

2018 | 2019

# Student | Family Handbook



CENTRAL CATHOLIC  
HIGH SCHOOL

One Faith. One Community. One Mission.

**The One.**

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# GENERAL SCHOOL INFORMATION

## MISSION STATEMENT

Central Catholic High School, a co-educational college preparatory learning community, prepares students to excel academically, mature spiritually, grow socially and to engage in the Catholic intellectual tradition.

## VISION

Central Catholic High School will be the premier school serving the diverse populations of Northwest Ohio and Southeast Michigan, for students who have the demonstrated potential to excel in rigorous college preparatory program.

## NON-DISCRIMINATORY POLICY

The Diocese of Toledo Catholic Schools admit students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## FACULTY/STAFF, STUDENT AND PARENT POLICY

All actions by faculty/staff, students and/or parents that reflect negatively on Central Catholic High School, even if not on school grounds or at a school function, are subject to disciplinary action at the school.

## CREST OF CENTRAL CATHOLIC HIGH SCHOOL

Central Catholic's crest is an object of beauty and each constitutive part of it has a meaning of its own.



- First, the shield of guidance, composed of the crown and banner, represents the faculty; these men and women, under Christ, crown the achievement of the student body.
- The petals, the shield of unity, portray the student body who have come from various parishes and congregations and are unified in our school community.
- The monogram, CCHS, for the outsider, stands for Central Catholic High School. For all true Centralites, these letters represent the characteristic marks of a lover of Christ—charity, courage, honesty, and sanctity.
- The Celtic cross, which suggests endurance, is a fitting symbol for the “Fighting Irish.” With just such endurance, our school becomes the home of champions.
- Within the Celtic cross rests the castle of Spain, which is the coat of arms of the Diocese of Toledo.
- Thus, crown, petals, monogram, Celtic cross, and castle form the ideal crest of Central Catholic High School.

## COLORS OF CENTRAL CATHOLIC HIGH SCHOOL

The symbolic colors of Central Catholic High School are scarlet and gray. Scarlet symbolizes the loyalty of the members of the Central Catholic Family. The gray symbolizes the sterling character which the school community upholds.

## ALMA MATER

We love you, Alma Mater, we always will be true  
With Mary ever guarding your doors with mantle blue.  
We're thankful for your light so bright that helps us on our way.  
Your spirit leads us onward with banners red and gray.  
We'll cherish you forever and love you, Central High.  
All praise to you our Mother we love you, Central High.

## VICTORY MARCH

Cheer, cheer for old Central High; Let to the winds, her banners will fly.  
Send a volley from on high, shake down the thunder from the sky.  
What though the odds be great or small, Ole Central High will win over all  
While her loyal sons and daughters march on to victory. Rah! Rah! Rah!

## NATIONAL ANTHEM AND PLEDGE OF ALLEGIANCE POLICY

We are not a public institution. It is expected that all of our teachers, coaches, staff members, and students alike will show respect for our country's flag, and for those who defend it, by standing during the National Anthem and Pledge of Allegiance. Any other form of behavior will not be tolerated and will result in consequences in accordance with the school's local discipline policy.

## PHILOSOPHY OF FORMATION

Enrollment into a Catholic High School is enrollment into a Program of Catholic-Christian Formation. At Central Catholic High School we employ the Four Pillar understanding of Christian formation advocated by Pope St. John Paul the Great, namely:

1. **Human Formation** (the basis of all formation): Human formation ensures that students are well rounded human persons. This pillar accounts for growth in affective maturity including but not limited to - personal self-mastery (discipline), social, emotional/psychological, and physical needs. This pillar is steeped in Virtue and Character Development particularly the Central Catholic Virtues of Charity, Courage, Honesty and Sanctity.
2. **Spiritual Formation** (In Union with God and in search of Christ): The human person is composed of a spirit and body, created by God and for God. Spiritual Formation provides moments of encounter with the living God, and training in how to develop a relationship with God. Retreats, Liturgical Prayer, and student groups provide these opportunities.
3. **Intellectual Formation** (Understanding the Truth): The formation of the mind through academic pursuits in the five major disciplines: Theology, English, Math, Science and Social Studies; trains students to become lifelong learners and seekers of the Truth.
4. **Apostolic Formation** (Communion With the Charity of Jesus Christ): The Love of God is poured out in the love of our neighbor. Students, faculty and staff regularly engage in displaying the good works which are the basis of our faith through the Acts of Mercy program and engagement in volunteering in our community.

This *Student and Family Handbook* outlines the expectations that ensure these areas of formation are carried out each day on the part of Central Catholic Faculty and Staff and among students and families.

## STAFF DIRECTORY

Head of School	Kevin Parkins
Priest Leader and Director of Religious Formation and Campus Ministry	Rev. Matthew Rader
Chief Operating Officer	Marlena Kleine
Chief Financial Officer and Vice President of Human Resources	Julie Hegedus
Assistant Principal of Discipline	Lori Langenderfer
Assistant Principal of Athletics and Athletic Director	Gregory Dempsey
Assistant Principal of Curriculum and Instruction	Kristine Malik, Ph.D.
Director of Information Technology	James Kennedy
Director of Facilities	Steve Dempsey
Associate Athletic Director	Michael Padgett
Coordinator of Student Activities and Student Government	Carole Espinoza
Director of Admissions	Dane Sanzenbacher
Assistant Director of Admissions	Michael Floyd
Registrar	Melissa Greene

## COUNSELING STAFF & STUDENT ASSIGNMENTS

Last Names: A-L	Sean Cullen
Last Names: M-Z	Jessica Tobias
College Counselor	Mona McGhee

## DEPARTMENT CHAIRPERSONS

Theology

English and Foreign Language

Mathematics / Business

Science / PE / Health

Social Studies

Music / Art / Technology

Sr. Berneta Schneider, SND

Lisa Hunter

Julie Saba

Kim Bremer

Corri Helldobler

Patricia Bartkavage

## CLUBS

At Central Catholic, clubs are formed to address student interest. We have everything from Book Club to Ping Pong Club, Science Olympiad to Guitar Club as well as club sports such as Rowing and Broomball. If you don't see something that involves your favorite hobby, activity or interest, see Mrs. Carole Espinoza, the Coordinator of Student Activities and Student Government, in room 211 about starting one. Get involved! Clubs and advisors will be listed on the school website, listen to announcements, talk to your classmates or see Mrs. Espinoza to find the one that is right for you.

## OFFICE HOURS: 7:30 A.M. - 4:00 P.M.

Main Office 419-255-2280

Main Office Fax 419-259-2848

## DAILY TIME SCHEDULES

### #1 Regular

Period	1	8:00	8:50	50 min.	
	2	8:54	9:47	53 min.	Prayer
	3	9:51	10:51	60 min.	Period 3 ends at 10:41
lunch	4A	10:56	11:16	21 min.	Class 11:20-12:14 (54 min.)
lunch	4B	11:24	11:45	21 min.	Class 10:55-11:20 & 11:49-12:14 (50 min.)
lunch	4C	11:53	12:14	21 min.	Class 10:55-11:49 (54 min.)
	5	12:18	1:08	50 min.	
	6	1:12	2:02	50 min.	
	7	2:06	2:56	50 min.	

### #2 AM Assembly

Period	1	8:00	8:38	38 min.	
	2	8:42	9:23	41 min.	Prayer
	3	9:27	11:27	120 min.	Period 3 ends at 10:05, Assembly at 10:15
lunch	4A	11:31	11:52	21 min.	Class 11:56-12:50 (54 min.)
lunch	4B	12:00	12:21	21 min.	Class 11:31-11:56 & 12:25-12:50 (50 min.)
lunch	4C	12:29	12:50	21 min.	Class 11:31-12:25 (54 min.)
	5	12:54	1:32	38 min.	
	6	1:36	2:14	38 min.	
	7	2:18	2:56	38 min.	

### #3 PM Assembly

Period	1	8:00	8:40	40 min.	
	2	8:44	9:27	43 min.	Prayer
	3	9:31	10:21	50 min.	Period 3 ends at 10:11
lunch	4A	10:25	10:46	21 min.	Class 10:50-11:44 (54 min.)
lunch	4B	10:54	11:15	21 min.	Class 10:25-10:50 & 11:19-12:44 (50 min.)
lunch	4C	11:23	11:44	21 min.	Class 10:25-11:19 (54 min.)
	5	11:48	12:28	40 min.	
	6	12:32	1:12	40 min.	
	7	1:16	2:56	100 min.	

### #5 Double Third

Period	1	8:00	8:42	42 min.	
	2	8:46	9:31	45 min.	Prayer
	3A	9:35	10:20	45 min.	
	3B	10:25	11:15	50 min.	Period 3B ends at 11:05
lunch	4A	11:19	11:40	21 min.	Class 11:48-12:42 (54 min.)
lunch	4B	11:48	12:09	21 min.	Class 11:23-11:48 & 12:17-12:42 (50 min.)
lunch	4C	12:17	12:38	21 min.	Class 11:23-12:17 (54 min.)
	5	12:42	1:24	42 min.	
	6	1:28	2:10	42 min.	
	7	2:14	2:56	42 min.	

### Inclement Weather

Please listen to local TV and Radio Stations Before Leaving Home

### Two-Hour Weather Delay Schedule

Period	1	10:00	10:32	32 min.	
	2	10:36	11:13	37 min.	Prayer & Annnc,
	3	11:17	11:49	32 min.	
lunch	4A	11:53	12:14	21 min.	Class 12:18-1:12 (54 min.)
lunch	4B	12:22	12:43	21 min.	Class 11:53-12:18 & 12:47-1:12 (50 min.)
lunch	4C	12:51	1:12	21 min.	Class 11:53-12:47 (54 min.)
	5	1:16	1:48	32 min.	
	6	1:52	2:22	30 min.	
	7	2:26	2:56	30 min.	

## **2018-2019 ACADEMIC CALENDAR**

August 14, 2018	New Teacher Meeting
August 15, 2018	Faculty/Staff In-Service- Meetings, Mass, ALICE Training
August 16, 2018	Schedule Pick-Up Grades 10, 11 & 12
August 17, 2018	Freshman and Transfer Student Orientation
August 20, 2018	First Day of First Quarter (Early Dismissal)
August 22, 2018	Meet the Teacher Night (7:00-9:00 pm)
September 3, 2018	Labor Day (No Classes/Offices Closed)
September 26-27, 2018	8th Grade Visitation Days
October 5- October 6, 2018	Homecoming Weekend
October 10, 2018	Testing Day – PSAT/College Visit Day
October 12, 2018	Last Day of First Quarter
October 15, 2018	First Day of Second Quarter
October 30, 2018	Parent Teacher Conferences
October 31, 2018	2 Hour Delay Schedule
November 11, 2018	Open House (12:00 – 3:00pm)
November 12, 2018	Faculty Professional Development Day (No Classes)
November 21-23, 2018	Thanksgiving Vacation (No Classes/Offices Closed)
December 18-20, 2018	Semester Exams
December 20, 2018	Last Day of Second Quarter
December 21 – January 4, 2019	Christmas Vacation (No Classes)
January 7, 2019	Classes Resume/First Day of Third Quarter
January 10, 2019	Parent/Teacher Conferences
January 21, 2019	Martin Luther King Jr. Day (No Classes/Offices Closed)
February 15, 2019	Faculty Professional Development Day (No Classes)
February 18, 2019	President’s Day (No Classes/Offices Closed)
March 8, 2019	Last Day of Third Quarter
March 11, 2019	First Day of Fourth Quarter
March 11-14, 2019	Kairos
March 12, 2019	Junior ACT Test Day
April 18 – April 26, 2019	Easter Vacation (No Classes)
April 29, 2019	Classes Resume
May 14–15, 2019	Senior Exams
May 17, 2019	Senior Honors Assembly
May 20, 2019	Baccalaureate Mass and Commencement Exercises
May 21, 2019	2 Hour Delay Schedule
May 22–24, 2019	Semester Exams
May 24, 2019	Last Day of Fourth Quarter
May 27, 2019	Memorial Day (No Classes/Offices Closed)

# ACADEMIC POLICIES

## DIPLOMA REQUIREMENTS

In order to effectively serve the needs of our community, Central Catholic offers three curriculum options, culminating in three diplomas. Our diploma requirements mandate that students must earn their diploma within four years. Therefore, students enrolling in Central Catholic may not repeat any grade and must be at minimum credits for the class in which he/she is enrolling (see Academic Credit Policy).

1. Honors College Prep Diploma requires the most demanding course load in order to meet the needs of highly motivated honors students; it is designed to assist the student in securing acceptance at selective universities.

Theology	4.0
English	4.0
Math (including Pre-Calc.)	4.0
Science (including Biology, Chemistry, Physics)	4.0
Social Studies (including Am. Govt.)	3.0
World Language (of same language)	3.0
Fine Arts	1.0
Health	0.5
Physical Education (Full Year)	0.5
Elective	2.0
Total Required	26.0

- Students must accumulate 10 courses in Honors or AP courses and a G.P.A. of 3.5 or higher.

2. College Prep Plus Diploma requires an intensive course of study in order to prepare the student for college programs. It is designed for the student who anticipates entering college upon graduation from high school.

Theology	4.0
English	4.0
Math (including Algebra II)	4.0
Science (including Biology & Chemistry)	3.0
Social Studies: (including Am. Govt.)	3.0
World Language (of same language)	2.0
Fine Arts	1.0
Health	0.5
Physical Education (Full Year)	0.5
Electives	3.0
Total Required	25.0

- College Prep Diploma requires the minimum needed coursework in order to complete an approved course of study; it is designed for the student who anticipates a career after high school or possibly further study in college. The requirements in credit units for this diploma are as follows:

Theology	4.0
English	4.0
Math (including Algebra II)	4.0
Science (including Biology)	3.0
Social Studies (including Am. Gov't.)	3.0
Fine Arts	1.0
Health	0.5
Physical Education (Full Year)	0.5
Electives	4.0
Total Required	24.0

**Physical Education Waiver:**

Students participating in 2 seasons of Central Catholic High School sports and/or Central Catholic High School approved club sports can fulfill the PE requirement. Approved club sports are Irish Dance Team, Crew, Central Catholic High School cheerleading, and Central Catholic High School Marching Band. The waiver does NOT allow for a student to take one semester of PE and another activity. Please plan accordingly. This requirement must be completed by the end of your sophomore year.

Club sports will be approved by the administration based on these guidelines: scheduled practices and games/matches, documented attendance, approved coach through Athletics, adopted procedures, and membership criteria.

- Credit Flex

Credit flexibility applies to any alternative coursework, assessment, travel, and/or performance that demonstrates proficiency qualified to be awarded equivalent graduation credit as applied for and approved in advance by Central Catholic High School. Approved credit award through this policy will be posted on the student's transcript and counted toward student grade point average (GPA), class rank and as graduation credit in the related subject area as an elective.

- Acts of Mercy

As an expectation of Central Catholic High School's formation program and a requirement for graduation, all students are required each year to participate in the **Acts of Mercy Program**. Through the Acts of Mercy Program students are required to engage in a minimum number of 'Acts' of Mercy per academic year. Full details can be found in the [Apostolic Formation section](#) of the Student handbook [formerly Religious Formation] as well as on the Central Catholic Website.

## MINIMUM COURSE LOAD

1. In order to qualify as a full time Central Catholic student, a student must take a minimum of six academic courses. Study halls, school service, work privilege and similar activities do not qualify as academic courses.
2. Courses taken through the College Credit Plus Program qualify as part of the minimum course load with permission from the counselor.

## SCHEDULE CHANGE POLICY

1. Class schedules are FINAL at the end of the school year. It is important to understand that course changes are difficult to make after school begins. Schedule changes must be based on sound educational reasoning. There will be a \$25 fee for a schedule change initiated by the student or parent.
  - a. DROPPED CLASSES – Teachers or students with a teacher’s permission may initiate, along with counselor approval, a “drop” during the first two weeks of the semester only. All classes dropped after the second week of the semester will receive a “Withdrawn/Failure (W/F)” on the transcript, along with the corresponding reduction in the GPA. Any exceptions will be directed to the Assistant Principal of Curriculum and Instruction.
  - b. LEVEL CHANGES - Teachers and counselors may, after discussion with students and parents, initiate level changes when appropriate.
  - c. SENIOR CLASS DROPS – seniors may not drop classes during the 2nd semester.

## GRADUATION POLICY

Only those students who have satisfied all graduation requirements and responsibilities may participate in graduation ceremonies: the Baccalaureate Mass and Commencement Exercises. Students must meet all state assessment requirements. Thus, students not having earned the required academic credits, students not having satisfied requirements of the school’s disciplinary code, and students who have not met their financial obligations, do not qualify to participate in graduation ceremonies. In cases where an illness or an accident prevents students from completing work in courses needed to fulfill credit requirements for graduation, the administration may make exceptions to allow participation in both Baccalaureate and Commencement ceremonies. Academic credits not completed for graduation should be made up within three years of the expected graduation date in an accredited school or program.

## TRANSFER STUDENTS / CONDITIONAL ADMISSION

1. Transfer Students
  - a. Students wishing to transfer into Central Catholic will be considered for admittance in all years during the first ten school days of a semester except in the senior year. Senior transfer requests will be considered up to the opening day of school. Students, who have previously attended Central Catholic and wish to reapply for admittance, must follow the procedure outlined below. The Assistant Principal of Curriculum and Instruction must approve exceptions.
  - b. All transfer forms must be completed and received before the student evaluation will take place. Student admittance will be based on the student’s attendance, academic, and disciplinary performance. If a transfer student is near or below minimum standards in the areas of academics, conduct, and/or attendance; the student will be accepted on a probationary status. This “transfer probation” will apply for one semester. Further, a student/parent interview will be required prior to determining the student’s acceptance. Upon request, extraordinary cases must be reviewed by the administration.
  - c. In order to obtain a Central Catholic diploma, a student transferring in from another school must fulfill the appropriate diploma requirements and take a minimum of six academic courses for the entire year. Grade point averages for transfer students will be calculated on Central Catholic’s grading scale using all coursework taken while attending other schools. Transfer students are not awarded an Honors point unless it was awarded at their previous school. Rank will not be assigned until the student has completed at least one semester at Central Catholic. Likewise, eligibility for National Honor Society will not be determined until one semester of coursework at Central Catholic is completed.

- d. After being accepted as a student at Central Catholic, the student will be required to take part in an orientation program. This program will consist of a one-day session prior to the school year in August.
2. Conditional Admission / Transfer
- a. Students are granted “conditional” admission by the assistant principal so that the student entering Central Catholic can be further evaluated for one semester before official admission is granted. Restrictions involving attendance, discipline, and academics are defined in writing in the “conditional” acceptance letter to the parent(s) and the student.
  - b. A student on “conditional or transfer” admission is allowed to take part in all school activities including field trips, assemblies, and pep rallies.
  - c. At the end of the semester, the status of the student is reviewed. If he/she is below minimum standards required by the school, he/she may be asked to leave Central Catholic.

## ACADEMIC ELIGIBILITY FOR ATHLETIC PARTICIPATION

Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility. To be eligible, you must have received passing grades in a minimum of five, one credit, courses or the equivalent, as well as at least 1.0 grade point average in the immediately preceding grading period.

Summer school grades may not be used to substitute for failing grades received the final grading period or to make up for lack of enough subjects taken the preceding grading period.

**To be eligible as a beginning ninth grade student**, you must be currently enrolled in school and have received passing grades in the immediately preceding grading period in 75 percent of the subjects in which you were enrolled. This refers to the last grading period of your eighth grade year.

## POLICY FOR HOMESCHOOLING

Central Catholic will accept students from homeschooling programs. Students must provide copies of achievement and/or assessment results after completing homeschooling programs (i.e., grade cards, test results, etc.). Also, students are responsible for reporting the results of any of the state mandated tests if they have been taken through the public school system. Partial enrollees will not be accepted.

Students leaving Central Catholic for homeschooling programs should check with their public school system and complete any required paperwork.

## ACADEMIC CREDIT POLICY

In order for a student to remain academically eligible at Central Catholic, he/she must obtain the minimum number of credits. A student who fails required courses, must make up deficiencies in summer school regardless of total credit accumulation. Minimum and/or required credits must be made up in summer school or the student may be asked to withdraw from Central Catholic.

**Academic Probation:** At the conclusion of each semester, the academic status of each student is reviewed. Students must stay “on track” academically in order to reach the minimum credit total needed to graduate. The chart below will indicate the minimum credits that need to be earned by semester. Students with credit totals below the minimums listed, will be placed on “academic probation.” Students on academic probation must get to the minimum required credit total by the end of the next semester. If the total is still below minimum, the student generally will not be permitted to continue as a student at Central Catholic High School.

After 1st semester	3.0
After 2nd semester	6.0
After 3rd semester	9.0
After 4th semester	12.0
After 5th semester	15.0
After 6th semester	18.0

After 7th semester	21.0
Needed for Graduation	24.0

Note: If a student has earned the total minimum credits as indicated above, but has failed one or more required courses he/she will still be placed on academic probation.

**Advanced Credit:** Incoming Freshman students who matriculate at Central Catholic High School with high school credit in any subject (and have earned an A- or higher), with the exception of Physical Education and Health, understand that the credit will be recognized as a prerequisite for some classes but not as credit for graduation from Central Catholic High School. Requirements for the Central Catholic High School diplomas remain the same and are outlined in the Academic Catalog.

In some areas, such as Math or World Languages, a student may be required to take a placement test. The true benefit of advanced credit is that it allows the students to advance further within the Central Catholic High School curriculum.

Physical Education and Health advanced credit may be earned with an A- or higher. Middle school report cards will be requested by the Central Catholic High School counselors only if it is an Early High School Opportunity (EHSO).

## **MATRICULATION: (ONLINE CLASSES OR SUMMER SCHOOL)**

In order to ensure that each student meets minimum matriculation standards, Central Catholic requires the following criteria:

1. Students can only attend Central Catholic for four academic years. They must remain enrolled at Central Catholic through their senior year; early graduation is not permitted.
2. Students who fail a required course or courses must make up those courses or credits in summer school or approved online classes before returning to Central Catholic in the fall. A student who fails to make up the necessary minimum work will not be allowed to return to Central Catholic. (See “Academic Credit Policy” for details.)

## **SEMESTER EXAM POLICY**

There will be semester exams at the end of each semester. The semester exam will be worth 20% of the semester grade. All students are expected to take the exams. Length of time and periods for the exams are set by the administration. Teachers and students are required to remain in the classroom during the entire exam period. **No hall passes are issued during exams.**

## **COLLEGE VISITATION**

College visits (Maximum of two for second semester juniors and first semester seniors). Central Catholic has a number of free days occurring during the school year, which allows time to visit colleges without missing classes. All visits are to be handled through the Guidance Department. Students must complete the following procedure at least two days ahead of the date of a visit.

1. Students pick up visitation forms in the Guidance Office.
2. Teachers are presented this form which states that all work missed during his/her absence from classes must be made up. If a teacher feels that the student should not miss class, the teacher should indicate that in writing on the form. After all teachers have been consulted, the student will have the form signed by parents, Assistant Principal of Discipline, and attendance clerk and return it to the Guidance Office.

## **GRADING SYSTEM**

1. Letter grades with pluses and minuses are shown on the report card to indicate the quality of the letter grade (highest range, middle range, and lower range). Note, although pluses and minuses are shown on the report card, they do not influence the grade point average.
2. The percentile ranges correspond to the letter grade given.

- Honors and AP courses carry one additional grade point for grades of A, B, C ranges. No additional points are given for D or F grades in Honors courses.
- Grade Point Average (GPA) is determined by a formula average of the quality points equivalent to each letter grade. The registrar computes the cumulative GPA based on semester grades.
- Regarding summer school or remedial courses: academic credit is given to a student who successfully completes a summer school or Online course. Online and Summer School classes are computed into a student's overall GPA.

Grade	%tile Range	Quality Points	Grade	%tile Range	Quality Points
A+	98-100	4.0	C	79-81	2.0
A	95-97	4.0	C -	77-78	2.0
A -	93-94	4.0	D+	75-76	1.0
B+	90-92	3.0	D	72-74	1.0
B	87-89	3.0	D -	70-71	1.0
B -	85-86	3.0	F	Below 70	0.0
C+	82-84	2.0			

### Special Designations

I	Incomplete
W	Withdrawn
WF	Withdrawn Failure

### "I" Grade

An "I" grade is an incomplete grade that a teacher may give to a student in the event of some extraordinary reason for incomplete work. These reasons usually involve a prolonged illness or a family problem late in the grading quarter.

Teachers are not to give "I" grades to students who have not met reasonable deadlines for work or who fail to make up material that was missed early in the grading quarter. Only under very unusual circumstances should an "I" be issued in the fourth quarter.

All incomplete grades not made up within two weeks after the termination of a quarter or semester automatically become a failing grade. In an extraordinary case, the teacher must obtain written permission from the Assistant Principal of Discipline in order for a student to make up grades later than the dates given.

## ACADEMIC INTEGRITY POLICY

Academic integrity is a guiding principle of Central Catholic High School's course of studies. Consequently, any form of cheating, including plagiarism, bears severe consequences. Generally, plagiarism is any presentation of another's work as one's own without acknowledging the source in standard academic formats such as a "Works Cited" list or a bibliography. Forms of plagiarism include:

- Copying information word-for-word, in whole or in part, without using quotation marks and without acknowledging sources;
- Copying key words and/or phrases without using quotation marks and without acknowledging sources;
- Paraphrasing material and using another's ideas without acknowledging sources;
- Using another's creative work such as art or photography without permission or acknowledgment;
- Representing another person's work as one's own;
- Using work produced for another assignment or class without the current instructor's permission, though not technically plagiarism, is similarly cited under this policy;
- Fabricating or deliberately giving incorrect information about sources. Sources include any audio or visual means of recording information, such as printed material, computer files, CD's and online media. The academic penalty is zero credit with no option to rewrite the assignment. This could entail a student failing for the quarter if the assignment is a major part of the grade, such as a research paper. In addition, the student will receive three

citations, the school's disciplinary penalty for cheating. There may be additional consequences if the student is involved in any extracurricular activities, such as, but not limited to, National Honor Society or Student Council.

This policy is predicated on the fact that words and ideas are intellectual property, which is protected by United States copyright law. Intellectual theft is therefore illegal as well as unethical, and grounds for dismissal from colleges and universities.

## **HONOR ROLL**

At the end of each quarter, academic honors are awarded to students who have performed superior work.

- Summa cum laude will acknowledge students with a GPA of 3.90 or higher.
- Magna cum laude will acknowledge students with a GPA of 3.50 to 3.89.
- Cum laude will acknowledge students with a GPA of 3.10 to 3.49.

Students with "Incompletes" are not eligible for the Honor Roll until all grades are in. It should be noted that often the Honor Roll is published before an incomplete grade is finalized.

## **ACADEMIC LETTERS**

Academic letters have been established as a visible way of recognizing outstanding academic achievement. Students earn an academic letter by appearing on Central Catholic High School's Summa and Magna cum laude Honor Roll a total of seven times. For each additional three appearances on the Honor Roll, students will receive a "lamp of learning" pin for their academic letter.

## **NATIONAL HONOR SOCIETY**

Sophomores and juniors become candidates for the Raymond G. Kirsch Chapter of the National Honor Society by attaining a cumulative grade point average of 3.50 or higher. The faculty then votes on membership according to four criteria: scholarship, leadership, service, and character. Students elected to the N.H.S. are inducted annually in March. Transfer students become eligible for membership after completing one full semester of classes at Central Catholic. Complete guidelines for membership may be obtained from our school website or the moderator.

## **IRISH SCHOLARS PROGRAM**

The Irish Scholars Program, embodied by the four Central Catholic virtues - charity, courage, honesty, and sanctity, encourages a love of learning and provides a stimulus to continue to learn. Independent and critical thinking, based on a solid foundation of knowledge, is emphasized. Further, the Irish Scholars Program assists the students in gaining the wisdom to be sound decision-makers, and to develop the moral virtues that contribute to the students' growth as Christian leaders in the community.

Guidelines for remaining in the Irish Scholars Program or admission to the Irish Scholars Program after the freshman year

- a. Student must achieve and maintain a minimum 3.5 cumulative GPA.
- b. Student must be pursuing an Honors Diploma.
- c. Student is expected to enroll in a challenging course of study including honors and advanced placement classes.
- d. Student must be a member of the Central Catholic High School community in good standing - academics, discipline, attendance, community service, etc.
- e. Student is expected to actively pursue co-curricular, extracurricular, and service opportunities.
- f. Irish Scholars are recognized with a gold tassel at graduation and acknowledged in the graduation program.

## INSIGNIS SOCIETY

Each year Central Catholic awards gold pens to the outstanding scholars in the senior and junior classes. These awards are based on the current class rank. The Insignis Society consists of the top twelve seniors and the top eleven juniors.

### CLASS RANK AND GRADE POINT AVERAGE

(Determination of Valedictorian and Salutatorian)

“Class rank” is the position of any student in a class relative to all other students in the class based upon a cumulative grade point average. The cumulative grade point average is based on semester grades earned in the ninth through twelfth grades. It is computed at the end of each year.

The student’s grade point average (GPA) is determined by totaling the point value of all of his/her semester grades divided by the total credits attempted in grades 9-12. This GPA is used to determine the student’s class rank. Students sharing the same GPA will also share the same class rank. A GPA greater than 4.0 is a result of honors points. Therefore, those students who have earned a GPA of more than a 4.0 will have their class rank determined by the Guidance Office using a “ranking point scale,” which will have no effect on their GPA. All students in the class with a GPA above a 4.0 will rank from number one in the class down to the first 4.0 GPA student based on his or her total ranking points.

#### 1. Ranking Point Scale

A student will receive one “ranking point” for each completed semester of an honors course (Honors Glee Club not included). Ranking points will be computed for each semester grade in any honors course as follows:

<b>Ranking Grade</b>	<b>Points</b>	<b>Ranking Grade</b>	<b>Points</b>	<b>Ranking Grade</b>	<b>Points</b>
A+	+0.5	B	-1.5	C-	-3.5
A	0.0	B-	-2.0	D+	-4.0
A-	-0.5	C+	-2.5	D	-4.5
B+	-1.0	C	-3.0	D-	-5.0
				F	-5.5

For example: In a sample class, only three students have a cumulative GPA of over 4.0. Their final class rank would be determined as shown below:

Students “X” and “Y” each have taken 24 semesters of honors level courses. Student “Z” has taken 20 semesters of honors level courses. Their “ranking scores” and thus, their final class rank would be determined by the following example:

Student “X” total “ranking points”:

24	Honors semesters grades =	24.0
5	semester grades were A+: $5 \times +0.5 =$	+2.5
13	semester grades were A: no deductions.	0.0
5	semester grades were A-: $5 \times -0.5 =$	-2.5
1	semester grade was B+: $1 \times -1.0 =$	-1.0
	Final Ranking Score:	23.0

Student “Y” total “ranking points”:

24	Honors semesters grades =	24.0
6	semester grades were A+: $6 \times +0.5 =$	+3.0
15	semester grades were A: no deductions	0.0
3	semester grades were A-: $3 \times -0.5 =$	-1.5
	Final Ranking Score:	25.5

Student “Z” total “ranking points”:

20	Honors semester grades =	20.0
7	semester grades were A+: $7 \times +0.5 =$	+3.5

10	semester grades were A: no deductions	0.0
3	semester grades were A-: $3 \times -0.5 =$	-1.5
	Final Ranking Score:	22.0

The final class rank would have:

Student "Y" as number 1 in the class	25.5
Student "X" as number 2 in the class	23.0
Student "Z" as number 3 in the class	22.0

The above computations would be done to determine class rank for all students with a GPA over 4.0. This will be the process used to determine Valedictorian, Salutatorian and Heritage Speaker. The student's actual GPA will still be shown on their transcripts.

## 2. Heritage Speaker

The Heritage Award was established on the 60th anniversary of the school for two reasons: to address the question of the heritage of the school and to assure that both the gentlemen and ladies of the class are represented as speakers during the commencement exercises. If both the Valedictorian and Salutatorian are ladies or gentlemen, then the Heritage Speaker will be the highest ranked student from the gender not represented. When a lady and a gentleman are Valedictorian and Salutatorian, the student ranked third in the class will give the Heritage Address.

## 3. Requirements

Students must have earned a College Prep Plus or Honors College Prep diploma and have been enrolled at Central Catholic for at least two consecutive semesters to be considered for Valedictorian, Salutatorian, or Heritage Speaker. Standards of character, discipline, attendance, and service will be strongly considered when determining these awards.

## 4. 8th Semester

The selection of the Valedictorian, Salutatorian, and Heritage speaker is done midway through the eighth semester.

# SCHOOL COUNSELOR / GUIDANCE SERVICES

Every student at Central Catholic high School is assigned a professional school counselor who is available throughout the school day to assist students with social/emotional and academic support, as well as to guide students through a comprehensive college and career readiness program. These services are delivered through classroom guidance and small group and individual counseling with the goal of optimizing student success and personal growth.

- **Academic Support:** Prior to entering high school, counselors work with eighth grade students and families to create a ninth grade schedule and a long-term academic plan that aligns with each student's academic talents and goals. Each year, counselors evaluate each student's progress to guide future course selection, college searches and career goals. In addition, counselors provide or refer students to academic resources in order to optimize student success, including tutoring, test prep and enrichment programs.
- **Social/Emotional Counseling:** Counselors meet with students at the request of teachers, parents, or students themselves. Professional guidelines are maintained in student/counselor contacts with the goal of providing support. Disclosures of abuse and/or imminent danger to self or others are reported to the appropriate agency in accordance with the law. Situations jeopardizing student safety are reported to the building administration in accordance with school policy.
- **College and Career Readiness:** A college and career readiness curriculum is implemented freshman year and continues throughout the four years at Central Catholic. Counselors meet with students individually and in groups to develop and assess post-secondary goals. Counselors utilize Naviance, a comprehensive college and career readiness solution that helps align student strengths and interests to post-secondary goals, to improve student outcomes and connect learning to life.

## STUDENT RECORDS

Central Catholic High School abides by established Diocesan policies pertaining to the confidentiality of student records. Records are classified in one of the two categories: Directory Data or Educational Data. This policy may be acquired at the Assistant Principal's Office.

## TECHNOLOGY POLICIES AND AGREEMENTS

### Acceptable Use Policy

#### I. Diocesan Statement on Technology

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world" (*Aetatis Novae*, #2, #3; *Rome, 1992*).

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

#### II. Introduction

The purpose of the Acceptable Use Policy is to clearly explain to students, parents, and school staff members the expectations that users of the system are expected to uphold. This document entails the practical considerations that need to be made by users of the system and carefully outlines exactly what practices are encouraged or forbidden by the school. The Acceptable Use Policy (AUP) gives students a clear statement of what is expected of them in terms of the day-to-day use of school technology and related services.

The following policy applies to school computers, technological devices, and network and is in effect whenever these are in use, on or off school property. Even if a user is using a school-issued computer after school, this policy still applies.

To gain access to school technology and the Internet, all students of Central Catholic High School must obtain parental permission.

The following rules are provided so that everyone is aware of personal responsibilities. Any user in violation of these provisions may have his or her account terminated, and future access could be denied. The school administration, faculty, and/or staff may request the Computer Teacher (or Technology Coordinator) to deny, revoke, or suspend specific user accounts.

#### III. Acceptable Uses

An acceptable use is one that is for educational purposes. The Computer Teacher (or Technology Coordinator), after consultation with the Pastor/President and/or Principal will deem if a particular use was acceptable, and their decision is final. However, it should generally be assumed that acceptable uses are academic in content and do not serve a purpose other than to enhance the education of a user.

##### A. Safe Communication

1. *Personal Information:* When using the computer network and Internet, minors should not reveal personal information about themselves or any other individuals, such as home address, phone number, full name, or any other identifying information.

2. *Meetings*: Minors should never arrange a face-to-face meeting with someone they first “met” online without seeking permission from the teacher and parent.

### **B. Netiquette**

1. *Behavior*: Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Disruptive or disturbing behavior and the use of vulgar, obscene, or bigoted language or materials will be handled as disciplinary issues.

### **C. Copyrights**

1. *Honesty*: Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

## **IV. Unacceptable Uses**

An unacceptable use is one that violates not only the specifics of the guidelines presented but the spirit of Central Catholic High School in keeping with its Internet Safety Policy and the teachings of the Catholic Church. It is possible that a specific use that is not discussed in the following guidelines is unacceptable since no list is completely exhaustive, so it is imperative that students act responsibly and are accountable for their actions. If a student is not sure if a particular use is permitted by the spirit of this policy, he or she should consult their teacher or Computer Teacher (or Technology Coordinator). Unacceptable uses will result in appropriate levels of discipline, possibly including a loss of computer access, as well as other disciplinary or legal action.

### **A. Recording devices**

1. *Messaging*: Students are not permitted to use any app that allows for transmission of videos or pictures that can be viewed only for a short amount of time (such as Snapchat).
2. *Prohibited Areas*: Students may not take recording devices into certain areas such as bathrooms and locker rooms.
3. *Sexting*: Students are not permitted to “sext” or transmit other sexually oriented images.
4. *Permission*: Students may not use devices to record audio or video or to take pictures at any time without first obtaining permission from a teacher in advance. Permission will only be granted for the purposes of a bona fide school assignment.

### **B. Downloads**

1. *Games*: Students are not permitted to download or play games on school technology unless such game playing has an educational purpose and is specifically directed by the supervising teacher.
2. *Viruses*: Students are not permitted to download (or upload) a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism.

### **C. Unauthorized Access**

1. *Bypasses*: Any unauthorized technology used for the purpose of bypassing security systems, avoiding internet filtering, or gaining unauthorized access is not permitted. This includes the use of ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.
2. *Other Accounts*: Students are not permitted to access another individual’s account. Additionally, they are not allowed to delete, copy, modify, or forge other users’ emails, files, or data, including online school resources such as Google Apps for Education, Microsoft Office 365, Powerschool, Edmodo, or Moodle.

3. *Mobile Hotspots*: Students are not permitted to use any device to create a mobile WiFi hotspot. This includes, but is not limited to, tethering apps and features on phones as well as portable WiFi hotspot technologies.
4. *Proper Action to Take*: If a problem does occur and the security of the school network is compromised, then users should notify a teacher immediately. Users should not demonstrate this problem to others.
5. *Internet Access*: Students are not permitted to connect to the internet through a source other than the school's specified provider. Accessing the internet via a 3G connection or otherwise is strictly prohibited.

#### **D. Other Actions**

1. *Employees*: Students should not email or post to web pages or blogs images, photos, or video of employees of the school. This includes the creation of fan pages or groups on social networking sites directed at a particular teacher or student (or a particular group of teachers or students) unless expressly authorized by the Principal.
2. *Online Activities*: Users are not permitted to use the resources for commercial purposes, product advertising, or political campaigning.
3. *Defamation*: Students are not permitted to create a fake account for the purpose of defaming another individual or person.
4. *Social Networking*: Students are not permitted to access social networking sites (such as Facebook, Twitter, Xanga, and Myspace) unless for academic purposes as specified by the supervising teacher.
5. *Tampering*: Users are not permitted to tamper (physically or electronically) with computer resources. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privileges.
6. *Inappropriate Material*: Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials.
7. *Cyberbullying*: Cyberbullying is strictly prohibited.
8. *Jailbreaking*: Students are not permitted to "jailbreak" school-provided devices (or do any similar process that wipes clean the hard drive of a device).

#### **V. Content of Policy**

##### **A. Review and Revisions**

1. *Current Policy*: Signed Acceptable Use Policies will be kept on file at Central Catholic High School.
2. *Updating the Policy*: Due to continuous advancements technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Acceptable Use Policy, parents and students will be notified of the amendments.

## Internet Safety Policy

### I. Diocesan Statement on Technology

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world” (Aetatis Novae, #2, #3; Rome, 1992).

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

### II. Introduction

The purpose of the Internet Safety Policy is to provide the school’s approach to Internet safety and security and provides overarching themes for how Central Catholic High School will handle these issues rather than presenting a guide for students on the day-to-day operations of the school network, computers, and proper usages (this can be found in the Acceptable Use Policy). Central Catholic High School recognizes that students must act responsibly and will hold students accountable for their actions in attempting to uphold the Internet Safety Policy.

Successful operation of the building network facilities requires that use of Internet resources be consistent with the stated mission, goals, and objectives of Central Catholic High School.

It is the policy of Central Catholic High School to:

- 1) Prevent user access to and transmission of inappropriate material via the Internet, email, or other forms of direct electronic communications over its computer network;
- 2) Prevent unauthorized access and other unlawful online activity;
- 3) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- 4) Comply with the Children’s Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

To gain access to the Internet, all students of Central Catholic High School must obtain parental permission.

Central Catholic High School reserves the right to terminate the account of any user in violation of these provisions, may result in a loss of computer access and further disciplinary action up to and possibly including suspension or expulsion, as well as legal action in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Technology Coordinator) to deny, revoke, or suspend specific user accounts. Key terms found in the policy are as defined in the CIPA, and several of these terms are included in the following “Definitions” section for the sake of clarity.

### III. Definitions

- A. A *user* is defined as any student, faculty, or staff member using the technology resources at Central Catholic High School.
- B. (CIPA) A term *minor* is defined as any individual who has not attained the age of 17.
- C. (CIPA) The term *harmful to minors* means a picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors.
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

#### IV. Internet Terms and Conditions

##### A. Safety

1. *Promotion of Internet Safety:* To the extent practical, steps shall be taken to promote the safety and security of users of the Central Catholic High School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
2. *Personal Information:* Central Catholic High School encourages minors to be safe and take responsibility for their actions on the Internet. When using the computer network and Internet, minors should not reveal personal information about themselves or any other minors such as home address, phone number, full name, or any other identifying information.

##### B. System Security

1. *System Bypasses:* Central Catholic High School treats security on any computer system as a high priority. Users should notify a teacher if a problem or potential bypass of security systems is detected. Central Catholic High School strictly forbids students from accessing another individual's account and/or tampering in any way with the personal emails, files, or data belonging to another person.
2. *Hacking:* As required by the CIPA, prevention of inappropriate network usage includes unauthorized access, including so-called 'hacking,' and other unlawful activities by minors online.

##### C. Inappropriate Material

1. *Final Say:* The network is provided to conduct research and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Access is a privilege – not a right – that entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The Computer Teacher (or Technology Coordinator), after consultation with the Pastor/President and/or Principal will deem what is inappropriate use, and their decision is final. These same authorities will be consulted to determine what matter is inappropriate for minors.
2. *Material:* Central Catholic High School prohibits students from transmitting, receiving, submitting, or publishing any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, cyberbullying or illegal materials. Reasonable measures will be enforced to prohibit students from obtaining inappropriate material online.
3. *Liability:* Central Catholic High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Central Catholic High School assumes neither the responsibility nor liability for any phone charges, line costs or usage fees, or for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by one's own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Central Catholic High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **D. Copyrights**

1. *Plagiarism:* Central Catholic High School’s honesty policy applies to the internet as well. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

## **E. Technology Protection Measures**

1. *Filters:* To the extent practical, Central Catholic High School shall use technology protection measures (or “Internet filters”) to block or filter the Internet, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the CIPA, blocking must prevent against access by adults and minors to visual depictions of material deemed as obscene, child pornography, or harmful to minors. The school will enforce the operation of technology protection measures while the school computers with Internet access are being used.
2. *Research:* Subject to staff supervision, Central Catholic High School will allow technology protection measures to be disabled for adults or, for minors, minimized only for bona fide research, educational projects, or other lawful purpose.

## **F. Privacy**

1. *Monitoring:* The Computer Teacher (or Technology Coordinator) and administration will make every attempt to honor privacy. There is an acknowledged tradeoff between privacy and the need to gather information ensuring system integrity and responsible use of the system. A log will be kept of all Internet use by students, faculty, staff, and administration, and all activities will be monitored.
2. *Supervision by Staff:* It shall be the responsibility of all members of the Central Catholic High School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the CIPA.

## **G. Content of Policy**

1. *Current Policy:* Signed Internet Safety Policies will be kept on file at Central Catholic High School.
2. *Updating the Policy:* This policy may be updated when new or changing technology warrants.

## **H. Loss of Privileges**

Any violation(s) may result in a loss of computer access up to and possibly including suspension or expulsion, as well as legal action. Users are considered subject to all local, state, and federal laws.

## **Google Apps For Education Acceptable Use Policy**

### Use of Google Apps for Education Account

While attending Central Catholic High School, each student has access to Google Apps for Education (GAFE). The Google Apps “suite” includes word processing, spreadsheet, presentation, calendar, email, Classroom and many other collaborative tools. Additionally, this suite of applications is available in “the cloud”, which allows our students immediate access to their work, from any device, be it a Smartphone, tablet, laptop, or desktop computer.

In order to create a safe, effective way for students and staff to communicate with one another, Central Catholic High School issues to each a student a GAFE account under the domain @centralcatholic.org. Students access their account using Gmail. Central Catholic High School is required by the Child Internet Protection Act (CIPA) to have measures in

place, which protect students from harmful materials. As such, Central Catholic High School takes the following steps with student email usage:

- Student Gmail is ad free, and is filtered for spam.
- Student email is archived internally, and is searchable by district administrators at any time, should the district deem it necessary.

Central Catholic High School also has the duty to abide by the Children’s Online Privacy Protection Act (COPPA), which limits companies from collecting personal information from children under 13. To meet this duty, Google advertising is turned off for all Google Apps for Education users, both staff and students. No personal information is collected while students are utilizing Gmail, or the Google Apps core suite, which includes restricted Gmail, Classroom, Drive, Calendar, Docs, Sheets, Slides, and Sites.

Central Catholic High School will act in accordance with the Family Education Rights and Privacy Act (FERPA) and not use the Google Apps for Education suite to publish any confidential student records for online public view. Additionally, parents have the right at any time to investigate the contents of their student’s email account, and/or their student’s Google Apps for Education files. School staff is responsible for monitoring a student’s behavior online during the school day, while parents take over that responsibility at home. Students are responsible for their behavior at all times.

Students that adhere to proper use of Google Apps for Education, including email (if applicable), will do so by demonstrating the following behavior:

- Students will have no expectation of privacy with their Google Apps account, and thus should remain committed to using it academically and professionally.
- Students will avoid, at all costs, using their Google Apps for Education to promote any unlawful activities or personal financial gain. Additionally, students should not use their account to promote or spread inappropriate or offensive content, or to threaten another student or staff member.
- Students will not post personal contact information about themselves or other people.
- Students will inform a member of the Central Catholic High School staff should they receive any message that is inappropriate or makes them feel uncomfortable.
- Students will be responsible for their own accounts, and will not act in a way that compromises the security of their account. At the same time, students will not act in a way that jeopardizes the account security of another student or staff member.

Access to, and the use of, Google Apps for Education is considered a privilege and benefit to students in our district. Central Catholic High School maintains the right to immediately revoke the access and use of the Google Apps suite, including Gmail, where the district has reason to believe violations of law or district policy have occurred.

## **One Connected Community**

### **Ownership of Computer Systems**

The systems are the property of Central Catholic High School and are being provided for the exclusive use of Central Catholic High School students. Due to insurance and liability issues, the systems should not be lent to other individuals, groups, or institutions.

### **Asset Management**

Central Catholic High School is responsible for keeping track of the computer system it assigns to students and those sent out for repairs. Systems assigned to students will be entered into inventory and tagged. A small number of systems will serve as spares for students. Spares will be temporarily assigned to students whose systems have been sent to Apple for repair.

A student withdrawing from Central Catholic High School will return the system before his/her last day. If not returned, the system will be reported as stolen property and the family will be financially responsible. Central Catholic High School may require the students to turn in their systems at the end of the school year to be upgraded and serviced over the summer.

## **Insurance and Repairs**

Apple covers replacement and repairs of defects under warranty. The composite fee covers accidental damage at school and at home. Spilling liquids on your system, dropping which results in screen damage, leaving on floor where it is stepped upon or inserting coins into the drive would NOT be normal wear. You would be responsible for a \$250 deductible and our suggestion is that the student earns that money.

Not covered by insurance or Appicare are these three items and their replacement costs:

- System case -\$35
- iPad power adapter - \$40

## **Repairs**

Student systems needing repair should be brought to Central Catholic High School. Please do not attempt to repair the system on your own or through another repair service. Systems that are damaged are sent to an Authorized Apple Repair Center. Systems that are repaired on your own or through another repair service other than Central Catholic High School will void the warranty on the system resulting in a \$500 replacement fee for iPads.

## **What do I do when my system needs service?**

Bring the system to the Technology Office located on the first floor before school, after school or during your lunch.

## **How long will it take to fix?**

The technology specialists attempt to troubleshoot and repair in a timely manner. Some repairs may require returning the system to Apple. Please see the next questions.

## **If a system is sent to Apple, how long will I be without it?**

Apple will do its best to return your system in a timely manner.

## **Will I get a replacement system while my system is being repaired?**

There are a limited number of spare systems. Spare systems will be signed out to students whose systems are being repaired either by Central Catholic High School staff or Apple. Spares will not be provided to students who lose, misplace, or forget their system.

## **Will I lose my files?**

During the course of the repair files may be erased. It is important that students back up important data on a regular basis. Files should be backed up before turning in the system for repair. Please utilize Google Drive for storage needs.

## **Who will backup my files?**

Every student is responsible for backing up his/her files.

**What about internet usage at home?** Internet filtering will only be provided on the Central Catholic High School network. Families are responsible for Internet and security at home. The best security is to require the student to use their system in a “family” area. That way parents can monitor what the students are doing and when the system is being used. Parents should set limits and enforce them.

## **Power Management**

System batteries may or may not last a full day depending on the amount of usage. Students may need to find an outlet during the day to recharge their battery. The following settings and procedures will maximize battery life:

- Batteries must be fully charged at the beginning of each school day. Systems need to be charged every night. A system charges faster when off.
- Reducing the screen brightness will greatly increase the battery life.
- Keep the system in moderate temperatures. Temperature extremes will diminish battery capacity and can damage the system. Never leave your system in a car.

## Power Adapters

Keep power adapters safe and secure at all times. Leave it home if possible. If you lose or damage your power adapter, do not attempt to buy a replacement unless it is Apple Certified. Many websites/companies may advertise their power adapters as being Apple Certified, but unfortunately they may not be. Power adapters other than Apple Certified may cause damage to the system. Central Catholic High School ONLY sells Apple Certified power adapters.

## Caring for your System

Enjoy your system and remember it is delicate, electronic equipment and needs to be treated with care. If you take care of the system, it will take good care of you during your four years at Central Catholic High School.

1. Use the system on a hard, stable surface.
2. Cables should be lined up straight when inserting and removing. Hold the plug and not the cord.
3. Do not set books on top of the system. The system should be on TOP of the pile in the locker, or hanging on a hook in a computer bag
4. Keep your system in its case. Treat your system as you would a valuable possession. Do not add stickers, writing, or other marks to the system.
5. Do not eat or drink when using the system. The system is not welcomed in the cafeteria.
6. If using the system outside, avoid sand, dirt, rain and high temperatures in direct sunlight.
7. Wipe surfaces lightly with a clean, damp, soft cloth. Never spray liquids directly onto your system. When cleaning the screen, lightly dampen a soft cloth with some bottled water. **Do not use cleaning solutions on your system.**
8. Be patient! Sometimes computers need a few seconds to process data and commands so do not start pounding on the keys if response is not immediate.
9. You are responsible for keeping your system safe, secure and undamaged. Take good care of it. Remember, never remove your system from its case.
10. Bring your system to class charged and ready to go as requested by your teachers. Start each day with a fully-charged battery.
11. **Keep your system in a locked secure place when it's not with you. Keep your locker combination to yourself!**
12. **Keep your password secret.** Never sign-on as someone else.
13. If you need help, ASK! Don't ignore a small problem that may turn into a BIG one.
14. Systems are never brought to Physical Education classes unless requested by the instructor. Keep them locked in your locker.
15. Technology fees and/or insurance premiums will not be refunded once the school year begins.

## Parent Responsibilities

Your son/daughter has been issued a computer system to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this system.

- I will supervise my child's use of the system at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my child's use of the Internet and email.
- I will not attempt to repair the system, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the system.
- I will not load or delete and software from the system.
- I will make sure my child recharges the system battery nightly.
- I will make sure my child brings the system to school every day.
- I understand that if my child comes to school without their system, I may be called to bring it to school.
- I agree to make sure that the system is returned to the school when requested and upon my child's withdrawal from Central Catholic High School

## Coverage and Benefit

The composite fee covers the computer loaned to the student against all damage or loss over \$250.00. Damages valued at less than \$250.00 are not covered. Coverage is 24 hours per day. Total value will be determined at the time of loss or

damage. Each claim has a deductible payment of \$250.00. **Families will also be required to pay a deductible of \$500.00 for a second stolen or lost system claim and \$750.00 for three or more lost or stolen systems. Additionally, there may be a requested meeting with the family to help formulate better security policies for the system while it is in their possession.**

### **Effective and Expiration Dates**

This coverage is effective from the date the system is issued to the student (after this required form and premium payment are received by the school) through the end of the 2018-19 school year.

## **DISCIPLINARY SYSTEM AND DUE PROCESS**

### **CODE OF CONDUCT**

As a student of Central Catholic, I pledge to live according to Gospel principles. Participation in my school community is a privilege, not a vested right. As such, I serve as a role model for the community and particularly for younger students. In keeping with the ministry of Jesus Christ, who dwells among us, I pledge myself to fulfill the Central Catholic Code of Conduct by:

- reflecting Charity, Courage, Honesty and Sanctity, my school virtues;
- acting respectfully toward the members of my community and accepting their diversity;
- conducting myself in a mature manner, not disrupting classes or assemblies;
- pursuing involvement in community, school and church activities;
- having pride in myself, my family, and my school;
- living a drug and alcohol free lifestyle;
- fully, actively, and consciously participating in all Religious or Spiritual Activities;
- practicing the basic rules of courtesy; using please and thank you, excuse me, and refraining from inappropriate and offensive language;
- dressing appropriately and abiding by the school's policies and regulations; being accountable for my actions and behavior.

### **DISCIPLINARY TERMS**

1. **PIN** (Parent Intervention Notice): This is a communication between teacher/Assistant Principal of Discipline and parent addressing student behavior, generally in the classroom. It asks the parents to address the student regarding notable behavior and respond to the teacher. The purpose of the PIN is to involve parents immediately after any inappropriate behavior.
2. **Citation**: A penalty imposed for serious misbehavior, e.g., disrespect, disobedience, class cut, failure to follow reasonable requests.
  - a. One detention accompanies most citations. Certain citations will result in two or more detentions, e.g., cutting class, failure to serve detention, etc.
  - b. The number of citations in a given grading period determines the student's conduct grade. For explanation refer to "Conduct Grades."
  - c. When a student has accumulated four citations in a given semester, a 4-cite letter is sent home to parents/guardians as outlined in "Citation Accumulation." Likewise, each additional citation carries a set of consequences as outlined in the same section.
3. **Detention**: A consequence served after the school day (3:05 p.m.-3:35 p.m.) in the large cafeteria.
  - a. Bring only IDs.
  - b. No sleeping; no food or beverages.
  - c. No cell phones, iPads, headphones, etc.
  - d. When students choose not to follow the rules of D-Hall, they are to receive a failure to serve and be asked to leave.
  - e. You must be in dress code for admission to D-Hall.

- f. Students are allowed to reschedule by meeting with the Assistant Principal of Discipline at least 24 hours in advance of the scheduled detention. Athletic or other school-related events will not be considered valid reasons for rescheduling.
- 4. **Probation:** An eight week, twelve-week, or calendar-year period during which a student attempts to prove his/her suitability as a member of the student body by behaving appropriately. Details of disciplinary probation are outlined in “Level One Probation” and “Disciplinary Hearing”.
- 5. **Suspension:**
  - a. “In School”: Students will be detained in the Main Office for the entire day. Additional consequences for students are outlined in “In School Suspension”. The student loses **two (2) percent of that quarter’s grades, in each class, for each day of in-school suspension served.**
  - b. “Out of School” Students are temporarily removed from school for a length of time as prescribed by the disciplinary system or for a time to be determined by the Assistant Principal of Discipline. The student loses **two (2) percent of that quarter’s grades, in each class, for each day of out-of-school suspension served.**
- 6. **Expulsion:** Complete removal from the school for one semester or permanently.
- 7. **Disciplinary Conference:** A disciplinary conference will be scheduled if a student violates Level One Probation, or if a student exhibits a serious misbehavior that in the opinion of the Assistant Principal of Discipline is not serious enough to warrant a disciplinary hearing. The Assistant Principal of Discipline, student, and parents/legal guardians will meet, and the Assistant Principal of Discipline will determine the most appropriate consequence for the student’s misbehavior. The student may be placed on Level Two Probation or Final Contract and a contract will be in place.
- 8. **Disciplinary Hearing:** A discipline hearing will be scheduled, if a student receives enough citations to be placed on probation a second time in a school year, or if the misbehavior is serious enough in the opinion of the Assistant Principal of Discipline, where expulsion may be warranted. The disciplinary hearing will take place with the Discipline Board (Assistant Principal of Discipline, Guidance Counselor), student, and parents/legal guardians.

## CITATION ACCUMULATION

The following outline describes the consequences of receiving a citation and subsequent citations. Citations will accumulate throughout the semester.

- 1. Citations 1-3: One detention is to be served for each citation.
- 2. Citation 4: Upon receiving the fourth citation, parents will be notified by a letter from the Assistant Principal of Discipline.
- 3. Citation 6: The student receives a conduct grade of “F” and is placed on Level One Probation.
- 4. Citation 8: A Disciplinary Conference is scheduled, and the student is placed on Level Two Probation. The student will also serve a one-day (or more depending on severity of circumstances) In-School (or Out-of-School) Suspension and the student will lose two (2) percent of that quarter’s grades in each class for each day of In-School (or Out-of-School) Suspension served.

## CONDUCT GRADES

Conduct grades will be issued quarterly and determined as follows:

0-1 citation = Grade A	4-5 citations = Grade D
2 citations = Grade B	6 or more = Grade F
3 citations = Grade C	

## FAILURE TO SERVE A DETENTION: CONSEQUENCES

If a student fails to serve a scheduled detention, that detention will be rescheduled to the following day. An additional citation will be issued for failure to serve detention.

## LEVEL ONE PROBATION

1. Six or more citations in any semester will result in placement on Level One Probation.
2. At his or her discretion, the Assistant Principal of Discipline may place a student on probation for an incident of gross misbehavior.
3. Length of time: Eight school weeks.
4. Terms:
  - a. The parents and student will sign a disciplinary contract outlining the conditions of probation and the consequences of further violations.
  - b. In addition to the terms of probation, the student may also be required to successfully complete other conditions as determined by the Assistant Principal of Discipline.
  - c. A student on probation will not be allowed field trips or attendance at pep rallies and assemblies.
  - d. Two citations during the eight-week probation period violates probation and results in the student serving a one day in school suspension and will result in a disciplinary conference. The student will be placed on Level Two Probation. The student loses **two (2) percent of that quarter's grades, in each class, for each day of in-school suspension served.**
5. A student will not be placed on Level One Probation twice in the same semester. The student would be placed on Level Two Probation or a Final Contract depending on the severity of the circumstances.

## LEVEL TWO PROBATION

1. A student is put on Level Two Probation when Level One Probation is violated or when, in the Assistant Principal of Discipline or Board's judgment, misbehavior so warrants it. A disciplinary conference/hearing is held at the earliest possible time.
2. The Assistant Principal of Discipline may place a student on Level Two Probation for gross misbehavior.
3. Length of time: Twelve weeks (or longer if deemed necessary.) Upon successful completion of the Level Two Probation period, the student returns to regular status. If enough citations are accumulated to warrant another disciplinary probation in the same school year, a Final Contract will be assigned.
4. Terms:
  - a. If Level Two Probation is warranted, parents will be notified of Level Two Probation terms in a conference with the Assistant Principal of Discipline, student and parent(s).
  - b. Students on Level Two Probation will not be allowed to go on field trips or attendance at pep rallies and assemblies.
  - c. Level Two Probation may also include additional special terms as determined by the Assistant Principal of Discipline.
  - d. Two citations violates Level Two Probation and results in a one day, in school suspension. The student loses **two (2) percent of that quarter's grades, in each class, for each day of in-school suspension served.**
  - e. Receiving a second citation while on Level Two Probation will result in a recommendation of a Final Contract to be approved by the Assistant Principal of Discipline. A Final Contract is the last step of "Due Process." No appeals permitted.
5. No student will be given two Level Two Probation contracts in the same academic year. A Final Contract will be issued or a Board hearing conducted.

## IN-SCHOOL SUSPENSION

The school views in school suspension as one of the final deterrents for inappropriate behavior. In school suspension is meant to have an impact on all facets of the student's situation; academics, activities, and socially. The student will be detained in the Main Office for the entire day and will be ineligible for co curricular events (practices, rehearsals, games, etc.) on that day. Meeting with the Guidance Counselor may be required as a part of the suspension. This will give the student an opportunity to gain insight into their behavior and hopefully come up with a strategy for successfully getting back into the mainstream.

Teachers will assign the work for the day to the student serving an in school suspension, and this work will be finished and ready for the teacher when the student leaves for the day.

## IN-SCHOOL SUSPENSION POLICY

Possible Reasons for Suspension:

1. A student on probation who violates that Level One Probation with two citations
2. Fighting (May be out of school, determined by the seriousness.)
3. Violation of **Level Two** Probation
4. Verbally or physically assaulting a faculty or staff member
5. Any other serious misconduct, such as insolent behavior

### **Consequences for In-School Suspension:**

The student loses **two (2) percent of that quarter's grades, in each class, for each day of in-school suspension served.** Teachers and the student's counselor will be notified at the time of suspension. The registrar will deduct the 2% from each course at the end of the quarter.

## DISCIPLINARY HEARING

1. The purpose of a Disciplinary Hearing is to determine consequences appropriate to serious student misbehavior.
2. The hearing is between the school representatives and the student's family. Thus, the presence of lawyers or other professional advocates is inappropriate and not permitted without the express written permission of the Head of School.
3. After the Disciplinary Hearing, the Discipline Board will then decide the penalty.
4. The Assistant Principal of Discipline will notify the parents of consequences determined by the Board.
5. The Discipline Board's purpose is to protect the due process rights of each student.
6. Parents and/or guardians must accompany the student. Failure to appear at the Disciplinary Hearing usually results in the student's expulsion.

## SUSPENSION AND EXPULSION: (DUE PROCESS AND PROCEDURES)

1. If a student's conduct disrupts the academic atmosphere of the school; endangers fellow students, teachers or other school officials; or causes damage to school property, that student should be removed from the setting and temporarily suspended immediately. The Assistant Principal of Discipline will contact the parents and/or guardians.
  - If the student's misconduct does not warrant immediate suspension, the student should be permitted to stay in school pending further disciplinary action.
2. The Assistant Principal of Discipline will then convene a disciplinary hearing as soon as possible with the student, parents and Discipline Board members for the purpose of determining an appropriate disciplinary action.

### **Examples of Violations That May Result in Disciplinary Hearings:**

- Violation of the Federal and State Safe School Act. (fighting, etc.)
- Physically or verbally assaulting a faculty or staff member.
- Violation of Alcohol and Other Drugs policy.
- Serious, unacceptable moral and social behavior, or harassment.
- Tampering with a fire alarm, defibrillators or any school owned electronic equipment.
- Major and malicious damage to school property.
- Possession of a weapon.
- Refusal to show or lying about an ID card, or acting in an insolent manner towards staff members.
- Conduct unbecoming of a Central Catholic High School student.

3. If a student withdraws from Central Catholic in lieu of expulsion, any attempt to return to Central Catholic must be preceded by the appropriate steps. The student must apply for readmission consideration after having been in attendance elsewhere for one full semester or school year. The student must have achieved successful attendance, academic, and disciplinary records while enrolled in another school. The application will then be considered for readmission.

## SCHOOL POLICIES

### STUDENT BEHAVIOR CODE VIOLATIONS

Listed here are examples of some major and minor behavior code violations and the disciplinary action ordinarily taken. However, circumstances may warrant changes to better suit the misconduct of the student. Also, blatant disregard and repeated offenses may dictate a more severe disciplinary action.

**Central Catholic High School reserves the right to waive any disciplinary regulation for just cause.**

Violations in the first section may immediately lead to a Disciplinary Hearing which may include, but not be limited to: suspension (in-school or out-of-school), a Final Contract or expulsion.

#### Section One

1. Disrespect, Insolence: Disrespect or insolent behavior towards teachers will not be tolerated; undertone comments, threats and verbal exchanges account for a type of unacceptable behavior that results in an in-school suspension of up to one day, with the accompanying two percent drop in grade per class missed. Gross disrespect could result in a discipline conference or hearing and continuation at Central Catholic would be in jeopardy. Such insolence includes failing to identify oneself when confronted by a teacher or refusal to give an ID when asked. Students are expected to follow reasonable instructions or requests from any adult supervisor or employee.
2. Weapons/Violation of the Safe School Act: Students found in possession of a weapon or item considered to be a weapon will be immediately placed on in-school suspension and parents will be notified. A weapon is defined as any instrument (or look-a-like) that could be used to engage in a fight or cause harm. There will be no readmission to class without a board hearing. Such offense is also a violation of the Safe School Act and could result in prosecution.
3. Cheating: one to three citations (A zero may be given by the teacher.) **The teacher will contact the parent/guardian.**
4. Theft: Stealing any amount of money, food, books, clothing, equipment, purses, wallets, etc. may result in immediate expulsion.
5. Harassment/Bullying: Verbal or physical harassment/bullying/cyber bullying of fellow students is not tolerated; this includes physical or written threats, lewd or suggestive behavior, sexual comments, gestures, materials, derogatory remarks about or slander against racial, ethnic or other minority groups. A violation will result in a discipline conference/hearing depending on the severity of the case. (See the full Diocesan Bullying Prevention Policy at the end of this section.)
6. Hazing: is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No student, including student leaders of organizations, shall plan, encourage or engage in hazing activities. A violation will result in a Disciplinary Hearing.
7. Fighting: May result in immediate expulsion. Parents will be notified and a conference with the Assistant Principal of Discipline is required before the student may return to class. Parents may also be directed to pick up their child until a disciplinary hearing can be arranged if so warranted by the Assistant Principal of Discipline. A violation of the Safe School Ordinance will be filed.
8. Automated External Defibrillator/Fire Extinguishers: Central Catholic High School is in possession of several automated external defibrillators (A.E.D.) and several fire extinguishers. These devices are to be used for

emergency purposes only. It is considered a felony to tamper with an AED or use in a situation for which it was not intended. Violation of this policy will result in a police report and a Disciplinary Hearing.

9. **Conduct Unbecoming a Central Catholic Student.** Behavior in any form deemed not acceptable to Central Catholic High School. The Assistant Principal of Discipline will determine the penalty or a Disciplinary Hearing may be scheduled.

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CATHOLIC DIOCESE OF TOLEDO

## **BULLYING PREVENTION POLICY AND PLAN FOR SCHOOLS**

### **Introduction**

The Diocese of Toledo and the Catholic Schools Office believe that all of our Catholic schools must be aware that their purpose is rooted in the mission of the Church and the message of Jesus Christ.

It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards, where no student shall be subjected to bullying, intimidation or harassment.

Pastors, principals, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and any other school support staff, are to expect that all students and staff behave appropriately and treat others with civility and respect.

Bullying, harassment or intimidation will not be tolerated in any of our Catholic schools in the Diocese of Toledo.

### **Bullying by Definition:**

Bullying, harassment or intimidation means any of the following: Any intentional written, verbal, electronic (cyber-bullying), physical act, or any other similar behavior that a student or staff member has exhibited toward another student which:

1. Causes physical or emotional harm to the target or damage to the target's property.
2. Places another student in reasonable fear of harm or of damage to property.
3. Creates a hostile environment at school for another student.
4. Infringes on the rights of another student at school.
5. Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
6. Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying.
7. Is considered electronic bullying (cyberbullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
  - a. Wire, radio, electromagnetic, photoelectronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.
  - b. The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
  - c. The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

### **Bullying is Prohibited:**

1. On school grounds owned/ leased/used by a school or on property immediately adjacent to school grounds.

2. At any school-sponsored or related activity, function or program whether on or off school grounds.
3. At a location, activity, function or program that is not school-related, when there are possible ramifications for students or adults in the school.
4. At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school.
5. Through the use of technology or electronic device owned, leased or used by a school.
6. Through the use of technology or an electronic device not owned, leased or used by a school if the act or acts in question:
  - a. Create a hostile environment at school for the target.
  - b. Infringe on the rights of the target at school.
  - c. Materially and substantially disrupt the education process or the orderly operation of a school.

**Prevention and Intervention Plan:**

On or before October 1, 2012, the Principal, in consultation with teachers, staff, administrators, parents, community representatives, consistent with the requirements of this policy, as well as Ohio and federal laws, shall be responsible for overseeing the development and establishment of a prevention and intervention anti-bullying plan for their respective building.

The plan shall include the following:

1. Clear procedures for reporting prohibited incidents for students, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and all other school support staff.
2. A provision that reports of bullying, harassment, intimidation may be made anonymously, so that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.
3. A requirement that school personnel report prohibited incidents of which they are aware to the school principal or other administrator designated by the principal.
4. In cases where the aggressor or target is not students at this school, information shall be disclosed to the principal or appropriate administrator of the public, private or charter school in which the student is enrolled.
5. A requirement that the custodial parent(s) or guardian(s) of any student involved in a prohibited incident is notified.
6. A procedure for documenting reported incidents, responses to incidents including steps taken to investigate reported incidents.
7. A strategy for protecting a victim or other person from new or additional harassment, intimidation, or bullying, and from retaliation following a report, including a means by which a person may report an incident anonymously.
8. A strategy for providing counseling or outside referral to appropriate services for aggressors, targets and family members of students as needed.
9. A disciplinary procedure for any student guilty of harassment, intimidation, or bullying, that infringes on any student's rights and expressly providing for the possibility of suspension of a student found responsible for harassment, intimidation, or bullying.
10. A range of disciplinary actions that may be taken against an aggressor for bullying or retaliation provided that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior.
11. A statement and a disciplinary procedure prohibiting students from deliberately making false reports of harassment, intimidation, or bullying and for any student responsible for deliberately making a false report.
12. Provisions for informing parents and guardians about the anti-bullying prevention and intervention plan of the school and shall include how parents and guardians can reinforce the curriculum at home and support the school and the dynamics of any and all forms of bullying.
13. A strategy for introducing the plan to all students/families.
14. A strategy to ensure a parent or legal guardian signs off confirming that the plan was read.

**Plan Review and Updates:**

The plan shall be reviewed and updated preferably every year, but at least every two years and the principal is responsible for the implementation and oversight of the anti-bullying prevention and implementation plan within the school.

**Training:**

Regular training on the plan shall be provided for staff, students, parents, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and all other school support staff.

Such anti-bullying training may include, but not be limited to:

1. Developmentally appropriate strategies to prevent bullying incidents.
2. Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents.
3. Information regarding the complex interaction and power differential that can take place between and among an aggressor, target and witnesses to the bullying.
4. Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment.
5. Information on cyberbullying emphasizing Internet safety.

**Publication and Notice:**

The plan shall be posted on the school’s website and included in student and employee handbooks.

**Reporting:**

A member of the staff shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the school principal or to the staff member designated in the plan as responsible for receiving such reports.

**Minimum Required Actions:**

If the principal or his/her designee determines that bullying or retaliation has occurred, he/she shall:

1. Take appropriate disciplinary action as stated in the plan.
2. Notify the parents or guardians of the aggressor and target and inform them of the disciplinary action and action to be taken to prevent any further acts.

If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or his/her designee informed of such incident shall contact the local law enforcement agency if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

**Policy Questions and / or Concerns:**

If any staff member has questions concerning this policy, he or she is encouraged to contact the Catholic Schools Office at 419.244.6711.

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Diocese of Toledo, Ohio

**POLICY ON WEAPONS, FIREARMS AND DESTRUCTIVE DEVICES IN DIOCESAN CATHOLIC SCHOOLS OR AT ANY SCHOOL SPONSORED EVENT**

The Diocese of Toledo is committed to promoting a safe environment where both children and adults can thrive to create holy disciples, holy families, and holy vocations. To ensure the safety of individuals, the following policy on weapons applies to parish, private, and non-parochial Catholic schools or at any school-sponsored event within the Diocese of Toledo.

All students, employees, vendors, suppliers, contractors, subcontractors, and visitors are prohibited from using, possessing or concealing any weapons, whether licensed or not, on school premises.

For the purpose of this policy, the term weapon includes: any item that is made intentionally or unintentionally to appear as a weapon; any item that is perceived to be a weapon; any item manufactured for play (as a toy) that imitates a weapon in appearance or action (a “look-alike”); any item that is manufactured with the intent of physically harming another person, including any item that is considered an explosive or does explode upon impact, any incendiary device, or projectile.

“School premises” includes, but is not limited to, school/parish owned, rented or leased buildings, parking lots, vehicles and equipment.

To create a safe environment, all Catholic schools are required to implement the following procedure and process:

- All schools must post “no weapons signs.”
- Each school must follow a “zero tolerance” policy on weapons, which addresses the prohibition of weapons and the serious consequences, potentially including expulsion or termination of employment, to students and employees who bring weapons on school premises or to any school function. “Zero tolerance” is defined as “a policy of very strict, uncompromising enforcement of rules or laws.”
- No weapons will be permitted on school premises for any reason, including for fundraising efforts.
- If any student/employee violates the policy on weapons, the local administrator, after contacting local law enforcement and ensuring the safety of students and colleagues, must immediately contact the Senior Director of Catholic Education who will then contact the appropriate individuals at the Pastoral Center.

In the event a weapon is suspected on school property:

- If it can be accomplished safely, the weapon should immediately be confiscated and controlled by the local administrator.
- The local administrator must contact local law enforcement immediately to report the incident.
- If the matter involves a student, parents must be notified by the local administrator that their child brought a weapon, or what may be considered a weapon, to school and that law enforcement representatives have been notified.
- School administration should not determine the authenticity of a weapon.
- When authorities arrive to the school building, the confiscated weapon should be turned over by the local administrator to the authorities for examination and determination if it is, indeed, a weapon.
- The local administrator should work in concert with local authorities to allow building and student access for possible investigative interviews.
- The local administrator should turn matters of investigation related to the “weapon” over to their local police.
- If the matter involves a student, the local administrator, as outlined in the school’s student handbook, has the responsibility to implement policy regarding consequences for student behavior, independent of a legal investigation.

Exceptions to this policy include:

- Weapons under the control of law enforcement personnel.
- Items approved by a principal as part of a class if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved). An example would be a replica of a Civil War “weapon” considered a “historical artifact.”
- Pre-approved and disabled theatrical props used in appropriate settings.
- Starter pistols used only by an adult officiating in appropriate sporting events.
- Mace, or other similar defensive devices intended to temporarily disable a person, would not normally be considered a weapon for purposes of this policy.

Approved: January 17, 2017, Teresa Richardson

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## Section Two

Violations in this section will be recorded in our regular discipline system. It is our goal to follow the system to help effect a change in the student's behavior. The administration reserves the right to adjust the consequence in accordance with the severity of the offense.

1. Rowdy Behavior: Shouting, excessive noise, rough house pushing and shoving, and grossly disrespectful and destructive behavior in class, at meetings, in hallways or at assemblies are penalized by three citations. (Severity of offense may lead to a conference or hearing if deemed necessary by the Assistant Principal of Discipline.)
2. Damage of School Property: Destruction of and writing on a desk, defacement of school property, etc.; three citations. Students involved in any malicious destruction of school property are held liable along with their parents; students are liable for expulsion after a disciplinary hearing.
3. Truancy (unexcused absence) for 3 or more periods in a day. All work will be made up but two (2) percent deducted from each class's quarter grade per day.
4. Medications and Aspirin/Tylenol: Students are not permitted to carry any prescription or over-the-counter medication for personal use; consequence is three citations.
5. Cutting Classes: (unexcused absence-one or two periods in a day) consequence: one citation and two detentions for each period
6. Littering: Failure to clean a lunch table or paper thrown in the hallway or school grounds can result in one citation and assigned duty to help clean the cafeteria, school grounds or hallway.
7. Off Limits: No student is allowed outside the school building during the school day without permission. When the student enters the building previous to the beginning of classes, he/she will be considered in the school for the day and subject to the above. Consequence is one citation.
8. Eating or drinking outside the cafeteria is not allowed: one citation. Clear water bottles are permitted in the classrooms.
9. Gum chewing is not allowed. Consequence is one citation
10. "Romancing": Romancing within the school or at any school function will result in one citation. Romancing includes embracing, kissing, and fondling; romancing does not include hand holding. One citation
11. Locker Use: Students have no reasonable expectation of privacy towards school administrators or teachers in the contents of school lockers, desks or other school property. School personnel shall have access to school property in order to properly supervise the welfare of students. School lockers and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for such search. A student is to use his/her assigned locker and **is not allowed to use any other locker; one citation penalty**. A student is responsible for locker vandalism or defacement. Lockers must be neat and orderly. Lockers have installed locks. If a student does not report damage of his/her locker done by another on the same day it occurs, he/she becomes liable for penalties and damages.
  - o Disclaimer for theft of personal items: The school does not take responsibility for the loss of a student's personal items. Please lock your valuables in your lockers. If theft occurs, parents are to notify the Assistant Principal of Discipline, call the administrator of your homeowner's insurance policy, and file a police report.
12. Student Identification Card: Students are required to carry a Student ID during the school day and at all school related events including dances. Failure to present the I.D. card could be interpreted as disobedience. (**one citation**) Students are responsible for replacing lost or stolen IDs and must report this to the Assistant Principal of Discipline immediately. Lost cards will be replaced in the Main Office for a fee of \$10.00.
13. Classroom Rules: It should be noted that for various reasons such as; safety, protection of equipment and management of the classroom environment, teachers may institute classroom rules or policies. Violation has a consequence of one citation.
14. Cellular Phones: The use of any unapproved electronic device is prohibited during the instructional day (8:00 a.m. - 2:56 p.m.) 1st offense: \$10 fine plus a citation, 2nd offense: \$20 fine plus a citation and the parent must pick up the phone, 3rd offense: \$30 fine plus a citation, the parent must pick up the phone and the student may no longer have a cell phone in the school during regular school days. Any other violation will result in a Disciplinary Conference or Hearing. The device will be returned upon payment of fine.

15. Headphones: Headphones are not permitted during the school day. They are not to be used in classrooms, study halls, cafeteria or in the hallways in-between classes. Students should not have headphones around their neck, hanging over their ears, under their shirt, in their pocket, etc.
16. Backpacks/Book bags/"Spider bags": These items are for student convenience to transport materials to and from school. In the interest of student health and safety, book bags must remain locked in lockers during the school day. Purses should be no larger than 8 ½" x 11". This will provide ample room for the calculator, pens, pencils, markers, wallets and the student planner. Consequence is one citation.
17. Telephone Calls for Students: Telephone calls to students will only be accepted from parents. Since these calls must be handled through the Main Office They must be restricted to emergencies.
18. Lying: three citations.
19. Elevator Privilege: No student is to use the elevator at any time without proper authorization from an administrator, the nurse, a staff member, or an activity supervisor.

## HOURS OF SUPERVISION FOR BUILDING

The building and premises at Central Catholic High School will be supervised from 7:30 a.m. until 3:30 p.m. on regular school days. Outside of these times students are not to be in the school or on the premises without supervision of a Central Catholic faculty or staff member. Students are asked to clear the hallways by 3:15 p.m. and either be waiting for a ride at the assigned area of supervision or going to a supervised activity. **Students are not to be waiting for rides past the authorized supervised time of 3:30 p.m.** Please make appropriate transportation arrangements. Those waiting for scheduled activities or parent rides will be directed to the Sullivan/Gallagher entrance area **or the front circle drive area away from the main entrance** until their ride arrives or practice starts. Students are not to block the main entrance after school. **Please pick up your student at the Gallagher/Sullivan Center courtyard entrance.**

## STUDENT ATTENDANCE POLICIES

1. **Absences and Course Credit** If a student exceeds six (6) days of absence per quarter from a particular class or classes, the student will not receive credit for that class or classes. Students who arrive for a class after the first 30 minutes will be considered absent and that absence will count toward their six days. All appeals for loss of credit must be made in writing to the Assistant Principal of Discipline's Office before the last day of the quarter.
2. **General Attendance Policies** The procedure for reporting an absence is as follows:
  - a. **Parents MUST phone the school by 9:00 am on the day of the student's absence.** The school phone number is 419-255-2280. Failure to contact the school will result in the school calling the parent(s) at work if necessary (**Missing Children's Act**). If parents are going to be out of town, the Main Office/Guidance Counselor should be notified as to who will have the legal responsibility for the student in the absence of the parents.
  - b. Any absence not phoned in by 9:00 will require the student to present a note signed by the parents before returning to class. The note is to include the student's full name, the dates of absence, the reason for absence and the parent/guardian's signature. If a note is not received within 24 hours after the student's return, the absence is considered unexcused, and the student will be issued a citation.
3. **Excused Absences** An absence is excused when school approval has been granted. Class work may be made up. However, it is the responsibility of the student to request the work from teachers. Any absence of five days or more, the parents may call the counselor to secure homework.
  - a. Examples of Excused Absences include but are not limited to:
    - Personal illness, injury, serious illness or death in the family
    - Attendance at a funeral
    - Medical appointments (that could not be made outside of the school day)
    - Court appointments with documentation
4. **Unexcused Absences** An unexcused absence is an absence for which an explanation exists, but which cannot be approved.
  - a. Examples of Unexcused Absences include but are not limited to:
    - Truancy
    - Transportation problems
    - Absences for employment

- Driver's license exams
  - Oversleeping, alarm not ringing, etc.
  - Non-essential appointments, shopping, etc.
  - Staying home to study for a test or complete a project or paper
  - Absences due to excessive tardiness
- b. Truancy is defined as follows:
- Any deliberate absence from school or class without the knowledge or consent of a parent and without approval by the school prior to the absence
  - Leaving school without permission or without signing out with consent from the office
  - Leaving a class before the end of the class period without the consent of the teacher
- 5. Tardiness and Course Credit**
- a. Central Catholic High School strongly believes that being on time is important; therefore, all tardiness to school is unexcused. We do understand however there may be occasions when a student will be late to school for a valid reason. Therefore, Central Catholic High School will allow three (3) tardies to first period per quarter. The student will receive a citation and serve a 30-minute detention for the fourth tardy and for each additional tardy thereafter. Excessive tardies may result in further disciplinary action.
- b. Students more than 5 minutes tardy to class periods 2-7 must be sent to the main office for a tardy slip. The classroom teacher will assign appropriate consequences according to individual classroom policies.
- 6. Early Dismissal Requests** In cases where it is impossible to schedule appointments outside of the school day, the student should present a note to the office the day before the appointment, indicating the student's name and the date, place, and time of the appointment. This must be signed by the parent / guardian. **Students must also have a slip signed by the doctor's, dentist's representative, or other approved office representative indicating the time the student left that office.** Any note from the doctor's office should be returned that day, upon the student's return to school or no later than the next morning, when the student returns to school.
- 7. Absences Before School Vacations & Breaks** The days immediately preceding Christmas vacation and Easter break are considered instructional days just as any other school day. Please make every effort to plan around these breaks. Because the day prior to breaks affords a prime time for administering chapter, unit, or section exams, absences on these days are particularly disruptive to instructional goals. Therefore:
- a. Central Catholic will not excuse any absence or appointment on the day prior to Christmas vacation or Easter break, unless such absence or appointment is verified by a written medical statement and/or approved by the Assistant Principal of Discipline.
- b. Like any unexcused absence, the student will not be permitted to make up any work given during these days including quizzes, tests, and exams. Students will be given no credit during these unexcused absences.
- 8. Anticipated Absences** This policy deals with any absence that is known about ahead of time, which will require that the student be out of school for one full school day or more.
- a. Families are asked to plan anticipated absences or vacations for non school time. **Anticipated Absence forms must be obtained in the Main Office.** A total of five school days is permitted per year. **Anticipated Absences are not permitted during exam times.**
- b. A note from the parent/guardian requesting approval must be presented to the Assistant Principal of Discipline at least one week in advance of anticipated absence. The student will take around the Anticipated Absence Form and gather signatures indicating their status from their teachers. If the request is not approved, parents will be notified. Failure to follow this procedure will result in one citation for not following school policy. **The Assistant Principal of Discipline must approve exceptions.**
- c. The student is responsible for work missed during absences. Students should get their assignments before they leave.
- d. Students asked to work retreats outside the school building will need approval from the Priest Leader and the Assistant Principal of Discipline.

**Please Note: Following these guidelines, and in accordance with State law, the administration (not the parent) reserves the right to decide whether an absence from school is "excused" or "unexcused."**

9. **Attendance Notifications** Regular attendance in the classroom is of extreme importance. Excessive absences, even for very legitimate reasons, interrupt the learning process and jeopardize the student's eligibility for credit.
- The parents will be notified by letter after four days of absence in a quarter. This letter is sent regardless of the reason for the absence.
  - Absences from school are closely related to academic difficulties. Therefore, parents are urged to check Power School or contact the teachers or guidance counselor for specific information regarding academic status.
  - The Assistant Principal of Discipline will evaluate each situation and possibly schedule a conference to discover all pertinent information.
10. **Serious Illness** Central Catholic recognizes that there are situations of serious illness (physical, emotional, and psychological) which may force a student to miss school for an extended period of time. An extended illness is generally defined as five or more consecutive school days of absence. At this point a doctor's note is required for an excused admittance. If unexcused, work cannot be made up. (But this policy could apply to any absence that seems to require special considerations when the student returns to school.) When such a case occurs, Central Catholic desires to help with the student's reentry and readjustment to school. Therefore, the following steps will be taken:
- The parent must call the school nurse. The nurse will inform the counselors of the student's situation.
  - Before the student returns to school, a conference will be scheduled. Attending will be the Assistant Principal of Discipline, the student's guidance counselor, the school nurse, the student and his/her parents/guardians and other pertinent school personnel. The results of the meeting will be summarized in writing. That summary will outline the conditions under which the student will return to school. In effect, it will become a contract between the family and the school.
  - The teachers will be informed of any necessary information regarding the student's individual situation. The extent of that information will be determined at the re entry conference. The guidance counselor will also be responsible for contacting the teachers regarding exams or incomplete grades if the extended absence occurs at the end of a quarter.
11. **Funeral Policy**
- The student must present a parent note before his/her first class expressly requesting that the student be allowed to attend a funeral. If the student is to be transported in another student's car, the parent note is to designate the driver by name and indicate that permission to travel to the funeral has been granted accordingly.
  - Students are expected to return to school immediately following the funeral. The parents in a note must request any exception.
  - The funeral dress code requires students to be in appropriate attire for a funeral, especially when returning to school after the funeral.
12. **Co-Curricular Participation Absence Policy**
- Definition of Co-curricular Participant:** One who belongs to a group that requires students to meet more than five hours per week outside the normal school day for more than three consecutive weeks, or one who is an elected class officer, school-wide officer or school representative, including those in Homecoming and SuperFella courts.
  - In order to practice or participate in a co-curricular event, a Central Catholic student should be in school by 10:50 a.m. (unless excused by a medical note). Students who go home early may not participate that day. If a student has been pre-excused by a parent either by a note or phone call, teachers will be expected to allow them to make-up missed work. Co-curricular participation for those absent for any part of the school day must be pre-excused by a parent before 8:15 a.m. and be restricted to medical visits, funerals, court appearances, assigned and pre-approved school functions or pre-approved college visits. Absences incurred to attend other events as a spectator or as a visitor do not allow for co-curricular involvement that day, and do not automatically entitle the student to be able to make up missed work in the classroom.

## **HALL PASS**

No student should be in the halls during the school day without Room Hall Pass. No hall passes are allowed during fourth period, and no hall passes are allowed during the last 10 minutes of each period. Office Runners are exceptions in both cases.

## **DELIVERIES AND DROP-OFFS**

Central Catholic High School strongly discourages deliveries and drop-offs of any kind. In our effort to form responsible and self-reliant young adults, Central Catholic strongly discourages parents/siblings/guardians to deliver and/or drop-off iPads, cell phones, chargers, homework, projects, lunches, lunch money, clothing, etc. It is important for students to learn to handle this responsibility and to resolve these issues with their teachers. It is not the job of parents or administrative staff to do it for them. Please note that students will not be allowed to go to the Main Office to pick up any items until the end of the school day.

## **STUDENTS NEEDING TO GO TO THEIR VEHICLES**

The safety and security of our students is our top priority; therefore, students are not permitted to exit the building during the school day to retrieve items from their vehicles. Students need to make sure they have everything they need when entering the building in the morning this includes lunches, book bags, homework, wallets, purses, money, clothing, etc. This policy provides additional safety and security for our students.

## **PRESCRIBED STUDENT WARDROBE**

The school and academic day is the place and time for a student to exercise their professional energy and attention. Therefore, the attire of a student at Central Catholic will be professional and distinctive. Only the prescribed student wardrobe will be acceptable; all other options are deemed inappropriate and a disciplinary offense. Students who fail to adhere to the dress code will be issued a citation. A pattern of repeated disregard for the dress code is considered to be a serious matter, one of flagrant disobedience. The Uniform Dress Code is in effect from 8:00 a.m. to 2:56 p.m.

*Modesty* is an integral part of the formation of the human person. At Central Catholic our uniform policy is founded on the good and need of formation in modesty for all students. Modesty seeks to protect, uplift, and refuse to unveil that which should remain hidden, that is to say, the mystery and dignity of persons. “Modesty is decency. It inspires one’s choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discreet.” (Catechism of the Catholic Church 2522).

The Central Catholic Administration reserves the right to determine whether specific items of dress distract from the learning process. All apparel and hairstyles must be appropriate to the school setting, must not draw unnecessary attention, and must not detract from the educational atmosphere of the school.

All students must purchase uniforms from Educational Outfitters.

## **GENERAL RESTRICTIONS FOR ALL STUDENTS**

All shirts and blouses must be tucked in at all times (unless wearing the banded shirts). Only the top two buttons may be unbuttoned. Only white or solid color T-shirts with no writing or illustrations on them may be worn under the uniform shirt. No head coverings may be worn in the building at any time. No chains, excessive jewelry or jewelry that alludes to sex, drugs, alcohol, gangs or the occult, including a pentagram may be worn.

Hair color is to be of one of the original colors. No hairstyle is to call attention to itself. No exaggerated hairstyles. The Assistant Principal of Discipline will make the final ruling on hairstyles and colors.

Tattoos must be covered during school hours and at all school activities or events in which the student participates, including performances, sporting activities and dances.

## **Uniform Dress Code For Gentlemen**

### **General Rules:**

1. Pants are to be worn waist high and belted. Pants may not be ripped or sagging.
2. Footwear: Shoes must have backs and be in good repair. Dress shoes of leather or leather substitute in solid black, brown, or cordovan are required. No sandals, slippers, slides, moccasins, tennis shoe-like, or canvas shoes are permitted. No boots.
3. Socks must be worn at all times and be of solid matching color: black, grey or white.
4. No earrings or any pierced jewelry may be worn, even if they are covered.
5. Hair is to be neat, clean, and properly combed. Hair must be cut above eyebrows and shirt collar. If a student dyes his hair, it is to be of only one traditional color. The Assistant Principal of Discipline is the final judge of what is acceptable. No exaggerated hairstyles.
6. Gentlemen are permitted to wear facial hair that is closely groomed and of a natural color. All facial hair should be neat and trimmed close to the face. Stubble and ungroomed facial hair is not permitted.
7. No layering of shirts (long under short)
8. No wristbands, sweatbands, bandannas or excessive jewelry.
9. All men will be clean-shaven.
10. Neckties may be worn with a white oxford shirt.
11. The approved red or gray  $\frac{1}{4}$  zip may be purchased from Educational Outfitters and worn over a uniform shirt or top.

## **Uniform Dress Code For Class Of 2021 and 2022 Gentlemen**

1. Khaki pants with CCHS above right back pocket
2. Polo – red moisture wicking with CCHS logo
3. Oxford – white long sleeve with CCHS logo
4. Quarter zip sweatshirt either red or grey with CCHS logo
5. Socks – must be white, black or CCHS Argyle
6. Tie - a red and grey Central Catholic Tie

\*Dress Uniform – khaki pants with white oxford CCHS tie or bow tie – tie tied and top button buttoned.

## **Uniform Dress Code For Ladies**

### **General Rules:**

1. Pants are to be worn waist high and belted. Pants may not be ripped.
2. Footwear: Dress shoes of leather or leather substitute in solid black, brown, navy or cordovan are required. Backless shoes will be permitted as long as the front of the foot is enclosed. For example, clogs and mules are acceptable. Sandals, slippers, flip-flops, tennis, moccasins, canvas, plastic or cloth shoes are not permitted. Students must have shoes tied and on their feet at all times. No boots.
3. Socks: Socks must be worn at all times and be of solid matching color: red, grey, white, or black. Length of socks should be crew (at least five inches above heel) or knee high (at or below knee). Footies and anklets are not acceptable. Spirit socks purchased from Educational Outfitters may also be worn with uniform. All other logos are not permitted.
4. Tights: Tights may also be worn in place of socks, but must be a solid color: red, grey or black. Tights with designs or patterns are not acceptable. Socks may not be worn with tights. Leggings are not acceptable.
5. The hem of the skirt must be no more than 2" above the top of the knee.
6. Hair: All hair must be a natural color, neat, clean and well groomed. If a student dyes her hair, it is to be of only one traditional color (extreme bleach blond color is not considered a natural color). The Assistant Principal of Discipline is the final judge of what is acceptable. No exaggerated hairstyles.
7. Make Up: No excessive or extreme makeup.
8. Piercing: Only earrings (without excess) are accepted, even if they are covered. Body piercings (including tongue and nose) are not permitted.
9. No layering of shirts (long under short)

10. Hair bands for girls may only be no more than two inches wide. Bandanas are not permitted.
11. No wristbands, sweatbands, bandannas or excessive jewelry.
12. The approved red or gray ¼ zip may be purchased from Educational Outfitters and worn over a uniform shirt or top.

### Uniform Dress Code For Class Of 2021 and 2022 Ladies

1. Skirt – students must wear privacy shorts under skirts
  - a. The hem of the skirt must be no more than 2” above the top of the knee.
2. Polo – white cotton polo with CCHS logo
3. Oxford – white long sleeve with CCHS logo
4. Quarter zip sweatshirt either red or grey with CCHS logo
5. Socks – must be red, white, black or CCHS Argyle
6. Tights – must be solid color grey, red or black

\*Dress Uniform – plaid skirt with white oxford

### Spirit Wear For All Students

Spirit wear, with a uniform shirt, may be worn at any time. Spirit wear red, grey, or white (no green) containing the crest, logo and athletic “C” are the only items allowed. No hooded sweatshirts.

School Crest



School Logo



Athletic C



### Out Of Dress Code Attire For All Students

1. Any clothing item offered must be neat in appearance, modest, and chosen in good taste. Items should bear no reference to violence, drugs, sex, alcohol or the occult.
2. Tee shirts or sweatshirts; absolutely no tank tops
3. No Shorts
4. Jeans (no holes, rips, or tears), khaki pants, or Central Catholic High School sweatpants
5. Tennis shoes or regular dress code shoes; socks must be worn (No Sandals)
6. No chains, excessive jewelry or jewelry that alludes to sex, drugs, alcohol, gangs or the occult, including a pentagram. May be determined excessive by the Assistant Principal of Discipline.
7. No hats or sunglasses
8. **Special Dress Code** days for Spirit Week and other occasions will be recommended by the Student Council and approved by the Assistant Principal of Discipline and distributed to the classrooms one week prior to the event.

### PARKING

Since parking is limited, students are encouraged to carpool. Student parking in lots immediately adjacent to the school as well as in other spaces designated for faculty, staff and guests is prohibited. All cars must be registered and exhibit properly a valid Central Catholic High School parking permit. Failure to register a car will result in one citation. Students who park in lots designated for faculty, staff and guests will be cited, the car may be towed at the student’s expense, and parking privileges may be revoked for the remainder of the school year with no refund. Students who park on the street must do so legally and should be respectful of the neighbors. The parking fee is included in the Composite Fee.

### TEXTBOOK POLICY

Textbooks will be assigned to students according to their corresponding courses. Proper care of textbooks is the responsibility of the students. **Textbooks should be covered and the student’s name entered inside the cover.**

Students will be responsible to pay the replacement cost for any lost and/or stolen books as well as the cost of any repair required due to damage such as water, writing, or torn pages. Deliberate damage to textbooks will result in disciplinary action being taken. Failure to return books and/or failure to pay fines will result in seniors not being able to receive their caps and gowns; underclassmen will not be able to receive their textbooks for the following year. Any questions or problems regarding textbooks should be directed to the book clerk whose office is located in room 207.

## **POLICY REGARDING ALCOHOL, TOBACCO AND DRUGS**

Central Catholic High School recognizes alcohol and other drug use as a serious social problem. We also acknowledge that this problem is community-wide, resulting in consequences, which have an impact on our school. We believe that the use of alcohol and other drugs often produces inappropriate behavior within the school environment, which interferes with learning and the fullest development of each member of our community.

We as a community have set forth a standard of no use of any alcohol or other drugs for all our Central Catholic students. This is our goal. A banner testifying to this goal hangs in the front gym. We commit ourselves to offer support and assistance to those members of our community who choose lives free of alcohol and other drugs.

Our school pledges to provide firm, yet compassionate support and action for any member of our community who is affected by alcohol and other drugs. We know from experience that treatment is available and recovery quite possible. We commit ourselves to facilitating the process of recovery in any reasonable way. We will provide an extensive program of prevention, intervention and support through the Student Assistance Program.

**This policy and the school's philosophy on the topic may be obtained from the school office or the school website.**

### 1. Policy Violation

- Drugs or Look-a-Like Drugs: Students at Central Catholic High School shall not possess, transmit, conceal, consume or show evidence of having consumed or used, or offer for sale any alcoholic beverages, illegal drugs, prescribed drugs, non-prescription drugs, look-alike drugs, narcotics, or any mind-altering substance, while on school property or at any school related event or in their coming or going from school or school-related events. Included in this prohibition is the possession of any drug-related paraphernalia.
- School property means all Central Catholic High School property, both inside and outside of buildings and vehicles parked on the grounds. School related events refer to any academic, athletic or extracurricular activity planned, organized, and sanctioned by Central Catholic High School.
  - a. A staff member, police officer or employee/volunteer of Central Catholic High School witnessing the sale, use, possession, or distribution of alcohol or other drugs, inhalants, look-alike, or drug related paraphernalia at school or on school property, or at a school related event will report the incident immediately to the Assistant Principal of Discipline or other appointed administrator. Student admission without self-referral constitutes the same.
  - b. The following consequences will apply when a direct policy violation has occurred:
    - i. Immediate out-of-school suspension for 2 full days. Out-of-school suspension is defined as the inability to attend classes, school-related events, athletic practices or games, extracurricular activities, or be present on school property. Schoolwork is still required and will be available for a family member.
    - ii. Loss of two (2) percent of that quarter's grades, in each class per day with a total of four (4) percent loss for each class for the quarter.
    - iii. Legal prosecution will be initiated. Central Catholic may take independent action apart from and in addition to any action taken by the legal authorities.
    - iv. Students found in violation may be subject to expulsion.
    - v. A disciplinary board hearing will be scheduled as quickly as possible.

### 2. Alcohol Testing Policy

- Because of a student's physical appearance, speech, or odor, school officials may use a breath-screening test to confirm alcohol use. A reasonable attempt to notify the student's parents/legal guardian before the test is administered. The police may administer a test. Likewise the parents/legal guardian will be informed of the test.

### 3. Tobacco

- a. Smoking: No student shall smoke or use tobacco or possess any substance containing tobacco before, during, or after school while on school property, or at any school-related event or activity. (Ohio Revised Code Section 3313.751).
- b. First offenses in a school year will result in three citations and three detentions. Student must attend a smoking cessation class.
- c. After a second offense in a school year, the student will be given a one-day-in-school suspension and then attend a cessation class.
- d. Parents will be notified by the Assistant Principal of Discipline when each offense occurs.

## **FINANCIAL CREDIT PROGRAM**

The Financial Credit Program will assist families by allowing them to participate in certain activities for credit toward their tuition or composite fee.

Significant changes were made to this program prior to the 2016-2017 year. Effective June 2016, only Kroger Rewards and select incentive programs will be honored. Please contact the Financial Services Office for more details.

For those families participating in the Financial Credit Program, a promissory note is still required. Credits earned during the 2018-2019 school year will be applied in April 2019. If you do not earn the amount committed to, the school will provide an updated statement in April 2019 to be paid upon receipt.

For those families who earn enough credit to create an overage, a credit will be applied toward the student's next school year. Unfortunately, the school is not able to refund any overages for those families without returning students.

This program does not include fundraising credits from sports or club fundraisers.

## **TUITION AND FEE POLICIES**

### **Tuition Payment Policy:**

It is the responsibility of the parent(s) or guardian(s) of Central Catholic students to pay the annual tuition plus all other assessed fees. Registration fees are typically due at the end of January for the next year along with the student's schedule request card. The total tuition and composite fee must be prepaid by the last day of the current school year. If these are not paid by the end of May, a payment plan must be in place prior to the start of the new school year.

For families who wish to pay monthly rather than paying in full, Central Catholic participates in a monthly payment plan through FACTS Management (866-441-4637). Anyone who does not pay in full by the end of May will incur a finance charge, which can be rolled into the monthly payments. Parents can choose automatic payments from a checking account, savings account, or a credit card. This is the school's preferred method of payment and the finance fee is \$150 for this plan. If parents are unable to use one of these methods, the tuition balance will be invoiced on a monthly basis by FACTS, and the finance fee is \$200 for this plan. There will be an additional late payment charge of \$20 per payment if payments are missed. No monthly payments will be accepted at the finance office after the end of May. Tuition loans may be available through [YourTuitionSolution.com](http://YourTuitionSolution.com).

These are the only payment arrangements available. Many banks and credit unions also offer student loans. Those arrangements can be made by the parent(s) or guardian(s), as long as the balance is paid to Central Catholic by the end of May.

### **Financial Aid:**

Central Catholic has a strong financial commitment to assist families who may qualify for financial aid. The financial aid deadline is typically early January for the following year (for example, January 7, 2018 for the 2018-2019 school year). All applicants must apply each year to be considered for financial aid. Families who apply after the deadline may receive reduced financial aid awards due to limitations of funding available.

Applicants must provide proof of income with tax returns from the prior calendar year, and submit the application by the established deadline. Central Catholic reserves the right to verify all information on the completed application. Students leaving Central Catholic during the academic year will lose the financial aid award and that amount becomes due and payable.

### **Ed Choice Students:**

The Ed Choice scholarship through the state of Ohio covers \$6,000 toward tuition. Families who receive the Ed Choice Scholarship are responsible to comply with all requirements of the program, including:

1. The family is responsible for all fees as the Ed Choice scholarship does not cover such charges. For 2018-2019, these include a \$300 registration fee, a \$1,200 composite fee, and a finance charge of \$150 or \$200 if the fees were not paid in full by May 25, 2018.
2. The parent who applied for Ed Choice **must sign** all Ed Choice scholarship checks at the school **in a timely fashion**. Typically they are received by the school in October and February. If the parent does not sign the check by the time it expires, the school cannot cash it, and the tuition becomes the responsibility of the parent.
3. If the family's income is over 200 percent of the federal poverty level, the parent will be responsible for paying any difference between the scholarship amount and the tuition charge. These families may also apply for financial aid.
4. The family must follow all applicable deadlines to renew the Ed Choice scholarship, which is typically in April for the following year.

### **Delinquent Accounts:**

A student whose tuition account is in arrears may be excluded from the following: class attendance, participation in all sporting activities, and participation in school sponsored events until the account becomes current or payment arrangements are made. An account is considered in arrears if the parent/guardian is negligent in fulfilling their tuition obligation as stated in their payment agreement by missing two consecutive monthly payments.

**If the second payment is missed, a letter will be sent notifying parents that their student will be subjected to holdout status if payment or arrangements are not made in 10 business days.** If student is in school on the holdout date he or she may be instructed to report to the Assistant Principal of Discipline's office. Once the account is resolved the student will be removed from the holdout status and be able to make up schoolwork missed without losing the percentage points.

Failure to meet the established tuition policy or payment schedule will result in the student's removal from Central Catholic. If the outstanding balance is not paid at the time of removal, the school will not release grades, transcripts, or athletic eligibility for the student. Further, the school will turn the delinquent account over to an outside party for collection if arrangements are not made with the school for payment within 30 days of the withdrawal.

**Outstanding Balances at Exam Time:** Students with outstanding balances may not be permitted to take semester exams. The student may receive a zero (0) for the exam grade and a Failure for the semester if tuition is not current. Students will not be permitted to continue to attend Central Catholic and will be withdrawn from the school at the semester. Powerschool access will be blocked and grade cards will not be mailed until tuition and fees are current.

Seniors with outstanding balances may not be permitted to take final exams, will not be able to participate in graduation ceremonies, and will not receive a diploma.

Students seeking admission to Central Catholic must satisfy all financial obligations at their previous school. Failure to do so will result in admission being denied or enrollment in classes being canceled.

**Tuition Refund Policy:** Registration fees are non-refundable, even if a student withdraws or does not attend the school. At the time of withdrawal, a gross refund of any prepaid tuition and composite fee is calculated for only the complete quarters remaining in the academic year. From the gross refund, the balance of any outstanding fees are subtracted. The balance will be refunded to the family.

For those families making monthly payments on the tuition and composite fee, when a student withdraws, the tuition and composite fee will be prorated for only the **complete** quarters remaining in the academic year. The total prorated amount

charged will then be compared to the amount the parent has paid thus far. Additional payments may be necessary, or a refund may be due, depending on the time of the withdrawal. A statement will be sent from the Finance Office to the parent's address within 30 days of the withdrawal, notifying the parent of the balance due or credit available.

### **List of Fees Charged:**

#### **Academics**

- 2018-2019 Registration Fee - \$300
- 2018-2019 Late Registration Fee - \$350 (if not paid by due date)
- 2018-2019 Tuition - \$8,250
- 2018-2019 Composite fee - \$1,200
- Schedule change initiated by the student or parent - \$25
- Advanced Placement (AP) Exam – The fee is set by the AP board but is currently \$95. Those who are low income should see their guidance counselor to be considered for assistance with this fee.
- Summer Classes are offered such as health, theology, and physical education. Additional fees are charged for this which are determined annually.
- Transcripts - \$5 each. Transcripts will not be released if there are any fees or tuition owed to the school.

#### **Finance**

- Finance charge for automatic ACH monthly payment plan - \$150 per year per family
- Finance charge for monthly invoice payment plan - \$200 per year per family
- Late fee for missed payments on a FACTS payment plan - \$20 per missed payment
- FACTS fee for missed payments on the automatic payment plan - \$30 per missed payment
- Extra statement charge - \$75. If parents request a split account or invoice, (i.e. in cases of divorce or separation), there is an additional \$75 account maintenance fee paid annually for this service.
- Returned Check Fee - \$25 (if a check written to the school is returned for insufficient funds, stop payment, or any other reason)

#### **Technology**

- iPad repair - \$250 deductible for the first incident. Deductible is \$500 for a second stolen or lost system claim and \$750 for three or more lost or stolen systems.
- iPad power adapter replacement - \$40
- In the library, students may be charged 10 cents per page for excessive printing from the internet (over 7 pages) and 25 cents per page to print in color

#### **Discipline**

- Cell phone being on during the school day - \$10 for first offense, \$20 for second offense, \$30 for third offense.
- Book Fines – Students will be responsible to pay the replacement cost for lost books, stolen books, and repair due to water, writing or torn pages.
- Library Fines – 10 cents late fee per school day for overdue items, maximum fine is \$5.

### **STUDENT VISITORS / IRISH FOR A DAY**

Central Catholic students wishing to host a visiting student are required to obtain a Student/Visitor Request Form from Admissions Office. This process applies to eighth graders as well as students interested in transferring. The Central Catholic student must obtain signature approval from all their classroom teachers and return the completed form THREE DAYS prior to the visit.

If a student needs to be paired with a Central Catholic student or parents need more information regarding this program call the Admissions Office at 255-2280, ext. 1158.

- Transfer high school students can arrange a visit only after parent contact and a permission form has been finalized with the Admissions Office.

## **RESIDENCY POLICY**

All Central Catholic students are required to live with their parents and/or legal guardians. The Assistant Principal of Discipline may only make exemptions. The legal parents, guardians, and custodial parents are defined by law and are the only adults accepted as “parents” by Central Catholic High School. Prior to the decision, the Assistant Principal of Discipline will consider attendance, discipline, and academic records.

## **SCHOOL CLOSING**

In the event of prohibitive weather, all school closing announcements will be broadcast on most local television and radio stations by 6:45 a.m. When Central Catholic is in session, all students are expected to be present. Students will not be excused for weather if alternative transportation is available. (It is better for the student to be late than miss the entire day.) Students absent may be considered unexcused and will be subject to the Attendance Policy for classes.

## **OFF-CAMPUS CLASS ATTENDANCE**

Students taking classes outside of Central Catholic are expected to report to those classes even if Central Catholic is not in session. Likewise, if classes outside of Central Catholic are not in session, the student does not report to Central Catholic until his/her schedule requires him/her to be at Central Catholic.

## **HEALTH AND SAFETY**

### **FIRE DRILL INSTRUCTIONS**

Fire drills are held monthly for the necessary safety of the faculty, staff and students. Drill directions and exit routes are posted in each classroom. The following are general instructions:

1. During A Drill:
  - a. Absolutely no talking. (It takes time, distracts, promotes panic and prevents hearing emergency instructions.)
  - b. Move at once, but, no running. Speed with safety is the idea.
2. After A Drill:
  - a. A long bell signals the students to return.
  - b. Absolutely no talking

### **TORNADO / SEVERE WEATHER DRILL INSTRUCTIONS**

Severe weather drills are held periodically. Drill directions and shelter routes are posted in each classroom. The following are general instructions.

1. During An Alarm:
  - a. The alarm will be given over the P.A. system or by a back up alarm and it will be distinctive from the fire alarm.
  - b. Students and staff members are to proceed quickly and in silence to shelter areas as shown on the diagram placed in each classroom.
  - c. Any student in gym areas or in Room 109 and Room 111 must exit to designated shelters.
  - d. If students are caught while descending stairs, proceed with the following:
    - i. Move to an inside corridor.
    - ii. Stay away from all windows and doorways.
    - iii. Sit on the floor facing the wall with your head on your knees and your hands on your head.
  - e. Stay away from outside doorways and windows.
  - f. The elevators are never to be used.

2. After A Drill:
  - a. P.A. announcement and ringing of the bell signals return.
  - b. Return to class is to proceed in silence.

## **HOMELAND SECURITY ALERT POLICY**

The safety of your child(ren) is our top priority. For this reason, we wanted you to know our procedures should a Threat Level RED be announced by the Department of Homeland Security.

- If a RED alert occurs before school hours, schools will be closed and all activities canceled until authorized to open by our Regional Terrorism Task Force.
- If a RED alert occurs during school hours, students will remain in school until regular dismissal time unless otherwise directed by the Regional Terrorism Task Force. All activities and events will be canceled.

Should a RED alert occur, your cooperation in not calling the school or coming to pick up your child(ren) will greatly assist our efforts to secure the building and keep your child(ren) safe.

If you do choose to pick up your child(ren), you must report to the main office and present a photo ID and your child(ren) will be escorted to the office.

Local safety authorities will keep us informed through the media. You may also use the Lucas County web site at: [www.co.lucas.oh.us/homelandsecurity](http://www.co.lucas.oh.us/homelandsecurity) for updates.

If there has been any recent change in your child's emergency medical information, please call the school nurse to advise her of that change.

Our school has a safety plan in place as well as an evacuation plan should the need arise.

## **STUDENT HEALTH SERVICES**

The objective of the Student Health Services program is to promote and maintain the health, safety and educational success of the students at Central Catholic High School. The following are provided:

1. Response to emergencies and urgent situations
2. Assessment of student health complaints, acute illness symptoms and injuries
3. Nursing support for management of chronic disease and related health care needs that may affect educational achievement
4. Nursing support for accommodations needed for medical reasons
5. Administration of medications and other special health care regimens
6. Provision of mandated health screenings, verification of immunizations, infectious disease and other mandated reporting
7. Health counseling and education
8. Supporting students to acquire self-management skills
9. Communication and coordination between parents/guardians, healthcare providers and appropriate school personnel
10. Promotion of a healthy school environment

### **School Nurse Services**

Students may see the School Nurse during regularly scheduled school hours for; emergencies, acute illness, injury, nursing management of chronic disease or other essential health care needs as determined by the student's Healthcare provider. The school nurse is also available to administer medications that cannot be given before or after school hours.

## **Emergency Medical Authorization**

The Emergency Medical Authorization form must be completed and provided to Central Catholic High School staff by the first day of each school year. The purpose of this form is to enable parents/guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority when parents cannot be reached. Failure to comply with this requirement may result in the student being excluded from school until the completed form has been provided to the school.

## **Immunizations**

Students who enter Central Catholic High School must submit written documentation that the minimum immunization requirements for school entry, as prescribed by the State of Ohio law (ORC 3313.67 and 3313.671), have been met and are current. No student at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than 14 days unless the student submits written documentation that he/she has been immunized or is in the process of compliance; or the student presents a physician's statement that immunization may be detrimental to the student's health or a parent/guardian provides a Legal Immunization Exemption form per Ohio Statute 3313.671. Any student who does not meet the immunization requirements will be excluded from school and will only be readmitted upon written documentation of compliance.

## **Illness or Injury During School Hours**

1. In the event of a medical emergency, 911 will be called to Central Catholic High School and parents/guardians will be notified of the emergency situation. Upon arrival, the Emergency Response Personnel will take over management of the student and will determine the need to transport the student to the emergency room.
2. Students that become ill or are injured during school hours will be assessed by the School Nurse, who will determine if the student needs to go home or may recommend that the student be seen by their healthcare provider.
3. Parents/guardians or other designated emergency contacts will be called to come and pick the student up, or may provide permission for the student to drive home.
4. If a student is suspected of having a communicable disease, he/she may be excluded from school pending a doctor's release indicating they are not contagious.
5. If a student insists on going home when the School Nurse does not deem it medically necessary, a call will be made to the student's parent/guardian, who will be asked to make that decision on behalf of the student. If the student does go home under this circumstance it will be considered an "unexcused" absence.
6. If a student calls home and arranges to be picked up without being evaluated by the School Nurse, they will be given a citation for not following the CCHS Health Services protocols.

## **Administration of Medication Guidelines**

Students are not allowed to carry any medication while in school. The only exceptions are for students who are authorized to carry an inhaler for treatment of Asthma or an EpiPen for treatment of life-threatening allergies. Whenever possible, medication should be given by the parent/guardian at home.

The following guidelines are used when it is necessary for school personnel to administer medication to students during school hours:

- Medication will be administered by the School Nurse or other designated trained school personnel.
- Medication will be stored in a locked cabinet in the School Nurse's office

- Prescription and Non-prescription medication may only be administered upon receipt of a signed Medication Authorization form. Prescription and Non-prescription Medication Authorization forms are available in the CCHS front office, CCHS Nurse's office and on the CCHS website under Health Services
- The first dose of any new medication must be given at home to observe for side effects or medication allergy
- New medication administration authorizations must be submitted each school year and for any medication or dosage changes
- Parents/guardians are asked to bring medications to school in person
- All medication must be picked up by a parent/guardian at the end of the school year or may be sent home with the student if permission is granted by the parent/guardian
- Any medication not picked up by the end of the school year will be destroyed

### **Prescription Medication Requirements:**

- Prescription medication may be administered upon receipt of a Prescription Medication Authorization form that has been signed by the student's Healthcare provider and their Parent/Guardian
- Prescription medication must be provided in a pharmacy-labeled container
- Medication containers must be labeled with the student's name, the name of the drug, dosage amount, route of administration, time interval of the dose and the name of the prescribing healthcare provider.
- It is the responsibility of the student to present to the School Nurse's office to take their prescribed medication at a time established by the School Nurse
- In the event that a student becomes non-compliant in presenting to the School Nurse's office to take their prescribed medication, the parent/guardian will be notified by the School Nurse

### **Non-prescription Medication Requirements:**

- Non-prescription medications may be administered upon receipt of a Non-prescription Medication Authorization form that has been signed by the student's parent/guardian.
- The student's healthcare provider should be aware of, or have recommended use of the non-prescription medication for the student
- Non-prescription medication must be provided in the manufacturer's packaging with a list of ingredients and recommended therapeutic dosage
- Non-prescription dosages may not exceed the manufacturer's recommended therapeutic over-the-counter dosage
- Acetaminophen (i.e. Tylenol) may be administered at school to your student when written permission is granted on the Emergency Medical Authorization Form. Acetaminophen may be provided for pain related to common complaints such as headache, menstrual cramps, or minor joint or muscle pain. Parents/guardians will be notified if a student presents with frequent requests for acetaminophen. Acetaminophen dosage will be based on your student's age/weight and given according to manufacturer directions.

## **ASBESTOS NOTIFICATION**

The Environmental Protection Agency requires that we notify all staff and students if any friable asbestos is contained in our buildings. This information may be obtained in the Main Office and is posted on each floor of the building.

Central Catholic has complied with current EPA regulations and guidelines regarding asbestos. The buildings have been inspected and material samples have been tested. Inspection, laboratory and repair progress reports are available. Likewise, the Central Catholic Environment and Health Study Report by the firm of SSOE is available for study upon request.

Students are not to tamper with or disturb any ceiling. Any damage to the ceilings should be reported to the Maintenance Department immediately.

# STUDENT SERVICES

## THE KRESS FAMILY LIBRARY

The following are the students' guidelines for use of the Kress Family Library:

1. Library Hours
  - a. The Kress Family Library is open from 7:30 a.m. to 3:30 p.m. Monday through Thursday and 7:30 a.m. to 3:00 p.m. on Friday.
  - b. Students may come to the Kress Family Library before school, during class time, during study halls, and after school. During class time and study halls, students must report to the library with a signed library pass that indicates their reason for using the library. Passes may be given by teachers for assigned library work or by study hall moderators. Students do not need to present a library pass before and after school but students must have a valid reason for using the library. Some study hall periods may be unavailable for library pass use due to previously scheduled classes, events or meetings. The Library may be closed before or after school due to workshops or meetings.
2. Borrowing Materials
  - a. Students must present their identification card to borrow library materials.
  - b. Books, magazines, and other printed materials may be checked out for 15 days in which school is in session.
  - c. Audio-visual materials may be used in the Kress Family Library or classrooms when necessary.
  - d. Some reference materials may be borrowed overnight, but most are only to be used in the library.
  - e. Software products to be used on the computer networks must be checked out at the circulation desk for the period it is to be used. Computer software may NOT be removed from the library.
  - f. If a book is returned late, a 10 cents fine will be charged for each school day the item is overdue. Additional materials may not be checked out until ALL overdue books are returned and fines are paid. The maximum fine per item is \$5.00.
3. Conduct Rules
  - a. Absolutely NO food, drink or gum is permitted in the library.
  - b. School dress code and conduct rules will be enforced.
  - c. Students using the library during study halls and not following the rules or causing disruptions will have their library privileges suspended during that study hall period. Library staff and study hall moderators will determine length of suspended library privileges.

## RELIGIOUS FORMATION PROGRAM

### Acts Of Mercy Program

*“Just as a body without a spirit is dead, so also faith without works is dead.” (James 2:26)*

*“Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.”*

*(Matthew 25:40)*

The Apostle James reminds us that good works demonstrate our faith in Jesus Christ. Jesus told us what we do for others is in turn being done for him. At Central Catholic High School these commands are lived out through the Acts of Mercy Program. For more detailed information please see [CentralCatholic.org](http://CentralCatholic.org) > [Parent & Student Login](#) > [Student Resources](#) > [Acts of Mercy](#).

## Works of Mercy

*“The works of mercy are charitable actions by which we come to the aid of our neighbor in his spiritual and bodily necessities.”  
(Catechism of the Catholic Church #2447)*

<b>Spiritual Works of Mercy</b> Meet the <u>spiritual needs</u> of our neighbor.	<b>Corporal Works of Mercy</b> Meet the <u>bodily needs</u> of our neighbor.
Instructing the Ignorant	Feeding the Hungry
Counseling the Doubtful	Giving Drink to the Thirsty
Comforting the Sorrowful	Sheltering the Homeless/ Welcoming the Stranger
Admonishing the Sinner	Visiting the Sick
Forgiving Injuries	Visiting the Imprisoned
Bearing Wrongs Patiently	Burying the Dead
Praying for the Living and Dead	Giving Alms to the Poor
	Caring for God’s Creation

### Extraordinary v. Ordinary acts.

In order to help foster the understanding that Acts of Mercy occur in ordinary moments of life as well as to challenge students to step out of their comfort zones, the specific Acts of Mercy required are classified as either Extraordinary or Ordinary according to the following criteria.

- A. *Extraordinary Acts of Mercy*: Something which is ‘extraordinary’ is something outside of what is normal. Extraordinary Acts are not daily type of actions and should challenge us to grow in some way, to step out of our comfort zones; “It doesn’t become extraordinary until it makes you uncomfortable”. Therefore, *Extraordinary Acts of Mercy*:
1. Require some planning or making of arrangements
  2. Take an investment of time to accomplish (approximately 1 hour)
  3. Does not benefit a family member
- B. *Ordinary Acts of Mercy*: These are acts which can be accomplished each day with little or no planning. They are spontaneous actions which manifest the fruits of kindness and generosity (Random Acts of Kindness). They can be done seen in daily actions at home, school, work and around the community.

Acts of Mercy Requirements		
	<b>First Semester</b>	<b>Second Semester</b>
Freshman	2 Ordinary & 1 Extraordinary	2 Ordinary & 1 Extraordinary
Sophomore	3 Ordinary & 2 Extraordinary	3 Ordinary & 2 Extraordinary
Junior	4 Ordinary & 3 Extraordinary	4 Ordinary & 3 Extraordinary
Senior	8 Ordinary & 6 Extraordinary	

## Recording & Reflections

Acts of Mercy must be recorded using the online form located on the Central Catholic High School Website (link permanently tiled on student iPads), or the paper forms available outside the Pastoral Office (116), the Main Office or in Theology Classrooms.

- Freshman through Junior First Semester Acts are due on **December 14, 2018**.
- Freshman through Junior Second Semester Acts are due **May 1, 2019**.
- All Senior Acts are Due **April 15, 2019**.

## SPIRITUAL FORMATION

**Spiritual Formation: In Union with God and in search of Christ:** Spiritual formation has as its aim and goal the fulfillment of the Greatest Commandment “You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength” (Mk 12:30). In order to be united with God we must encounter Him. To foster this spirit of encounter, Central Catholic provides the following opportunities.

### 1. Prayer, Liturgy & Sacraments

- a. *“Prayer* is the life of the new heart. It ought to animate us at every moment. But we tend to forget Him who is our life and our all. Prayer is a remembrance of God often awakened by the memory of the heart: ‘We must remember God more often than we draw breath.’ But we cannot ‘pray at all times’ if we do not pray at specific times, consciously willing it” (CCC 2697). This spirit of prayer is fostered by the following:
  - i. All classes and activities begin with prayer. Teachers and moderators are called to first model this prayer then encourage students to lead prayer themselves. Students are invited and encouraged to also lead the daily morning prayer at the beginning of 2nd period.
  - ii. Theology Classes offer specific training in the manner and practice of prayer. Regular class time is set aside for chapel visits and devotions.
  - iii. Christ the King Chapel is always open for students to find a welcome refuge from the noise of the world and enter into the silence through which God speaks.
- b. *Liturgy* is the official prayer of the Church and the work of the people of God. At Central Catholic, Liturgical life consists of Daily and All School Masses, periods of Eucharistic Adoration, topical Prayer Services, and Days of Grace.
  - i. Daily Mass is scheduled Tuesday through Friday in Christ the King Chapel at 7:30 a.m. except Wednesdays (3:15 p.m.). Athletic teams in season are expected to attend a daily Mass weekly as scheduled by the head coach. Leadership groups such as Student Government and National Honor Society are expected to attend once a month as directed by their moderator. All students are always invited and welcome to attend Mass.
  - ii. All School Masses are scheduled once per month, and on all Holy Days of Obligation. All students, faculty and staff are expected to attend All School Masses.
  - iii. Eucharistic Adoration: As Catholics we believe that the Holy Eucharist truly is the Body and Blood, Soul and Divinity of Jesus Christ under the appearance of Bread and Wine. A millennia of Tradition supports the need and power of regularly Adoring our God in His Sacramental Presence. Once a month All School Holy Hours of Eucharistic Adoration with a blend of contemporary Praise and Worship Music, sacred silence and reflection upon the Word of God are to be attended by all students.
  - iv. Days of Grace are seasonal celebrations of the grace and mercy extended by our God. By way of Eucharistic Adoration and the Sacrament of Penance, students and faculty are invited to encounter the grace and mercy of God. Though Sacramental Confession is reserved to Catholics, non-Catholic students and faculty are invited and encouraged to seek the spiritual guidance of the priests present.
- c. *Sacraments* are outward signs instituted by Christ that bestow the grace they signify. Catholic students are encouraged to participate fully in the Sacramental Life that is available to them. Non-Catholic Students are asked to respect the Sacramental teaching and discipline of the Catholic Church which sees the Sacraments as the sign and symbol of and not as the means to Christian unity.

- i. Confession - The Sacrament of Reconciliation (Confession) is made available to the entire school during the seasonal Days of Grace (Advent and Lent). Each Thursday during lunch periods, a confessor will be available to hear confessions in the Chapel. Additionally, Confession can be made available at any time upon request.
  - ii. Sacrament of the Anointing of the Sick - available upon request.
2. **Retreats** Retreats are a necessary part of spiritual formation. By removing ourselves from the regular rhythm of life and setting aside time for prayer and reflection we are able individually and collectively to encounter God and grow in union with God and those around us. Each class will attend a retreat designed to meet the needs of their class. As a general rule (Senior Kairos retreat excepted) class retreats run during the school day.
  - a. Senior Kairos Retreat - As a culmination of the Formation program the Senior retreat is a '4 day' overnight retreat at an offsite retreat center. Attendance for the retreat is required of all seniors, any student who is unable to attend the retreat must file for permission to miss. If granted the student will be required to attend an alternative retreat. The Senior Retreat for the class of 2019 is: March 11-14, 2019.

## COMMUNITY LIFE ACTIVITIES

The objective of the Community Life Activities is to supplement the school curriculum with opportunities for students to develop their interests through assemblies, clubs, and student government. These activities encourage community among all members of the Central Catholic family while allowing students to exercise responsibility and to interact with others in Christ like fashion.

1. Assemblies: Some assemblies exist for the entertainment of the student body and faculty, some to create enthusiasm and spirit in the school, some to recognize students' academic achievement and others to impart knowledge. No matter what the purpose, an assembly should help the students to grow either by actively planning, producing, or performing in it or more passively by developing the ability to be a respectful audience.
  - a. Participation in a student generated assembly requires advance planning with the assembly moderator and attendance at rehearsals. An attendance policy will be established and enforced by the moderator.
  - b. The school year's assemblies are scheduled on the calendar during the previous spring. Additions to the assembly schedule are made only under very unique circumstances and must be approved by the administration at least one month in advance of the proposed assembly date.
2. Clubs: Clubs are established to address student interest and are expected to be student driven with the guidance of an adult moderator. Meeting frequency and times vary from club to club and are established independently by each group's leadership. Contact the club moderator if you have questions regarding your eligibility for and involvement in any specific club(s). General information may be received from the Coordinator of Student Activities and Student Government in room 211 or at ext. 1211.
3. Student Government: Members of Student Government plan various events at the school throughout the year.
  - Student Government at Central Catholic includes the Student Senate and four Class Councils. The Student Council consists of an elected Executive Board and elected representatives from the senior, junior, and sophomore classes. Each class elects students to their respective Class Council. Elections are held each spring for the following school year. Freshmen elect their Class Council in the fall.
4. Candidacy Requirements for ALL Elections (Student Government, Homecoming Court, Superfella Court)
  - a. Academics: The candidate must have and maintain at least a 2.0 cumulative grade point average.
  - b. Discipline: The candidate must have a good discipline record. A student who is on probation, either currently or during the previous semester, or who has a serious disciplinary history is ineligible for candidacy.
  - c. Character: The candidate must be worthy of the endorsement of his peers, parents, teachers, and administrators. This responsibility goes beyond the confines of the school day and school-sponsored events. Staff should address any concerns to the Assistant Principal of Discipline or Coordinator of Student Activities and Student Government prior to the voting process.
  - Several information meetings are offered in order to accommodate the schedules of all who are interested. Students are required to attend one of these and should watch and listen for signs and announcements as to meeting times and locations. Students must abide by all deadlines concerning leadership; otherwise, they will lose the privilege of being considered for leadership.
5. Student Government Positions

- a. Academics: Student government must maintain a 2.0 cumulative grade point average. They may be put on probation or asked to leave government if their grade point average drops below a 2.0.
  - b. Discipline: Student government must maintain good disciplinary status. If they are put on disciplinary probation, they may be asked to leave student government.
- **Students will lose their student government posts if they use alcohol and/or drugs at any time.** They will also be asked to resign their position if they are pregnant or have fathered a child. Additionally, each individual council will hold its members to a specific contract. Violation of the contract will result in either probationary loss of council participation and privileges or permanent removal from the council. Should a two-thirds majority of the Council support a petition to remove an officer based on his/her lack of performance, the officer may be subject to impeachment.
6. Dances and Mixers:
    - Homecoming is a semi-formal event. Prom is a formal event. Dress guidelines are published for each event and are included in the contract. All dances require a signed contract.
      - a. Central Catholic students must present their current ID and a completed contract to purchase a ticket to an event.
      - b. Central Catholic students and their guests must present a current school ID or state ID with their ticket to be admitted to an event.
      - c. Central Catholic students and their guests are expected to follow the Central Catholic High School Code of Conduct at the event.
      - d. Central Catholic students and their guests are expected to follow the dress guidelines for the event.
      - e. Guests must be high school age (20 or under). They may not be 21 or older without consent of the Coordinator of Student Activities and Student Government.
      - f. Guests must complete their section of the contract which includes the signatures of their principal or designated school official, stating they are in good disciplinary standing at their current school. This contract must be presented when the ticket for the guest is purchased.
      - g. It is the responsibility of Central Catholic students to share our expectations with their guests.
      - h. Failure to follow expectations may result in the student and guest being asked to leave the event without reimbursement of the cost of admission. Parents will be notified. Students who are asked to leave an event may jeopardize their participation in future events at Central Catholic.
    - Dance guidelines and contracts may be viewed online at our website and printed or obtained from Director of Student Activities in room 211 or by emailing [cespinoza@centralcatholic.org](mailto:cespinoza@centralcatholic.org).



CENTRAL CATHOLIC  
HIGH SCHOOL  
One Faith. One Community. One Mission.

# Rule and Policy Compliance Document

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

I/we have read the 2018-2019 Central Catholic Family Handbook and agree to support the school policies as written.

**Please make special note of the following policies:**

- Anticipated Absence/Vacation Policy (must be arranged in advance)
- Cell Phone Policy
- Deliveries and Drop-off Policy
- Faculty/Staff, Student and Parent Policy
- Harassment/Bullying
- National Anthem and Pledge of Allegiance Policy
- Religious Formation Program
- Student Attendance
- Student Behavior Code
- Student Health Services
- Technology Policies and Agreements
- Uniform Dress Code Policy

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

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Please read the Family Handbook located on the Central Catholic High School Parent and Student Intranet and sign this document. It must be returned to 3rd Period by Friday, August 31, 2018. Failure to return this document will result in one citation.