

**CATHOLIC CENTRAL Junior and Senior
HIGH SCHOOL
1200 EAST HIGH STREET
SPRINGFIELD, OHIO 45505**

325-9204...
FAX 328-7426

**PARENT AND STUDENT HANDBOOK
2009-2010**

OUR MISSION

We are a Catholic educational community where all members are challenged to grow and perform to their highest potential and to lead lives of honor, compassion, and justice for the greater Glory of God.

ADMISSIONS

Catholic Central Junior and Senior High School admits students of any sex, race, color, national or ethnic origin. Admission is not based solely on ability or achievement. Catholic Central School does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of educational policies, loan programs, athletics, or other school- administered programs, or in hiring teachers.

ADMISSION ORDER

Students are admitted to CCHS according to the following priority:

- Those enrolled in the previous school year
- Those attending Catholic Central Elementary School
- Siblings of those attending Catholic Central Junior/Senior High School
- New students whose parents meet the eligibility requirements of an affiliate parish
- Non-parishioners are accepted as space allows.

Admission Decisions

Students are granted admission based on their potential for academic success. We consider

- Standardized test scores
- Past academic performance
- Interview with the principal
- Social and behavioral history
- Desire to live our mission

ADMISSION DOCUMENTATION

Before admission students must submit the following:

- Birth certificate (raised seal evident)
- Certificate of Baptism (if applicable)
- Last report card
- Health and immunization record (Students entering 7th grade must complete immunization requirements)
- Results of Achievement tests
- Release form for transfer of records
- Custody papers (if applicable)
- Social Security card

ADMISSION FOR SPECIAL NEEDS STUDENTS

Every effort will be made to accommodate students with exceptionalities, however not all students can be served in a way that meets their needs at CCHS.

PROBATION AT TIME OF ADMISSION

Students new to Catholic Central are automatically on probation for their first year. If the Administration, after consulting with the teachers and/or school psychologist and/or other professionals, finds that enrollment at CCHS is not in the best interest of the student and/or the school, the student will be asked to withdraw. The period of probation may be extended. Yearly application for re-admission of a student may be denied if there is consistent unacceptable behavior that is deemed detrimental to the class/school, or if there is a learning difficulty that requires special and/or psychological services not available in the normal classroom situation.

The final decision of acceptance or continuance is the responsibility of the principal who will consider the needs of the child, and how the program can meet those needs.

ATTENDANCE POLICY

Regular attendance is essential for success in school. For this reason, students who are excessively absent may receive failing grades in their courses for the quarter. The guidelines are as follows:

- ❖ Any student absent five or more days in a quarter may receive a failing grade in those courses.
- ❖ Any student absent twenty or more days in a year can be denied credit for the year.

ABSENCE

Absence is defined as missing more than three periods in a day.

Missing fewer than three periods is a half day's absence. Any absence (excused or unexcused) is recorded on a student's record.

Excused absences will be determined by the administration, and may include family emergency or serious personal/family illness, college visits, funerals and absences associated with a doctor's note. Vacations and out of town trips are NOT excused.

Unexcused absence refers to absence without the school's permission, and includes vacations, trips during school days and days of absence unaccompanied by a doctor's note or suitable parent note.

When a student is to be absent for any part of the day, it is the parent's responsibility to notify the school by 9:00 a.m. Please call 328-7455. When the student returns to school s/he must submit a signed parental excuse to the Main Office noting the dates the student was absent and the reason for the absence.

Make-up work: It is the student's responsibility to contact the

teacher, obtain the assignment, and reschedule quizzes and tests. Make-up work should be completed in no more than the number of days absent. Exceptions to this include long-term project deadlines or previously announced tests. Excused absences will be given special consideration. Teachers are not required give students credit for work during unexcused absences. Parental permission for a foreseen absence must be presented in writing and approved by the principal prior to the absence. **Absence for family vacation or out of town trips is not excused.**

APPOINTMENT PROCEDURES

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

TARDINESS TO SCHOOL

School begins at 8:00 a.m. with a preliminary bell at 7:50 a.m. Students are expected to be in the gym for prayer when the bell rings. Students who are late to school or first period must report to the main office for a pass.

Excused Tardy: A parental note or phone call indicating that the student is late for illness or due to reasons beyond their control.

The following are consequences for students who are tardy and unexcused:

1. Three times in a quarter will receive one detention.
2. The fourth in the same quarter will result in a detention
3. Five times or more in a quarter will result in Saturday School.
4. Any student who arrives after 8:30 without parental permission will receive a one hour detention.

ACADEMIC POLICIES

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

1. Students in college prep curriculum should take four years of mathematics, as well as the required 4 years of English and Religion.
2. Students may not have more than one study hall in any grading period.
3. Students may not "audit" courses. All courses on the schedule must be taken for credit.

4. Unless initiated by a teacher, students are not permitted to drop a class. Any student dropping a class must be able to reschedule into another class. Once initiated, the petition to withdraw from a class must include signature of parents, instructor, counselor and principal. A \$25.00 fee will be charged for dropping a course. No schedule changes may be made after the first 2 weeks of school.

If a student fails 2 or more classes (including study seminar) for the quarter, s/he will be placed on **Academic Probation** for the next quarter, and s/he will be ineligible to participate in sports and all other extra-curricular activities.

Students on Academic Probation must participate in a mandatory study period, which will meet for a minimum of two days a week for one hour, immediately after school.

Failure to report to Academic Probation study hall will result in the following consequences:

Missing one A.P. study hall – school detention.

Missing a second time and each subsequent time--Saturday School. If a student misses two Academic Probation Study Halls, additional and more severe consequences may be imposed by the principal.

Doctor and dentist appointments should be scheduled on days other than Academic Probation study hall days.

ACADEMIC PROBATION & ATHLETIC ELIGIBILITY

Students on Academic Probation are ineligible to participate in sports and other extra-curricular activities.

If, at interim, students are passing all of their classes they may return to sports (practice & competition) and other extra-curricular activities, but must continue to attend Academic Probation Study Hall. Academic Probation Study Halls take precedence over practice and competition. Students who have games must miss the game to attend Academic Probation Study Hall.

OHSAA Rules state that to be eligible for the entire quarter the student athlete must be passing five classes for which credit is given. If students are not passing five credit courses at the end of the quarter, they will be ineligible to participate in competition for the entire quarter. The OHSAA does not make adjustments at the time of interim grades.

Eligibility & J-Term

- 1) Under OHSAA Rules any student who is not passing five credit courses at the end of the first quarter remains ineligible to participate in competition for the second quarter and J-Term.
- 2) Anyone who is not passing five courses at the end of the second quarter will be ineligible for the quarter after J-Term.

GRADING

A percentage grade is recorded for each quarter, semester exam, semester and yearly average. Each quarter grade is 40% of the semester average, and each semester exam grade is 20% . The yearly grade is an average of the two semester grades. Interim reports are sent midway through each quarter to parents of all students. Please sign and return progress reports to the teacher within a week of receipt. Parents are strongly encouraged to contact the particular teacher and discuss the report so the student might be motivated to improve.

This grading and point scale is used at Catholic Central jr/sr High School:

Letter Grade	Number Code	Point Value
A+	98-100	4.33
A	95-97	4.00
A-	93-94	3.67
B+	91-92	3.33
B	87-90	3.00
B-	85-86	2.67
C+	83-84	2.33
C	80-82	2.00
C-	78-79	1.67
D+	76-77	1.33
D	71-75	1.00
D-	70	0.67
F	below 70	0.00

Any student failing a required class must make up the class in summer school or the following year. Any class not taken at CCHS must have prior approval of the Administration. It is the responsibility of the student and parents to make sure that Catholic Central receives official record of such work.

Junior High Grades: A student who receives failing grades for 2 or more quarters, in 2 or more core subject areas or in Religion, may be retained or required to do remediation in those areas in which they are

deficient. Remediation will be the responsibility of the parents to hire tutors or teachers, and must be satisfactorily completed prior to the beginning of the next school year.

ACADEMIC HONESTY

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

- Looking at another student's test or quiz paper
- Copying another's work on any assignment
- Turning in any work written or prepared by another
- Using a book, notebook, notes, "cheat sheet" or any electronic means on a test or quiz

Enabling others to cheat is also cheating. This includes spreading information to students who have not yet taken a test or quiz.

When cheating has occurred

- the materials will be confiscated and a grade of "zero" will be given
- the teacher will notify the parents
- the student will receive a Saturday School
- additional consequences may be appropriate depending on the severity and any pattern of cheating, and may include suspension or expulsion.

GRADUATION REQUIREMENTS

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

- 4 credits in Religion (one credit for each year of attendance)
- 4 credits in English
- 3 credits in Social Studies
- 3 credits in Mathematics
- 3 credits in Science
- ½ credit in Health
- ½ credit in Physical Education
- 1 credit in Fine Arts
- 7 credits in elective areas

CLASS RANK

A student's class rank, required by most colleges and universities, is determined at the end of each school year by his/her grade point average. The Salutatorian and Valedictorian are determined using the

three quarters of grades of the senior year, together with those of the preceding years.

The Salutatorian and Valedictorian are normally determined on the basis of class rank. Discipline records and other factors may also be taken into consideration for the privilege of speaking at graduation.

A student must be enrolled at Catholic Central for 5 consecutive quarters in order to be eligible for academic awards at graduation.

NATIONAL HONOR SOCIETY

Students must have a cumulative grade point average of 3.50 in order to be eligible for consideration for membership to N.H.S. Additionally, potential members must meet high standards of leadership, service, and character. The faculty evaluates members of the sophomore, junior, and senior classes for membership each spring. Leadership is based on the student's participation in two or more community activities, or election to an office. To meet the service requirement, the student should demonstrate service that goes beyond the 30 hours required by the school. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty.

TESTING

Testing begins for Central students with the Terra Nova, which is administered to **eighth graders**.

Sophomores will take the Ohio Graduation Test and the PLAN test.

Juniors are required to take the Preliminary Scholastic Assessment Test. Students can become eligible for scholarships through taking the PSAT. The test fee will be charged to Freshmen and Sophomores who wish to take this test.

The SAT I, SAT II, and ACT are offered at various sites in the Springfield Community. Registration material for these tests is available in the Guidance Department. There are fees associated with these tests.

COLLEGE VISIT GUIDELINES

Students must obtain a signed form from guidance two days prior to a college visit. **All visits are at the discretion of the administration.**

Seniors are excused for 2 college visits, Juniors for one. To receive an excused absence, the student must bring verification of the visit (letterhead signed by the college official). College visits may not be taken on the last day of a quarter, during exams, during J-Term, or the last day before a break. College visits may not be taken after May 1st.

COLLEGE REPRESENTATIVE VISITS

Students may attend up to five college representative visits open only to juniors and seniors.

POST SECONDARY OPTION

Under Senate Bill 140, high school students may enroll in courses at local colleges/universities for dual high school and college credit. Admission is restricted by requirements of the individual colleges. Although every effort is made to accommodate schedules, no student may drop a Catholic Central academic class to enroll in these courses.

HONOR ROLL

Students who achieve a composite of 4.000 or better with no grade below 85 will be placed on the "Honor Roll of Distinction". Students who achieve a composite point average of 3.666 or better with no grade below 85 will be placed on the "A" Honor Roll for that marking period. Students who achieve a composite point average of 2.666 with no grade less than 80 will be placed on the "B" Honor Roll for that grading period.

THE CARD

The C.A.R.D. (Central Achievers Rewarded for Dedication) is an incentive system to encourage academic excellence and citizenship for full time Catholic Central students. The requirements for each level are as follows:

- Gold Card - 3.6 grade average, no more than 2 tardies, no more than 3 absences and no Saturday Schools or suspensions.
- Silver Card - 3.0 grade average, no more than 4 tardies, no more than 5 absences and no Saturday Schools or suspensions.
- Green Card - 2.5 grade average, no more than 4 tardies, no more than 5 absences and no Saturday Schools or suspensions.

Absences and tardies are counted if they are either excused or unexcused. The only tardies that do not count are for medical appointments supported by written documentation from the medical provider. All criteria are based on the previous semester only. In addition to special events, each card receives the following:

- Gold Card - 2 final exam waivers plus 10 homework passes
- Silver Card - 1 final exam waiver plus 5 homework passes
- Green Card - 2 homework passes

Final exam waivers are used entirely at the student's discretion in any course in which s/he has an 80 or above. The grade of "80" required to exempt an exam will be calculated by an average of the two quarter grades for that semester. The final exam grade given for an exempted exam will be the average of the grades for the two quarters of the

semester. To exempt a second exam for a course in the same school year a student must have an average of "85" calculated by averaging the four quarter grades for the entire school year. No student may exempt an exam for second semester in a course in which he/she has failed the exam for first semester. Taking the AP test does not exempt a student from the exam in that course. Homework passes may be used at the discretion of the teacher.

The C.A.R.D. of anyone cheating (as defined in the handbook) will be revoked and all its privileges cancelled.

"J" TERM

The "J" Term is offered during the month of January, offering students two three-hour classes. They will earn a semester credit for each class taken. Attendance during "J" term is vitally important since one day's absence would be equivalent to three days in the regular schedule.

ADVANCED PLACEMENT

Admission to Advanced Placement courses is by application. Students should see the guidance counselor for information. Students enrolled in an AP course will take the AP exam. The point values for AP grades are weighted. See the guidance counselor for additional information.

TRANSCRIPTS

An official transcript from CCHS contains:

- Personal family information such as address, parents, etc.
- A complete list of all academic work beginning with freshman year, including summer school work taken at any other school, and Post-Secondary Options courses.
- Score reports of any standardized tests taken in high school.
- Record of attendance and tardiness.
- Record of co-curricular activities and awards.

Transcripts are sent on request. Seniors may receive one free transcript sent to one college and one free final transcript. (\$3.00 fee for each additional) No charge is made for transcripts sent for scholarships. For each transcript requested after graduation, there is a \$5.00 fee to be paid at the time of the request. **Transcripts and diplomas will not be issued until all bills are paid.**

CAMPUS MINISTRY

The Campus Ministry program works with the Religious Studies Department and the Service Ministry program to offer students various opportunities outside of the classroom to grow in their religious faith

and practice. The Campus Minister and the Campus Ministry team are responsible for planning the all-school liturgies, retreats, formal and informal prayer opportunities for students and staff, and for training students in liturgical ministries and peer ministry.

All students may be trained to lector at Mass. Any Catholic student who has been confirmed may be trained as a Eucharistic minister and to lead the daily Communion Service. Any student may join the Liturgical Choir and lead music at all Masses and paraliturgies.

Juniors and Seniors may apply to become Peer Ministers, enabling them to plan Masses, prayer services and some retreats. They lead the junior high, freshman, and sophomore retreats. In their Junior year, Peer Ministers may apply to be Kairos leaders as Seniors.

RETREATS

Campus Ministry is responsible for coordinating and planning retreats for all CCHS students. All students, including those who attend JVS, are required to take part in a school-sponsored retreat each year. Freshman and Sophomores will attend a day of renewal. Juniors will attend an overnight retreat at Bergamo Renewal Center in Dayton. Seniors will attend the Kairos Retreat at Milford Center. Cost of the retreats has been included in the tuition payment. Students who do not attend their retreat will not receive credit for Religion class that year.

CHEMICAL USE POLICY

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

Alcoholic Beverages, Drugs, and Narcotics: A student shall not possess (includes but not limited to purses, wallets, lockers, desks, cars, etc.), consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, alcoholic beverage, intoxicant, solvent, gas, or mood-altering chemical, drug of abuse, or any counterfeit controlled substance of any kind.

Under the influence is defined as manifesting signs of chemical use such as staggering, reddened eyes, odor of chemical, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or

any other behavior not normal for that particular student.

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

Procedures to be followed in dealing with possession, consumption, use, storing, concealing, making, or being under the influence of alcoholic beverages, drugs, or narcotics:

A. FIRST OFFENSE

1. The Administration will suspend the student for up to three days.
2. In the event a violation of law has occurred, the principal or designee will notify the Springfield Police Department.
3. The principal will notify the designated Intervention Team member to begin intervention. The Intervention Team will:
 - a. strongly recommend that the student seek professional evaluation at a recognized chemical dependency evaluation agency and make appropriate referral.
 - b. establish and maintain timely communications with the evaluation agency to determine if the evaluation occurs and the student/parents follow the recommendations of the agency.
4. If the student/parents have the professional evaluation and follow the recommendations of the evaluation agency, the three-day suspension may be reduced. However, if the student/parents do not have the evaluation or follow the recommendations of the agency, a ten-day suspension may be assigned.
- 5. If the incident warrants, the principal may expel on the first offense.**

B. SECOND OFFENSE

- [Steps 1-3 identified above under first offense in addition to below]
4. Based upon communication from the chemical dependency agency that the student/parents are following a recommended recovery program, the principal will hold the suspension or

expulsion in abeyance pending recommendation from the approved agency.

In the event the student/parents fail to comply with the chemical dependency agency's recommended program, the principal will implement the expulsion procedures.

C. THIRD OFFENSE

1. The principal will expel the student in compliance with the student conduct code.
3. In the event a violation of the law has occurred, the principal will notify the Springfield Police Department.

Procedures to be followed in dealing with **paraphernalia**: A student shall not possess, use, handle, conceal, offer to sell, sell, deliver, transmit, buy or make any instrument used for drug use or abuse, or paraphernalia (includes but not limited to hypodermic needles, syringes, pipes, roach clips, rolling papers, etc.).

- a. The student will be suspended or expelled by the principal in compliance with the student code of conduct.
- b. The principal will notify the designated Intervention Team member for possible application of Chemical Use Intervention Procedures.
- c. The principal will notify the Springfield Police Department for possible prosecution.

CHILD ABUSE POLICY

All suspected instances of child abuse or neglect shall be reported to the Principal who shall report to a designated governmental agency for investigation and action as may be appropriate. (Ohio School Law 9.55.1).

The Archdiocese of Cincinnati issued a "Decree On Child Protection" effective March 31, 1993. In addition to the response under civil statutes, Catholic Central High School, as an archdiocesan institution, follows the policies and procedures outlined in the Decree. While child abuse is recognized as a reality in our society, it cannot be tolerated in the Church.

The Decree provides procedures for a pastoral response should incidents occur and establishes policies aimed at preventing child abuse. Five points outlined for prevention are:

1. A child may receive scheduled, individual instruction or counseling from a volunteer only with the consent of the child's parent or guardian.
2. A child may participate in an organized program sponsored by a

parish or school only with the written consent of the child's parent or guardian.

3. At least 2 adults must be present for any activity for children sponsored by a parish or school.
4. No child may be disciplined through corporal punishment or corrected with abusive language.
5. A volunteer must obtain the consent of a child's parent or guardian before inviting or allowing the child to visit the adult's home.

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

CO-CURRICULAR ACTIVITIES

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

Any student currently enrolled in Catholic Central is permitted to participate in/try out for any co-curricular sport or activity, provided they meet certain eligibility requirements. However, the school's Administration reserves the right to limit or forbid a student's participation in any co-curricular activity.

Eligibility

- 1) Students who do not arrive at school by 8:30 a.m. may not attend or participate in any school sport or activity that evening (including practice). Exceptions to this can only be made by the principal.
- 2) Students on Academic Probation may not participate in extra-curricular or athletic activities. (See Academic Probation & Athletic Eligibility)

Additional requirements for athletes: Catholic Central High School is affiliated with the Ohio Heritage Conference. The rules and regulations of this Conference and of the Ohio High School Athletic Association shall govern the eligibility of the athlete as well as the policies of Catholic Central High School. (See OHSAA Information Bulletin)

Some of those policies are as follows:

- ❖ Parental permission is required.
- ❖ A physical is required *before* playing a sport.

- ❖ Once a student starts a sport they may not leave that sport to compete in another sport in the same season.

Athletics

Fall: Cheerleading, Cross Country, Football, Girls' Tennis, Boys' and Girls' Golf, Boys' and Girls' Soccer, and Volleyball.

Winter: Cheerleading, Boys' and Girls' Basketball, Swimming

Spring: Baseball, Boys' Tennis, Softball, and Track.

CODE OF STUDENT BEHAVIOR

Teachers' Class Rules: Teachers will establish their own class policies and expectations within the framework of school policies. Catholic Central believes the proper way to resolve any teacher/student issues is to meet with the teacher first.

Detention: Students who violate a teacher's class rules or school rules may be issued a detention. The student must have the detention slip signed by their parent and returned to the teacher. The principal will be given a copy of the detention slip so she can monitor student behavior*. Detentions may be given for the following behaviors:

1. Violating a teacher's classroom policy/ class disruption
2. Uniform violations (see section on uniform requirements).
3. Parking lot violations.
4. Misuse of hallway pass or having no pass.
5. Food/drink outside cafeteria.
6. Display of inappropriate affection on school property.
7. Littering school property.
8. Obscene language/gestures.
9. Excessive talking at assemblies or Mass
10. Unexcused tardy to school totaling over two in a quarter.

*Detentions will count towards Saturday School

Saturday School will be held from 8:00 a.m.-12:00 p.m. at Catholic Central. Students are expected to be there promptly, in uniform, with school books for silent study. No sleeping, talking, or eating is allowed. A fee of \$30.00 must be paid to the business office the day of or prior to the Saturday School. We encourage parents to have their child pay the fee or work for it in some way. Absence from Saturday School is tolerated only in an emergency with prior approval of the Administration. Lack of transportation, job responsibilities, athletic events and co-curricular activities are not acceptable excuses. Saturday School will be issued for behaviors including, but not limited to, the following:

1. The accumulation of five detentions in a semester (3 in J-term).
2. Skipping class, school, or homeroom (or a portion of these).
3. Destruction of school property/defacing school property.
4. Academic dishonesty. (See also Academic Policies)
5. Forging a signature on any note.
6. Verbal abuse/disrespect. Insubordination.
7. Smoking on school premises/ possession of smoking materials.
8. Fighting or initiating physical contact.
9. Leaving the building without permission.
10. Misuse of computers/ violation of Acceptable Use Policy
11. Hazing/ threats/intimidation.
12. Unexcused tardy to school totaling over four in a quarter.
13. Skipping two detentions issued for a single violation.
14. Continual refusal to follow the uniform policy.

*Any student who skips Saturday School will be given an "In-School Suspension" and an additional Saturday School.

Suspension: An In-School Suspension or Out-of-School Suspension may be given for the following:

1. Possession and/or use of drugs or alcohol before, during, or after school related activities on school property (see Chemical Use Policy).
2. Serious verbal/physical abuse of a teacher, administrator, staff, student, or other adult, or harassment of another student.
3. Serious insubordination (will accompany a Saturday School)
4. Inducing panic.
5. Theft.
6. Truancy.
7. The accumulation of three Saturday Schools in a year.
8. Any other infraction at the discretion of the Administration.

* *The above could also result in expulsion or a request to withdraw.*

Students are ineligible to participate in extra-curricular activities for seven days from the time a suspension is issued.

In-School Suspension

- The student must arrive at school by 7:30 a.m. and cannot leave until 3:30 p.m. Upon arrival student must report to the Principal.
- Student must bring his/her lunch and may not go to the cafeteria.
- Student must work on assigned school work the entire day. No sleeping allowed. The student may not receive credit for work unless the assignment is a test, quiz, or major grade, at the discretion of the teacher.
- The Principal will check the student's work at the end of the day. If

a reasonable amount of work is not completed the student will be issued a second day of suspension.

Out-of-School Suspension

- The student may not be on school property nor take part in any school activity.
- Assignments, tests, and quizzes missed during suspension must be made up, with the understanding that the highest possible grade for the work is 69%

Expulsion: A student who commits a serious offense (including those listed under suspension) or has exhausted other means of correction may be asked to withdraw from Central or be expelled. If a student is expelled the word "expelled" will be written on his/her transcript. Automatic expulsion can be issued for possession and/or use of weapons, firearms, explosives, or incendiary devices.

COMPUTER USE

All students and their parents must sign a yearly Responsible Use of Technology Policy agreement before students will be permitted to use the school computers. The school may take disciplinary action against any person who violates the Responsible Use of Technology Policy.

Disciplinary action will be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off of school property, using school or personal computers. There is no expectation of privacy.

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

- 1) Vandalism in any form involving system hardware, electronic data, software, and/or media; malicious or intentional destruction of data or systems (viruses, etc.); or tampering or incorrectly configuring system settings. Students/parents will incur any cost for repair or replacement.
- 2) Inappropriate use of Computer lab systems including illegal use of computer hardware, software, and data, violating Acceptable Use Policy from the Archdiocese of Cincinnati Catholic Schools Office, lab rules, copyright guidelines, school rules, and/or instruction from the teacher.
- 3) Unauthorized use of Computer Lab systems including accessing systems from home, using school computers for task unrelated to

- curriculum, in lab without staff supervision, or unauthorized use.
- 4) Violations of password or security
 - 5) Loading software into school computers

Illegal activities involving computer lab systems (hardware, software, data) will not be tolerated.

There is no expectation of privacy.

In order to save any information from school computers, students must purchase their own personal "jump" or "flash" drive.

DANCES

School rules and consequences regarding student behavior do apply at school dances. The following are some other rules that apply:

1. No possession or influence of drugs/alcohol. Any student may be asked to submit to a blood alcohol breath test. If the result is positive the student's parents will be called and the student will be penalized according to the Chemical Use Policy.
2. Students must arrive by 8:00 p.m. (except for Prom, when they must arrive by 7:30) and may not leave earlier than 10:30 p.m.
3. Once students enter the dance they may not leave or go to the parking lot without an adult escort.
4. Students must be dressed in an appropriate manner: no references to sex, drugs, or alcohol. All clothing should be modest and in good taste.
5. No public display of affection or inappropriate dancing.
6. Freshmen may attend the Snowball and Sadie Hawkins dances.
7. Sophomores may attend Homecoming, Snowball, and Sadie Hawkins.
8. Juniors and Seniors may attend all dances.

DRUG TESTING

All students attending Catholic Central may be subject to random drug testing. Testing will be done by an outside agency (Mercy Occupational Health Center) which will come to school and test students. In order to attend Catholic Central the student must submit to drug testing. Those students who will not comply will be asked to withdraw. All students who test positive for drugs or alcohol will be treated according to the Chemical Use Policy. In addition, students involved in athletics and extra-curricular activities will be subject to:

FIRST OFFENSE: Suspension from participation in one's sport/club for twenty percent of the remaining games/activities (see separate forms). Also subject to the guidelines established in the school's Chemical Use Policy.

SECOND OFFENSE: Suspension from participation in athletics/extra-curricular activities for the remainder of the current season and the

entire following season. Also subject to guidelines established in the schools Chemical Use Policy.

THIRD OFFENSE: The student will be permanently denied the privilege of participation in athletics/extra-curricular activities and may be expelled from school according to the school's Chemical Use Policy.

ELECTRONICS AND CELL PHONES

Electronic devices (cell phones, games, radios, walkmen, pagers, CD players, MP3 players, etc.) are not to be used during the school day. If students have these items in school, they must be kept in their book bags or lockers. Cell phones are permitted at school. To prevent disruption, students may not place or receive calls during the school day, except during the lunch period. Students displaying these items in violation of the policy will be subject to disciplinary action and the device will be confiscated. Students must present a note signed by a parent to reclaim the item **the following day**. A second violation requires a parent coming to school to reclaim the confiscated item. A student's third violation will result in the item being banned from the building. **If a banned item is found to be in the building, it will be held by the administration for the remainder of the school year.**

FIELD TRIP POLICY

A student will not be permitted to attend a field trip if a completed field permission form is not signed by the parent and turned in. Certain fees paid for the field trip may not be refundable if the student does not participate in the trip. Dress for field trips must be uniform or better. Parent drivers or busses must be used for out-of-county field trips. Field trips are a privilege, not a right.

HARASSMENT

Our Christian faith embraces each individual as a gift from God, worthy of love and respect. Therefore, harassment of any kind—based on race, gender, religious belief, nationality, disability or sexual orientation—is prohibited. Harassment is unsolicited, offensive behavior. It may be verbal (jokes, insults, innuendo, propositions, or threats and bullying) or non-verbal (gestures, touching, assault, or the visual display of materials). All harassment should be reported to an adult immediately. The complaint will be investigated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, and/or the notification of authorities.

LOCKERS AND LOCKS

All students are assigned a locker. A school issued lock should be on the school locker at all times. Locks will be issued when students enter Catholic Central and will become their property. Lockers should be locked at all times. The school assumes NO RESPONSIBILITY for loss or damage to personal property kept in lockers. Students will be asked to remove pictures or items in lockers which violate the spirit of the school philosophy. Nothing may be permanently affixed to the inside surface of the lockers. Lockers are the property of the school and may be inspected by the administration at any time. Replacement locks may be purchased from the Business Office for \$5.00. The school is NOT responsible for the loss of items nor will the school's insurance cover replacement costs.

OFF-CAMPUS BEHAVIOR

Although the school cannot be responsible for students' conduct outside of school, students should remember that they are responsible for the good name of CCHS. Students' off-campus behaviors that are detrimental to the reputation of the school are subject to disciplinary action.

PARKING LOT

Any students in grades 10, 11, 12 who wish to park in the school's parking lot will be required to complete an information form and purchase a parking sticker for \$35.00. Parking spaces will be available prior to the start of school, and will be assigned on a first-come-first served basis. Chronic parking/driving problems may result in the loss of parking privileges.

DISCIPLINE: Junior High School

Teachers' classroom rules. Each teacher will establish rules and expectations for their classroom, along with consequences for students who do not follow these guidelines. These rules and consequences will be posted in the classroom. We encourage any teacher/student issues to be resolved at the classroom level.

Disciplinary action will be taken when a student chooses to act inappropriately. Disciplinary notices will be issued to a student as a written communication to parents when inappropriate behavior occurs. This notice will define the behavior and list the appropriate consequence. It must be signed by the parent and returned to the school the following day. Consequences will be given according to the seriousness and number of offenses. Detention may be among

the consequences. If slips are not returned, parents will be called and students must abide by the consequences. Students may not participate in any extra activities such as field trips, field days, etc. unless all consequences are followed. Parents are responsible for providing transportation for their student who is assigned detention.

Office Plan

A student may be placed on an Office Plan if he/she receives three Disciplinary Notices in one quarter, or for major violation or offenses as determined by the principal. The parent and student will, along with the teacher and administrator, prepare a plan of action to correct the behavior. Out-of-school suspension may be a consequence for failure to follow the plan. Failure to co-operate and follow the plan of action may result in expulsion.

ONCE ON THE OFFICE PLAN, THE STUDENT REMAINS ON ALL YEAR.

Suspension

Continual disregard for acceptable conduct will result in in-school or out-of-school suspension. A parent/teacher/principal conference will be required when a student is suspended. Suspensions may not exceed five school days. The principal will inform the parent in writing within 24 hours of the suspension and give a description of the behavior.

Expulsion

Written notice will be sent to the student and the parents stating reasons for the student's removal and proposed expulsion.

A meeting may be held between school representatives and the parents.

In the case of expulsion due to disciplinary problems, parents are still obligated to pay tuition for the full school year.

HEALTH AND SAFETY

EMERGENCY PROCEDURES

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

Fire Drills are required by law. When the alarm is sounded, students should leave quickly, in an orderly fashion, and in silence, by the route posted in their classroom. The classroom windows, door and any

outside doors should be closed as students leave the area. Turn off the lights.

Rapid Dismissal Drills will be held at regular intervals as required by law. When the alarm is sounded, students are required to take their belongings and leave the building as quickly as possible, as if they were not returning for the day, but they should not leave the property. Tornado Drills are required by law. When the alarm is sounded, students are directed to prearranged areas of the building, according to directions posted in each classroom.

ILLNESS

Any student who is ill should report to the Main Office. If necessary, the parents may be called. An ill student may leave the school with the knowledge and consent of a parent and an administrator. In an emergency, the parents will be contacted.

MEDICATIONS

When it is necessary for a student to take medication at school the office must have received the signed Medication Form (Ohio Law S.B.262). The medication must be in the container in which it was purchased, with an affixed label which includes the student's name, the name of the medication, and the dosage information. Without these, no medication can be given.

No student may carry any medication in school except for epi-pens, inhalers, or insulin pumps. Students in possession of any medication are subject to disciplinary action.

INTERVENTION

It is our policy to intervene in a caring and supportive manner whenever a student's behavior causes concern. Students may be referred to the Intervention Team by anyone who is concerned about the student's behavior. The concerned person will fill out a written referral describing the behaviors that are causing concern. This should be submitted to the Intervention Team chairperson.

The Intervention Team reviews the referral and makes a decision about further action. If the Intervention Team is sufficiently concerned, they will collect data from the student's teachers. The data will be reviewed and the Intervention Team will further evaluate the information. When it is in the best interest of the student, the Intervention Team will meet with the student's parents to share information and make recommendations for the student.

PREGNANCY

Based upon the principle of Christian charity, kindness and understanding that Jesus has given us, and out of consideration for the unborn, a student who becomes pregnant should be permitted to remain in school and complete the requirements for graduation. The decision will be made by the Administration only after all interested parties have been consulted. Each occurrence calls for an individual decision and should take into consideration the common good.

SERVICE PROGRAM

Christian service comes in many forms at Catholic Central. Some involve every student, such as the annual spring All-School Service Day and individual service hours, while others are open to students with a special interest in service such as the J-term Service Ministry class and service organizations like Key Club. The Service Ministry class student leaders' mission statement sums up what we are about:

*God has given so much to us.
Now it's our turn to give back.
We are Catholic Central,
Following in the footsteps of Christ.*

Requirements for the Individual Service Program:

1. Each year, every student must complete a minimum of 30 hours of service to parishes or other non-profit community organizations sometime during the summer and/or school year.
2. Students must devote at least 20 hours in one project ("Long Term Service Project") that benefits a non-profit community organization or a parish.
3. Students may complete all 30 hours in one project, or do the remaining 10 hours in a variety of projects
4. Students must fill out a Service Project Proposal and have it approved by a religion teacher before beginning a Long Term Project. Proposal forms are available in the main office. After a student's proposal has been approved, students should use a Long Term Service Project Evaluation form / Log Sheet to keep track of their hours.
5. For any short-term projects, students should obtain a Short Term Service Project evaluation form from the main office, which should be completed by the student and signed by the project's adult supervisor.

Grading:

1. Each quarter, the religion teachers and service coordinator will review each student's service forms and written reflections, which will be worth 10% of each student's quarterly religion grade.

2. Students who complete more than 30 required hours may earn extra credit on their year-end religion grade.

Any student who fails to complete the 30 service hours by the last day of classes will fail Religion for the year and be required to repeat Religion and complete 60 hours of service the following year.

Students in the class of 2013 will take part in a new approach to student service projects: F.I.A.T--Faith In Action Together--Following the example of Mary, we are saying "yes" to bringing Jesus and His Love into the world.

Each student will complete a major project with three components: learning, service, and reflection. Learning and reflection sessions will be led by faculty or parish adult mentors before and after the service. Students will sign up for specific projects through the Service Ministry Department at CCHS. *This approach counts completed projects instead of hours served*, and allows each student to focus on the issues and people served, as well as the student's own growth through service.

TUITION, FEES & TUITION COLLECTION POLICY

The majority of the costs of operating Catholic Central High School comes from tuition payments. Like any Business, the school depends on prompt payment of tuition in order to continue providing services to the students. The following regulations are enacted in order to insure that the financial aspects of the school are handled in a smooth and efficient fashion. In those instances when difficulties arise, please contact the school before it becomes a crisis. Together we can work out some arrangement that will help both parties achieve their goals.

1. The school year begins in late August and ends in early June. Tuition includes fees for tests (PLAN and PSAT), retreats, yearbook and Bible. The current tuition rate for Parishioners is \$5,695 and for non-parishioners is \$6,395. In order to receive the parishioner tuition rate, parents and students must show that they are practicing Catholics registered in one of the feeder parishes, as verified by the Pastor.
2. Parents must submit a Tuition Preference Form along with a non-refundable \$100 registration fee (\$125 after March 31) for a student to be registered. This form is a contract between the school and the parents. Payments can be made in one of the following ways: Full Payment, 60/40 Split Payments, monthly Payments through the Tuition Management System. If paying

monthly, the tuition is split into 11 equal payments beginning in July and ending in May. Payment is due by the 20th of the month. A late charge of \$30 per month is added to all tuition, fees and payments not made by the due date. A \$25 charge will be assessed for any check or debit that is returned for insufficient funds. If the July tuition payment is not made prior to the start of school, students will not be permitted to attend classes on the first day of school.

3. Holders of tuition accounts in arrears may subject students to various sanctions including but not limited to: forfeiture of participation in extracurricular activities (including sports), denial of participation in optional field trips, withholding of report cards, withholding of diplomas and denial of testing, suspension from the school and/or dismissal from the school.
4. Failure to make timely payments or meet with the Business Office will be deemed as a refusal to cooperate and will subject the student to sanctions up to and including dismissal. In those instances where changes must be made to the choice of the payment plan, the first instance of non-compliance with the new terms will subject the student and the account to penalties outlined above, without further need on the part of the school of meetings or notifications.
5. Students dismissed because of parent's nonpayment of tuition may be re-enrolled. All accounts must be brought up to date prior to acceptance of the re-registration. In such cases, parents will sign a new payment plan detailing payment schedule and amount of payments.
6. In all cases, registration of students is not considered complete without the signed Tuition Preference Form. Should this form not be on file with the Business Office by the first day of classes, the student will not be allowed to attend classes until such time as the form is on file.
7. Students enrolling after August 1 must pay a \$125 non-refundable registration fee, complete the Tuition Preference Form and make the first tuition payment according to the plan that was chosen before the student will be issued a schedule.
8. Tuition assistance will be available each year. Parents are eligible to apply for a tuition assistance grant, scholarship or work-study. To be eligible for consideration for assistance, parents must complete a PSAS (Private School Aid Service) application, a scholarship application form and a work-study form by the deadline stipulated. The Scholarship Committee will review the data and make awards based on the availability of tuition assistance funds.

Parents will be notified as soon as possible of the assistance they will receive based upon the availability of funds, and ranking of need based on the PSAS. Not all applicants will receive assistance.

9. Seniors are charged a \$150 fee to cover the costs of the graduation ceremony, hall rental, diplomas and caps and gowns.
- 10. All Senior tuition and fees must be paid by May 15;** otherwise students will not be permitted to take final exams. Any payments made after May 15 must be by cash or money order. **Diplomas will not be issued and transcripts will not be mailed until all obligations are met.**
- 11. All underclassmen tuition and fees must be paid by May 22;** otherwise students will not be permitted to take final exams. Report cards and transcripts will be withheld and the student will not be allowed to begin the next school year until all obligations are met.
12. In case of withdraw or transfer, transcripts will be withheld until all financial obligations are paid-in-full.
13. When students must be voluntarily withdrawn because of transfer of parents, tuition paid ahead will be refunded on a pro-rated basis after all outstanding fees are deducted. If the student is withdrawn at the request of the school or is voluntarily withdrawn by the parents, tuition paid ahead is not refundable.
14. Any student who leaves the school for any reason will be subject to a \$150 withdrawal fee.

Multiple Child Allowance is a reduction in tuition for families at CCHS. This reduction is \$250 per student for families who have two students attending CCHS. The allowance is \$1000 for each additional student of 3 or more attending.

Financial Aid Grants, though limited, are made by Catholic Central and the Catholic Central Foundation. The size of these grants is determined by the need of the family and the amount of money available. Application for these grants includes filing a PSAS form by March 1 of the previous school year. The amount of the grant received will be deducted from the student's tuition.

Work Study is available to students who show need. Determination of this need will be based on the results of the PSAS form. The student's tuition account will be credited when the work has been completed satisfactorily.

Other Discount Opportunities include **Bring-a-Buddy**: Earn up to \$500 for influencing another student to attend CC jr/sr High. **Geographic Travel Discount** of \$250 applies if you live outside county school bus service. Call for applications.

ADDITIONAL FEES THAT WILL BE CHARGED:

Registration Fee - \$100.00 per student (\$125 if paid after 3/31/09)

Student Activity Fee - \$80.00 or a fundraiser (see page 27)

OTHER FEES THAT WILL NOT APPLY TO EVERYONE:

Graduation: Senior graduation fee of \$150.00 which includes the expense of diplomas and cases, programs, flowers, and cap and gown. This fee must be paid by the end of April.

Late Tuition Fee: A \$30.00 late charge per month is added to all tuition, fees and payments not paid by the appropriate date.

Parking Fee: Parking decals can be purchased for \$35.00

Advanced Placement classes require payment for the college textbooks used in the class as well as the AP test fee.

Returned Checks : A \$25.00 charge will be assessed for any check or debit that is returned to us from the bank for insufficient funds.

Saturday School: A \$30.00 charge is assessed for attendance at Saturday School.

Schedule Changes: Students requiring a schedule change after they have checked and approved their selected courses will be charged a fee of \$25.00. This fee must be paid before the change can be made.

Textbook Fines: The following fines will be charged for damages made to loaned textbooks and library books.

- torn out pages – replacement cost
- badly damaged book – replacement cost
- lost books – replacement cost
- damaged cover and/or binding - \$10.00
- writing in books - \$5.00
- torn pages - \$5.00
- lost books found by the school - \$10.00

Transcript Fee: \$5.00

Agenda Replacement Fee: \$10.00

Lost Locks: \$5.00

Withdrawal fee: \$150.00

Athletic Fee - \$75 for each sport played.

STUDENT ACTIVITY FUND

Each family is responsible for \$80.00 for the Student Activity Fund. Students have the opportunity to raise all or part of this fee by selling the designated product. The total fee -- either by fundraisers, payment or combination -- is due by December 19, 2008.

PARENT SERVICE HOURS

Parents are required to do 20 hours of approved service for the school, regardless of the number of students in the school. Hours will be tracked and will be charged at a rate of \$10 for each hour that is not served. Hours must be completed by May 15 of the school year.

TUITION—Junior High

The cost of tuition for Junior High students is \$2,325 for parishioners and \$3,950 for non-parishioners. To receive the parishioner rate, parents must sign the active parishioner agreement form and meet their obligations as defined by the pastors.

UNIFORM CODE

The primary purpose of a uniform policy is to teach students self-control, respect of self, respect of learning, and a sense of belonging.

Regular Uniform-Men

1. Uniform slacks (navy blue or khaki) **purchased from the approved uniform company**. Belt must be worn; pants may not sag.
2. Oxford shirts (white or light blue) with button down collar. Shirts **MUST** be tucked in at all times—**NOT ROLLED UNDER**. Only plain white t-shirt may be worn underneath.
3. Ties (neck or bow) must be worn correctly from Oct. 1st to April 30th.
4. Sweaters or sweatshirts purchased from the uniform company may be worn. These are optional during the winter. No other pullovers, coats, sweaters, or sweatshirts may be worn. Hoodies may not be worn.
5. Socks must be worn.
6. Wearing earrings is prohibited. No other body piercing or tattoos are allowed.
7. No extreme hairstyles or ponytails may be worn. Hair must not fall below the top of the collar. Men must be clean-shaven.
8. No headgear of any kind is permitted.

Women:

1. Uniform pants (navy blue or khaki) **purchased from the approved uniform company**, or uniform skirts must be worn. Skirts must be of a modest length: when the student kneels, the skirt should touch the top of a soda can placed on the floor beneath the hem.

2. Oxford blouses with buttoned down collar in white or light blue may be worn. Only plain white t-shirt may be worn underneath.
3. Sweaters or sweatshirts purchased from the uniform company may be worn. These are optional during the winter. No other pullovers, coats, sweaters, or sweatshirts may be worn. No hoodies.
4. Shoes should be worn that promote safety and are appropriate for school. No soccer sandals, flip-flops, open-toed shoes, or high heels are permitted.
5. Socks or tights must be worn during the winter option. Tights have feet. Leggings are not permitted.
6. Pierced earrings are permitted, but no other body piercing is allowed.
7. Extreme hairstyles are prohibited.
8. No headwear of any kind is permitted.

Warm Weather Option (for men and women)

From the beginning of the year through September 30, and from May 1 to the end of the school year, the students may wear navy blue or khaki walking shorts and white golf shirts with school logo. Both of these **must be purchased from the designated uniform company**. The regular oxford shirt/blouse may also be worn with uniform walking shorts. Belts are to be worn with walking shorts; pants may not sag. Tennis/athletic shoes or sandals with back straps may be worn during the warm weather option. **No flip-flops, soccer sandals, or open-toe shoes**. Students are expected to be in regular uniform if they do not choose the warm weather option.

School Spirit Day -Every Friday students may show their school pride by wearing a Catholic Central shirt depicting a club, organization, or sports team associated with the school. During the winter option, students must wear long uniform pants or jeans. Girls may wear the uniform skirt. During the warm weather option, students may wear shorts (uniform shorts only), or bottoms as specified above. No sweat pants. **Out-of-uniform Days** may be held on special occasions through the year. The dress code for these days will be:

1. Clothing must be modest and appropriate.
2. Slacks, jeans during appropriate uniform time.
3. Rules on grooming are always in effect.

UNIFORM CODE—Junior High

All uniform items are to be purchased from the approved uniform company.

Skirt

The uniform skirt will be Catholic Central School plaid. Skirt length can be no shorter than two inches above the knee and no longer than mid-knee. Skirts must be above the hipbone. No rolling of skirts at the waistband.

Slacks

The uniform slacks will be solid navy blue or khaki. Pant legs must not be rolled or dragging on the floor.

Shorts

The uniform shorts will be solid navy blue or khaki. Shorts may be no shorter than two inches above the knee and no longer than mid-knee. Summer uniform option is in effect from the beginning of the school year through September 30 and from May 1 to the end of the school year.

Belts

Belts must be worn. Belts must be plain navy blue or black. No decorative belts may be worn.

Shirts

White polo shirts with a collar, short or long sleeved, with the Catholic Central logo are to be purchased from the uniform company. Shirts must be tucked in and not rolled under. If a t-shirt is worn under the polo shirt, it must be plain white.

Sweaters/Sweatshirts

Navy blue cardigans, pullovers, sweaters or sweater vests or sweatshirts with the Catholic Central logo are the only ones acceptable. If a sweater or sweatshirt is worn, the uniform polo must be worn under it. These uniform items are to be purchased from the uniform company if they are worn.

Socks

Socks must be worn at all times and must cover the ankle (be visible above the shoe). Socks are to be solid white or navy blue. There are to be no logos on the socks. Girls may wear solid white or navy blue knee-highs or tights.

Shoes

Shoes should be worn that promote safety and are appropriate for school. No flip-flops, open-toed shoes, or high heels are permitted.

Hair

Hair must be neat and clean. Extreme hairstyles or fads and extreme colors are not permitted. Boys' hair may not be worn in a ponytail and must not exceed the top of the collar in length. Distracting use of cosmetics is not permitted.

Jewelry

Girls may have no more than two earrings per ear. No dangling

earrings or hoops are permitted. Boys may not wear earrings. No other body piercing or tattoos are permitted.

Hats/Jackets/Ball Caps

No hats, jackets, or ball caps may be worn in school.

Gym Clothes

Solid color shorts, which are no shorter than two inches above the knee and no longer than mid-knee, sweats and t-shirts with sleeves is the attire for physical education class.

Out of Uniform

Ohio Heritage Conference athletic team members and cheerleaders may wear their team shirt on opening game day and the last game day. The remainder of the outfit should be uniform.

On out of uniform days, students are to wear shorts and skirts that comply with uniform length, or slacks. Shirts or blouses must have sleeves and contain no offensive advertising or language and cover the midriff. No tight clothing is to be worn. Socks and shoes must be worn in compliance with the uniform code.

If a student is in violation of the uniform code, parents may be called to bring proper attire.

All uniforms must fit appropriately. Tight or oversized items are not to be worn.

Anything that may be disruptive or detract from the learning environment is inappropriate. The administration reserves the right to decide what attire is inappropriate.

OTHER INFORMATION

STUDENT COUNCIL

The entire student body belongs to the Student Council. A student must be at least a Sophomore to run for a Student Council office.

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

- have a minimum of 2.33 GPA.
- have achieved appropriate grade level status.
- have no failing grades during the present school year

A student officer or council member who is assigned Saturday School during the present school year may lose their position.

LIBRARY/INFORMATION RESOURCE CENTER

The library/information resource center is open from 7:30 a.m. to 3:00 p.m. during the school week. The library is to be used for study, research and reference work. Students who have study halls may use the library after receiving permission from the study seminar moderator. Books may be checked out for two (2) weeks; may be

renewed for one (1) week. Magazines, except current issues, may be checked out overnight. They must be returned the following morning. Reserved materials and reference books may not be taken from the library without the permission of the librarian. All materials must be returned two weeks before the end of the second semester.

VISITORS

In accordance with section 2917.211 of the Ohio Revised Code, any visitor to CCHS must report to the Main Office, sign in and receive a visitor's pass.

Students who wish to have a visitor must seek permission at least two days in advance with the office of School Advancement. Permission for such a visitor is left to the discretion of the administration. A visitor must present an approval letter for the visitation from the principal of their present school and parents.

Prospective students should make arrangements to shadow in the Enrollment Office.

WEATHER CLOSURE

When inclement weather occurs, listen to the radio and TV stations for an announcement with regard to the closing of school or late arrival. Weather announcements for Catholic Central will be listed under Catholic Central Schools.

RIGHT TO AMMEND

The principal retains the right to amend the Parent/Student Handbook for just cause. Parents will be given prompt notification if changes are made.