by administration and a behavioral contract will be created. Please note that any student involved in inappropriate conduct off campus, including, but not limited to fighting and drug/alcohol related offenses, will be immediately placed on Conduct Ineligibility while the situation is being investigated. Depending on the severity of the offense, further discipline, including dismissal, may result.

**POLICY ON ACCEPTABLE USE OF
COMPUTERIZED INFORMATION RESOURCES
SEPTEMBER 2021**

Cardinal O'Hara High School provides access to various computerized information resources to every COHS student and employee, subject to the Terms and Conditions found in this document. These resources may include access to electronic mail, on-line services, internal network resources, the WIFI network, and the Internet. Resources also include access to systems not controlled by the school.

Users should not expect that files stored or created on school-based computers are private. Any work created with or stored on COHS systems, including all email correspondence, is the property of Cardinal O'Hara High School. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

Cardinal O'Hara High School does not condone the use of unsuitable materials and does not permit the use of such materials in the school environment. Every reasonable effort will be made to monitor the usage of COHS's computer system through a combination of filtering software and adult supervision. Despite the existence of guidelines, regulations and monitoring it will not be possible to completely prevent access to computerized information that is inappropriate for students. The use of the COHS computerized information resources is a privilege, not a right, and inappropriate use will result in a revocation of those privileges. Student failure to follow the guidelines may result in further disciplinary action. The system administrators will judge what is inappropriate use and may deny a user access at any time as required. Administrators, faculty, and other professional staff of COHS may request that system administrators deny, revoke, or suspend specific users. The decision of the system administrators is final.

Agreement

Only users with a Contract Agreement on file signed by both student and parent and filed with the system administrator are permitted to access Cardinal O'Hara High School's computerized information resources, which includes the 1:1 computer program. The student understands and agrees to the following responsibilities and privileges:

Student Computer/ Internet Access

- A. All users will have access to Internet information resources through the student wireless network and the computer labs.
- B. All users will have access to those networked applications purchased and installed by the school and will abide by their licensing guidelines.
- C. All students are required to bring their charged laptops to every class. Cell phones will not be allowed in any classroom throughout the school day.
- D. It should be understood that all data sent over the Cardinal O'Hara High School Network and communication system is the property of Cardinal O'Hara High School. To properly maintain and manage this property, Cardinal O'Hara High School administrators reserve the right to examine all data stored or transmitted by these systems.

E. The student/parent may be financially responsible for the replacement and/or repair of a device, including but not limited to the 1:1 computer program, if damage/loss is deemed by network administrators to be caused by the fault of the student.

Acceptable Use

The use of technology must be in support of education and research consistent with the educational objectives of the Cardinal O'Hara High School. Use of another organization's network or computing resources must comply with the rules appropriate for that network. The following restrictions on Cardinal O'Hara systems apply:

- a) Do not access the Internet, email, other electronic communication, WIFI network, or any program or part of a program that is not consistent with the education and research goals of the school.
- b) Do not share any password or account assigned to you by COHS administrators. This includes but is not limited to, both for personal accounts as well as the WIFI network.
- c) Without the consent of a COHS faculty or staff member, do not change, copy, rename, delete, read, or otherwise access files or software that you did not create.
- d) Do not use the network to violate any local, state or federal statute. This includes, but is not limited to, transmission of threatening, abusive or obscene material.
- e) Do not violate the copyright, plagiarize or otherwise use the intellectual property of another individual or organization without permission. **All works must be properly cited.**
- f) Do not access, compose, upload, download, create, or distribute pornographic, obscene, sexually explicit material or language.
- g) Do not purchase any goods or services through any COHS-provided on-line service.
- h) Do not use the network for commercial activities, product advertisement, or political lobbying.
- i) Do not vandalize, damage, disable, or "hack" the files or accounts of others. Creation or use of a virus is considered vandalism.
- j) Do not upload or download or share any files without (a) verifying that it is legal to do so under US copyright laws or (b) receiving prior authorization by a COHS staff member.

Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) Be polite and use appropriate language. Do not use profanity, vulgarities, or any other inappropriate, offensive, harassing, or "stalking" language or behaviors.
- b) **Do not reveal personal information about yourself or others on-line** such as name, home or work address, telephone, bank card number, etc.
- c) Do not meet with someone you have met on-line without being accompanied by a parent.
- d) Do not use the network in such a way that would disrupt the use of the network by others.

- e) Assume that all communications, programs, files, and any other information accessible via the COHS network are private, copyrighted property and respect them as such.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a user feels able to identify a security problem on the COHS network, the user must notify a supervising professional or a system administrator without delay. Users may not, under any circumstances, use another individual's account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

Vandalism

Vandalism is defined as damaging, defacing, disassembling, or destroying any part of computer or network hardware. Students are not to move any cables, switches, and plugs including those associated with the network. Vandalism also includes any attempt to harm or destroy data of another user, the COHS network, the Internet, or any other connected agency or network. This includes, but is not limited to, the uploading or creation of computer viruses or worms. Payment for the repair or replacement of damaged hardware or for services needed to undo software changes may be required of the offender.

Publishing

Prior to publication on the Internet, home pages that are created and intended to represent COHS or departments of COHS must be approved by the Administration. Use of student or employee images or names is strictly prohibited without the written permission of the student's parent/guardian or the employee. Student home addresses will not be published on the Internet. Publication of student or employee documents created as part of a classroom or work assignment for the school must be approved by the Administration or its designee.

Disclaimer

Cardinal O'Hara High School, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the computerized information resources it provides. Cardinal O'Hara High School, its employees and agents also make no guarantees of any kind, concerning personal devices that include, but are not limited to: personal laptops, tablets, iPads, cellular phones or any other devices connected to the Cardinal O'Hara Wireless network. Furthermore, COHS is not responsible for:

- a) Any damages suffered by a user, including but not limited to loss of data resulting from delays or interruptions in service, or computer viruses;
- b) The accuracy, nature, or quality of information stored on any media, drives or servers;
- c) The accuracy, nature, or quality of information gathered through the Internet;
- d) Damage to personal property used to access computers, networks, or the Internet;
- e) Unauthorized financial obligations resulting from Internet access. Such charges are the responsibility of the user ordering those services;
- f) The theft or damage to any personal device that is brought to Cardinal O'Hara High School;

- g) Cardinal O'Hara provides services for the 1.1 program on an "as/is, as/available" basis; and
- h) Parent(s) may purchase additional protection for their student's device. Devices may be added to a home owners/renter's insurance policy.

Account Termination and Appeal Process

Violation of the policies described herein for use of computing resources will be dealt with seriously. Violators are subject to disciplinary procedures of the Cardinal O'Hara High School, may lose computing privileges or account and network access, and may also be subject to prosecution by state and federal authorities under laws including, but not limited to: The Privacy and Protection Act of 1974; The 1986 Electronic Communications Privacy Act; and/or The Computer Fraud and Abuse Act of 1989.

Accounts on Cardinal O'Hara systems may be terminated or disabled with little or no notice for violation of the Policy on Acceptable Use of Computerized Information Resources, or for other inappropriate use of computing and network resources. When an account is terminated or disabled, we will make an attempt to contact the user (at the phone number they have on file with us) and notify them of the action and the reason for the action. If the user feels such termination is unwarranted, or that there are mitigating reasons for the user's actions, he or she may appeal to the Technology Coordinator and the principal.

Users are advised that a history of infractions is kept. Any history of violations will be considered in determining what action to pursue. If warranted, serious violations of this policy will be brought before the appropriate School committee. Parents will be notified in writing of major offenses.

REQUIRED NYS SAFETY NOTICE

In accordance with New York State regulations, we must notify you that asbestos is present in our building. However, all asbestos is encapsulated and all precautionary measures have been taken to ensure the safety of our students and employees.

ATHLETICS

INTRODUCTION

This handbook will provide student athletes and their parents/guardians with a guide to the interscholastic athletic program at Cardinal O'Hara. In addition to the information presented in this handbook, there will be specific policies for that sport season as determined by the coach. All student athletes are expected to adhere to the rules and regulations established by the Commissioner of Education, the New York State Catholic High School Athletic Association, Monsignor Martin High School Athletic Association and the administration of Cardinal O'Hara.

It should be understood by all student athletes and their parents/guardians that it is a privilege to participate on an interscholastic team. With this privilege comes the responsibility of making a commitment to all rules and regulations. Student athletes who violate these rules and regulations will be subject to disciplinary action.

PHILOSOPHY OF ATHLETICS

The athletic program at Cardinal O'Hara is considered to be an integral part of the school's educational program. We believe this program provides experiences that will affect the student athlete physically, mentally, socially and emotionally. We believe that by promoting sportsmanship at all levels, the athletic program instills pride, reinforces a sound value system and enhances the individual's self-image as well as the image of the school.

Cardinal O'Hara's athletic program should achieve and maintain the following goals and objectives:

1. Develop high moral and ethical values, standards and behaviors in student athletes.
2. Develop student athletes who demonstrate good sportsmanship, the basic requirements of which include the following:
 - a. Show respect for opponents, teammates, spectators, and coaches.
 - b. Show respect for officials/umpires and their decisions.
 - c. Know, understand and follow the rules of the contest.
 - d. Maintain self-control at all times.
 - e. Recognize and appreciate skill in an opponent's performance.
3. Concentrate on the development of skill and athletic participation in contests.
4. Develop a competitive, winning attitude, consistent with good sportsmanship.
5. Encourage individual commitment to personal and team goals.
6. Promote pride in the school and athletic program.
7. Emphasize and reinforce the importance of academic achievement.
8. Promote the importance of a lifetime, positive attitude towards physical fitness.
9. Develop qualities of leadership within the participants in the athletic program.

ELIGIBILITY REGULATIONS

1. A student participating in the interscholastic athletic program must be a bona fide student as defined by the New York State Catholic High School Athletic Association Handbook and:
 - a. Enroll in and actually take at least seven classes, including physical education/dance.
 - b. Regularly attends school. Absences caused by personal illness are expected.
2. A student athlete is eligible for interscholastic competition in grades 9-12, or until their 19th birthday. If he/she reaches the age of 19 after September 1st, he/she may continue to participate for the remainder of the school year.
3. All student athletes must have a physical exam prior to participation of any sort, including tryouts. The student needs a physical once per year and the physical must be done through the athlete's private physician or at a scheduled date/time with the district. The student athlete must return the pre-physical parent permission form and COHS release form to the school nurse prior to his/her physical exam.
4. A student athlete may represent an outside team in the same sport while representing COHS. However, if a conflict arises between the two teams, the high school team takes precedence.
5. If academically or behaviorally suspended, the student will be unable to participate with the team during the time of suspension. In addition, he/she will be unable to travel on the team bus, dress for the contests, or sit with the team if attending a contest. The student athlete should spend his/her time improving their scholastic/behavioral standing. The school will work with the student to insure success in the classroom, as well as on the playing fields.

ATHLETIC ATTENDANCE POLICY

Students who participate in sports must be present the day of game a minimum of four (4) periods, not including lunch, in order to play. Any student who is absent from school the entire day may not participate in any school activity that day. Any student absent on Friday will be ineligible for all weekend practices and/or games.

CODE OF CONDUCT

In addition to the academic ineligibility and conduct ineligibility clauses in the COHS Student/Parent Handbook, the following also apply:

~It is imperative that COHS students behave properly. The principal may suspend or dismiss a student from a team for any behavior the principal feels is unacceptable. The COHS Student Handbook discussed this in greater detail.

~All students are expected to be cooperative, orderly, and respectful to faculty, staff, and students. Conduct that is insubordinate or that endangers the safety, morals, health and welfare of others, will be subject to disciplinary action. This includes a student athlete's behavior during school, after school before practices or games, and in the locker room before or after a game or practice.

~While representing COHS on the playing field, a student athlete should: refrain from profanity and vulgarity; never resort to dangerous or illegal tactics; show respect for officials, coaches, opponents and spectators; be gracious in defeat; be humble in victory and avoid verbal and physical confrontations.

~A student athlete who receives an in-school suspension due to improper behavior will be suspended from participating in practices during the day(s) of

suspension and will be suspended from participating in at least one game (the next game) of the current sport in which he/she is participating, including play-off or tournament games.

DUAL ATHLETES

Student athletes who wish to participate in two sports during the same season – fall, winter, spring – must follow the guidelines below:

- ~ Maintain 85% or higher overall average; for fall sports, the final overall average of the preceding year must be at least 85%.
- ~ Declare a primary sport.
- ~ Attend primary sport for conditioning and practice – attend secondary sport for skills, fundamentals and learning offenses and defenses.
- ~ Game Day conflict: must attend primary sport contest (CANNOT compete twice in one day).

SPORTSMANSHIP

Cardinal O'Hara athletes and fans are expected to follow the tenets of good sportsmanship as outlined below:

1. Keep cheering positive.
2. Respect the visiting team.
3. Learn and understand the game rules.
4. Show appreciation of good play by both teams.
5. Respect the integrity and judgment of the officials.
6. Accept victory and defeat with dignity.
7. The use of drugs, alcohol and tobacco is prohibited.
8. Shows/demonstrates respect for all COHS coaches, at all times.

SELECTION OF THE TEAM

The selection of an interscholastic team is the responsibility and prerogative of the head coach. He/she shall determine lineups, playing time and special regulations pertaining to his/her sport. He/she has the right to consult with the assistant coach and delegate responsibilities to the assistant.

TRANSPORTATION

Cardinal O'Hara's school bus will be used to transport athletes to their away contests. If a team has more than 14 members, parents or students who drive, will need to car pool to the contest (max capacity of the bus is 14). Written permission from a parent for their student to drive him/herself, and possibly other teammates, must be submitted once for the entire season. Parents must also submit written permission for their student to be a passenger in another student or parent's vehicle, once for the entire season.

INSURANCE

All students attending COHS are covered by the school's insurance policy. This insurance is commonly called a supplementary insurance policy, which means that the insurance of the parents is used first and coverage at COHS is processed secondly.

INJURIES

There is a risk of being injured that is inherent in all athletics. The injury may be severe, including risk of a fracture, paralysis, brain injury, including concussion or death. An emergency card must be returned to the coach prior to the first day of tryouts. All injuries should be reported to the coach immediately. If a student athlete is absent for five (5) or more consecutive days or has injury that required medical attention, he/she must be released back to competition by their private physician. The release forms from his/her doctor must be given to the nurse, and the athlete will receive a return to play form to give to his/her coach.

CONCUSSION MANAGEMENT

An athlete who sustains a concussion must see his/her doctor and complete the *Return to Play* guidelines available in the health office, before returning to their sport.

TRAINING RULES

Use of substances, such as tobacco (including chewing and snuff), electronic cigarettes, alcohol illegal drugs, is a significant health problem for adolescents. COHS teaches students that using these substances created danger to their physical, mental and emotional health. It is the philosophy of COHS to forbid all student athletes to use, possess, sell or otherwise distribute these substances or related paraphernalia. Disciplinary action will occur when this policy is violated.

EQUIPMENT/UNIFORMS

All school issued equipment and uniforms must be returned at the end of the season. They are to be returned clean, in reasonable condition, considering normal wear and tear. A student athlete is financially responsible for equipment or uniforms that are lost, stolen or damaged. The student athlete is to make restitution for, or return lost items. Awards may be withheld and participation denied until the restitution has been made.

GAME DAY ATTIRE-ALL STUDENTS

- Student athletes may wear game jersey on the day of scheduled game only.
- Jerseys must be tucked in and worn over standard dress code.
- Warm-up uniform is NOT permitted on game day.
- Standard dress code pants and footwear must be worn.

WARM-UP JACKETS FOR ALL SPORTS TEAMS MAY BE WORN AT ANY TIME DURING THEIR SEASON. Polos must be worn underneath for girls with either dress pants or skorts. Boys must wear buttoned down shirts underneath their jackets tucked in. Boys must wear ties/bowties, belts and dress pants.

FUNDRAISING

Teams may fundraise for special events and must be approved by the Athletic Director and Advancement Office. Fundraising for warm ups or any non-uniform purchase must be approved by the Athletic Director.

ATHLETIC FEES

1. Athletes traveling for overnight tournaments or the like are required to pay \$75 per tournament/event. Failure to pay by the deadline **prior to** the event will result in that student not being able to travel or participate. This includes regular, playoff and state competitions.
2. If a team loses early in playoffs or a competition, they are required to return home to avoid unnecessary costs and return to their classes as soon as possible.

SCHEDULING

The coaches of each team, overseen by the Athletic Director are responsible for establishing a full schedule. The same process will occur to set tournament schedules. It is important to consult the school calendar when scheduling contests to prevent conflicts. The decisions of the school regarding scheduling are final.

JEWELRY

In the interest of safety, all jewelry must be removed for both practices and games. This includes rings, watches, necklaces, bracelets, all earrings, etc.

INITIATION/HAZING

COHS does not sanction, nor approve of any type of initiation or hazing of athletes by other members of the team. Any athlete who hazes or initiates is subject to dismissal from the team.

PROCESS FOR ESTABLISHING A NEW SPORT

If there is an interest in establishing a new sport not currently available at COHS, the students must approach the Athletic Director with a willing moderator to begin the process.

AMMENDMENTS TO THE ATHLETIC HANDBOOK

The principal has the right to amend or add to this handbook as situations warrant. Changes will be posted in the homerooms, main office and Athletic Directors office.

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CARDINAL O'HARA HIGH SCHOOL STUDENT/PARENT AGREEMENT FORM

It is important that parents and students understand the regulations and policies of Cardinal O'Hara High School. Therefore, we ask that you carefully and thoroughly read this Student/Parent Handbook and Athletic Handbook. In addition, we encourage you to discuss the contents of this handbook to completely understand the expectation of our school.

After reading and discussing this handbook, please sign this form and have your child return it to Mrs. Monaco by Wednesday, September 8, 2021.

_____ **Yes, we have read and discussed the regulations and policies of Cardinal O'Hara High School and agree to cooperate with the implementation of these policies and be governed by the provisions of this handbook.**

Student's Name (print): _____

Student's Signature: _____

Parent's Name (print): _____

Parent's Signature: _____

Date: _____

Photo/Video Policy

_____ **YES, My son/daughter has my permission to be included in newspaper and/or social media that may be used to promote Cardinal O'Hara High School or individual student achievement.**

_____ **NO, My son/daughter DOES NOT have my permission to be included in newspaper, advertising and/or social media that may be used to promote Cardinal O'Hara High School or individual student achievement.**

Parent's Signature: _____

Date: _____