



**CATHOLIC CENTRAL
HIGH SCHOOL**

**Parent-Student Handbook
2019-2020**

1200 E. High Street
Springfield, Ohio 45505
937-325-9204
www.ccirish.org

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



MISSION

Catholic Central School is a Pre-K - 12 Archdiocesan regional school committed to changing people's lives by providing a Catholic education that allows students to succeed.

We serve God by educating students of any family that supports our values. We are guided by our values and the ability to establish and maintain an advanced teaching and learning environment that attracts a committed faculty able to carry out this mission.

STATEMENTS OF BELIEFS

- *We believe the purpose of Catholic education is to offer high-quality educational opportunities and instill Christian values in a community that is caring and supportive.*
- *We believe all our students will be challenged to achieve and develop their diverse gifts through a strong curriculum that prepares students for future success and life-long learning.*
- *We believe our instruction will engage students in higher order thinking and promote active participation to build the skills necessary for success in life.*
- *We believe for continuous improvement to be successful, leadership will be a shared responsibility of all stakeholders guided by a common mission.*
- *We believe our ultimate goal is to be Christ-like, serving those around us. Faith formation is of utmost importance and a shared responsibility of the family, Church, and school.*

Introduction

Parents, by entrusting their children to Catholic Central High School, recognize that it is a private Catholic Archdiocesan high school. Attendance at Catholic Central is a privilege, not a right. Continued enrollment is a privilege that the student earns by his/her participation in the life of the school community and its mission. Failure to live up to the expectations of Catholic Central High School, either academically or behaviorally, may result in the student having to be withdrawn from the school community.

Handbook Statement

The Parent-Student Handbook exists to foster the efficient operation of Catholic Central High School. It is designed to set forth this school's policies, procedures, rules, and regulations, and to describe the enforcement or discipline for any infraction of the school's policies, procedures, rules, and regulations. To meet this objective, the school administration is given the authority and flexibility to exercise discretion. The Principal and/or Assistant Principal have the discretion to take actions other than those specified herein.

The school handbook may be revised during the year as the administration deems appropriate. When the parents and students sign the Policy Agreement, they do so recognizing that: (1) they are bound by the current handbook; (2) they are bound by any changes to the handbook as soon as those changes occur; and (3) when a change to the handbook occurs, students and parents will be notified as soon as is practical.

Both students and parents/guardians are strongly encouraged to be familiar with all policies indicated in this handbook. Changes and updates will be recorded on the school's website: www.ccirish.org.

ADMISSIONS

Non-Discriminatory Statement

Catholic Central High School recruits and admits students of any sex, race, color, national or ethnic origin, or disability, if with reasonable accommodation on the part of the school, that person's needs can be met, to all the rights, privileges, programs, and activities. In addition, Catholic Central High School will not discriminate in the administration of its educational programs or extracurricular activities on the basis of race, color, national origin, or disability, if, with accommodations on the part of the school, the person's needs can be met.

Admission is not based solely on ability or achievement. However, all Catholic Central students are held to the expectation of fulfilling one's individual potential. Catholic Central School admits students who exhibit the desire to lead a spiritual lifestyle, willingly extend service to others, and strive toward academic excellence.

Admission Probationary Status

Students new to Catholic Central are automatically on probation for the first year. If the administration, after consulting with the teachers and/or school or

other professionals, finds that enrollment at CCHS is not in the best interest of the student and/or the school, the student will be asked to withdraw. The period of probation may be extended. Yearly application for readmission of a student may be denied if the student displays consistent unacceptable behavior that is deemed detrimental to the class/school, or if learning differences cannot be reasonable accommodated. The final decision on acceptance or continuance is the responsibility of the Principal, who will consider the needs of the student and how the program can meet those needs.

TUITION, FEES, & COLLECTION POLICY

The majority of the revenue to operate Catholic Central High School comes from tuition payments. Like any business, the school depends on prompt payment of tuition in order to continue providing services to the students. The following regulations are enacted in order to ensure that payment of tuition and fees to the school is handled in a smooth and efficient fashion. In those instances when difficulties arise, please contact the school before a crisis develops. Every effort will be made to develop a mutually acceptable solution.

The cost of tuition for high school students is \$7,700 for Catholics and \$8,500 for non-Catholics. *In order to receive the Catholic tuition rate, parents and students must show that they are practicing Catholics registered in one of the local parishes, as verified by the Pastor.*

1. The school year begins in late August and ends in early June. Tuition includes fees for the PSAT test, retreats, and Bible.
2. Parents must submit a Tuition Preference Form along with a non-refundable \$100 registration fee in order to be registered. This form is a contract between the school and the parents. Payments can be made in one of the following ways: full payment, 60/40 split payments, or monthly payments through FACTS. If paying monthly, the tuition is split into 11 equal payments beginning in July and ending in May. Payment is due by the 5th or 20th of the month. A late charge of \$35 per month is added to all tuition, fees, and payments not made by the due date. A \$30 charge will be assessed for any check or debit transaction that is returned for insufficient funds. If the July tuition payment, or other arrangements approved by the Business Office, is not made prior to the start of school, we regret that students will not be permitted to attend classes on the first day of school.
 - In all cases, registration of students is not considered complete without the signed Tuition Preference Form. Should this form not be on file with the Business Office by the first day of classes, the student will not be allowed to attend classes until such time as the form is on file.
 - New students enrolling after August 1st must pay a \$100 non-refundable registration fee for high school students, complete the Tuition Preference Form, and

make the first tuition payment (according to the chosen plan) before the student will be issued a schedule.

3. Tuition assistance is available each year. Parents may apply for tuition assistance. For tuition assistance consideration, parents must complete a FACTS application. The Tuition Assistance Committee reviews the data and makes awards based on the availability of tuition assistance funds. Parents are notified as soon as possible of the assistance they will receive based upon the availability of funds and ranking of need based on the FACTS result. Not all applicants receive assistance.
4. Multiple Child Allowance (Pre-K-12) is a reduction in tuition for families at CCS. The reductions are \$150 for 2nd child; \$300 for 3rd child; \$550 for 4th child; and \$850 for 5th child.
5. Other Discount Opportunities include Bring a Buddy: Earn a tuition discount for influencing another student to attend CCS (PK-12 student). Call the Business Office for details.
If your family lives outside the county bus service, a \$250 Geographic Travel Discount is available. Call the Business Office for applications.
6. Parents and guardians whose tuition accounts are in arrears may cause their children to be subjected to certain consequences, including, but not limited to the following: forfeiture of participation in extracurricular activities (including sports), denial of participation in optional field trips, withholding of report cards, withholding of diplomas and transcripts, and denial of testing. If all attempts at reasonable resolution fail, parents can be required to withdraw their children.
7. Failure to make timely payments (or to contact the Business Office to arrange for a meeting) will be deemed as a refusal to cooperate and will subject the student to sanctions up to, and including, dismissal. In those instances where changes must be made to the choice of payment plan, the first instance of non-compliance with the new terms will subject the student and the account to penalties outlined above, without further need on the part of the school to provide meetings or notifications. A fee of \$35 is charged for late tuition payments.
8. Student dismissed because of parent nonpayment of tuition may be re-enrolled. All accounts must be brought up-to-date prior to acceptance of the re-registration. In such cases, parents will sign a new payment plan detailing payment schedule and amount of payments.
9. Seniors are charged a \$150 fee to cover the cost of the graduation ceremony, diplomas, and caps and gowns, etc.
10. **All senior tuition and fees must be paid by May 15th** or diplomas will not be issued and transcripts will not be mailed until all obligations are met.
11. **All underclassmen tuition and fees must be paid by May 15th** or report cards and transcripts will be withheld. A student may not be allowed to begin the next school year until all obligations are met.
12. **In case of withdrawal or transfer**, transcripts will be withheld until

- all financial obligations are paid in full.
13. When a student withdraws, tuition paid ahead will be refunded on a pro-rated basis after all outstanding fees are deducted.
 14. Each family is responsible to pay \$80 for the Student Activity Fund. Students have the opportunity to raise all or part of this fee by selling designated products. The total fee – either by fundraisers, payments, or a combination – is due by the end of the first semester of each school year.
 15. **Additional Fees that do not apply to all students and/or families:**
 - Late Tuition Fee: A \$35 late charge per month is added to all late payments.
 - Parking Fee: Parking decals can be purchased for \$35.
 - Advanced Placement, Dual Enrollment, and Credit Flex Courses require payment for tests, tuition, textbooks, or fees/materials required by the institution.
 - Returned Checks: \$30 charge will be assessed for any check or debit that is returned to us from the bank for insufficient funds.
 - Textbook Fines: The following fines will be charged for damages made to loaned textbooks and library books.
 - Torn out pages: Replacement cost
 - Writing in books: \$5
 - Badly damaged book: Replacement cost
 - Torn pages: \$5
 - Lost books: Replacement cost
 - Damaged cover/binding: \$10
 - Lost books found by the school: \$10
 - Lost Locks: \$5
 - Athletic Fee: \$125 for each high school sport played, with a cap of \$500
 - Damage to School Property/Technology: According to estimates

Parent Service Hours Required of High School Families:

In addition to payment of tuition, parents are required to perform 20 hours of approved service for the school, regardless of the number of students in the school. Hours will be tracked and will be charged at a service fee of \$15 for each hour that is not served. Hours must be completed by May 1, 2020.

ATTENDANCE POLICY

Regular attendance is essential for success at Catholic Central High School. Missed class time cannot be replicated. Missing school should be kept to a minimum, so all appointments should be made after or before school, not during school, if at all possible. **Parental cooperation is essential to ensure that student absences and tardies are kept to a minimum.** It is the responsibility of the student and parents to ensure that consistent attendance at school is maintained throughout the school year. The school will communicate with the student’s family regarding excessive absences, and may collaborate with the

student's family to develop an alternative plan that will satisfy the expected daily attendance of CCHS students. All State laws and requirements regarding school attendance will be followed.

Absence Defined

An absence is defined as missing more than **half** of a class period; there are seven class periods and a lunch period each school day (this policy includes adjusted school day class schedules). Absences will be measured in **quarter** school days (two periods). Absences (excused or unexcused) are recorded in the official attendance records and on the student's permanent record.

Excused Absence

The Principal determines excused and unexcused absences. Excused absences must have a note submitted within **three** days of the student returning to school. Excused absences include medically excused absences, funerals, legal reasons, or any other absence deemed excused by the Principal.

Unexcused Absences

When a student returns from any absence, a note is required (the note may be provided by a doctor, college, funeral card, judge or other legal source). Unexcused absences occur when a note is not provided within **three** days or if the absence is not within the school's permitted absences. Short of a verified medical emergency, any absence during a school liturgy, prayer service, or other religious activity will be automatically deemed unexcused.

When a student is to be absent for any part of the day, it is the parent's responsibility to notify the school by 9:00 A.M. Please call 328-7455.

Consequences of Excessive Absences

- Since class attendance and participation are vital to academic achievement, a student who is absent more than **twenty** total days in a year (excused or unexcused) risks losing credit for the year in all classes. When a student has excessive absences, a parent will be required to participate in mediation with the juvenile court.

Absences and Make-Up Work

It is the student's responsibility to contact the teacher, obtain the assignment, and to reschedule quizzes and tests. Using the RenWeb service and/or emailing the teacher best accomplish this. For excused absences, you will have the same amount of days to make up the work as the amount of days you were absent. Exceptions to this include long-term project deadlines or previously announced tests.

Absences and Special Circumstances

Excused permission for a foreseen absence of special circumstances must be presented in writing by a parent and approved by the Principal at least two weeks prior to the absence. The Principal will determine if the circumstances warrant an excused or unexcused absence. Parents are encouraged to avoid vacations and/or unnecessary trips during the school year. Funerals and medical emergencies constitute special circumstances.

Appointment Procedures

Students leaving the school for any reason must advise the Main Office of that fact upon their arrival at school by presenting a parental note and must obtain an early dismissal slip at that time. This slip serves as a pass, which must be shown to the teacher of the class the student is leaving, and must be turned into the Main Office prior to leaving the building. Students must sign out of school if leaving early.

Absences and Exams

Students must be present for their exam. Any student absent during their exam period for any reason, short of a medically verified reason, will start with an exam grade of 80 percent.

Leaving School Without Permission

A student who leaves school without permission for any reason and for any length of time is considered truant and may be given detention, suspension, or expulsion. He/she may also be reported to the legal authorities.

Tardy Policy

A student can be counted as both tardy to school and tardy to class. The typical school day begins at 8:00 a.m. Students arriving on campus after 7:45 a.m. are considered tardy and must sign in at the Front Office. Students arriving on campus or at the classroom after the start of class will be counted as tardy to class. Once a student accumulates 5 tardies, he/she will receive a detention and one for each tardy thereafter. If a student accumulates 10 tardies, a meeting with the parent may be required. Each semester student tardies, as they count toward detentions, will be reset to zero.

Truancy

All laws and requirements put forth by the State of Ohio will be followed.

Students whose attendance inhibits them from fulfilling their requirements as students may be required to withdraw from Catholic Central.

STUDENT ATTIRE and UNIFORM EXPECTATIONS

Each of us should realize that a person's day begins with proper attire. At Catholic Central Schools, the school day attire is a uniform. The uniform helps unify our students and also provides an immediate sign of who we are – Catholic Central. In its daily wearing, the uniform causes us to be mindful of self-control, respect of self, respect of learning, a sense of belonging, and part of a tradition of excellence. Therefore, the following student attire and uniform expectations are set forth:

Regular Daily Uniform Expectations – Male Students

All uniforms must fit properly. Tight or oversized items are not to be worn. Anything considered disruptive/detracting from learning is prohibited.

Uniform slacks (navy or khaki) MUST BE PURCHASED AT

MACRAY'S*. A belt must be worn at the waistline; pants may not sag and pants may not be rolled up toward the knees.

Uniform shorts (navy or khaki) MUST BE PURCHASED AT

MACRAY'S*. Shorts may not be rolled up or shortened. Belts must be worn. Shorts may only be worn during **Warm Weather Attire** time.

Oxford shirts (white or light blue) with button down collar or well-starched and pressed collar. Shirts must be tucked in at all times – not rolled under.

Only a plain white t-shirt may be worn underneath the oxford shirt; undershirts may not have visible writing.

Ties (neck or bow) must be worn correctly from November 1 to March 31 and any other designated days. Tie design must be in compliance with all school guidelines.

Sweaters, sweatshirts, and pullover zip-tops

Any sweatshirt must meet the following requirements:

1. It may only be white, blue, forest green, or black in color.
2. It may only be purchased at the Spirit Shop or MacRay's.
3. No hoodies may be worn.
4. It may not have any sports logo or sports reference to it and it may not be sports attire, such as a warm-up.

Ties are to be worn under any sweater, sweatshirt, or pullover zip-top. Gloves may not be worn.

Socks must be worn.

Shoes must cover the front, top, sides, and/or heel of the foot. Shoes worn should promote safety and be appropriate for school. Crocs, soccer sandals, and flip-flops are **not** permitted.

Body piercings and **tattoos** are not permitted.

Hairstyles may not be extreme. Students are to have natural hair color only. Natural highlights are acceptable. Students will be asked to change any hairstyle or other appearance if decided improper for the community/school atmosphere, as decided by the Principal.

Facial Hair is not permitted; men must be clean-shaven.

Headgear (hats) is not permitted. Distracting hair bands, etc., are prohibited.

Regular Daily Uniform Expectations – Female Students

All uniforms must fit appropriately. Tight or oversized items are not to be worn. Anything considered disruptive/detracting from learning is prohibited.

Uniform skirts must be worn. Skirts must be properly hemmed and no more than 3" above the top of the kneecap. Skirts are not to be rolled at the top. No pins or other "decorative additions" to the skirts are allowed.

Uniform slacks (navy blue or khaki) **MUST BE PURCHASED AT MACRAY'S***. Slacks must be worn at the waistline; slacks may not sag and may not be rolled up toward the knees.

Uniform shorts (navy or khaki) **MUST BE PURCHASED AT MACRAY'S***. Shorts may not be rolled up.

Oxford blouses with buttoned down collar in white or light blue may be worn.

Only a plain white t-shirt may be worn underneath, with no visible writing.

Only the top button may be unbuttoned on the oxford shirt. The shirt must be tucked in at all times - not rolled under.

Sweaters, sweatshirts, and pullover zip-tops

Any sweatshirt must meet the following requirements:

1. It may only be white, blue, forest green, or black in color.
2. It may only be purchased at the Spirit Shop or MacRay's.
3. No hoodies may be worn.
4. It may not have any sports logo or sports reference to it and it may not be sports attire, such as a warm-up.

Gloves may not be worn.

Socks or **Tights** must be worn. Tights may be navy blue, forest green, or white. Leggings (navy blue, forest green, white) of ankle length may be worn.

Shoes are to promote safety, be appropriate, and must cover the front, top,

sides, and heel of the foot. Crocs, soccer sandals, flip-flops, clogs, open-toed shoes, or high heels are not permitted.

Earrings are permitted, but may not dangle and must be the size of a quarter or smaller. Other body piercings or tattoos are not permitted.

Hairstyles may not be extreme. Hair must not fall below the eyebrows.

Students are to have natural hair color only. Natural highlights are acceptable. Students will be asked to change any hairstyle or other appearance if decided improper for the community/school atmosphere. (E.g. Mohawks, unnatural hair coloring such as pink, blue, bright red, etc., etching/carvings, etc.)

Cosmetics may not be extreme or distracting if used.

Headgear (hats) is not permitted. Distractive headbands, etc. are prohibited.

Warm Weather Option (for men and women) from the beginning of the school year through October 31st and from April 1st to the end of the school year; the students may wear navy and khaki walking shorts (with uniform company logo or no logo) and white golf shirts with school logo. The regular oxford shirt/blouse may also be worn with uniform walking shorts. Belts are to be worn with walking shorts; pants may not sag.

Spirit Days include jeans (with no frayed or open holes) or better pants or school uniform shorts, and a school jersey, shirt, or sweatshirt that prominently displays Catholic Central pride. Sweaters, sweatshirts or coats may not cover your Catholic Central shirt. The privilege of Spirit Day attire may be lost as a consequence for student behavior.

If a student is in violation of the uniform expectations, a parent or guardian will be called to bring proper attire when necessary.

The Principal makes the final decision regarding the appropriateness of any clothing worn to school.

*MacRay's is located at 100 W North Street, Springfield, OH - 937-325-1726

HEALTH AND SAFETY

The health and safety of our students is of the utmost importance throughout each school day. Catholic Central works to maintain a healthy and safe environment.

Emergency Procedures must be strictly adhered to anytime they are used.

Emergency Lockdown Drills will be announced over the P.A. system. Teachers will shut and lock all classroom doors and continue on with normal class procedure. Teachers will listen for further instructions that may follow. No students are allowed outside the classroom.

Fire Drills are required by law. When the alarm is sounded, students should leave quickly, in an orderly fashion, in silence, and by the route posted in their classroom. The classroom windows, door, and any outside doors should be closed as students leave the area. Turn off the lights.

Rapid Dismissal Drills will be held at regular intervals as required by law. When the alarm is sounded, students are required to take their belongings and leave the building as quickly as possible, as if they were not returning for the day, but they should not leave the property.

Tornado Drills are required by law. When the alarm is sounded, students are directed to prearranged areas of the building, according to directions posted in each classroom.

Illness: Any student who is ill is to report to their teacher or to the office. The nurse will examine a student who is ill (basic first aid procedures). In an emergency (or for other necessary reason), the parents will be contacted. An ill student may leave the school with the knowledge and consent of a parent and an administrator. A parent/guardian may be required to pick up an ill student.

Medications: When it is necessary for a student to take medication at school, the office must have received the signed Medication Form (Ohio Law S.B. 262). The medication must be in the container in which it was purchased, with an affixed label that includes the student's name, the name of the medication, and the dosage information. Without these, no medication can be given. No student may carry any medication in school except for epi-pens, inhalers, diabetes supplies, including insulin and glucagon. (Any exceptions require the permission of the Principal or Assistant Principal). Students in possession of any unauthorized prescription medication are subject to disciplinary action.

Intervention: It is our policy to intervene in a caring and supportive manner whenever a student's behavior causes concern. Students are encouraged to meet with the counselor if they believe it to be necessary. Any faculty or staff member who is concerned about a student's behavior may refer a student to the Guidance Counselor. When necessary, parents or other intervention agencies will be contacted.

Pregnancy: Based upon the principles of Christian charity, kindness and understanding that are the spirit of Christianity, and out of consideration for the unborn, a student who becomes pregnant will be permitted to remain in school and complete the requirements for graduation.

ACADEMIC POLICIES

As much as possible, it is the responsibility of the school to prepare students for their academic and professional futures. To this end, the following recommendations are introduced:

1. All students who attend Catholic Central High School are considered to be preparing for attendance at post-secondary education schools. It is imperative that students develop a four-year academic plan (Grades 9-12) in anticipation of possible post-secondary education opportunities. Parents should take an active role in the scheduling process to assist the student with this academic plan.
2. Students may not have more than one study hall in any grading period.
3. Students may not "audit" courses. All courses on the schedule must

- be taken for credit.
4. Normally, students are not permitted to drop a class. Dislike of the teacher or the meeting time of the class does not constitute a valid reason for dropping classes. Any student who believes a sufficient reason for dropping a class exists must be able to reschedule into another class. Once initiated, the petition to withdraw from a class must include signatures of the parent or guardian, instructor, counselor, and Assistant Principal. All schedule changes must be consistent with the academic goals and plans of the student.

Grading

Grading is necessary to gauge the effort and understanding of the students. Teachers will use a variety of assessments to ensure that students can apply knowledge learned in the classroom. These assessments may include homework, tests, quizzes, class projects, participation, or any other method of assessment deemed necessary by the teacher. All parents have the responsibility to monitor student progress using the RenWeb system and to work with the teacher to assist in student learning. Interim reports are sent midway through each quarter to the parents of any student who has less than a 78% average in the class. Parents are encouraged to contact the particular teacher via email or school phone to discuss a student's progress. However, the students are responsible for their learning, and must work to their potential to achieve future success. Parents and students must understand that it is possible to have a 78% or better average at interim report time and still fail a class.

Grade Point Value and GPA Calculation

A percentage grade is recorded for each quarter, semester exam, semester, and yearly grade. Each quarter grade is 40% of the semester average and each semester exam grade is 20% of the semester average. The yearly grade is an average of the two semester grades. A semester course is assigned an average using the method above ($40\%+40\%+20\% = \text{Avg.}$). Credit is assigned at the end of the academic year. Semester courses will receive .5 credits and academic year classes will receive 1 credit. These credits will be assigned to the student's transcript at the end of the academic year.

The following grade and point scale is used at Catholic Central High School:

Letter Grade	Percentage Grade	Point Value	Weighted Point Value
A+	98-100	4.33	5.33
A	95-97	4.00	5.00
A-	93-94	3.67	4.67
B+	91-92	3.33	4.33
B	87-90	3.00	4.00
B-	85-86	2.67	3.67
C+	83-84	2.33	3.33
C	80-82	2.00	3.00
C-	78-79	1.67	2.67
D+	76-77	1.33	2.33
D	71-75	1.00	2.00
D-	70	.67	1.67
F	Below 70	0.00	0.00

Any student failing a required class must make up the class during the summer. Otherwise, the student may not be allowed to return to CCHS. Any class not taken at CCHS must have prior approval of the administration. It is the responsibility of the student and parents to make sure that Catholic Central receives an official record of such work.

The Weighted Point Value is used for all Honors courses, Advanced courses, Advanced Placement (AP) courses, and College Credit Plus (CCP) courses. All other courses will use the Point Value. A student's Grade Point Average (GPA) is calculated using the Percentage Grade to find the appropriate Point Value or Weighted Point Value for the course. The Point Value is then multiplied by the credit earned in the course. These values are then added together and divided by the earned credits. Below is an example of calculating a GPA:

Class	Grade	PV x Credit	Value
English	93%	3.67 x 1	3.67
Art	97%	4.00 x .5	2.00
Study Hall	Pass	No Credit	No Credit
Math	87%	3.00 x 1	3.00
AP History	91%	4.33 x 1	4.33
Science	95%	4.00 x 1	4.00
Foreign Lang.	88%	3.00 x 1	3.00
Religion	96%	<u>4.00 x 1</u>	<u>4.00</u>
		6.50 credits	24.00

GPA Calculation - 24.00/6.50 credits = 3.69 GPA

Graduation Requirements

Students must earn 26 credits (on campus) to graduate from Catholic Central High School. Students who do not complete the requirements for graduation may not participate in the graduation ceremony.

- 4 credits in Religion (one credit for each year of attendance)
- 4 credits in English
- 3 credits in Social Studies
- 3 credits in Science
- 4 credits in Mathematics
- ½ credit in Physical Education (please see Physical Education Waiver)
- ½ credit in Health
- 1 credit in Fine Arts
- 4 credits in Electives
- 2 credits in Foreign Language

A student must complete all 120 assigned student service hours to graduate from Catholic Central. Students who are required to pass the Ohio Graduation Test must do so as a graduation requirement.

Honor Roll

Students who achieve all "A's and no grade lower than an "A-" will be placed on the "Honor Roll of Distinction" for that marking period. Students who achieve all "A's and no more than one "B" will be placed on "1st Honors" for that marking period. Students who achieve "A's and "B's with no more than three "B's and no grade lower than "B-" will be placed on the "2nd Honors" for that marking period.

Incompletes

Incompletes may be assigned under special circumstances and with the approval of the administration. In general, a course is to be completed within two weeks after the distribution of report cards or the grade will be changed to an "F." Permission to extend the two-week period may be granted by the administration.

Year-End Failures/Summer School Policy

A year-end failure is defined by Catholic Central High School as an academic course where a student's year-end average is below seventy (70). Therefore, it is possible for a student to fail a quarter or fail an exam and still pass the course for the year. However, those students that do not achieve a grade of seventy (70) for the year will fall under the following sanctions:

All failed courses must be made up during the summer. Parents must contact the Principal or the Guidance Counselor to discuss which strategy will be approved (summer school, certified tutor, on-line course, etc.) to make up a failure.

National Honor Society

Students must have a cumulative grade point average of 3.50 in order to be eligible for consideration for membership to NHS. Additionally, potential members must meet high standards of leadership, service, and character. Leadership is based on the student's participation in two or more community activities or an election to an office. Service standards are based on the school's requirements. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. The application process includes completing an applicant form and obtaining teacher recommendations. The faculty evaluates eligible members of the sophomore and junior classes for membership each spring.

Inducted members into NHS must complete 10 additional service hours beyond the hours required by Catholic Central, attend monthly meetings, and attend the induction ceremony each May. Terms for dismissal are falling below a 3.50 cumulative GPA and/or not meeting the standards of leadership, service, and character.

Class Rank, Valedictorian, and Salutatorian Awards

A student's class rank, required by most colleges and universities, is determined at the end of each school year by his/her grade point average. The salutatorian and valedictorian are determined using the three quarters of grades (including semester exams) of the senior year, together with those of the preceding years. The valedictorian ranks first in academic excellence and is considered the top student of his/her class; the salutatorian ranks second in excellence and is considered the second highest student in his/her class. A student must be enrolled in CCS for a minimum of 6 semesters to be considered. Valedictorian and salutatorian status is based on 7.5 semesters and is normally determined on the basis of class rank, cumulative GPA, and number of advanced classes taken. Additionally, ACT/SAT scores may come into consideration. A student must be enrolled for five consecutive quarters at Catholic Central to be eligible for other academic awards at graduation.

Academic Honesty

To ensure that the opportunity for excellence exists for every student, cheating will not be tolerated. Cheating is defined as any attempt to receive academic credit for work done by someone else, and includes:

- Looking at another student's test or quiz paper or electronic transmission of tests/quizzes.
- Copying another's work (including plagiarism) on any assignment
- Turning in any work written or prepared by another (proper citation of sources).
- Using a book, notebook, notes, "cheat sheet" or other means on a test or quiz
- Enabling others to cheat is also cheating. This includes spreading information to students who have not yet taken a test or quiz.

When cheating has occurred, the materials will be confiscated and a failing grade will be assigned. The teacher will notify the parents and Principal of the cheating incident. The student will receive a disciplinary consequence

appropriate to, and depending on, the severity and any pattern of cheating. In addition to receiving a failing grade, the consequences for cheating may include detention, suspension, or expulsion.

Academic Probation

A student who fails **one** or more classes for the quarter will be placed on Academic Probation for the next quarter. All freshmen and any student with a GPA below 2.5 are eligible after the first 4 weeks of school to be placed on immediate Academic Probation. The student will be required to sit for extra study time as determined by the administration.

Testing

Standardized test scores are often used to help determine a student's placement at an appropriately challenging level of course difficulty. Catholic Central participates in the state testing program. It is important that CCHS students take seriously all tests administered. Sophomores will take the PLAN Test; juniors are required to take the Preliminary Scholastic Assessment Test (PSAT). Freshmen and sophomores are welcome to take the PSAT for a fee. Students can become eligible for scholarships through taking the PSAT. The SAT, SAT Subject Tests, and ACT are offered at various sites in the Springfield Community. Information and registration materials for these tests are available in the Guidance Department.

Winter Term

Winter Term occurs during the month of January, offering students two three-hour class periods. Each Winter Term course earns 0.5 Carnegie Unit credits (except PE which earns 0.25 credit). Most students fulfill the state requirement for fine art, PE, health, and elective courses during Winter Term. Attendance during Winter Term is vitally important, since one day's absence would be equivalent to 3+ regular school day class periods during a normal school day. A student ordinarily should not have more than two absences during Winter Term.

Advanced Placement Courses

Admission to Advanced Placement courses is a selective process. Students are to meet with the AP course teacher and then get an AP course application from the Guidance Counselor. All students enrolled in an AP course will take the first semester school exam. All students enrolled in an AP course will take the AP exam. Taking the AP test does not exempt a student from the final exam in that course (the teacher may count the AP exam as the final exam and use the average of the third and fourth quarter grades as the final exam grade). The point values for AP course grades are weighted. See the Guidance Counselor for additional information about AP courses.

College Credit Plus (CCP)

High school students may enroll in courses at local colleges/universities for dual high school and college credit. Admission is restricted by the requirements of the individual colleges. If a student wants to take a college-level class on the college campus, CCHS will make every effort to

accommodate a student's schedule, but no student may drop a CCHS academic class to enroll in the college class of their choice. CCHS has several CCP classes offered through Clark State and the University of Cincinnati that students may take at Catholic Central. (Various requirements and deadlines need to be observed.) Students must meet with the Guidance Counselor when completing the CCP enrollment process and must receive information about the CCP requirements and responsibilities. Units of credit and grades will be listed on the student's CCHS transcript and included in the student's cumulative GPA. According to new laws regarding College Credit Plus (CCP), all CCP coursework will be weighted the same as current Advanced Placement (AP) courses at Catholic Central.

Transcripts

An official transcript from CCHS contains:

- Personal family information such as address, parents, etc.
- A complete list of all academic courses for High School credit including courses in Middle School where High School credit was granted, summer school work taken at any other school, and College Credit Plus courses.
- Score reports of any standardized tests taken in high school.
- Record of attendance and tardiness.

Transcripts are sent on request. Seniors may receive one free transcript sent to one college and one free final transcript. **REMINDER: Transcripts and diplomas will not be issued until all bills are paid.**

The C.A.R.D.

Central Achievers Rewarded for Dedication (The C.A.R.D.) serves as an incentive for students to strive toward excellence academically (GPA criteria); as a leader (attendance and CCHS co- and/or extracurricular participation); and in citizenship (behavior). To qualify, a student must be enrolled full time at Catholic Central High School for a minimum of one complete semester. All criteria are based on the previous semester only.

The C.A.R.D. requirements for the levels of excellence are as follows:

- **Gold Card** - 3.75 grade average; 4 or fewer tardies; and no detention/suspensions. If a student fails to qualify for this Card due to one stipulation, they receive a Silver Card.
- **Silver Card** - 3.25 grade average; 4 or fewer tardies; and no detentions/suspensions. If a student fails to qualify for this Card due to one stipulation, they receive a Green Card.
- **Green Card** - 3.0 grade average; 4 or fewer tardies; and no detentions/suspensions.

Senior Exemptions

During the second semester, seniors can be exempt from final exams if they have met the following criteria:

- Maintain a 93% average for the class, including the 4th quarter and 1st

semester exam. This is calculated as follows:
 $(Q1 \times 2) + (Q2 \times 2) + (\text{Sem. Exam}) + (Q3 \times 2) + (Q4 \times 2) + (Q3 + Q4) / 2 / 10 = \text{Average}$

- The grade for the 4th quarter must be an A (93% or higher).
(The exempted exam grade is calculated as the average of the 3rd and 4th quarters.)

College Visits, College Representative On-Site Presentations, and Education Enrichment Family Field Trip Guidelines

Pre-Registration in the Guidance Counselor's Office and Principal approval is required to participate in these programs.

College Campus Visits: Students must obtain a pre-registration/approval form from the counselor, get parent/guardian signature on the form, and return it to the counselor no fewer than two days prior to a college campus visit.

- All visits are at the discretion of the administration.
- Seniors and Juniors are excused for **two** college visits. Extra visits may be allowed at the Principal's discretion.
- An excused absence is granted when the student brings verification of the college visit to the counselor (letterhead signed by the college official).
- College visits may not be taken on the last day of a quarter, during exams, during Winter Term, or on the last day before or after a break.

College Representative On-Site Presentations: Students must sign up in the counselor's office no less than 2 days prior to the representative's presentation.

CAMPUS MINISTRY

The Campus Ministry Program works closely with the Religion Department and the Service Ministry Program to offer students various opportunities outside the classroom to grow in their religious faith and practice. The Campus Minister supervises the Campus Ministry Team in planning for all school liturgies, retreats, formal and informal prayer opportunities for students and staff, and for training students in liturgical ministries and peer ministry.

All students in grades 9 through 12 may apply to become a Peer Minister. Peer Ministers must be willing to live out publicly their religious faith through adherence to the Church's moral teachings and regular attendance at Mass or Sunday worship. They must be willing to deepen their own relationship with God as they help their classmates to deepen theirs. Peer Ministers at Catholic Central lead retreats, function as liturgical ministers at Mass and other worship services, and assist in the planning and leading of various types of prayer and worship experiences.

Any Peer Minister who is Catholic and has been confirmed may be trained as a Eucharistic Minister.

Any Peer Minister may be trained to lector at Mass.

All students may join Liturgical Choir

Junior and Senior Peer Ministers may apply to become retreat leaders. Retreat leaders help to plan and lead the 9th and 10th grade retreats. In their junior year, Peer Ministers may apply to become Kairos leaders during their senior year. All retreat Leaders are required to attend a training program during the fall. Retreat Leaders will also be required to attend planning meetings over their lunch periods or outside school hours for the specific retreats they are leading.

Retreat leaders, because of their public role as Christian leaders, must commit to trying to live a life in accordance to Christian teachings. To do otherwise would be seen as hypocritical when standing before a group of their peers and talking to them about how to follow Jesus in their own lives. Therefore, if in the opinion of the Campus Minister and the Assistant Principal, a retreat leader would be unable to be an effective retreat leader because of a discipline or lifestyle issue, he/she may be required to step away from the role.

Being a retreat leader, especially a Kairos leader, involves a great deal of work outside school. Although the retreats are a very important part of a Catholic Central student's experience, the bottom line is the fact that the students are here first and foremost to receive an education. Retreat leaders whose grades drop below passing in two or more classes will be asked to step away from a retreat to focus on their academics. Retreat leaders who are on Academic Probation will not be allowed to lead any retreats until their probation is lifted.

RETREAT PROGRAM

Retreats help us to get away from the business of our daily lives and routines and to become closer to God and one another.

All Catholic Central students, including those who attend CTC, are required to take part in a school-sponsored retreat each year they are registered at Catholic Central.

- * All 9th and 10th grade students will attend a daylong retreat, which will begin at 8:00 and end by 3:00.
- * All Juniors will attend an overnight retreat at Bergamo Center in Dayton.
- * All Seniors (and those Juniors chosen to lead as Seniors) will attend a Kairos retreat at a diocesan-approved Spiritual Renewal Center.

The cost of the retreat program is included in the tuition payment.

All students must attend their class retreat. Students who miss their retreat because of illness or family emergency must meet with the Campus Minister to schedule an approved make-up retreat. The school reserves the right to require students who refuse to participate in their class retreat to withdraw from Catholic Central.

Catholic Central High School
Service Hour Requirements

*God has given us so much.
Now it's our turn to give back.
We are Catholic Central,
Striving to follow in the footsteps of Christ.*
-CCHS Mission Statement

Each of their four years at CCHS, students are required to complete a minimum of 30 hours of service to parishes or other nonprofit community organizations sometime during the summer and/or school year.

- Service projects must benefit a school, church, or nonprofit organization, not a local business.
- Service projects that benefit individuals must be approved in advance by the Campus Minister on a case by case basis.
- Students must log their hours online. (Instructions for Mobile Serve will be distributed and discussed in religion class the first week of school).
- Hours must be verified by an adult supervisor at the project site and approved by a CCHS Religion teacher or Campus Minister. This is done through Mobile Serve.
- Service hours should benefit the wider school or local community. Students may not earn service hours for projects that benefit a specific high school extracurricular team or group. Examples:
 - Students may earn service hours for helping with camps or programs for youth (through 8th grade).
 - Students may earn service hours for fundraisers for CCHS Boosters, but not projects for their own sports team such as filming, bookkeeping, or fundraising.
 - Please see the campus minister with questions BEFORE beginning or offering a service project.

Service hours and any written service reflections are counted as 10% of a student's religion grade each quarter.

- Minimum total hours must be reached as follows:
 - 5 hours by the end of first quarter
 - 10 hours by the end of first semester
 - 20 hours by the end of third quarter
 - 30 hours by the end of the school year
- At the end of the school year, students must have all 30 service hours completed with the appropriate information logged on Mobile Serve.
 - Failure to do so will result in the student receiving an Incomplete for the year and the student will be required to make up the service hours during the summer.
 - A student must have all 120 hours complete in order to graduate from Catholic Central.
 - Students may earn extra credit on their year-end religion grade for earning 40 or more service hours.

Please contact the Campus Minister with any questions at joshmueller@ccirish.org

EXPECTATIONS OF STUDENT BEHAVIOR

In the spirit of Christianity, students who choose to attend Catholic Central High School also choose to abide by greater expectations of behavior in their lives. As Christ taught us in the most basic of His behavioral expectations: "Love one another as you would love yourself." It is with this premise that the following expectations for student conduct are set forth:

1. General School Expectations: Any and all guidelines of expectations set forth in the Parent-Student Handbook (enrollment, attendance, academics, co-curricular & extra-curricular activities, etc.) will be enforced consistently by the faculty, the Assistant Principal, and the Principal.
 - a. The faculty and Principal will maintain documentation regarding student behavior.
 - b. The Principal's decision will be final in all school-related matters.
2. Teachers' Classroom Expectations: Teachers will establish classroom policies and expectations within the framework of school policies. Catholic Central believes the proper way to resolve any teacher/student issues is to meet with the teacher first.
 - a. Teachers will maintain documentation regarding student behavior.
3. Student Self-Discipline Expectations: Students will respect themselves and others at all times. A student will meet with his/her most immediate supervisor at school (teacher, staff member, club advisor, coach, etc.) to resolve school-related issues.
 - a. Students are encouraged to meet with school supervisors to resolve school-related situations (academic, behavioral, etc.).
4. Parent Support of School Decisions: Parents are asked to first talk with their student to resolve school-related situations, then contact the school supervisor, then, if necessary, contact the Assistant Principal or Principal.
 - a. A basic Catholic Central philosophy is developing a healthy relationship of communication between students and parents when nurturing a student's life-pattern of self-discipline.
 - b. Parents who determine the necessity of contacting a school supervisor or the Principal are expected to remain calm throughout the meeting process. When a mutual agreement is not possible regarding a school decision, parents are asked to be courteous and supportive of school decisions.
5. School Intervention and Consequences: The Principal, faculty, staff, club advisors, coaches, etc. of Catholic Central will seek positive intervention strategies when working to help students develop a lifelong pattern of self-discipline. Strategies for intervention will vary from one situation to another, but will always accentuate the positive aspects of a given situation. Strategies for consequences will include (but not be limited to) the following:
 - a. Teacher interaction with students is vital to achieving student self-discipline. Students are expected to conform respectfully to teacher directives at all times. Teacher consequences typically are a verbal reprimand, a teacher assigned detention, or an office referral.
 - b. The Principal assigned consequences will be in addition to teacher assigned consequences (students will

serve both consequences.) Students referred to the office may receive a verbal reprimand, detention, or isolated student study.

c. Consequences defined:

- Detention: A student will report to an assigned room from 3:00 p.m. to 3:45 p.m. This time will be spent in complete silence and spent completing work assigned.
- In-School Suspension (ISS): A student will do written schoolwork in the office space set aside for ISS. Students who are in ISS are to be considered unexcused in relation to their ability to make up missed work.
- Saturday School: Students in consistent or egregious violation of the rules may be issued a Saturday School. This would require students to sit in silent study hall on a Saturday from 8:00 a.m. to 12:00 p.m.
- Out-of-School Suspension (OSS): A student suspended out-of-school is not allowed to attend any Catholic Central HS activity (the student is not allowed on school property) during the out-of-school suspension.
- Expulsion: A student is permanently removed from attendance at Catholic Central HS.

**THE DECISION OF THE PRINCIPAL IN ANY AND ALL
DISCIPLINARY MATTERS IS FINAL.**

DANCES

The expectations of students and consequences for disregarding the expectations do apply at school dances. The following are other rules that apply:

1. Any student (or student guest) in attendance to school dances may be asked to submit to a blood alcohol breath test. If the result is positive, the student's parents/guardian will be called and the student will be penalized according to the Chemical Use Policy.
2. Students must arrive by 8:00 p.m. (except Prom, when they must arrive by the time stated on the prom ticket for dinner) and may not leave earlier than 10:30 p.m.
3. Student guests to Catholic Central school dances (must be 20 years old or younger) may be asked to present a picture I.D.; student guests must sign-in when entering the dance. No student in junior high is permitted to attend any of the dances.
4. Once students enter the dance, they may not leave or go to the parking lot without an adult escort. The parents/guardian of students (or guests) who leave the dance earlier than 10:30 p.m. may be called.
5. Attire of students and guests must be modest and in good taste.

6. Chaperones will determine appropriate or inappropriate dancing.
7. Freshmen and sophomores may attend the Homecoming and Sadie Hawkins dances.
8. Juniors and seniors may attend all dances.

DATING VIOLENCE PREVENTION

Dating is a normal part of the progression to adulthood. Students must be aware of the dangers inherent in any romantic or potentially romantic relationship. Violence of any sort is not acceptable. This is especially true when students date. Any violence or threatened violence (verbal, physical, mental, or sexual) should be reported to both a parent and a school staff member.

OFF-CAMPUS BEHAVIOR

Although the school cannot be responsible for students' conduct outside school, students should remember that they are responsible for the good name of CCHS. Students whose off-campus behaviors are detrimental to the reputation of the school and/or seriously violate the teachings of the Catholic Church are subject to disciplinary action.

FIELD TRIP POLICY

A student must turn in a completed field trip permission form that is signed by the parent/guardian in order to participate in a field trip. The completed and signed form must be turned in prior to the day of the field trip. Certain fees paid for the field trip may not be refundable if the student does not participate in the trip. Dress for field trips must be uniform unless otherwise stated in the permission slip. Parent drivers or busses must be used for out-of-county field trips. Field trips are a privilege, not a right. All parent volunteers must complete the Archdiocesan Virtus training.

Privilege, not a right:

Field trips are privileges afforded to students; no student has an absolute right to a field trip. A student can be denied participation if he/she fails to meet academic or behavioral requirements.

Mass and Religious Celebrations at Local Parishes

Throughout the year students may participate in Mass and other religious celebrations at St. Bernard's, St. Joseph's, St. Raphael's, and/or St. Teresa's Parishes. Students will either walk to these locations or be transferred by bus. Signing of the Parent-Student Handbook will serve in place of a typical permission slip and allows for student participation in and transport to these events and locations.

BULLYING and/or HARASSMENT

Our Christian faith embraces each individual as a gift from God, worthy of love and respect.

1. General

a. It is the policy of Catholic Central High School that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

b. The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

c. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

2. Definition of Terms

"Electronic act" means:

- An act committed through the use of a cellular telephone, computer, pager, personal

communication device, or other electronic communication device.

“Harassment, intimidation, or bullying” means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both: Causes mental or physical harm to the other student; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Violence within a dating relationship.

“Harassment, intimidation, or bullying” also means

- Electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both: Causes mental or physical harm to the other student; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

- In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

3. Types of Conduct

a. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- i. Engaging in unsolicited and offensive or insulting behavior;
- ii. Physical violence and/or attacks;
- iii. Threats, taunts, and intimidation through words and/or gestures;
- iv. Extortion, damage, or stealing of money and/or possessions;
- v. Exclusion from the peer group or spreading rumors; and
- vi. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:

- 1. Posting slurs on the Internet, websites, blogs, or social media/networks;

2. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
3. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

4. Complaints

a. Formal Complaints

i. Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the Principal or his/her designee.

b. Informal Complaints

i. Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the Principal or his/her designee.

c. Anonymous Complaints

i. Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

5. School Personnel Responsibilities

a. Teachers and Other School Staff

i. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the Principal or his/her designee of the event

observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the Principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the Principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the Principal or his/her designee.

ii. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

b. Administrator Responsibilities

i. Investigation

1. The Principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the Principal or his/her designee, all such complaints shall be investigated promptly. The Principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.

2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

ii. Response

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the Principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is

enforced, with the goal that any such prohibited behavior will end.

2. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

3. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the Principal or his/her designee.

4. Once harassment, intimidation, or bullying has been verified, the Principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the Principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

iii. Reporting

1. Report to the Parent or Guardian of the offender

a. If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the Principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

2. Report to the Parent or Guardian of the Victim

a. If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the Principal or his/her designee shall notify the Victim's parent/guardian of such finding.

3. Police and Child Protective Services

a. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

6. Miscellaneous

a. No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

LOCKERS AND LOCKS

All students are assigned a locker. Only a school issued lock may be used on school lockers. Students should lock their lockers. Students who leave their lockers unlocked (or personal items unattended) do so at their own peril. The school is not responsible for the loss of items, nor will the school's insurance cover replacement costs. Student lockers will be cleaned periodically

throughout the school year and before leaving for summer vacation. Nothing may be permanently affixed to locker surfaces. Lockers are the property of the school and may be inspected by the administration at any time. Replacement locks may be purchased for \$5.

PARKING LOT

Any student in grades 10, 11, and 12 who wish to park in the school's parking lot will be required to complete an information form and purchase a parking pass for \$35 (which is used to help maintain the parking area.) Parking spaces will be available prior to the start of school, and will be assigned on a first-come, first-served basis. Parking privileges will be revoked for irresponsible student behavior.

VISITORS

In accordance with section 2917.211 of the Ohio Revised Code, any visitor to CCHS must report to the Main Office, sign in and receive a visitor's pass. Students who wish to have a visitor must seek permission at least two days in advance with the Office of Enrollment. Permission for such a visitor is left to the discretion of the administration. A visitor must present an approval letter for the visitation from the Principal of his/her present school and parents. Prospective students should make arrangements to shadow in the Enrollment Office.

Visiting and shadowing students will abide by all school expectations. They will not be expected to wear a uniform, but visiting students will dress conservatively and modestly. Visiting and shadowing students will remain with their host students.

CATHOLIC CENTRAL HIGH SCHOOL POLICY FOR RANDOM DRUG TESTING

STATEMENT OF NEED AND PURPOSE

Catholic Central School continually works to find ways to ensure a healthy lifestyle for our students/children. Recognizing that the use of alcohol and illicit drugs by students is a national problem, Catholic Central School reserves the right to implement and utilize a program of deterrence as a pro-active approach to create a truly safe and drug free school. Catholic Central students are held to a higher standard and are looked upon as role models for their fellow students and community. Students using illegal drugs pose a threat to their own health and safety, as well as that of their fellow students. The purpose of this program is fourfold: (1) to provide for the health and safety of all Catholic Central students; (2) to limit the effects of peer pressure by providing Catholic Central students a legitimate reason to refuse the use of illegal drugs; (3) to encourage students who use drugs to participate in drug treatment programs; and (4) prevent the impact that drug and alcohol use has on the learning centers of the adolescent brain, allowing our students to achieve their full academic potential. The program is designed as a preventative tool that creates a safe, drug-free environment.

CONFIDENTIALITY

The results of any drug test conducted pursuant to this policy are considered confidential and disclosed only to the student, his or her parents/legal guardians, and school administration (Principal, Assistant Principal, and Athletic Director). The results from drug testing will be kept in a file separate from the student's other educational records and shall not be released to any person other than those described within these procedures and are not designed to be used in any manner, voluntarily or involuntarily, to provide a source of information for law enforcement agencies or for prosecution of the student unless required by law or a lawfully issued subpoena or court order.

REASONABLE SUSPICION TESTING

If a student's behavior causes personnel to have reasonable suspicion of the use of alcohol, drugs, or other dangerous substances, the student will be required to submit to a drug test. Parents will be notified that the test has been administered. Indicators producing reasonable suspicion include, but are not limited to: speech, odor, excessive discipline problems, excessive absences, decline in grades, and/or other signs of being under the influence of alcohol, drugs, or other dangerous substances. Refusal to submit to a test based on reasonable suspicion is grounds for expulsion.

RETENTION OF RECORDS

All positive drug tests shall be cumulative over the student's Catholic Central career. All testing records will be kept in a separate confidential file for one (1) year after the participating student turns 18 years old or one (1) year after graduation, whichever is later.

EXPENSES

Any random drug testing required throughout the course of the school year will be at the expense of the school system. However, should a student's drug test return a positive result, any mandatory follow-up drug testing will be at the expense of the parent/ guardian/custodian or student.

NON-PUNITIVE NATURE OF POLICY

Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Catholic Central School Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified before response is made by the Catholic Central School Administration, to the extent permitted by such subpoena or legal process.

ILLICIT OR BANNED SUBSTANCES

For the purpose of this policy, the following drug classes, substances, or their metabolites that can be tested for are considered illicit or banned for Catholic

Central School Students:

Alcohol	Amphetamines
Barbiturates	Benzodiazepines
Methadone.	Anabolic Steroids
MDMA (Ecstasy)	Nicotine
Phencyclidine	Propoxyphene
Cocaine Metabolites	
Marijuana Metabolites	
LSD	
Opiates	

Catholic Central High School recognizes that substance abuse is a serious problem confronting teens today. In an effort to prevent student use of alcohol and drugs, we need commitment from all concerned – especially parents. Students are expected to not use, consume, or possess tobacco, alcohol, prescription drugs, or illegal drugs at any time. Behavior on and off campus that is not reflective of the values and mission of Catholic Central may lead to disciplinary action.

Alcohol Use, Drugs, Narcotics and related Paraphernalia: A student shall not possess (includes, but not limited to: purses, wallets, lockers, desks, cars, etc.), consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of alcohol, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, intoxicant, solvent, gas, or mood-altering chemical, drug of abuse, or any counterfeit controlled substance of any kind. Also, a student shall not possess, use, handle, conceal, offer to sell, sell, deliver, transmit, buy or make an instrument used for drug use or abuse, or paraphernalia (includes, but is not limited to: hypodermic needles, syringes, pipes, roach clips, rolling papers, etc.)

Prescription Drug is defined as a drug authorized by a medical prescription from a licensed physician and shall not be considered a violation of this rule as long as a parent's statement, signed physician's statement, and prescription label is presented to the school office personnel. Such medication shall be kept in the security of the school personnel and dispensed according to the directives on the Medication Form submitted to the Main Office, (Ohio School Law 9.54.1).

Under the influence is defined as manifesting signs of chemical use such as staggering, reddened eyes, odor of chemical, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular student.

CO-CURRICULAR and EXTRACURRICULAR ACTIVITIES

All Catholic Central High School students are encouraged to participate in co-curricular and extracurricular activities. Co-curricular activities include field trips, peer ministry, service ministry, National Honor Society, Key Club/Young Vincentians, Math Warriors, foreign language clubs, science clubs, media arts club, intramurals, and other activities directly related to curriculum course offerings. Extra-curricular activities include all

interscholastic sports offered at Catholic Central [Fall] - Cheerleading, Cross Country, Football, Golf (Boys/Girls), Soccer (Boys/Girls), Tennis (Girls), and Volleyball; Winter -

Basketball (Boys/Girls), Bowling (Boys/Girls), Cheerleading, Swimming (Boys/Girls), Gymnastics, Wrestling; Spring - Baseball, Softball, Tennis (Boys), and Track (Boys/Girls), Golf (Boys/Girls).] Additional extracurricular activities include Student Council, dances, and others not directly related to usual curriculum course offerings.

Co- and Extracurricular Activities: Attendance - Students who participate in co-curricular and extracurricular activities will abide by the usual Catholic Central attendance expectations as well as the following:

- Students must be in attendance for four (4) full academic periods in order to participate in any extracurricular activity. Participation in an extracurricular activity includes any practice, game, competition, performance, school dance, club/activity meeting, or special event. Students not in school for four (4) full periods on a Friday will be ineligible to participate for the entire weekend. Normally, exceptions include only medical appointments verified by a note from a physician and official school absences due to school mandated activities. The Principal or Assistant Principal may approve any other exceptions.

Co- and Extracurricular Activities: Academics -

Participation in co-curricular activities and extracurricular activities is a privilege extended to all students. Participation in clubs, athletics, dances, etc., is a great way to solidify the sense of belonging to the Catholic Central family of alumni, current students, and others who are associated with Catholic Central. Everyone shares the pride, determination, character, and spirit of our students who contribute beyond the regular school day. For these reasons, students who participate in co-curricular and extracurricular activities are held to additional expectations for eligibility to participate in the activities. To be eligible for participation in co-curricular and extracurricular activities, a student must pass at least **five** Carnegie Units and not fail more than one course during a nine-week grading period. Participation may also be denied to students who fall behind in the completion of instructional activities during a nine-week grading period.

Winter Term eligibility guidelines for co- and extracurricular activities are clarified as follows:

- A student who is not passing **five** Carnegie Units at the end of the first quarter or who fails more than one course during the first quarter will remain ineligible to participate in competition for the second quarter and through the first week of Winter Term when the second quarter grades are posted.
- A student who is not passing **five** Carnegie Units at the end of the second quarter or who fails more than one course during the second quarter will become ineligible to participate in competition for Winter Term and the third quarter when second quarter grades are posted during the first week of Winter Term.

Co- and Extracurricular Activities: Conduct -

The same standards of conduct that apply to in-school behavior are expected and demanded for **all** co-curricular activities. Parents and students assume the same legal responsibility and liability in an "off-campus" activity as they do when on school property. Students currently enrolled in Catholic Central are

permitted to participate in/try out for any co- and/or extracurricular activity,

provided they meet behavioral and academic eligibility requirements. Students who are not in good standing for conduct or academics may be limited to or denied participation in any co-curricular or extracurricular activity.

Co- and Extracurricular Activities: Participation Probation - Students who do not meet the expectations of academics (including homework), attendance (including excessive absences), and conduct (at school or away from school) may be placed on a probationary status for participation in a co- and/or extracurricular activity. A student who is placed specifically on Academic Probation may not participate in a co-curricular or extracurricular activity. A student may resume participation in co- or extracurricular activities when Academic Probation is lifted. Only the Principal may place a student on Participation Probation.

If, at interim, students are passing all of their classes, they may return to participation in co- and extracurricular activities, but must continue to attend Academic Probation Study Hall as required. Academic Probation Study Halls take precedence over practice, performances, and competition. Students who have a co- or extracurricular activity must attend an assigned Academic Probation Study Hall.

Additional Requirements for Athletic Extracurricular Activities - Catholic Central High School is affiliated with the Ohio Heritage Conference. The rules and regulations of this Conference and of the Ohio High School Athletic Association shall govern the eligibility of the athlete as well as the policies of Catholic Central High School (see 01-15AA Information Bulletin at www.ohsaa.org). Some of those policies are (a) Parental permission is required; (b) A physical is required *before* playing a sport or trying out; (c) Once a student starts a sport he/she may not leave that sport for another sport in the same season unless both coaches, the athletic director, Principal, and parents all concur in writing. The participation fee must be paid prior to the first competition.

Expectations of Student Council The entire student body belongs to the Student Council. A student must be a junior to run for Student Council President or Vice President. A student may be a sophomore and run for Student Council Secretary or Treasurer.

In order for a student to run for a Class or Student Council leadership position a student must:

- Have a minimum of 2.33 GPA
- Have achieved appropriate grade level status
- Have a discipline record with no suspensions
- Have no failing grades during the present school year
- A student leader who becomes a discipline issue during the year of office may lose his/her position.
- A student officer who has not properly performed the duties of his/her office during the year of holding a leadership position may not run for a leadership position for the next school year.
- A student running for office must have a nomination form

properly filled out and turned in on time.

CHILD ABUSE POLICY

All suspected instances of child abuse or neglect shall be reported to the Principal, who shall report to a designated governmental agency for investigation and action as may be appropriate. (Ohio School Law 9.55.1.) The Archdiocese of Cincinnati issued a "Decree On Child Protection," effective March 31, 1993. In addition to the response under civil statutes, Catholic Central High School, as an Archdiocesan institution, follows the policies and procedures outlined in the Decree. Child abuse is a reality in our society, but it will not be tolerated in the Church or any institution or program sponsored by the Church. The Decree provides procedures for a pastoral response should incidents occur and establishes policies aimed at preventing child abuse. Five points outlined for prevention are:

1. A child may receive scheduled, individual instruction or counseling from a volunteer only with the consent of the child's parent or guardian.
2. A child may participate in an organized program sponsored by a parish or school only with the written consent of the child's parent or guardian.
3. At least two adults must be present for any activity for children sponsored by a parish or school.
4. No child may be disciplined through corporal punishment or corrected with abusive language.
5. A volunteer must obtain the consent of a child's parent or guardian before inviting or allowing the child to visit the adult's home.

Consequently, written parent permission is needed for a student to participate in any sport or activity. This permission slip is to be returned to the coach or moderator before the first practice/activity.

ACCEPTABLE USE of TECHNOLOGY POLICY

All students and their parents must sign a yearly Acceptable Use of Technology Policy agreement before students will be permitted to use the school computers. The school may take disciplinary action against any person who violates the Acceptable Use of Technology Policy. The Catholic Central 311/HS Acceptable Use of Technology Policy is also applicable when students are permitted to use their personal electronic devices for curricular, co-curricular, and extracurricular school related activities. Disciplinary action will be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off school property, using school or personal computers. There is no expectation of privacy.

In addition, any of the following may result in removal of a student's technology privileges for part or all a school year and/or other consequences:

- A. Vandalism in any form involving system hardware, electronic data, software and/or media; malicious or intentional destruction of data or systems (viruses, etc.); or tampering or incorrectly configuring system settings. Students/parents will incur any cost for repair or replacement.

- B. Inappropriate use of school computer systems including illegal use of computer hardware, software, and data, violating Acceptable Use of Technology Policy from the Archdiocese of Cincinnati Catholic Schools Office, computer lab rules, copyright guidelines, and any other inappropriate or unauthorized use of technology during school related instructional activities.
- C. Unauthorized use of Catholic Central 31-1/HS (or personal) technology devices (or systems) including use of technology without permission, accessing systems from home, using school computers for non-curricular activities (including, but not limited to Facebook, Twitter, YouTube, etc.)
- D. Violations of password or other security measures for both school and personal technology devices and systems.
- E. Loading software into school computers. Illegal activities involving school or personal technology devices or systems will not be tolerated. There is no expectation of privacy.
- F. In order to save any information from school computers, students must purchase his or her **personal** "jump" or "flash" drive. Students may not save information on the school computers.
- G. Any other expectation stated in the Catholic Central 31-1/HS and/or the Archdiocese of Cincinnati Acceptable Use of Technology Policy will be considered as a standard of use of school or personal technology devices and systems. The student and parent signatures on the Acceptable Use of Technology Policy acknowledgement form indicates agreement to all terms of school and personal technology devices and systems related to school use.
- H. Cell phones, games, and other examples of personally owned technology are not to be used during the school day. If students have these items in school, they are to be turned off and kept in their book bags or lockers. Students displaying these items in violation of the policy will be subject to disciplinary action. A student's personal technology device will likely be confiscated if used during the academic time of a school day. Students may be required to present a note signed by a parent/guardian to reclaim the item of personal technology.
- I. Repeated disregard for the acceptable use of technology policy could result in a student being banned from using any technology device while at school.

USE OF STUDENT INFORMATION/PHOTOS

The school reserves the right to use a student's name and/or picture in advertising, publications, or on the school website. Any parent who does not wish to have his/her student's name or picture used must notify the Principal in

writing within the first week of school.

RIGHT TO AMEND

The administration retains the right to amend the Parent-Student Handbook. Parents will be given prompt notification if changes are made.

Parent-Student Signature Page

Student _____

Each student and a parent/guardian are required to sign the following Handbook Agreement and return this page to Catholic Central by **Monday, September 2, 2019.**

I have read and agree to abide by the rules and regulations as stated in the 2019-2020 Parent-Student Handbook.

Student Signature

Date

Parent/Guardian Signature

Date
