

Venango Catholic High School
A Member of the Venango Catholic Preparatory Schools
Mission Statement

(VCPS) Venango Catholic Preparatory Schools are committed to building a strong foundation for lifelong achievement rooted in the teachings of Christ.

Venango Catholic High School
Philosophy Statement (VCHS)

Let it be known to all that enter here that Christ is the reason for this school. He is the unseen but ever present teacher in its classes. He is the model of its faculty and the inspiration of its students.

Venango Catholic High School
Building Blocks

We the Venango Catholic High School Community will:

- Provide our students with a strong spiritual foundation on which to build their lives rooted in the teachings of Jesus Christ and the Holy Catholic Church.
- Champion superior standards of academic excellence.
- Challenge our Community to view their spiritual growth and intellectual development as a lifelong endeavor of seeking wisdom and knowledge.
- Stress to our Community the value of self-discipline, personal responsibility and the obligation we have to respect each other as children of God and to treat each other accordingly.
- Offer a diverse curriculum, to the best of our ability, to meet the individual needs of our students and provide for their social and physical development through extracurricular activities based upon their individual talents.
- Encourage the active participation of our families and friends in our efforts to promote the spiritual and intellectual growth of our students, recognizing that our own personal example and teaching within our families is the most effective way to pass on our love of God and that Venango Catholic is a tool in this effort.
- Accept all students who agree to live by our rules and respect our community.

VENANGO CATHOLIC HIGH SCHOOL

School Phone Number - 677-3098

ADMINISTRATION

HEADMASTER	Rev. John P. Malthaner
ACADEMIC DEAN	Mr. Brian Slider
DEAN OF DISCIPLINE	Mr. Thomas McNellie
DIRECTOR OF ATHLETICS	Mr. Thomas McNellie

ADMINISTRATIVE SUPPORT PERSONNEL

Director of Development	Mrs. Tina McMahon
Campus Ministry Coordinator	Mrs. Mary Ellen McNellie
Business Manager	Mr. Max Dudzic
Office Manager	Mrs. Carol Solle
Attendance	Mrs. Carol Solle
Guidance	Mrs. Judy Frost

CATHOLIC SCHOOLS OFFICE - DIOCESE OF ERIE

Diocese of Erie Phone Number - (814) 824 - 1220

Vicar for Education	Rev. Nicholas Rouch
Director of Curriculum Development	Mrs. Darlene Kovacs
Director of Teacher Personnel	Sister Mary Ann Bader, R.S.M.
Director of School Finance	Mr. Chuck Banducci
Director of Government Programs	Ms. Roberta Bucci

BOARD OF SCHOOL DIRECTORS

The Board of Directors shares the responsibility for the implementation of the mission of Venango Catholic High School in a manner consistent with the vision of Catholic education articulated by the Bishop of the Diocese of Erie.

The Board of Directors helps to create a community of faith in conjunction with parents, faculty, staff, students, supporting parishes and the broader Christian community. The Board will help to ensure that both the spirit and intent of its policies reflect the nature of Catholic education.

The Board of Directors will promote the identity and well being of the School and direct the financial administration of Venango Catholic including approval of annual capital and operating budgets, approval of major expenditures, approval of revenue generation and expenditure plans and other items of a financial nature.

The Board will approve the appointment of the Business Manager, Director of Development and the Athletic Director upon the recommendation of the Headmaster. The Board will develop and implement long range and operating plans for Catholic secondary education in the greater Venango County area.

2011-2012 Board of School Directors

Mr. Charles Banducci, Director of School Finance, Diocese of Erie

Rev. Nicholas Rouch, Vicar for Education, Diocese of Erie

Rev. John P. Malthaner, Headmaster, Venango Catholic High School

Mrs. Bonnie Zacherl, School Board President

Mr. Max Dudzic, Director of Finance

CONTACT PERSONS

SCHOOL PHONE NUMBER - 677-3098

<u>AREA</u>	<u>CONTACT</u>
Academic Concerns	Mr. Brian Slider
Athletic Concerns	Mr. Thomas McNellie
Building	Fr. John P. Malthaner
Campus Ministry	Mrs. Mary Ellen McNellie
Classes/Course Offerings	Mr. Brian Slider
Discipline/Dress Code	Mr. Thomas McNellie
Guidance	Mrs. Judy Frost
Make-up work	
A) Missed days	Contact Teachers
B) Extended Absences	Mr. Brian Slider
Report Cards	Mr. Brian Slider
School Calendar	Fr. John Malthaner
School Finance	Mr. Max Dudzic
Transcripts	Mr. Brian Slider

If an agreement or resolution is not reached in consultation with the appropriate individual, you should contact Father Malthaner at the **school** for an individual appointment.

School Office Hours - **8:00A.M. - 4:00 P.M.** Monday through Friday

Summer Hours - **9:00 A.M. - 2:00 P.M.** Monday through Thursday

STUDENT/SCHOOL CONTRACT

Venango Catholic High School has something of value to offer you. The teachers and staff of Venango Catholic will work hard to help you take advantage of what we have to offer, but you must agree to work with us as a partner. That means you must accept our basic goals and standards and put forth a real effort in your school work. If you do that we will treat you with respect. If you do not initially accept our goals and standards we will help you to understand why they are valuable. If you are unable to live by our rules and respect our community, you will have to leave. Your future job and academic opportunities depend on how hard you try and how well you do here. The Venango Catholic staff and faculty will work to give you the best feasible opportunity for a good job or college placement.¹

As part of this contract, Venango Catholic has a right to make reasonable and necessary expectations of its students. Therefore, it is the responsibility of Venango Catholic students to:

- * Reject mediocrity and pursue excellence.
- * Seek to be a part of the community life of their school.
- * Participate in the spiritual life of their school.
- * Place their talents at the service of the Venango Catholic community.
- * Express ideas and opinions so as to build up VC and the people here.
- * Recognize that all people are children of God and worthy of respect.
- * Work to discover their real talents and abilities.
- * Make the best possible use of their time to acquire the best education they can.
- * Bring to each class a willingness to learn and to actively participate in the class.
- * Respect school property and equipment and encourage others to do the same.
- * Become involved in extracurricular activities in order to develop a positive attitude about VC.
- * Be aware of all school rules and behave accordingly.
- * Identify with the school community by following the dress code.

¹High Schools with Character, Paul T. Hill, Gail E. Foster. Tamar Gendler, The RAND Corporation, August 1990

A STATEMENT IN SUPPORT OF LIFE

Venango Catholic High School strives to be mindful of the teachings of the Church, and to reflect these teachings in philosophy and action. The teachings of the Catholic Church regarding the sanctity of human life reaches our students at a time when they most need to hear a Christian view of the greatest of God's gifts. The formation of a student's conscience to include the respect of human life is a primary goal of our school.

To that end Venango Catholic reaffirms the belief that all life is sacred, in that it is a gift from God, who gives value to all living things. Life is to be treated with respect from conception to the moment of natural death. This respect manifests itself in the efforts to defend life, to enhance its value and help it reach its full potential.

Abortion is an action that is directly contrary to the teaching of the Catholic Church in that it destroys life. The deliberate taking of a human life is the most serious sin and it destroys not only the life of the unborn, but it deeply affects the lives of all those who participate in the abortion in any way.

Students at Venango Catholic who participate in an abortion, either in recommending it or aiding in its procurement or actually having the abortion, have done something that is directly contrary to what the school stands for. Once it is verified that a student has in fact participated in an abortion, that student must follow the direction of the school in seeking appropriate counseling and aftercare. If a student chooses not to follow the direction of the school, the school reserves the right to dismiss the student. Other students may need the support even though they may not have participated in the act. Support services will be offered.

Creation of a new human life is a wonderful participation in the mystery of God's own creative love. The circumstances of pregnancy can sometimes complicate this experience. A student who becomes pregnant or one who fathers a child has created a difficult situation for him/herself and the unborn child. Because Venango Catholic tries to foster respect for life in all that it does, the school commits itself to offering the support and counseling necessary to continue with the pregnancy and to bring that new life into the world. From the outset, it would be the school's goal to involve the parents of a pregnant student and to be supportive of the family. If the family involvement does not result in a satisfactory program of prenatal care and support, the pregnant student and/or the father of the child, must agree to the recommendations of the school regarding pre-natal care and the appropriate support services during the pregnancy and after, or that student may be dismissed.

TYPE OF SCHOOL

VENANGO CATHOLIC HIGH SCHOOL, 1505 West First Street, Oil City, Pennsylvania, is a coeducational diocesan high school of the Diocese of Erie.

CALENDAR

The school year is divided into two semesters, each of which consists of two nine week quarters, for a total of 180 school days.

DIPLOMAS

Venango Catholic High School is fully accredited by the Commonwealth of Pennsylvania, the Middle States Association of Secondary Schools and Colleges, the National Catholic Educational Association, the National Association of Independent Schools and the Pennsylvania Association of Independent Schools.

GRADUATION REQUIREMENTS

Full credit courses meet five times per week for an average of 80 minutes. A minimum of 28 credits in the following subject areas is required to graduate:

<u>Units</u>	<u>Subject Area</u>
4	Theology
4	English
4	Social Sciences
4	Mathematics
3	Science
1	Physical Education
½	Health
½	Fine Arts
2	Foreign Language
5	Electives

During each of the four years at Venango Catholic High School, all students are required to perform a minimum of twenty-five hours of service per year and to write a summarization paper after completion of them. The hours are non-cumulative per year and must be direct hours of service to the church, school, or community. (See "Service Hours Program", page 14, for criteria)

It is the policy of Venango Catholic High School to permit a student to participate in commencement exercises if the student is lacking no more than two credits of the number required for graduation. These credits must be earned through summer school or a correspondence program approved by the Headmaster or Academic Dean within one calendar year from the anticipated date of graduation. A diploma will be issued to the student when a transcript of the credits has been received by Venango Catholic. Should the deadline pass, the student's only alternative is to seek a General Education Diploma.

If all obligations (fees, books, tuition, etc.) are not resolved, a student will not receive his or her diploma until such time as the obligations are fulfilled.

COURSE OFFERINGS

The following is a list of the courses that are offered at VCHS. Courses marked with an asterisk are required of all students. Students select from the rest of the courses to fulfill requirements for graduation.

Theology

*Scripture
*Morality
*Church History
*Senior Theology
Philosophy
Faith & Philosophy
Reasons for Hope: Apologetics
Campus Ministry

Mathematics

Basic Math
*Algebra I
*Geometry
Algebra II
Precalculus
Algebra III/Trig
Statistics
Intro to Calculus I
Intro to Calculus II
AP Calculus AB
AP Calculus BC
Personal Finance
Discrete

Physical Education

Vocational Technical Studies (Vo-Tech)

English

*Literature/Composition I
*Literature/Composition II
*American Literature
Honors American Literature
*English Literature
AP English Literature
Creative Writing
Literary Experience

Foreign Language

Spanish I, II, III, IV
Latin

Fine Arts

Art I, II III & IV
Handbells I, II

Health

*Health
Family Consumer Science

Library Science

Science

*Biology
Chemistry I & II
AP Biology
Earth Science
Environmental Science
Physics
Anatomy & Physiology

Social Studies

*Ancient Civilizations
*Modern European History
*US History
*Principles of Democracy
Psychology
Criminal Justice

Business/Technology

Computer Programming I & II
Computer Applications I & II
Accounting

Technology Assistant I & II
Web Design
Yearbook

Any student who does NOT letter in one season of inter-scholastic athletic competition will participate in a phys. ed. program in order to fulfill the state's physical education requirement.

*Required Courses

PLEASE NOTE: Course availability is based upon enrollment; therefore, not all courses are offered every year.

ADVANCED PLACEMENT PROGRAM

AP is a program for students willing to apply their inquisitiveness, ability, and persistence to a particular academic area. Intellectually stimulated students can excel in AP, however, the program is also beneficial to competent students who succeed through application.

College credit and/or waivers are available through most colleges and universities if a sufficiently high score is achieved on a standardized test given at the end of the school year. A fee for the examination is paid in lieu of the college tuition for the course. A family can realize a significant economic advantage through a student's participation in AP. Venango Catholic offers AP classes in three areas: Biology, Calculus, and English Literature. Teachers of these subjects have received College Board AP certification. Admission to these classes is made with the permission of the instructor.

Dual enrollment/Jump Start enables Juniors/Seniors who have a 2.86 QPA overall to enroll in approved courses through Clarion University.

ACADEMIC BENCHMARKS

It is the policy of Venango Catholic High School that a minimum number of credits shall be earned for a student to progress to the next grade. These benchmarks are established to realistically gauge a student's progress toward the credits required for graduation.

To be a sophomore, a student will have earned at least 7 credits.

To be a junior, a student will have earned at least 14 credits.

To be a senior, a student will have earned at least 21 credits.

REPEATED COURSES

It is the policy of Venango Catholic High School that in the event a student fails or earns a D in a course, and then repeats and passes the same course in any subsequent school year, the passing or higher grade shall replace the failing or D grade in calculation of the Grade Point Average. The student may repeat the course through independent study at Venango Catholic, summer school at Venango Catholic, or a correspondence course approved by the Headmaster or Academic Dean. Both courses will appear on the transcript. The failing or D grade will be replaced with a "R" to represent a repeated course. No more than four credits may be earned from correspondence courses.

EARLY COLLEGE ADMISSION

It is the policy of Venango Catholic High School that requests for early college admission will be denied. It is the feeling of the Board of School Directors that a diploma from Venango Catholic should reflect the Catholic character and curriculum of the school through a planned course of instruction earned on campus. Credit for courses earned through independent study, college participation concurrent with attendance at Venango Catholic or correspondence will be considered on an individual basis and must have the prior approval of the Headmaster or the Academic Dean. (See Dual Enrollment/Jump Start)

POLICY ON NAMING VALEDICTORIAN AND SALUTATORIAN

To determine the valedictorian and salutatorian of the graduating senior class, the overall QPA is calculated after 15 quarter grading periods. The valedictorian is the graduating senior with the highest overall QPA. The salutatorian is the graduating senior with the second highest overall QPA. In the event of a tie, Honors and AP classes will be adjusted accordingly by adding 3% to the final percentage of all Honors / AP courses taken. The additional 3% will not appear on transcripts, it is only used for calculation of Valedictorian / Salutatorian. These changes will be in effect beginning with the class of 2010.

SENIOR FINAL EXAMINATIONS

At the end of each semester, seniors will be allowed to waive the final examination in any course in which they have earned an A in **BOTH QUARTERS.**

REPORT CARDS

The school year is divided into two semesters, and each semester is divided into two quarters. Report cards are issued at the conclusion of each quarter, four times per year. At the midpoint of each quarter, narrative reports are issued with the grade earned as of that date and a comment from each teacher about the student's performance in the class.

Quarter grades are reported as a percent average of the student's performance on tests and quizzes, homework, and other projects assigned by the teacher. At the end of each semester, comprehensive final examinations are given. Exams will be given in January and in May. The first semester grade (August-January) is comprised of the first quarter grade (40%), the second quarter grade (40%), and the final exam grade (20%). These grades will constitute the final grades for the first semester courses.

The second semester grade (January - May) is comprised of the third quarter grade (40%), the fourth quarter grade (40%) and the final exam grade (20%). These grades will constitute the final grades for the second semester courses.

ACADEMIC GRADES

All student work is graded on a percentage basis. Grades in all courses are used to calculate Quality Point Average (QPA) and class rank. Quality points are awarded according to the following scale:

<u>Academic Courses</u>	<u>Honors/Advanced Placement courses</u>
4.00 93 - 100	4.00 90 - 100
3.75 91 - 92	3.75 87 - 89
3.50 89 - 90	3.50 85 - 86
3.25 87 - 88	3.25 82 - 84
3.00 85 - 86	3.00 80 - 81
2.75 83 - 84	2.75 77 - 79
2.50 80 - 82	2.50 75 - 76
2.25 78 - 79	2.25 72 - 74
2.00 77	2.00 70 - 71
1.75 75 - 76	0.00 0 - 69
1.50 73 - 74	
1.25 71 - 72	
1.00 70	
0.00 0 - 69	

GRADE EQUIVALENCE

<u>Academic Courses</u>	<u>Advanced Placement and Honors Courses</u>
A 93 - 100	A 90 - 100
B 85 - 92	B 80 - 89
C 77 - 84	C 70 - 79
D 70 - 76	F 0 - 69
F 0 - 69	

EFFORT

In addition to an academic grade, the student is assessed on effort in each class according to the following scale:

APL	excellent
2	good
3	satisfactory
4	poor
5	unacceptable

See Appendix I for Effort Grade Rubric.

HONORS

Students who achieve a Quality Point Average (QPA) of 3.75 or higher are named to the **HIGH HONOR ROLL** at the end of each quarter.

Students who achieve a Quality Point Average (QPA) of 3.50 or higher are named to the **HONOR ROLL** at the end of each quarter.

Students who receive Academic Performance List (APL) ratings from the teachers of any three courses are named to the **HEADMASTER'S ACADEMIC PERFORMANCE LIST** at the end of each quarter.

LEARNING SUPPORT PROGRAM

In cooperation with St. Patrick and St. Stephen Schools, Venango Catholic High School employs a parochial learning support teacher. Classes in Basic Math and Basic English are offered to learning disabled students in addition to tutoring support designed to meet their individual needs. This program is funded in part by the Samuel Justus Charitable Trust.

CAMPUS MINISTRY PROGRAM

Venango Catholic High School is committed to fostering the spiritual growth of students, faculty and staff. The Campus Ministry team works to create community and encourage faith development through weekly Mass, special liturgical events, an annual retreat day for each class, participation in diocesan and national programs and rallies, and ecumenical experiences. A priest is always available for spiritual guidance and regular penance services are scheduled.

SERVICE HOURS PROGRAM

Grades 9 - 11

Purpose:

The student service program of VCHS promotes a spirit of Christian service among our students and encourages them to use their gifts, talents, and time in the service of others. Our statement of philosophy and our mission statement echo Christ's challenge to service through the gospel. Venango Catholic embraces the philosophy that service is not what we do; it is who we are. We therefore require all of our students to put their faith into action by becoming involved in a variety of service projects that benefit their church, their school, and their community.

Requirements:

During each of the four years at Venango Catholic High School, all students are required to perform a minimum of twenty-five hours of service per year and to complete a journal of experiences. The students, personally and as a school body, are encouraged to go as far beyond the minimum requirements as they are able. The hours are non-cumulative per year and must be direct hours of service to the church, school, and community. To count as service hours the following criteria must be observed:

- The student must not receive any payment, monetary or otherwise, for any hours worked.
- Hours that are part of a student's normal chores, such as those normally required around the house, do not count.
- Hours that are part of a court sentence or are mandated as a form of punishment or restitution do not count.
- The hours must be recorded on a service project form and signed by the adult who was present at the place where the service was performed.
- The completed service hours form must be turned in to each student's academic advisor by no later than the date stated on the form.
- Service hours completed as part of a parish confirmation program may be applied to the service program here at VCHS.
- Hours must be served in all three areas of church, school, and community.
- Fifteen hours must be completed by January 11, 2012. The remaining ten hours (twenty-five total) plus the journal must be completed by March 21, 2012.

Students must perform a minimum of 25 hours of service per year as part of the requirement to progress to the next grade.

- Service hours must be performed after school hours with the exception of those approved by the Headmaster's Council. Approved programs to date are Meals on Wheels and Head Start Reading; others may be considered and added in the future.
- The journal should serve as a reflection on the services performed and the benefits to both the student and the recipient of the services.

Failure to complete the service hour requirements and complete an acceptable journal will result in the following:

- No diploma will be given to seniors; no report cards will be issued to any students who have not fulfilled their service program requirements until the hours and/or paper are completed.

SENIOR SERVICE HOURS PROGRAM PROJECT

Each senior will be responsible for implementing a Service Program Project during their senior year. The rubrics for this project are as follows:

- a. Student will inform their faculty advisor by the end of March during their junior year the scope of their project. This information will be in typed MLA format, including the title of the project, a detailed plan as to what the student plans to do, and the objectives that will be met by completing the project.
- b. Faculty advisor will e-mail the scope of the project to other faculty members for approval/questions/suggestions, etc.
- c. Student will meet with faculty advisor with approved plan and devise a time line of events that will need to be completed to insure success of the Service Program Project.
- d. Faculty advisor will assist in any way to help the student in beginning and working through their project.
- e. Students will be responsible for keeping a time-sheet log that will be periodically reviewed by the faculty advisor...to insure that the student is keeping up with his/her project goal.
- f. Each student will be responsible for presenting a 5-10 minute explanation and evaluation of their Service Program Project. This will encompass a portfolio of progress and assessment by way of video, power point, or other means.
- g. A panel consisting of one community representative, one religious sister who is involved in local rural ministry and two faculty members will assist in evaluating each student's project.
- h. The Service Program Project will be part of the graduation requirement of Venango Catholic High School.

Venango Catholic High School believes the overall success of the Service Hours Program will be measured by an evaluation tool that will be constructed with the assistance of a committee consisting of two members of the VCHX Board of Directors; one religious sister who is involved in local rural ministry, and two faculty members. The evaluation tool will be discussed and shared amongst faculty, administration, Board of Directors, students and parents.

STUDENT EUCHARISTIC MINISTER

With the approval of the Bishop of Erie, students will serve the school community as Eucharistic Ministers at our liturgies. These students will be selected by the Headmasters Council. Because this is such a high honor, only those students who best exemplify the Catholic principles of the school will be asked to serve in this most important ministry.

GUIDANCE SERVICES

- * Career Counseling
- * College selection/guidance
- * Resource and Referral Consultation
- * Financial Aid Information

The Guidance Counselor is available for college guidance and will work with juniors and seniors throughout the school year. A year-long program will be coordinated with seniors to prepare for college admissions. Parents are welcome to make an appointment with this staff member during regular school hours.

NATIONAL HONOR SOCIETY

Venango Catholic High School recognizes that the National Honor Society is in the forefront of organizations and societies that promote appropriate recognition of students who have a record of outstanding achievement in the areas of scholarship, character, leadership and service. College admissions officers often regard Honor Society membership as a valid indicator of future success in the post-secondary education.

Membership is a privilege and not a right. Students do not apply for membership in the National Honor Society. It is an honor bestowed on an individual by the Administration and Faculty. In the spring of each school year, students whose overall cumulative grade point average is 3.5 or higher will be given a Student Activity Information Form. A five member faculty council will review these forms and any other available information in considering each eligible student for membership. In addition to scholarship, the following criteria will be used:

Leadership

The student who exercises leadership:

- *Is resourceful in proposing new problems, applying principles, and making suggestions
- *Demonstrates leadership in promoting school activities
- *Exercises influence on peers in upholding school ideals
- *Contributes ideas that improve the civic life of the school
- *Is able to delegate responsibility
- *Exemplifies positive attitude
- *Demonstrates academic initiative
- *Inspires positive behaviors
- *Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and without prodding, demonstrates reliability and dependability
- *Demonstrates leadership in the classroom, at work, and in school or community activities
- *Is thoroughly dependable in any responsibility accepted

Service

The student who serves:

- *Is willing to uphold scholarship and maintain a loyal attitude
- *Participates in outside activities: Church Youth Group; Parish Ministry; Girl Scouts; Boy Scouts; volunteer services for the aged, poor, or disadvantaged, family duties
- *Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- *Works well with others and is willing to take on difficult or inconspicuous responsibilities
- *Cheerfully and enthusiastically renders any requested service to the school
- *Is willing to represent the class or school in inter-class and inter-scholastic competition
- *Does committee and staff work without complaint
- *Shows courtesy by assisting visitors, teachers and students

Character

The student of character:

- *Takes criticism willingly and accepts responsibility graciously
- *Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- *Upholds principles of morality and ethics
- *Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- *Demonstrates the highest standards of honesty and reliability
- *Shows courtesy, concern, and respect for others
- *Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- *Has powers of concentration and sustained attention as shown by perseverance and application to studies
- *Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- *Actively helps to rid the school of bad influences or environment

Dismissal

* A National Honor Society member must maintain the standards for membership in order to retain his/her membership. Any member who falls below the standards which were the basis of his/her election shall be promptly warned in writing by the faculty moderator. If during the next regular marking period of the school, the member fails to meet the standards used as a basis for his/her election to the Society, his/her case shall be referred to the Headmasters Council. A member will be allowed only one warning period, except in the case of flagrant violation of school rules or the law, whereby no warning is required. The Headmasters Council shall have final approval of dismissal. Once a member is dismissed, he/she is never again eligible for membership in the National Honor Society.

*When a member is dismissed, he/she must be notified in writing and his/her pin and membership card returned to the faculty moderator or Headmaster. Notice of his/her dismissal must be indicated on the annual report submitted to the national secretary at the end of the school year.

SCHOOL HOURS

School hours are from 8:20 A.M. to 3:15 P.M.. Students are permitted in the building when they arrive. If students arrive before 8:10 A.M. they must report directly to the cafeteria. No student should be in any other part of the building before 8:10 A.M.. Students must remain in the cafeteria until the first bell at 8:10 A.M..

LATE ARRIVALS

Students must be in school by 8:20 A.M. If they arrive after 9:00 A.M. they are to be considered ineligible for extra-curricular activities. Students who are not in school by 9:00 A.M. are eligible for extra-curricular activities **ONLY** if they have a doctor's excuse, completed by the doctor when they arrive at school. During snow delays, students must arrive in school by 11:00 A.M. or they will not be eligible for extra-curricular activities that day. A note signed by the parent or guardian explaining the reason for the late arrival (on any day) must be presented upon arrival at school. Failure to bring in a note will result in a demerit.

LUNCH

A hot lunch may be purchased by buying a ticket from the kitchen. Tickets are sold for ten lunches. Students may bring lunch from home, but no food is to be delivered to the school during lunch time.

VISITORS

Visitors must sign-in in the office and obtain a pass while in the building. Visits must be arranged through the permission of the Headmaster. Any visitors that do come to the school (alumni, parents, personal friends) should sign-in at the main office and get a visitor pass if they are staying in the building. Persons not directly connected with the school are not permitted in the school building or on the grounds without permission.

FIELD TRIPS

All field trips will have a permission slip sent home to be signed by the parent or guardian. These must be returned in order for the student to attend the trip. Phone calls are not acceptable; the permission must be in writing. Permission slips **MUST** be turned in on or before the day of the field trip. Field trips are considered school days. All field trips are required unless otherwise noted. If a student does not attend a mandatory field trip, the student is not eligible for extracurricular activities that day. All field trips will travel in full school uniform, unless the nature of the field trip itself dictates otherwise.

LOCKERS

Lockers must be kept neat at all times. Lockers should be kept locked at all times and valuables should not be kept in the lockers. Only official school locks are to be used on the lockers and a spare key must be kept in the office. The school is not responsible for any item taken from a student locker without a lock.

No writing on the inside or outside of the lockers. Students who elect to decorate the interior of their locker are reminded such decorating must be in good taste. The school reserves the right to determine "good taste". Any damage done to a student's locker will be their responsibility to repair or clean.

Gym bags that do not fit in the student's locker are **NOT** to be left in the hallway. The student must make arrangements to store them properly. All bags should be stored in lockers, classrooms, or the student lounge. Any bags left in the hallway will be turned in to the office.

Periodic locker checks will be made by the Dean of Discipline.

CLASSES

Classes are an average of 80 minutes in length and students should come to class on time and prepared. This means they should bring whatever books or supplies they need for the class. Use of the bathroom or anything else should be taken care of between classes. If students find they do not have enough time between classes, they should take books for more than one class at a time. Students should not ask to leave class.

BREAKS BETWEEN CLASSES

The schedule allows for five minutes between classes. During this time students should use the rest room and get what they need from their lockers. It is expected that students will be on time and prepared for class.

HALL PASSES

Students should not be excused from a class for restroom, water or locker stops. These items should be taken care of during the five-minute break between classes. In the event of an emergency, the teacher will provide the student with a handwritten hall pass, listing the reason for the student being out of class, their destination and time they left the class.

CAFETERIA

All students must be present in the cafeteria during the lunch period. No student should be on the second floor or at their locker during the lunch period. The cafeteria must be kept clean at all times. Please stand in an orderly line while you are waiting to be served. Clean up your table and deposit refuse, tray, etc., in the proper place. **No food or drink is permitted outside of the cafeteria without prior teacher approval. No food or drink should be consumed in hallways during school hours.** Students are expected to behave in a proper manner while in the cafeteria.

A table will not be dismissed if the cafeteria monitor deems the area too messy. Students who are kept in the cafeteria because of an untidy area, and are subsequently late for a class, will be issued demerits for the lateness.

HOMEWORK

Venango Catholic understands that a complete educational experience involves not only work done at school but homework as well. Students should expect to do homework every evening. Sixty (60) minutes of homework for each major subject per night is not unreasonable. Homework includes not only assigned work but also regular study and review which the student should undertake on his or her own initiative. Students who fail to complete assigned work will be held responsible.

TEXTBOOKS

All hardback textbooks loaned by the school must be covered throughout the school year. Book covers are available in the office at no charge.

ILLNESS

Students who become ill during the school day should report to the Main Office. If the student fails to report to the Office the student's absence from class will be recorded as a class cut and will be penalized accordingly. Do not simply stay out of class or remain in the rest room.

If the student is too ill to attend class the Office staff will call the student's parents to arrange for the student to go home. **THE STUDENT MAY NOT LEAVE THE SCHOOL UNTIL HIS OR HER PARENTS HAVE BEEN NOTIFIED AND HAVE GIVEN THEIR PERMISSION FOR THE STUDENT TO LEAVE.** If someone other than the parents will be taking the student home, the parents must identify that person to the school. Venango Catholic High School requires a written excuse signed by the parent or guardian to be turned in to the office the day the student returns to school. Failure to turn in a written excuse will result in a demerit.

SIGN OUT BOOK

The sign out book is located on the counter in the office. Students who leave the building for any reason must sign out. If the student returns before the end of the day he/she must sign in.

ATTENDANCE POLICY

All students are expected to attend school on all scheduled days, according to the annual calendar. When a student is absent, it is the responsibility of the parents to call the office before 8:30 A.M. and inform them of the reason for the absence. If a student is absent and no call is received by 8:30 A.M., the office will notify the parents. The student, on his or her return, **must** bring a written excuse signed by the parents or guardian to the office. This matter must be taken care of before the 8:20 A.M. bell rings. **The excuse must list the date or dates of the absence and the reason for it. Telephone calls or other conversations are not sufficient.** When a student is absent from school for part of the day and reports later, he/she must report to the office with his/her excuse and be admitted to school. If a student does not submit a written excuse the day they return after an absence, they will receive a demerit from the attendance office.

The following authorized absences are permitted:

Illness

- a. For absence due to illness of more than three consecutive days a note from a health authority is required for the student to be re-admitted to school.
- b. Illnesses extending longer than 15 days will require a meeting with the Headmaster and Academic Dean to finalize an individual academic plan.

The following absences are considered legal and therefore permitted. They include, but are not limited to illnesses, medical appointment, school-related trips, retreats, other spiritual exercises or educational field trips, and death in the family.

All other absences are considered unauthorized and will be recorded in the permanent record of the student as such.

Prolonged Absence

If a student is unable to attend school but is able to study at home, parents are asked to call the Main Office for assignments. It is the responsibility of the student to ask teachers for assignments after they return to school.

Overall absenteeism remains a minor issue at VCHS. However, there is enough cause to detail the protocol and consequences of chronic absence from school.

- Students who accumulate ten (10) days absence (without appropriate medical documentation) can expect a consultation with school personnel in order to assess the need for further intervention.
- If fifteen (15) days of absence are reached (regardless of medical or other related issues) there will be a parent notification by letter and a **mandatory** Parent/Headmaster/Student Advisor meeting for the purpose of preventing this absenteeism from escalating and determining the need for professional intervention.
- After twenty (20) days of absence, all extended (two or more days) absences will require a written doctor's excuse along with a written parent explanation in order for the student to gain admittance to school.
- Twenty (20) days of absence will result in a mandatory review and monitoring of ALL co-curricular involvement (athletics, clubs, drama, field trips, etc.) by the student. An administrative decision will be made as to whether continued participation in any or all activities is in the best interest of the chronically absent student.
- Finally, if a student exceeds thirty (30) days of absence (regardless of medical or other related illness) the student is in serious danger of a successful advancement to the next grade level at the conclusion of the school year. This absence of over twenty (20) percent of the required 180 days of school is serious enough to warrant the administration holding a student back and will involve input from the entire administrative team as well as input from any other professionals deemed necessary to serve the interest of the student and the school community.

This attendance policy and philosophy is consistent with Venango Catholic High School's mission to provide a holistic education that extends well beyond day-to-day class work and involves the spiritual, social, and emotional learning that is considered paramount to achievement and success in post secondary school endeavors.

MAKE-UP WORK

It is the responsibility of the student to make up work from classes missed for legitimate reasons. This applies to those excused for athletic events, field trips, school sponsored travel, etc. as well as for illness. It is the responsibility of the student to see each teacher to make arrangements for make-up work. In cases of prolonged absence all make-up work should be completed no later than two weeks after the student has returned to school. In cases of brief but habitual absence, the teacher is under no obligation to assist such students in making up work.

To help students keep up to date on their studies, there is a website available: www.vchs.us. The teachers revise it weekly. You may check it at anytime.

I-PODS, MP3 & CD PLAYERS

Portable Radios and CD players are not to be in evidence after the 8:20 bell. These items must be kept in a backpack or locker during school hours. Unless a teacher approves, if any part of the device is visible, it will be confiscated immediately and appropriate disciplinary action will be taken.

MEDICINE

A student who needs to take any type of medication (including aspirin) during the school day must have a written note from a parent or guardian. These notes will be kept on file. All medicines must be kept in the main office, and must be delivered to the office by a parent in the original prescription bottle. Students will be given their medication at the time specified by the prescription. No medication of any kind, including non-prescription pain relievers, may be given by the office to any student at any time without written permission from the parent.

REST ROOMS

Students may use the rest rooms before and after school, between class periods, and during lunch. Students are expected to keep the rooms clean. Students must not loiter or smoke in the rest rooms. Do not write on the walls or damage the facilities in any way. **DO NOT LOITER IN THE REST ROOMS.**

CELL PHONES

Students are not permitted to carry pagers, cellular or other portable telephones into classrooms, cafeteria, restrooms, gym, etc. during school hours. Such phones that are brought into the building must be kept turned off in lockers until after school hours. Students who are found to be in possession of a portable telephone during the school day will immediately have the phone confiscated and appropriate disciplinary action will be taken. In such a case, the phone will not be returned to the student, but will have to be retrieved by the student's parents. The first offense for cell phone usage during school hours will be as follows: Student phone will be turned into the office and parent/guardian will have to come to school to pick up the phone and the student will be issued an automatic detention. Second, third, fourth, etc. offenses will be an automatic in-school suspension (see handbook for details on in-school suspension).

TELEPHONES

Students are **not permitted** to use the telephones in any of the school offices. If an emergency arises the student must ask the Office for permission to use the phone in the Main Office before placing the call. If a student is using the phone without permission the call will be immediately terminated and appropriate disciplinary action will be taken.

LAPTOP OR NOTEBOOK COMPUTERS

Students are not permitted to bring laptops or notebook style computers to school except with prior approval in writing by a faculty member for a class room project and must be turned in upon arrival to school. This includes pre and post school day hours. Thumb drives are permitted.

STUDENTS DRIVING TO SCHOOL

Permission for a student to drive to school is a privilege and not an automatic right. If students prove that their method of transportation is reliable and they are responsible enough to be present on time each day, permission is given by the school for the student to drive to school. Parents must fill out a "DRIVING PERMISSION FORM" listing all vehicles that the student could drive during the course of the year; this form must be returned to the school on the first day of class in the fall.

If a student is frequently tardy or the method of transportation is consistently unreliable, permission to drive to school and to park on the grounds will be revoked by the headmaster. Parents should be aware that the school accepts no responsibility for students driving themselves or others to or from school.

DRESS CODE

The purpose of the dress code at Venango Catholic High School is to create uniformity in dress and neatness in appearance among the students. The school uniform sets our students apart from students in other schools and creates pride among the students, both in them selves and in their school.

ALL STUDENTS:

Total appearance of the student must be neat and well groomed. No unnatural hair colors or outlandish hairstyles or tattoos visible while in school uniform will be permitted. Hair must be neatly trimmed, well groomed, and away from the face. No more than three (3) piercings per ear are permitted. No facial piercings are allowed. The Headmaster and Dean of Discipline reserve the right to enforce this as deemed necessary.

All uniform skirts, sweaters, slacks, shirts and shoes must be kept clean and in good repair. Uniform sweaters must be purchased from Land's End or Flynn & O'Hara. Khaki skirts can be purchased from Lands' End, Flynn & O'Hara, The Red Door. Uniform polo shirts or sweatshirts may be purchased from Land's End. The school logo is a mandatory requirement on the polo shirts, sweatshirts, and sweaters. All articles of clothing should fit neatly.

The school sweater is a black cardigan or pull-over style that can be worn, but is not required. The cardigan Available only at Flynn & O'Hara) must have a school crest sewn on the left side at the heart level. The option of a black Land's End sweatshirt with the VC crest will also be permitted. **Hoodies are not permitted except as approved by the Headmaster.** At no time will the sweater or sweatshirt be worn tied around the waist. Black or white turtlenecks, underarmor, etc. are permitted as an under layer. Only official school sanctioned pins and appropriate Christian and pro-life symbols are permitted to be worn on the sweater. At no time should colored undergarments or writing be visible through the blouse or shirt. **Dress shoes must be worn.** Loafers and low heeled oxfords are acceptable. Tennis shoes, (i.e. VANS, ETNIES, ADIDAS or look-alikes), slippers, canvas, hiking/walking shoes, boots or shoes extending above the ankle are not considered dress shoes and therefore are **NOT PERMITTED.**

GIRLS: The khaki uniform skirts will be worn at a respectful length, no more than four (4) inches above the knee cap. Shorts (worn under the skirts) may not extend below the skirt line. The uniform blouse is a loose fitting white oxford style blouse that must have a collar and button the whole way down the front. It may be either long or short sleeved and **must be long enough to be tucked into the skirts or slacks at all times, front and back.** No embellishments are permitted. (i.e. lace, embroidery). Please see Lands' End School catalogue, available in the school office, or on line at www.landsend.com/school. The girls have the option of dark black knee socks, crew socks or tights. Makeup and jewelry must be conservative and in good taste. The option of khaki slacks (no jeans, no rivets, no outside pockets) is permitted. All pants must be Docker style, full waist, no low-rise, or excessively flared bottoms. Crop length pants are now allowed, weather permitting. **If pants have belt loops, belts must be worn.** The option of maize or black polo shirts will be permitted also. These shirts must be purchased from Land's End with the mandatory school logo. Polo shirts are **not** permitted on Mass days and special days specified by the Headmaster.

BOYS: The uniform for boys is khaki slacks (no jeans, no rivets, no outside pockets) and a solid white shirt, long or short sleeved. Pants may be purchased from Lands' End School catalogue. Dress shorts are now allowed, weather permitting. Shirts must button the whole way down the front and be tucked into the pants at all times. The option of maize or black polo shirts with the mandatory school logo will be permitted. These shirts must be purchased from Land's End. Polo shirts are not permitted on Mass days and special days specified by the Headmaster. No corduroy shirts. Belts must be worn at all times. Pants must be worn at waist level. Dress ties must be worn. Ties must be kept in place at neck level and the top button of the shirt must be buttoned. The student must be clean shaven at all times (no mustaches or beards, and side burns must not extend below the ear). Hair may not be past collar length unless it is neatly combed into a ponytail.

ALL DECISIONS MADE BY THE DEAN OF DISCIPLINE CONCERNING UNIFORM MATTERS ARE FINAL.

ATHLETICS

Venango Catholic High School participates in K.S.A.C. Class A athletics. The program is concerned with the growth and the development of the entire person.

The Athletic Program strives

*to make every effort to provide students with maximum opportunities to develop their talent and abilities.

*to encourage all students to participate in extra-curricular activities.

*to provide intense competition on an inter-scholastic level in order to teach students good sportsmanship, the value of team play and team effort, the value of self-discipline, self-determination and cooperation.

*to make students aware that participation in athletics at Venango Catholic is a privilege and not a right.

Venango Catholic High School has a sports program in which it takes pride. The school has won a number of tournaments, District 10 trophies and a State Championship. During the past several years the percentage of Venango Catholic graduates who go on to play college sports is competitive with other schools in the area. The athletic program includes:

Softball	Baseball
Boys Basketball	Co-Ed Golf
Girls Basketball	Girls Volleyball
Cheerleaders	Cross Country
Football (co-op with Oil City High School)	
Soccer (co-op with Oil City High School)	
Track & Field (co-op with Oil City High School)	

The school colors are black and gold. The mascot is the Viking.

BOOSTER CLUB

The parent support group for athletics is the Venango Catholic High School Boosters Club. The purpose of the organization is to promote and provide financial support for the athletic program at Venango Catholic.

2011-2012 Officers

President	Mr. Max Dudzic
Vice President	Mr. Jim Donze
Secretary	Mrs. Deb Lutz
Treasurer	Mr. David Heinzer

Major Fund Raising Events

Golf Scramble - July
Fish Fry - Fridays in Lent

Meeting Dates: The first Monday of each month at 7:00 P.M. in the school.

ACADEMIC PROBATION / INELIGIBILITY POLICY

Each Thursday, teachers will list by 4:00 p.m. those students who are carrying a D or failing a subject.

PROBATION

Any student who is carrying a D in two subjects, or is failing one subject will be placed on Academic Probation for a period of one week. During that week the student is required to meet with the teacher of the subject(s) in which they are struggling. The subject teacher will determine a plan of action for the student, including assigning mandatory tutorial sessions as needed. During the week of Academic Probation, the student will be eligible to participate in all extra-curricular activities.

PROBATION TO INELIGIBILITY

If the student is listed for the same subject(s) on the next ineligibility report, they will be placed on the Ineligibility Roster and will be ineligible to participate in extra-curricular activities (i.e. --sports team, drama production, club project or activity). Ineligibility reports are given to students and mailed to parents on the last school day of the week. **Ineligibility takes effect on the following Monday and continues until the student is no longer listed as ineligible.** While they are still eligible to be a spectator at an extra-curricular event (i.e.--attending a game, play or dance), they are encouraged to stay at home to catch up on their work.

IMMEDIATE INELIGIBILITY

Any student who meets the following criteria on any Thursday will be placed on the Ineligibility Roster, with the same restrictions as listed above.

- Carrying a D in more than two subjects
- Carrying a D in one subject and an F in another
- Failing two or more subjects

STUDENT COUNCIL

As the official voice of the student body at Venango Catholic the Student Council maintains lines of communication between the administration, faculty and students. The Student Council provides student input regarding school policies and proposals. Throughout the year the Student Council schedules social events and community-building projects. The Student Council also directs the V.C. Student Foundation which administers money donated by the student body to various charities. As a member of the Diocese of Erie Student Congress, the Pennsylvania Association of Student Councils and a participant in the Student Forum program of the Riverview Intermediate Unit, the Student Council stays involved in local and national student issues. The Student Council consists of elected homeroom representatives and four officers elected by the student body.

2011-2012 Student Council Officers

President	Spencer Smith
Vice-President	Garrett Hawkins
Advisor	Fr. John Malthaner

CLASS GOVERNMENT

Each class at Venango Catholic has its own officers and government. Class governments are responsible for initiating class activities and developing fund raiser activities to meet the needs of the class.

DANCE POLICY

School dances may be held from 7:00 P.M. until 10:00 P.M.. One faculty member must be in charge. In addition, six chaperones are needed, exclusive of the faculty member in charge. A student who graduated within the last four years may not serve as a chaperone. The names of the chaperones must be submitted in writing to the Headmaster at least three days before the dance. Any student who leaves the building during the dance must also leave the premises and may not return. No student will be admitted to a dance after 8:00 P.M. Use of tobacco products is forbidden. No bottles or cans, sealed or opened will be allowed to be brought into the dance. The use or possession of alcoholic drinks or unlawful drugs is cause for expulsion. If a student is believed to be under the influence of alcohol or drugs, the faculty member in charge will immediately call the parents and the parents will take the student home. The provisions of the Student Conduct Code relating to the use of controlled substances do apply in these situations (see Section IV). Guests from other schools are allowed only if their name, school & phone number are provided to the school by the day prior to the dance.

2011-2012 TUITION INFORMATION

The decision to provide Catholic education for our children is a courageous one that reflects the commitment of the entire Christian community. This investment in our children costs approximately \$6,500 per year for each student at Venango Catholic. The tuition you pay makes up about 35% of the actual cost. The balance is made up from our supporting parishes, from the diocese and from fund raising and gifts.

It is important to realize that all families pay a standard and equal tuition amount. This amount can be reached through making cash payments, receiving financial assistance through the diocese or the school, or doing work-study. The total from each of these categories must add up to the total tuition amount. All families must sign a tuition agreement.

All parents are reminded that tuition assistance is available for those families with special financial needs. Payment of tuition should never be a reason for a student not to attend Venango Catholic High School. If you have any questions contact the school.

The school will continue the "FAIR SHARE" program for families who are able to contribute a greater percentage of their child's education than the base tuition rate. This can be made as one contribution or as a monthly pledge, and is tax-deductible.

PLEASE NOTE: IF THE TOTAL TUITION CANNOT BE MET THROUGH CASH PAYMENT, YOU MUST MAKE PROPER APPLICATION FOR TUITION ASSISTANCE FROM THE DIOCESE OF ERIE AND FROM VENANGO CATHOLIC.

STUDENT FROM A CONTRIBUTING PARISH

First child: \$3,950.00
Second child: \$3,000.00
Third child: \$3,000.00

STUDENT NOT FROM A CONTRIBUTING PARISH

Each child: \$4850.00

Other Fees

Student activity fee - \$170 / year

This covers: athletic participation/school publications (including yearbook down payment)/academic awards/books/retreats/lab fee/student council assemblies.

Bus - \$ 800.00

(For Students from North Clarion, Clarion, Keystone and AC Valley)

PAYMENT OF TUITION AND FEES

No student is to be denied admission because of immediate inability to pay tuition fees. However, each year all avenues of financial aid must be pursued, and the parents/guardians must accept the responsibility for ultimate payment on a schedule acceptable to the administration or admission may be denied. This applies to returning upperclassmen as well as entering freshmen.

Because of the need to provide a reasonable payment plan while keeping the school as affordable as possible, the Diocese of Erie has decided that all of their schools will use the FACTS Tuition Payment Plan. The FACTS plan is based upon automatic payments, as authorized by parents, from their bank accounts to FACTS. Payments are never overlooked, and there is no time and expense of writing checks. Therefore, if you budget through FACTS, you authorize a specific payment amount to be paid on a predetermined date each month. FACTS' bank requests the payment, your financial institution makes the payment as you authorize. FACTS Management Company and Venango Catholic High School never see your bank account nor have any direct access to your account. The automatic payment process is strictly controlled by banking regulations to be absolutely confidential and limited to what has been authorized by the parents.

Student transcripts will be withheld in any case where the administration judges payments to be seriously in arrears and satisfactory arrangements for payment have not been made.

One of five payment plans will be chosen by the family.

- PLAN A: Full payment on or before July 1, 2011. Payment is made directly to Venango Catholic High School. There is a \$50.00 discount for using this plan.
- PLAN B: Full payment after July 1, 2011. You must sign up with FACTS for this plan.
- PLAN C: Semi-annual Plan: Two automatic equal payments through the FACTS Payment Plan, due in July and January.
- PLAN D: Quarterly Plan: Four automatic equal payments through the FACTS Payment Plan, due in July, October, January, and April.
- PLAN E: Monthly Plan: 11 Automatic monthly payments through the FACTS Payment Plan. Payments can be due on the 5th or 20th of each month, beginning in July with the final payment in May

All financial matters - aid applications, payment agreements, and individual account status - must be kept in strictest confidence. Communications from the school to parents on financial matters will not be made through the student. Students will not be denied participation in extracurricular activities because of the status of their tuition account.

The most significant reflection to be made from the above policies is that no student will be denied admission to Venango Catholic High School because of financial need. However all avenues of aid must be pursued. Additionally, the administration must be informed of extenuating circumstances that would prohibit immediate payment. Arrangements can and will be made to alleviate any undue hardships.

**VENANGO CATHOLIC HIGH SCHOOL
TUITION ASSISTANCE PROGRAMS**

The Bishop Alfred M. Watson Tuition Assistance Program

This program is sponsored by the Diocese of Erie and is based on financial need. Families must submit a financial statement of yearly income and expense. Awards vary in amount. Application forms will be provided by the school. The forms should be returned to the school which will forward them to the Diocese. There is a \$10 processing fee. Checks should be made out to the Diocese of Erie. Last year Venango Catholic students received over \$17,000 in financial aid from the Diocese through this program.

The State of Pennsylvania Educational Improvement Tax Credit Program

This program awards tax credits to business firms who contribute money to foundations, which supply tuition assistance to students. Businesses have contributed money to either the Star Foundation or The Children's Scholarship Fund. To be considered, a family must apply for tuition assistance through the Bishop Alfred M. Watson Tuition Assistance Program and/or the Children's Scholarship Fund.

Venango Catholic High School Tuition Assistance Grants

Venango Catholic High School does provide direct tuition assistance grants. Students may receive awards up to a maximum of one half of tuition. The awards are based on a family's financial need. To be considered for a grant, a family must apply for tuition assistance through the Bishop Alfred M. Watson Tuition Assistance Program.

Exchange Student Tuition Credit Program

Each year Venango Catholic plays host to at least two foreign exchange students. Families willing to welcome a student into their family for a year are given tuition credit of \$1000.00. Venango Catholic works with FSL, Inc. in placing exchange students with our families. Any family interested in hosting an exchange student must be approved by FSL and VCHS.

LIBRARY SERVICES

There are several computers for students and faculty use in the library. They are equipped with Microsoft Office software, CD-ROM drives, as well as a zip drive and a DVD drive; they are connected to the Internet. The library has a collection of educational CD's (including encyclopedias), software, and videos. The library is completely automated; the online Public Access Catalog (OPAC) is available on all the library computers as well as those in the Computer Lab. A scanner, copier, laser disk player, TV's, VCR's, and DVD player are also available. A Vertical File and art prints are housed in the library.

The **POWER Library** online databases are available on the library and Computer Lab computers. The **POWER Library** allows a patron to access full text magazines and newspaper articles, photographs, pictures, charts and maps, as well as information about authors, poems, art, music, science and more. The ACCESS PENNSYLVANIA interlibrary loan database is part of the **POWER Library**. Students can search this statewide database for books and then ask their school or public librarian to borrow the material. These online databases are also available to anyone with a public library card and a computer with Internet access. Simply go to your public library's homepage and click on the ACCESS POWER LIBRARY icon. You enter your library card barcode number and click the SUBMIT button. That's all there is to it!

Books and magazines are loaned for a two-week period and may be renewed unless a HOLD has been placed on the item. Reference books are due before first period on the due date. The fine for overdue material is ten cents for each school day it is late and fifty cents for reference material. Overdue notices are distributed by the librarian. Students may not check out any additional materials until the overdue item is returned and the fine is paid. It is necessary to withhold grades at the end of a quarter for overdue materials and fines.

The return of library material is an individual responsibility, and the person in whose name an item is charged will be assessed should the item become lost, damaged, or be returned late. If a library item is lost, the student must report it to the librarian at once, and the student will pay for the replacement cost plus a \$ 1.00 service fee. If the item is later found, the price of the item will be refunded minus the \$ 1.00 fee.

In addition to the library's magazine holdings, students have access to hundreds of periodicals from schools and public libraries in the Intermediate Unit 6 area through interlibrary loan and also through the online databases in the **POWER Library**.

Internet and computer use

Students and parents are required to read and sign an Acceptable Use Policy at the beginning of each school year. By signing the policy, the students promise to use appropriate conduct when using computers and the Internet. Students are not permitted to use chat rooms, instant messages, ICQ, etc. or play computer games during the school day..

STUDENT CONDUCT CODE

The Student Conduct Code is designed to help the whole school community - students, faculty, parents, and administration - to work together to gain the best use of time. The code is designed to help students to overcome those behaviors which are detrimental to the school community.

Each time a student receives a demerit, a written notice will be provided to the student and a copy will be sent home to the parents according to the list below.

For every three demerits assigned, the student will serve a detention. Detention is normally held on Saturday from 8:00-11:00 a.m. The detention notices and list will be posted by Tuesday after school. A copy of the notice will be mailed home to the parents.

A detention monitor will be assigned each Saturday. There will be a detention fee to pay for the detention monitor. The detention monitor will be a member of our staff or a person from our substitute teacher list. The detention fee is \$10.00 per student. Payment is due the day of detention. If payment is not made on the day of detention, the fee will be increased to \$15.00. It should be understood that detentions are not a source of revenue for the school. In fact, the student detention fee rarely, if ever, pays for the monitor. Detentions create a financial loss to the school.

Detention begins promptly at 8:00 a.m. Students who arrive between 8:00 and 8:15 will be assigned a demerit for being late. Students who arrive after 8:15 will not be permitted to begin detention, and will be assigned an additional detention plus a makeup detention.

Students will be put to work in the school, depending on what needs to be done. The detention supervisor will assign students as needed. Work to be done can include, but is not limited to:

- Washing blackboards in all classrooms
- Pushing desks to one side and sweeping classroom floors
- Wiping down all cafeteria tables
- Cleaning windowsills in all classrooms
- Wiping down all student desks
- Scraping gum from tables, desks and floors
- Cleaning under the bleacher area in the gym
- Wiping down surfaces in both locker rooms
- Picking up litter from the grounds
- Pulling weeds in the flower beds around the school

Students in detention should not be given study time to do school work. This provides a supervised study period, which is an advantage to that student.

If a student misses a scheduled detention, the original detention will be rescheduled and an additional Saturday detention will be assigned. Detention can only be rescheduled by a parent contacting the Dean of Discipline directly.

The cost for one day in-school suspension is \$ 65.00. This covers the cost of a monitor for the student. The cost for three days in-school suspension is \$ 195.00. The fee must be pre-paid.

I. The following violations apply to all school-related activities unless otherwise noted, and carry a penalty of one demerit. For any given week in which a student does not receive a demerit, one of the demerits from this list will be removed from the files and will not count toward a detention:

- a. un-excused tardiness to class, study hall or activity during school hours
- b. eating or drinking outside of the cafeteria during school hours
- c. failure to fulfill any private penalties assigned by a teacher
- d. violation of school dress code during school hours
- e. public display of affection
- f. being in hall without a proper hall pass during school hours
- g. throwing snow balls on the school grounds
- h. failure to bring an excuse for an absence the first day a student returns to school

II. The following violations apply to all school-related activities unless otherwise noted, and carry a penalty of one demerit. Unlike those in the list above, they cannot be canceled, and will stand in the file and be counted toward a detention:

- a. disruption in or out of the classroom
- b. violation of testing regulations
- c. obscenity or profanity
- d. defiance or disrespect
- e. horseplay
- f. CD or cassette player in evidence after the 8:20 bell.
- g. 1 late arrival to school
- h. violation of grooming rules

III. The following violations apply to all school-related activities unless otherwise noted, and carry a penalty of three demerits, thus an automatic detention:

- a. dismissal from classroom, study hall or activity for inappropriate behavior
- b. cheating, plagiarism or copying work
- c. being off campus during school hours without permission
- d. intimidating or "hazing"
- e. cutting class, study hall or activity during school hours
- f. chronic truancy
- g. violation of cell phone usage / text messaging rules, first offense

IV Discipline Review Panel (DRP)

Upon receiving 12 demerits, a student must appear before the DRP. The DRP consists of the Headmaster, the Dean of Discipline, and the Student's Advisor. The panel's responsibilities are to look into why the student is having disciplinary problems and hopefully to assist in curtailing future disciplinary offenses.

Parents are notified that a DRP Session is scheduled, which includes an examination of the student's disciplinary record. At the conclusion of the DRP Session, mandated guidelines are formulated by the panel and presented to the student, a copy of which is provided to his/her parents or guardian.

V. Cheating will not be tolerated and any student who does cheat will endure strict consequences. The first infraction dictates that the student will receive a detention and may retake the exam but cannot receive higher than a 60% grade. The second infraction dictates the student will receive a zero grade, detention and the parents of the student must meet with the teacher involved and/or the administration of the school. If a student is caught cheating a third time, he/she will jeopardize his/her opportunity to remain at VCHS.

VI. The following violations apply to all school-related activities unless otherwise noted. The parents will be immediately notified and the student will be sent home. The parents and student must meet with the Dean of Discipline and the Headmaster to determine an appropriate course of action before the student is re-admitted to school. This includes, but is not limited to, mandatory counseling, detention, suspension, or expulsion:

- a. theft, destruction of school property or police involvement
- b. fighting or use of violence
- c. possession, distribution or use of controlled substances, including alcohol
- d. possession or use of weapons
- e. possession or use of tobacco products
- f. possession of drug paraphernalia

VII. The administration has the right and duty to inspect assigned areas as well as personal possessions on school grounds if a justified reason for search exists, such as suspected presence of contraband, prevention of injury, or loss of evidence. Should any illegal article or substance be acquired during a search, the secured property shall become the property of the school, which shall make proper disposition. Failure to cooperate with school officials on any search, including vehicles, will result in disciplinary actions including suspensions or expulsions.

STUDENT ASSISTANCE PROGRAM (SAP)

This program provides various support services designed to meet the student's academic, health, and human service needs. It assists school personnel in identifying issues, including alcohol, drugs, and others which pose a barrier to a student's learning and school success.

The Student Assistance Team at Venango Catholic is made up of several faculty members who have completed the necessary Pennsylvania training and certification program for this region. Students are referred to the team either by faculty members or their peers.

Where the barriers may be beyond the scope of the school, the program may assist the parent and student with information so they may access services within the community. The SAP team members do not diagnose, treat or refer for treatment. However, the team, with parent and student consent, may refer for an assessment. It is the parent/guardian's right to be involved in the process and have full access to their student's school records under State and Federal laws and regulations. It is the key to the successful resolution of possible problems. All records are kept strictly confidential.

WEATHER DELAYS/CANCELLATIONS

Because Venango Catholic draws students from many different school districts, it is not possible to follow any one district's decision on delaying or canceling school. The administration of Venango Catholic will make a decision based on the decisions made by the districts which serve our students. To find out if school is delayed or cancelled, parents can listen to the local radio stations for up to date information.

FIRE DRILL

1. Move immediately and quickly to an exit
2. DO NOT PANIC!
3. If the area you are trying to exit by is blocked or filled with smoke, move quickly and quietly in single file to an alternate exit. Before opening any closed door, feel the door for heat.
4. Use common sense at all times.
5. When you get outside, go to your predetermined spot. Do not stand on the roadway!
6. Close windows, leave lights as they are, close door, but DO NOT LOCK.
7. Close fire doors.

TORNADO DRILL

1. The warning signal for a tornado is a series of three rings of the alarm.
2. Staff and students should report immediately to the first floor, lining up in the hall against and facing the lockers, keeping away from any openings or glass.
3. All windows should be closed.
4. All doors should be closed.

Venango Catholic High School

2011 -2012 ACADEMIC CALENDAR

August 22, 23 August 24	Faculty In-service Opening Day – New Students & Seniors
August 25	First Day - Regular Schedule: All Students
September 5 September 16	Labor Day, NO SCHOOL Act 80 Day – NO SCHOOL
October 7	Faculty In-service, - NO SCHOOL
November 24, 25, 28	Thanksgiving Break – NO SCHOOL
December 22 December 23, 24, 25, 26, 27, 28, 29, 30, 31, January 2	Early Dismissal Christmas Break Christmas Break
January 11, 12 January 13 January 16	Finals, 1 st Semester 12:00 Dismissal NO SCHOOL Act 80 Day - NO SCHOOL
February 17 February 20	Act 80 Day - NO SCHOOL Snow Make-up Day
March 8, 9	Snow Make-up Days
April 5, 6, 9, 10, 11, 12, 13 April 27	Easter Break Snow Make-up Day
May 28	Memorial Day, NO SCHOOL
June 3 June 4 & 5 June 6	Graduation Finals 2 nd Semester 12:00 Dismissal Faculty In-Service Days

FACULTY MEETINGS – 2:00 DISMISSAL

September 12
October 10
November 14
December 12
January 9
February 13
March 12
April 16
May 14

2011 -2012 Bell Schedule

Regular Schedule

Period 1	8:20 - 9:40
Period 2	9:45 - 11:05
Period 3	11:05 – 12:30
Lunch	12:30 - 1:00
Period 4	1:05 - 2:25
Activity	2:30 – 3:10
Dismissal	3:15

Early Dismissal / Faculty Mtg.

Period 1	8:20 - 9:35
Period 2	9:40 – 10:55
Period 3	11:00 – 12:15
Lunch	12:15 - 12:45
Period 4	12:50 - 2:00
Dismissal	2:00

Mass/Assembly Schedule Friday

Period 1	8:20 - 9:35
Period 2	9:40 - 10:55
Mass/Assembly	11:00 - 12:00
Lunch	12:00 – 12:30
Period 3	12:35 – 1:50
Period 4	1:55 – 3:10
Dismissal	3:15

Snow Delay Schedule

Period 1	10:25 - 11:25
Period 2	11:30 - 12:30
Lunch	12:30 - 1:00
Period 3	1:05 – 2:05
Period 4	2:10 - 3:10
Dismissal	3:15

DESCRIPTION OF RESPONSIBILITIES - ADMINISTRATION

Headmaster

As the primary leader of the school community, the Headmaster has the overall responsibility for the general administration of the school. The goal of the headmaster is to challenge both the staff and students to excel in all that they do. The Headmaster is to function as the educational leader, develop the community of faith and provide for the smooth fiscal operation of the school.

Academic Dean

The Academic Dean will assist the Headmaster in his duties of administration of the school and take charge in the absence of the Headmaster. He/she will also coordinate all academic programs, including but not limited to grades, scheduling, curriculum, eligibility rosters, and the peer tutorial program. The Academic Dean will also serve on the Headmaster's Advisory Council, and will call and run meetings in the absence of the Headmaster.

Dean of Discipline

The Dean of Discipline will work with the Headmaster to assure the Student Code of Conduct is equitably and fully enforced. Such details as the demerit system and detention fall under his/her authority.

Director of Development

The Director of Development works with the Headmaster to plan and implement a program to coordinate the various fund raising activities of the school. Specific responsibilities include alumni relations, public relations, recruitment and retention and assisting with both short and long range planning.

Athletic Director

The Athletic Director is responsible to the Headmaster for the smooth operation of the athletic program, including competition, record-keeping, supervising coaches, scheduling of games, officials and facilities, and ordering of athletic equipment.

Business Manager

The Business Manager is responsible for the school's financial record keeping to include maintaining bank accounts, monitoring tuition payments and sending out invoices, receiving all purchase orders, paying bills, providing monthly budget reports and all financial records for audit. The Business Manager also keeps the financial records for all student organizations.

Office Manager

The Office Manager has the responsibility to direct all school visitors to the proper contact person and has the authority to establish and enforce policies regarding the use of the main office. The Office Manager has access to all files and is responsible for the confidential nature of these materials. The Office Manager is also responsible for ordering and maintaining necessary supplies for the normal operation of the school.

DESCRIPTION OF RESPONSIBILITIES - FACULTY

Classroom Teacher

Teachers are professional educators who are called upon by vocation and contract to respond to the educational needs of young people. The degree of excellence the school achieves depends almost entirely on the teacher's professional preparation, ability and willingness to communicate ideas and skills to students. In a Catholic school the professional educator has the additional responsibility to provide good Christian example and moral leadership for young people to observe and follow.

Faculty Advisors

Each member of the full-time teaching staff is assigned a group of students for which he or she is to act as academic advisor. The purpose of the advisor system is to provide a faculty reference point for both the student and parent. Advisors' reports summing up the present status in each class will be prepared four times per year, approximately half-way through each marking period.

Class Advisors

Faculty members, chosen by the class and confirmed by the Headmaster, serve as advisors for each class. The goal of the class advisor is to assist the class in creating unity and to promote the growth of class members in appropriate social, communication and leadership skills. The class advisor should work with the class officers in determining the needs of the class. All class activities and fund raising are to be scheduled with the Headmaster and the Director of Development must be kept informed about all such projects.

APPENDIX I

EFFORT GRADE RUBRIC

A	Excellent
2	Very Good
3	Average
4	Needs Improvement
5	Failure

A student earning an APL will exhibit the following characteristics:

Responsibility

- Works well, is a self starter
- Uses time wisely
- Meets deadlines, even if absent
- Brings all materials to class
- Always arrives on time, avoids excused lateness
- Moved up 1 or more letter grades or started at the top and remained there

Participation

- Active participation in class discussion
- Listens to others
- Always able to respond when called upon
- Frequently volunteers information and enhances the class
- Works well with others
- Always focused on class work

Attitude

- Shows a willingness and desire to learn
- Contributes positively to the class
- Demonstrates courtesy and respect for others
- Appreciates the work of others
- Does work over and above what is required

A student earning a 2 will exhibit the following characteristics:

Responsibility

- Works well
- Uses time wisely
- Generally meets all deadlines, but on occasion may need an extension
- Occasionally needs to borrow a pen or a book
- Usually arrives on time, but on occasion has a valid reason for late arrival
- Is concerned about making up work from an absence

Participation

- Participation in class may include passive listening
- Able to respond when called on
- Works well with others
- Focused on class work
- Does not frequently volunteer

Attitude

- Shows a willingness and a desire to learn
- Contributes positively to the class
- Shows courtesy and respect for others

A student earning a 3 will exhibit the following characteristics:

Responsibility

- Occasionally needs to be reminded to get started
- Generally uses time well, but needs to be reminded to focus on work
- Needs extensions for late work
- Forgets materials for class, misplaces materials
- Excused lateness in excess of 4 or 5
- Needs to be reminded about make-up work
- Expects extra credit opportunities for early poor performance

Participation

- Passive participation
- Needs to be called upon
- Sometimes not prepared to answer or respond
- Sometimes does not open book or inattentive to page and exercise
- Talks to neighbor on occasion
- Has difficulty working with some individuals

Attitude

- Complains at times about tests or assignments
- Sometimes negative
- Sometimes forgets to be courteous

A student earning a 4 will exhibit the following characteristics:

Responsibility

- Repeatedly needs to be reminded to work
- Does not use time well
- Habitual lateness with homework or long range assignments
- Does not see the instructor when absent
- Rarely makes a contribution to class discussion
- Work has dropped one or two letter grades or student has remained at the bottom of the scale

Participation

- Failure to participate in class work
- Doing other assignments in class
- Not focused on class work
- Fails to work well with others
- Rarely makes a contribution to class discussion

Attitude

- Expresses little or no desire to learn subject matter
- Complains of the work load
- Failure to treat all with respect and courtesy
- Makes fun of peers

A student earning a 5 in effort is one who fails the course.