

## **1. MISSION OF CENTRAL CATHOLIC HIGH SCHOOL**

**Mission:** Central Catholic High School continues the mission of St. Marcellin Champagnat, founder of the Marist Brothers: to make Jesus known and loved, to educate the whole person, and to serve others, especially the least favored.

**Values:** Central Catholic High School prepares its students for college, celebrates diversity and promotes justice and compassion.

**Vision:** Central Catholic High School empowers students to make the world a better place.

### **PHILOSOPHY OF CENTRAL CATHOLIC HIGH SCHOOL**

Central Catholic High School, founded by the Marist Brothers of the Schools, participates in the educational ministry of the Catholic Church. Its purpose is threefold: to have students develop a relationship with Jesus and bear witness to His message, to build a community that respects and promotes the dignity of every person, and to help students develop their God-given talents and use them in the service of others. The school, inspired by the spirit of Saint Marcellin Champagnat, the founder of the Marist Brothers, seeks to emulate the role of Mary through the nurturing of youth by a caring faculty and in the showing of a special concern for the less fortunate.

To achieve these ends, Central Catholic's college preparatory curriculum and its extra-curricular activities are designed to foster the spiritual, moral, intellectual, emotional and physical growth of the whole person. Central Catholic promotes a respect for democratic ideals and recognizes the value of a student body, which respects diversity of cultural, ethnic, and social backgrounds. Moreover, recognizing that learning is a life-long process, the school encourages students to think critically and exhibit a willingness to help create a world, which is just and respectful of all God's creation. Central Catholic High School is fully accredited by the New England

Association of Schools and Colleges.

### **MARKS OF THE MARIST STUDENT**

As Marists educators who follow in the footsteps of Marcellin Champagnat, we are called to evangelize and make Jesus Christ known and loved through the complete education of young men and women. We accompany our students in their development as people who are rooted in Gospel and Marist values, who develop into good Christians and good citizens, "harmonizing faith, culture and life." As such, Marist students should be:

1. ***Faith-filled Disciples:*** Marist students come to possess a strong sense of God and a personal relationship with Jesus, Mary and Saint Marcellin fostered through religious formation, a sacramental life, and prayer.
2. ***Empowered Witnesses:*** Marist students, recognizing Mary as their model and companion, become joyful witnesses to God's love in their lives, enabling them to see Christ in others, to live simply, morally and with integrity, respecting all of life and creation.
3. ***Agents of Justice and Service:*** Marist students grow in their understanding of Catholic social teaching and stand in compassionate solidarity with the least favored.
4. ***Servant Leaders:*** Marist students recognize that they are lovingly created by God with unique gifts and talents which, through their Baptism, they are called to develop and share with the Church and the wider community.
5. ***Spirit-filled members of Family & Community:*** Marist students embody a spirit which celebrates and welcomes all people as members of the one family created by God.

### **GRADUATION OUTCOMES**

- Students will demonstrate knowledge of Catholic beliefs and practices and apply these to ethical decision making.
- Students will demonstrate and practice the knowledge, skills and self-discipline necessary to grow spiritually, intellectually, emotionally, socially and physically.

- Students will demonstrate knowledge of content, employ critical thinking skills and strategies, and demonstrate the ability to read and write proficiently in all academic areas.
- Students will effectively communicate ideas and share information in the context of written, oral, electronic and artistic media.
- Students will demonstrate proficiency in assessing, managing, evaluating, and integrating technology and electronic resources.
- Students will work collaboratively, resolve conflicts respectfully and contribute responsibly to diverse communities.

## **2. SAFE ENVIRONMENT FOR STUDENTS**

Central Catholic High School strives to provide a safe and secure environment for the young people entrusted to its care. Most cases of sexual abuse occur when the adult erodes appropriate boundaries between him- or herself and minors. For this reason, the U.S. Conference of Catholic Bishops issued its Charter for the Protection of Children and Young People. Among other safeguards, the Charter urges dioceses to establish and enforce boundary policies. Noting the great harm done to so many youngsters throughout the country over many decades, Central Catholic requires faculty and staff to abide by a detailed boundary policy for all adults who are agents of the school in any capacity.

A core principle is that school personnel should only interact with students when the school administration is aware of the interaction and can supervise it. Counselors and teachers may need to speak to students privately, but always in a school room with unobstructed glass in the door so that passersby can observe what is going on. Teachers and staff can communicate with students by email about matters appropriate to their role in the school and transmitted via the school network, so that the school can monitor the interchange. Faculty and staff should not have students in their homes unless other adults are present and both the parents and a school administrator have been informed in advance of the event.

As these examples illustrate, school personnel can have appropriate off-campus contact with students – but always related to school business and

with the advance knowledge and consent of parents and administrators. Boundary policies prevent potential harm to minors and they also prevent false allegations against adults. If parents observe any contact with their son or daughter that seems secretive, not related to school, or in any way makes parents uneasy, they should contact an administrator at the school. Our first priority is to prevent harm before it happens.

### **REPORTING CASES OF ABUSE:**

Central Catholic is committed to maintaining a safe and secure place of learning for our students. Abuse, in any form, violates the very soul of Central Catholic’s philosophy and its mission and will not be tolerated. To this end Central Catholic will use all reasonable means to prevent, investigate, address and remedy allegations of abuse. Any student who feels that they are the victim of any type of physical, sexual, mental, or verbal abuse is strongly encouraged to seek the help of a faculty member, administrator, guidance counselor or coach. Any member of the Central Catholic faculty, administration or staff who suspects or is made aware of a case of abuse of a Central Catholic student is mandated by State Law to report such case or suspicion to the appropriate authorities.

## **3. ACADEMIC REGULATIONS**

### **ACADEMIC REQUIREMENTS:**

**CLASS OF 2011 – 2014:** Each student is required to register for six (6) courses per year and a Physical Education course. For graduation, students are required to pass all core-required courses and all elective courses and complete the approved Christian Service Program. Seniors are also required to complete the English 4 research paper.

**CORE REQUIRED COURSES – CLASS OF 2011 – 2014**

Religious Studies	4 years	4 credits
Humanities	4 years	4 credits
Social Studies	3 years	3 credits
Mathematics	3 years	3 credits
Science	3 years	3 credits
World Language	2 years	2 credits
Introduction to Computers	½ year	.5 credit
Intro. To Visual/Performing Arts	½ year	.5 credit
Health	1 year	.5 credit
Physical Education	4 years	1 credit

**ACADEMIC REGULATIONS:**

- Required courses follow in a specific sequence.
- Students must fulfill all prerequisites before enrolling for a course.
- Required courses may not be taken in Summer School unless they are to make up a final grade of C-, C, D+, D, D- or F.
- Students may not join a class after three (3) weeks of instruction, without the approval of the Dean of Studies.
- Students who find it necessary to change a program of study or to withdraw from a course must consult with the instructor of the course, a guidance counselor and obtain the approval of the Dean of Studies.
- Any student who fails three (3) 1.0 credit courses for the year must withdraw from Central Catholic. A senior who fails three courses will be ineligible for a Central Catholic diploma. Any student who fails a course must make up the course in the summer session. Students failing make-up courses or failing to make up failed courses will not be readmitted to Central Catholic.
- Students who successfully complete the summer program may have their Permanent Record Card changed to reflect this. The highest grade awarded in Summer School for a make-up course is C+.

- Summer School Grading System

<u>Final Summer Grade</u>	<u>Permanent Record Card Grade</u>
86 - 100	C+
81 - 85	C
76 - 80	C-
73 - 75	D+
70 - 72	D
Below 70	F

- When a student withdraws or transfers to another school, the parent must notify the school and complete the necessary forms after which an official transcript and health record will be mailed to the school the student will be attending.
- A student absent because of an approved anticipated absence, illness, or death in the family will be allowed and is responsible to make up all work missed. The Associate Dean of Students determines approval of anticipated absences.

**ACADEMIC SUPPORT:**

A student who is in need of extra help or tutoring is encouraged to attend Academic Support. The program, which affords students the opportunity for quiet study or tutorial assistance, is offered on Tuesday, Wednesday and Thursday from 2:15 p.m. – 3:15 p.m. A teacher and National Honor Society students are available as tutors.

### **ACADEMIC PROBATION:**

A student who fails two courses in a marking period will be placed on **Academic Probation**. The parent/guardian will be notified by mail and must contact the student's guidance counselor to discuss an appropriate academic plan. A student on **Academic Probation** is not eligible to participate in school-sponsored activities or athletics in the subsequent marking period. Students on **Academic Probation** are required to attend Academic Support three (3) days a week. A student who fails two (2) courses in the 4th marking period of a school year will be placed on academic warning for the 1st quarter of the next school year. When first quarter progress reports are issued, if said student has two or more failing grades, the student will be placed on Academic Probation for the remainder of the quarter. **Continued enrollment at Central Catholic is dependent on meeting the requirements of Academic Probation.**

### **ACADEMIC DISHONESTY:**

Dishonesty in earning academic grades will not be tolerated or overlooked and will result in a grade of "0" on the work involved. The following are examples of academic dishonesty:

- Copying homework or other assignments from another student
- Allowing another student to copy homework or assignments
- Using "cheat sheets" or other unauthorized "aids" during a test
- Copying answers from other students during a test, with or without the student's knowledge
- Giving unauthorized assistance to other students during a test
- Plagiarizing: representing in writing the thoughts or ideas of another as if they were one's own, without giving credit to the original author; the wholesale copying of an author's work into one's own without citation.
- Stealing, distributing, possessing or being in the presence of stolen tests, answers or other teacher materials.

Central Catholic recognizes the value of the Internet as an educational tool. Students should be aware, however, that the use of the Internet and electronic mail could present educational risks as well.

E-mailing, text messaging or instant messaging one's work, for example, to another student, is a risk. That work has now entered a public domain and the original owner no longer has control over what is done with that work. Another student, whether at Central Catholic or another institution, could submit it as his/her own, which would constitute academic dishonesty. Also, while there are various websites that are excellent resources or tutorial help in various subject areas, there are many sites specifically designed as "short cuts" to the academic process. **Students are not to access these sites.** Use of web sites such as these will result in a grade of "0" for the work involved and may also result in disciplinary action. Also, students who abuse the use of legitimate web sites will be subject to a grade of "0" on the work involved. An example of such abuse would be plagiarism or quoting of information without citing the source.

In addition to the academic penalties stated above, academic dishonesty of any kind on semester exams may be grounds for severe disciplinary action. Theft of a semester exam may be grounds for expulsion. All of these activities are considered serious violations of academic integrity and are grounds for both academic and disciplinary penalties. All cases of academic dishonesty are to be reported to the Assistant Principal/Dean of Studies.

### **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES:**

A student who fails two (2) or more subjects loses the privilege of participating in athletic and extracurricular activities. The ineligible period goes into effect when students, moderators and coaches are officially notified by the Assistant Principal/Dean of Studies and will remain in effect until the end of the next marking period. Official notification of ineligibility will be mailed home. Ineligibility does not apply to attending a school sponsored retreat or field trip.

**EXAMS:**

Exams take place at the end of each semester. A student who misses a mid-term or final exam because of illness must provide the Assistant Principal/Dean of Studies or Associate Dean of Students with a doctor's note verifying the student's illness. All arrangements for make-up exams are made at the discretion of the Assistant Principal/Dean of Studies. All unexcused absences from a semester exam will result in the student receiving a failing grade for the exam(s) missed. If a student is absent 5 or more consecutive excused absence days immediately before an exam period, they will be contacted by a member of the administration to determine the student's exam schedule.

**GRADING SYSTEM:**

A student's numerical average in each subject area is determined by her/his performance in daily work, projects, presentations, laboratory work, participation, tests and quizzes. The numerical average is then converted to a letter grade and reported on the student's report card. The final grade for a course is determined as follows: 20% for each of the four term grades (80% of the final grade) and 10% for each semester exam (20% of the final grade). A student must earn a minimum final grade of 60% in each subject area to obtain a passing grade of "D-" and receive credit for the course.

Grade Point Averages (GPA) are calculated at the end of each marking period and at the end of the year. GPA's are calculated using the table below. GPA's are calculated on both a weighted and unweighted basis. Unweighted GPA's are used to determine the student's quarter/term average and are printed on the student's report card. Unweighted GPA points are found in column 5 of the chart on the next page. The Honor Roll for each term is determined by the student's individual subject grades and her/his term average or unweighted GPA. Weighted GPA's are calculated based on the level of the course and determine class rank. Weighted GPA's and class rank are not printed on the student's report card. Level 4 courses are not included in the determination of a student's GPA.

**GRADES AND GPA POINTS**

LETTER GRADE	NUMERICAL GRADE	AP LEVEL GPA	LEVEL 1 GPA	LEVEL 2 GPA **	LEVEL 3 GPA	LEVEL 4 GPA
A+	100-97	5.5	5.0	4.5	4.0	NA
A	96-93	5.2	4.7	4.2	3.7	NA
A-	92-90	4.9	4.4	3.9	3.4	NA
B+	89-87	4.6	4.1	3.6	3.1	NA
B	86-83	4.3	3.8	3.3	2.8	NA
B-	82-80	4.0	3.5	3.0	2.5	NA
C+	79-77	3.7	3.2	2.7	2.2	NA
C	76-73	3.4	2.9	2.4	1.9	NA
C-	72-70	3.1	2.6	2.1	1.6	NA
D+	69-67	2.8	2.3	1.8	1.3	NA
D	66-63	2.5	2.0	1.5	1.0	NA
D-	62-60	2.2	1.7	1.2	0.7	NA
F	BELOW 60	0	0	0	0	NA
MED	MEDICALLY EXCUSED	NA	NA	NA	NA	NA
WDN	WITHDRAWN	NA	NA	NA	NA	NA
WDF	WITHDRAWN FAILURE	NA	NA	NA	NA	NA
INC	INCOMPLETE	NA	NA	NA	NA	NA

**\*\*Denotes values used to determine unweighted GPA**

### **HONOR ROLL:**

Honors are awarded for each of the four terms and are based on the student's individual subject grades and her/his unweighted GPA. All courses are included in the calculation of the Honor Roll. Honor Certificates are awarded each term for qualified students.

Distinguished Honors	3.9 or better GPA - No grade below "A-"
High Honors	3.6 or better GPA - No grade below "B+"
Honors	3.0 or better GPA - No grade below "B-"

### **HOMEWORK:**

Students are expected to be fully prepared for their classes each day. This will require considerable study at home, as well as proper use of free periods during the school day. The average successful student will spend about three (3) hours a day doing assignments. In this regard, it is to be noted that homework does not only mean written work. A day's assignment may include some written work, but the larger part of the assignment should be the study and review of the material covered in classes that day and preparation for the next class. Students and parents can access *Edline* through the school website or at [www.Edline.net](http://www.Edline.net) to review class assignments, as well as a schedule of announced quizzes and tests and due dates for projects.

### **MERIT AWARDS:**

Incoming freshmen vie for three (3) half-tuition, Brother Augustine Pinard, FMS Scholarships. The scholarships are based upon the entrance test, 7<sup>th</sup> and 8<sup>th</sup> grade marks and a personal interview.

### **NATIONAL HONOR SOCIETY:**

**Central Catholic's Marist Chapter of the N.H.S.:** The purpose of Central Catholic's Marist Chapter of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students. Academic

nomination is based on a cumulative weighted GPA. The minimum acceptable **cumulative weighted GPA is 3.9**. A sophomore's GPA is based on his/her first three semesters of high school. A junior's GPA is based on five semesters of high school and a senior's GPA is based on seven semesters of high school. A student who meets the above academic requirement will be invited to complete an application for membership in the NHS. Membership is an honor bestowed upon a student. Selection for membership is by a five (5) member faculty council and is based on outstanding scholarship, character, leadership and service. Once selected, members have the responsibility of continuing to demonstrate the qualities of scholarship, leadership, service and character. Members can be removed from the National Honor Society according to policies stated in the charter.

### **RECORDS ACCESS:**

In compliance with the Family Educational Rights and Privacy Act, parents and students have the right to view their school records. A 24-hour notice for such a request is necessary. Pursuant to the provisions of the above mentioned Act, parental rights shall be transferred to the student upon the student's 18<sup>th</sup> birthday. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the student's academic records. **Non-custodial parents must make a formal written request for this information.** If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **REPORT CARDS AND PROGRESS REPORTS:**

**Report Cards** are issued at the end of the four academic terms. Students will receive a **Progress Report** at the midpoint of each academic term.

### **SCHOOL SCHEDULES:**

CCHS utilizes several different academic schedules during the school year. The **Daily Schedule** begins at 7:45AM and concludes at 2PM. During a **Meeting (M) Schedule**, the academic day begins at 9:15AM. During an **Early Dismissal Schedule**, the academic day concludes at 11:30AM. A school-wide Liturgy is held from 8:00AM – 9:30AM during a **Liturgy (L) Schedule**. Detailed meeting times for each of these schedules can be found on *Edline*.

### **STUDY HALLS:**

- All students in “Study” are expected to bring work to complete during the period.
- Students in “Study” are to be quiet for the period.
- Card playing is not permitted during a study hall.
- The use of electronic games or games played on calculators, cell phones or other electronic devices is not permitted during study hall.
- Teachers proctoring study halls are well within their right to issue or deny a student requesting a yellow pass to another location.

Students who have an authorized yellow pass to leave study **MUST** return five (5) minutes before the study period ends. Failure to do so will result in disciplinary action by the Assistant Principal/Dean of Students.

### **TRANSCRIPTS:**

Official transcripts of students are sent directly from the Guidance Office to colleges, technical schools, and other organizations. The transcript fee is two dollars (\$2.00) for each transcript. Students should allow two (2) weeks to process each transcript. The transcript fee is \$5.00 for those who are no longer current CCHS students.

### **WITHDRAWAL:**

- Students who fail more than two subjects for the year are required to withdraw from the school.

- Serious disciplinary offense may result in the request for the student’s withdrawal.
- Official withdrawal forms signed by the parent or guardian must be completed and returned to the school office before official records can be forwarded to a new school.

## **4. DISCIPLINARY REGULATIONS**

### **ATTENDANCE:**

In order for a student to receive credit for the year’s work, regular attendance is necessary. Parents and students must make every attempt to schedule students' appointments outside of school hours. Students are expected to be present unless they have an excused absence. Excessive semester absences (10 or more excused or unexcused) may result in a deduction from the final grade of a semester course. Excessive absences (20 or more excused or unexcused) for a yearlong course may result in a deduction from the final grade for the course. Deductions of one letter grade or more may apply as determined by the school administration depending on the number of absences beyond the thresholds listed above. In only limited circumstances, will the school administration allow exceptions to the above policy.

#### **Excused Absence**

Excused absences may include but are not necessarily limited to: student illness, a death in the family, a religious holiday, a court appearance, authorized school field trips, college visits by seniors (2), or other medical, dental or therapeutic appointments that could not be made outside the school day. When emergency medical visits during the school day are necessary, a student should be away from school only for the time at the doctor/dentist office and return to school immediately after their appointment. Verification of the appointment in the form of a note from the medical office is required.

#### **Unexcused Absence**

The school believes very strongly that neither parents nor students should be allowed to adjust the official school calendar for their own convenience.

Central Catholic respects the right of the parent in extraordinary circumstances to keep a student out of school but, at the same time, parents should recognize that time taken from school is academically harmful to the student and is to be avoided whenever possible. Unexcused absences include but are not limited to: family vacations while school is in session and participation in non-Central Catholic sanctioned extra-curricular activities. Vacations should not be taken or extended during school time. School days missed immediately before or after school vacations will not be excused without a phone call on that day and a documented note (i.e. doctor or court notice) upon return to school. **Failure to provide such a documented note will result in the absence being deemed unexcused. A note from home does not automatically excuse a student.** Even if the absence meets the approval of a parent/guardian, the Associate Dean of Students makes the final determination as to whether or not it is an excused absence. Unexcused absences still require a parent/guardian's note. The academic penalty for class work missed due to an unexcused absence will result in a 10-percentage point deduction. For example, a student who makes up a test due to an unexcused absence and receives a score of 95% will have a recorded grade of 85%. In addition all work required to be made up by the classroom teacher must be completed within two (2) days of the student's return to school. No extensions will be allowed for make-up work. Work not made up by the student in this time frame will receive a grade of "0". Teachers are not required to make any special arrangements or provide any special instruction for a student with an unexcused absence. If, in the judgment of a teacher and/or administrator, a pattern of absences coincides with the scheduling of exams, tests, quizzes, projects or papers, an academic penalty will be imposed on a student. The academic penalty may include a reduction in the student's term grade.

#### **Attendance Procedures**

- Whenever a student is absent from school, the parent or guardian must telephone the school between 7:00 a.m. and 8:30 a.m. on EACH day the student is absent.
- On returning to school after an absence, **and prior to homeroom**, the student MUST obtain an "admit slip" from the Associate Dean of Students located in the cafeteria. To obtain this slip, the student is to bring a letter from home, **explaining the specific reason for**

**the absence.** The letter is necessary even though the parent or guardian has already phoned. This "admit slip", marked excused or unexcused, is to be shown to each teacher at the beginning of each period throughout the day. **If a student does not bring in a note with a specific reason or fails to report to the Associate Dean of Students for an admit slip prior to homeroom on the day of return to school or at the time of late arrival, he/she will receive one detention.**

- When a student is absent, he/she should obtain his/her homework assignment by accessing *Edline* and/or by contacting a fellow student. It is therefore necessary for each student to know the phone number of some students in each of his/her classes.
- On returning to school after an excused absence, students are responsible for contacting their teacher(s) to arrange make-up assignments, tests and quizzes. Unless other arrangements are made with a teacher, work should be completed within two (2) days of the student's return to school. Upon approval of the administration, a student who is absent for a prolonged period may receive credit for his/her academic work. A proposal for the arrangement and completion of assignments must be submitted to and agreed upon by the administration.
- Students who are absent for five (5) consecutive school days because of illness must present a doctor's note to the Associate Dean of Students on the day he/she returns stating the number of days said student should have been excused from school.
- Students who have amassed five or more unexcused absences in a term will be required, along with their parent/guardian, to meet with the Associate Dean of Students. If a subsequent unexcused absence is not authorized by the Associate Dean of Students, the student may incur both an academic and disciplinary penalty.

- Participation in or attendance at an extracurricular, athletic or school-sanctioned function on the day of an absence is prohibited. A student who is absent that day will not be allowed to participate in or attend any athletic or extracurricular activity. A student is considered absent if he/she arrives later than 11:00 a.m. or leaves prior to 11:00 a.m. Violation of the policy may incur a disciplinary penalty from the Assistant Principal/Dean of Students and/or the Associate Dean of Students.

#### **ANTICIPATED ABSENCE:**

A parent/guardian's request for an anticipated absence must be in writing and submitted to the Associate Dean of Students at least three days in advance of the absence. The Associate Dean of Students determines approval of anticipated absences. It is the responsibility of the student to get assignments from teachers. Students must present the Anticipated Absence Form for signatures to each of his/her teachers. This form must be returned to the Associate Dean of Students at the end of the school day.

#### **COLLEGE VISITS:**

Seniors will be permitted two (2) days for college visits and interviews. Central Catholic assigns ONE on October 13th, and the second is to be planned by the student and his/her parent/guardian. The parent/guardian of the student must submit a note to the Associate Dean of Students requesting an anticipated absence at least three (3) days prior to the college visit. A student must submit the anticipated absence form to each of his/her teachers at least one (1) day prior to the absence. The day upon returning from the college visit, the student must provide documentation on official college letterhead verifying a visit to the college or university.

#### **EARLY DISMISSAL:**

A parent's/guardian's written request for an early dismissal must be submitted to the Associate Dean of Students prior to homeroom on the day of the early dismissal. If the request is granted, the student will be responsible to make up all work missed. **Before leaving school for an**

**early dismissal, the student must report to the main office to sign out.** If a student is dismissed prior to 11:00 a.m., he/she will be considered absent for the day. A student returning to school on the same day of an early dismissal must report to the main office to sign in. Dismissal granted for medical office visits will be excused when a student provides documentation from said medical office to the Associate Dean of Students when he/she returns to school after the appointment.

#### **HOMEROOM/START OF SCHOOL DAY:**

Students must report to assigned homerooms by 7:45AM for attendance and announcements each day. **A student late to school and/or homeroom must report to the Associate Dean of Students in the cafeteria and may receive detention.** No student may leave homeroom without a pass.

#### **TARDINESS:**

- Students are expected to be in their homeroom by 7:45AM.
- Students who arrive in their homeroom after 7:45AM will be considered tardy and must report to the Associate Dean of Students in the cafeteria for a tardy slip.
- Students who arrive to school after 8:30AM must use the Main Entrance and report to the Main Office for a tardy slip. All other entrances to the school will be locked.
- Students have four (4) minutes between class periods. Students entering class after this time will be considered tardy.
- Students tardy to class or study period will incur a disciplinary penalty.
- A student tardy to school because of a scheduled medical visit must provide documentation from the medical office in order for the lateness to be excused.
- **Students tardy to school on Meeting (M) or Liturgy (L) scheduled school days will not be excused. All students who are tardy on these days will incur a school detention. In the event of an emergency medical visit, verification of the appointment from the medical office is required.**

**Penalties per term**

1st Tardy	1 detention
2nd Tardy	2 detentions
Subsequent Tardies	2 detentions

A student and/or parental consultation with the Associate Dean of Students will take place after a student has been tardy more than two times. Repeated tardiness may result in further disciplinary action.

**DISCIPLINE POLICY:**

**Introduction**

Central Catholic recognizes its primary obligation to students is to maintain a safe learning environment. In order to carry out this critically important obligation, Central Catholic has adopted a discipline policy, which gives the Administration authority to impose five (5) distinct forms of discipline. These forms of discipline include: detention, probation, in-school suspension, out of school suspension, short-term suspension (10 school days or less), long-term suspension (11 school days or more) and expulsion. In some cases, parental withdrawal of the student may be recommended in lieu of expulsion. The choice of discipline shall depend on the nature of the offense and shall be at the discretion of the Administrator. Student discipline shall be imposed however, subject to certain due process rights as stated below. This disciplinary policy gives the administration a full range of authority to prevent, address and punish student behavior that is not conducive to a healthy learning environment. Such rules apply to all student conduct on school grounds, on school buses, at school bus stops and in any activity or function at which the school is involved. These rules may also apply to those activities, which start in school and continue off school premises. In some instances the school retains the right to impose discipline on students' activities, which occur off school premises and are unrelated to school activities.

**General Guidelines**

The foundation of Central Catholic's discipline policy lay in respecting the God-given dignity of every human being. Actions that violate this God-given dignity, whether it is harassment or verbal abuse, will not be tolerated

and subject to disciplinary referral. Students are to be respectful and courteous to one another and to all school personnel and visitors. Mature and appropriate behavior is expected at all times.

Examples of inappropriate behavior which may lead to disciplinary action include but are not limited to: profanity and/or vulgarity, discriminatory or demeaning language, the initiating or spreading of disparaging gossip or comments either verbally or electronically, classroom disruption, running, bumping, pushing others, knocking books out of others hands, the practice of turning another student's book bag inside out or "turtling", the inappropriate use of plastic zip-ties, shouting, throwing snowballs on school property or areas surrounding the school, and littering. In order to facilitate movement in the halls, students are to stay to the *RIGHT* and avoid stopping for lengthy hallway conversations. Students may not leave the school grounds during the day.

Students attending athletic events are expected to behave at all times in a respectful manner and to demonstrate good sportsmanship. Disrespect and/or ridicule of opposing teams or officials will not be tolerated. If students misbehave at a school-sponsored event or athletic event, home or away, they will have their ID cards confiscated, will have to leave the event, and may be subject to further disciplinary action.

Students attending Central Catholic sponsored dances are expected to exhibit behavior that reflects the Christian morals and values of the school. Any dancing deemed inappropriate by a chaperone or administrator is prohibited. A student may be removed from a dance and the parent called if he/she is in non-compliance.

Central Catholic High School retains the right to impose immediate disciplinary action against students whose continued presence the Administration believes poses a threat to the safety, security and welfare of other students, staff or other persons in the school.

### **Representing CCHS**

While Central Catholic does not attempt to regulate the private lives of its students during non-school hours, it does have a concern with conduct that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, behavior at school or away from school inappropriate to Christian moral standards or in violation of the law may require discipline from the school. A student may be subject to disciplinary action for any conduct that is detrimental to the common good, threatening, harmful, or offensive to other students and staff, or is of such a nature as to jeopardize the good name of the school.

### **Types of Disciplinary Action**

#### **Detention**

Weekday detention is held from 2:15PM to 3:00PM. Students must be in dress code, are to be prompt and must bring books to read. No written work may be done during this time. Only textbooks, novels, or school notebooks are allowed as reading material. Use of a calculator is not allowed during detention. After school employment and/or athletics and extracurricular activities will not be acceptable reasons for missing detention. Students receiving detention will be given one day's notice prior to the time they must serve the detention. The Assistant Principal/ Dean of Students may assign "administrative detention" for violations of the school's disciplinary code, school policies or school procedures at another time other than the regularly scheduled detention. **A student failing to report to an assigned school detention may be given two additional detentions for each detention missed.**

#### **Probation**

Students who exhibit a continuous disregard for the rules and regulations of Central Catholic may be placed on Disciplinary Probation. If a student wishes to remain at Central Catholic, he/she and the parent/guardian will be given a probationary contract drawn up by the Assistant Principal/Dean of Students. Violation of the terms of the contract may result in further disciplinary action including expulsion from Central Catholic. Refusal to agree to the terms of the contract will result in the student being asked to withdraw from Central Catholic.

### **Suspension**

Students may be subject to in school or out of school suspension for a given number of school days for what are deemed major offenses by a school administrator. Suspending offenses include but are not limited to: truancy, cutting class, misconduct at a school function, excessive number of detentions, leaving campus during the school day without authorization, disrespect, insubordination, dishonesty, forging parent/guardian signatures and smoking. A student who is suspended may not attend any classes and may not participate in or attend any school activities.

During the time of this suspension, the student will be required to make up all work missed. This work includes but is not limited to: classwork, homework, quizzes, tests, projects and examinations. All classwork and assessments must be completed within two school days. Teachers will not provide extra help to the student to teach the lessons missed while on suspension. Additionally at the end of the term, the student's grade on his/her report card for each class will reflect a deduction of 1 point (for the term average) for each day suspended. The suspension serves as a warning that any subsequent inappropriate behavior may be cause for further disciplinary action, including expulsion from Central Catholic.

### **Withdrawal**

In some cases of major disciplinary infraction(s) or excessive infractions throughout the school year, the school administration can request a parent/guardian to voluntarily withdraw the student from Central Catholic. The parent/guardian may accept or reject this request. In the event the parent/guardian rejects this request, the administration may proceed with the expulsion process.

### **Expulsion**

A student will be subject to expulsion for any conduct at school or away from school that is of such a nature as to jeopardize the good name of Central Catholic. Offenses which may be grounds for expulsion include but are not limited to: two suspensions within a year, failure to comply with terms of disciplinary probation, conduct detrimental to the safety of other students, trafficking and/or possession of illegal drugs and alcohol, stealing, fighting, malicious mischief, theft of semester exams, threats of violence, sexual harassment, damaging school property, assault, possession of weapons and harassment of members of the Central Catholic community.

### **Student Due Process Rights**

Before receiving a short-term suspension (10 days or less) a student shall be given:

1. Notice of the offense(s).
2. An explanation of the evidence.
3. The opportunity to present their side of the story to a school administrator.

The school may impose a short-term suspension while long-term suspension procedures or expulsion procedures are in process.

Before receiving a long-term suspension (11 days or more) or a permanent expulsion, the student shall be given:

1. A hearing before the Principal.
2. A written notice of the offense(s).
3. The right to be represented by a lawyer or advocate (at student expense).
4. Adequate time to prepare for the hearing (three school days).
5. An explanation of the evidence.
6. The opportunity to present witnesses and testimony on the student's behalf.
7. A prompt written decision.

Any student who is expelled from the school shall have the opportunity to appeal the decision to the President. The expelled student shall have five (5) days from the receipt of notice of expulsion in which to give written notice of his/her appeal to the President.

### **ALCOHOL, DRUGS AND TOBACCO:**

**Policy Goals.** In the service of the safety of all Central Catholic High School students, the goals of our policies regarding drugs, alcohol and tobacco are (1) to maintain a campus free of drugs, alcohol and tobacco, (2) to support our students in choosing not to use these substances, (3) to assist students who have problems in this area.

**Use, Possession, and Distribution of Alcohol and Drugs.** The use, possession and/or distribution of, or attempts to possess or distribute alcohol, marijuana or other drugs on school grounds, school transportation, or at school-sponsored activities (including school sponsored events that take place off-campus) is forbidden. Infractions against this regulation are considered grievous in themselves and a danger to other students. **Students violating this regulation may be subject to immediate expulsion.**

**Use of Alcohol and Drugs Prior to Attending School and School Events.** The use of alcohol, marijuana or other drugs prior to attending school or any other school-sponsored event (including school-sponsored events that take place off-campus) is also forbidden. **Students violating this regulation will be immediately suspended pending more serious disciplinary action.**

**Use, Possession and Distribution of Tobacco.** Smoking and the use, possession or distribution of tobacco products are prohibited in all areas of the school building, on the school grounds, in parking areas, in student vehicles, on the sidewalks that adjoin the school, on school transportation or at school sponsored activities. **Students violating this regulation will be suspended pending more serious disciplinary action.**

**Suspension for Substance-Related Incidents.** The American Psychiatric Association specifies that when the use of alcohol or other substances interferes with a student's fulfillment of school obligations, a *Substance Abuse Disorder* may be indicated. Substance related suspensions in particular are cited as an example. For this reason, when a student is suspended from school as a result of an incident involving the use, possession and/or distribution of, or attempts to possess or distribute alcohol and/or other substances, Central Catholic High School requires that:

- The student must undergo a complete substance abuse assessment performed by a properly credentialed mental-health provider. The choice of the provider must be approved by the Principal. The cost of such an assessment will be the responsibility of the student and/or parent/guardian.
- The student and his/her parents must sign an authorization allowing the service provider to release to the Principal of Central Catholic High School the results of the substance abuse assessment.
- The student must show evidence of compliance with these requirements (e.g. show that an appointment has been made) within one week of the suspension.

Compliance with these requirements is a condition of reinstatement to Central Catholic High School following the suspension. Failure to comply may lead to expulsion.

After reviewing the results of the substance abuse assessment, the Principal may oblige the student to undertake further professional treatment as a condition of continued enrollment at Central Catholic High School.

**Deterrence.** As a deterrent to the use, possession, or distribution of drugs, alcohol and tobacco by Central Catholic High School students, the school reserves the right to employ the following measures:

- 1) Search of the student's person: The School may conduct a search of a student's person and belongings upon "reasonable suspicion" that a violation of the law or school rules has occurred or is occurring. Reasonable suspicion may be based on facts provided by a reliable informant or personal observation which causes the School Administration to believe that search of a particular person,

place, or thing would lead to the discovery of evidence of a violation of School policy or of state law. The search of a student's person shall be conducted by a person of the same gender as the person being searched. Another authorized person of the same gender will be present as a witness, if practicable. The parent or guardian of any student searched under this provision shall be notified of the search as soon as is reasonably possible. Searches of the person of a student shall be limited to a search of the clothing of the student and any object in possession of the student, such as a purse, briefcase or backpack. Searches of the person shall be conducted out of the presence of other students and as privately as possible. At least one but not more than three additional persons of the same gender as the student being searched shall witness but not participate in the search. A refusal to submit to a search may result in disciplinary action up to and including expulsion from the School.

- 2) Lockers and Desks: Lockers and desks and other property of the school may be searched at any time without student consent. Locking devices of any kind may be removed without prior notice to the student to facilitate such a search. The school may also employ the use of trained drug sniffing dogs to discover drugs. A positive alert by a canine shall be deemed reasonable suspicion to search a student.
- 3) Motor Vehicles: The School may search a motor vehicle located in or around School premises upon reasonable suspicion that the vehicle may contain illegal items or items that may be harmful to the student or others. In addition, viewing such items in plain sight in a student's motor vehicle may also form the basis for a search of the motor vehicle. The School may also employ the use of trained drug sniffing dogs to sniff around motor vehicles located in or around the School. A positive alert by a canine shall be deemed reasonable suspicion to search the motor vehicle in question.
- 4) Discovered Items: Drugs, alcohol, and tobacco or any other illegal items or substances reasonably determined to be a threat to the safety or security of the student or any other member of the School community may be seized by School authorities. The School may turn seized items over to law enforcement officials for disposition.

- 5) Drug Testing: When there is a “reasonable suspicion” that a student may be involved in the use, possession, or distribution of alcohol or drugs, the School will require the student to be tested at the student’s expense. A refusal to submit to testing may result in disciplinary action up to and including withdrawal from the school. Drug test results will be reported to the parents/guardians and to the Principal but will not be released to legal authorities. Positive drug tests may result in disciplinary measures.
- 6) Breathalyzer Testing: Central Catholic High School has adopted a Breathalyzer Testing Policy and Plan because of the real problem of alcohol use among underage youth in our society. Central Catholic is demonstrating its leadership and commitment to the well being of its students by fully endorsing this plan in an effort to prevent alcohol misuse. Central Catholic is dedicated to promoting healthy lifestyles, a safe school environment, academic excellence and personal growth of its students. This testing plan is adopted to assist in this mission. Central Catholic believes testing will serve as a deterrent to alcohol use and provide students a reason to refuse alcohol when tempted by peers. Central Catholic students can serve as positive, alcohol-free role models for other students to emulate and follow. Furthermore, the testing can better assure the safety of students before and during school and school events. This testing is done to assist students in making positive decisions regarding their personal behavior as well as promoting the safety of others.

Central Catholic High School administration and staff may request a breathalyzer test from any student while at school or a school sponsored or school sanctioned event (including school sponsored events that take place off-campus) upon “reasonable suspicion” that the student may be involved in the use of alcohol. If a student refuses to perform the breathalyzer test, the student’s parent and/or guardian will be called. The student will also be denied access or be required to leave the school or the school related event and be immediately suspended pending further disciplinary action.

The breathalyzer device to be used is certified as accurate and

reliable by the Department of Transportation and the National Highway Traffic Safety Administration.

Upon belief that a student may be under the influence of alcohol, Central Catholic staff will first question the student in a private location in the presence of another staff member. After speaking with the student, if the staff members determine that there is “reasonable suspicion” that the student has consumed alcohol, the staff may request that the student perform a breathalyzer test.

The disclosure of student test results will be strictly limited. All test results will remain **strictly confidential** between the student, the parent/guardian and the Central Catholic principal and designated administrative staff, *unless otherwise required by law*. The school will contact the parent/guardian as soon as practical following a positive result.

If the test produces a positive result indicating that the student has consumed alcohol then the student’s parent/guardian will be called to remove the individual from the school or the school sponsored event. The student will also be immediately suspended pending further disciplinary action. School personnel will not initiate criminal charges or other legal action based solely on a positive test result.

**Asking for Help.** Any student who voluntarily seeks the assistance of any school official with regard to a substance abuse problem will be referred for professional assistance and will not be subject to disciplinary measures, provided that no violation of school policies subsequently occurs. Central Catholic recognizes a clear difference between a person using drugs and one who is supplying drugs to others. We sincerely hope that a student who may be involved in the use of drugs consults with a counselor or teacher for help and referral. *A STUDENT SEEKING HELP NEED NOT FEAR PUNITIVE ACTION BY THE SCHOOL.*

**Role of Parents.** The appropriate role of parents is to require their children both to comply with school policies and to cooperate fully with deterrence measures. Parents also bear responsibility for ensuring that their children are protected from unchaperoned parties or any social setting where drugs, alcohol and tobacco use is likely. It is unrealistic to expect that Central Catholic High School can regulate the behavior of students at parties and other gatherings that are held off-campus and that are not sponsored or supervised by the school.

**Notice.** Upon admission to Central Catholic High School, and as a condition of matriculation, students and parents will give written consent and approval to the school's policies regarding drugs, alcohol and tobacco by signing the Central Catholic High School Student/Parent Handbook awareness and agreement form.

#### **ASSAULTS AND THREATS OF VIOLENCE:**

**Discriminatory Behavior.** The Central Catholic community enjoys the benefits of a tolerant and diverse atmosphere and, therefore, it will not tolerate any discriminatory behavior in word or in deed. Examples of such behavior would include, but are not limited to, offensive, discriminatory, demeaning or insulting language or action, that is based on appearance, race, gender, ethnicity, religious beliefs, socio-economic or sexual orientation, perceived or actual. Students found to have violated this policy will be subject to disciplinary action up to and including suspension and/or permanent expulsion from the School.

**Fighting.** Fighting in school, on school grounds, in the areas around the school or at any school-sponsored event is punishable by suspension and/or permanent expulsion from the School.

**Violent Behavior.** Central Catholic will not tolerate violent behavior whether it takes the form of hazing, bullying, assaulting another, fighting with another or any other form of violent behavior. Students found to have violated this policy will be subject to disciplinary action up to and including suspension and/or permanent expulsion from the School.

**Violent Language or Threats of Violence.** In order to preserve the comfort, safety and security of our students, Central Catholic will not tolerate violent language or threats of violence, in any form, against any member of the Central Catholic community no matter how said language or threats are communicated. Students found to have violated this policy will be subject to disciplinary action up to and including suspension and/or permanent expulsion from the School. Members of our community are expected to immediately bring their knowledge of any such incidents to the attention of an administrator. All such incidents will be thoroughly investigated by the school administration. Serious incidents will also be referred to local law enforcement agencies for criminal prosecution.

#### **BULLYING:**

Central Catholic High School will abide by the following Massachusetts General Law regarding bullying in schools. Students who participate in the act of bullying will be subject to severe disciplinary action, which may include Suspension, Disciplinary Probation, request for Withdrawal or Expulsion.

#### ***Chapter 92: "The Commonwealth of Massachusetts – 2010 – An Act relative to Bullying in Schools."***

**"Bullying"** is defined as, the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying shall include cyber-bullying.

“**Cyber-bullying**” is defined as, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a webpage or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of a posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Bullying shall be **prohibited**: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by CCHS, or through the use of technology or an electronic device owned, leased or used by CCHS and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by CCHS, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be **prohibited**.

#### **CUTTING CLASSES:**

Students must be present for all assigned periods or activities. This includes classes, studies, and lunch in the cafeteria. A student's failure to comply

with this regulation will result in the loss of all academic credit for the class(es) missed and five (5) days of detention for each class period cut.

#### **GAMBLING:**

Gambling, in any form, is not allowed. Students found to have violated this policy will be subject to disciplinary action up to and including suspension and/ or permanent expulsion from the school.

#### **GUM, CANDY, FOOD AND DRINKS:**

Gum chewing is not allowed anywhere in the school building. Two (2) school detentions will be given to any student chewing gum. Food, drinks and candy are not allowed in corridors and instructional areas at any time. Food, drinks and candy may be consumed after school only in the cafeteria, *Raider Pub* and on the Memorial Gym floor.

#### **HAZING:**

Pursuant to Chapter 536 of the Massachusetts General Laws, it is crime to participate in or organizing hazing or for a person at the scene of such crime to fail to report the incident. Central Catholic High School will comply with this law and where appropriate, impose disciplinary action by the school.

#### ***Chapter 536: "The Commonwealth of Massachusetts - 1985 - An Act prohibiting the Practice of Hazing."***

Be it enacted by the Senate and House of Representative in General Court assembled, and by the authority of the same, as follows:  
Chapter 269 of the General Laws is hereby amended by adding the following three sections:

**Section 17.** Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provision of this section to the contrary, consent shall not be available as a defense to any prosecution under this section (added by St. 1985, c.536: amended by St. 1987, c.665.)

**Section 18.** Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than \$500.

**Section 19. HAZING STATUTES TO BE PROVIDED: STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED.** Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution of use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or

endorsement of said unaffiliated student groups, teams or organizations. Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designate officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall, at least, annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary instruction shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it or the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institutions policies to it's students. The board of regents and, in the case of secondary schools, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report. (Added by St. 1985, c.536; amended by St. 1987, c. 665.)

### **INFRACTIONS IN THE CLASSROOM:**

The teacher involved will handle most behavioral infractions that occur in the classroom. The teacher will point out the error in behavior and the changes expected. The teacher may issue the student a “teacher detention” and/or call the parents. Students receiving detention will be given one day’s notice prior to the time they must serve the detention. If a student is given a “teacher detention”, it is the responsibility of the student to know where and when they are to report to the teacher. Any student failing to meet the obligation to serve a teacher detention will automatically receive a school detention. If the student cannot locate the teacher who issued the detention, they must contact the Assistant Principal/Dean of Students or another administrator before leaving the building. If the student is unresponsive to the changes in behavior that the teacher wants to see in the student, then the student will be referred to the Assistant Principal/Dean of Students. The Dean of Students will then arrange a conference with the student. The conference may include the parents and the teacher involved. The Assistant Principal/Dean of Students will then proceed with the appropriate disciplinary action.

**A student who is told to leave a classroom or supervised area must report immediately to the Main Office. Parents will be called and appropriate disciplinary action will be taken.**

### **INFRACTIONS INVOLVING POLICIES:**

Severe disciplinary cases may involve but are not limited to the following: possession, use and/or distribution of alcohol, drugs, drug paraphernalia, possession or use of a weapon, intent to do bodily harm, theft; computer tampering; violation of the internet policy, fighting; setting false alarms; bomb threats; inciting mob action, truancy, smoking, extortion, intimidation, harassment, vandalism and defiance of authority.

Severe disciplinary cases may result in Suspension, Disciplinary Probation, request for Withdrawal or Expulsion.

### **MALICIOUS MISCHIEF:**

Any student caught purchasing, using, or in possession of smoke bombs, pepper gas, mace or any other substance or objects that could disrupt the normal routine of school and/or cause harm to any member of the school community will be subject to suspension and possible expulsion. This would also include the inappropriate activation of alarms on school property.

### **PUBLIC DISPLAYS OF AFFECTION:**

In keeping with an atmosphere conducive to learning, inappropriate displays of affection between students are not permitted within the school building, on the grounds, or on school buses/vans. This includes but is not limited to holding hands and kissing. Students engaging in said activity will receive detention.

### **SEXUAL HARASSMENT:**

**Policy:** Central Catholic High School is committed to providing an educational environment that is free of sexual harassment. Sexual harassment is completely unacceptable and will not be tolerated in any form. It is also a violation of this policy to condone sexual harassment by another person. For purposes of this policy, to "condone" sexual harassment means to participate in such harassment by inciting, encouraging, fostering or otherwise giving support or approval to that harassment. Also prohibited is any retaliation against any other person because he/she complains of sexual harassment or assists a school investigation of harassment and any intimidation, coercion or other attempted interference with an investigation of a harassment complaint. The school will take seriously all complaints of sexual harassment, the condoning of sexual harassment or retaliation and will have each complaint thoroughly investigated.

***Sexual Harassment by Students:*** Students are prohibited from making unwelcome sexual advances or requests for sexual favors and from engaging in any other verbal or physical conduct of a sexual nature when those advances, requests or conduct have the purpose or effect of unreasonably interfering with the education of another student or the working environment of any employee of the school by creating an intimidating, hostile, humiliating or sexually-offensive educational or working environment. This includes students' conduct on buses and school-related activities.

***Sexual Harassment by a School Employee:*** It is a violation of school policy for any teacher, administrator or other school employee, male or female, to sexually harass a student. For purposes of this prohibition, sexual harassment means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature - when submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of educational benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or when such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually-offensive educational environment. Any condoning of sexual harassment of a student and any retaliation against a student because he/she complains of sexual harassment or assists a school investigation of such a complaint is also prohibited.

***Examples and Further Policy Discussion:*** Whether particular language or conduct constitutes sexual harassment depends upon the circumstances of the incident and will be determined by the school on a case-by-case basis. The following are, however, some examples of language and conduct, which all students of the school are cautioned to avoid. This is not an exhaustive list. Comments to, or about, any student or school employee on his/her appearance that are sexually-graphic or would otherwise tend to be degrading. Any physical contact of a sexual nature. Jokes or other remarks with sexual content that are graphic or may otherwise be offensive to others. Sexually suggestive sounds or gestures, display of objects, posters, pictures or photos of a sexual nature are all examples of sexual harassment.

***Procedure for Complaint and Investigation:*** If any student believes that he/she has been subjected to sexual harassment, whether by a student, a school employee or any other person who comes on school property with permission, or that he/she has witnessed the sexual harassment of another, the student should report the incident promptly to the Principal or any other administrator with whom the student feels comfortable. A complaint of sexual harassment by a student or by a parent on the student's behalf may also be made to any counselor or teacher. ***A counselor or teacher who receives such a complaint will promptly notify the appropriate administrator to initiate an investigation.*** It is the policy of the school to have all complaints of sexual harassment promptly and fully investigated and to take any steps necessary to remedy the situation. Normally, the investigation of a complaint of sexual harassment will be conducted by the Principal and will include separate private interviews with the complainant, each person accused of harassment and each witness, if any. The interview will ordinarily be documented by the administrator conducting the investigation, but those interviewed may also be asked to provide a written statement. All students are expected to cooperate fully with any investigation of sexual harassment. Information provided during an investigation of sexual harassment will be treated as confidential. This means that such information will be shared with others on a need-to-know basis only. The parent or guardian of the complainant and those accused may be notified. In appropriate circumstances, as determined by the school, the accused may be informed of the identity of the complainant or witnesses, but, in those circumstances, the accused will be cautioned against reprisals or recrimination or any attempted intimidation or coercion of the complainant or witnesses. At the conclusion of the investigation, the administrator will prepare a report, which will be shared with both the complainant and person or persons accused of harassment.

***Disciplinary Action:*** Any student found to have sexually-harassed another individual is subject to disciplinary sanctions, up to and including suspension, request for withdrawal or permanent expulsion from the school. Any retaliation, discrimination or other adverse action, such as intimidation, threats or coercion, taken against a student or school employee because he/she complains of sexual harassment or assists an investigation of harassment will also result in disciplinary sanctions, up to and including suspension, request for withdrawal or permanent expulsion from the school. Any student found to have condoned sexual harassment by another may, depending upon the extent of his/her participation, be subject to disciplinary action.

**STEALING AND VANDALISM:**

Both stealing and vandalism represent serious violations of trust and respect for others and will not be tolerated at Central Catholic. A student who damages or steals school property or the property of a member of the Central Catholic community must make monetary restitution for any necessary repairs or replacements. The student will be subject to disciplinary action up to and including suspension, request for withdrawal, and/or permanent expulsion from the School.

**STUDENT SEARCHES:**

Central Catholic's policy is that "the interests of students will be involved, but no more than is necessary to achieve the legitimate end of preserving order in the schools". When there is "reasonable suspicion" that a search will turn up evidence that a student has violated or is violating either the law or the rules of the school, a school official may search the student's person, belongings, locker and automobile. In order to maintain a safe and secure school environment, the school reserves the right to use any and all legal means in the conduct of student searches.

If a student is going to be personally searched, the student's parent/guardian will be notified as soon as is reasonably possible. The search will take place in the presence of at least one but not more than three witnesses of the same gender. Searches may include student lockers and automobiles. Should the student refuse to cooperate with a search, the parent/guardian

will be called and the police may be summoned. \*New Jersey vs. T.L.O. 53 U.S.L.W. 4083, 4087-4088

**TRUANCY:**

A student is truant if absent from school without the parent's/guardian's knowledge or consent. A student is also considered truant if he/she leaves the building or school function without administrative authorization. Truancy is considered an absence that is not excused and will result in the student receiving a zero (0) for the assignments, tests and quizzes missed. The parent/guardian of the truant will be notified and may be required to meet with the Assistant Principal/Dean of Students before the student is readmitted to school. ***A student who is truant will be suspended and must serve ten days of detention.*** The school does not accept responsibility for the student's behavior while truant.

**WEAPONS:**

Students in possession of any dangerous weapon, including knives and guns (real or otherwise), or any other instrument that could be considered harmful to any member of the school community, whether on their person, in their book bags, in their lockers, in their automobiles or at school functions are subject to immediate suspension, request for withdrawal and/or expulsion.

**5. GENERAL REGULATIONS**

**ACTIVITIES & ATHLETICS:**

Rules and regulations governing the student's participation in individual activities are made by the respective coach/moderator, subject to approval by the Athletic or Activities Director. Students participating in athletics and activities must comply with all rules of Central Catholic High School and in the case of athletes with the MIAA (Massachusetts Interscholastic Athletic Association). The right to do so is delegated by the Administration of the school, and it is therefore, incumbent upon the student to be aware of and to abide by the rules and regulations that govern the activity.

However, if at any time, the Administration, coaching staff or moderator feels that the primary aims of the school, effective learning and the development of character are being seriously impeded by a student's participation in an activity, the student will be obliged to withdraw from participation in the activity. This suspension of the student's privilege of participation can be for a limited span of time or for the duration of the season.

### **ACTIVITIES AND SPECIAL INTEREST CLUBS:**

The school offers over thirty (30) extra-curricular clubs and activities aside from athletics. A list of these clubs is included on the back inside cover of this Student-Parent Handbook. Students are encouraged to join and contribute to these activities over their years at Central Catholic. Many of the fondest and lasting memories and friendships of the high school years will be forged through taking part in these activities. Interested students can contact the Director of Activities for information and meetings of these clubs.

### **ATHLETICS:**

Central Catholic High School believes in the inherent good derived from student participation in interscholastic athletics. The development of physical aptitudes, personal fitness, self-discipline and self-discovery, as well as the lessons learned about team membership, sportsmanship and responsibility are chief among these benefits. Central Catholic High School sponsors student-athletes in twenty six (26) sports in competitions governed by the Massachusetts Interscholastic Athletic Association (MIAA) and the Merrimack Valley Conference (MVC) as well as two (2) seasons of cheerleading under the MSSAA.

### **The Athletics Handbook for Students and Parents**

Participation in interscholastic athletics is a privilege, and as such carries associated responsibilities. The "CCHS Athletics Handbook for Students and Parents" contains the policies, procedures and guidelines for athletic participation for CCHS students. Student-athletes and their parents or

guardians must be aware of and agree to abide by these policies, procedures and guidelines. This handbook is available in the athletic office and is distributed and reviewed at meetings with students and parents.

### **ATHLETIC REGULATIONS OF THE MIAA:**

Central Catholic is subject to and complies with the rules and regulations of the Massachusetts Interscholastic Athletic Association (MIAA). All student athletes and coaches agree to be governed by these regulations. A complete version of the MIAA Handbook of Rules and Regulations Governing Athletics can be viewed at [www.miaa.net](http://www.miaa.net). Questions pertaining to the MIAA or its rules/regulations may be directed to the Director of Athletics. While all the rules of MIAA are important, there are several rules which seem to raise the most important questions and which are most frequently cited. To avoid any confusion, both of these rules are listed below EXACTLY as they appear in the MIAA Blue Book.

#### **Loyalty to the High School Team: Bona Fide Team Members** (MIAA Handbook, Rule #45)

*A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA.*

#### **Penalties:**

*First Offense – Student athlete is suspended for 25% of the season.*

*Second Offense – Student athlete is suspended for an additional 25% of the season and is ineligible for tournament play immediately upon confirmation of the violation.*

**Student Athlete Chemical Health Regulations** (MIAA Handbook, Rule #62.1)

*From the earliest fall practice date to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol, tobacco products, steroids, marijuana or any controlled substance. This policy includes products such as “NA (non-alcoholic) or near beer.” It is not a violation for a student to be in possession of a legally- defined drug specifically prescribed for the student's own use by his/her doctor. This rule represents only a minimum standard upon which schools may develop more stringent requirements. This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student athletes might be present at a party where only a few violated the standard. If a student in violation of this rule is unable to participate in interscholastic sports because of injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.*

*A. Minimum penalties:*

*First Violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. all fractional part of an event will be dropped when calculating the 25% of the season.*

*Second and Subsequent Violations: When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. all fractional part of an event will be dropped when calculating the 60% of the season.*

*If after second or subsequent violations, the student on his/her own volition becomes a participant in an approved chemical dependency program or*

*treatment program, the student may be certified for reinstatement in M.I.A.A. activities after a minimum period of 40% of events. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that a student is attending or issue a certificate of completion. If a student does not complete the program, the penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. all fractional part of an event will be dropped when calculating the 40% of the season.*

***Penalties shall be cumulative each academic year but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year (e.g. A student plays only football: he violates the rule in the winter and/or the spring of the same academic year: he would serve the penalty{ies} during the fall season of the next academic year).***

**Student Eligibility: Physical Examinations/Medical Coverage/Concussions** (MIAA Handbook, Rule #56.1)

All students must pass a physical examination within 13 months (395 days) of the start of each season. Students who meet this criteria at the start of the season will remain eligible for that season. Physical examinations must be performed by a duly registered Physician, Physician's Assistant or Nurse Practitioner.

The following rules are in line with MIAA rules and apply for participating in the Athletic Program at Central Catholic:

- Any student who wishes to represent Central Catholic High School in interscholastic athletics must have at least one complete physical examination per year.
- This examination must take place prior to the student's first actual participation during the year and be kept on file in the School Nurse's Office.

- The physical examination expires 13 months from the date of the previous medical exam on file. If no examination is on file, a student-athlete may not participate until one is submitted.
- If a student's physical exam expires during the course of an athletic season, the student may complete that season but may not begin the subsequent season until a new physical exam has been performed, passed, and is recorded with the school nurse.

All students **MUST** be covered by some type of medical policy (through home or available through CCHS for a nominal fee) before participating in extra-curricular activities.

- Since the cost of a school-wide Medical Insurance Policy for athletes is prohibitive, it is **mandatory** that some form of home Medical Insurance Policy cover each student who represents the school in interscholastic competition. The name and number of this policy should also be on file in both the nurse's office records and in the Athletic records' area.
- Any student who is not covered by any type of home medical policy will not be allowed to represent Central Catholic and to participate in any interscholastic competition.
- For student-athletes without medical insurance, it is the responsibility of the student and parent/guardian to purchase school medical coverage or the student-athlete may not participate in athletics until coverage is obtained. This plan is relatively inexpensive and is available through a private insurance company. This plan is an accident insurance and does not cover incidents of a pre-existing condition.
- Central Catholic, by this policy, absolves itself from responsibility of medical expenses incurred by an athlete while participating in interscholastic athletics.
- Also, please note that this same requirement holds true for all those who participate in intramural athletics.

### **AFTER SCHOOL:**

If a student remains after school to use the library, participate in an organized school activity, seek extra help or serve detention, he/she must be in a supervised area. Areas in which students are not allowed to congregate include but are not limited to the theatre, small gym, cafeteria, stairways and conference rooms. Students found in an unsupervised area will be asked to leave the area. Students who fail to comply with this request will be referred to the Assistant Principal/Dean of Students.

### **ANNOUNCEMENTS:**

A student who wants to have an announcement made over the P.A. or put into the homeroom daily announcements must have it approved by an administrator, teacher or moderator/coach.

### **APPEARANCE AND ATTIRE:**

The purpose of Central Catholic's Dress Code is to establish an atmosphere conducive to learning and foster pride in appearance. All students are required to dress appropriately in accordance with the dress code outlined in the Student/Parent handbook. Dress must be neat, clean and modest. Students must be in dress code by the beginning of homeroom through the end of the formal school day. Changing to other clothing after school hours is permitted only if the student is involved in an extracurricular activity, which warrants different attire. Dress Code requirements apply on field trips and mid-year and final exam days. Students in violation of the Dress Code will be issued detention(s). The Assistant Principal/Dean of Students and/or the Associate Dean of Students make the final determination on appearance and attire violations.

### **Penalties for dress code violations per quarter**

First offense – 1 detention

Second offense – 2 detentions

Third offense – 2 detentions and the Assistant Principal/Dean of Students will notify the parent/guardian

Subsequent violations of the dress code may result in suspension.

### Dress Code for All Students:

- **Shirt/Blouse:** All students will be required to wear a polo or oxford shirt with the approved Central Catholic logo purchased exclusively from the Lands' End school catalogue provided by Central Catholic. **NO OTHER SHIRTS WILL BE ALLOWED AS PART OF THE CENTRAL CATHOLIC DRESS CODE.** Shirts must be properly sized. Tight, form-fitting, baggy or over-sized shirts/blouses are not permitted. Alterations of the Lands' End dress code shirt are not permitted. Students wearing Lands' End shirts deemed to be too small will receive detention and will be required to purchase properly sized Lands' End shirts. Only one button below the collar may be open. Plain, white, short sleeve t-shirts may be worn under a dress code shirt. **All dress code shirts from Lands' End must be fitted properly and must be completely tucked in at all times.**

- **Pants/Slacks:** Pants must be cotton or cotton/blend, belted chino style and can only be khaki, navy, black or grey in color. **NO OTHER STYLE OF PANT IS ALLOWED AS PART OF THE CENTRAL CATHOLIC DRESS CODE.** All pants/slacks must have belt loops and be worn with a belt, which must be visible and fastened at the waist. The length of the pant leg must be long enough to cover the sock.

#### The following are also **NOT PERMITTED:**

- Double knit, polyester, stretch lycra, or any type of form-fitting slacks or pants
- Pants that are excessively tight, baggy, oversized, or worn below the waist
- Slit, cut ripped or torn pants at the ankle
- Cargo or carpenter style pants
- Denim jeans or pants of jean material
- Pants with exterior pockets and/or rivets
- Belts that tie or have fringe including scarves used as belts
- Belts more than 1 ½ inches wide
- Cords, chains, keys, pagers, cell phones, etc. hanging from the belt or pants' pocket
- **Sweaters:** Only Lands' End dress code crew, V-neck or cardigan

sweaters or vests bearing the approved Central Catholic logo may be worn. Sweaters must be worn over the approved dress code shirt. The collar of the shirt/blouse must be visible. Hooded, tight, form fitting, baggy or over-sized sweaters are NOT permitted. Sweaters made of fleece-type material or sweatshirts are also NOT permitted. All non-Lands' End sweaters are banned.

- **Footwear:** Central Catholic requires a dress code shoe for all students. Acceptable styles for boys and girls are available by contacting the Main Office and requesting an information ordering sheet. Shoes as indicated on this information sheet are the only footwear approved to be worn during the school day. Socks/hosiery must be worn and shoes with laces must be tied.
- **Eyewear:** Contact lenses, which are unnatural in color or distracting, are not allowed.
- **Hats:** Hats *may not be worn* anywhere in the school until after 2:00PM. Hats are permitted in the gym, locker rooms and weight room after 2:00PM.
- **Sunglasses:** Sunglasses may not be worn in the school.

### Girls:

- **Skirts:** Girls may wear skirts with a dress code shirt or blouse. The length of the skirt must be no shorter than one inch above the middle of the kneecap. No tight, form fitting or slit skirts may be worn. No skorts or denim skirts may be worn.
- **Jumpers:** Girls may wear a jumper over a dress code shirt or blouse. The length of the jumper must be no shorter than one inch above the middle of the kneecap. No denim jumpers may be worn.
- **Dresses:** Girls may not wear dresses.
- **Accessories:** **Girls may wear no more than one earring in each ear.** The earring must be a small stud or hoop (no "barbells"). **Earrings or studs (including clear studs) in a nose, tongue, lip or eyebrow are not allowed.** A thin gold or silver necklace may be worn. **No other type of necklace such as bead, rope or shell type may be worn.** Students may wear one ring on each hand and a small bracelet or watch. No other jewelry is allowed.

- **Personal Grooming:** Students are expected to be neat and clean in appearance. Hair is to be clean and neatly styled. Extreme (bright, distracting or unnatural) hair color and hairstyles are not allowed. If makeup is worn, it must be moderate and conservative. No visible tattoos are permitted. Visible body piercing of any type, with the exception of earrings, is prohibited. The Assistant Principal/Dean of Students and/or the Associate Dean of Students make the final determination on violations regarding personal grooming.

**Boys:**

- **Accessories:** Earrings or studs (including clear studs) are not allowed on any part of the body. A thin non-distracting necklace may be worn. Students may wear one ring on each hand and a small bracelet or watch. No other jewelry is allowed.
- **Personal Grooming:** Students are expected to be neat and clean in appearance. Hair is to be clean and neatly styled. Extreme (bright, distracting or unnatural) hair color and hairstyles are not allowed. Boys must be clean-shaven at all times. Mustaches and beards are not allowed. Sideburns may not exceed the top of the earlobe. Hair length is not to exceed the top of the collar and not to fall below the top of the eyebrows. Ponytails, shaved hair under longer hair, shaved heads (hair less than 1/8 inch), mushroom styles, shaved lines and designs are not allowed. No visible tattoos or body piercing of any type is allowed. Detention will be assigned to any student not in compliance with these personal grooming guidelines. The Assistant Principal/Dean of Students and/or the Associate Dean of Students make the final determination on violations regarding personal grooming.

**ARRIVALS:**

Students who arrive at school before 7:35AM must report directly to the supervised cafeteria area. Students are not to linger in locker rooms, unsupervised areas, or be at their lockers during this time. Students must enter the building via the Memorial Gym, the entrance on Hampshire Street or the main entrance. After 8:30AM, students arriving to school may only use the main entrance. All other entrances will be locked.

**BOOKBAGS/POCKETBOOKS:**

Under no circumstances are personal items such as book bags and pocketbooks to be left unattended before, during or after school. If a student's book bag or pocketbook is not being carried by the student, it should be locked up in a school or athletic locker.

**BUS/VAN POLICY:**

Whether it be on public or private bus or van transportation, the ride to and from the school is considered to be an extension of the school day and students are subject to school regulations. The bus/van driver is in charge of the vehicle and is due proper respect. The driver will report any misbehavior to the Assistant Principal/Dean of Students. Inappropriate behavior includes smoking, yelling, putting head or arms out of the windows, throwing things and harassment. Inappropriate behavior or vandalism will not be tolerated and will result in disciplinary action and the loss of transportation privileges.

**CAFETERIA:**

- All students must eat lunch in the school cafeteria and are expected to keep the cafeteria clean.
- Food, candy and drinks are allowed **ONLY** in the cafeteria, the *Raider Pub* and the Memorial Gymnasium.
- Lunches are **NOT** to be brought into the classrooms or any other areas of the school other than the cafeteria.
- At the end of each lunch period students are responsible for cleaning off and tidying up the table at which they sit. All trash should be placed in the barrels. Napkins, paper bags, etc. that have fallen on the floor should be picked up and placed in the barrels. Recyclable beverage containers should be left at the end of the table for collection. Students who leave their table a mess will be subject to disciplinary action.
- Students who use the cafeteria at times other than lunch periods should leave the area neat and clean.

- Only the bathrooms located outside the cafeteria are to be used during lunch periods.
- Students may not leave the cafeteria for any reason without a proctor's permission.
- Students are to remain seated during the last five (5) minutes of lunch and may leave only when dismissed by the proctor(s).
- Vending machines are off limits during the last five (5) minutes of all lunch periods.

**CORRIDORS:**

- When students change classes, they are to move through the corridors in an orderly fashion, and keep to the right. Students are not to block stairwells or linger in the halls.
- The use of inappropriate, demeaning or vulgar language in the corridors will result in disciplinary action.
- When classes are in session, a student in the corridor must be carrying a yellow approved pass.
- Loitering in the hallways, especially the balcony area above the main entrance stairway is not allowed before school or between classes.

**DELIVERIES:**

Central Catholic will NOT accept vendor deliveries of any kind for students. Please do not have food, gifts, or flowers delivered to the school.

**DRIVING PRIVILEGES:**

Driving to school is a privilege granted to the student by the Administration and in cooperation with the parent/guardian. Central Catholic property is private property and regulations have been established to maintain general order and safety.

- While driving on campus and access roads, care is to be exercised and **speed is not to exceed 10 m.p.h.**
- In compliance with MA state law, "Click It or Ticket", seat belts must be worn at all times by drivers and passengers of motor

vehicles.

- Excessive speed, reckless driving, allowing passengers to hang out windows or sit on the outside of the vehicle will be cause for detention and possible revocation of the student's driving privilege.
- No student is allowed to park a vehicle on the school campus without authorization of the Assistant Principal/Dean of Students.
- To obtain authorization to park on school property, a student must get a Parking Permit Application from the Assistant Principal/Dean of Students. The application is to be completed by the student, signed by both the student and his/her parent/guardian and presented as per instructions on the application. Students will receive an authorized school Parking Permit that is to be placed on the vehicle as instructed.
- Vehicles must be parked in the assigned student parking area.
- Vehicles without the proper parking permit or which are parked in an unauthorized area, will be towed at the owner's expense. The student will receive detention and may have his/her parking privilege permanently revoked.
- Students are NOT allowed to go to their vehicles during the school day without authorization from an administrator. Going to a vehicle without authorization will result in detention.
- Loitering around vehicles either before or after school is prohibited.
- Because of the limited number of parking spaces available, parking privileges are extended first to seniors, then juniors, and if space available, to sophomores.
- Although Central Catholic has a security service on duty on school grounds from 7:15AM – 2:15PM, the school is not responsible for theft or damage to vehicles in the lots.
- To discourage automobile break-ins, all vehicles **must be locked and valuables placed out of sight.**
- Central Catholic neither recommends nor provides security for students parking on city streets that surround school property. Any vehicle vandalized in said areas will become the sole responsibility of its owner.

- **Students who regularly violate school regulations will have their parking permits suspended or revoked. NUMEROUS DISCIPLINARY VIOLATIONS = SUSPENSION OF PRIVILEGE TO PARK.**

**ELECTRONIC DEVICES:**

Electronic communication or gaming devices (of any type) may not be visible or be used during the school day (7:45AM – 2:00PM). **It is imperative that electronic communication/gaming devices brought to school be shut off and locked securely in the student’s school locker while school is in session. Students are not to carry electronic communication/gaming devices in book bags, pocketbooks or on their person during the school day.** Any student in possession of an electronic communication/gaming device during the school day will receive the following consequences:

1<sup>st</sup> offense – electronic communication/gaming device is confiscated, two (2) school detentions are assigned and the electronic communication/gaming device is returned by the Dean of Students to the student at the end of the next school day after serving the 1<sup>st</sup> school detention.

2<sup>nd</sup> offense – cell phone/communication device is confiscated, two (2) school detentions are assigned and the phone is returned by the Dean of Students to the student after serving the 2<sup>nd</sup> school detention.

3<sup>rd</sup> and subsequent offenses – electronic communication/gaming device is confiscated, two (2) school detentions are assigned and the electronic communication/gaming device is returned to a parent/guardian by the Dean of Students after the student serves the 2<sup>nd</sup> school detention.

Students are prohibited from using electronic communication/gaming devices in classrooms/restrooms and any other areas of the school building/grounds at any time during the school day. In addition to the consequences outlined above, the use or presence of any of these devices in the classroom at the time of a test, quiz, or other assessment will result in the student receiving a grade of “0” on the assessment.

Electronic communication/gaming devices that have cameras are not allowed to be used at any time in locker rooms or bathrooms. When there is a reasonable suspicion that a student’s electronic communication/gaming device or social networking website may evidence that a student has violated the law or the regulations of the school, a school official may view the messages or images sent or received on an electronic communication/gaming device or the postings and messages sent or received on a social networking website.

Emergency phone calls to home may be made by going to the Main Office. Parents needing to communicate with their son/daughter during the school day should call the Main Office.

**EMERGENCY DRILLS:**

Central Catholic has established various emergency plans to address critical situations. Students are required to cooperate fully with all instructions given during the emergency.

- When the fire alarm sounds, students must leave the school by the routes designated for each room.
- Silence must be maintained both in leaving the school and while attendance is taken outside. Any student who acts inappropriately during a fire drill or emergency drill is to be reported to the Assistant Principal/Dean of Students.
- Students are to remain with their teacher and class throughout the drill/emergency.
- During a fire drill no one is to remain in the school or delay exit from the school.
- Students are to return to class with their teacher when directed to do so.
- In the event of a lock down procedure, students are expected to explicitly follow the directions of the classroom teacher.
- In the event of a school evacuation for the day, the designated pick-up area for students is St. Mary’s Elementary School, 301 Haverhill St., Lawrence, MA – three blocks south of CCHS.

### **EQUIPMENT:**

If a student damages or loses school property, uniforms or equipment, further use of that property or equipment may be forfeited and appropriate disciplinary penalties will be imposed. The student assumes monetary responsibility for all damages and losses.

### **FIELD TRIPS:**

Field trips are privileges afforded to students. Attendance at all school-sponsored field trips is mandatory. Students can be denied participation in a field trip if they fail to meet academic or behavioral requirements. Before the student participates in a field trip, he/she will be given a parental permission form. This form must be signed by a parent/guardian and, prior to the trip, returned to the teacher who issued it. Telephone calls in lieu of the permission form will not be accepted. Some field trips will require students to pay a participation fee.

### **ID CARDS:**

For the safety of all those in the building, school personnel must know the identity of all persons in the school. ID Cards will be issued to students. Students MUST have their ID cards on their person in school and at all school-sponsored activities. Failure to have an ID may result in detention. If the ID card is lost, the student must report to the Assistant Principal/Dean of Students to arrange for a replacement.

### **LIBRARY/MEDIA CENTER:**

- The school library hours are 7:30AM – 4:30PM Monday through Thursday, and 7:30AM-3:00PM on Friday.
- Library policies regarding behavior, the use of electronic devices and appropriate computer and internet use are the same as the school policies outlined in this handbook. Please refer to handbook for detailed information about acceptable use policy.
- The library is a place reserved for quiet study and reading. A pass is necessary to enter the library during regularly scheduled class

hours. The pass must be stamped when entering and departing the library and returned to the teacher who issued it before the end of the class period. The only times a student may enter the school library without a pass are before school, after school, or to return a book.

- Students using the library computers must log in and out with the Librarian or Library Assistant.
- Books may be taken out for a two-week period. Books must be checked out at the circulation desk.
- Books may be renewed for an additional two weeks.
- The student must pay for lost and damaged books.

*Students who do not observe the library regulations will lose the privilege of using the library.*

### **LOCKERS/LOCKS:**

- The Associate Dean of Students assigns a locker to each student. **Lockers must be kept locked at all times and secured with a black school combination lock.** Students should not give their locker combination to any another student.
- The school assumes no responsibility for the safeguard or replacement of articles left in the lockers.
- Lockers are the property of the school and are under direct control and supervision of the Administration. The Administration retains the right to conduct unannounced inspections or searches of any locker at any time.
- Nothing permanent (stickers) or inappropriate should be attached to the lockers.
- Students must clean out their lockers during the week of final exams.
- Students are not allowed to share or change lockers without permission of the Associate Dean of Students.
- Care in opening and closing lockers is necessary. Payment for damage to a locker is the responsibility of the student.

- Students **MUST** use a lock that has been officially distributed by the school. All freshmen must purchase a black lock for school lockers and a blue lock for athletic/PE lockers during the first week of school. Lost locks must be purchased or replaced with locks from the bookstore or the Associate Dean of Students.
- Students may go to their lockers between classes, but are responsible for arriving at their next class on time.

**LOCKER ROOMS:**

Students may be in a locker room only if it is supervised. Students may not loiter in the locker rooms before school. At no time are boys and girls to enter each other's locker room. Only blue, Central Catholic issued locks may be used in the locker room. To prevent theft or loss, all personal gear must be locked in a locker. Central Catholic is not responsible for personal items missing from a locker room.

**MAIL ADDRESS, E-MAIL ADDRESS OR TELEPHONE NUMBER:**

Changes of mail address, e-mail address and/or phone number must be made immediately to the secretary in the Main Office. This is essential so that the school can communicate efficiently with parents or guardians. Since an increasing number of school communications may be sent to parents/guardians via email, cell phone and other electronic devices, it is the responsibility of the parent/guardian to inform the school of any such changes.

**PASSES:**

No student is permitted to walk through the halls while classes are in session without an **authorized yellow pass** from a teacher, administrator, guidance counselor or staff member. Violators are subject to disciplinary penalties from the Assistant Principal/Dean of Students.

**PICK-UP AND DROP-OFFS:**

- In the morning, in the interest of student and staff safety, vehicles that drop off students should do so in the “Drop-Off/Pick-Up Lane” in front of the main entrance. Students should not be dropped off in the “Thru-Lane”, “Bus-Lane”, middle or rear of the parking lot.
- **Parents are not to drop off students in the rear faculty parking lot. THIS LOT IS FOR FACULTY ONLY.**
- **Students are not be picked up or dropped off on Hampshire Street. Traffic on Hampshire Street makes it hazardous to do so.**
- Students should be *picked up* in front of the main entrance in the “Drop-Off/Pick-Up Lane”.
- While driving on campus and access roads, speeds are not to exceed 10 mph.

**SCHOOL FACILITIES AND GROUNDS:**

Students *may not* remain in a classroom or area of the school without adult supervision. **The gymnasiums, weight room, locker rooms, theatre and cafeteria are off-limits if unsupervised by a member of the staff.** Students are not to loiter in the parking lots before or after school.

**SCHOOL NAME:**

No individual or group may use the name, logo, school crest or any other representation of Central Catholic High School without prior written approval of the school administration. This includes all articles of clothing required by our dress code that are not purchased from Lands’ End. Without written consent of the Principal, the use of the school name or logos, or representations of the school on any unauthorized websites or other electronic media is prohibited.

### **SCHOOL PUBLIC RELATIONS:**

Occasionally the school wishes to promote to the general public the efforts, successes and high quality participation of students in various phases of school life. In the process, the Office of Institutional Advancement, the Admissions Office, among others, seeking to promote the mission of CCHS, makes use of quotes from students and students in photos and/or videos. Parents/guardians can give or withhold consent for students to be included in this type of promotional material. In giving consent, the parent/guardian releases the school, its agents and employees from all claims, demands and liabilities in connection with the above.

### **SENIOR BREAK:**

- Seniors have a “senior break” from 9:40AM – 9:50AM.
- Students on break MUST be in the cafeteria or their period 3 classrooms.
- Students must be in their period 3 classroom by 9:50AM. Seniors late to period 3 classes will be considered tardy.
- At the end of senior break, seniors are responsible for cleaning off the tables.
- Senior break is a privilege, which can be suspended or revoked for academic or disciplinary reasons.

### **TECHNOLOGY RULES AND REGULATIONS:**

Students are responsible for good behavior on school computer networks just as they are in the classroom. The network is provided for students for educational purposes only. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required and access is a privilege - not a right. Individual users of the Central Catholic computer network are responsible for their behavior and communications over the network. Users must comply with Central Catholic standards and will honor the agreements they have signed. Beyond the clarification of such standards, Central Catholic is not responsible for restricting, monitoring or controlling the communications of individuals using the network. The network administrator may review files and communications

to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the network would be private.

The following are not permitted on the network:

- Attempting to access or accessing confidential school computer files
- Attempting to bypass the internet site filter
- Deleting, adding to, or modifying the installed hardware or software on any school computers unless given explicit authorization
- Downloading or installing any software on school computers unless given explicit authorization by the IT Department.
- Defacing, damaging, or vandalizing any school computers. This includes, but is not limited to, any of the following activities: opening the cover on a computer, stressing or removing any cables, removing any keys or parts, placing any substance on or in any part of the computer and/or inserting inappropriate objects into any part of the machine. Users must not eat or drink when using the computers. Vandalism includes, but is not limited to, damaging Central Catholic High School computer equipment and electronics and uploading, downloading, or creation of computer viruses.
- Attempting to obtain access to restricted sites, servers, files, databases, etc. are prohibited
- Unauthorized access to other systems (e.g. “hacking”) is prohibited
- Use of internet chat protocols (e.g. “instant messaging”, “messaging boards”) are not allowed
- Changing the orientation of the screen using key strokes
- Stalking or harassing communications
- Sending or displaying offensive and/or pornographic messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Violating copyright laws
- Using another’s password
- Violations of privacy and ownership such as trespassing in another’s folder, work or files

- Intentionally wasting limited resources
- Using the network for commercial purposes
- Using the school name or logo
- On-line gambling of any form

**Violations may result in loss of access, as well as other disciplinary or legal action.**

Before a student can access the Internet for research materials, the student must perform the following procedures:

- Read the Internet Rules and Regulations
- Read and sign the Internet User Agreement and Parent Permission section
- Have a parent or guardian read the Internet Rules and Regulations
- Have a parent or guardian read and sign the Internet User Agreement and Parent Permission section

**Internet Use:**

Students at Central Catholic High School have access to the school-wide communications network and the Internet. To gain access to the Internet, all students must obtain parental permission and must sign and return the enclosed Internet user agreement to the Main Office.

As part of Central Catholic’s commitment to academic excellence and technology enhancement, students will be provided with access to the Internet. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. Students and parents/guardians should be warned that some material accessible via the Internet might contain items that are inaccurate or are inappropriate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. The school makes use of site filtering software in order to limit access to inappropriate materials available on the Internet. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources at

Central Catholic.

**Personal Laptop Use:** Students are allowed to bring laptops to school for school related use. The school does not support the repair of, upgrade, or configuration of hardware or software on a student’s personal computer. Central Catholic is not responsible for securing laptops brought to school by a student. The school assumes no responsibility for the safeguard or replacement of a laptop brought to school by a student.

**TELEPHONE MESSAGES FROM HOME:**

Except in the case of an emergency, no student will be called out of class to answer the telephone or to receive a phone message. All messages given to the receptionist in the Main Office or left on voice mail will be delivered to the student by the end of the school day.

**TUITION AND FEES:**

Families have three different payment options to choose from to meet their annual tuition obligation to Central Catholic High School.

- Option A – Full tuition paid directly to the school by June 15.
- Option B – Two (one-half installments) paid directly to the school by June 15 and November 15.
- Option C – Eleven monthly installments paid directly to Tuition Management System beginning June 15. There is a \$45.00 annual processing fee if Option C is chosen.

The Board of Directors of Central Catholic High School has adopted the following policy regarding tuition:

- Monthly installment payments are due to TMS Inc. by the 15<sup>th</sup> of each month or a late fee of \$30.00 is applied.
- A \$20.00 service charge will be added to an account for every check returned to Central Catholic for insufficient funds.

- If by July 15<sup>th</sup>, an account is more than 30 days in arrears, notification will be sent to the parent/guardian that the student will not be allowed to attend classes in September. Upon receipt of payment, the student will be reinstated.
- If tuition is more than one month in arrears at the time of semester exams in January or final exams in June, the student will not be permitted to take the exams and semester or final grade reports will appear incomplete. Once the tuition amount is current, the student will be allowed to complete the exams.
- If tuition is more than two months in arrears, then the parent or guardian will be requested to withdraw the student from Central Catholic High School. As soon as tuition is current, the student may be reinstated unless more than ten (10) school days has elapsed since said withdrawal.
- Tuition payments for the current school year must be completed by April 15<sup>th</sup>.
- If a student transfers from Central Catholic, the full monthly tuition payment will be charged for the most recent month where attendance has been recorded.
- If any financial problems or extenuating circumstances exist such that the parent/guardian is unable to make a tuition payment, the parent/guardian is urged and encouraged to contact the Central Catholic Business Office. At that time other arrangements may be negotiated with the Business Office.
- Central Catholic High School offers limited financial aid to families demonstrating a financial need. Inquiries about financial aid should be made to the Business Office.
- Seniors are charged an additional fee of \$250.00 to cover graduation expenses. Seniors will not be permitted to receive a diploma unless all tuition and graduation fee obligations are current.

#### **TUITION REFUND POLICY**

- Through August 5<sup>th</sup> 100% refund less \$175.00 registration fee
- Through August 16<sup>th</sup> Refund less 30% of scheduled monthly

payments

- Through September 1<sup>st</sup> Refund less 50% of scheduled monthly payments
- Through September 15<sup>th</sup> Refund less 60% of scheduled monthly payments
- Beginning September 16<sup>th</sup> No refund of scheduled payments

Note: Scheduled monthly payments refer to the amount that would be due if Option C is chosen.

## **6. MISCELLANEOUS INFORMATION**

### **ADMISSIONS POLICY:**

Central Catholic accepts students regardless of race, color, religious affiliation, sexual orientation, national or ethnic origin. It is important to remember that all students are accepted on an **annual** basis. The acceptance of the registration fee for the following year does not necessarily constitute final acceptance or continuation at Central Catholic. Re-acceptance for successive years will be based on the attitude, behavior, and academic achievement of the student and is entirely the decision of the school, made in the best interest of Central Catholic.

### **BOOKS:**

With the exception of several items, students are required to purchase books through Follett Virtual Bookstores ([www.centralcatholic.bkstr.com](http://www.centralcatholic.bkstr.com) or [www.efollet.com](http://www.efollet.com).) At the beginning of the school year each student must own a complete set of books. For safety and identification purposes each student is to have his/her name, class and home address written in ink in several places in the book. The school believes that when book assignments are given, the entire book should be read. Published study guides (paper or electronic) or notes are not to be substituted for reading assignments. Students are cautioned to check the Follett Virtual Bookstores website before buying second hand books. Central Catholic is not responsible for students purchasing books through private sales.

Books, notebooks, etc. should be stored and locked in the student assigned locker. **Books or personal belongings should not be left unattended during the school day. This includes the locker room during PE or athletic participation, cafeteria, classrooms etc.** Central Catholic is not responsible for replacement of lost or stolen books or personal belongings.

#### **CAMPUS STORE:**

The school store is located off the main lobby. Gym uniforms, miscellaneous Central Catholic gift items, spirit wear, stationary items and school locks may be purchased at the school store. Contact the Main Office for scheduled Campus Store hours.

#### **CAMPUS MINISTRY:**

Central Catholic seeks to foster spiritual and moral growth, a necessary part of personal development. Integral to a balanced religious education program are liturgies, prayer services and the Sacrament of Reconciliation as well as the opportunity to serve the wider community. The Campus Ministry Office offers the following:

- **Retreat programs for each year level**
- **Christian Service “One Day” Program**
- **Mission Awareness Program**
- **Campus Ministry Team**
- **Volunteer program at local shelters and soup kitchens**

When the Campus Ministry Center is open and supervised, the area is opened to students. A pass must be obtained from a teacher to go to the Campus Ministry Center.

The school Chapel is open throughout the school day. Because the Blessed Sacrament is reserved, the Chapel invites an atmosphere of reverence and meditation. The Campus Ministry Center (room 213) and the school Chapel are located on the second floor of the south wing.

#### **CHRISTIAN SERVICE “ONE DAY” PROGRAM:**

Central Catholic seeks to teach its students that they have a responsibility to serve the needs of others. To this end, in order to receive a CCHS diploma, a student must complete the minimum of required hours of Christian Service. The guideline for acceptable Christian Service is that service to others should respond to the tenets of Catholic social teaching. The service is to be completed at an approved agency or institution. The Christian Service coordinator must approve all service projects. Students can work towards completing the Christian service hour’s requirement from the beginning of freshmen year. For freshmen, sophomores, and juniors, the goal is to complete these hours no later than the end of grade 11. The minimum number of Christian Service hours required for a CCHS diploma is 24 hours of service...”ONE DAY”.

**Seniors** must have completed their One Day service by April of junior year. A grade of “F” for “One Day Christian Service” appears on all senior year progress reports and report cards until delinquency in meeting this graduation requirement is remedied. Any senior who does not complete their required service by May 1 will also not be permitted to attend Senior Day and, if service is not completed by Senior Day, he/she will not receive a diploma at graduation.

**Juniors** have until this April of junior year to satisfactorily complete their graduation requirement of One Day Christian Service. The 3<sup>rd</sup> term progress report will include a grade of “Incomplete” if service hours remain unfinished. After April, juniors who have not completed their service will receive a failing grade of “F” on all future report cards and progress reports until the One Day Service is complete.

**Sophomores and Freshmen** are required to complete 24 hours of One Day Christian Service to the least favored and have until April of junior year to do so. Beginning in the 3<sup>rd</sup> term of junior year, the consequences listed above will be in effect.

### **CANCELLATION/DELAYED OPENINGS:**

In the event of inclement weather, parents and students are to listen to one of the following radio/T.V. stations: WBZ 1030 AM, WRKO 680 AM, and T.V. channels 4, 5, 7 and FOX 25. **A specific announcement for “CENTRAL CATHOLIC” will be made if school is cancelled.**

**Additionally, through Honeywell’s Instant Alert system, the school will call the home to announce a school cancellation. Please do not call the school to ask, “Is there school?”** A school-closing announcement for Lawrence or other cities/towns does not automatically apply to Central Catholic. In the event of an early dismissal due to inclement weather, the above radio and T.V. stations will broadcast a notice of the dismissal as well as a phone call being made to the parent/guardian by the school through the Instant Alert system.

If there is a delayed opening, students are to listen to the radio/TV stations for the new time of opening. The school will also notify parents/guardians of a delayed opening by a phone call to home through the use of the Instant Alert system. Students who walk to school, use automobiles or van/public transportation are expected to be at school at the time specified in the announcement. A ninety (90) minute delayed school opening means that school will follow the Meeting (M) schedule.

### **COMMUNICATION WITH SCHOOL STAFF:**

**Teachers:** Parents/guardians wishing to contact a teacher may call the Main Office and leave their contact information with the secretary. Parents can expect a return call within 48 hours. Parents may also email faculty by accessing the school’s website.

**Administration:** Parents/guardians who need to speak with a school administrator must call the school’s Main Office. Parents/guardians who need to visit an administrator for any reason must make an appointment with the secretary in the Main Office.

### **ELEVATORS/LIFTS:**

The elevators and lifts are for faculty and staff use. If a student must use

the elevators or lifts for a medical condition, written permission must be obtained from an Administrator or School Nurse. Unauthorized use of the elevators or lifts before, during and after school will result in school detention.

### **FUNDRAISING:**

As the designated fund-raising agency of the school, the Office of Institutional Advancement organizes, plans, implements and regulates all programs intended to raise funds for Central Catholic High School. No fundraising effort for any purpose may be initiated independent of the Office of Institutional Advancement.

### **GUIDANCE AND COUNSELING SERVICES:**

Counseling is the heart of the Guidance Program. It is concerned with promoting the students' self-understanding and self-acceptance, facilitating personal decision-making and resolving special problems. All students are assigned a guidance counselor as they enter Central Catholic. Counseling may take place individually, or in groups, depending on the student's needs and the issues to be addressed. Counseling sessions are conducted routinely on all year levels with students meeting individually with their counselor at least once during the school year. Students will receive their guidance appointment passes the day before their conference. Students must notify their teachers of the day and time of their appointment. In addition, students can request an appointment for a guidance conference by contacting their counselor.

The Guidance Department is responsible for providing the following services to students: Academic and Curriculum Counseling, Personal and Social Adjustment Counseling, Career and College Information, College Placement Services, and all necessary college preparatory scholastic testing programs.

### **HEALTH SERVICES:**

Skilled nursing services are available at all times during the regular school day for students who routinely need medication or other intervention during school hours. The Health Office is located off the main lobby adjacent to the Main Office.

If a student feels ill he/she should inform their teacher who will send them with a yellow pass to the Health Office. If the school nurse determines that the student is too ill to remain in school, she will authorize dismissal and notify the parent/guardian. **A student may not call a parent/guardian from a cell phone or other electronic communication device to request a dismissal for illness.**

**Medications in school:** It is school policy to administer medication during school hours only when necessary and only with an order from a physician and written permission from the parent/guardian. The school nurse will provide the necessary permission form for parent and student signature. To protect all students, this permission and information must be completed and returned to school if a student needs to receive ANY medication during the school day, this includes "over the counter" medications.

**Pregnancy:** If, in confidence, a student discloses to a Central Catholic staff member the suspicion of being pregnant or actual pregnancy, the staff member and student shall inform the student's guidance counselor. The health and well being of the student are the primary concern of the school. Unless otherwise stated by the student and parent, such information will remain confidential. A student who is pregnant may continue to attend Central Catholic until her physician advises otherwise. The student may return to school when the physician states that it is medically prudent to do so. Every effort will be made to help with a successful transition back to school.

### **LOST AND FOUND:**

Students who have lost items in school should report the loss to the Assistant Principal/Dean of Students. Items found around the school should be turned in to the Main Office. Students may claim lost items in the Main

Office before and after school or during lunch.

### **MISSIONS COLLECTIONS:**

Mission collections are the primary vehicle by which Central Catholic raises money within our school community in support of charitable causes. Collecting money for "the missions" is a long-standing and proud tradition at Central Catholic and in all Marist schools.

The student "mission representative" in each homeroom collects daily donations from students and faculty during homeroom. These monies are collected, totaled and reported by the Campus Ministry Office and deposited with the school's business office. The funds are distributed with the approval of the President of the school according to established priorities. These priorities are:

- a) Support for Marist world missions, Marist institutions and initiatives, particularly in times of emergency and
- b) Support for local charities that provide support for the poor in our community.

### **PARENTS' GUILD:**

All parents/guardians are encouraged to become members of the Parents' Guild, which meets regularly and sponsors various social, spiritual and fund raising events throughout the school year. Parents/guardians should call the Office of Institutional Advancement for more information about the Guild.

### **POSTINGS:**

Any student who wishes to hang signs, posters, flyers, etc. in any area inside of the school building must obtain the permission of the Assistant Principal/Dean of Students. Due to current fire laws, postings can only be hung on designated bulletin boards in the school. Approved signs or posters must be hung neatly on walls with masking tape only.

**VISITORS:**

- People who wish to visit the school must use the Main Entrance and report to the Main Office to sign-in and register the purpose of the visit. An official visitor's badge will be assigned and must be worn during the visit.
- Students must request approval from the Administration before bringing guests to school.
- Former students who wish to visit teachers must do so after regular class hours have ended.
- Visitors may park in any available open space in the main parking lot of the school.

*The School reserves the right to amend any provision(s) contained within the Student-Parent Handbook in its sole discretion. Students and parents/guardians will be notified in writing as soon as is reasonably possible of any such amendments. Similarly, the School reserves the right to waive or delete any provision(s) contained within the Student-Parent Handbook also in its sole discretion.*