



**CATHOLIC CENTRAL  
SCHOOL  
K-12 Parent/Student  
Handbook**

**2022-2023**

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## **MISSION STATEMENT**

The mission of Catholic Central is to provide an excellent individualized education, committed to service and grounded in the teachings of Jesus Christ.

## **BELIEF STATEMENTS**

- 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.

Outlined in this Student/Parent Handbook are educational policies and expectations for school-administered programs. A form signed by a student and his/her parent/guardian indicates that this Student/Parent Handbook has been read and agreed to be followed as the policy/expectation guidelines are outlined.

Each student admitted to Catholic Central School must have a signed Student/Parent Handbook form on file in the school office.

## **ENROLLMENT POLICIES**

### **ADMISSION OF STUDENTS**

All schools of the Archdiocese of Cincinnati, including Catholic Central School, admit students of any sex, race, color, religion, national origin, or ancestry and students with disabilities, providing that the child can benefit from the school program. All Catholic Central students are held to the expectation of fulfilling one's individual talents. Catholic Central School admits students, who exhibit the desire to lead a spiritual lifestyle, willingly extend service to others, and strive for academic excellence.

### **AGE FOR ADMISSION TO KINDERGARTEN AND FIRST GRADE**

Kindergarten students must be five (5) years old by August 1st. All Kindergarten students must participate in a screening process administered at Catholic Central School to help determine readiness for the Kindergarten program. Registration forms, including a registration fee, must be completed before the screening process. Students who do not show readiness for our Kindergarten program will be recommended for Preschool and will not be admitted to our Kindergarten program.

First grade students must be six (6) years old by September 30 and must have successfully completed an accredited Kindergarten program.

### **ADMISSION OF HIGH SCHOOL STUDENTS**

High School students applying to Catholic Central must submit their unofficial transcript. Grades, attendance, and behavior will be reviewed to determine acceptance. Also, a Guidance Counselor will review the transcript to determine if the applicant will meet Catholic Central's Graduation criteria (see page 34).

11th and 12th grade transfer applicants will not be accepted unless there are special circumstances warranting the transfer. In these cases the Admissions Director will meet with the President and High School Principal, review the applicant's file and determine acceptance.

## **HIGH SCHOOL PLACEMENT TEST**

All students enrolling in Catholic Central High School will take the High School Placement Test. The Placement Test is provided by the Archdiocese of Cincinnati. The test will be administered solely for student placement purposes and will not impact admissions decisions.

## **ADMISSION OF SPECIAL NEEDS STUDENTS**

In accordance with civil law, Catholic Central School does not discriminate against students with disabilities if with reasonable accommodations, they can meet our program requirements.

## **ADMISSION ORDER**

Available space will be given to:

1. Students already attending Catholic Central School
2. Siblings of the above who meet the requirements for admission
3. New students whose parents meet the eligibility requirements of an affiliated parish and the requirements for admission
4. Non-parishioners who meet the requirements for admission will be accepted on a space available basis.

Priority dates for registration will be set on a yearly basis.

## **ADMISSION DOCUMENTATION REQUIREMENTS**

Before admission to Catholic Central School, the following must be present:

- Registration form completed in full along with registration fee.
- State Certified Copy of Birth Certificate
- Custody Papers (if applicable)
- Certificate of Baptism (if Catholic)
- Last report card (Grades 1-5)
- Unofficial transcript (Grades 6-12)
- Health and immunization records
- Results of an achievement test (Grades 2-8)
- Release Form for transfer of records (Grades 1-12)
- IEP or 504 Plan (If applicable)



## **ADMISSION PROBATIONARY STATUS**

Students new to Catholic Central School must be performing at grade level and must not have a history of discipline problems. New students are considered to be on probation for their first year. If the Administration, after consultation with teachers and/or school psychologists and/or other professionals, finds that enrollment at Catholic Central is not in the best interest of the student and/or the class/school, the student will be asked to withdraw from the school.

This period of probation may be extended at the request of the Administration. During the period of probation, the usual procedure for dismissal need not be followed.

Application (yearly) for re-admission of a student to Catholic Central School may be denied if there is consistent unacceptable behavior which is deemed detrimental to the best interest of the class/school, or if there is a learning difficulty which requires special and/or psychological services not available in the normal classroom situation and which cannot be provided by reasonable accommodations.

The final decision of acceptance is the responsibility of the Director of Admissions, supported by the President, who will consider the intellectual, emotional, physical and social needs of the student and how the program of the school can meet those needs.

## **PARENT COOPERATION AS A CONDITION OF ENROLLMENT**

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school Administration reserves the right to require withdrawal of a student if the Administration determines that the partnership is irretrievably broken.

Believing:

- That I have entered into a partnership with Catholic Central School to create the best learning environment for my children, I will exhibit an attitude of respect when interacting with all members of the school community. Public confrontation with staff members is never appropriate.

- In the commandment to love one another, I accept the school policy towards peace and non-violence. I acknowledge that it is unacceptable for children to inflict verbal or physical violence on another person. I will make every effort possible to set a good example and eliminate this behavior in myself and my children.
- In discipline as a value, I accept the discipline of my children by the members of the staff or volunteers that are administered within the school guidelines and accepted educational practice. My children will honor discipline provided under these guidelines.
- That gossip is always destructive, I agree to remain silent or approach the appropriate staff member(s) or school community member(s) in private when dealing with issues that concern me. I acknowledge that gossiping about school issues, teachers, staff members, and school community members in front of school children, serves no useful purpose.
- In trust as a value, I acknowledge that I do not have all the facts related to school issues. Therefore, I will strive to approach staff members first when issues arise. I acknowledge that openness and respect, rather than intimidation, are required to create the partnership that best serves my children.
- Volunteers are an extension of the staff, I accept their role and judgment as they supervise and guide my children in appropriate behavior.

## **IMMUNIZATION**

The Revised Code of Ohio (Section 3313.671) requires a pupil to present, before being admitted to elementary or high school, written evidence from a doctor or clinic, of having received, or of being in the process of receiving immunization against mumps, poliomyelitis (Polio), rubella (German or three-day measles), rubeolar (red, or 10-day measles), diphtheria, pertussis (whooping cough), and tetanus. A pupil who has had natural mumps, and presents a signed statement from the parent or physician to that effect, is not required to be immunized against mumps. A child whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease.

Prior to entry into seventh grade students are required to have the following immunizations: One (1) Tdap and one (1) meningitis. Other

immunizations may be recommended by your doctor or health department.

## **TUITION AND FEES**

The majority of the costs of operating Catholic Central School come from tuition and fee payments. Like any business, the school depends on prompt payment of tuition and fees in order to continue providing services to the students. The following regulations are enacted in order to ensure that the financial aspects of the school are handled in a smooth and efficient fashion. When difficulties arise, please contact the Business Office before it becomes a crisis. In most cases, we can make arrangements that will help both parties achieve their goals.

### **2022-2023 Tuition Rates:**

#### **Grades K-8**

- Tuition: \$6,250

#### **Grades 9-12**

- Tuition: \$8,800

#### **CTC Students**

- \$1,250 for each course taken at Catholic Central. At a minimum, all CTC students are required to complete Theology class on campus at Catholic Central.

#### Please note:

*In order to receive the Catholic parishioner tuition rate, the family must be approved for parish subsidy by their parish's business office. Please contact your parish business office for guidance on how to apply for the parish subsidy.*

*All CTC students are required to complete Religion courses on campus at Catholic Central.*

### **2022-2023 Fees:**

#### **Required (all students in grades K-12)**

- Registration \$250
- Technology \$150

- Student Experience \$300

### **Elective Fees**

- Athletic (per sport)
  - K-8 \$50 (family max - \$300)
  - 9-12 \$125 (family max - \$500)
- 8th grade trip
- 12th grade Irish Studies trip
- Advanced Placement test fees
- College Credit Plus fees above the state allowance

### **Grade Specific Fees**

- Parking Pass (student drivers) \$35
- 8th Grade Graduation \$100
- 12th Grade Graduation \$150

### Please note:

*Fees may apply for misuse, damage, or loss of school property including but not limited to locks, books, computers/Chromebooks and hotspots.*

### **Common misuse, damage, loss of school property fees:**

- Textbook fines (based on any damage to a textbook)
  - lost, badly damaged, torn out pages: replacement cost
  - writing in books: \$5
  - torn pages: \$5
  - damaged cover/binding: \$10
- Student Technology (includes computers, Chromebooks, iPads, hotspots)
  - screen: \$100
  - Chromebook charger: \$50
  - Hotspot charger: \$10
  - keyboard: \$50
  - trackpad/touchpad: \$50
  - casing/housing: \$50 (top or bottom), \$100 (both)
  - bezel: \$50
  - carrying case: \$20
  - lost or severe damage: \$300
  - other damage: quoted based on repair/replacement cost

## **2022-2023 Discounts:**

Catholic Parishioner Discount – Grades K-12

- Grades K-8: \$2,150
  - Student must be awarded tuition subsidy by a local parish to qualify for this discount
- Grades 9-12: \$750

Multi-Child Discount - reduces tuition cost for families that have more than one child attending Catholic Central.

- |         |                    |
|---------|--------------------|
| • \$150 | 2nd child discount |
| • \$300 | 3rd child discount |
| • \$550 | 4th child discount |
| • \$850 | 5th child discount |

## **TUITION ASSISTANCE**

Parents may apply for Tuition Assistance by completing a FACTS Grant & Aid Application. The local Scholarship 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. Applying for aid does not guarantee that the applicant will receive assistance.

## **TUITION COLLECTION POLICY**

All families are required to maintain a Smart Tuition/Blackbaud Tuition Management account. Smart Tuition allows families to select a payment plan, payment date, and method of payment. Families must pay the non-refundable student registration fee in order to finalize the account set up and to secure their child's spot at Catholic Central. Current payment plans include: Full Pay (one payment in July), 50/50 Split (one payment in July, one payment in January), or Monthly (10 payments from July through April). A late charge of \$40 per month is added to all payments that are not made by the due date. A fee of \$30 will be applied to your account for any failed payment processed via auto-debit, phone, web or failed check payments. Your bank may also impose additional fees.

Failing to complete July and/or August tuition payments will result in the student not being permitted to attend classes on the first day of school.

Families enrolling after August 1st must set up a Smart Tuition/Blackbaud Tuition Management account, pay the non-refundable student registration fee, and make the first tuition payment (according to the chosen plan) before the student will be permitted to attend classes.

Holders of tuition accounts in arrears may subject students to various sanctions including but not limited to: forfeiture of participation in extracurricular activities, denial of participation in optional field trips, withholding of report cards/transcripts, suspension from the school, and/or dismissal from the school.

Students dismissed because of parent's nonpayment of tuition may re-enroll if the debt is satisfied. In such cases, parents will agree to a new payment plan detailing payment schedule and amount of payments.

All tuition and fees must be paid by May 20th. Report cards and records will be withheld and a student may not be allowed to begin the next school year until all obligations have been met.

In case of withdrawal or transfer, records will be withheld until all financial obligations are paid-in-full.

When students voluntarily withdraw before the end of the school year, tuition paid ahead will be refunded on a prorated basis after all outstanding fees are deducted. If the student is withdrawn at the request of the school, tuition paid ahead is not refundable.

## **GENERAL SCHOOL INFORMATION**

### **RESPONSIBLE USE OF TECHNOLOGY**

Each year, all students and their parents must sign the Responsible Use of Technology Policy agreement before students will be permitted to use school issued technology devices. The school may take disciplinary action against any person who violates the Responsible Use of Technology Policy. The 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 of school property, using school or personal computers. There is no expectation of privacy.

Any of the following actions may result in disciplinary action taken by school authorities including revocation of access to technological resources, suspension, expulsion, and/or possible legal action:

- 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 Responsible 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 (or personal) technology devices (or systems) including use of technology without permission, accessing systems from home, using school computers for non-curricular activities.
- 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. Any other expectation stated in the Catholic Central and/or the Archdiocese of Cincinnati Responsible 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 Responsible Use of Technology Policy acknowledgement form indicates agreement to all terms of school and personal technology devices and systems related to school use.
- G. Cell phones are not to be used during the school day. If students have a cell phone in school, it is to be turned off and kept in their book bag or lockers. Students displaying a cell phone in violation of the policy will be subject to disciplinary action. It will be confiscated if used during the school day and taken to the Principal.

- H. Repeated disregard for the Responsible Use of Technology Policy could result in a student being banned from using any technology device while at school.

### **ACCESS TO RECORDS/STUDENTS**

Both parents have equal access to their child(ren)'s records unless a certified copy of a court order to the contrary is on file in the school office.

The process for parents/legal guardians who wish to review a student's records is as follows:

1. Call the office to make an appointment.
2. Review the records in the school office school personnel present.
3. Submit a written request for removal of any item(s).
4. Return the files to the school personnel.

For the contents of a record to be released, a waiver must be signed. Student records may be released to other agencies only when the parents authorizing such action sign a record release form.

### **AFTER-SCHOOL ENRICHMENT PROGRAM**

The After-School Enrichment Program is designed for students in Grades K-6. After-School Enrichment is provided from 3:00-5:30 p.m. There is no before-school care offered. Students must be registered to attend.

The fees for After-School Enrichment are as follows:

- Hourly- \$4.00 per student per hour or any portion of an hour
- Daily- \$10.00 per day (3 hours) for one child, \$7.00 per day for each additional child
- Weekly- \$45.00 per week for one child, \$35.00 for each additional child
- There is a \$1.00 per minute late fee after 5:30 p.m.

Fees will be invoiced monthly through Smart Tuition/Blackbaud Tuition Management. A late charge of \$40 per month is added to all payments that are not made by the due date. A fee of \$30 will be applied to your account for any failed payment processed via auto-debit, phone, web or failed check payments. Your bank may also impose additional fees.



If no payment is made within 21 days of invoice date, a withdrawal from After-School Enrichment notice will be issued. If payment is not made the following day, the student will no longer be permitted to attend After-School Care.

- Once the After-School Enrichment balance is brought up-to-date, the student may return on a prepayment basis only.

## **DAILY SCHEDULE**

All children will arrive in time for the beginning of school and be dismissed by authorized school personnel. Students arriving after 8:00 a.m. are considered Tardy.

Classes begin at 8:00 a.m.

All students in grades K-5 who arrive between 7:30-7:55 will report to the gymnasium upon arrival. Students in grades 6-12 should go to their lockers when they arrive at school and be in their Homeroom class by 8:00 a.m. in time for Morning Prayer, announcements, and attendance.

Classes are dismissed at either 3:00 or 3:15 p.m. (please see Dismissal procedures).

## **ATTENDANCE**

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 unnecessary vacations or trips during the school year. Funerals and medical emergencies constitute special circumstances.

Teachers may, but are not required, to prepare work ahead of time. If such work is given, it is to be completed and given to the teacher on the day of the student's return to school. If assignments are not given ahead of time, they must be made up upon the return to class. Work missed during an Unexcused absence will not be allowed to be made up.

When a student is admitted to Catholic Central School, regular attendance is essential for academic success. Attendance at school is required by Ohio law. Every parent has the responsibility to see that his/her child(ren)

attends school whenever school is in session. Making up work is no substitute for classroom interaction. Perfect Attendance is defined as being present and on time every day. **Vacations are an unexcused absence.**

It is the parent's/guardian's responsibility to notify the school office by phone or email each morning before 9:00 a.m. if their child is going to be absent. If the school office does not receive a call or email from the parent/guardian, the secretary will call the home or the parent's/guardian's place of employment. ***A written excuse (email is acceptable) stating the reason for the absence, dates of the absence, and signed by the parent/guardian is mandatory. If a note or email is not received, the absence will be unexcused.*** It is the student's responsibility to see the teacher about what work was missed.

Children with severe colds, cough, fever or other signs of illness should be kept at home. This ensures the well-being of the other students and saves the school the time of contacting parents to have their child transported home again. Children must be fever-free (less than 100 degrees) for 24 hours, without medication, in order to return to school.

If a student has four or more consecutive absences, a doctor's note is required in order to deem the absence Excused.

Excessive absences may result in having to repeat a grade. An excessive absence of twenty (20) days or more makes a child liable for retention and/or disciplinary action.

Each child is to have a Medical Authorization Form on file at school so that a parent/guardian and/or doctor may be called in case of an emergency. A parent/guardian is to complete this form and return it to school by the end of the first week of school.

### **MAKE-UP WORK FOLLOWING AN ABSENCE**

It is the responsibility of the parent/guardian and student to see that all school work missed because of an absence is completed. Students will have the total days missed plus one to turn in the missed work for credit.

## **DOCTOR/DENTIST APPOINTMENTS**

Every effort should be made to schedule appointments outside of school hours. If this is not possible, an email or a written note must be sent to the Main Office in the morning when the student arrives at school. The note is to include the time the student will be leaving and the person who will be picking up the student. If an appointment is before the student comes to school, notification of the late arrival is required the day before.

If a student is out for 2 hours or longer, it is considered ½ day Absence. If a student arrives in less than 2 hours, he/she is considered Tardy.

## **LEAVING SCHOOL EARLY**

No student will be permitted to leave school before the regular dismissal time except in the case of sickness or other emergency. If a student is going to leave early for family or personal reasons, a parent/guardian must send an email or a written note to the Main Office.

Parents/guardians must sign their child(ren) in and out at the Main Office when they come in or leave for any reason outside the regularly-scheduled school day.

No teacher may allow a student to leave directly from a classroom. All early dismissals must take place from the school office.

## **TARDINESS**

Tardiness is disruptive to the educational process; therefore children attending Catholic Central School are expected to be in the classroom before the Tardy Bell rings. Students who report late must obtain a Tardy Slip from the Main Office before they will be allowed to enter the classroom. If the bus arrives after the Tardy Bell rings, the students will not be considered tardy for class.

Children are considered absent one-half day when coming to school after 10:00 a.m., leaving before 1:00 p.m., or missing two hours in a school day.

Records will be kept in the school office on tardiness. When a student has been tardy three (3) times in one quarter/trimester, the school will notify the child's parents. Excessive amounts of tardiness, five (5) or more in one quarter/trimester, will warrant another notification to the child's

parents, by the school. The accumulation of five (5) tardies will equal one day of Unexcused Absence. For students on the Ohio Education Choice Scholarship, the Unexcused absences could affect the Scholarship for the following academic year.

### **BIRTHDAY TREATS**

If children in Kindergarten through Fifth Grade want to share something with their classmates on the occasion of their birthdays, small items which can be easily distributed are suggested.

Please inform the teacher several days in advance. Only one child in a particular room will celebrate on a given day. Deliver the treat to the Main Office before lunchtime to allow the teacher the freedom to select the best time to pass out the treat. Ice cream and drinks should not be served because they are too time-consuming and messy.

Please be considerate of students in your child's class who may have food allergies.

Birthday invitations may not be distributed on school property unless the entire class or all girls/all boys are invited.

Birthday deliveries (flowers, balloons, etc.) are discouraged and will remain in the Main Office until Dismissal.

### **BOOKS AND SUPPLIES**

Books issued to students are to be covered at all times. A book bag must be used whenever books are taken home. Fines will be assessed for damage to books. Lost books will be charged to the students. Parents will receive a listing of any fines at the end of the year. These must be paid before the last report card is sent or records released.

A list of required supplies specifies what each student needs according to grade level. Some items will need to be replaced during the year. Students are to have all required school supplies at all times.

### **USE OF STUDENT PICTURES**

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 Main Office, in writing, within the first week of school.

## **VISITORS**

All visitors must enter the building through the High School entrance and must report directly to the Main Office.

Teachers are unavailable to meet with parents between 7:45 a.m. and 3:15 p.m., unless time has been previously arranged for when the teacher is not involved with the supervision of students.

If there is an emergency, parents/guardians are asked to check in at the Main Office. Other persons in the school building who have no appointment and who do not check in at the school office will be escorted from the premises. In severe cases, the police may be called.

## **VOLUNTEERS**

Any person who volunteers their services to the school and will be in direct contact with children is required to register for a SafeParish™ account and complete the background and training requirements. All volunteers must sign in at the main office upon each visit to the school.

## **CONFIDENTIALITY**

Teachers and Administration will keep confidential information entrusted to them by a student so long as no one's life, health or safety is at stake. Parents will be promptly notified of staff concerns.

## **SCHOOL MEALS (BREAKFAST & LUNCH)**

Breakfast and lunch are served in the cafeteria each school day. Milk is available for those children who bring their own lunches.

Breakfast is served 7:30 a.m.- 7:55 a.m. for all students. Lunch is scheduled based on grade level:

- 11:00 a.m. - grades 3-5
- 11:30 a.m.- grades 9-12
- 12:00 p.m. - grades 6-8
- 12:30 p.m. – grades K-2

Catholic Central participates in the National School Lunch Program (NSLP). All families are encouraged to complete a Free and Reduced-Price School Meals Application or Family Income Form each year. These forms are used to determine eligibility for various state and federal program benefits for the student, for the family, and for the school. Students who do not qualify for free breakfast and lunch will be charged the following rates for school provided meals:

	<b>Full Price</b>	<b>Reduced</b>
Breakfast	\$1.60	\$0.30
Lunch	\$3.25	\$0.40

\* Meal prices are subject to change. Catholic Central will make ensure that meal pricing changes are communicated in a timely manner.

If a student qualifies for free or reduced lunch but does not receive Supplemental Nutrition Assistance Program (SNAP) benefits, the family must complete a Free and Reduced-Price School Meals Application to confirm eligibility for free or reduced pricing.

The current month’s breakfast and lunch menus are available on the school website. Please note that the menu is subject to change with little or no notice.

Students must finish eating before exiting the cafeteria. Meals cannot be finished in the hallways, classrooms, or on the playground.

Outside food from restaurants is not permitted.

### **NON-CUSTODIAL PARENTS**

Catholic Central School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to

be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.

## **LOCKERS**

Students will be given a locker for school materials. All students in Grades 6-12 will be issued a lock. Only a school issued lock may be used on school lockers. Students should lock their lockers to keep their valuables secure. 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.

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **ARRIVAL**

Students in Grades K-8 should be dropped off at the main doors on the High Street side of the building. Cars should form a single line and pull up just past the main entrance. Once the line is stopped, students should exit from the first five or six cars. Please do not park or sit in the line. Students arriving or being dropped off with their high school siblings may enter the building at the High School entrance.

High School students should enter the building through the High School entrance.

### **DISMISSAL**

#### **Students in Grades K-5 who DO NOT have a sibling in Grades 6-12**

Students in Grades K-5 who DO NOT have a sibling in Grades 6-12 will be dismissed at 3:00 p.m. It is EXTREMELY important that parents/guardians picking up these students enter the school campus from the back entrance and then exit onto High Street.

Students will be sent to After-School Enrichment if they are not picked up

by 3:15 p.m.

Students in Grades K – 5 who have a High School sibling

Students in grades K-5 who have a high school sibling will be dismissed through the High School doors and may be picked up at 3:00 p.m. with the high school sibling. The high school sibling will need to come pick up the K-5 student from the Main Gym. Please park in the High School lot as you wait for your children. Students will be sent to After-School Enrichment if they are not picked up by 3:15 p.m.

Students in Grades K – 5 who have a sibling in Grades 6 – 8

All students in Grades K-5 who have a sibling in Grades 6-8 will be dismissed at 3:15 p.m. Parents/guardians of these students will enter through the back entrance and head to the side of the building to pick up their child/ren and exit onto High Street. Please do not arrive early, as the students in grades K-5 will be dismissed first. Please keep your nameplates in the right front windshield. You may NOT enter from High Street. Students will be sent to After-School Enrichment if they are not picked up by 3:15 p.m.

Students in Grades 6 – 8

Students in Grades 6-8 will be dismissed at 3:15 p.m. Parents/guardians of these students will enter through the back entrance and head to the side of the building to pick up their child/ren and exit onto High Street. Please do not arrive early, as the students in grades K-5 will be dismissed first. Please keep your nameplates in the right front windshield. You may NOT enter from High Street. Students will be sent to After-School Enrichment if they are not picked up by 3:30 p.m.

Students in Grades 6 – 8 who have a High School sibling

Students in Grades 6-8 who have a high school sibling will be dismissed through the High School doors at 3:15 p.m. Parents waiting on these students should park in the back parking lot. Students will be sent to After-School Enrichment if they are not picked up by 3:30 p.m.



### Students in grades 9-12

Students in Grades 9-12 will be dismissed through the High School doors at 3:15 p.m. Students who drive to campus should exit out the back of campus. Students being picked up should meet their ride in the parking lot, not the pick-up line used for Elementary and Middle School students.

### Pickup during School Hours

Students, who will be picked up or dropped off during school hours, should enter and exit through the Main Entrance on the High School side. They should report to the Main Office to be signed out or to receive a slip to return to class.

### **EMERGENCY SCHOOL CLOSING / DELAYED**

Catholic Central School will follow the established policy for weather-related schedule adjustments as summarized below:

1. Catholic Central School students will usually follow the Springfield City District weather-related schedule adjustments. Exceptions to this general guideline will be made as determined by Catholic Central School administration.
2. Students will act in accordance with weather-related guidelines for the school district in which the student resides.
  - Example: Northeastern School District = two-hour delay (or closed), Catholic Central students living in the Northeastern District will not be penalized if they report to school two hours after the usual scheduled time that school begins (or remain home if the school district is closed).
    - (a) Students are encouraged to attend school according to the weather-related schedule of Catholic Central School for any given school day (two-hour delay, early dismissal, or closing). Safety is always a first consideration when parents decide if their child(ren) will act in accordance with their home school district weather-related adjusted schedule or with the Catholic Central School weather-related adjusted schedule.
    - (b) Students who arrive late to school or do not attend school as a result of differences between home school district and Catholic Central School weather-related adjusted schedules will not be counted as Tardy or Absent. However, students will be required to complete any

instructional activities missed by a weather-related late arrival or missed school day.

In case there is a possibility of school cancellation or delay due to weather, etc., watch TV Channels 2, 7, 22, or 45.

One Call, our mass notification system, will also be used to send notification of cancellations and delays and non-scheduled early dismissals.

If the opening of school is delayed in the morning, the start of school will be moved back the amount of time as indicated by the delay. Do not send students to school at the normal opening time.

If Catholic Central Schools have a morning delay of at least two hours, Preschool will run from 10:00 a.m. -12:00 p.m. for that day.

If any public schools dismiss early due to weather or other emergency, it will be announced on TV. If buses come early for students, children will go home on the bus unless parents specify otherwise. Catholic Central will remain open until all students have been picked up. Walkers will remain until their regular dismissal time unless their parents pick them up earlier. Be sure your child(ren) knows what to do and where you expect them to go should an early dismissal be necessary.

### **FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES**

Field trips are an outgrowth of the students' class work as an enrichment related to class work. Field trips are planned by the teachers and are supervised by the teachers and an appropriate number of chaperones. Fees may be requested to cover the cost of tickets/admittance to an event and transportation cost.

School uniforms will be worn on field trips as students are representing Catholic Central School. Teachers may request out of uniform approval, as appropriate, for the type of field trip being taken.

Field trips are a privilege, not a right. Students may be denied the privilege of participation in a field trip for behavioral or academic reasons.

If for some reason a child is not permitted to participate in a field trip, or chooses not to attend, he/she must remain in school with assigned work under the supervision of another teacher.

Official permission slips, signed by the parent(s)/guardian(s) are required for each trip off the school premises. Handwritten notes will not be accepted. Phone calls will not be accepted. Students who do not return permission slips on time will not be permitted to participate in the field trip. Transportation for these events is provided by bus or walking if within a reasonable distance. A fee is requested when a bus is provided.

Emergency Medical Authorization Forms are taken on field trips along with any needed student medicines. Please keep this information updated in the office.

## **PARENT/SCHOOL COMMUNICATION**

Open and frequent communication is a necessary component of the school-family relationship. Parents are urged to confer with their child's teacher on a regular basis, especially if they receive notice of academic deficiencies or conduct problems.

### **PARENT/TEACHER CONFERENCES**

Conferences are scheduled for students twice each school year. Parents or teachers may request a conference at any time during the school year if the need arises. These conferences must be scheduled to allow for preparation, availability of the staff, and to maximize the effectiveness of the meeting. Telephone calls, emails, and the exchange of notes are other ways of conferencing with your child's teachers.

### **PHONE CONTACT**

The school office is open between the hours of 7:30 a.m. and 3:30 p.m. If parents wish to contact a teacher, they may call the school office 937-325-9204 and leave a message for the teacher.

### **EMAIL CONTACT**

Teacher email addresses are available on the school website or from the teacher.

## **RENWEB**

While Catholic Central School will be transitioning to Blackbaud, we currently use RenWeb School Management Software, which allows the parents the opportunity to get involved in their child's academic progress through the internet. RenWeb Parents Web is a private and secure website that has been set up for our school to allow you to see complete information specific to your child. You can view your child's grades, attendance, homework, and other school information. You can also communicate with teachers and other school staff online whenever necessary.

To access **RenWeb Parents Web**:

- Go to your web browser and type in the address of our school website at [www.ccirish.org](http://www.ccirish.org)
- Click on "**Quick Links**" found in the top banner on the right and then "**RenWeb**"
- Log in as follows:
  1. Type **CC-OH** for your School ID
  2. Click the **Submit** button
  3. Click the **First Time Users** tab if you have not logged in to RenWeb before. If you have, skip to Step 6.
  4. Enter your email address that you provided to the school.
  5. Click the **New User** button. You will receive an email containing your password within 3 minutes (to the email address you entered, which must be the same email address that you provided to the school).
  6. Click the **Parents** tab.
  7. Enter the password assigned.
  8. Click the **Parent Login** button.

You should now be logged in to the School Information home page of Parents Web. To learn more about ParentsWeb, click the **Tour the New ParentsWeb** button to take a 6-minute video tour.

**Note:** If you are on a dial-up connection and experience long delays in loading the web pages, please select the **Dial-up** option on the Parents login page before clicking the **Parent Login** button. This will take you to a dial-up version of ParentsWeb that contains the same information but in a dial-up-friendly environment that requires fewer graphics.

## **SACRAMENTAL AND LITURGICAL OPPORTUNITIES**

The children will participate every other week in a liturgy planned by various grade levels. Additional prayer services during the Liturgical Seasons of the year will be a part of the Religious Education program.

Instruction for the sacraments of Reconciliation and Eucharist is given in the Second Grade. Catholic students who are not in Second Grade and wish to receive these sacraments must consult with their parish. The reception of these sacraments takes place at the students' individual parishes. Parents and students are expected to become actively involved in this process through preparation classes offered at the parishes.

Catholic students in Seventh and Eighth Grade receive their sacramental preparation for Confirmation at their home parishes and should participate in all days as directed by their parish.

Students in Grades K-12 participate in a retreat each year with their grade-level classmates. These are scheduled throughout the year.

## **TRANSPORTATION OF STUDENTS**

Buses are provided and managed by the public school district in which your family lives. Springfield City and County bus riders must make arrangements for bus service with the appropriate coordinator for the public school district in which they reside.

The bus companies have their own rules and regulations which govern the children while on the buses. If a child behaves in a manner which causes him/her to be suspended from riding the bus, Catholic Central school personnel cannot intervene. It is very important that you stress proper bus behavior to your child, for his/her safety, the safety of others, and to insure continued bus service.

If a student who usually needs to ride the bus is going to be a walker or a car rider, an email or a note must be sent to the Main Office by the parent, indicating the change.

## **ACADEMIC ASSESSMENT**

### **STUDENT PROGRESS**

Students all progress at different rates, but there are certain basic requirements at each grade level. In order to measure intellectual development and keep parents informed, report cards will be distributed quarterly (for Grades 4-12) and after trimesters (for Grades K-3). Interim progress reports will also be distributed within each interval. Check the calendar for specific dates. Report cards may be withheld and RenWeb ParentWeb disabled at the end of the term if tuition or other outstanding fees have not been paid.

### **PROMOTION / PLACEMENT**

“Promotion” means that a student has made sufficient progress in the areas needed to be prepared for the next grade.

Promotion from Grades 4-8 will require an average of at least 70 in each of the major subjects. Any student who ends the year with an average in any major subject below 70 may be expected to do make-up work in the summer.

Students receiving an average below 70 in two or more major subjects will be retained.

Major subjects include Religion, Reading, English (written language), Math, Social Studies, and Science/Health.

“Placement”: This decision will be arrived at in conjunction with the parents. The parents will sign a Placement Form that states specific reasons for Placement. No student may be placed in a grade two consecutive years.

### **MIDDLE SCHOOL GRADE RETENTION POLICY**

There are six core classes in the Middle School.

6<sup>th</sup>-8<sup>th</sup> grade: English, Reading, Math, Science, Social Studies, Religion

In order for students to pass onto the next grade, they will have to have a passing yearly average (70% or above) in **four** out of **six** of these core classes.

## **TESTING**

Standardized test scores are often used to help determine a student's placement at an appropriately challenging level of difficulty. They are also used to meet state, federal, and archdiocesan requirements for EdChoice Scholarships, The Third Grade Reading Guarantee, and High School graduation. Catholic Central participates in the Ohio State Testing program and primarily uses the IOWA test for grades 3-12. CogAT tests are also used for grades 2, 5, and 8. Parents will be provided these results. It is important that students take all tests administered seriously. The Preliminary Scholastic Assessment Test (PSAT) and the ACT are administered at no cost to the juniors each year. Freshmen and sophomores are welcome to take the PSAT for a fee. Students can become eligible for the National Merit Scholarship by taking the PSAT their junior year. The SAT, SAT Subject Tests, and the ACT are offered at various sites in the Springfield Community. Students in grades 5, 8, and 12 also take the ACRE (Assessment of Children/Youth Religious Education) test each year.

## **HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL STUDENTS**

Eighth grade students who attend Catholic Central may earn High School credit. These students will be held to the same academic standards as the High School students in these classes. Students who transfer from another school with High School credits earned while in Middle School will receive the same possible credits that a Catholic Central 8th Grade student could earn while in Middle School. Transferred High School credits earned at the Middle School level will be assigned a grade or point value comparable to Catholic Central's grade scale and the grades (or point value) and credits will be added to the transfer student's CCHS official transcript.

## **HOMEWORK / ASSIGNMENTS**

Homework reinforces ideas that have been presented in class and may be expected each day of the week. While it may be written, it could consist of practice, drill, oral or silent reading or time spent in studying.

Students must have a Student Agenda notebook. These are distributed to all students. There is a \$5.00 replacement fee if these are lost.

All homework and class assignments are to be completed and submitted on the due date.

Homework requests for students who have an Excused Absence must be in by 9:30 a.m. The work may be picked up after dismissal at the office.

## **HONOR ROLL**

Elementary School: Honor Roll is for students in Grades 4 through 8. The goal of the Honor Roll is to recognize outstanding achievement and to foster an appreciation for superior scholarship among our students.

Eligibility for the Honor Roll is determined by grade point average being calculated with the following values: A = 4, B = 3, C = 2, D = 1, F = 0. Any grade below B will exclude the student from the Honor Roll. Plus or minus will not be a determining factor. Music, Physical Education, and Art grades will be considered at one-fourth (1/4) the value of the letter grade.

The following levels are in effect:

4.0: All A student

3.5 – 3.99: High Honors

3.49 – 3.00: Honor

High School: 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.

## **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 with limited special exception as deemed necessary by the principal.

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, teacher, Guidance Counselor, and 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**

### **Elementary School**

- A (93 – 100)
- B (85 – 92)
- C (77 – 84)
- D (70 – 76)

F (69 and below)

### High School

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% = 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

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	PVxCredit	Value
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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
Spanish	88%	3.00 x 1	3.00
Religion	96%	4.00 x 1	4.00

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 Theology (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 120 assigned student service hours to graduate from Catholic Central High School (please see “Catholic Central High School Service Hour Requirements” for more information). Students must also meet State of Ohio graduation requirements.

### **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**

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:

Any student failing a required class must repeat the class in summer school the same year of the failure. If the course is not repeated with a grade 70% or higher the student may not be permitted to return to Catholic Central. Students and parents are to work with the school counselor when choosing a summer school course and are responsible for submitting the official record of the repeated course to the school administration.

## **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 the 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 academic dishonesty has occurred, the materials will be confiscated and a failing grade will be assigned. The teacher will notify the parents and Principal of the incident. The student will receive disciplinary consequences appropriate to, and depending on, the severity and any pattern of academic dishonesty. In addition to receiving a failing grade, the consequences 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. Any student with a GPA below 2.5 is 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.

## **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 Sinclair Community College, 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.

### **CLARK COUNTY CAREER CENTER (CTC)**

Students attending Clark County Career Technology Center with the desire to graduate from Catholic Central High School must successfully complete 1 credit in Religion each year of attendance at CTC. Students will work with their Counselor and appropriate junior and senior year Religion teachers to complete their Religion requirements. Students attending CTC with the desire to graduate from Catholic Central will also be responsible to complete the necessary service hours prior to graduation.

Students will pay a reduced Catholic Central tuition rate if they wish to graduate from 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 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



## **DRESS CODE POLICY**

### **DAILY UNIFORM POLICY K-8**

#### **Boys**

- Pants and shorts must be worn at the waist (shorts are permitted until October 31<sup>st</sup> and then again beginning April 1<sup>st</sup>).
- Pants and shorts must be navy blue or khaki.
- Polo shirts may either be short-sleeved or long-sleeved.
- Polo shirts must be white or light blue.
- Dry fit polos must be white or light blue with buttons.
- Polos logoed or non-logoed are acceptable. Logoed polo shirts must be purchased from The MacRay Company.
- Only plain white t-shirts, with no visible writing, may be worn under uniform shirts.
- Navy blue pullover sweaters are acceptable.
- Navy blue cardigan sweaters are acceptable.
- Boys in grades K-5: If pants are drooping, a belt must be worn. Boys in grades 6-8: belts must be worn everyday.
- Shirts must be tucked in unless the bottom is banded.

#### **Girls**

- Jumpers must be navy blue, khaki, or plaid (which must be purchased at The MacRay Company).
- Pants and shorts must be navy blue or khaki (shorts are permitted until October 31<sup>st</sup> and then again beginning April 1<sup>st</sup>).
- Skorts must be navy blue or khaki (which must be purchased at The MacRay Company).
- Skirts and kilts must be plaid (which must be purchased at The MacRay Company).
- Polo shirts may either be short-sleeved or long-sleeved.
- Polo shirts must be white or light blue.
- Dry fit polos must be white or light blue with buttons.
- Polos logoed or non-logoed are acceptable. Logoed polo shirts must be purchased from The MacRay Company.

- White or light blue Peter Pan collared blouses are acceptable (short-sleeved and long-sleeved).
- Navy blue pullover sweaters are acceptable.
- Navy blue cardigan sweaters are acceptable.
- Plain white, black, hunter green, or navy tights, leggings, or modesty shorts may be worn under jumpers and skirts.
- Shirts must be tucked in unless the bottom is banded.

### **All K-8 Students**

- Catholic Central logoed sweaters (navy), sweatshirts, ¼ zip dry-fits, and fleeces (dark green, navy, black or gray) may be purchased from The MacRay Company and be worn over uniform polo shirts.
- Hoodies of any kind are not permitted.

### **GENERAL RULES**

- The length of jumpers, skirts and shorts must be no more than three inches above the middle of the kneecap and must be properly hemmed.
- Shirts must be tucked in at the waist, not rolled under.
- Skirts may not be rolled.
- Uniform shirts must be worn under the school sweatshirt.
- Hair should be kept clean and well-groomed. Hairstyles may not be extreme. Hair must not fall below the eyebrows.
- Facial hair is not permitted.
- Hair must be of a natural color.
- No other body piercing is allowed.
- Anything that may be disruptive or detract from the learning environment is inappropriate (Haircuts, hair color, jewelry, make-up, etc.)
- Only **plain white** t-shirts are permitted to be worn under shirts.
- Socks are required.
- Sandals, jellies, Crocs, clogs, shoes with wheels, high-heeled or open-toed shoes are not permitted.
- All uniforms need to fit appropriately; tight or over-sized items are not to be worn.

Students who violate the dress code will be subject to consequences and may be asked to call their parents to bring the proper uniform attire to

school. The administration reserves the right to decide what attire is inappropriate.

### **SPIRIT FRIDAYS FOR ALL STUDENTS IN GRADES K-12**

Each Friday, students in all grades are permitted to wear a Catholic Central spirit shirt with school uniform bottoms. Catholic Central hooded sweatshirts are permitted on Fridays.

### **OUT OF UNIFORM DAYS FOR ALL STUDENTS IN GRADES K-12**

- Skirts and shorts are to follow the same length specifications as the uniform.
- No holes in jeans/pants.
- No leggings/yoga pants.
- No pajama bottoms
- Blouses, shirts, and all tops must have sleeves.
- No tight clothing is allowed.
- Socks and shoes must be worn.
- No attire with offensive advertising/language.
- The expectation is conservative, modest, and compliant with usual uniform guidelines.
- CYO Team Members may wear their sports shirt on opening game day and last game day.

### **UNIFORM POLICY: HIGH SCHOOL STUDENTS**

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:

#### **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). 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) 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 9 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.
    5. 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.

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

### **PHYSICAL EDUCATION**

Each child in Grades 4 through 8 must have gym shoes, appropriate t-shirt or sweatshirt, shorts (no more than 3 inches above the top of the kneecap), or sweatpants to change into for P.E. class. Jeans are not permitted. Grades K through 3 are required to have gym shoes.

For any excused absence from P.E. class, a student must have a written explanation from his/her parents. A doctor's excuse may be required.

### **HEALTH AND SAFETY**

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

### **SAFE SCHOOL HELPLINE**

Catholic Central is introducing a SAFE SCHOOL HELPLINE®. It is designed to assist you in reporting any wrongdoing that impacts our schools, our students, or our staff, anonymously, so as to protect your privacy. For example, you may wish to report acts of violence, theft, drug or alcohol use, weapons, bullying or sexual harassment. Bullying includes mean or intentional behaviors that are REPETITIVE not one time events.

Here is a link to a video that provides additional information about the hotline: <https://www.youtube.com/watch?v=kjy3ivG2uwg>

Just call from a touch-tone phone to 1-800-4-1-VOICE, ext 359(418-6423) to leave your information Or TEXT 614-426-0240. Then type TIPS. Your message will not be traced, and you will not be identified.

The Safe School Hotline® team will transcribe and fax your message to school officials, so appropriate action can be taken.

### **STUDENT 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.

### **EMERGENCY PROCEDURES**

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

Catholic Central School conducts necessary drills as specified. In compliance with State of Ohio law, one Emergency Evacuation Drill (a drill or rapid dismissal) or one school safety drill shall be conducted during each month of the school year. A drill or rapid dismissal may be conducted during the same month as a school safety drill. (Ohio Revised Code 3737.73 (E)) A public or private school must conduct at least nine drills or rapid dismissals during the school year, those drills or rapid dismissals may be combined with the three school safety drills that must also be conducted. However, at least one drill conducted must provide pupils with instruction in the procedures to follow in situations where pupils must be secured in the school building rather than rapidly evacuated. (Ohio Revised Code 3737.73 (F)). Tornado drills are conducted in the spring beginning in April on a monthly basis.

Students are instructed at the beginning of the school year on the proper conduct and procedures to be followed during fire, tornado, and lock down drills. Children are expected to go to the appropriate areas (outside the building for fire drills, inside the building for tornado drills) in silence, and remain silent during the entire drill until they have returned to their classrooms.

Teachers are responsible for leading and directing the students during any of the emergency alert drills. Any other adults in the building are expected to follow the direction of certified personnel.

Fire Drills (Emergency Evacuation Drill): 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 and doors should be closed as students leave the area. Turn off the lights.

Rapid Dismissal Drills: When the alarm is sounded, students are required to leave the building as quickly as possible, but they are not to leave the property.

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

Emergency Lockdown Drills: When announced over the loudspeaker, the teachers will shut and lock all classroom doors and continue on with normal class procedure. Teachers will listen for further instructions. No students are allowed outside of the classroom.

## **ILLNESS**

Any student who is ill is to report to the teacher who will send them to the nurse or office. The nurse or office personnel will check the student and contact the parents if needed.

Children with severe colds, cough, fever or other signs of illness should be kept at home. This ensures the well-being of the other students and saves the school the time of contacting parents to have their child transported home again. Children must be fever free (under 100 degrees) 24 hours without medication in order to return to school.

## **WEAPONS**

Any student having in his/her possession a weapon of any sort will be removed immediately from the school.

The Principal will call the police to report a weapon has been brought on the premises of the school.



For this offense, the parents will be called immediately for a conference. The student will be suspended until the conference takes place. At that time, the Principal will determine what corrective action will take place. Students who bring toy weapons may be suspended and parents will be called for a conference.

Catholic Central will not tolerate weapons on campus and therefore will take a strict stance on anyone who comes into the school and induces panic upon the staff and students. This behavior can result in expulsion.

### **COVID-19 Acknowledgement of Risks**

We, the undersigned parent(s) and student, acknowledge and agree that, as a student at Catholic Central and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other Catholic Central staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at Catholic Central, there is an elevated risk of students contracting the disease simply by being in the building, on the premises, or at any Catholic Central function. The same is true for the parent(s) of a student at Catholic Central.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person Catholic Central functions is the choice of each family, including ours. If student or parent(s) who visit Catholic Central have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to Catholic Central, and attend any Catholic Central function, or visit Catholic Central. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility

for any illness acquired by student or parent(s) while at Catholic Central or any Catholic Central function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department.

### **MEDICATION AND FIRST AID**

There will be no dispensing of medication without proper forms (Ohio Law S.B. No. 262). Medicine may not be carried by students during the day. It must be brought to the office and dispensed from the office or school nurse.

The school nurse checks immunization records, performs various health screenings, and offers advice concerning special health problems.

Simple first aid for cuts and bruises will be dispensed from the school office or school nurse.

### **ADMINISTRATION OF MEDICINE**

The administration of any drug (prescription or over-the-counter, including cough drops) by the school personnel without the order of a physician and the permission of the parent/guardian is prohibited by law. Thus, to ensure the full protection of school personnel and the physical well-being of students in need of medication during school hours, the following procedures shall be followed:

- Written requests must be obtained from the physician and the parent/guardian (medication form may be requested from the office) before any medication may be administered by school personnel. This request form must be completed in full.
- The parent or guardian must submit a revised statement signed by the physician if any of the original information provided by the physician changes.

- Medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist.
- A new request form must be submitted each school year for each individual medication.
- The medication and the completed form shall be brought to the school by the parent/guardian.
- The principal of the school or his/her designee(s) shall supervise the storing and distribution of students' medication. Medication will be distributed from the school office or nurse's office and will be stored in a locked location.
- A daily record of medication distributed shall be kept by the principal or his/her designee(s).

### **ASTHMA INHALER LAW HB 121**

If at all possible, the school requests that inhalers be kept in the office and administered in the same manner as other medications.

In the event that this is not possible, these procedures must be followed:

1. Written permission must be obtained from the physician and the parent/guardian (form may be requested from the office).
2. School personnel need to be informed of procedures to follow should the medication not provide expected relief.
3. School personnel need to be informed of procedures to follow to assist a child who uses the inhaler for whom the inhaler is not prescribed if an adverse reaction occurs.

### **CHILD ABUSE AND NEGLECT REPORTING**

Catholic Central School adheres to all guidelines for identifying and reporting suspected child abuse and neglect as specified by the Ohio Revised Codes. 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)

## **SCHOOL-WIDE DISCIPLINE PLAN**

### **GENERAL SCHOOL EXPECTATIONS**

Students are expected to follow any and all guidelines and policies set forth in the Parent/Student Handbook (enrollment, attendance, academics, extracurricular, etc.) The Principal will maintain documentation regarding student behavior.

### **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. Teachers will maintain documentation regarding student behavior.

### **RIGHTS OF STUDENTS**

- Students have the right to a Catholic environment.
- Students have the right to a positive learning environment.
- Students have the right to a safe environment.

### **RESPONSIBILITIES OF STUDENTS**

- Students are to contribute to a positive environment by treating all individuals and property with respect.
- Students are to express themselves in a positive manner.
- Students are to keep themselves clean and neat and dress appropriately.
- Students are to abide by the established rules of each classroom.
- Students are to help create a welcoming environment by being friendly and courteous.

### **GUIDELINES FOR STUDENT CONDUCT**

In accordance with the mission and philosophy of Catholic Central School, the words and actions of all connected with the school should be a living and visible reflection of each one's love of God and neighbor. Positive student conduct is rooted in our Mission, and should reflect a commitment

to living in a community of faith, living a virtuous life, pursuing academic excellence, and service to the common good. These guidelines are in effect 24 hours a day, 365 days a year while the student is enrolled at Catholic Central School.

### **OFF-CAMPUS CONDUCT**

Students should remember that they are responsible for the positive image of Catholic Central School at all times. Personal discipline away from school that does not reflect the Code of Conduct may lead to disciplinary action including possible expulsion. Students involved in pending legal investigations may be suspended (or expelled if deemed necessary) from school for a period of time designated by the school administration. By enrolling in Catholic Central School, a student and his/her parents(or guardians) understand and agree to pursue the educational objectives and practices as stated in this handbook and to observe the disciplinary code of the school. All school policies remain in effect for all students until, and including up through graduation.

### **DEMERIT SYSTEM**

Purpose: Catholic Central School believes that learning and care for the community is a disciplinary process. Discipline is the process by which students should act in accord with a specific code of behavior. Students are expected to have “discipline” in their actions and behaviors as to uphold a positive code of conduct, and therefore, create for themselves and others, behaviors that show growth and maturity. This growth and maturity are the means by which Catholic Central School students do their part to uphold the values of the community, and protect the common good. Catholic Central students are held in high regard and have the expectation to act in a way that is becoming a person of faith, living a life of virtue, pursuing academic excellence, and serving the common good.

Teachers, staff, and administration can issue demerits for behavior that does not reflect the mission of a Catholic Central student. Demerits provide direct feedback to the student that has acted in a way which

expresses to the community negative discipline and is NOT living up to the profile of an Irish. Demerits accumulate and as a student reaching the thresholds listed below, they will be issued the assigned school consequence connected with it.

When a student reaches their fifteenth (15) demerits, the family will be notified by the Administration regarding the student's conduct. The aim of this phone call is to inform the family that the student is close to a Saturday School (20 demerits) and possible suspension (30 demerits). Parents may call for a meeting with the Administration at any time. Such parental interest is encouraged.

When a student reaches 30 demerits, parents must attend a mandatory meeting with the Assistant Principal and City Connects.

When a student reaches 40 demerits, parents must attend a mandatory meeting with the Principal, Assistant Principal, and City Connects.

A student who accumulates 45 demerits in one academic year will be placed on a Behavioral Contract that will be in effect for the next year.

### **List of Demerits**

**Expulsion equals sixty (60) total demerits. A student can receive sixty (60) demerits for the following:**

1. Misuse of fire equipment and setting false alarms.
2. Possession and/or use of fire, hazardous, or explosive devices or weapons.
3. Threats made to Catholic Central School facilities and/or members of the Catholic Central community. Local law enforcement will be contacted immediately upon report of such a threat.
4. Individuals transmitting drugs, alcohol, vaping products, and/or paraphernalia to another party.
5. Getting arrested.

**Suspension (may be in the form of “in-school” or “out-of-school” upon administrative discretion) equals thirty (30) total demerits. A student can receive thirty (30) demerits for the following:**

1. Truancy (full or partial days-multiple periods in a day, 2 or more)
2. Fighting
3. A student who organizes, promotes or participates in activities which hamper or disrupt the learning process in the school and its environment may be suspended and liable for expulsion.
4. Any student in possession of or evidencing observable signs of drugs and/or alcohol will be suspended and is liable to expulsion. In these cases, students must meet with the Administration to determine any further sanctions up to and including expulsion.
5. Smoking and/or vaping, possession of tobacco/vaping products.
6. Making racist statements.
7. Bullying.

**Saturday School equals twenty (20) total demerits. A student can receive twenty demerits for the following:**

1. Any student in the presence of drugs and/or alcohol, in such a way that is unbecoming of a Catholic Central student.
2. Unexcused absence from a class, Liturgy, or study hall or general assembly (1 period max).
3. Leaving school property without permission during school hours
4. Unreported damage of school property
5. Insubordination (Major-defined by the teacher and administration)
6. Serious disorder on buses and field trips
7. Tampering with locks/or any school related security systems
8. Lying and/or forging signatures on absence notes, assigned teacher work requiring signatures, permission slips.
9. Damaging school property.
10. Academic dishonesty (major).

**Two detentions equal ten (10) total demerits. A student can receive ten demerits for the following:**

1. Being “out of place”
2. Major classroom disruption
3. Academic dishonesty (minor)
4. Office referral (major)

**One detention equals five (5) total demerits, and a student can receive five demerits for the following:**

1. Misconduct during assemblies or Liturgy
2. Violation of classroom testing rules
3. Violation of classroom homework rules
4. Insubordination (Minor- as defined by teacher and administration)
5. Office referral (minor)
6. Use of vulgar, obscene language, and or images
7. Skipping detention
8. Having/using a cell phone, smartwatch, air pods, or any other technology not allowed or approved from the administration during the school day (8AM-3:15PM)
9. Public displays of affection

**Demerit- a student can receive one demerit for the following (but not limited to):**

1. Dress code violations
2. Annoyance/conduct unbecoming of an Irish student in class after warnings from teacher
3. Failure to report to a teacher when asked to do so
4. Not bringing a note in for an absence or tardy
5. Sleeping in class
6. Chromebook issues (loaner, non-charged, etc.)
7. Tardiness to class
8. Eating and drinking in class



## **DETENTION**

Detention will be given when a student accumulates five demerits, or detention can be issued at the discretion of the administration. Detentions are served on the nearest Tuesday of the infraction/accumulation of demerits at the following times:

3:00 p.m. - 3:30 p.m. for students in Grades K-5

3:15 pm. - 3:45 p.m. for students in Grades 6-12

1. Five demerits will be given for the first skipped detention
2. Ten demerits will be given for a second skipped detention and a Saturday School will then be issued

## **DETENTION RULES**

1. Students are expected to report on time, in school uniform, and be present for the full time.
2. Students are expected to sit in silence. Students will not be allowed to sleep, "hang out", talk with other students, work on team assigned projects, see their teachers, or use phones, air pods, etc.
3. Students that do not follow the detention room rules and are dismissed for any reason at any time, the student will be treated as a skipped detention.

## **SATURDAY SCHOOL**

Saturday school is given as a major consequence for various disciplinary/attendance issues upon accumulation of twenty demerits, and at the discretion of the Administration. Saturday School is held from 8:00 a.m. - 12:00 p.m. and students will be notified of the specific date that they are to serve. There is a \$25.00 fee for each Saturday School billed to the student's account by the Business Office. Five demerits are issued for the first skipped Saturday School and ten demerits for the second skipped Saturday School.

## **SUSPENSION**

Any student accumulating a total of thirty demerits in an academic year (or assigned due to behavior) will be subject to suspension from school. A notice of suspension, and a contract will be emailed to the student/and parent listing expectations. (In-School Suspension equals two consecutive school days at school in isolation.)

1. The student will be required to complete a reflection paper evaluating the behaviors and decisions which placed them in suspension. The scope and rubric for the reflection paper will be discussed between the Administration and the student prior to the start of the suspension. The student must complete the paper before starting any course work. (tests will take priority if requested by teachers due to integrity and test security).
2. The student will be required to do any and all work assigned. This includes, but is not limited to obtaining missed notes from the day(s), completing any and all work assigned by their teachers, and completing all tests or quizzes scheduled. Any work due those two days will still have the same expectations of due dates.
3. Students are banned from all co-curricular activities until the suspension period is over. This includes practices and all team/curricular events.

## **EXPULSION**

1. Expulsion means a student must be removed from Catholic Central School. A student could be subject to expulsion upon receiving 60 demerits, a second suspension within an academic year, or upon receiving a third suspension within four years. A notice of expulsion will be delivered to the student.
2. An expulsion becomes final within five school days after receipt of the notice of expulsion, exclusive of the date of receipt, unless appealed in writing to the Administration.
3. Once appealed, the student will be scheduled with the President, who makes the final judgment on expulsion.
4. A student who is expelled must remain away from the Catholic Central community until the next academic year, at a minimum. During this time,

the former student may not be permitted on Catholic Central School property at any time.

5. If a student chooses to reapply for admission to Catholic Central School following expulsion, acceptance will be determined by the administration.

THE ADMINISTRATION RESERVES THE RIGHT TO LEVY DISCIPLINARY MEASURES FOR ANY OFFENSE OR MISCONDUCT OF AN OVERALL SCHOOL NATURE, EVEN THOUGH NOT MENTIONED SPECIFICALLY IN THE ABOVE RULES AND REGULATIONS. SUCH MEASURES MAY BE NECESSARY AT TIMES ESPECIALLY WHEN STUDENTS PROMOTE ACTIVITIES THAT ARE IN CONFLICT WITH THE PHILOSOPHY

### **INTERVENTION/STUDENT SAFETY**

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 City Connects Coordinator if they believe it to be necessary. Students may be referred to the City Connects Coordinator by any faculty or staff member who is concerned about a student's behavior. For the safety and protection of all students, any time a student identifies thoughts or intent to seriously harm/take the life of themselves or other students, an outside crisis evaluation must be completed at Mental Health Services or a comparably licensed mental health agency immediately. The student will return to school only after the crisis evaluation is complete with proper documentation, they are deemed safe to return, and a follow-up service plan has been shared with the City Connects Coordinator. Additionally, any time a student shares information or shows signs of emotional, sexual or physical abuse, the school will report the claim to Children's Services as well as the local police department if deemed necessary. When applicable, parents or other intervention agencies will be contacted.

### **CITY CONNECTS**

To support learning at your student's school, Catholic Central has a comprehensive, evidence-based student support system to ensure that each and every child receives the services and resources he or she needs to be academically successful and healthy. City Connects is a program

developed and overseen by Boston College. For your student, this means that each year his/her City Connects Coordinator will conduct a Whole Grade Review, examining each individual student in five categories: 1) academic, 2) physical, 3) social/emotional, 4) health, and 5) college/career readiness. This process is completed with both feedback from the student and teachers/staff. Based on the responses, the Coordinator will then suggest a tailored list of enrichments, supports and opportunities to help each student thrive. In the past this has translated to more services like arts education, health classes, after school programming, clubs, tutoring services and links to multiple agencies in the community. Should a concern come up during the year requiring more intensive services or assistance, the Coordinator will complete an Individual Student Review. This process will likely include a phone call home to talk through any concerns or gaps in services. It is not punitive, rather an invitation to work together to better support the student in an area of need. A set plan again will be completed with SMART goals and a timeline to check in and follow-up on any extra needed assistance.

### **CELL PHONE POLICY**

Cell phones and Smartwatches are not permitted during the school day at Catholic Central. AirPods and headphones are only permitted under teacher direction for academic purposes. If a child is bringing a cell phone to school, it should be locked in their locker during the school day from 7:30 a.m. – 3:15 p.m. They can use them after dismissal at 3:15 p.m. They may not use cell phones at their lockers, in the restroom, or in the cafeteria during the school day. Students are not permitted to post to social media during the school day, text people, call people, or take pictures on their cell phones. If a student is caught with a cell phone on their person, they will get it confiscated for the day, and they will also receive disciplinary action. There will be no warnings given.

If a student needs to contact their parents during the school day, they may seek permission to do so through the Main Office.

### **PARKING LOT**

Driving on campus is a privilege extended to eligible students. Students who fail to act responsible while driving on campus will have their

privileges suspended or revoked depending on the action and the discretion of the high school principal.

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.

## **CAMPUS MINISTRY**

The Campus Ministry Program works closely with the Theology 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 the 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 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 become closer to God and to 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 the conclusion of the school day.
- 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 Bergamo Retreat Center in Dayton.

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”.

Each of their four years at CCHS, students are required to complete a minimum of 30 hours of service to parishes or other non-profit 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.

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

## **CO-CURRICULAR and EXTRACURRICULAR ACTIVITIES**

All Catholic Central 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 - 35 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.

### **7<sup>th</sup> & 8<sup>th</sup> GRADE SCHOLASTIC STANDARDS**

For a student-athlete to be academically eligible to participate in interscholastic athletics, they must have passed a minimum of four of the six required core courses from the immediately preceding grading period. The core courses for seventh grade are: Math, Science, Social Studies, Religion, English, and Reading. The core courses for eighth grade are Math, Science, Social Studies, Religion, English, and Spanish. This new set of standards will coincide with the Ohio High School Athletic Association scholastic standards that state a student-athlete must pass five total subjects from the immediately preceding grading period.

Example: Any student who does not pass four of their core courses in the first academic grading period, will be ineligible to participate in athletic contests (games, scrimmages) during the second academic grading period. The student must still pass at least five courses total (core courses along with Music, Art, Physical Education).

Note: Student-athletes will still be eligible for the start of the 2021-2022 school year based on their fourth quarter grades and the 2020-2021 scholastic standards, which required that they must have passed a minimum of five courses from the immediately preceding grading period to be eligible to participate in the current grading period.



## **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](http://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 and turned in on time.

## **BULLYING**

Our Christian faith embraces each individual as a gift from God, worthy of love and respect. Therefore, bullying of any kind is prohibited. Bullying is unsolicited, offensive, repeated behavior directed at an individual. It takes many forms, including physical, verbal, and cyber bullying. Bullying can be emotional or physical. Bullying hurts individuals and our entire school. Students, staff, and volunteers all have the right to feel safe and comfortable. We are called to “Love one another as Jesus loved us.”

*Physical Bullying* is defined as using physical force to hurt another student including but not limited to hitting, pushing, shoving, kicking, spitting, pinching, holding back, or getting in the way. Physical bullying also interferes with another student’s belongings, stealing, taking, or breaking possessions.

*Verbal/Emotional Bullying* is defined as directing words at another student in order to put that student down, including but not limited to threats, taunts, intimidation, sarcasm, name-calling, gossip, rumor, isolation (leaving out), and ridicule. Hostile gestures and staring also constitute verbal bullying.

*Cyber Bullying* is defined as using cell phones, text messaging, emails, blogs and postings online or any other social media to bully another student or staff member.

Any bullying behavior should be reported to the nearest adult immediately. The complaint will be investigated and appropriate action will be taken. Consequences shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors. These may include, but not be limited to, teacher intervention, disciplinary notice, detention, suspension, expulsion, or legal action.

## **SEXUAL HARASSMENT**

Students who engage in sexual harassment on school premises or off school premises at school-sponsored activities, i.e. field trips, contests, retreats, etc. will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments or gestures of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with Catholic Central Elementary School's suspension/expulsion procedures.

## **SUBSTANCE ABUSE**

Any student having in his/her possession an illegal substance or articles considered by the school to be unacceptable on school property (drugs, prescription/non-prescription, alcohol, illegal paraphernalia, etc.) will be dealt with according to the following policy.

1. Possession: having an illegal substance or article in one's possession and being apprehended with it.
2. Use: showing the effects of having ingested an illegal substance: being drunk, "high", or unusually ill; being seen taking or using an illegal substance; being seen using articles which could be classified as weapons, etc.

For these offenses, the parents will be called immediately for a conference. The student will be suspended until the conference takes place. At that time, the Principal will determine what corrective action will take place.

If there is a second offense involving either use or possession, the student will be suspended until he/she is enrolled in a program of substance abuse education.

- 3 Trafficking: selling an illegal substance or procuring it for other students.

For this offense, even for first time offenders, the parents will be called in immediately for a conference and the student will be expelled. In any case listed above, the principal may also call the police.

## **GENDER IDENTITY POLICY**

Local parish/school authorities are responsible for developing and promulgating written policies regarding the attendance of pregnant students, students who are cohabitating, married students in the school, and students who are Lesbian, Gay, Bisexual, or Transgender.

School personnel, parents, and students should be informed of the school's Catholic identity and policies that relate to gender identity and gender ideology. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. So a person's biological identity and gender identity are considered to be one and the same.

In Catholic schools, all curricular and extra-curricular activity is rooted in, and consistent with, the principles of Catholic doctrine. Catholic schools should:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the student's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips be according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
  - i. What is the specific request of the student and/or parents?
  - ii. Is the request in keeping with the teaching of the Catholic Church?
  - iii. Is the school reasonably able to accommodate the request?

## **RIGHT TO AMEND**

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